

ST. JOHN THE APOSTLE STUDENT/PARENT HANDBOOK

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: August 31, 2018
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 opportunities that promote development of every student's 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, offering a complete education, both secular and religious. It is governed by the policies and principles of the Catholic Diocese of Lincoln, accredited by the Nebraska Department of Education, and overseen by the parish pastor as superintendent, 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
7:55 a.m.	First Bell – students enter
8:00 a.m.	Tardy Bell – attendance and lunch 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. The building will be locked at **ALL** times during the school day. Please enter via the buzzer at the northeast entrance off of 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 trainings are a safety measure that allows the staff 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 on by contacting the school office.

FINANCIAL

SCHOOL FEE: See updated annual registration form from school office

REGISTRATION FEE: Paid with signed tuition agreement/registration form.

DIOCESAN Student FEE: Paid with tuition, fee is per student.

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)

All families pay a one-time annual fee.

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 should attend the quarterly meetings.

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 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 **every day** in grades Kindergarten thru 8.
- 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 the 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 class.

The Kindergarten students start attending Mass at the beginning of the 2nd quarter of the school year. They attend Mass on Wednesdays during the 2nd Quarter, Wednesdays and Fridays during the 3rd Quarter, and Monday, Wednesday and Friday during the 4th quarter.

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 principal.

- 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. 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:

St. John's school adheres to the school closing policies of the Lincoln Public Schools. The decision to close schools due to inclement weather is normally made before 6:00 a.m., at which time the local radio and television stations are notified. School closing information may be heard on local television channels 8 and 10/11 and AM radio stations KFOR (1240), KLIN (1400), and KLMS (1480).

**Parents may come to school to pick up their child at any time during the day when weather is threatening, or a watch has been issued. If a tornado warning has been 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.

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 of 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 on a daily basis

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
4. Teacher, Principal, Pastor, 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 7:55 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 and use appropriate behavior
- Be allowed to wait indoors in case of heavy rain or temps 10° or below

After school rules:

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

Students will:

- leave the school right away in an orderly fashion
- leave the school through the exit doors only
- 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 **

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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
- 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.

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 action to the rules or standards of wherever they are. If they persist in breaking the rules, they have lost their right to be where they are and are then assigned to the responsibility thinking area (RTA), where they stay until they indicate to the teacher that are willing to follow the rules from wherever they came. They are then taught by the RTA teacher how to work out a plan which they will use to negotiate their return with the person who was in charge of wherever they were disrupting. Students are permitted to go to all other classes and other areas where they've been responsible, such as the library, cafeteria, and recess.

PLAYGROUND AND PLAYGROUND EQUIPMENT RULES

In general, the conduct on the playground should be the same as in the classroom. Students are expected to participate with each other in a Christian manner.

Please dress students for the weather, including hat and gloves. Recess will be outside every day with the exception of heavy rain or when temperatures dip below 10°/ wind chill 0°.

Equipment Rules:

1. Soccer Goals and Softball Backstops - These should be used for the purpose that they were intended. Climbing the goals and backstops is not allowed. The crossbars of the soccer goals should not be used for hanging.
2. Monkey bars - Pulling oneself from one bar to the next is the correct activity. Sitting or standing up on top of the bars is not allowed.
3. Swings - One child per swing. Flipping, twisting, standing, bailing out, and under-ducks (under-doggies) are not allowed. Children should not climb the bars supporting the swing set while others are swinging. Children must sit in the swing.
4. Dome - Children should hang on with hands when climbing to the top and over. Hanging from the knees is okay but children should be spread out.
5. All playground equipment - no pushing or pulling.
6. Children must play in sight of supervising teachers.
7. Children must stay out of the bushes.
8. Tag games and other games should be played away from the equipment.
9. Respect the neighbors and their property, including fenced animals.

ANTI-BULLYING MISSION

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 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.

Please see the Anti-Bullying Guidelines on the St. John the Apostle School website

<http://www.stjohnscoln.com/sj/index.shtm> or Blackboard for definitions and procedures. A copy of the Incident Form referenced in the guidelines may also be found on the school website and Blackboard.

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.

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 use appropriate behavior at all times. 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 1. identify the problem and, 2. 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 responsible thinking process (RTP) to be a most effective way for reducing student disruptions while enhancing their ability to resolve their problems by teaching them how to self-manage responsibility. This program will also bring 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 have to 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. None of the students have the right to disrupt 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 period.

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 period.

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 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.

STUDENT EVALUATION / HOMEWORK

PARENT TEACHER CONFERENCES

Parent Teacher conferences are held 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

- A report card will be given to each student in grades K-8 on a quarterly basis. 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.

As a general rule, completion of work taken home should not exceed:

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 to 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.
- Homework must be completed only by the student; turning in work completed by another person will result in a zero for the assignment.

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 by phone or email, work missed for their child for that day. 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

K - 5 - 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 parent 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 the homework room.**
- The student will turn in the work completed by 3:45 p.m. that day and will be graded on the entire assignment.
- If student has work unfinished in multiple subjects in one day, the child will notify the parent of as many assignments as he/she is missing and stay until 3:45 p.m. and complete as much work as possible.
- **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 test, quizzes or long-term projects.
 - Students may not be allowed to retake test, quizzes or long-term projects.
 - It is important to note that the redo/retake policy is not intended to be used as a regular practice by a student.
 - 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 ultimate goal is for each student to master the material, teachers will consider extenuating circumstances.
- Any assignments that are plagiarized will received a reduced grade and will be made to redo the assignment.

STUDENT EVALUATION

GRADING SCALE

Grades 1-8

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

Kindergarten

S-Satisfactory
I-Improving
N- Needs Improving
E-Experiencing Difficulty

HONOR ROLL (Junior High- Grades 6th – 8th)

St. Johns publishes an Honor Roll every year. 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 6-8)

A student will be put on an academic plan at Midterm if one or more of the following occur:

- The student has 6 or more late work/missing assignments
- The student has an overall grade of 76% or below in any subject.

Process

- Parents will be notified via email that their child will need to be placed on an academic plan.
- An agreement notice will be sent home asking for you and your child's signature.
- After the allotted amount of time, the student, teachers and parents will communicate to discuss progress of the student.

Academic Support

- If a student is missing 6 or more assignments or is receiving a 76% or below in a subject area the student will be required to attend homework room every day for two weeks until a 76% or higher is achieved.
- If a 77% or higher has not been reached, the student will then be required to attend homework room every day for another two weeks AND have a working recess until progress is made.
- If, after the 4 week period, the student still has not achieved a 77% in their respective subject area-they will then be required to attend homework room for two more weeks, miss out on weekly special classes, and have a working recess until progress is made.

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.

August 31, 2018

POLICY FOR SCHOOL 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.

UNIFORM STORE

UNIFORM STORE

Students must wear the uniform brands available through the St. John's Uniform Store.

Shirts/Polos

- The Uniform Store will stock short-sleeved Banded Polos in White and Navy; regular short-sleeved Polos in Navy, White, & Light Blue may be ordered and carried in stock.
- Banded polos come in the following sizes: Youth XS; Youth S; Youth M; Youth L; Youth XL; Adult S; Adult M; Adult L; Adult XL.
- Regular polos come in the following sizes: Pre-K Medium (5-6); Pre-K Large (7); Youth S; Youth M; Youth L; Youth XL; Adult S; Adult M; Adult L; Adult XL.

Pants/Shorts

The Uniform Store will try to stock both Navy & Khaki flat front/flex pants and shorts. They are available on a first-come/first-serve basis, and more will be ordered as needed. Pants and shorts may not fit the same, so it is important to try on before ordering. Pants and shorts are available in half sizes for girls (beginning at size 10) and husky sizes for boys (beginning at size 8). The Uniform Store tries to carry stock in all sizes and colors, but there may be times when you will have to place an order and wait for an item to come in.

Skirts and Skorts

The Uniform Store will continue to stock Plaid Jumpers, Plaid Skirts and Khaki and Navy Skorts. The Uniform Store tries to carry stock in all sizes and colors, but there may be times when you will have to place an order and wait for an item to come in. Plaid items that need to be ordered, can take up to three months to come in.

Other items to note.

- Items ordered generally take about 4 weeks to receive.
- Shorts and pants do not run the same in sizes.
- Flat Front/Flex Pants are available in half sizes for girls and husky for boys. Slim sizes are not available.

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 or not 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 waist band can be seen at all times, banded shirts are the only 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 an infraction.
- 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 the Uniform Store ONLY. See above.
 - All pants and shorts should be worn at the waist.
 - Shorts may be worn from August through October 31st and April 1st through May for grades K through 5. Girls may not wear shorts with leggings during this time.
 - Junior High (grades 6-8) only 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 the Uniform Store ONLY.
 - Neutral (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 ONLY (available for order through the HSA) may be worn.
 - Girls may wear solid neutral (see above) cardigan sweaters WITHOUT hoods.
 - Uniform 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 the Uniform Store ONLY.
 - 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.

MISCELLANEOUS

- **Shoes and Socks**
 - Shoes and socks must be worn and should have backs (no clogs, jellies, 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. Please consult homeroom teacher for schedule.
 - Socks should 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 in the loops of the pant or short.
 - No baseball caps (indoors or outdoors), du rags or bandanas. Headbands (and thinly rolled bandanas) for girls can be worn but cannot become a distraction.
- **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, pony tails and headbands. No elaborate embellishments or decorations that hang down from the hair. All these items must remain *on the student at all times*. 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 are 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; NO bracelets are allowed. If it becomes a distraction in class, it will be confiscated.
 - Religious medals or symbols, simple chains around the neck and wrist watches are the *only* jewelry allowed. NO bracelets (religious or otherwise).
 - No makeup may be worn in grades K through 5. Grades 6 through 8 may wear a *very light* amount of makeup.
 - Girls may wear light pink, clear or white tip nail polish only. No fake fingernails are allowed. Girls will receive one warning before the polish is removed in the office.
 - No body art or glitter lotions (or anything similar).

Jets Spirit Day (formerly known as NU Days)

- Jets Spirit days are an earned privilege and will be taken away should you choose NOT to adhere to these guidelines.
- Students may wear their choice of an appropriate shirt with the following:
 - Uniform bottoms
 - Jeans/ Dress Pants
 - Skirt no shorter than 3 inches above the knee
 - OR dresses no shorter than 3 inches above the knee
- St. John's event t-shirt are encouraged but not required (Walking Rosary, Student Council, Jets Club, etc.) with school bottoms or denim jeans.
- Shirts must have sleeves that cover the shoulders and may not have inappropriate writing or images (at the discretion of the administration). If you are unsure, choose something else.
- Denim shorts or capris may be worn from August through October 31st and April 1st through May for grades K through 5, and year-round for Junior High.
- *Not Allowed at any time:*
 - Any type of elastic waist legging/jegging (unless worn under skirt/dress) or sweatpants
 - Hooded sweatshirts (except when used outdoors as a jacket)

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.

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

Students may bring treats to their classroom with teacher approval. Please check with the teacher in advance to inquire about any potential food allergies of other students.

- Birthday/party invitations **may not** be distributed at school.
- Please provide napkins/ utensils as needed for birthday treats.
- Individual servings are preferred.
- Please refrain from bringing un-cut large cakes or cookies.

DELIVERIES

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

TELEPHONE & ELECTRONIC DEVICES

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 referrals to the homework room. 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.

CELL PHONE, IPOD, AND OTHER TECHNOLOGY DEVICES

Cell phones, iPods, Apple Watches and other electronic or musical devices are not to be used in school during regular school hours. All such items are to be turned off and out of sight until student has left the property. There is a phone in the school office for emergency student use. Violation of this policy will result in the cell phone, iPod or other musical device being confiscated and taken to the main office. A parent or legal guardian must then come to school to retrieve the item. Continued violation of this policy could result in loss of privileges, detentions, or the item being detained for a set period of time (with parent approval).

ACTIVITIES / 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.

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 care 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 upon registration 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 for pick-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.

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 may be completed at any time during the school year. These applications are kept confidential.

Please note that federal laws regarding hot lunch state that NO food may be brought into the school between 10:00am -1:30 pm. No competitive (fast) foods 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 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. in order 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.

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

ATHLETICS / ACTIVITIES (JETS CLUB)

ATHLETIC / ACTIVITY ELIGIBILITY:

Student Athletes 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. Student and their parents will be notified of their ineligibility by email and/or phone call. Student must be in school by 11:00 a.m. in order to participate in games/ events that 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 in order 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 TEMPORARILY OR PERMANENTLY
SUSPEND 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 volleyball, basketball, track, golf and cross country are provided for girls in grades 7 & 8. St. John's School athletic program is maintained in order 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 Jet's 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. However, 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 and not a right.

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 of 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, have been conducted in 1988, 1991, 1994 and 1997. 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 manager for the Diocese of Lincoln is Father Thomas MacLean 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 in order 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.

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 require information. No student may attend without such information on file as per state law. If your child has had strep throat, 24 hours on medication 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 is required before reentry or a signed Doctor's permission slip (this can be faxed/emailed to our school office; the fax number is 402-486-4762).

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 absolutely necessary. If it is possible to administer the medication at another time 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:**

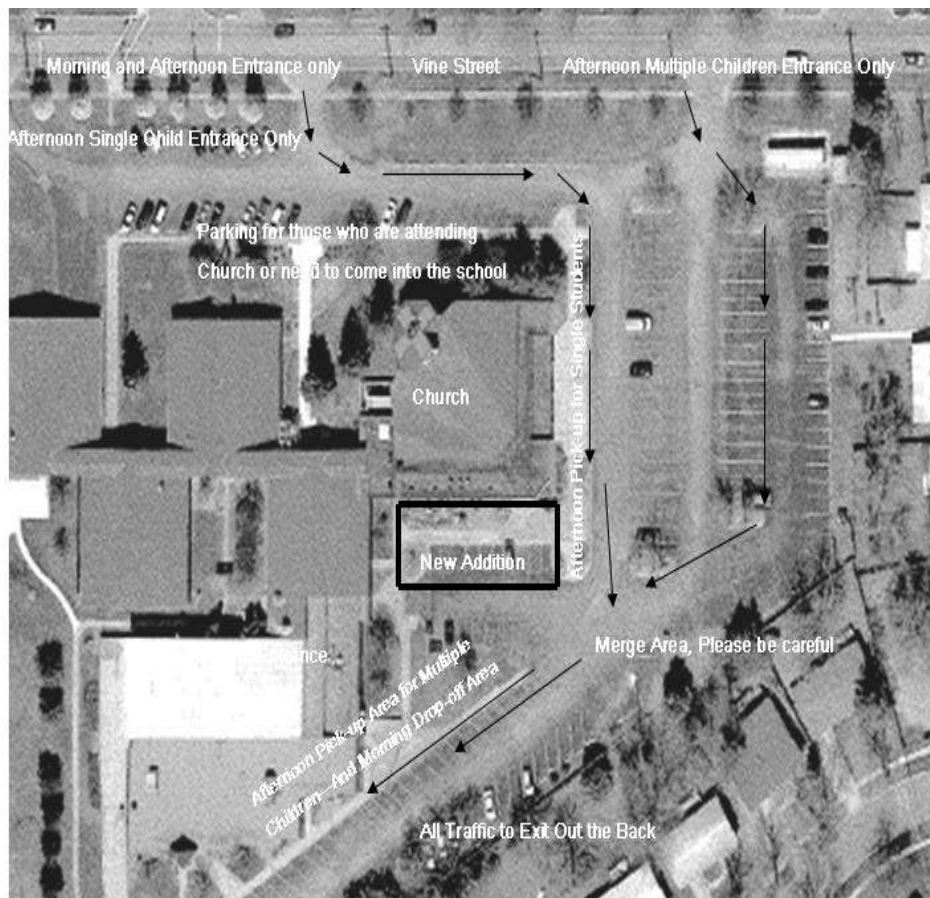
1. Verbal harassment or abuse including unwelcome sexually oriented communication.
2. Pressure to engage in sexual activity.
3. Unwelcome physical contact of a provocative nature, including physical contact in circumstances which render such actions inappropriate.
4. Requesting or demanding sexual favors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

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 flow chart in the appendix. 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 the east double doors. The main entrance on the north will remain locked and will not be used for drop off/pick up times. Please do not exit back onto Vine Street during the drop off/pick up times. Everyone's cooperation is needed.



Thanks in advance for your cooperation and help in making the drop-off and pick-up as safe as possible!!

All morning Drop-off will enter the middle entrance right in front of the school and loop around to the side drop-off area.

No more parking to pick up or drop off kids in the East Lot in front of the church. If parking please use the space north of church.

During Pick-up. Single line pick up will enter at the new middle entrance NOT the East entrance. Multiple line pick up will come in through the East entrance.

PULL UP—PULL UP — PULL UP

If you have slower students for pick-up and/or drop-off make sure to wait and get all the way forward instead of leaving a gap.

Please do not exit on Vine.

Please be patient and considerate to others.

If you need to visit with a teacher, please park in front, on the north side.

Please do not get out of your car while in line.

Thanks for your cooperation!!

St. John's School Drop-off and Pick-up

Hopefully this is as clear as mud. We will have several parent volunteers to help with the traffic flow the first few weeks of school. If you have other family members/friends doing the driving, please make sure they are aware of the new procedures. If you have any questions or concerns please contact me at the school office. Dennis

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 or not to evacuate the facility. In case of a school evacuation, parents may pick-up their children at Meadowlane 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.

HANDBOOK 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. Once you have read this handbook and completely understand these rules and regulations please fill out this form below and return it to the school office.

ACKNOWLEDGEMENT OF RESPONSIBILITY:

Having read the St. John’s School Handbook, I will comply with the rules and regulations contained within.

Date _____

Parents/Guardians Signature

Student(s) Signature

Please return this form to the school office