ST. JOHN THE APOSTLE
CATHOLIC SCHOOL

STUDENT/FAMILY HANDBOOK

"Taking Flight as Followers of Christ"

This handbook is intended to serve as a guide for working towards a better realization of the philosophy, goals, and objectives of St. John's School, by providing the students and parents with a common understanding of the spirit and general regulations of the school. We trust that these policies and regulations will provide direction for present action and a basis for future planning, and provide a solid foundation for the safety, learning and growing of our children and young people.

Updated: October 2026

CATHOLIC DIOCESE OF LINCOLN

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SCHOOL OVERVIEW

PRAYER

Heavenly Father, help me to grasp the realization that you are calling me now for the purpose of education. You are calling me to use and increase the potential of the great gift you have given me, my mind. Father, I know you have a special place in life for me. Help me to grow spiritually, socially, and physically with a special emphasis on education that I may learn about Your creation and bring peace to those around me. Grant this through Christ our Lord. Amen.

MISSION STATEMENT

St. John's School is a Christ-centered learning community that prepares each student to be a successful life-long learner. We provide our students opportunities that promote the development of their unique gifts and talents, empowering each child to become a responsible, respectful, and caring citizen who lives the faith. The school assists the parents in their role as the main educators of their children in offering a complete education, both secular and religious. St. John's is governed by the policies and principles of the Catholic Diocese of Lincoln, approved by the Nebraska Department of Education, and overseen by the parish pastor as Chief Administrative Officer, and by the school principal. St. John's is a preschool through 8th grade school.

GOALS

To accomplish the Mission Statement, our goals and objectives include:

1. To pass on the Catholic faith through the Mass, Sacraments, and by being Christ-like role models.
2. To develop a positive family environment where students, parents, faculty, and staff feel accepted, respected, and valued.
3. To develop communication and cooperation between administration, faculty, students, and parents.
4. To establish an atmosphere with Christ-like expectations of conduct and high academic standards.
5. To encourage the children to be aware of and develop the goodness and talents God has given them.
6. To offer the best curriculum utilizing the benefits of past techniques while incorporating new ideas after careful consideration and research to form a program in which each teacher is comfortable (staying within curriculum guidelines).

DAILY SCHEDULE

6:30 a.m.	Extended Care Available
7:45 a.m.	Morning supervision begins outside
7:53 a.m.	First Bell – students enter the building
8:00 a.m.	Tardy Bell – attendance and lunch count is taken
8:15 a.m.	Mass
10:55 a.m.	K-2 Lunch
11:15 a.m.	3-5 Lunch
11:50 p.m.	Jr. High Lunch
3:15 p.m.	Dismissal (K-8)
3:30 p.m.	Outside supervision ends
3:30 p.m.	Extended Care available until 5:45 p.m.

OFFICE HOURS

The working hours for the school office are 7:30 a.m. to 3:45 p.m. during the school year. On days when there is no school in session, the office will be closed. The school phone will not be answered after 4:00 p.m. In case of an emergency please call the church office at 489-1946.

VISITORS AND SAFETY

For the safety of our school, we require that all visitors to St. John's School, including parents, report to the school office before going anywhere in the building. All exterior doors are locked during the school day. Please enter via the buzzer at the northeast entrance off Vine Street.

VOLUNTEERS

Volunteers are very important in the educational programs at St. John's. Volunteer services are always needed in the areas of the library, lunchroom, recess, classroom aides and homeroom parents. St. John's volunteer requirements are as follows prior to volunteering: Background check completion (online), Safe Environment Online Training, Diocesan Volunteer form completion, and possibly driving training should you volunteer to assist in driving students. These forms and training are a safety measure that allows the staff to know that you have permission to be in the school at designated times on designated days. Volunteers are also required to come to the office to sign in and sign out daily. Volunteers will be given a volunteer name tag to wear. Specifics on these forms can be found by contacting the school office.

FINANCIAL

TUITION: See updated annual Enrollment Intent Form
REGISTRATION FEE: Paid with signed Enrollment Intent Form, fee is per family
DIOCESAN TECHNOLOGY FEE: Paid with tuition, fee is per student
HOME AND SCHOOL ASSOCIATION FEE: Paid with tuition, fee is per family

Parents are responsible for the amount due for the entire school year and will be asked to pay this amount even if the child does not finish the year out. The school fees/tuition payments will start July 1st and must be paid in full by April 15th. Report cards will be held for any students who have unpaid tuition or any other unpaid fees. Certain cases will require administrative approval.

STATEMENT OF PARTNERSHIP

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

HOME AND SCHOOL ASSOCIATION (HSA)

The purpose of the Home and School Association (HSA) is to promote better understanding, cooperation, and service between the school and the home. The Association provides input into the various programs and activities of the school. We encourage all parents to be involved in the Association activities and consider volunteering as a board member.

ADMISSION

According to State Law, to begin Kindergarten the child must be five years old before July 31st. The school shall admit a child who will reach the age of five years on or after August 1 of such school year when the parent or guardian provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year, (ii) the family anticipates relocation to another jurisdiction that would allow admission within the current year, or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the board. Each school board shall, for purposes of this subdivision, approve and make available a recognized assessment procedure for determining if a child is capable of carrying the work of kindergarten. The school board shall update approved procedures as

the board deems appropriate. A physical examination as prescribed by the State Department of Education is required of all pupils before entrance into school. In addition, prior to entering school every pupil shall be immunized against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, hepatitis, and varicella. For any exceptions to this rule a waiver must be signed by a medical doctor. A certified copy of the child's birth certificate along with a copy of their original baptism certificate must also be on file. If a family plans to move out of our school system, the office should be informed as soon as possible. A parent-signed form authorizing the transfer of records (received from the new school) must be completed before a permanent file can be sent to another school. Application for enrollment for all students will be held prior to the opening of school.

TRANSFERS

Parents of students transferring from St. John's School to other schools will need to sign a release of records and an information form at the school they will be attending. All records sent from St. John's School will be sent by mail or fax to the receiving school and will not be given to parents to carry out. Parents of students transferring into St. John's School will need to sign a release of records and an information form at the prior school at the time of registration. Transfers into St. John's will be on a trial basis.

LITURGICAL CELEBRATIONS

- All students, grades 1 through 8 are required to attend 8:15 Mass daily.
- Formal Religion classes are held **everyday** in grades Kindergarten through 8th Grade.
- Boys are trained for service at the altar beginning in the fourth grade.
- Support of the Missions is promoted and encouraged.

The sacraments of Reconciliation and Holy Eucharist will be administered to students in the second grade and above. Ordinarily, students receive these sacraments for the first time in the spring of their second-grade year. The sacrament of Confirmation is administered once a year in the spring to the fifth-grade students and older. Devotions to our Blessed Mother such as May Crowning and other devotions including the Rosary, Prayer Services, and visits to the Blessed Sacrament occur during the appropriate season.

MASS

St. John's students and teachers attend Holy Mass daily. Our participation in daily Mass is to be one of prayerful participation, self-discipline, and reverence. At Holy Mass we participate in the reenactment of Calvary and in the salvation of our souls. Through our reverent participation we give glory to God.

Students are required to show respect in the church by:

- observe silence – before, during, and after Mass
- genuflecting when entering/leaving a pew or approaching the altar
- handling Missalettes and kneelers appropriately (please keep feet on floor and off the kneelers)
- kneeling correctly and upright, when appropriate
- remain facing toward the altar throughout the entirety of the Mass
- being courteous and respectful to parishioners attending Mass

St. John's students will follow these rules during Mass:

- respond to prayers
- follow along (using books when appropriate)
- sing during Mass (holding songbook at chest level, not resting on pew)
- keep restroom visits reserved for **emergencies only** – teacher discretion.

Children are to sit with their class during Mass. For special occasions, parents may ask for permission to sit with a student's class. Please contact your child's homeroom teacher.

Kindergarten Mass Attendance

- Quarter 1 – 1 day a week (Wednesday) beginning second midterm
- Quarter 2 – 2 days a week (Wednesday and Friday)
- Quarter 3 – 3 days a week (Monday, Wednesday, Friday)
- Quarter 4 – First midterm, 4 days a week (M/T/W/F), second midterm, daily

ATTENDANCE

It is important to a student's success in school that the habit of regular and punctual attendance is practiced. Therefore, regular attendance is required to obtain maximum results in learning and is the responsibility of the parent/guardian. Regular attendance is required by State Law. (Neb. Rev. State. 79-201) In compliance with the State Department of Education Rules and Regulations regarding length of a school day and year, St. John's School will be in session and will accumulate at least 1032 instructional hours. The time period provided for students to eat lunch shall not count towards the 1032 hours required.

Once a student arrives on the school grounds, the student may not leave the grounds until the end of the school day, unless permission has been granted by the school administration.

- If a student is late for school, he/she must report to the school office prior to going to the classroom. Any/all student absences require a written note or email to the school office with stated reason of absence.
- If a student is absent, parents must contact the school by 9:00 a.m. by phone OR email and indicate the nature of the absence. If you know ahead of time that your child will be absent, he or she will need to email or bring a note from a parent to the school office at least one day ahead of time.
- Absences for vacations, sporting events and other social activities are considered unexcused. The administration will determine whether an absence is excused or unexcused. This is handled on a case-by-case basis.
- If a parent finds it necessary to withdraw a student before dismissal, the parent or another adult identified in advance by the parent must report to the school office and sign them out before taking the student.

CONSEQUENCES FOR VIOLATING ATTENDANCE POLICY

St. John's school will only accept 5 **unexcused** tardies and/or absences each semester before a student will become responsible for their actions. (See Sequence of Action chart below.) For each tardy and/or absence after the fifth, the student will receive a detention slip for parent signature and return form the next day. Detentions will be served the next day and will last from 3:15 p.m. – 3:45 p.m. in the Homework Help room. After the tenth time the student is tardy and/or absent from school within that semester, it will result in an In-School Suspension and detention. The In-School Suspension will be for three school days. After the fifteenth tardy and/or absence during that semester the student will be suspended from school for a period of a week (5 school days). If the problem continues, we will proceed with expulsion.

Unexcused Tardies and Absences - Sequence of Action Chart

1 - 5	Warning
6 - 10	Detention for each
11	In-School Suspension for 3 days + Detention
16	One Week Suspension
17 +	Expulsion

SCHOOL CLOSINGS AND WEATHER

COLD WEATHER POLICY

Cold weather closing will be determined by the **Diocesan Superintendent/CAO.** When **LPS is in session, or not**, cancellation or early dismissal will be announced by the Diocesan Superintendent of Schools/CAO and send a message to families opted into School Messenger (see below).

School Messenger System:

Opt-In Code: Optin or Yes or Subscribe – TEXT one of these to: 67587

- The Diocesan Education Office will alert Lincoln-area schools and school families of school closings and other important information via School Messenger
- School closing information will also be communicated through the following media outlets:

  https://www.klkntb.com/weather/school-closings/
  https://www.1011now.com/weather/closings/
  https://www.kfornow.com/alerts/?tab=closings
  https://klin.com/closings/

St. John's School adheres to the school closing policies **Parents may come to school to pick up their child at any time during the day when weather is threatening, or a watch is issued. If a tornado warning is issued, you may take cover with your child in the school, but children will not be released until the warning has been lifted. When possible, please contact the office in advance of your arrival.

OUTDOOR WEATHER POLICY

> Actual or 'feels like' temperature: **15° - 90°**
  - Students will wait outside before school and go outside for recess

> Actual or 'feels like' temperature: **10° - 14°** *or* **91° - 99°**
  - Students will wait outside before school and split recess – ½ inside / ½ outside (limited activity)

> Actual or 'feels like' temperature: **Below 10°**
  - Students will wait inside before school and stay inside for recess

Time spent outside is an important part of the school day. Children should be exposed to fresh air and exercise. Time spent outside allows students to engage in activities that allow them to relax from the structure of the classroom. There are however, times when it is not safe for students to be outside. These are the guidelines for school recess, outdoor activities, and physical education classes.
Please remember to send appropriate outerwear with your child – coat, gloves, hat, umbrella, etc…

CONDUCT

BASIC RULES OF CONDUCT

- Students will show respect for people in authority and follow their directions immediately.
- Students will show respect for school property, fellow students, and their property.
- No student may have in his/her possession on school property, or in proximity to the school (at any time) any item that may potentially be dangerous to oneself or others.
- Students will use appropriate language.
- These rules pertain to the entire school day (in church, classroom, hallways, lunchroom, and playground).
- Consequences will be handled daily.

CONDUCT RULES/GRIEVANCE PROCEDURE

If a student or parent feels that an issue is not clearly or fairly dealt with, they may request a conference with the teacher and/or the principal. Any action which causes serious threat to the safety of a child, others, or is against our Catholic moral teaching is grounds for special procedural process by the principal.

The grievance process is as follows:

1. Teacher
2. Teacher, Principal
3. Teacher, Principal, Pastor (Chief Administrative Officer)
4. Teacher, Principal, Pastor (Chief Administrative Officer), Superintendent of Catholic Schools

BEFORE AND AFTER SCHOOL RULES FOR ALL STUDENTS

Before school rules:

- Outdoor supervision begins at 7:45 a.m. Extended Care is available prior to 7:45 drop-offs
- Students enter school at 7:53 a.m. and must be in their classroom by 8:00 a.m. or will be counted tardy

Students who are driven to school will:

- Use the crosswalk when crossing the street
- Get in and out of their car in the appropriate drop off area

see map for designated drop off area and proper flow when coming to the school

Students will:

- Follow teachers' directions - immediately
- Arrive at school between 7:45 and 7:55, unless you are going to the Extended Care Program
- Remain outdoors until the bell rings, unless dropping off band instruments or larger items
- Wait with class in designated area and use appropriate behavior
- Be allowed to wait indoors in case of heavy precipitation or temperature below 10°

After school rules:

- 3:15 p.m. dismissal for grades K-8

Students will:

- Leave the school right away in an orderly manner
- Leave the school only through the exit doors
- Use the crosswalk when crossing the street
- Use appropriate behavior while waiting for pick up
- Once outside you must remain outside, unless you are brought in by a teacher

Students who are picked up from school will:

- Get into their car in appropriate pick-up area
- Wait for rides by standing in the designated waiting area
- Must be picked up by only approved adults listed in PowerSchool, or notify the office with permission
- Wait for rides to stop before getting close to car
- At 3:30 p.m. any student not picked up will be brought inside and taken to the Extended School Care Program. Parents will be responsible for the after-school care fee at the appropriate rate

PLAYGROUND AND PLAYGROUND EQUIPMENT RULES

In general, playground behavior should reflect the same respect and responsibility expected in the classroom. Students are encouraged to play in a Christian manner - having fun, growing together, and building friendships. These rules help keep everyone safe, protect our equipment, and ensure the playground is welcoming to all. Please dress students appropriately for the weather, including hats and gloves. Recess will be held outdoors every day except during heavy precipitation or when the temperature is below 10°.

General Rules:

- Be kind, take turns, share with others, show respect to others and equipment
- Use equipment safely, no roughhousing, or misusing structures
- Stay in the playground area/boundaries where supervisors can see you
- Stay out of bushes, no climbing trees, no pulling on branches
- Keep hands and feet to yourself, on and off equipment
- Protect rubber base – no sticks, rocks, or equipment on blue rubber
- No boots, no snow! Stay out of any muddy areas!
- Students may bring/wear snow pants for recess fun, at discretion of supervising teacher
- When the whistle blows, stop playing and line up right away
- Respect the neighbors and their property, including fenced animals

Playground / Equipment Rules:

- **Swings**: No flipping, twisting, standing, jumping out, or under-doggies. No climbing or hanging on supporting bars. Students must sit in the swing.
    - **Circle Swings**: There may be up to four (4) students in Preschool-5th grade, or two (2) students in 6th-8th grade on the circle swing at a time (at teacher's discretion). Only one (1) student should be pushing students on circle swing, as not to push too high.
- **Supernova** (merry-go-round): Multiple students (up to a safe amount depending on size of students) are allowed on the Supernova at a time, at the discretion of the supervising teachers. Only one (1) student is allowed to stand/walk on the Supernova at a time for 1st-8th grade students.
- **Climbers:** Students are to only use at their own risk (no climbing if wet or slippery). No jumping off or touching any other students on climber. No preschool students allowed on climbers and K-2nd grade students may only climb on lower two (2) climbers.
- **Basketball Hoops, Volleyball Net, Soccer Goals and Kickball Backstops**: These should be used for the purpose that they were intended. Climbing or hanging on the goals, rims, nets, and backstops is not allowed.

Teachers reserve the right to use their professional judgment in implementing and enforcing playground and recess rules to ensure a safe, fair, and enjoyable environment for all students.

CLASSROOM RULES

No student is allowed to disrupt in class or anywhere else in school, including the school bus and the school grounds. When they do, they are asked to think about what they are doing and compare their actions to the rules or standards of wherever they are. If disruptive or inappropriate behavior continues, the student may be required to complete a "think sheet", given a demerit (6-8), or be sent to the office through the office referral process. St. John's School uses the Boys Town Education Model to proactively teach positive behaviors and social skills.

Boys Town Education Model

The Boys Town Education Model is a school-based intervention strategy that focuses on managing behavior, building relationships, and teaching social skills. It emphasizes preventive and proactive practices rather than reactive responses to deal with student behavior. It gives classroom teachers, administrators, and support staff the tools to implement key Model components:

- A school-wide social skills curriculum
- An administrative intervention process
- A proactive classroom behavior management approach

These components are part of a complete system-wide approach to foster respectful and caring staff- student interactions by fundamentally changing the way schools address discipline and deal with student behavior.

Office Referral: If a certain behavior continues to be an issue or a student needs to leave the classroom for extreme misbehavior, he or she will be sent to the office. Parents will be contacted. Chronic offenders will be removed from the classroom through in-school suspension, out-of-school suspension, or expulsion at the Pastor and Principal's discretion. The following (not limited to) are considered extreme misbehaviors:

- Abusive language
- Fighting/Physical aggression
- Overt defiance/disrespect
- Harassment/Bullying (directly or indirectly)
- Inappropriate display of affection
- Lying/Cheating
- Skipping class

ANTI-BULLYING POLICY

St. John the Apostle School has formulated this policy with the following purposes:

1. Promoting strong Christian development in all of our students and encouraging them to treat each other as images of God.
2. Building positive student relationships in order to provide an environment that is physically safe and emotionally secure for all students.
3. Raising awareness in the school and homes that bullying is an unacceptable behavior and will not be tolerated at St. John the Apostle School.
4. Establishing procedures that are consistent throughout the school for handling bullying behaviors that happen at school.

Statement Prohibiting Bullying

We recognize that bullying and intimidation have a negative effect on the social, emotional, spiritual, and academic development of our students. Every student has the right to an education and to be safe in and around their school. It is the policy of St. John the Apostle School that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events, is unacceptable. Students who are determined to have engaged in such behavior are subject to disciplinary action. Depending on the intensity, frequency, and duration of any offenses, a violation of this policy will result in serious consequences, including, but not limited to, formal dismissal from St. John the Apostle.

ANTI-BULLYING GUIDELINES

Definition

Bullying is an intentional, conscious, hurtful act of aggressive behavior repeated over time by an individual or group. Bullying may take on one of four forms: physical, verbal, indirect, or internet/cyber bullying. This includes but is not limited to:

1. ***Physical bullying*** - hitting, kicking, pushing, tripping, biting, choking, scratching, spitting, taking belongings, destruction of property, unreasonable interference, unwelcomed touching, bumping into, and throwing things at another person.
2. ***Verbal bullying*** - insults, name calling, threatening statements, taunting, offensive remarks, sexual harassment, picking on or making fun of others, demeaning jokes/stories, spreading rumors, ridiculing, humiliating, intimidating, berating, degrading, and belittling.
3. ***Indirect bullying*** - intentionally excluding others, spreading gossip and rumors, making faces, making obscene gestures, and malicious notes.
4. ***Internet/Cyber Bullying*** - online social aggression: online fighting, harassment, denigration (gossip, rumors), impersonation, sharing embarrassing secrets, posting embarrassing pictures, trickery, exclusion, cyber stalking, cyber threats. This can be done via texting, emailing, or social websites (Facebook, Snapchat, YouTube, etc.)

Procedures

Students

Students who are being bullied or witness bullying against another student should report the incident in one of the following ways:

1. Talk to their teacher or a trusted staff member at the school
2. Talk to a parent or other trusted adult
3. Complete the Incident Report and turn it in to their homeroom teacher

Students who witness bullying should intervene if they are able and immediately seek adult assistance. Students who are being bullied have the right to protect themselves from physical harm. Any student who retaliates against the person making the report or any student who makes a false report will be subject to the same disciplinary action as explained in the Consequences section below.

Parents

Parents who feel their child is being bullied or who receive reports of bullying toward another child should report the incident in one of the following ways:

1. Talk to their child's homeroom teacher
2. Talk to the principal
3. Complete the Incident Report and turn it in to the homeroom teacher

Teacher/Staff

Teachers or staff witnessing or being made aware of bullying should:

1. Intervene or take appropriate action to correct the behavior
2. If deemed necessary, complete the Incident Report and attach any related communications
3. Send the completed Behavior Incident Report to the Principal where it is placed in the student's file

The principal will follow up with the teachers of the involved students and administer the appropriate consequences.

Consequences/Standard Discipline Policy

1. Boys Town Education Model – office referral
2. Parent Notification
3. Detention – 30 minutes after school
4. In-School Suspension
5. Out-of-School Suspension
6. Expulsion

Depending on the severity of the incident, administrators will use their discretion to warrant more severe consequences even on the first occurrence.

The Incident Report form can be found on the last page of this handbook.

WEAPONS, CONTROLLED SUBSTANCES, AND SEARCHES

No student may have in his/her possession on school property or in proximity of the school, at any time, any kind of weapon, explosive, or other potentially dangerous items. No student may have in his/her possession on school property at any time illegal controlled substances such as: illegal drugs, alcoholic beverages, tobacco, etc. Teachers and administrators have the right to search desks, lockers, and personal belongings at any time for a sufficient reason. This should ordinarily be conducted with another adult witness. Any items found which are inconsistent with the Catholic goals of the school may be removed along with disciplinary action.

DISCIPLINE

DISCIPLINE POLICY

1. We at St. John the Apostle School are committed to providing a "Christ-centered" learning environment. We encourage our students to see Christ in each person. We believe all students in our school are to be respected, valued, and kept safe.
2. Students are expected to always use appropriate behavior. Students are responsible for the choices they make regarding their behavior. When a student uses inappropriate behavior, teacher or staff involvement will be provided to help maintain safety and order in the school. The teacher or staff member will encourage the student to identify the problem and to develop a plan to learn more appropriate behaviors for school. The goal of discipline is to help a student become more self-disciplined and make better choices regarding their behaviors.
3. Students may be referred to the office when the safety or order of the school is compromised. This will include infractions of school rules and violence. We have found the Boys Town Education Model to be an effective way for reducing student disruptions while enhancing their ability to resolve their problems by teaching them how to self-manage responsibility. This program also brings consistency among the teaching staff and the different grade levels.

OUR DISCIPLINE PHILOSOPHY

We believe that all students are responsible for their own actions and must be taught to respect the rights of others. This means they must learn how to think of ways to get what they want while, at the time, respecting the rights of others in the school. Teachers have a right to teach, and students have a right to learn in a safe environment. No student has the right be disruptive at school, regardless of where they are, especially if they are preventing other students from learning or are threatening the safety and the rights of others.

SUSPENSION AND EXPULSION

The decision to suspend a student lies with the principal. The principal will consult with the pastor and/or teacher(s) before suspending a student.

In-School Suspension:

When the administration imposes an in-school suspension, the student is responsible for all class work during that time. The student will work independently in the front office and will not attend any classes, including specials classes and recess.

Out-Of-School Suspension:

When the administration imposes an out-of-school suspension, the student will receive no credit for class work during that time. The student is still expected to complete and turn in the completed work.

Expulsion:

Expulsion is a very serious matter. It will be resorted to only when all other means of discipline have proven ineffectual, and the student's behavior gravely compromises the welfare and mission of the school. Actions and attitudes that violate the Christian character of our school and may lead to suspension or expulsion include (but not limited to) irreverence for God and holy persons, places, or things, disrespect for life, property, and the rights of others, repeated disrespect for authority, repeated disrespect for school policy, truancy, fighting, cheating, or stealing and possession of weapons or illegal substances.

STUDENT EVALUATION / HOMEWORK

PARENT-TEACHER CONFERENCES

Parent Teacher conferences are held in the first and second semesters. It is important that parents attend these conferences. Additional conferences may be scheduled if the parent and/or the teacher feel the need for the conference. Parents are encouraged to call/e-mail the teachers to arrange for additional conferences.

PROGRESS REPORTS AND REPORT CARDS

- Report card access will be emailed to each parent/guardian in grades K-8 on a quarterly basis. Report cards are available in the PowerSchool Parent Portal. These reports are designed to inform parents of the student's progress.
- Parents may access their student's grades and assignments at any time on PowerSchool. The school office will provide you with your student's access codes and further directions for gaining access.

STUDENT HOMEWORK

In addition to promoting good study habits, homework provides an opportunity for parents to be involved in the education process of their children. Homework will be assigned on a regular basis and will vary with the age of the student and his/her ability. St. John the Apostle School recognizes the Nebraska Department of Education standard homework guidelines and recommendations from Diocesan Education Office.

- Primary grades (K-2) 15 - 30 minutes
- Intermediate grades (3-5) 45 - 60 minutes
- Upper-Level grades (6-8) 60 - 90 minutes

If there are any questions about homework your child is bringing home, PLEASE contact the teacher. The teacher will be able to give you an insight into why your child has homework and the amount he/she has. If a child is having difficulty completing homework or spending too much time on homework, parents should notify the teacher and discuss possible alternatives and/or solutions. For more information regarding homework and the rationale, please click on the following link from the U.S. Department of Education (Click Here – Data & Research)

Homework must be completed only by the student; turning in work completed by another person will result in a zero for the assignment. If a student is caught cheating on homework or in-class work, it may result in a zero for the assignment. Further disciplinary action may be taken.

ABSENTEE HOMEWORK PROCEDURE

When a student is absent from school due to an illness, they have a corresponding number of days to make up work. The student must request all missed assignments from his/her teacher. Each teacher handles the completion of make-up work differently. It is very important that the student discusses the class procedure with the teacher(s) for making up the work missed. Assignments due to absences for trips or other reasons must be approved and agreed upon by the teacher prior to leaving. Parents may request work missed for their child for that day by phone or email. Assignments must be requested by 10:30 a.m. to receive assignments during the same day. After that time, teachers may not be able to have assignments prepared. Homework can be sent home with a sibling, friend or picked up in the office at the end of the school day. Homework must be picked up before 4:00pm.

LATE HOMEWORK PROCEDURE

Kindergarten through 5th Grade: Teachers will work with students to help them complete their assignments in a timely manner. Teachers may keep students in during recess or after school with parent permission. Late work not related to absences will be handled in the following manner:

- One day late 10% deduction of the grade
- Two days late an additional 10% deduction
- Three days late 0% for the assignment

HOMEWORK ASSIGNMENT POLICY FOR 6th – 8th GRADE STUDENTS

- If a student comes to a class (subject) with an assignment missing or incomplete, the student will receive 10% deducted for 1 day, 20% for 2 days, 30% for 3 days and finally no credit, but still must be turned in.
- The student will be sent to the office to call and notify the parents that the assignment is late, and they will be expected to **stay after school until 3:45 p.m. that day to finish the work in Homework Help.**
    - The complete *Homework Help Policy* is sent out to parents at the beginning of each school year.
- The student will turn in the work completed by 3:45 p.m. that day and will be graded on the entire assignment.
- **Long-term projects such as book reports, class reports, papers, etc.:** If these projects are not completed and turned in on the assigned due date, teacher will take same action as daily assignment, and will grade student on the percentage of the assignment that is complete. Teachers will use their own discretion on long-term projects.
- An online parent portal is available any time to view current grades.

RETAKE POLICY

Every effort is made to allow students the opportunity to demonstrate their understanding of concepts and skills to achieve mastery.

- A grade of 77% or higher indicates mastery of a concept; therefore, students may only redo/retake assignments for which mastery was not achieved. Students will have one day to redo and hand in.
    - Students may earn half credit on redo/retake daily assignments.
    - Students may not be allowed to retake tests, quizzes, or long-term projects.
        - Subject-area teachers may use their discretion to allow this occasionally
- It is important to note that the redo/retake policy is not intended to be used as a regular practice.
- Alternate assignments may be required at the teacher's discretion since some scenarios are impossible to replicate. For example: computer lab assignments, experiments, guest speakers, projects, formal essay, etc.
- Because the goal is for each student to master the material, teachers will consider extenuating circumstances.

Any assignments that are plagiarized will receive a reduced grade and will be made to redo the assignment.

STUDENT EVALUATION

Grading Scale

A+	99 – 100%	**C**	79 – 82%
A	95 – 98%	**C-**	77 – 78%
A-	93 – 94%	**D+**	75 – 76%
B+	91 – 92%	**D**	72 – 74%
B	87 – 90%	**D-**	70 – 71%
B-	85 – 86%	**F**	Below 70%
C+	83 – 84%	**INC**	Incomplete

Alternative Scale

H	Highly Satisfactory
DW	Doing Well
S	Satisfactory
NI	Needs Improvement
E	Experiencing Difficulty

HONOR ROLL (Grades 6th – 8th)

St. John's publishes an Honor Roll each quarter. Honor Roll designates students who earn A's and B's in all classes. The Principal's Honor Roll designates students who earn an A in every class.

ACADEMIC SUPPORT PLAN (Grades 6th – 8th)

A student will be placed on an Academic Support Plan at Midterm if one or both of the following occur:

- ✓ The student has four (4) or more missing assignments.
- ✓ The student has an overall grade of 76% (D+) or below in any subject.

Process:

- Parents will be notified via email, by the subject teacher(s), that the student will be placed on an Academic Support Plan in their content area in order to receive additional support.
- A slip will be sent home with the student, requiring a parent signature and returned to the subject teacher.
- The student will be required to attend ten (10) sessions each lasting from 3:15-3:45, with the subject-area teacher. During this time the student will be retaught the material and/or correct assignments as needed.
- If a student has an Academic Support Plan for multiple subjects, the subject teachers will coordinate a schedule to accommodate support in all the subject areas needed. (Students are required to attend a minimum of ten (10) sessions total – NOT per subject)
- An Academic Support Plan takes priority over any after school Club or activity.
- If a student is sent to Homework Help or is absent from school during the Academic Support Plan it will be paused, continuing the next day until ten sessions have been completed.
- After ten sessions, if assignments have been completed and/or grades have improved (overall grade of 77% or above), the student will be released from their Academic Support Plan. Parents will be notified, via email, by the subject-area teacher.
- After ten sessions, if assignments have not been completed and/or grades have not improved, the Academic Support Plan will be extended until this occurs. Parents will be notified, via email, of the extension, and again when the student is released.

TESTING PROGRAM

The Iowa Test of Basic Skills (ITBS) will be administered to all students in grades 3 through 8 during the spring semester.

TEXTBOOKS

Textbooks and workbooks are furnished by the school. The student is expected to protect the textbook issued to him/her. Students are required to cover all hardbound books and/or reusable textbooks. A fine will be assessed for excessive damage to or loss of any textbook. These funds will be used for rebinding or repair and replacement of school materials. Please contact the school office for a complete listing of textbooks.

ELECTRONICS / BACKPACKS

POLICY FOR LPS ISSUED - STUDENT ELECTRONIC / MOBILE DEVICES

The supervising educator is responsible for management and supervision of any student mobile devices provided through a public school or other entity. If a student device is used by students not under the supervision of a special services teacher, the principal is responsible for supervision of the device. While filtered at the appropriate level, these devices cannot be monitored through the Diocese of Lincoln MDM. Such devices must be clearly labeled as belonging to another entity. The device will be checked at least twice a week and not at a predictable interval. The student will adhere to all policies in the school acceptable use policy. Under no circumstance is a student to use an unfiltered hotspot or mobile device.

POLICY FOR CLASSROOM iPads

Students are responsible for the proper use and care for Classroom iPads as outlined in the Acceptable Use Policy. Any violation to this policy will result in suspension from iPad use in school.

CELL PHONE / SMART WATCH / OTHER ELECTRONICS DEVICES

Cell Phone, Smart Watch, or other Electronic Device use is prohibited at all times on school grounds. This includes Extended Care. It is recommended that students do not bring cell phones to school, unless necessary.

Elementary Students (K-5)

- Upon arrival, the student is required to place his/her powered off cell phone in their backpack. The phone will stay off and secure in the backpack until the student is off campus.
- Cell phones will stay out of sight for the duration of the school day**.** No adult should see or hear any phone on school grounds.

Jr. High Students (6-8)

- Upon arrival, the student is required to place his/her powered off cell phone in their backpack.
- Upon entering the homeroom classroom, the student is required to place his/her powered off cell phone in the designated area assigned by the teacher. The phone will remain in a secure location throughout the school day and returned to the student upon dismissal.

All students

- Smart watches are not to be used for any other purpose than checking the time.
- Should the student be caught violating the rules above, the following will occur:
  - **1st offense**: Device will be taken to the front office and must be picked up by a parent/guardian.
  - **2nd offence**: The student will receive detention and the device will be taken to the office where it will be picked up by a parent/guardian. A meeting with the parent/guardian and administration may be required.
- Refusal to give up the phone will automatically result in the 2nd offense.
- Repeat offenders will be sanctioned in line with our existing behavior policy.

OFFICE TELEPHONE

The school telephone is a business telephone. Therefore, students will not be allowed to use the phone except in cases of emergency and to report school-related issues (i.e. referrals to the homework help) or as permission is given. Students will not be summoned to the office for telephone calls. However, messages from a parent will be delivered to the student if received by 1:30 p.m. Messages after 1:30 p.m. may not be delivered until the next morning. Teachers ordinarily will not be called from their classrooms for telephone calls except in cases of emergency. Please let us know if it is an emergency - otherwise a note will be placed in the teacher's mailbox.

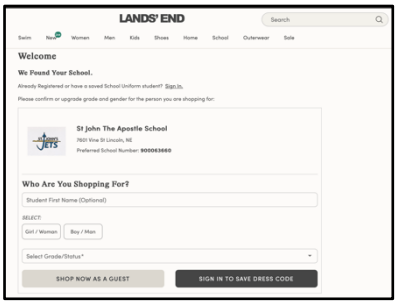
BACKPACK POLICY

One of our main goals as a school is to provide a rich academic environment where students actively participate and contribute to their learning. This is better accomplished when students are in the classroom ready and prepared for class. In an effort to facilitate learning with minimized distractions, Jr. High students will be permitted to carry a backpack during the school day. This is intended to keep students from leaving the learning environment if they are not prepared for class. The school Administration reserves the right to check backpacks, when necessary. This is to help ensure the safety of students and adults on our campus.

UNIFORM INFORMATION

LANDS' END UNIFORMS: https://www.landsend.com/co/account/school-uniforms?selectedSchoolNum=900063660

Preferred School Number: 900063660



- Visit landsend.com/myschool
- Create an account or sign into your existing account
- Search for your school by name or search by using your Preferred School Number
- Use the True Fit® tool to find the right size

All items on the St. John's Lands' End Uniforms website are approved items for School Uniforms. All items/brands purchased through the St. John's Uniform Store in previous years are still acceptable to wear for School Uniforms.

All allowable uniform options are found on the website.

- *Filtered by:*
  - Grade: select from options
  - Gender: select from options

SPIRIT WEAR OPTIONS

St. John's Spirit Wear Store has both school-uniform approved items as well as items are only allowed on non-uniform days. See Parent Note for links to the Spirit Wear Store when open.

- School Uniform approved items are Crewneck Sweatshirts, Quarter/Full-Zip Pullovers & Fleece Jackets

T-Shirts of any kind are not allowed as the school uniform shirt but may be worn on specified special-dress days.

DRESS CODE

School uniforms help to create the Catholic identity of St. John's School. Uniforms also help the children understand that the focus of our school is Christian behavior and academic achievement. If you are unsure whether clothing is appropriate, please review the following policy then check with the administration and office. The administration reserves the right to make discretionary judgments regarding the appropriateness of the student dress. All staff will be responsible for enforcing this policy.

GENERAL APPEARANCE

- All clothing should be neat and clean; all students should be neatly groomed.
- Excessive make-up, tattoos (real or fake), or visible writing on the body or body piercing is not permitted.

GENERAL RULES

- 'Neutral' refers to any solid black, white, navy, or gray clothing items.
- Clothing that is offensive, immoral, or otherwise inappropriate in a Catholic school environment, is NOT acceptable at any time on school grounds.
- Uniform shirts must be tucked so that the waistband can always be seen; banded shirts are the exception.
- Clothes must fit modestly (not too tight or too baggy)

CONSEQUENCES FOR DRESS CODE VIOLATIONS

- First and second violations will result in a verbal warning to the student and parent email. Jr. High students will receive a demerit.
- The third violation will result in being sent to the office to call a parent who will need to bring appropriate clothing.

SPECIFIC CLOTHING REQUIREMENTS

- **Pants/Shorts**
  - Pants and shorts must be purchased from LANDS' END.
  - All pants and shorts should be worn at the waist.
  - Shorts may be worn from the first day of school through October 31st and April 1st through the last day school for grades K through 5. Girls may not wear shorts with leggings during this time, K-5.
  - Junior High (Grades 6-8) students will have the privilege of wearing shorts throughout the school year.
  - Shorts length MUST be no longer than the bottom of the knee and no shorter than 3 inches above the knee.

- **Shirts**
  - Polo shirts must be purchased from LANDS' END.
  - Neutral, plain (see above) long or short-sleeved t-shirts may be worn under the uniform shirt with no visible writing or embellishments.

- **Sweatshirts/Sweaters**
  - St. John's sweatshirts, quarter-zip pullovers, fleece quarter-zip and full-zip jackets (available for order through school only) may be worn as part of the uniform.
  - Girls may wear solid neutral (see above) cardigan sweaters WITHOUT hoods.
  - Uniform polo shirts are required under sweatshirts and sweaters.
  - **No Hooded Sweatshirts may be worn inside the building at any time**.

- **Skirts/Jumpers/Skorts** (Girls only)
  - All skirts, skorts, and jumpers are to be purchased through LANDS' END.
  - Plaid jumpers may be worn by grades K through 5.
  - Skirts may be worn in grades 5 through 8.
  - **All should be no shorter than 3 inches above the knee.**
  - Skorts must have neutral leggings underneath from November 1 – March 31 for grades K through 5.

MISCELLANEOUS

- **Shoes and Socks**
  - Shoes and socks must be worn and should have backs (no clogs, jellies, crocs, wedges, sandals, flip flops, etc.). This is for your child's safety and participation in PE and recess.
  - Students should wear well-fitting tennis shoes on PE days.
  - Socks should be neutral (see above), all one color with no patterns/designs.
  - Girls may wear neutral (see above) tights or leggings under their uniform. No embellishments or designs are allowed. Jean leggings (jeggings) are not allowed.
  - Belts may be black or brown with no embellishments. The entire belt must be tucked into the loops of the pant or short.

- **Hairstyles**
  - Hair on boys should not reach below the collar or the sides or extend below the middle of the ear and top of the eyebrows.
  - Girls may wear barrettes, ponytails and headbands. No elaborate embellishments or decorations that hang down from the hair. All these items must always remain on the student. If it becomes a distraction in class, it will be confiscated. Styles should not inhibit learning (for example: bangs that hang in the eyes so that the child cannot see or work at desk.)
  - Extremes in hair color are not allowed. Only natural hair color is allowed. No mohawks, flops, or notched artwork.
  - Judgment on any extreme or faddish hair styles is at the discretion of the administration.

- **Accessories/ Make-Up**
  - No earrings allowed for boys.
  - Girls may wear post earrings only. No earrings that dangle below the lobe are allowed. No other body piercing is allowed.
  - Students may wear one watch and/or ONE religious bracelet (religious medal, symbol, etc).
  - Religious medals or symbols, simple chains around the neck or wrist, and wrist watches are the *only* jewelry allowed. If it becomes a distraction in class, it will be confiscated.
  - No makeup may be worn in grades K through 5. Grades 6 through 8 may wear a *very light* amount of makeup. No artificial/fake eyelashes or lash extensions.
  - Girls Preschool–8th grade may wear nail polish, as long as it is modest and non-distracting. Girls in grades 6th–8th may wear artificial nails (including acrylic, dip, or similar applications) provided they are modest in length and appearance and are not a distraction to others or the learning environment. Teachers and staff reserve the right to request that nail polish or artificial nails be removed or modified if they are determined to be disruptive, unsafe, or inconsistent with the expectations.
  - No body art or glitter lotions.
  - No baseball caps (indoors or outdoors), du-rags or bandanas. Headbands for girls can be worn but cannot become a distraction. No animal ears/horn or head device headbands allowed.

Student T-Shirt Days (Theme, Club, Activity, etc.) – with uniform bottoms. Not required to be tucked in.

NON-UNIFORM DAY DRESS CODE

Non-Uniform Days, also known as "NU Day" are to be enjoyable, safe, and in keeping with the school's mission and Catholic values. If the classroom teacher or office administration deems attire inappropriate, the student will be required to call their parents to bring them a school uniform to change into. Thank you for your help in ensuring your child meet these requirements. Clothing is to be **modest**, suitable for recess, and appropriate for a Catholic school environment. *Below is a list, but not limited to, clothing items allowed and not allowed for NU Days.*

Allowed	Not Allowed
Normal School Uniform	Tight-fitting clothes (spandex, leggings, etc…) *(Unless under skirts or skorts)*
St. John's T-Shirt	Writing on the backside of bottoms
Other T-Shirt, blouse, crew neck sweatshirts, etc…	Baggy, oversized bottoms
Athletic Bottoms – sweats, joggers, shorts, ect.. ***NO tight-fitting leggings/athletic bottoms***	Bottom clothing MUST be a minimum of fingertip length when arms are FULLY extended to sides. *(Shorts, skirts, skorts, dresses, etc…)*
Jeans, dress pants/shorts *(suitable for recess)*	K-5 shorts Nov. 1 – April 1 *(see Handbook page 18)*
Skirts, jumpers, dresses *(suitable for recess)*	Clothing with foul language, inappropriate images, or innuendos
Clothing must be clean and neat	Tank tops, spaghetti strap tanks, midriffs, tube tops ***Shoulders must be covered***
Hoodies – **hoods must be down in the building. If hoodies become a distraction or are being pulled on, they will return to the NOT allowed category**	No necklines lower than 2 inches below base of the neck and no skin showing in their mid-section
Dress Code Handbook Policies to be followed:	Any pants with rips or holes (ex. jeans with rips/holes)
Hairstyles (*page 18*) Accessories / Make-Up (*page 19*)	No hats or bandanas *Hats may be worn outside at the discretion of the teacher (Field Day, Field Trips, ect…)*
Closed toe footwear with a back	No clogs, jellies, crocs, wedges, sandals, flip-flops

PERSONAL ITEMS / TREATS

TOYS/NUISANCE ITEMS

Please keep personal toys or nuisance items at home. We are not responsible for damage or loss of personal items. Teachers and Administration reserve the right to remove the items (including watches, jewelry, and hair accessories) from the child.

WATER BOTTLES

Students are encouraged to bring a water bottle to school each day to stay hydrated. There are no restrictions on the size or type of water bottle; however, water bottles must contain water only while at school. Teachers and staff reserve the right to temporarily confiscate a student's water bottle if it is being used inappropriately, causes a disruption to the learning environment, or does not comply with this policy.

BICYCLES

Students must **ALWAYS** dismount and walk bicycles across school grounds before, after, and during the school day. Bicycle riders are asked to leave the school grounds immediately when school is dismissed. Helmets should be worn when riding to and from school.

BIRTHDAY TREATS

- Student birthdays can be celebrated in the classroom with or without treats.
- If you choose to have your child bring treats, please follow the following guidelines:
    - All food items **must** be store bought with the label of ingredients clearly visible
    - Pre-packaged, individual portion food items are preferred
    - No pop, gum, sheet cakes, or giant cookies
    - We encourage simple snacks, such as fruit snacks, rice crispy bars, or granola bars
    - We encourage healthy snacks, such as fruit or vegetables

    - *Please check with your child's teacher about any classroom allergies*
    - *Teachers will distribute treats when it best works in the classroom schedule*
    - *Students are not allowed to distribute treats outside when leaving for the day*
    - *If the birthday treat policy is not followed, parents will be asked to pick up the items from the office*

- We encourage families to consider sending non-food items on birthdays:
    - Pencils, markers, erasers, stickers, etc…
    - A game for the classroom
    - A classroom book (your child can pick it out, sign it, and date it)

- Invitations to parties held outside the school may not be distributed in school; they should be mailed. Gifts may not be distributed during school hours.

CLASSROOM PARTY FOOD

- Please follow the Birthday Treat Policy for Classroom Party Food
    - Room Parents may communicate with Classroom Teacher about additional food items acceptable to bring for the entire class. The classroom teacher must approve additional food items.

Parent may choose to not allow their child to receive food/snacks provided by the classroom teacher or other students. If you do not want your child to receive the provided food/snacks, please email your child's homeroom teacher to specify this.

DELIVERIES

No personal deliveries for students will be accepted at school. This includes floral and balloon arrangements delivered to the office.

ACTIVITES / OPTIONAL PROGRAMS AND CLUBS

FIELD TRIPS

The purpose of field trips is to extend the learning experience beyond the limits of the school building and are made for their educational value. Ordinarily, one field trip per grade, per year is allowed. All students are required to have a signed permission slip on file for each field trip taken. Teachers will distribute the appropriate permission forms to the students. We also consider Field Trips as an extra activity outside the normal classroom setting. Therefore, we require the Jr. High students to: maintain a C or higher, have no missing assignments in any class, and have not had any detentions the week prior to the field trip.
Siblings are not allowed to attend field trips with parent volunteers.

EXTENDED SCHOOL CARE

Before school care begins at 6:30 a.m. and goes until 7:55 a.m. on school days only. Extended school begins at 3:15 p.m. and goes until 5:45 p.m. on school days only. Students enrolled in the program will meet in the extended school care room. A registration fee will be assessed for extended school care for each school year. Any child that is not picked up by 3:30 p.m. will automatically go to extended school care and parents will be responsible for extended school care fees. The Extended School Care Program closes at 5:45 p.m. Any child remaining after that time will be charged $5.00 for every 5 minutes late until picked up.

Extended Care is offered after 1:00 PM school dismissals until 5:45 PM but is not offered when school is dismissed at noon or before noon.

HOT LUNCH PROGRAM

- St. John's School participates in the Federal Hot Lunch Program and abides by the rules and regulations established by the governing agency. For families who qualify, free or reduced priced lunches are available for their children. To qualify, a family must meet the federally established guidelines. Applications for free or reduced priced lunches are available in the school office and on the website. It may be completed at any time during the school year. These applications are kept confidential.
- If your student has a diagnosed food allergy, food intolerance, medical condition or disability which requires a special diet, St. John's Hot Lunch will accommodate that dietary request upon receipt of a completed Medical Statement for Children with Special Nutritional Needs form. Download a copy or ask your school's health office for a copy. The form must be completed by a licensed health care professional (*see page 1 of the form for further instructions*).
- Please note that federal laws regarding hot lunch state that NO food may be brought into the school between 10:00 am - 1:30 pm. No competitive (fast) foods, soda pop, or caffeinated beverages (including energy drinks) may be brought into school. USDA is an equal opportunity provider and employer.
- Students may charge for a hot lunch if they do not have a cold lunch. Parents will be notified as to how many charges a student has. After the third charge the child will need to bring a cold lunch until all hot lunch charges are paid.
- Parents may eat with their child at any time. Please call the school office before 9:00 a.m. to get on the lunch count for the day. Current lunch prices apply.

LUNCHROOM BEHAVIORS

The students will use their best manners and respect all adults in charge of the lunchroom: this includes teachers, parent volunteers, kitchen staff, etc.

1. Children will sit at the table properly.
2. Children may not save seats.
3. Children will talk in a conversational tone of voice.
4. Children will raise their hand before leaving the table.
5. Children will clean up the tables and floor in the area in which they are sitting.
6. Children will throw away trash and empty trays when their table is dismissed.
7. Children will line up quietly after being dismissed.

Demerits or Detentions may be issued if students do not follow these procedures.

ATHLETICS (JETS CLUB) / ACTIVITIES / CLUBS

(004.02B4 Interscholastic Athletic Contests) No student in grades seven or eight participates in interscholastic athletic contests between schools within a school system or between school systems which exceed six games in football, fourteen matches in volleyball, twelve games in basketball, eight meets in wrestling, eight meets in track and field, and eight contests in all other activities. Pupils in kindergarten through sixth grade do not participate in any kinds of athletic contests between schools within a school system or between school systems except that nonpublic elementary schools having seventh and eighth grade athletics may include sixth grade boys or girls when combined enrollment for seventh and eighth grade becomes fewer than 12 boys or 12 girls and if the local governing body has a policy regulating participation for sixth graders.

ATHLETICS / ACTIVITY / CLUB ELIGIBILITY:

Participants must have a 70% or above average in all subject areas. Any student who violates a behavior contract will be ineligible. Every two weeks, students will be evaluated using academic and discipline policies stated below. Any student not meeting the academic and/or discipline requirements will be ineligible for the next week's game(s) or activities. Any student who is ineligible 2 weeks in a row may be suspended from the team / club / activity for the remainder of the season. A student and their parents will be notified of their ineligibility by email and/or phone call. **Each student must be in school by 11:00 a.m. to participate in games/practice/events/clubs/activities that afternoon or evening**. Transportation to and from games, events, and practice is the responsibility of the parents.

A. ACADEMIC POLICY

Grades will be checked every two weeks. Students must maintain a 70% average in all subject areas to be eligible to participate. Parents and students will be notified when grades are below the standard; and these students will not participate in the next game / event. Students with two late or missing assignments in the two-week period may practice but are suspended from one full game/event.

B. DISCIPLINARY POLICY

Students who receive a detention notice in the two-week period will forfeit play in the next game/activity. Practice during this time is allowed. Parents will be notified.

THE PRINCIPAL AND/OR PASTOR RETAIN AUTHORITY TO SUSPEND TEMPORARILY OR PERMANENTLY, AN INDIVIDUAL OR TEAM FROM PARTICIPATION.

JETS CLUB

This program is organized, operated, and funded by the St. John's Jet Athletic Club. Opportunities to participate in cross country, basketball, track, and golf are provided for boys in grades 7 & 8. Opportunities to participate in cross country, volleyball, basketball, track, and golf are provided for girls in grades 7 & 8. St. John's School athletic program is maintained to teach students sportsmanship, skills, and competition. The program is organized by the Athletic Director under the supervision of the principal. Volunteer coaches are utilized for all sports. St. John's School is part of the Lincoln Catholic School Athletic League. This league is organized by the League Director under the supervision of the Select Committee made up of three school Principals on a three-year rotation. Rules and regulations governing athletic programs are developed by this committee. All member schools are responsible for adhering to the conference rules. The Jets Athletic Club is organized to assist the Athletic Director with the games, concessions, and other activities pertaining to the Athletic program. Active participation by parents of athletes is required. All students are encouraged to participate in available athletic programs.

A student may participate only so long as he/she is able to maintain satisfactory classroom grades and the display of appropriate behavior in school and has an annual sports physical completed after May 1 for the upcoming year on file at the school. Athletic team participation is an earned privilege.

ATHLETIC FEE: (7th - 8th grade sports) See registration form for fees.
(Make check for above fees payable to St. John's Athletic Club)

GYM RULES FOR SPORTING EVENTS

1. Players, coaches, spectators, and officials are expected to act in a Christian manner at all times.
2. Once you have entered the gym, you may not leave and re-enter, unless you have special permission.
3. All spectators must sit in the bleachers and watch the games. There should be no "running around" in the gym or outside the school.
4. All non-players are to stay off the court at all times.
5. Stay in the bleachers or down in the gym.
6. Use the restrooms in the gym - NOT by the Social Hall.
7. Use the east (near) stairway to get to the bleachers. The west (far) stairway is used for emergencies only.
8. Students must be supervised by a parent or designated adult at all times.
9. Arrange for rides to be here immediately after the game!
10. Follow all rules or you may be asked to leave the gym site. A second offense of any type may result in suspension from any further games for the remainder of the year.

NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410

2. Fax: (202) 690-7442; or

3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

HEALTH AND SAFETY

ASBESTOS NOTIFICATION

Federally mandated asbestos inspections for Saint John School, Lincoln, are conducted every three years by a third party. St. John's Facilities Coordinator conducts and submits checks every six months. Asbestos management plans have been written for the school and may be reviewed by interested parties at the school office during regular business hours. Asbestos has been found through testing or is assumed to be in the following material: pipe insulation and floor tile. This material is in good condition and poses no health concern for our students, faculty, and staff. By following the school's asbestos management plan, we will continue to protect the health of our children and comply with federal and state asbestos regulations. The asbestos program is monitored by the Diocese of Lincoln, or you may contact the school office for additional information.

FIRE AND SAFETY DRILLS

Fire drills are conducted ten times a year. Students are instructed as to where to proceed to exit the building quickly. During a drill, or when the alarm sounds, students will be required to proceed to the designated exit in silence and in an orderly manner. Severe weather drills are conducted twice a year. Students are instructed where to go in case of severe weather. Lock down drills are also conducted twice during the school year. Again, students are expected to proceed to the designated area in silence and in an orderly manner. St. John's School has adopted the Standard Response Protocol. Please click HERE for more information.

LOCKDOWN OR LOCKOUT PICKUP PROCEDURE

In case of a lockdown or lockout procedure – students may be released to parents via the front office. When possible, please contact the office in advance of your arrival. In the event of an emergency at or near the school, school leaders follow the direction of law enforcement and emergency response agencies in determining whether to evacuate the facility. In case of a school evacuation, parents may pick-up their children at Meadow Lane School – 7200 Vine Street.

The number-one step that you can take to prepare for a school emergency is to provide accurate emergency contact information to your child's school and notify the school if your information changes.

HEALTH

- This school is required by law to keep updated immunization records for each child enrolled in the school. Parents are therefore required to provide the school with the required information. No student may attend without such information on file as per state law. If your child has had strep throat, 24 hours on mediation is required. If your child has had chicken pox, all pox must be scabbed over. If your child has had flu symptoms, vomiting, diarrhea, or fever, 24 hours after the last symptom without use of fever-reducing medication is required before reentry or a signed Doctor's permission slip sent to the school office.
- Students should not be in school when they show signs of rash, temperature, vomiting, diarrhea, etc. Students diagnosed with head lice should begin treatment at home before returning to class.
- Any medications (including non-prescription, prescription, inhalers, etc.) MUST be administered through the school office only. Please do not send medications to school unless it is necessary. If it is possible to administer the medication at another time away from school, it would be most appreciated. Any over the counter or prescription medicines must be labeled properly and must be in the original container. Special school prescriptions may be available through your pharmacy. Permission forms for issuance of medication are available in the school office; without a signed Doctor and/or parental note containing instructions for administering medicines - medication will not be given. Thank you for helping us maintain this policy in keeping your child and others healthy.

SEXUAL HARASSMENT

Sexual or Other Harassment Policy:
Harassment of any kind will not be tolerated in any school in the Diocese of Lincoln.

Harassment may involve:

1. Persistent verbal abuse, ridicule, or demeaning comments.
2. Verbal, physical threats or coercion.
3. Sexual Harassment*.

***Sexual Harassment includes:**

1. Verbal harassment or abuse including unwelcome sexually oriented communication.
2. Pressure to engage in sexual activity.
3. Unwelcome physical contact of a provocative nature, including physical contact in circumstances which render such actions inappropriate.
4. Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or student's status or by promise of preferential treatment regarding an individual's employment or student's status.
5. Sexual assault.

Any person subjected to harassment should do the following:

1. Keep a carefully written record of the incident(s) and the actions that were taken.
2. The teacher, employee or student should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop. The offending person can be contacted in person or in writing.
3. If the aggrieved teacher or employee does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending person has been ineffective, the teacher or employee should contact his or her superintendent, principal, or pastor.
4. If an aggrieved student does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending person has been ineffective, the student should contact any teacher or other adult in the school whom he or she trusts. That person is then to contact the superintendent, principal, or pastor.
5. All allegations of harassment shall be investigated by the school's administration and if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is a teacher or employee, and suspension or expulsion, if the offender is a student.
6. If appropriate and timely action is not forthcoming on the local level, the aggrieved person is to communicate with the Diocesan Superintendent of Schools, 402-488-2040.

ANIMALS ON SCHOOL AND CHURCH PROPERTY

St. John the Apostle School is committed to providing a high-quality educational program and workplace for all students and staff in a safe and healthy environment. Consistent with this commitment, it is the policy of St. John the Apostle School that live animals are prohibited on school or church property with few exceptions. Exemptions to this policy include the following:

1. Fish or other aquarium or terrarium animals approved by Administration
2. If the inclusion of an animal(s) in a given lesson is directly aligned to a specific educational objective, and is approved in writing by the Administration
3. Service dogs trained to perform specific tasks to assist a person with a disability. Discuss with administration.

STUDENT DROP OFF/ PICK UP PROCEDURE

Our goal is to make sure that children and parents are safe during drop-off and pick-up times from school. Please see the map on the following page. This procedure creates a safe traffic flow for students and parents and moves traffic off Vine Street quickly to alleviate congestion and to reduce the possibility of accidents. Drop off/pick up areas are to the east and south side of the school. Students will enter through correct doors. The north main entrance is not to be used for normal drop-off or pick-up, rather only for late arrivals, early departures, and Preschool. Do not exit back onto Vine Street during the drop off/pick up times.



Pre-School ONLY Drop-Off Lane
Pre-School ONLY Drop-Off Area
K-8th School Drop-Off Lane
K-8th School Drop-Off Area
K-5 Line Up Area
6-8 Line Up Area

Morning Drop-Off

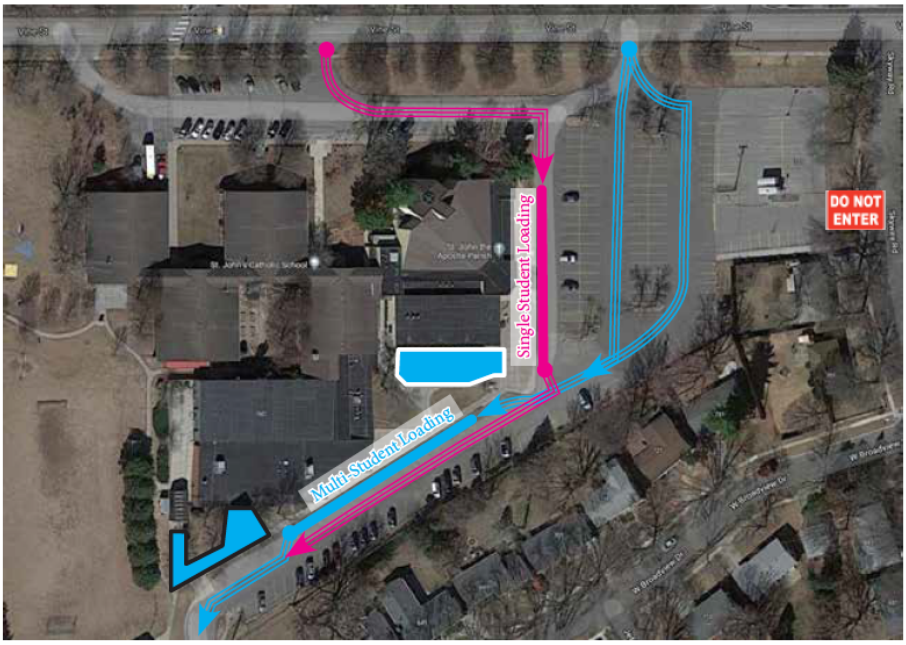
Pre-School Drop-Off

Enter at the Middle drive on the North side and exit to the West. Stop to unload at the Elementary wing doors. Any K-8 students will unload and walk around the church to their Line Up Areas.

K-8 Drop-Off

Enter at the Middle drive on the North side and follow around to the South. Once a full line of vehicles has stopped in the drop-off areas [from the sidewalk in front of the church to the Jr. High door], ALL students must exit on the curb side in a swift and safe manner. Once students have exited, proceed CAREFULLY out past the rectory on to W. Broadview. Do NOT exit back to Vine nor Skyway.

PLEASE ALWAYS PULL UP!



Single Student Pick-Up Lane
Single Student Pick-Up Area
Multi-Student Pick-Up Lane
Multi-Student Pick-Up Area
K-5 Line Up Area
6-8 Line Up Area

Afternoon Pick-Up

Singles Pick-Up

Enter at the Middle drive on the North side. Line up on the East side of church. Students shall enter the vehicle from the curb side and once securely seated, CAREFULLY merge and proceed out past the rectory on to W. Broadview. Do NOT exit back to Vine nor Skyway.

Multi-Student Pick-Up

Enter at the Northeast drive. Wait in line at the curb to the South of the school. If full, create two waiting lines in the East parking area. As vehicles move up, continue to merge and follow to the Pick-Up area on the South side of the school.

DO NOT block Single Line Exit.

Once students have entered, merge CAREFULLY and proceed out past the rectory on to W. Broadview. Do NOT exit back to Vine nor Skyway.

PLEASE ALWAYS PULL UP!

HANDBOOK RESPONSIBILITY

ACKNOWLEDGEMENT OF RESPONSIBILITY:

This handbook contains much of the essential information about St. John's School. It is vital that each student and every parent/guardian read this information. It is expected that each student and parent/guardian, make a sincere effort to comply with these rules and regulations.

Having read the St. John's School Handbook, and by signing the PowerSchool enrollment form for each of my student(s), I acknowledge that I will comply with the rules and regulations contained within.

St. John the Apostle School
Incident Report

Student/Parent/Teacher/Staff Report

Student Name: _____ **Date**: _____

Other Students Involved:

_____

_____

Location/Time of Incident:

_____

Description of the Incident:

_____

_____

_____

_____

Teacher/Staff Intervention:

_____

_____

_____

Student/Parent/Staff Signature: _____

Additional Follow-Up:

_____

_____

_____

Teacher/Principal Signature: _____