

**SAINT JOHN VIANNEY SCHOOL
420 INMAN AVENUE
COLONIA, NJ 07067**

**SCHOOL 732-388-1662 PRE-K 732-388-1662 SCHOOL FAX 732-388-1003 RECTORY 732-574-0150 CCD 732-388-1424
Web Site: www.school.sjvianney.com**

Saint John Vianney School is an accredited parochial school in the Diocese of Metuchen that welcomes all students who have the desire to learn in an atmosphere of Catholic Christian concern. We do not discriminate on the basis of sex in educational programs, activities, and employment under the applicable regulations of Title IX of the Educational Amendment of 1972. We admit students of any race, color, religion, or national origin.

MISSION STATEMENT

The mission of Saint John Vianney School is to provide a quality academic education in a Catholic School environment where students learn to live the Gospel values and the teachings of the Catholic Church. Students learn to put into actions Jesus' message of love, respect and service to others.

The School motto, "God's Loving Light shines through us and our "actions" reminds all members of the school community of our commitment as faithful disciples of Jesus and responsible citizens of our world.

Saint John Vianney School was founded in 1962, and our purpose and philosophy center on the Spirit of Jesus alive in our midst. We believe parents and teachers work together in the spiritual, moral, intellectual, personal, and physical development of the children. The Gospel values are taught and lived within a faith community where children learn to know, love, and serve God more perfectly. The school's focus is to help students lead lives consistent with the teachings of the Catholic Church and enable them to become productive moral members of society.

Saint John Vianney School strives to inspire and to foster respect for the rights of students, parents and teachers. We strive to create an atmosphere that is conducive to learning. The emphasis is on communication skills, higher level thinking skills and conflict resolution skills. All members of the school community are challenged to learn and challenged to live the message of Jesus in their daily words and actions.

"Of the educational programs available to the Catholic community, Catholic schools afford the fullest and best opportunity to realize the threefold purpose of Christian education among children and young people: message, community, service."
(National Conference of Catholic Bishops, *To Teach as Jesus Did*, 1972)

FACULTY AND STAFF 2016-2017

ADMINISTRATION

Pastor: Monsignor Edward M. O'Neill

Principal: Sr. Eileen Jude Wust S.S.J.

Assistant Principal: Mr. John O'Halloran

Religious Associates

Rev. Joseph Kubiak

Rev. John Gloss

PCL: Mrs. Mary Cowan

FACULTY

Preschool:	Mrs Barbara Bridges	Grade 2A:	Mrs. Debra McCann	Grade 6A:	Mrs. Jessica Hicks
Preschool:	Mrs. Frances Mendicino	Grade 2B:	Mrs. Erin O'Halloran	Grade 6B:	Mrs. Lori Perona
Preschool:	Mrs. Gertrude Rodriguez	Grade 3A:	Mrs. Linda Wilmott	Grade 7A:	Mr. Thomas Cunningham
Kindergarten A:	Mrs. Pamela Noto	Grade 3B:	Ms. Kristen Housman	Grade 7B:	Mrs. Carol Bartilotti
Kindergarten B:	Mrs. Ellen Zyra	Grade 4A:	Mrs. Renee Germek	Grade 8A:	Ms. Susan Endler
Grade 1A:	Mrs. Winfred Trinca	Grade 4B:	Mrs. Margaret Stites	Grade 8B:	Sr. Rose Maxine Babula
Grade 1B:	Mrs. Jennifer Dougherty	Grade 5A:	Mrs. Amanda Cleveland-Miller		
		Grade 5B:	Ms. Gladys Schmidt		

Technology:

Mrs. Elaine Hou

Spanish:

Mrs. Patricia Hughes

Music:

Mrs. Michele Murray

Physical Education:

Ms. Maura Carney

Library:

Mrs. Gina Damanti

Art:

Ms. Michelle Floyd

STAFF

Administrative Secretary: Mrs. Agnes Bacsik

Nurse: Mrs. MaryLynne Chiera

Receptionist: Mrs. Lisa Filippini

Office Assistant: Mrs. Laura Gruenling

Saint John Vianney School Handbook/Contract

Saint John Vianney School recognizes its responsibility in educating the children of this school. The school requests the assistance and cooperation of the parents/guardians in performing this task. School is a partnership between Parents and School. The Parent is the primary educator and school Secondary. If this partnership is not working the parent may be asked to remove the child from the school. The policies stated provide the general guidelines to be followed. *The guidelines include but are not limited to all that is stated within this Handbook/Contract.*

This Handbook/Contract exists to foster the efficient operation of Saint John Vianney School. To meet this objective, the School Administration (Pastor, Principal, and Assistant Principal) is given the flexibility and the ability to exercise discretion. In appropriate circumstances, the Administration has the discretion to take actions other than those specified in the Handbook/Contract. This Handbook/Contract is not intended and should not be considered to create any additional rights for students or for parents/guardians. The School Administration reserves the right to amend and modify the handbook as it deems necessary with notification provided to all parties.

This Parent/Student Handbook is to be read by both child(ren) and parents/guardians, and both are to sign the last page stating that the material has been read and understood as a binding contract to which both the administration, parents, and children are bound as their interests may be affected thereby. **THIS FORM IS TO BE RETURNED TO THE OLDEST CHILD'S HOMEROOM TEACHER.**

ADMISSIONS

The school admits students of any race, sex, national origin, age (in accordance with the law), and disability, if, with reasonable accommodation on the part of the school, the disabled person's needs could be met.

Children entering Kindergarten in September must have reached the age of five by October 31. Children entering First Grade must be six years of age by October 31. Acceptance of students in any grade level is determined by class size. Birth and Baptismal certificates must be presented at the time of registration as well as Immunization records. Immigrants will provide a Birth Certificate, Proof of Residency, a Visa or Passport, Proof of Guardianship, and Immunization records. Before admittance, new students must be tested on grade level. New students will be on probation for the first marking period to determine whether the school can meet the student needs whether on an academic and/or social levels. This probation can be extended at the school administration's discretion. The school requires that you inform it before registration if your child has a learning disability or other condition that will require special accommodations. The school will make reasonable accommodations for students with disabilities.

Proper immunization is a condition of admission into the school. No child shall be admitted without proper proof that the child has been immunized as required by the laws of the State of New Jersey, N.J.S.A. 26:1A-9. No requests for religious exemptions will be considered.

Tuition payment is required as per contract. The yearly registration fee is non-refundable. Tuition paid in advance will be pro-rated. At registration, parents agree to commit to work the parish fair, as well as participating in the yearly Summer Splash Raffle and the *Scrip* program. *Your Summer Splash Raffle and Scrip obligations for the current school year must be fulfilled by May 31, 2017.* The school reserves the right to withhold report cards, exclude the student from activities, or remove a child from class for non-payment of tuition or failure to fulfill obligation.

Custody

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order. The school asks all divorced parents to furnish the school with a court-certified copy of the custody section of the divorce decree. Never married parents should also have custody documents on file, as needed. This information will help school officials in determining when, if ever, the child can be released to the non-custodial parents.

ACADEMIC POLICY

Saint John Vianney School is accredited by the AdvancEd Accreditation Commission and follows the guidelines and standards set by the Diocese of Metuchen. The curriculum, which is the body of knowledge taught, supports a Catholic Christian atmosphere which encourages individuals as whole persons to be active members of their communities so that their God-given talents will exemplify solid Catholic Christian values and morals. The curriculum is designed to ensure students of a "continuous holistic" educational experience.

Instruction is provided in Religion, Language Arts (English Grammar, Writing, Vocabulary/Spelling, Phonics, Reading, and Handwriting), Mathematics, Social Studies, Science, Health, and Physical Education. Additional instruction is provided in the areas of Spanish, Music, Computer, and Library Science. Counseling services are also available for which parental permission is required unless an emergency situation exists.

Various methods are incorporated into the daily instruction to meet the needs of each student. To help meet those diverse needs, Compensatory Education is provided to eligible students through the Middlesex Regional Educational Services Commission.

Progress is evaluated by each individual child's performance in class. General behavior, attendance, class participation, class work, homework, and test / quiz scores are taken into consideration. Work is sent home on a regular basis. For those parents that do not have access to Power School they will need to contact the school at the time the reports would be available on Power School to request that their child's Progress Report or Report Card be sent home. Kindergarten receives a Report Card three times a year. Dates for distribution of Progress Reports and Report Cards are noted on the calendar. Formal Parent-Teacher Conferences are scheduled during the school year, and dates are noted on the calendar. Parents are also encouraged to make an appointment or write his/her child's teacher whenever any serious problem arises. However, since class time belongs to the children, visits should never be made during school hours. Appointments with the teacher/teachers are made by submitting a note requesting a conference.

HONOR ROLLS

Any student in grades 5, 6, 7, or 8 is eligible for honor roll based on the following criteria.

(A student who is late 5 or more times in a marking period is not eligible for honor roll)

High Honors: An average of 100-97 based on major subject areas (Religion, Mathematics, Language Arts, Science and Social Studies): no grade below 93 in a major subject area; no grade below 89 in any subject that meet 3 times a week or less (Computers, PE/Health, Music or World Language) and no check marks related to Behavior or Personal and Social Growth.

Honors: An average of 96 to 93 based on major subject areas; no grade below 89 in any subject area; and no check marks related to Behavior or Personal and Social Growth.

Recognition: An average of 92 to 89 based on major subject areas; no more than one grade 88-86 in any subject area; no grade 85 or lower; and no check marks related to Behavior or Personal and Social Growth.

ACADEMIC PROBATION/SUSPENSION

A “Satisfactory” or an average of at least 75 in every subject is necessary for participation in any organized school/parish activity for all students, grades K-8. After distribution of Report Cards, students will be placed on probation to improve any grade lower than a 75 and the student will be permitted to continue participation in any activity. If improvement is not made, the parents will be notified that the student is being placed on suspension from participation in any activity until the end of the quarter. **Once notified that the student is on suspension the parent must arrange a meeting with the administration. At this meeting the parents will be required to formulate a plan of action, subject to the approval of the administration, to address the student’s academic issues.**

ATTENDANCE/DAILY PROCEDURES

Presence in school is an essential component of the educational process. The school day begins at 7:45 A.M. and ends at 2:30 P.M. Half days will be from 7:45 A.M. to 12:15 P.M. Dismissal on half days before holidays and at the end of the year will be 11:30 A.M. In case of inclement weather, you will be notified by *SCHOOLMESSENGER* of school closure or delayed opening. (It is the Parents/Guardians responsibility to keep the school informed of their latest contact information). Students report at 9:45 A.M. on delayed openings. In case of an emergency early dismissal, bus riders will be permitted to ride the bus if advance written permission is given; all other students will be dismissed at 11:30 A.M. Please make every effort to pick up your child (ren) as soon as possible as a courtesy to faculty. The school follows the Woodbridge School System on closings. You are requested to listen to the radio (WCCT 1450AM), television (WCBS Channel 2, WPIX Channel 11 and NEWS 12 NJ), or check our school web page. Please, do not call the rectory, convent, or school.

Students are not permitted on the school grounds before 7:20 A.M. Any student arriving earlier than 7:20 A.M. MUST attend the Before Care School Program for which there is a small service fee. An Aftercare School Program is also available for students who need to be supervised after the conclusion of the regular school day till 6PM. There are registration and daily fees for this service. Students who are not picked up by 2:35 P.M. will go to Aftercare and a minimal fee will be charged. **For any child not picked up by 6:00 PM there will be a LATE FEE of \$25.00 cash to be paid that day** Please note that Aftercare services are not provided on specific dates noted on the calendar or on days when there is an emergency closing.

Parents requesting bus services must sign a bus form (B6T) and return it to the school. Only those students contracted to ride the bus will be permitted to do so. Bus rules will be given out to the students during the first week of school. The bus services provided are a convenience and a privilege that may be rescinded for misbehavior.

Specific procedures for dropping off and picking up our car-riding students will be outlined in September. Please follow all guidelines which are established for the safety of all.

School begins at 7:45 A.M. each day. At which time, the school community prays and salutes the flag and then enter their homerooms. Students arriving to homeroom after 7:50 A.M will be marked late. If a student arrives after 7:50 A.M. he/she MUST REPORT TO THE RECEPTION DESK before enter his/her respective classroom. Continual and excessive tardiness causes disruption to the child, the teacher, and the class; it impinges upon class time and learning. Since the students in grades 2 through 8 change classes, a child in one of these grade levels who arrives late, disturbs both the class which is in the student’s homeroom and the first period class. To avoid disturbing these classes the school may require the late student to remain in the main office until first period ends, at which time the late student will quickly go to homeroom to attain the necessary books for the remainder of his/her classes and proceed to second period. If a child is late 5 or more times during any quarter, a check will be received in the Personal/Social Growth section of the report card and the student will not be eligible for honor roll. Students who display chronic tardiness problems will be disciplined by the administrators through detention or nonparticipation in extra-curricular activities.

When a child is absent from school, parents must telephone the school before 8:30 A.M. to report this absence. When the child returns to school, they must bring a note to the teacher stating the reason for the absence. This note must be signed by a parent or guardian. Medical excuses are required for any absence

of three or more consecutive days. When the child returns to school, it is the child's responsibility to find out what work he/she missed while absent and complete it in a timely fashion as per the teacher's requirement. Excessive absences may be a contributing factor for retention. Middle level students (Grades 5-6-7-8) cannot be absent more than **sixteen days**. ***A child absent 4 or more times in a marking period can be kept off the honor roll for that marking period at the discretion of the administration.*** A written request from parent/guardian is necessary if a child must leave school before the time of dismissal. No child may leave the school premises during class time or recess without the permission of the Administration and must be escorted by a parent/guardian. In order to receive credit as being present in school for the day a student must be in attendance for a minimum of 3 ¾ hours.

Routine medical/dental appointments should be scheduled after school hours. Family vacations should not be scheduled when school is in session.

School closures due to emergencies may be made up during the week of Easter Break or as the schedule permits. Any absence will be recorded in PowerSchool, whether it is excused or unexcused. An excused absence only permits a student to still attend an extra-curricular activity though they were not in school that day. An excused absence will not be used as a factor when determining if a student will be kept off honor roll.

Any person visiting the school **MUST FIRST REPORT TO THE RECEPTIONIST IN THE PARISH CENTER LOBBY**, present identification and sign in. Appointments with the Administration, faculty, and staff may be made by telephone, note or e-mail. Parents may not enter the classroom without a prior appointment, except in connection with emergency matters and only with the permission of the administration. Any parent or guardian who shall enter the classroom without an appointment may be considered a disruption to the class and risks sanctions for repeated or significant violation of this rule, consistent with the contract.

The health and hygiene are monitored by our registered nurse in our school health office. Parents or authorized persons will be called to pick up a student who is too ill to remain in school. Please do not send your child to school if he or she is sick. This is not fair to the child or to other children in the classroom. If your child has a fever, **he/she must be free of the fever for 24 hours before returning to school.** The school nurse may only administer prescribed medication sent in with a doctor's note. Prescriptions for asthma and diabetes will be retained by the nurse with specific directions as well as written permission to dispense the medication. The school periodically sends home health service information or notification of a health service being provided for your child. Please read carefully, sign, and return if necessary. Please note that the Hepatitis B series is now required for students entering K, 1, or 6. Chicken Pox vaccine is required for all students entering Kindergarten.

Emergency forms must be filled out accurately and immediately. Any changes in the information must be sent to the school office as soon as the change is made.

Only during Kindergarten, First and Second Grades lunch time, parents may volunteer to help the students in the cafeteria. To ensure the safety of our children, every person who interacts with our children has been fingerprinted and investigated by MorphoTrust USA and has gone through the Protecting God's Children Program. All students eat lunch in school and have the option of buying a hot or cold lunch in the cafeteria or bringing lunch from home. A hot lunch menu will be sent home each month.

From the time of arrival through dismissal, students are not permitted to use any telephone on the school grounds without the permission of the Administration. Permission is normally given only in an emergency. Students may not call home to have a "forgotten" item brought to school. During the regular school day, cellular telephones are permitted, but must be turned off (this includes school activities that occur off school grounds). Phones left on will be taken and returned to a parent. In addition, the student may be suspended. Electronic games and devices are not permitted. Cellular telephones and other devices must be turned off before the students enters the school grounds and are not to be turned on until after the student has left the school grounds.

Books are to be handled with care. If a book is lost or damaged, the student must pay for its replacement. This regulation applies to all textbooks and library books. Any damage done to school property, including desks or the property of another child, must be repaired/replaced at the offender's expense. Disciplinary measures may be taken.

The School reserves the right to search anything brought onto school grounds.

HOMEWORK POLICY

Homework is given to reinforce class work and to foster responsibility in the child. It is the student's responsibility to copy down his/her homework for that day. Homework may also be found on the teacher's site on the school website <http://school.sjvianney.com>. Students are given homework, which will enhance their learning, and assigned work is related to what is covered in class. In grades 5, 6, 7, and 8, homework may be in the form of group projects. Parents are asked to supervise as well as check their child's (ren's) study and written work on a daily basis. A note will be expected from the parent/guardian if the child was unable to do the assigned homework. Sports activities or social engagements are not valid reasons. It is the child's responsibility to take home everything necessary to complete his/her homework and to bring completed assignments to school when they are due. If a child forgets a book, tablet, etc., he/she will not be permitted back into the room after dismissal to retrieve forgotten items without the permission of the administration.

In grades K, 1, and 2, or Primary Level, if a student does not have his/her completed assignment in school on the day that it is due, parents may be notified through e-mail or a "HOMEWORK HOTLINE" which should be signed and returned to school. Three late and /or missed assignments will result in a check mark on the Report Card in grades 1 and 2, and "N" on the kindergarten report card. A late and/or missed assignment may also result in a lunch time consequence on any day that assignment is not completed.

In grades 3 and 4 or Intermediate Level, three late and /or missed assignments per subject, per quarter, will result in a check mark on the student's Report Card. If a student does not have his/her completed assignment in school on the day that it is due, parents may be notified through e-mail or a "HOMEWORK-CLASSWORK HOTLINE" and in addition the student may have a loss of recess.

In grades 5, 6, 7, and 8, or Middle Level, if a student does not have his/her assignment in school on the day that it is due it is late. The late and/or missed assignment must be completed by the next school day. If the assignment is not completed by then, the student can be issued detention to be served with the teacher. Three late and/or missed assignments PER SUBJECT, PER QUARTER, results in a check mark on the student's Report Card and will keep a student off the Honor Roll. Any late and/or missed assignment may result in a loss of recess for the student.

Repeated failure to do assignments, in any grade level, will result in a student not being permitted to participate in extracurricular activities.

It is the parents' responsibility to monitor their child's academic progress and teacher comments on PowerSchool.

DISCIPLINE POLICY

The Discipline Policy of Saint John Vianney School is meant to foster the growth of the child in a Christian environment. The fundamental concerns of the policy include respect for self, respect for others, and the knowledge to be able to accept responsibility for his/her actions. Students come to understand that rules protect everyone and ensure that all are treated fairly. He or she will learn to follow school rules with this in mind. Home and School will work together to help students learn and live the qualities of responsible behavior and the elements of good citizenship.

The Administration, teachers, and staff of Saint John Vianney School regulate the general discipline. The Administration has the final authority in matters of discipline and may amend the Discipline Policy. If an incident occurs that requires special consideration, the Administration, together with the teacher(s), will decide on the appropriate action to be taken. Parent(s)/guardian(s) will receive prompt notification of any change.

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

Actions which violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in imposition of sanctions as otherwise outlined in this handbook/contract. If a student persists in violating the basic obligations of courtesy, consideration, respect, cooperation, or safety, an Administration/Teacher/Parent/Student conference will be scheduled. **The parents will be required to formulate a plan of action, subject to the approval of the administration, to address the student's inappropriate behavior.** All subsequent discipline, counseling, consultation, and corrective action plans will be viewed as positive Home-School efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school.

The discipline policy is developed to best meet the needs of the three different grade levels.

Level 1 - - - Grades K, 1, 2, or Primary Level, we begin to lay the foundation of good discipline stressing respect of self, others, and the environment. The children are learning rules of order and appropriate classroom behavior. We strive to instill in our students a sense that rules are important for the safety and well being of all, and that the choices they make affect everyone in the class. Since the children at this level are still learning this concept, dealing with infractions will be consistent with their level of development.

Level 2 - - - Grades 3, 4, or Intermediate Level, we reinforce the strong foundation established in the primary grades. The children at this level face many new challenges and growth experiences and have a better understanding that the choices they make affect everyone in the classroom. They recognize appropriate classroom behavior and the necessity of rules. They also understand the concept of taking responsibility for their own actions. If inappropriate classroom behavior occurs, every attempt will be made to rectify the situation between the student and the teacher.

Level 3 - - - Grades 5, 6, 7, 8, or Middle Level, the children at this level are constantly faced with the challenges of growing up and need to feel secure with the knowledge that we are still looking out for their well-being while giving them enough space to develop decision-making skills. Children at this level should recognize the necessity of rules and appropriate classroom behavior and understand that the choices they make affect everyone in class. When an infraction occurs, every attempt will be made to rectify the situation between the student and the teacher.

In any Level, if a teacher's discussion of the situation with the child does not result in a positive change, written notification and a possible conference with the parents may be necessary. This comes in the form of a **NOTE HOME**. The following is a list of inappropriate school/classroom behavior:

- Disruptive behavior
- Loud or unruly behavior
- Uncooperative/disrespectful attitude
- Repeated inattentiveness (not paying attention during class)
- Intentionally annoying teachers/classmates (including teasing)

If a child repeatedly displays inappropriate behavior, it may be necessary and in the best interest of the child and the school, to require counseling for the child. This may include the school's counselor or a private counselor. This action is required to help determine the cause of the behavior and to help the child in the school situation.

Disciplinary action may take the form of loss of recess, lunch and recess in the office, detention, suspension, or expulsion. Detention can be assigned before or after school hours. Depending on the severity of the infraction, suspension can be given as in-school or out-of-school suspension for a period of up to three days. Community service hours done after school may be an option instead of in-school suspension. **If suspended, students are not permitted to participate in any school and/or extracurricular activities including school team sports for a period of three days from the date of suspension.** No listing of a discipline code can be complete. However, the instances listed below provide the basic guidelines, which require disciplinary action by the teacher and/or the Administration.

- Disrespect to adults/students including verbal harassment
- Foul language
- Fighting (immediate suspension)
- Provoking or agitating a physical threat

- Disobedience to those in authority
- Aggressive behavior
- Bullying (name calling, spreading rumors, etc.)
- Misconduct on the bus

Unauthorized leaving of school property (immediate suspension)

Cheating (includes copying another's work)

In a situation where the school's best interest may be served, or in a situation where the child's safety and best interest may be served in another academic environment, expulsion will result. In cases involving expulsion from the school, parents of the student will be notified, and an appointment will be arranged for the Administration, Parent/Guardian, and the child to meet. The offenses which may warrant expulsion, but are not limited to, include the following:

Continued willful disobedience and/or willful defiance of authority

Physical assault

Possession of a weapon

Grave theft/vandalism of school property or the property of others

Serious threats of any nature, verbal or physical

Possession of drugs and alcohol and /or pornographic material

Any criminal activity

The school reserves the right to refuse admittance, to suspend, or to expel any student who does not cooperate with policies established in this book. The high standards and moral principles that our school holds apply to after school hours as well. (***Off-campus behavior which is illicit, immoral, illegal, and /or reflects adversely on Saint John Vianney School is grounds for expulsion***). Any student who is accused of a serious wrong duty can be put on a home study program until the outcome of the allegation has been determined. If any parent or student fails to follow those standards, then they place the student's privilege of attending Saint John Vianney School in jeopardy.

When in the judgment of the administration there is danger to other students, physical or moral, and when behavior is such that it is not possible to maintain an atmosphere conducive to learning, students will be asked to withdraw. Expulsion will only be used as a last resort, but once exercised, will be final and binding.

The Saint John Vianney policy prohibits both youth gangs and gang-related activities. It defines a gang as "any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or antisocial behavior or any action that threatens the welfare of others." Gang activities include possession of weapons or explosive materials or written materials which foster or educate as to the use of weapons of any type. The student may be suspended or expelled for his or her participation in such activity.

The administration reserves the right to make determinations about each infraction of the discipline policy as it occurs. Each incident is unique, and disciplinary action will be taken to fit each offense. The Principal is the final recourse in all discipline situations, and may waive any and all disciplinary regulations for just cause at his/her discretion.

Bullying Policy

Saint John Vianney School conforms to the Discipline Policy promulgated by the Department of Education and the Diocese of Metuchen.

Students who choose to disrupt the order of the school, violate policies or regulations, or infringe on the rights of other students, interfere with the teaching or supervisory duties or staff, must accept the consequences of these choices.

In order for everyone to feel safe, secure and accepted in our school, students are expected to treat each other with kindness and respect; be respectful of others' property; be obedient to authority; be orderly; cooperate with students, teachers, and all others within the school; act in appropriate manner; and behave in a fashion that reflects the teachings of the Roman Catholic Church.

Bullying can be physical: pushing, shoving, hitting, throwing things, spitting etc.

Other bullying behaviors may include: name calling, picking on, making fun of, and laughing at, spreading rumors, teasing, taunting, and excluding someone from an activity.

The following actions may be taken for students who engage in bullying behavior, whether it be on school property, a school-sponsored event, the school bus or cyber bullying: Principal/ Assistant Principal will contact parent/guardian; Student may be referred to a counselor as necessary; Loss of recess and bus privileges (1 day to 1 week); In school detention; Loss of activities for the school year (class parties, class trip, school team, and other privileges); Transfer out of school

DRESS/APPEARANCE CODE

Regular school uniforms are obtained from Flynn & O'Hara Uniforms, 2145 Route 35, Holmdel, New Jersey 07733; (732) 888-3885.

Gym uniforms are obtained from Main Street Sports, 82 Main Street, Woodbridge, NJ 07095; (732) 634-7474.

To order gym uniforms On-Line go to <https://www.emainstreetsports.com>. Under Organization-Select Saint John Vianney

Please familiarize yourself with the proper uniform requirements for your child as no deviation to the dress code will be permitted.

GRADES K-1-2-3-4

GIRLS

SJV Jumper

Yellow Blouse (Peter Pan Collar) or
Monogrammed Yellow Turtleneck

Navy Blue Socks (Above Ankle)
or Navy Tights

Solid Black or Brown Dress Shoes

Navy Blue SJV Sweater

Dark Navy Blue Pants

With Black or Brown Belt (Grades 1,2,3,4)

BOYS

Dark Navy Blue Pants

Yellow SJV Golf Shirt or
Monogrammed Yellow Turtleneck

Black or Brown Belt (Grades 1,2,3,4)

Dark Socks (Above Ankles)

Solid Black or Brown Dress Shoes

Navy Blue SJV Sweater

OPTIONAL SUMMBER UNIFORM

Sept.-Oct. 15 **April 15-June**

Yellow SJV Golf Shirt

Dark Navy Blue Walking Shorts

Black or Brown Belt (Grades 1,2,3,4-boys and girls)

Navy Blue or White Socks (Above Ankle)

Solid Black or Brown Dress Shoes or

Low Top White, Black, or Black & White Sneakers

GRADES 5-6-7-8

GIRLS

SJV Skort

Yellow SJV Banded Gold Shirt

Navy Blue Socks or Navy Tights

Solid Black or Brown Dress Shoes

Dark Green SJV Sweater

Dark Navy Blue Pants

With Black or Brown Belt

BOYS

Dark Navy Blue Pants

Yellow SJV Golf Shirt (tucked in)

Dark Green SJV Sweater

Dark Socks (Above Ankles)

Solid Black or Brown Dress Shoes

Black or Brown Belt

OPTIONAL SUMMER UNIFORM

Sept.-Oct. 15 **April 15-June**

Yellow SJV Golf Shirt (Boys)

Yellow SJV Banded Golf Shirt (Girls)

Dark Navy Blue Walking Shorts

Black or Brown Belt (boys and girls)

Navy Blue or White Socks (Above Ankle)

Solid Black or Brown Dress Shoes or

Low Top White, Black, or Black & White Sneaker

The Gym uniform is not to be worn in the cold weather by any students other than on their scheduled Physical Education day. If a girl chooses not to wear the Jumper or Skort due to the cold weather they are to wear their Dark Navy Blue Pants with a Black or Brown Belt.

Students are not required to wear the school sweater but if they choose to wear a sweater the only sweater to be worn is the SJV Sweater.

The school uniform is to be worn properly at all times. It is to be kept clean and well maintained. Uniforms that become torn or faded (including the gym uniform) need to be replaced. All school shirts, other than banded, are to be tucked in at all times. Sneakers are only worn with the gym uniform or the optional summer uniform. Sneakers are to be Low Top and may be one of three colors, either solid White, solid Black, or a combination of only Black& White. Sneakers are not to have any other color anywhere on the sneaker, including the soles. Laces are to be

properly tied and in keeping with the color of the sneakers, white laces with solid white sneakers, black laces with solid black sneakers and either white or black laces with sneakers that have a combination of black and white. Sneakers are not to be written on or decorated in anyway. The appropriateness of any sneakers worn is the decision of the administration. All socks worn with any uniform must visibly cover the ankles and be of a solid colored. Only solid white socks are to be worn the gym uniform. No other colors or logos are to be on any socks worn.

GYM UNIFORM

Dark Navy Blue Sweat Pants
(gathered at ankle) or

Dark Navy Blue Hemmed Sweat Shorts
w/wo SJV Logo (length is to be
no more than 2" above the knee)

SJV Tee Shirt (short or long sleeve)

SJV Sweatshirt or SJV Fleece Jacket

White Socks (Above Ankle)

Low top White, Black or Black & White
Sneakers

No Jewelry is to be worn on Gym days

(this includes watches)

(the wearing of band aids to cover
earrings are not permitted)

No team shirts w/gym uniform

The school uniform is basic and simply and should be worn that way at all times.

Student's name should be placed inside all clothing.

Gym shorts can only be worn during the period when the optional summer uniform time period is in effect. Students must wear sweatpants for gym for the time period of October 16 to April 14.

Each student must have a backpack. Backpacks should be free of any key chains or ornamentation. Backpacks should not be decorated or written on. Backpacks on wheels are permitted in the parking lot. Backpacks will be carried in school. Students carry only books necessary for class. The backpacks are not heavy enough to warrant wheels in school. In the upper grades every effort will be made to make packs as light as possible.

Hair should be kept clean, neatly groomed, trimmed, and not impair vision (hair should not touch or cover the eyebrows). Boys' hair should not be excessively long, shaggy, bushy, or be touching the top of the shirt collar, the length of the hair should be of a uniform cut, meaning of basically the same length. No eccentric or extreme styles, (ie. Mohawk, V-cuts), colors, cuts (shaggy), or shavings. Student's hair must remain its natural color with no highlighting or streaking. Boys are to be clean shaven, no mustaches, beards or goatees, sideburns and hair are to be no more than halfway down the ear.

The appropriateness of any hair style is the decision of the school administration.

When a student(s) may have a Dress Down Days will be determined by the school administration. Appropriate modest attire should be worn. Torn jeans and extremely short skirts and shorts, swimsuits are not allowed. No sleeveless shirts. School shoes rules will be enforced. Tee-shirts should be free of any logo, picture, or saying that is not acceptable in a school environment. Occasionally children will be given a Dress Up Day. Jewelry rules and cosmetic rules still apply on Dress Down or Dress Up days. No Dress Down Day is to be used on any day the school is attending mass or is in the church.

Parents will be notified if the student is not adhering to the dress code. This initial contact enables the parent to review the dress code and correct the situation.

SCHOOL SHOES

Black or Brown Dress Shoes

(no more than 1/2 inch heel)

Shoes are to be of only one color
soles, heels are to be same color
as the shoe.

No Sneakers w/Jumper, Skort, Pants

No boots, high heels, clogs; work shoes

No sandals, sling backs, and open toe shoes

No platform shoes

No lights or wheels on sneakers

No sling back or backless sneakers

Shoes should be kept clean at all times.

HIGHLIGHTS

Kilt/Jumper- (length is to be

no more than 2" above the knee)

Hats are not to be worn in the building

Outer wear is not to be worn in the building.

Cosmetics are not permitted.

Fake Nails are not permitted.

Clear nail polish may be worn.

Eighth grade girls may wear light-colored nail polish
and lip gloss.

Keep jewelry simple-small post earrings only

Only one in a lobe, one necklace, one bracelet, one ring.

No hoop earrings. No jewelry bigger than 1 inch.

No ankle bracelets.

Boys are not permitted to wear earrings.

No tattoos

After the first notice, if the child is not in full compliance with the code, the parent will be required to bring the appropriate clothing to school before the child is permitted to return to class. If the student is wearing cosmetics or nail polish, the student will be sent to the office and parents will be notified to come into the school to remove it before the student can return to class. Pants should be worn at the waist and shirt/blouses should be tucked in. **Repeated failure to observe the dress code will result in disciplinary action in the form of loss of recess and/or detention and may keep a student off honor roll.**

Diocese of Metuchen Ethical Use of Technology Policy

The Library is made available to students on a weekly basis or when a research project has been assigned. Volunteers are needed to assist with the students. Interested persons should contact the Librarian. We request that no younger children accompany our volunteers. Computers are available for student use with limited access to the Internet throughout the school. No student is permitted to use the computers or on-line services without the permission and supervision of a teacher. All students must adhere to the Diocese of Metuchen Ethical Use of Technology Policy, which states that the purpose of school-provided technology is to facilitate legitimate school endeavors, which are educational and administrative in nature. The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of user's privileges. The administration has the right to monitor all communication on the network.

The Ethical Use of Technology Policy includes the following:

Equipment:

- The user will recognize the value of the hardware, software, and all computer-related materials and will not misuse or abuse any of these items.
- Personal diskettes or CD ROMS or thumb drives cannot be used without the approval or direct supervision of the system supervisor. These should be checked for viruses with a current version of a recognized virus-scanning program.
- No user will alter, install, modify, upgrade, repair, or remove any school hardware, including but not limited to computers, interface cards, monitors, printers, scanners, modems, wiring or cabling, mouse, or other accessories.
- Users who damage any hardware or software will be responsible for replacing the damaged articles at their own expense.

Software:

- Commercial software is copyrighted and each user must abide by the licensing agreement published with the software.
- The user will not violate any copyright laws regarding print, electronic or visual information.
- The user will not read, change, create, delete, copy, or modify any parts of the resident software or the operating system.

Internet Access:

- The user may utilize the network resources for educational or administrative purposes only. Commercial uses are strictly prohibited.
- The user will not upload, download, or bring into the school material deemed inappropriate. This would include but not be limited to any material that contains profanity, vulgarity, obscene, or violent content. Materials that are racist, abusive, degrading, demonic, or promote intolerance, prejudice, harassment, or insult any individual, ethnic, or religious group are unacceptable.
- Transmission of material, information, or software in violation of any church, school, local, state, or federal law is prohibited.
- The user will not meet in person any individual whom she/he made contact with through the school technological resources. Meetings with resource people contacted through the Internet will be arranged only with the approval of the school administration.
- Accessing Facebook, My Space, Xanga, and any similar "personal" websites is prohibited.
- Student e-mailing is prohibited unless authorized by an administrator for school purposes.

Miscellaneous:

- The user will work in a quiet, respectful manner, which is not disturbing or distracting to others.
- The user will not disclose or attempt to access personal passwords or access codes assigned to him/her or any other user.
- The user will not attempt to defeat security measures instituted by the school.
- Unauthorized access to computers after designated hours or from locations other than those approved for specific computer assignments is

prohibited.

- The user will not use school technological resources to support candidates for public or elected office.
- The user will exercise due diligence and is bound not to disclose or use any confidential or personal information acquired as a result of using the schools' technological resources.
- The school makes no warranties of any kind, whether expressed or implied, for the use of this technology. It will not be responsible for any damages suffered, such as loss of data resulting from delays, non-deliveries or service interruptions caused by its own negligence or the user's errors or omissions.
- The school specifically denies any responsibility for the accuracy or quality of information obtained through its technological resources.

Any user of our technological resources specifically agrees to abide by this Ethical Use of Technology Policy and in addition agrees to indemnify the school/Diocese of Metuchen of any losses, costs, or damages, including attorneys' fees, incurred relating to or arising out of any breach of this document. It is further understood that any violation of this policy is unethical and may constitute a criminal offense. Should any violation be committed, privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may ensue.

Cyber bullying will not be tolerated. We encourage parents to notify the proper authorities and seek legal action.

Use of the technological resources will be permitted only upon reading, signing, and returning the Contract on the last page of this book.

CAFETERIA/RECESS RULES

Students are expected to conduct themselves properly in the cafeteria. A student who fails to observe the cafeteria rules will be given a warning for the first infraction, separation from his/her peers for the second infraction, and parent notification and a conference for continued infractions of the cafeteria rules. A child will remain separated from his/her peers and will not be permitted to purchase lunch or a snack until the conference takes place. Cafeteria rules to be followed include the following:

1. Walk into the cafeteria. Do not run, push, or try to move ahead of others in line.
2. Sit in your assigned area and remain seated until lunch is over. Toys are not permitted.
3. You may leave your seat only to throw out garbage if you have finished eating or need to purchase a snack and are to immediately return to your seat. Students are not to stop at any other table.
4. Clean your area and throw away any remaining garbage. Remember to recycle.
5. Food is for eating, not throwing.
6. Talk quietly, no shouting or screaming.
7. You may not leave the cafeteria. Permission must be given by a teacher or an adult in charge.
8. Line up quickly and quietly as you are dismissed.
9. Always be polite and respectful to adults in charge, the cafeteria personnel, and your classmates. Remember "Please" and "Thank You".
10. All snacks and drinks must be purchased from the cafeteria or brought from home.

RECESS: During Recess, balls are the only toys permitted on the playground. Playground and recess rules will be determined by the grade level teachers.

*******During lunchtime, parent volunteers are only needed to help the students in the cafeteria for Kindergarten, First and Second Grades.*******

Crisis Plan

A Crisis Management Plan is in effect for the entire school. The school works in partnership with public safety agencies, including law enforcement and fire, health and local emergency preparedness agencies to ensure the safety of all within the school. The plan is reviewed and practiced regularly.

Confidentially

Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher's concerns.

Counseling Opportunities and Expectations

Counselors may see a student for up to three times without parental notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever the concerns arise.

EXTRACURRICULAR ACTIVITIES

Field Trips provide an opportunity for students to enjoy rich experiences of a cultural and educational nature. Field trips are privileges given to students; no student has an absolute right to a field trip. Students in any grade can be denied participation if they fail to meet academic and /or behavioral requirements. A permission slip is sent home to the parents/guardians before students are permitted to go on a trip. Permission slips must be notarized for all out-of-state trips. Students may be denied the opportunity to attend a particular outing at the teacher's discretion. Teachers may require a parent or guardian to accompany a particular student due to medical or behavioral problems. Any student not participating in a field trip must come to school on the day of the trip.

Intramurals, clubs, and student council or any organized school activity held after school hours is considered an added privilege, and, as such, students that participate must maintain their grades and display positive behavior. If a student does not, the Moderator of the activity will be notified. Parents/guardians will give permission for participation in any of the activities. Before allowing their child to participate in any physical activity (Intramural sports; school/parish sports teams) parents/guardians should get for their child a physical examination by a physician to determine if the child is physically capable of participating in the physical activity. Parents/guardians will also be responsible for transportation of their child (ren).

Saint John Vianney School/Parish organized activities including Basketball, Track, Cheerleading, etc. are also considered privileged activities in which members, as representatives of SJV, must maintain their grades and display positive behavior. Leaders and Coaches will be notified if any student is having difficulty.

A "Satisfactory" or an average of at least **75** in every subject is necessary for participation in any organized school/parish activity for all students, grades K-8. After distribution of Report Cards, students will be placed on probation to improve any grade lower than a **75** and the student will be permitted to continue participation in any activity. If improved is not made, the student will be suspended from participation in any activity until the end of the quarter.

Any student placed on probation will remain on probation for the remainder of the school year to monitor academic and/or behavioral progress throughout the year. Progress will be checked every four weeks, between quarters, to determine academic and behavioral improvement. Suspension can occur at any time during the school year once a child has been placed on probation. Coaches and moderators will be notified of probation and suspension.

The Administration will also notify Moderators, Leaders, and Coaches if any student has been suspended from school, and the student will not be permitted participation for three days from the date of suspension.

Attendance in school that day is required for participation in any extracurricular activity. A student may not participate in any extracurricular activity until they have returned to school, unless permission is granted otherwise from the administration.

Conduct, Whether Inside or Outside the School

The student is a Saint John Vianney student at all times. A student who engages in conduct, whether inside or outside the school, that is illicit, immoral, illegal and /or is detrimental to the reputation of the school, may be disciplined by school officials as school officials deemed appropriate, including possible expulsion.

HOME SCHOOL ASSOCIATION

The Home-School Association (HSA) is composed of all parents and guardians of the students of Saint John Vianney School. The objectives of the HSA include the following:

1. Promoting the full spiritual and academic growth of each school student.
2. Creating better parental awareness of and involvement in school programs.
3. Serving as a vehicle of communication between faculty and parents.
4. Assisting the school Administration in attaining its goals through active parental involvement.

Four general meetings are held during the year: **September, October, March, and May.**

Annual Dues are collected as part of the Registration Fee with a portion allocated for the Diocesan Federation of Home School Associations.

Fund-raisers are held throughout the year to benefit our students. Parental support is required for their success. Please become involved!

Class Parents are requested with three or four assigned to each homeroom. They are required to be on at least one HSA committee and will be called upon to, among other things, to help out with class trips and to notify parents by telephone regarding class activities.

HSA BOARD MEMBERS

Moderator.....Msgr. Edward M. O'Neill
President.....Mrs. Jennifer Walusz
Secretary.....Mrs. Kelly Trotzinka
Interim Treasurer.....Mrs. Laura Cioni

Advisor.....Sr. Eileen J Wust
Vice-President.....Mr. Jim Powers
Treasurer.....Mrs. Cara Lieggi

SCHOOL CONTRACT

We (I), as the parent(s)/legal guardian(s) of the student, understand that as part of the overall program of education, both religious and secular, it is necessary that we (I) interact positively with the teaching staff, the administration, and the business office. We(I) understand that if a disagreement arises with respect to any aspect of the educational experience of the student(s), or regarding payment of tuition, or other business or administrative function of Saint John Vianney, that a cordial, orderly and non-disruptive resolution of any such disagreement or dispute is critical to the well being of the student, the school, and the ability of the staff to devote time exclusively to provide services of the highest possible quality. We (I), therefore, agree that if any disagreement or dispute arises that we (I) will abide by following acceptable protocol, which consists first of arranging a meeting with the appropriate party (teacher, business officer) to seek a resolution and that a meeting with the administration will only be done after an initial meeting with the appropriate party proved to be unsuccessful. We (I) acknowledge that any variation from these procedures may result in the school terminating the enrollment of the student, if in the sole discretion of Saint John Vianney, such measure would be in the best interests of the particular student and/or the student body as a whole. We (I) understand that the education of a student is a partnership between the parents and the school. We (I) acknowledge that just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

2016-2017 School Year Parent's Agreement

We (I) recognize that confidence in our child's teachers and school administration is essential. Therefore, we (I) will encourage our child to respect and obey school policies and school officials. We (I) agree that, if our child should become involved in any difficulty at school, we (I) will register any necessary complaints with the appropriate teacher or business officer, in accordance with the acceptable protocol stated above.

THE OLDEST CHILD IN EACH FAMILY WILL RECEIVE A COPY OF THIS CALENDAR/STUDENT HANDBOOK/CONTRACT. PLEASE READ, SIGN THE FORM BELOW, AND RETURN IT TO YOUR OLDEST CHILD'S HOMEROOM TEACHER.

ACKNOWLEDGEMENT AND RECEIPT

I acknowledge receipt of the Saint John Vianney School Calendar/Handbook/Contract. I understand that all material contained in this document constitutes a binding Contract upon all parties concerned and is enforceable in any appropriate administrative or court proceedings. I have read the Handbook and understand and agree that this contract is binding on the students and parents during the current academic year. I understand that the Administration of the school will have authority as set forth in the contract.

I understand the policies, rules, and regulations are established for the welfare and benefit of all students. I understand my responsibility to support the school in the policies it has established, and to see that my child(ren) adheres to the rules and regulations set forth in the contract.

Futhermore, I understand that my signature below certifies my agreement and compliance with the policies, rules, and regulations stated herein.

NAME OF CHILD	GRADE/CLASS	SIGNATURE OF CHILD
NAME OF CHILD	GRADE/CLASS	SIGNATURE OF CHILD
NAME OF CHILD	GRADE/CLASS	SIGNATURE OF CHILD
NAME OF CHILD	GRADE/CLASS	SIGNATURE OF CHILD
SIGNATURE OF PARENT/GUARDIAN	DATE	