



SAINT JOHN VIANNEY SCHOOL
420 INMAN AVENUE
COLONIA, NJ 07067

SCHOOL: 732.388.1662 RECTORY 732.574.0150

WEBSITE: WWW.SCHOOLSJVIANNEY.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 based on 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 opportunities for Faith Formation and to provide a quality academic education in a Catholic School setting for our children and for their children.

School Motto

God's Loving Light shines through us and our actions.

School Philosophy

Saint John Vianney School was founded in 1962, and our purpose continues to be the development and promotion of the Spirit of Christ. In cooperation with the Church and parent(s)/guardian(s), we aid in the spiritual, moral, intellectual, personal, and physical development of our 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, enabling them to become faithful disciples of Jesus and responsible, productive citizens of our world. The school's primary purpose is to, through the educational experience, help students lead lives consistent with the teachings of the Catholic Church. It is committed to each child's total education: in spirit, in body, in mind, in morals and faith, in emotions, and in social interaction. The school's purpose and philosophy is reflected in various behavioral norms required by the school. Saint John Vianney strives to inspire and to foster mutual respect for the rights of all members of our School Community; students, parents and teachers, and to create an atmosphere that is conducive to teaching and learning, honesty in speech and in school work...

"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 2025-2026

ADMINISTRATION

Pastor: Rev. John Barbella

In Residence: Rev. Jay Toborowsky, Vicar General

Pastors Emeritus: Rev. Msgr. Edward M. O'Neill; Rev. John Gloss

Principal: Ms. Nancy Tannucilli

Assistant Principal: Ms. Jessica Hicks

Religious Associate: Rev. Gregory Zannetti

PCL: Mrs. Katherine Frame

FACULTY

Preschool 3:	Mrs. Barbara Bridges	Preschool 4:	Mrs. Gertrude Rodriguez
Preschool 4:	Mrs. Pamela Noto		
KA:	Mrs. Ellen Zyra	KB:	Mr. Collin Belk
Grade 1A:	Mrs. Paola Pallitto	Grade 1B:	Ms. Samantha Velasquez
Grade 2A:	Mrs. Debra McCann	Grade 2B:	Mrs. Katherine Frame
Grade 3A:	Mrs. Patricia Hughes	Grade 3B:	Ms. Emilie Miller
Grade 4A:	Mrs. Renee Germek	Grade 4B:	Mrs. Heather Falzarano
Grade 5A:	Mrs. Amanda Cleveland-Miller	Grade 5B:	Mr. Joseph Simmons
Grade 6A:	Mr. Sean Gibney	Grade 6B:	Mr. Paul Tannucilli
Grade 7A:	Mrs. Jaclyn Falzarano	Grade 7B:	Mrs. Angela Fede
Grade 8A:	Mrs. Angela Fede	Grade 8B:	Mrs. Gina Damanti
Spanish:	Ms. Monica Mayorga	Art/Music:	Mrs. Michele Murray
Physical Education:	Mr. Paul Tannucilli	STREAM:	Mrs. Tara Jensen
Religion:	Sr. Margaret Mary Hanlon, MPF; Sr. Barbara O'Kane, MPF		

STAFF

Administrative Secretary: Mrs. Sandy Gambotto

Administrative Assistant: Mrs. Laura Gruenling

Nurse: Mrs. MaryLynne Chiera

Receptionist: Mrs. Jeanne Webster

Director of Athletics: Mr. Paul Tannucilli



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. Parental Cooperation is essential for the welfare of students. Normally, a child is not deprived of a Catholic education or otherwise penalized for actions of parents/guardians. However, the Principal may require the dismissal of a student when parents/guardians have been persistently and overtly uncooperative regarding school policies, regulations, or programs. Student dismissal may also be required when parents/guardians have interfered in matters of school administration to the detriment of the school's ability to serve their own or other children. If, in the opinion of the administration, parent/guardian behavior interferes with the teaching/learning process, the administration may require their children to disenroll and sever the relationship with the school. Harassment of administration, teachers, or students by parents/guardians may result in the dismissal of students. Tuition and fees will not be refunded if the student is dismissed. 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 can 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's needs whether on an academic and/or social level. This probationary period may be extended at the school administration's discretion. The school requires that the parent/guardian inform it before registration if their 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, however, we do follow the Diocesan Guidelines regarding this issue.

As per N.J.S.A. 26: 1A-9. No requests for religious exemptions will be considered.

Registration Fee/Tuition & Obligations

Tuition payment is required as per contract, whether the child is attending school in person or doing remote learning. The yearly registration fee is non-refundable. Tuition paid in advance will be prorated. At the time of registration, parents agree to commit to working at the parish fair, as well as participating in the annual Summer Splash Raffle and the restaurant card fundraising program. ***Your Summer Splash Raffle obligation for the current school year must be fulfilled by May 22, 2026. 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 any 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 Cognia 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, Art, Digital Technology, and Library Science. Counseling services may also be available for which parental permission is required after three sessions, 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 Educational Services Commission of New Jersey.

Progress is evaluated by each individual child's performance in class. General behavior, attendance,



class participation, classwork, homework, and test/quiz scores are taken into consideration. Work is sent home on a regular basis. This information is posted in PowerSchool. Parents who do not have access to PowerSchool will need to contact the 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 marking the end of the Quarterly Marking Period are noted on the calendar. Formal Parent-Teacher Conferences are scheduled at the end of the First Marking Period. Parents are also encouraged to make an appointment or write his/her child's teacher whenever any problem arises. However, since class time belongs to the children, visits should never be made during school hours. Appointments with the teacher(s) may be made by email or by submitting a note to the teacher requesting a conference.

Honor Roll

High Honor Roll: Students who achieve High Honor Roll status will receive a 95 or higher in all major subjects for the marking period, with no more than one grade lower than a 93 in **one** ancillary subject, and will receive no marks indicating issues with Behavior or Personal and Social Growth.

Honor Roll: Students who achieve Honor Roll status will receive a 93 or higher in all major subjects for the marking period, with no more than one grade lower than an 85 in **one** ancillary subject, and will receive no marks indicating issues with Behavior or Personal and Social Growth.

Recognition: Students who achieve Recognition status will receive an 85 or higher in all major subjects for the marking period, with no more than one grade lower than an 80 in **one** ancillary subject, and will receive no marks indicating issues with Behavior or Personal and Social Growth.

Principal's Award: Students who have exhibited tremendous effort, growth and/or development in any area may be recommended by a teacher to the principal to receive the Principal's Award.

A student may be ineligible for Honor for the following: five (5) or more days tardy during the marking period; four (4) or more absences during the marking period. This is at the discretion of the Administration.



The school reserves the right to bypass the Honor Roll for any marking period in which students are learning remotely.

Grading Scale

Kindergarten

C	Consistently Observed
S	Sometimes Observed
N	Practice and Support Needed
N/A	Not during this Marking Period

Grades 1 and 2

O	Outstanding	96 - 100
VG	Very Good	90 - 95
G	Good	84 - 89
S	Satisfactory	77 - 83
N	Needs Improvement	70 - 76
U	Unsatisfactory	69 and below



Grades 3-8

A+ 97 - 100

A 93 - 96

B+ 89 - 92

B 85 - 88

C+ 80 - 84

C 75 - 79

D 70 - 74

F 69 and below

x Indicates an area in need of improvement

+ Indicates exemplary performance

Academic Probation/Suspension

A "Satisfactory" or an average of at least 75 in every subject as well as no check marks related to Behavior or Personal and Social Growth is necessary for participation in any organized school extra-curricular activity for all students, grades Kindergarten through 8. Following the distribution of Report Cards, students will be placed on probation to improve any grade lower than a 75 as well as any check marks in Behavior or Personal and Social Growth. During this period the student will be permitted to continue participation in school extra-curricular activities. *If improvement is not made, the parents will be notified that the student is being placed on suspension from participation in school extra-curricular activities 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 or behavioral 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). Information may also be found on the school's website and social media pages. Students report at 9:45 A.M. on delayed opening days. In case of an emergency early dismissal, 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 may follow the Woodbridge School System on closings, but this is not required. You are requested to consult your email and cell phone for a call from the school via School Messenger, or check our school website for updates. Please do not call the rectory, convent, or school.

Students are not permitted on school grounds before 7:20 A.M. Any student arriving earlier than 7:20 A.M. MUST attend the Before Care School Program located at the preschool building, for which there is a 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 6 P.M. 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 aftercare fees will be charged. For any child not picked up by 6:00 P.M. 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.

School begins at 7:45 A.M. each day, at which time, the school community prays and salutes the flag and then students 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 entering 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. Because the students



in grades four (4) through eight (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 their own 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 five (5) or more times, they will be referred to after school detention on an assigned Tuesday afternoon.***

Chronic tardiness (five [5] or more in a marking period) may result in removal from the honor roll or nonparticipation in extracurricular activities.

When a child is absent from school, parents must telephone the school before 7:45 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 (3) 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) may not be absent more than eighteen days in order to be promoted to the next grade.** *A child absent four (4) or more times in a marking period may 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. 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 be scheduled when school is not in session.

Absences will be excused when a student suffers a death in their family. In addition, eighth grade students will be permitted one (1) excused absence to attend a "Freshman for a Day" event at the high school of their choice. Documentation of the event should be provided to the school.



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 extracurricular 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 with the Receptionist. Appointments with the Administration, faculty, and staff may be made by telephone, note or email. Parents may not enter the classroom without a prior appointment, except relating to 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.

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. If your child has a fever, **he/she must be free of the fever for 24 hours before returning to school.** *The school may require a Doctor's Note in any situation the school deems necessary for the student to return to school.* The school nurse may only administer prescribed medication sent in with a doctor's note. All medications, **including cough drops, 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 Kindergarten and first and sixth grades. 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.



Parents may volunteer to help the students in the cafeteria only during the lunch periods of Kindergarten, First, Second, Third and Fourth Grades. Parent volunteers are asked to assist all the students in opening containers, help with their trash and wash the tables after the students are dismissed from the cafeteria.

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.

To ensure the safety of our children, every person who interacts with our children must undergo a background check through Virtus, and complete the Protecting God's Children Program.

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 unless the office grants permission. During the regular school day, cellular telephones are permitted, but must be powered down (this includes in school activities as well as those that occur off school grounds) and placed in backpacks. Phones left on will be taken and returned to a parent. Upon a review of the situation, it will be determined by Administration whether the student is to be subjected to disciplinary action. The use of a cell phone could result in the student being suspended. Electronic games, smartwatches, wrist computers and other similar devices are not permitted. Cellular telephones must be turned off before the student enters the school grounds and are not to be turned on until after the student has left the school grounds.

Books (textbooks/library books), Chromebooks, and any school-issued materials are to be handled with care. If an item is lost or damaged, the student parents/guardians must pay for its replacement. Any damage done to school property, including desks or the property of another child, must be repaired/replaced at the offender's expense. In addition, disciplinary measures may be taken.

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



Homework Policy

Homework is given to reinforce classwork 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 teachers' Google Classroom pages. Students are given homework, which will enhance their learning, and assigned work is related to what is covered in class. In grades five through eight, homework may be in the form of group projects. Parents are asked to supervise as well as check their child(ren)'s study and written work daily. Sports activities or social engagements are not valid excuses for missing homework assignments. 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. Students who fail to complete three (3) homework assignments will be referred to Tuesday after-school detention.

In Kindergarten, first, and second grades, 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 via email. Three late and/or missed assignments may result in a check mark on the Report Card in first and second grades, and "N" on the Kindergarten report card. A late and/or missed assignment may also result in a lunchtime consequence on any day that assignment is not completed.

In third and fourth grades, 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 email. In addition, the student may suffer a loss of recess.

In grades five through eight, or Middle Level, if a student does not have his/her assignment in school on the day that it is due, it is considered late. The late and/or missed assignment must be completed by the next school day. If the assignment is not completed within this time frame, the student can be issued detention to be served with the teacher. Three late and/or missed assignments PER SUBJECT, PER QUARTER, will result 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 complete assignments, in any grade level, may result in a student not being permitted to participate in extracurricular activities.

It is the parents'/guardians' responsibility to monitor their child(ren)'s academic progress and teacher comments on PowerSchool.

Discipline Policy

The Discipline Policy of Saint John Vianney School is designed 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 will 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 of the school community. 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 be required 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, denial of privileges, detention, in-school suspension, out-of-school suspension, a 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, a conference among the Administration, Teacher, Parent/Guardian, and Student may be scheduled. The parents/guardians 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 may be subject to expulsion or may be denied re-admittance to the school.

While there is some behavior that is never acceptable, the discipline policy is developed to best meet the needs of the three different instructional levels.

Level 1 (Grades K, 1, 2, or Primary Level): We begin to lay the foundation of good discipline stressing respect for 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. This being said, appropriate classroom behavior is expected.

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.



At any Level, if a teacher's disciplinary discussion with the child does not result in a positive change, written notification and a conference with the parents may be necessary. This comes in the form of a NOTE OR EMAIL 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)

Violation of Harassment, Intimidation, and Bullying ("HIB") policy

Physical aggression and/or altercation

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, among other potential steps. Detention can be assigned before or after school hours, but will most likely be scheduled after school on Tuesday afternoons from 2:30 P.M. until 3:30 P.M., generally for students in grades three through eight. 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 at the discretion of the Administration. 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. While no listing of a discipline code can be complete, the instances listed below provide the basic guidelines and examples, which require disciplinary action by the teacher and/or the Administration.

Failure to complete homework;

Plagiarism (including copying and pasting information from the Internet);

Use of Artificial Intelligence (including but not limited to Chat GPT) in completion of assignments;



Inappropriate use of a technological device;
Disrespect to adults/students including verbal harassment;
Disobedience to those in authority;
Foul language;
Aggressive behavior;
Fighting;
Harassment, intimidation, or bullying;
Provoking or agitating a physical threat;
Misconduct on a school bus;
Unauthorized departure from school property;
Cheating (includes copying another's work or allowing another to copy work);
Use of a cell phone or other personal electronic device on school premises;
Misuse of school-provided Chromebook or electronic device; and
Chewing gum (whether inside or outside of the Facilities).

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 include, but are not limited to the following:

Continued willful disobedience and/or willful defiance of authority;
Physical assault;
Possession of a weapon;
Repeated plagiarism;
Grave theft/vandalism of school property or the property of others;
Serious threats of any nature
Possession of drugs and alcohol and/or pornographic material;



Repeated inappropriate use of technology; and
Any criminal activity.

The school reserves the right to refuse admittance, to suspend, or to expel any student who does not adhere to policies established in this Handbook. 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 serious wrongdoing may 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, they may 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 all disciplinary regulations for just cause at his/her discretion.

Harassment, Intimidation, and 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.

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: the Principal/Assistant Principal will contact parent/guardian; student may be referred to a counselor as necessary; loss of recess (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.

Security Cameras and Footage

Security camera footage is a tool used by the school for maintaining the safety and security of students, staff, and property. The footage is considered confidential and part of the school's overall security and safety system. Access to this footage is strictly limited to authorized personnel only. Parents or guardians do not have the right to view security footage directly, except under specific circumstances outlined by law or school policy. **Footage is protected under the Family Educational Rights and Privacy Act (FERPA) and other privacy laws.**



Crisis Management 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.

Confidentiality

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

Counseling Opportunities and Expectations

Counselors may see a student 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. In the event that a student is under the care of a mental health professional, the School Counselor may, with permission from the parent(s)/guardian(s) communicate with the student's mental health professional.

Students who use language or display behavior that indicates that they may be a danger to themselves or others may be required to obtain clearance from a licensed and appropriate resource to the contrary in order to return to school. Documentation of the visit will be required. The recommended resource will be Rutgers Behavioral Health, located on Hoes Lane in Piscataway.

(<https://patientcare.rutgershealth.org/location/university-behavioral-health-care-hoes-lane-west>)

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.



St. John Vianney School Dress and Appearance Code

All school uniforms are obtained from FlynnO'Hara Uniforms, 2145 Route 35, Holmdel, New Jersey 07733; (732) 888-3885 or <https://flynnohara.com/>. Gym uniforms will also be purchased through FlynnO'Hara.

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

Grades Kindergarten through Three

GIRLS	BOYS	OPTIONAL SUMMER (girls and boys) Sept - Oct. 30; April 15 - June
SJV jumper or skort	Navy pants	Navy walking shorts (No cargo shorts)
Gray or white SJV Polo or banded shirt	Gray or white SJV Polo	Gray or white SJV Polo
Navy or white knee socks or tights	Black or brown belt (optional)	Black or brown belt (optional)
Solid black or brown dress shoes	Solid black socks (above ankles, below calves)	White socks (ankle sock below calf)
Gray SJV Quarter-Zip*	Solid black or brown dress shoes	Solid black, white, or black and white sneakers
Navy pants	Gray SJV Quarter-Zip*	



Grades Four through Eight

GIRLS	BOYS	OPTIONAL SUMMER (girls and boys) Sept. - Oct. 30; April 15 - June
SJV skort	Navy pants	Navy walking shorts (No cargo shorts)
Gray or white SJV Polo or banded shirt	Gray or white SJV Polo (tucked in)	Gray or white SJV Polo
Navy or white knee socks or tights	Black or brown belt	Black or brown belt
Solid black or brown dress shoes	Solid black socks (above ankles, below calves)	White socks (ankle sock below calf)
Gray SJV Quarter-Zip*	Solid black or brown dress shoes	Low-top solid black, white, or black and white sneakers
Navy pants	Gray SJV Quarter-Zip*	

* When temperatures outside are 75°F or higher, students may be asked to remove outerwear, including SJV Quarter-Zips.

The gym uniform is to be worn only on scheduled Physical Education days, unless otherwise specified. No jewelry is to be worn on Physical Education days. Only the SJV quarter-zip is to be worn in the classroom.

The school uniform is to be worn properly at all times. It is to be kept clean and well maintained. Only a solid white tee shirt is to be worn under any school shirt, be it the regular uniform or gym shirt. Please have uniforms (particularly quarter-zips) labeled with your child's name for easy identification.

Each student will be required to carry a backpack to school each day. Backpacks on wheels are not permitted.



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 touching the top of the shirt collar or cover the top of the ear. Boys' hair may not be held back using a hair tie or clip. Eccentric or extreme styles (i.e., Mohawks, V-cuts, mullets) or processed color will not be accepted. Students' hair must remain its natural color with no highlighting. Boys are to be clean shaven and without facial hair. The appropriateness of any hair style is determined by school administration.

In order to comply with the gym dress code, no student should pierce her ears in the month prior to the start of the school year or during the school year. Earrings should be either of the stud variety, or should be hoops small enough that the student cannot fit their pinky finger through the hoop. These policies will be strictly enforced.

Student dress down days will be determined by the school administration. Appropriate, modest attire should be worn. Torn jeans and extremely short skirts and shorts, as well as swimsuits are not allowed. Tank tops and spaghetti straps are not acceptable. Rules relating to school shoes will be enforced (flip flops and backless shoes are not acceptable). Tee shirts should be free of any logo, picture, or saying that is not acceptable in a school environment. Occasionally, students will be given a "Dress Up Day". Rules relating to jewelry and cosmetics will apply on dress down or dress up days. Students will not dress down on any day the school will be in the church.

Parents will be notified if a student is not adhering to the dress code. This initial contact enables the parent to review the dress code and correct the situation. 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 (including dress down or dress up days). If the student is wearing cosmetics or nail polish, the student will be sent to the office and will be required to remove it before returning to class. Repeated failure to observe the dress code may result in disciplinary action in the form of loss of recess and/or detention and may preclude a student from achieving honor roll status.

These guidelines are subject to change.



Diocese of Metuchen Catholic Schools

Ethical Use of Technology Policy

Preamble:

- The Purpose of school-provided technology is to facilitate legitimate school endeavors, which are educational and administrative in nature.
- The use of technology must always be in conformity with the law and the religious mission of Saint John Vianney School and the Diocese of Metuchen.
- Each school as an educational institution will have the resources to exchange information within its facility and with other institutions throughout the world.
- 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.

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 CD ROMS, memory sticks, or memory cards 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 contacted through the school technological resources. Meetings with resource people contacted through the Internet will be arranged only with the approval of the school administration.
- Participation in "Facebook", "My Space" or any other social networking websites is prohibited.

Email:

- Email is intended for educational use.
- The user will not reveal addresses, phone numbers, photographs or other personal information about him/herself or others.
- All email will be sent/received using the school email address.
- The user will not access/his/her private email accounts using the school network.
- The user will report any message received through technological resources which makes him/her nervous or uncomfortable.
- E-mail may not be used for knowing transmitting, retrieving or storing any communications which are: discriminatory or harassing, derogatory to any individual or group, obscene, defamatory or threatening, "chain letters", illegal or against school/diocesan policy, or contrary to the Saint John Vianney School or Diocese of Metuchen's interest.

Monitoring:

Electronic information created and/or communicated by a user using network resources is subject to monitoring by Saint John Vianney School or Diocese of Metuchen on an "as needed" basis. While we respect our user's wish to work without such monitoring, the following conditions should be noted:

- Saint John Vianney School/Diocese of Metuchen reserve the right, in its discretion, to review any user's electronic files and messages and usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and



other Saint John Vianney School/Diocese of Metuchen policies.

- Saint John Vianney School/Diocese of Metuchen reserves the right to institute random monitoring of electronic systems as part of a program to make sure that such systems are used in conformance with the law and with this and other Saint John Vianney School/Diocese of Metuchen policies.
- Users should therefore not assume electronic communications are totally private and confidential and should transmit highly sensitive information in other ways.

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 because 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 Saint John Vianney 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.

In addition, while the school tries to restrict access to controversial materials it is impossible for the school to restrict access to all controversial materials. Therefore, the parent/guardians understand that this access is designed for educational purposes and that Saint John Vianney School/Diocese of Metuchen will not be held responsible for materials acquired on the network or any unauthorized actions of their child.

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.

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.

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. 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. No other toys or games are to be brought to school. The grade level teachers will determine playground and recess rules.

*****During lunchtime, parent volunteers are only needed to help the students in the cafeteria for Kindergarten through Fourth Grades and should help all students.*****

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 an outing at the discretion of teachers and/or administration. Teachers may



require a parent or guardian to accompany a 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, drama, 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. Parents/guardians will also be responsible for transportation of their child(ren).

Before allowing their child to participate in any physical activity (Intramural sports; school/parish sports teams) parents/guardians are required to obtain a physical examination by a physician to determine if the child is physically capable of participating in the physical activity. This will require completion of the New Jersey [Preparticipation Physical Evaluation History Form](#).

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 in either area.

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 Kindergarten through eight. 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 student will be suspended from participation in any activity until the end of the quarter, at which time their position on any team or in any activity will be reconsidered.

Any students (Grades Kindergarten through Eight) who display chronic tardiness problems, five (5) or more in a marking period, may be disciplined by Administration through after-school detention and/or nonparticipation in extracurricular activities. Chronic absenteeism may also be cause for disciplinary action.



Any student placed on probation related to tardiness or absenteeism 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.

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 and fundraising efforts.

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 two or three 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 with class trips and to notify parents by telephone regarding class activities.

HSA Board Members

Pastor: Father John Barbella

Principal: Mrs. Nancy Tannucilli

President: Ms. Mary Kaploski

Vice President: Ms. Katie Schmidt

Communications Coordinator: Ms. ToniAnne Fede

Treasurer: Ms. Jessica Mellett

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 a measure would be in the best interests of the student and/or the student body. 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.



2025-2026 School Year Parent 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 THE ACKNOWLEDGEMENT AND RECEIPT RELATED TO THIS HANDBOOK. PLEASE READ, SIGN THE FORM BELOW, AND RETURN IT TO YOUR OLDEST CHILD'S HOMEROOM TEACHER.

This contract, and the material herein, is subject to change. Parents will be notified of any changes made throughout the school year.



Acknowledgment and Receipt

I (we) acknowledge access to the Saint John Vianney School Handbook/Contract. I (we) 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 (we) have read the Handbook and understand and agree that this contract is binding on the students and parents during the current academic year. I (we) understand that the Administration of the school will have authority as set forth in the contract.

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

Parental cooperation is essential for the welfare of students. Normally, a child is not deprived of a Catholic education or otherwise penalized for actions of parents/guardians. However, the Principal may require the dismissal of a student when parents/guardians have been persistently and overtly uncooperative regarding school policies, regulations, or programs. Student dismissal may also be required when parents/guardians have interfered in matters of school administration to the detriment of the school's ability to serve their own or other children. If, in the opinion of the administration, parent/guardian behavior interferes with the teaching/learning process, the administration may require parents/guardians to withdraw their children and sever the relationship with the school. Harassment of administration, teachers, or students by parents/guardians may result in the dismissal of students. Tuition and fees will not be refunded if the student is dismissed.

Furthermore, I (we) understand that my (our) signature(s) below certifies my (our) agreement and compliance with the policies, rules, and regulations stated herein, including the Ethical Use of Technology Agreement.

NAME OF CHILD

GRADE/CLASS

SIGNATURE OF CHILD

NAME OF CHILD

GRADE/CLASS

SIGNATURE OF CHILD

NAME OF CHILD

GRADE/CLASS

SIGNATURE OF CHILD

SIGNATURES OF PARENTS/GUARDIANS (This form must be signed by all legally responsible parties)

DATE:

1-

2-
