

QUICK REFERENCE GUIDE FOR PARENTS AT LOYOLA CATHOLIC SCHOOL

ABSENCES AND APPOINTMENTS

- If your student is sick, please call the office (388-9344) by 8:30 A.M. If we do not hear from you, we will contact you.
- If your student has an appointment during the day, please send a note with them in the morning or call the office.
- For all grades, please stop in the office to sign out/in your student for appointments.
- Please keep your student home if they have diarrhea, vomiting or a temperature of 100 or more. They must be symptom free for 24 hours before returning to school.
- We encourage your child to remain at school for lunch. However, should you feel that they should go out for lunch, please send a note in the morning. You are not allowed to take other students with you. Students will only be allowed to go to lunch with their parents.

MEDICATIONS

- If your child needs to be given over-the-counter/prescription medication during the school day, parents need to:
 - * Bring the medication in. **DO NOT SEND WITH YOUR STUDENT!**
 - * A Consent Form to Administer Medication during the school day needs to be filled out.
 - * If it is a prescription, a doctor's order needs to be obtained. Most local doctors have the Consent Form and are familiar with filling out the form for prescriptions. The completed form can be faxed to us at 388-2750. Your signature is also needed on this form.

DROPPING OFF ITEMS

- If you need to drop something off for your student, please leave it in the office. We will contact their teacher for them to pick it up. This will eliminate disturbing classes.
- If you need to talk with your student during the school day. Please check in at the office and we will call your student to the office.
- **DO NOT GO DIRECTLY TO CLASSROOMS. THANK YOU!**

UNIFORMS

- Students are required to wear uniforms. Please check out the mankatoareacatholicschools.org website or the handout given to you at conferences for detailed guidelines regarding uniforms. If your child is not in uniform, you will be contacted and expected to bring clothing for your student that meets the uniform policy. If a student continually is non-compliant, a code of conduct violation or other consequence will be given.
- Shirts may not hang down on the legs. If they do, the student will be asked to tuck it in.
- Sweatshirts may not be cut and only Loyola Catholic School brand sweatshirts are allowed.

LUNCH & OUTSIDE FOOD

- Information regarding the cost of lunch is available on the website. Lunch money can be sent to school with your student, and we will see that it gets to the Good Counsel Campus. Please indicate your student's (family's) I.D. number on your check.
- You may check your family's account balance any time on the website. When your lunch account gets to \$5.00 or below, you will receive an email to that effect. If you do not have email, a notice is sent home with your student. Notices are sent out monthly. Please ask them for it.
- Please do not bring any fast food to your student in the lunchroom. Please support the hot lunch program and the wellness policy for the school. Thank you.
- Please note that pop or other energy drinks are not allowed at lunch.
- Students are not allowed to bring in outside food to eat during the day. Treats for birthdays and parties are allowed.
- No gum is allowed. It takes many hours during the year to clean up gum.

CELL PHONES & IPODS

- Ipods – To eliminate the possibility of lost/stolen ipods, please do not let your student bring an ipod to school under any circumstances.
- Cell phones – If you feel your student needs to bring a cell phone to school, please have them turn them into the office in the morning when they arrive. If a student is caught with a cell phone during school hours (whether it is on or not), the phone will be taken and the following policy will be followed:
 - 1st time: parent/guardian of the student must pick it up from the principal;
 - 2nd time: \$50.00 fine to retrieve it and parent/guardian must pick it up from the principal;
 - 3rd time: phone is held in the principal's office for the remainder of the school year.

USE OF THE OFFICE PHONE

- Our belief is that it is our duty to help students become accountable and responsible for their work and actions. Therefore, if a student forgets his/her homework, they will not be allowed to call home for you to bring it to school. Please help them to remember homework, uniforms, etc. in the morning.
- Students will also not receive permission to use the phone to change after school plans, unless it is related to a school sponsored activity in which there is a change. Again, please help your student to know what their plans are for after school and to remember everything (sports clothes, lunches, etc.) that they need for after school.

LOST & FOUND

- Any items found in the school building or on school grounds should be given to the school office where "Lost and Found" is located. Labeling items will help in returning an item to its owner.
- The principal should be contacted immediately if theft is suspected.
- Unclaimed lost and found items will be donated to charity one (1) week after the end of each quarter.

SAFETY

- **When dropping/picking up your student(s), DO NOT do a “U” Turn in the Street.**
- **Please drop off in front of the school and across the street in the morning. Students should use the crosswalk on Main Street with the crossing guard.**
- **Pick up your student across the street by the church and parking lot. Students must use the crosswalk on Main Street or the tunnel.**

CODE OF CONDUCT

This is a Catholic School where Catholic values are to be modeled and taught. There will be zero tolerance for drugs, alcohol, tobacco, cyber bullying, bullying, harassment, threats and teasing. Administration has the option of suspension or expulsion.

8/29/08