

2022-23 SCHOOL HANDBOOK



**SUIT UP
STAND FIRM**

Ephesians 6:13

ST. JOHN LUTHERAN SCHOOL

102 W. MARTIN ST., PO BOX 67

BATTLE CREEK, NE 68715

(402) 675-3605

WWW.STJOHNBC.NET/SCHOOL



St. John Lutheran School

Connecting people in the heart of Jesus

102 West Martin Street., PO Box 67
Battle Creek, Nebraska 68715
schoolsecretary@stjohnbc.net

402-675-3605
Mr. Nicholas Onnen, Principal
principal@stjohnbc.net

Dear Parents,

Thank you for your interest in our school. We have adopted an admissions policy that opens the school to families who are supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

Before applying for admission to our school, please read the Student Handbook provided in this introductory packet. The Student Handbook will introduce you to many of the school's policies, procedures, and expectations for both parents and students.

The first several pages of the Handbook explain our religious purpose, mission, and beliefs. This school unashamedly believes, teaches, and practices the Lordship of Jesus Christ and acknowledges the authority of God's Word, the Holy Scriptures, *without reservation*. For example, if a question regarding biblical lifestyles arises in chapel or your child's classroom, the teacher will answer from a biblical viewpoint consistent with our mission and belief statement. If your beliefs and lifestyle choices are not in agreement with our beliefs, the teacher's answer may create conflict in your child's heart and mind.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life.

We look forward to partnering with you to educate your child in God's truth.

-St. John Board of Parochial Education



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Standards for Evaluating Prospective Students

If the individual class is able to accommodate additional students, the following will be used to evaluate prospective students:

A. Spiritual Considerations

1. Willingness of parents and student to be supportive of the school's Christian philosophy of education.
2. Willingness of parents and student to support the administration and faculty in carrying out the goals and programs of the school.

B. Behavioral Considerations

1. History of acceptable citizenship in previous school experience.
2. Agreement of parents and student to abide by the behavior standards established by the school.

C. Academic Considerations

1. Documented record of acceptable grades in previous school experience.
2. Acceptable scores on achievement tests.

D. Personal Considerations

1. Student's special interests, talents, and skills.
2. School makes no distinction in its admission policy on the basis of race, color, or national and ethnic origin.

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Mission, Philosophy, and Vision

We seek to provide a Christian atmosphere in which our children can grow to their potential academically, spiritually, emotionally, and socially, encouraging them to learn responsibility, respect, honesty, and love through the Lord Jesus Christ.

St. John Lutheran School is a Christian School operated by St. John Lutheran Church for the purpose of offering a sound Christian education to children in preschool through eighth grade. St. John Lutheran School is open to children of sister congregations, churches of other faiths, and children of the community in order to provide these children with the privilege of a Christ-centered education. St. John Lutheran School assists parents in carrying out their responsibility for the spiritual training of their children.

The purpose of our school is:

- **To help each child realize their identity in Christ**
- To develop each child's natural skills and talents,
- To train students to get along with others,
- To prepare students academically and socially for high school and beyond
- To educate students to be responsible citizens.

As a Christian facility, we have the added privilege of guiding the child:

- To see himself/herself as a child of God,
- To understand the Triune God and His nature,
- To learn to love and serve God,
- To see God as the Source of strength in all times of need,
- To pray and worship,
- To care about all people and develop Christian relationships,
- To develop talents and abilities more fully and completely for His service.

To help us reach our objectives, we do the following:

- Daily study God's Word,
- Teach all subjects as God-centered, honoring that He is the Source of all true and useful knowledge,
- Develop Christian character, and
- Maintain efforts to keep parents working with us to continue to develop Christian life.

Every effort is made to meet or exceed standards of instruction provided by the Nebraska State Department of Education. Annually, St. John receives state approval to operate as an educational institution in the state of Nebraska. Our graduates enter high school prepared to meet and often exceed requirements as many of our graduates are represented on the honor rolls, speech teams, and sports team



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General Information

St. John Lutheran Church and School Staff

Miss Savannah Rave.....	Preschool
Miss Cherie Werner	Kindergarten
Mrs. Wendy Signor.....	First Grade
Mrs. Jill Baumgartel	Second Grade
Mrs. Cassandra Frisch.....	Third Grade
Mrs. Natasha Onnen	Fourth Grade
Mrs. Tia Eriksen.....	Fifth Grade Homeroom – History & Language Arts
Mrs. Steph Kollbaum	Sixth Grade Homeroom – History & Language Arts
Mr. Jonathan Baumgartel.....	Seventh Grade Homeroom – Math
Miss Jerrica Tietz	Eighth Grade Homeroom - Science
Pastor B.J. Fouts.....	Sixth - Eighth Grade Religion
Mr. Nicholas Onnen	Principal/Technology
Mr. Steven Whitney	Music Director
Mrs. Sarah Tillman	Librarian
Mrs. Nikki Philpott	Teachers' Aide
Mrs. Angie Weber	Teachers' Aide
Mrs. Casey Heller	Secretary
Mrs. Katie Schnitzler	Business Manager
Mrs. Joleen Zohner	School Nurse
Mrs. Marcia Heller	Custodian

Administration

St. John Lutheran School is maintained by St. John Lutheran Church. The responsibility of the school rests primarily with the voting assembly of the congregation. The voting membership executes its will through six elected members of the Board of Parochial Education: Brian Wysocki, Shelley Borchers, Amy Kuchar, Brett Freudenburg, Erin Wolf, and Cara Hoehne.

The adoption of the course of study, the selection of textbooks, and all major changes of the school are reviewed by the staff and carried out only with the approval of the Board of Parochial Education, St. John Lutheran Ministries. The principal of St. John Lutheran School acts as administrative agent for both St. John Lutheran Ministries and the Board of Parochial Education in the direct administration and supervision of St. John Lutheran School. The entire faculty sees that the policies and wishes of St. John Lutheran Church are carried out and suggests changes that might improve the welfare of the school.

St. John performs background checks on all employees and volunteers who will regularly spend time with children.

Curriculum

Integrating the Faith—A Teacher's Guide for Curriculum in Lutheran Schools, A Curriculum for Lutheran Elementary Schools, and Nebraska State Education Guidelines serve as guides to implement methods and develop the content for our instruction. The curriculum of the school has been developed to provide a well-rounded education. The core curriculum is our Bible-based religion training. Our areas of instruction are religion, mathematics, social studies, English, spelling, reading/literature, art, science, music, computer, and physical education. The curriculum is reviewed annually and the schedule is always subject to revision in the interest of quality education.

Library and Media Center

St. John Lutheran School has a great library that is available to the students and teachers, as well as members of the congregation. All books and movies are catalogued and the library is staffed at various times during the week. Numerous DVDs, videos and other media are available to us from the Educational Service Unit #8 at Neligh. The ESU delivers these materials to our school once a week.

Daily Procedures

Morning Procedures

- Morning child care students will walk to the gym when excused.
- Vehicles entering the south school parking lot should use the east driveway and proceed through the horseshoe **in single- file order.**
- Students may enter the building (south entrance) after 7:45 am, unless they have teacher permission to enter earlier. Supervision begins at 7:45. Students will remain in the gym until after daily prayer.
- **Student drivers are to park in the south half of the south parking lot.**
- **The school day begins at 8:00 a.m. Students should be in the gym by 8:00 a.m.** and will be recorded as tardy after 8:10 a.m. **After 5 tardies in a semester, every subsequent tardy will result in a detention. See the complete tardy policy on page 6.**
- Students may ride bicycles to and from school, but not while at school. Parents assume full responsibility for bicycles used and for students' conduct while bicycles are in use. **All bicycles are to be placed in the bike racks near the south school entrance.**

Afternoon Procedures

- Students are dismissed at 3:20. Child care students should go directly to the child care center. All other students should exit the south parking lot school doors and remain in designated areas until picked up. Prompt pick up is appreciated. When picking up students, **parents may wait outside the south school entrance, or inside the first set of doors.** Please do not meet students in their classroom.
- Supervision ends at 3:35. Children not picked up by that time will be sent to St. John Early Learning Center.

St. John Early Learning Center

Child care is available at St. John Early Learning Center at the west entrance. Hours are **6:30 A.M. to 6:00 P.M.** If you need child care, please contact the Early Learning Center at 402-675-4039 and make arrangements. This care is available Monday through Friday throughout the year. Your child must have immunizations and a completed file with the child care prior to enrollment. Before-school care and after-school care are available.

Admission Policy and Fees

Nondiscriminatory Policy

St. John Lutheran School admits students of any race, color, national and ethnic rights, privileges, programs, and activities generally accorded or made available to students at the school. St. John Lutheran School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletic and other school-administered programs.

Enrollment Policy

St. John Lutheran School is open to any preschool and elementary-aged child who wishes to attend. New students who transfer from other schools must provide necessary records of grade levels successfully completed. Tests may be administered to aid in determination of grade level. Enrollments are subject to approval by the principal and/or the Board of Parochial Education. Students entering Kindergarten must be five years of age on or before July 31.

Nebraska law requires all students, kindergarten through grade twelve, to be protected against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, and hepatitis B unless the parent/guardian signs a waiver. Students who are entering kindergarten, all seventh graders, and all out-of-state transfers need one dose of varicella (chicken pox) given on or after twelve months of age, and 2nd dose prior to thirteen years of age. If over thirteen years of age and not previously vaccinated for varicella, two doses of varicella, separated by at least one month are required. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. **Failure to comply with state requirements will result in an out-of-school suspension.**

Physicals are required of all students entering kindergarten, seventh grade, and those students transferring from another state. Students in athletics need to have a physical form submitted to the school prior to participation in school sports.

Admittance Policy

To ensure every child's needs can be best met; students seeking admittance at St. John are accepted on a provisional basis pending the completion of the student records (including academic, attendance, and behavior records). Provisional status will last for a minimum of 45 school days. If behavior, academic, or other issues arise, within the 45-day provisional time period, which indicate St. John may be unable to accommodate the needs of the student, admittance may be terminated, or provisional admittance status may be extended for a longer duration for further evaluation.

Financing/Fees

St. John Lutheran School is financed through the General Fund of St. John Lutheran Church. We want to give parents every opportunity to provide a Christian education for their children if they desire. St. John members are encouraged to tithe. We also encourage each nonmember family to make a monthly donation for their family.

Presently, it costs approximately \$6000 per year for each child in school. **To help with planning for the upcoming school year, every student PS-8 pays a pre-enrollment fee of \$50 (before March 1) or \$100 on/after (March 1) along with a registration fee of \$1650.** If the registration fee is not paid in full by the August registration day, families must enroll in the FACTS Tuition Management Program which allows parents to pay the registration fee on a monthly basis. **The 7th and 8th grades have a non-refundable technology fee of \$35 to cover the maintenance costs for a 1:1 Chromebook. See Chromebook Agreement Forms for more information.**

Financial assistance is available via the Children's Scholarship Fund of Omaha, and **St. John / Lawson Walz Scholarship Fund** if financial need is demonstrated. Applications and additional information are available at the school office.

Please note: The pre-enrollment fee is non-refundable. The registration fee will be refunded if the student withdraws before Sept. 15. Half of the registration fee is refundable if a student withdraws before December 31. No refund is given if the student withdraws after January 1.

Books and Supplies

St. John Lutheran School supplies textbooks, workbooks, technology devices, and assignment notebooks. Textbooks and supplies are to be well cared for. All marks are to be erased before turning in the textbooks. Students will be held accountable for damages. A student supply list from each teacher is available.

Student Insurance

All students should be covered by health insurance. If students are not covered by a parent's health plan, insurance can be purchased through the school. The plan is underwritten by Student Assurance Services. Coverage plans are detailed in a brochure that will be offered at registration.

Hot Lunch Program

Battle Creek Public School provides hot lunches for St. John students. Students may bring their own lunches, but all will eat at the public school. Lunch and milk funds are paid to the secretary in our school office. All checks should be made payable to St. John Lunch Fund. **Prices for the 2022-23 school year are: K-Grade 6, \$2.45; grades 7-8, \$2.70; adults, \$4.50; milk, \$0.50.** Should you have questions concerning your child's account, you may call 402-675-3605.

With signed approval from parents, students may go home for lunch but must go directly home and not stop in businesses or walk around town.

Government systems (free and reduced lunches) are in place and available to help families who struggle financially to pay for students to eat hot lunch. Families may apply for free/reduced benefits at any time during the school year. Students who have a \$0.00 balance in their lunch account will receive a notice and ordering of extra entrees will not be allowed. Once the account balance reaches negative \$10, the student may not be allowed to order a lunch until the balance is paid. Report cards and all school documents will have a hold placed on them until any outstanding balances are paid.

Nondiscrimination Statement for National School Lunch Program

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.

Attendance Policy

Regular attendance is important to the progress of the child and the maintenance of school standards.

If a student is to be absent, the parents are to communicate the reason for their absence via phone call, note, or in person, with the school. If it is not communicated, the parents will be contacted.

Absences for reasons other than illnesses are to be avoided. When a student knows he/she will be gone from school, his/her teacher should be informed PRIOR to the day of absence. **Absence for two to four hours shall count as ½ day absence. Absences longer than four hours shall be counted as one day.** Appointments with doctors, dentists, etc., should be made during non-instructional hours when at all possible. The student's teacher should be informed as soon as possible when the student has a serious illness, has undergone surgery, or for any other reason will have a prolonged absence.

Excessive Absences

If a student accrues more than 16 absences per year, the Board of Parochial Education will review the case. The Board may require summer school for the student to be promoted, or potentially even recommend retention. Factors considered will include: reasons for absences, mastery of grade-level content, and completion/non-completion of the student's missing assignments.

Students are responsible to obtain the work they have missed and complete it. The make-up work will be assigned at the teacher's discretion. Students are allowed one day per day of absence. Parents may call to obtain assignments to be picked up at the end of the day. Students who will be out long-term (vacation) should make arrangements with each teacher to obtain assignments before leaving, and these assignments should be handed in the day the student returns. It is at the teachers' discretion which assignments will be given prior to an extended leave, and some assignments, projects, or tests may need to be completed upon return.

Students who are sick or absent during the afternoon portion of the school day are not permitted to participate in athletics, extra-curricular activities, or family fun nights that evening.

Tardy Policy

When students are tardy to school, it affects the classroom environment and is not conducive to learning. Students will be counted tardy if they are not seated in the classroom at 8:10 a.m. Students who arrive after 8:10 will need to check in at the school office and receive a tardy slip to be presented to the homeroom teacher. Families will receive a call from the office if this is a persistent problem. **After 5 tardies in a semester, every subsequent tardy will result in a detention.** Being prompt to class is truly the school's goal for all students.

Student Expectations

Homework

St. John Lutheran School believes that homework is a valuable part of learning. It gives parents an opportunity to observe the study habits and achievements of their children. Homework can best be done in a quiet, well-lit room free from distraction and interruption. It is best if a regular time can be set aside for homework. While very little homework is required in the primary grades, some is expected. For the best interest of the student, the work should be done by the student, not the parent. An accurate reflection of the student's knowledge is pertinent for the teacher to adequately prepare upcoming lessons. The desired outcome is not necessarily the 'A', but the mastery of the skill. Assignments are to be completed and handed in as per teacher policy.

If a student has not completed an assignment when it is due, the student may receive an academic detention to be served either after school or during free periods during the school day. An academic detention is a required time dedicated to rectifying academic delinquencies. Special circumstances such as doctors' appointments or other urgent family needs would be exceptions to the after school detention. Students will not be detained beyond 4:15 PM. All late assignments received in the 3rd -8th grades will automatically receive, at minimum, a letter grade deduction from the original score. Example: A student hands an assignment in late and receives an A- on the assignment. As a result of the assignment being

late, the grade is reduced to a B-. In the event that there are assignments missing, students may forfeit the privilege of field trips and/or extra-curricular activities.

Make-Up Assignments

A student will be permitted to make up tests and to turn in projects due in any class because of absence. **If a student is absent, the student will be responsible for obtaining the work the day of return. Students are allowed one day for each day absent, unless otherwise specified by the teacher.**

All late work must be submitted within the same number of days the student was absent (e.g. five days absent = five days to turn in missed assignments.) For any class missed, the teacher may also assign the student additional make-up work. The work is based on the instructional objectives for the course and needs of the individual student in mastering the essential skills and course requirements.

Care of Property

Marking on or in any way deliberately harming or destroying school property, property of another person, or one's own property is wasting God's gifts. Disciplinary steps will be taken and the student/parent will assume responsibility for damages.

Behavior

St. John students will strive to be safe, respectful, and responsible.

Each student will:

- Show respect for God and all of his creation
- Show respect and concern for themselves and others
- Show respect and obedience to teachers and other adults
- Use acceptable language
- Obey all rules and procedures adopted for students at St. John

Bullying and cyber-bullying will not be tolerated. Depending on the severity and repeated offenses, consequences may include isolated lunch, detention, in-school suspensions, and intervention meetings with students, parents, and staff. Repeated offenses may result in expulsion.

Sexual Harassment Policy

State law requires educational institutions to have a sexual harassment policy. Sexual harassment of or by any student shall not be tolerated and may result in disciplinary and/or legal action, including possible expulsion. Sexual harassment has the purpose or effect of creating a negative impact on an individual's performance or of creating an intimidating, hostile, or offensive environment and includes but is not limited to:

1. Verbal conduct such as derogatory comments, unwanted sexual advances, sexual jokes, etc.
2. Visual conduct such as derogatory cartoons, drawings, pictures, gestures, etc.
3. Physical conduct such as leering, assault, blocking normal movement, touching an individual's body or clothes in a sexual way, etc.
4. Threats or demands to submit to sexual requests.
5. Retaliation for reporting a violation or participating in an investigation.

Teachers are required to discuss this policy with their students at the beginning of the school year in age-appropriate ways and will assure them that they need not endure any form of sexual harassment. Anyone at St. John Lutheran School who is subject to or witnesses sexual harassment should immediately report such conduct to the teacher, the principal, secretary, or one of the pastors.

Copies of the complete sexual harassment policy are available in the school and church offices.

Discipline

Rules have been established for each shared space to ensure students are safe, respectful and responsible. St. John Staff aims to pre-teach expectations to ensure students know what is required.

Misbehavior/Disrespect

The system is created to be a guide that will be adapted for each grade level upon teacher discretion.

<u>S</u> ignal	Student is given a signal or warning for behavior
<u>T</u> ake a break	Student forfeits the chance to choose a recess activity, but may be allowed to walk laps in the parking lot.
<u>E</u> xtended Time-Out	Parents will be notified, students will receive a "think sheet" and may: --miss free time at recess and be given a modified activity, and/or --have an extended time-out in the form of an isolated lunch, and/or --receive an after-school detention.
<u>P</u> arent Contact	Parents and teacher will have a conference regarding behavior either via phone or in person.
<u>Y</u> o <u>U</u> Conference	The student, parents and teacher will meet to discuss the issue and what needs to be done to correct the problem.
<u>P</u> rincipal Visit	When behavior does not reach expectations, and the teacher determines that further action is necessary, the principal will become involved. The principal will speak to the student, notify the parent, and it will be noted in the student's file. A conference with the student, parent, teacher, and principal will occur. The student may serve an in-school suspension or an out-of-school suspension to be determined by the principal. Referral to an outside agency may be considered.

As a last resort, expulsion from school may result from further offenses.

Behavior Detention/Academic Detention

A detention is an after-school period served by a student from 3:30-4:15 P.M. Detentions may be given following the Consequences for Misbehavior/Disrespect (above), or for a student in the K-8th grades with a late or unfinished assignment. Parents will be notified of detentions. Detentions will be supervised by a teacher.

For behavioral detentions, the student will be required to write the reason for the detention and submit ways in which the behavior will change. No food, drink, or talking will be allowed during the detention.

Students receiving a detention notice will serve the detention the next time it is available. In an extreme emergency, parents may make a request for a change in the detention day to the principal or teacher. If a student fails to serve a detention, the student will serve a one-day in-school suspension the next day.

Suspension

An in-school suspension involves the loss of all student contact and the loss of attending all classes and extracurricular school activities during the day. Students will remain separated from other students during the lunch period. The student is expected to turn in all assignments due that day and will receive and be able to work on class assignments for the next day. Parents will be notified with a phone call from the principal prior to the in-school suspension and a record of the in-school suspension will be made in the student's file.

Expulsion

Students who do not cooperate and do not respond to other disciplinary action may be expelled from school by the action of the Board of Parochial Education upon the recommendation of the principal. This will be done on the basis of repeated and documented use of discipline detention, suspension, and/or following consultation with the parents or guardian.

Conflict Resolution

Difficulties and problems occur during normal daily life experiences. In order to improve the level of communication when difficulties arise between faculty, staff, students, and families, the passage from Matthew 18:15 (NIV), “*If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over,*” serves as our guide in resolving conflicts. Specifically, the following steps are suggested for all concerns (Each step may take more than one visit):

In all situations of conflict, it is a good idea to wait until the next day to allow emotions to calm down and to evaluate the situation. It is easy to overreact in the “heat of the moment.” Waiting until the next day also allows time to pray about the situation, and also gives time to develop ideas for resolution as well. In any event, please set up an appointment with the individual with whom you have a concern.

STEP #1 Personal Communication As identified in Matthew 18:15, it is the direction of the Holy Scripture to first communicate your grievances to the person against whom you have the grievance. Grievances or conflicts are often based on poor communication or lack of information. In this step, each party has an opportunity to clarify his/her position, more fully understand the other party’s position, and begin communication to resolve the grievance/conflict.

STEP #2 School Principal If, after completing the first step, the grievance/conflict has not been resolved, the matter should then be brought to the attention of the school principal to be discussed in a private, personal conference with all parties involved present so that steps to resolve the issue can be taken.

STEP #3 Board of Parochial Education Should the above steps not provide a resolution, the next step is to address it with the Board of Parochial Education through the principal with all parties involved present. The action of the Board is final.

Health Policy

Grooming

- Wash hands and face often.
- Bathe or shower regularly.
- Brush your teeth regularly.
- Keep your hair neat and clean at all times. Shampoo regularly. Hair should not cover the eyes.
- Use deodorant as needed.

Sickness

Children who are ill do not function well in school and also spread germs. Students who do not feel well are to stay home from school. Students who have a fever of 100 degrees or higher, or have flu symptoms are to remain at home and be fever-free (without fever-reducing medication) for a 24-hour period before returning to school or school functions (programs, sporting events, etc.). If your child stays home from school, please call the school each day to report the absence by 8:30 that morning. If parents do not call, a call **may** be made to the home. This is a precautionary step to help home and school know the whereabouts of each child.

Medication

There will be no dispensing of any non-prescription drug, such as aspirin or ibuprofen, for any reason, by any of the staff or personnel of our school, unless provided and requested by a parent by completing the school Medication Dispensation Form. This includes cough drops.

The following will be permitted:

- Any medication prescribed by your doctor when accompanied by a prescription container or a prescription signed by your doctor, along with a Medication Dispensation Form signed by a parent.
- Long and short-term medication that is ordered by your doctor. It must be registered and stored in the office. Such prescriptions will be noted in the student’s permanent file. Only the staff of St. John Ministries shall administer these medications. The parent or guardian shall discuss the details of the administration of the medication with those staff members. Every effort will be made to maintain confidentiality

All unauthorized medication will be confiscated and destroyed.

Food Allergy Guidelines

St. John has students with varying levels of food allergies—specifically an allergy to nuts. All staff, families, and friends of St. John are to support the following guidelines out of Christian love for and in service to these students and their families:

- All school staff (teachers, secretary, aides, pastor and volunteers), students, and families will be aware of the students who have a food allergy.
- All school staff will be trained in the locations and use of the Epi-Pen.
- Teachers will be conscientious of food allergy items used during the teaching of lessons.
- Snacks during snack time in a classroom where an airborne food allergy student is present, should be “allergy free”.
- **Snacks, during snack time in a classroom where a food allergy student is not present will not be “allergy free”.** In this classroom, a student who eats an allergy related food will wash their hands and also the surface on which they were eating.
- During lunch there will be no sharing of any kinds of foods.
- The lunchroom will not be allergy-free and the students will continue to abide by other lunchroom procedures.
- All special occasion snacks (birthday treats, etc.) to be handed out to a group that includes a student with a food allergy, should be pre-packaged (unless the parent/student who made it received permission directly from the parent of the student with a food allergy). These parent conversations will be reported to the principal by a parent of the student with the food allergy prior to the snack food being brought to school.
- If a pre-packaged snack or food is to be handed out during the lunch period but is not allergy free, a substitute snack that is allergy free should also be brought for the student with the allergy to enjoy. Staff will also have such snacks available if needed.

Head Lice

Should a student contract head lice, it is important that the school office be notified and the student be treated at home as soon as possible. Students are to be **nit-free** before returning to the classroom.

AIDS

In the event a student or employee of St. John Lutheran School contracts HIV and/or is diagnosed with AIDs or is diagnosed as being HIV positive, St. John Lutheran Church and School will continue to minister to the individual and family.

Safety Policy

Student Pick-up

To ensure the safety of our children, parents picking up students must either drive through the pick-up line in the south school parking lot, or park the car and then escort their child back to the car. Children will not be allowed to walk through the parking lot unattended.

When picking up students, parents may wait outside the south school entrance, in the parking lot, or inside the first set of doors. Please do not meet them in their classroom.

School Security

For the safety of the children, we need to be aware of those entering and exiting the building. When entering the building during school hours, ALL visitors must first report to the school office window. No one will be allowed to enter the building unless they are coming into the school office. We request that parents do not go to the classrooms or lockers. Our goal is to ensure student safety and limit classroom disruptions that may interrupt classroom learning.

School Closing

If the school is to be closed because of adverse weather conditions, an announcement will be made over radio stations WJAG, KNEN, KEXL, and US92. St. John Lutheran School dismisses ten minutes prior to the closing time that is announced on the radio for Battle Creek Public School due to the bus schedules. You may also get notification via St. John's *BAND group*. If Battle Creek Public closes, St. John closes. We also follow the Battle Creek Public delay schedule, which is generally a 10:00 a.m. start.

Drugs and Alcohol

St. John Lutheran School absolutely prohibits the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or at any school-related activity. This includes during school hours, after hours during school-sponsored activities, off-premises school-related activities, and while traveling to and from activities.

Conduct prohibited at places and activities as above described will include, but not be limited to the following:

- Possession or distribution of any controlled substance (prohibited by law).
- Unlawful possession of any prescription drug.
- Use of any illicit drug.
- Use of tobacco, vaping products, look-alikes, synthetic drugs, inhalants, or marijuana.
- Use of any substance in an unlawful manner.
- Distribution of any drug or controlled substance when such distribution is unlawful.
- Possession, use of, or distribution of alcohol except for the celebration of Holy Communion.

Violation of any of the above will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

In the event of any disciplinary proceedings against a student for any violations pertaining to drug or alcohol, appropriate school personnel shall confer with the student and parents or guardians concerning available counseling, rehabilitation, and re-entry programs that would be beneficial. A copy of the complete drug and alcohol policy is available in the school office.

Weapons in School

Possession or use of a firearm or weapon or an item that resembles a weapon in a school building or on school property is prohibited. A student found to be in possession of a firearm or weapon on school premises before, during, after school, or at any other school sponsored activity off school grounds, or on school transportation, is subject to administrative and legal action. A student in possession of a firearm shall:

- Have the firearm confiscated without a warrant.
- Be expelled from school or referred to the Board of Parochial Education.
- Have appropriate charges filed against him/her with local law enforcement.

Assessment Policy

Reporting Student Progress

Monitoring graded papers which are sent home gives a general indication of your child's progress in the classroom. Grades are also available online through Sycamore Education.

Report cards are handed out four times a year, at the end of each nine-week period. A parent-teacher conference will be held twice a year. Parents and teachers are encouraged to hold other conferences throughout the year as the need arises.

- Report cards for grades 1 and 2 will break down specific expectations for each subject. The following scale will be used for grades for these grade levels:
 - 1 Exceeding Expectations
 - 2 Developing Appropriately
 - 3 Beginning to Develop
 - 4 Area of Concern

- The following letter/numeric grading scale will be used for grades 3-8:

A+	100	Superior work
A	97-99	Superior work
A-	93-96	Excellent work
B+	90-92	Good work
B	87-89	Good work
B-	85-86	Good work
C+	82-84	Average work
C	80-81	Average work
C-	78-79	Average work
D+	75-77	Fair work
D	72-74	Fair work
D-	70-71	Poor work
F	Below 70	Failing work

This grading scale will be used with the understanding that assignments, projects and tests are not standardized and may vary in difficulty. For this reason, individual teachers are trusted to curve grades to accurately reflect student achievement.

- In addition to the letter/numeric grade scale, report cards may also include the following:
 - + Exceeding Expectations
 - ✓ Meeting Expectations
 - Not Meeting Expectations

Achievement Tests

All students in Kindergarten through eighth grade will take the Internet-based MAPS (Measures of Academic Progress) testing 2 times per year. Testing multiple times in the year allows us to track growth and adapt accordingly. They likewise enable us to pinpoint opportunities for growth in our program and materials, and locate areas requiring more attention for individuals or groups. These tests are computer adaptive. As a test is taken, it adjusts to the individual student's ability range. The result is a precise level of competency. Outcomes from the test are immediate and are compared locally and nationally. The results are kept on file in the child's permanent record and are shared with parents.

It is very important during these testing days that students have adequate rest, a good breakfast, and a positive frame of mind to do their best.

Retention/Promotion

Students who achieve passing credit in all subject and skill areas are eligible for promotion to the next grade level. Students who fail to achieve passing credit in one or more subject or skill areas may be promoted provisionally or may be subject to retention or discontinuation of enrollment. Initial recommendation will be made by the teacher; final determination will be made by the principal.

Every effort is made so that a student succeeds at St. John Lutheran School. Retention is to be avoided if at all possible. The following criteria may be considered when determining retention:

- Grade point average remains below a C average for three of the four quarters.
- Less than 10% improvement in grades during the fourth quarter.
- Remedial work such as Title I services, summer school, or tutoring are refused.
- Diagnostic Testing for learning disabilities have been completed.
- Light's Retention Scale has been considered.
- Achievement tests have been taken into consideration.

Students may be considered for retention on the basis of behavior or maturity. In the case of a student who willfully and persistently refuses to do the work necessary to succeed, it may be suggested that the student enroll at a different school.

The following procedure must be met if there is any likelihood that a student may be retained:

1. If the student's overall grade point average or academic progress is an area of concern for the first semester, a written notice indicating the possibility of retention must be completed by the teacher and reported to the principal. Once the notification has been signed and returned by the parent, a copy will be supplied to the parent, principal, and placed in the student's file. A conference with the parents, teacher, principal and other professionals deemed necessary will be called to discuss what must be done to help the student progress, such as an individualized educational plan (IEP) as a part of the SAT team process.
2. If after the third quarter the student's grade point average remains below a C average, a conference will be held to discuss improvements necessary during the fourth quarter and arrangements made for summer school and any other remedial work. A letter expressing the intent to retain must be written by the teacher and signed by the teacher and principal. A copy will be given to the parent and placed in the student's file.
3. The final decision whether or not to retain a student or to discontinue a student's enrollment on the basis of grades will be at the discretion of the Principal. Notification regarding retention will normally be made within two weeks of the last day of the academic year, but the decision to retain may be arranged earlier with the parent's consent.
4. In the event that a parent is not satisfied with any decision regarding the retention of the student, recourse is available by mailing a letter to the chairman of St. John Lutheran School's Board of Parochial Education within 30 days of the end of the academic year. The Board of Parochial Education will consider the parent's request for review at the regular meeting following the receipt of that letter. A final and binding response will be mailed to the parent within 10 days of that meeting.

Honor Roll and Awards

Seventh and eighth grade students can earn an honor roll status for outstanding scholastic achievement.

All subjects graded using the letter/numeric scale will be counted toward the honor roll. The roll will be published in the local paper at the end of each quarter. Two categories will be reported: A average for each subject, and B average for each subject. Students who earn a D or F in any quarter will not be eligible for the honor roll awards.

Students in grades four through eight will receive awards at the closing chapel service for achieving "A Honor Roll" (A Average) and "Honorable Mention" (B average or better) for the year. **All subjects graded using the letter/numeric scale will be counted toward the honor roll.** Students who earn a D or F quarterly grade in any class will not be eligible for the honor roll awards. A student with a C in any class will not be eligible for the A average honor roll.

End-of-the-Year Awards

The following awards are given to students who qualify after closing chapel:

- 100% Church Attendance
- 75% Church Attendance
- Perfect School Attendance
- Zaner-Bloser Handwriting Contest
- Book It! (Kindergarten – 4th)
- Scholastic Reading Counts (2nd – 4th Grade)
- Spelling Bee (3rd – 8th Grade)
- Commendable Physical Fitness (3rd – 8th Grade)
- Outstanding Physical Fitness (3rd – 8th Grade)
- Geography Bee (4th – 8th Grade)
- Honor Roll (4th – 8th Grade)
- Honorable Mention (4th – 8th Grade)
- 8th Grade Salutatorian
- 8th Grade Valedictorian

Special Education and Title I Services

Learning problems can develop at any grade level. Sometimes the school and home have difficulty in finding the proper approach to help a child. A psychological testing and counseling program is available to our students through the public school system and from other sources. Our students are also eligible for speech therapy, reading enrichment classes, and for special instruction. Please contact the school office or your child's teacher for more information about the services.

Testing will be done upon the recommendation of the teacher or by request of parents. The Student Assistance Team (SAT) will meet with the parents, public school officials, and specialists who did testing to share results of the testing. An Individual Education Plan (IEP) will be recommended for each individual child who qualifies for service. There is no cost to the family for this service.

Title I is a reading remedial service for students in the lower grades who do not receive Special Education services. Teachers have more information regarding this service.

Student Activities

Instrumental Music

Students in grades five through eight who desire to take instrumental lessons and who have parental permission are given lessons from the public school instrumental music instructor. Students are given released time and attend band lessons at the public school. Students in most cases are asked to provide their own instruments. These may be rented from one of the music stores in Norfolk or may be owned by the students.

School Music

Students blessed by God with musical talents are encouraged to use these talents to glorify God. Each classroom will have the opportunity to sing during worship services. Older students may ring chimes or bells. These are offerings to praise God! All students are expected to be in church when it is their turn to sing or play. The primary function of our choir and bell/chime groups is to give praise to God. Students who wish to form smaller groups for worship or talent shows will be encouraged to do so.

Athletics

The well-rounded Christian child is one who learns to work together for a common cause and one who takes care of the mind, body, and spirit. Students in grades five through eight who wish to participate in volleyball and basketball must participate on the team offered by St. John Lutheran Church and will NOT be allowed to participate at any other school.

When there is a situation where St. John Lutheran Church does not offer a sport, such as football, cross country, wrestling, and track, students in grades seven and eight have the option to participate with Battle Creek Public School or Lutheran High Northeast if the sport is offered by one of these two schools.

Playing time will be determined entirely by the coaching staff. The "A" Team will play the players the coaches believe will give the team the best chance to win the contest. The focus of the "B" team will be primarily for skill development and approximately equal playing time for all players. Athletes are expected to attend practices. Being part of a team calls for commitment. Therefore, irregular attendance, inattention at practices, and unexcused absences from practice may jeopardize team participation. **If a student must, for an appropriate reason, miss a practice session, parents must send a written excuse.**

These activities are a privilege granted to those students who have completed their assignments to the best of their abilities. Students who have incomplete assignments or are not working up to their abilities **may** lose this privilege. Sports eligibility will be checked **weekly beginning** the third week into the quarter. If a student has below a 70% average in any subject, he/she will be ineligible to participate in games or practices for one week. Students not setting a good example of Christian sportsmanship will also be excluded.

There shall be no drinking of alcoholic beverages, no use of tobacco, no vaping, and no use of illegal drugs. Athletes should abide by St. John's drug and alcohol policy as seen above. Athletes shall not remain in an area where alcoholic beverages are being used unless accompanied by parents. Business establishments that also provide food and recreational activities are excluded.

Penalty—first offense—Option A: Student athletes will be suspended for a total of one fourth of the season's competition and practice sessions not to exceed four games or two weeks in the current sport or the next sport in the school year. Option B: If the student and parents choose to be involved in a SCIP

Intervention and Recommendations, the student will be suspended from one contest in the current sport, or one contest in the next sport in the school year.

Penalty—second offense—Student will be suspended from all athletics for the remainder of the current school year.

Before the action can be taken, athletes must freely admit to a violation, or be observed violating the training rules by a member of the school faculty, staff, any ministry member or officer of St. John Lutheran Church, or a law enforcement officer. A minor in possession conviction shall be regarded as a violation of this policy.

St. John club team athletic competitions may not exceed eight contests in any sport. Upon the request of the Athletic Director, additional contests may be approved by the Board if there are unusual circumstances. Students in grades five through eight may participate in these contests. Pupils in Kindergarten through fourth grade will not participate in any kinds of athletic contests unless the Board makes an exception due to low numbers resulting in an inability to field a team without their participation. Annual field or play days are excluded from the aforementioned regulations.

Students at St. John Lutheran School have the opportunity to participate in various activities throughout the school year, such as Spelling Bee, Geography Bee, CLS Fine Arts Fair, Circuit Choral Clinic, Seward's Gathering of the Talents, and more

Dress Code

Clothing and the way one dresses is a powerful witness, both positively and negatively, to values and personality. Students are representatives of their family, of St. John Lutheran School, and of Christ.

Modest clothing is a witness.

“That’s the nature of being salt and light. We show ourselves to be set apart— distinct. We are a walking testimony of a holy God who has also called us to be holy (1 Peter 1:15–16). Our clothing plays no small part. It’s often the first thing people notice, and it sends a message, just like our conversation and our attitude.”

Clothing may seem a small matter, but if we name the name of Christ, the world around us is watching. When we embrace a standard that is not of this world — or tweet about it — it shines.”

desiringgod.org

Appearance guidelines:

Parents and students should display appropriate Christian judgment when selecting school clothing. The dress code also is in effect for PE class and field trips.

- Clothing should be clean, neat, comfortable, appropriate in a classroom setting, and weather appropriate.
- All students must wear gym shoes while playing in the gym, unless otherwise instructed by the teacher. Gym shoes should have non-marking soles.
- Clothing that brings undue or inappropriate attention or becomes distracting, disruptive, or unsafe should not be worn.
- Any clothing which promotes alcohol or an unchristian message is not allowed.
- Appropriate clothing covers the body in a modest manner. Clothing which exposes the waist when a student stands, raises his/her arms, or bends over is not allowed. Shorts or skirts should be of fingertip length or longer as the student stands.
- **Clothing with rips and/or holes above fingertips length is not appropriate--no exposed skin or undergarments should be visible.**
- **Racer-back tops and crop tops are not allowed.**
- Low cut shirts or spaghetti straps are not allowed.
- No undergarments should be showing.
- Tank tops should have a two-finger width at the top of the shoulder.

- **No pajama pants are allowed.**
- All shorts/pants will be worn at the waist.
- For safety purposes, all footwear must have a strap around the back of the foot/ankle, or be of closed-heel style. **All sandals must have a strap that goes around the back of the foot.** Shoelaces must be tied at all times. (Dressing up for sporting events is an exception.)
- All sleeveless shirts must be hemmed. No cut-off shirts are allowed at school, church functions, or sports practices.
- Hats, **hoods**, and caps must be removed when entering school.
- The only acceptable type of body piercing is pierced ears for girls.
- No tattoos are allowed.
- Coats and sunglasses are not allowed in the classroom.

Additional dress code requirements for grade 5-8

- **Skin-tight/biker shorts** are inappropriate for school days, including PE.
- **Neither leggings nor yoga pants may be worn unless covered with an article of clothing that meets dress code requirements for fingertip length.**

Students who arrive at school wearing inappropriate clothing will be given the opportunity to call a parent to bring a change of clothing. The student will remain out of the classroom until the parent arrives. If a parent is not available, the student will be provided with a change of clothing to wear for the day.

Christian Family Life

Church Attendance

As Christians alive in Christ's love, parents will be certain to be with their children at divine worship services every weekend and on special church festivals, setting a living example for them. Church attendance is recorded and reported on the report card. Certificates will be given out at the closing chapel service to those who achieve either "perfect" (100%) or "faithful" (75%) church attendance during the school year.

Chapel Offerings

Weekly chapel services are held at 8:30 a.m. in the church each Wednesday that school is in session. Parents, relatives, and friends are welcome to attend. Our chapel service provides opportunity for Christian worship as well as continued instruction in doctrine, liturgy, stewardship, and proper church behavior. Children are encouraged to get in the habit of giving offerings at chapel. Offerings are given to various mission projects each month. Offering envelopes are provided for each child. A record of contributions will be kept and a summary will be recorded with each child's report card. All records will be kept confidential.

Daily Life

Dads and Moms are the primary educators of children, and parents determine the children's values, standards, and attitudes. During the child's school years, Christian parents will attempt, with God's help to

- Maintain a desirable adult image for their child.
- Foster cooperation in accomplishing tasks.
- Develop feelings of security in the child and in themselves.
- Form joyful worship habits, using the religion lessons as devotional materials.
- Love the child for who he/she is rather than what he/she does.
- Allow forgiveness, that is ours in Christ, to motivate all their actions.
- Encourage the child to complete all assignments and tasks to the best of his/her ability.
- Encourage creative expression, thinking, and experimenting.
- Expose children to good literature, music, and art.
- Monitor social media to ensure respectful Christian witness and behavior.

Miscellaneous

Class Parties

Parties may be planned to celebrate various occasions. Teachers may use room parents to help organize and bring food items (donated by room parents or other parents.) There will be no student birthday parties; however, students may bring a treat in honor of their birthdays. Please be mindful of students' allergies when planning. We do encourage children to realize that it isn't necessary to bring treats.

Each class plans its own activities with the aid of volunteer parents. At times individual classes hold parties for other reasons, for example, an ice cream party for reading club or math facts mastery, pizza party for good behavior in a quarter, etc.

Parents may be called upon to assist at class parties, make phone calls, or assist the teacher at special events.

Field Trips

Field trips are a privilege and may occur throughout the year. These trips are to help students become acquainted with community resources and to provide an educational experience that will enhance classroom learning activities. Parents will be notified of these beforehand and must complete the permission form provided by the teacher before a child is allowed to participate. Parents may be asked to drive or act as chaperones. Parents who transport students for field trips must have a background check completed, and have a copy of their driver's license and insurance card on file in the school office. Fees may be required to offset the cost of field trips.

Hindrances to Learning

- **No gum chewing is allowed.**
- **Food and beverages other than water are not allowed during school unless during specified snack or lunch times.**
- **Any items, especially toys, fidgets and other nuisance items, that may hinder the learning of a student are not permitted. Such nuisance items include, but are not limited to, electronic devices, toys, comic books, magazines, and card collections. Nuisances will be confiscated. The first time this happens the item can be picked up by the student at the end of the day. On a second offense, the item may be retrieved by the parent upon request.**

Money in School

Children who bring money to school are responsible for it. We would encourage children to bring money only for their lunches, milk, books, chapel offerings, etc. Please send money in a sealed envelope with the child's name and amount and purpose for the money clearly marked.

Parent-Teacher League

All parents are automatically members of the PTL and encouraged to attend and make decisions for the best interests of their children. Dates for the meetings will be announced in the newsletter. The PTL is a St. John organization, which plans fundraisers, provides help with special school activities, and provides fellowship opportunities for St. John families.

Personal Invitations

Permission must be received from the teacher before handing out invitations in school. Personal invitations handed out at school must include all classmates or those of the same gender in that grade. If not, please distribute them at some other time.

Technology Devices

Students are not allowed to use personal devices throughout the day unless prior permission has been granted by the teacher. In 5th-8th grades, all devices are to be checked in with the teacher at the beginning of the day. Devices include but are not limited to tablets, cell phones, smart watches used with smart functions, or laptops. Failure to comply will result in having the devices confiscated and stored in the office. On the first offense the student may pick up the device from the school office at the end of the day. On the second offense the parent may pick up the device and the student may have to turn the device in to the school office each morning when they arrive and then pick it up at the end of the day. If students must be contacted during the day, it must be done by calling the school office and not via personal devices. Smart watches that are utilized as a communication device will be treated as such.

Telephone Calls

During school hours, staff members answer the phone. Students may use the phone with the permission of a staff member for emergencies ONLY (forgotten homework, papers, books, gym clothes, etc. are NOT emergencies). Emergency use includes: illness, necessary medication, or needing to arrange homeward transportation. It is not usually convenient to speak to a student or teacher over the phone while he/she is in class. Students will not be allowed to take personal phone calls or text messages during the day.

Visiting School

Parents are allowed to visit school at any time during the school year. Please make arrangements with your child's teacher prior to your visit. It tells your child that you are interested in his/her school and his/her work. There are some times during the school year that are not ideal times for visitation: the first three weeks of school, whenever achievement tests are given, the three weeks just before Christmas, and the last three weeks of school. You may use your own judgment regarding the length of the visitation. Your concern and cooperation are appreciated.

Children who are not enrolled at St. John are not permitted to attend school unless they are prospective students touring the school, or it is cleared ahead of time by the teachers and principal. Any children showing up at school who are not registered at St. John will be dismissed.

St. John Lutheran School reserves the right to amend this Handbook or vary the policies and procedures, as necessary.

St. John Lutheran School takes reasonable measures to protect your personal information in accordance with all applicable federal, state, and local regulations.

St. John Lutheran School unapologetically preaches God's Word and Truth regarding all matters, including social matters. Our full statement of belief is available in the office upon request.



St. John Lutheran School 2022-2023 Calendar

August

- 1 - 4 Teacher Meetings
- 2 Registration
- 5 All Ministry Staff Orientation
- 11 Preschool Open House
- 15 Staff Meetings & Opening Chapel
- 16 1st Day of School

September

- 6⁵ Labor Day – No School
- 26 No School - P-T Conferences
- 28 1:20 Dismissal P-T Conferences
- 30 No School – Fall Break

October

- 14 1:20 Dismissal - End 1st Quarter
- 20-21 No School – All Professional Church Workers’ Conference

November

- 23-25 No School – Thanksgiving Break

December

- 21 End of 1st Semester
- 22 No School – Christmas Break

January

- 4 No School - Staff Development
- 5 School Resumes
- 16 No School – Staff Development
- 22-27 Lutheran Schools’ Week
- 27 1:20 Dismissal from Picnic

February

- 6 No School – P/T Conference
- 8 Parent-Teacher Conference
- 13 No School – Circuit Conference
- 17 No School – Winter Break

March

- 3 No School
- 9 1:20 Dismissal - End of 3rd Quarter
- 10 No School – Spring Break

April

- 6-10 No School – Easter Break
- 21 No School - Staff Development

May

- 10 No School – Teacher Work Day
- 11 Students’ Last Day 12:00 Dismiss
- 11 Field Day
- 11 Closing Chapel
- 15-17 Teacher Meetings

Quarters	1	2	3	4
Days	42	43	41	39

Nebraska requires 1032 Hours
 St John will have 1094 Hours
 62 Hours (9 Days) > Requirement