

Student and Parent Handbook
St. John LaLande Catholic School
REVISED 2020

Changes in the handbook are highlighted in yellow.

**This year's diocesan theme for Catholic schools is Returning God's
Gifts**

Mission and Vision

Diocesan Schools Mission Statement

Working in partnership with our communities, the Diocese of Kansas City-St. Joseph Schools will be distinctly Catholic, academically excellent, and fiscally stable.

St. John LaLande Parish Mission Statement

We, the members of St. John LaLande Parish, are a growing Catholic community with many gifts and many needs. As a people of Faith, challenged by Jesus Christ's message of Love, our Hope is to come to know God more fully as we:

Worship God in prayer and Eucharist Live as a welcoming Community

Be of Service to others

Hear and proclaim the Message of God

Mission Statement of St. John LaLande Catholic School

St. John LaLande School seeks to develop Christian leaders who will be rooted in faith, committed to service, and dedicated to academic excellence.

School Vision

St. John LaLande Catholic School students, strong in academics and grounded in the Catholic faith, will be empowered to apply these attributes to their daily lives.

Philosophy

St. John LaLande School is an educational ministry that serves students from preschool through eighth grade. Working together, members of the parish, administration, staff, school families, and students create an environment that fosters lifelong learning, active participation in worship, a Christ-centered community, service to others, and living the message of God.

Recognizing that families are the first teachers of their children, we at St. John LaLande strive to build on this foundation and inspire life-long learning. We believe each person has a right and an obligation to develop his or her talents and to use these for one's own happiness and in service to others. Students are encouraged and guided in self-discipline and responsible living – learning how to make decisions based on Christ's teachings as they prepare to meet the challenges offered in today's global society.

Forming religious habits is core to the St. John LaLande experience. Students express their developing faith lives through worship as they prepare for and participate in liturgies, the sacraments, and prayer.

St. John LaLande offers a Christian environment in which to learn. Students are taught and guided to respect each other in forming a Christ-centered community. As members of this community, we believe a Christian attitude is built on three tenants:

Respect God. Respect People. Respect Property..

It naturally follows that people who are grounded in faith through worship and respect are called to serve others. Active faith is demonstrated by St. John LaLande students as an integral part of the curriculum. It is the goal of St. John LaLande to offer a wide range of experiences in service to others, so that giving service becomes an integral part of our student's lives, now and into the future.

The education of St. John LaLande students most notably invites them to hear and proclaim the message of God. This is evidenced by their ability to put the Good News into action while creating an atmosphere of worship, building a Christ-centered community and being of service to others.

St. John LaLande is a diocesan Catholic school which welcomes preschool through eighth grade students. The school is committed to nurturing strong academics that will provide students with the necessary skills to compete in an ever-changing, diverse world. Furthermore, the school creates an atmosphere where students develop their understanding and practice of the Catholic faith in a community, built on the teaching of Christ to love and to serve and to proclaim God's message.

ACCREDITATION

St. John LaLande is accredited by the AdvancEd accreditation program and the Missouri Non Public Accreditation Agency.

Parent Commitment to Catholic Education

The development of the whole person of the child or youth—spiritually, intellectually, personally, socially and physically—is the focus of Catholic education. Parents/guardians, as the primary educators of the children, have the responsibility to become partners with the administrators and teachers and play a significant role in this educational ministry as they daily witness to the meaning of mature faith and Christian living. Accordingly, students should be admitted to Catholic schools and centers only if there is parental/guardian commitment to the principle that religious formation is the foundation of Catholic education. With this in mind, our registration process contains A Family Covenant Agreement.

Diocese of Kansas City-St. Joseph Family Covenant

This Covenant agreement represents our commitment to collaborate with the work of the Catholic school in the formation of our children. As first teachers of our children in faith, we hereby accept responsibility to support Church teaching in the school, participate in church services every week, and see that our children attend church every week.

For Catholics this Covenant is an agreement to participate in the Holy Sacrifice of the Mass, on all Sundays (weekends) and Holy Days.

For non-Catholics this Covenant is an agreement to attend weekly church services in your denomination.

We acknowledge that the teachers are also pledged to the Catholic/Christian commitment. Because this partnership of parents and teachers in the formation of children is so important, we accept the family covenant for church attendance as a way of honoring the third commandment, as an extension of our baptismal vows and as essential for the spiritual formation of our children.

Grievance Procedure

Because our school strives to be a faith community, parent cooperation and good parent-teacher relations are essential. As members of a faith community, our first instinct is to assume that all of us, teachers, administrators, parents, guardians and other care-givers, have the child's best interest at heart.

While our school is excellent in many ways, no one within our community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, we will make every effort to contact you to clarify the situation. Parents, guardians and family members who experience problems, or are confused with some matter regarding your child's educational experience, are asked to show similar respect by: a) striving first to learn the reasons behind a policy; b) inquiring about the teacher's or school's understanding or decision before judging or forming an opinion. Those who are not satisfied with what they have learned are asked to

approach the administration to investigate the matter. In this way, positive resolutions can be reached.

Parents/guardians are asked to follow these guidelines for expressing concern over a school matter:

If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through a phone call to the school where a message will be given to the teacher to return your call. Teachers will return your phone call within 24 hours. You may also email your child's teacher. Teachers will respond to your email within 24 hours. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.

If the problem is more serious, the parent or guardian should inform the Principal in writing or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, the Principal may not be available immediately; therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may also be requiring our immediate attention at the time.

All staff members of our school promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. That is, we promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically, and physically, and also the welfare of his or her fellow students.

With this in mind, parents/guardians are expected to show the same concern and respect for the staff of our school, as well as the other children and families of our community. The following behaviors, therefore, are unacceptable within our community: We will not tolerate assaults or harassment of a staff member, student, parent, guardian or family member. Nor will we tolerate intimidating or verbally abusing any member of the community – in person or in writing.

Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent/guardian or family member may lead to a warning or one of the following actions: a) limiting or refusing permission to enter or use school grounds or facilities; b) asking that someone other than the person exhibiting poor behavior represent the child's interest on school matters; c) refusing to allow the child to re-register; in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

We rely on the good faith and the sincere efforts of everyone in the school community to keep the spirit of this covenant so that we may become the genuine faith community which we strive to be.

Statement of Welcome to All Faiths

We come from a variety of faith backgrounds and welcome all religious traditions, celebrating the opportunity to learn from one another as we continue on our spiritual journey. As a community, we are committed to knowing and serving our neighbor.

School Staffing and Framework

The faculty and staff at St. John LaLande are fully committed to providing the highest quality education and spiritual experience possible for the children entrusted to our care. To fulfill this goal our school administration and school board will always strive to employ only the best qualified personnel possible. All newly hired employees are subject to a background check per Diocesan Policy.

All teachers will hold a minimum of a Bachelor's Degree in Education from a certified college or university education program. All teachers must be certified by the State of Missouri and by the Diocese of Kansas City-St. Joseph. All faculty members continue their education through participation in post-graduate schooling, self-directed studies, workshops, seminars, or other professional development. All teachers will receive appropriate Diocesan School Office Evaluations during the school year and a final evaluation at the end of the year by the principal. All support staff members must meet any state or Diocesan qualifications for their position.

School Advisory Council

The policies that govern St. John LaLande Catholic School are determined by the faculty, principal and pastor in consultation with our School Advisory Council. The pastor has the ultimate responsibility for the school and is the final authority. The School Advisory Council provides counsel and advice on the operation of the educational programs. Meetings are normally open to anyone that wishes to attend.

The School Advisory Council consists of the pastor, the principal, and elected members. Members are chosen through a nomination process of the board's subcommittee. All prospective members are interviewed by the board and are asked to assume a three year commitment.

2019-2020 School Advisory Council Members

President, Mike Thomas

Member, Hollee Muller

Member, Kerri Essman

Member, Elise Kelley

Member, Allison Donahay

Member, Trevor Harris

Member, Meghan Geivett

Member, Jennifer Kirwan

Ex-Officio, Principal, Ann Wright

Ex-Officio, Father Ron Elliott

Parents

The education of the student at any school is not possible without the active participation by all parents. The school board and faculty expect all parents to be active participants in their child's education.

Parents can assist the school by:

- Building religious traditions and family prayer into the family lifestyle by attending Sunday Mass as a family and contributing to parish support through family tithing or attending the church of your choice and supporting the school through your tuition.
- Encouraging the development of their child's individual talents and interests.
- Keeping the school informed about the special needs of their child and reading carefully all communications sent home from school.
- Volunteering at the school through one or more of a variety of school functions, activities, and committees.

Parents as Visitors

Currently, our COVID reopening plan restricts parent visits. When we are able to invite parents back into our building the following policies will be in effect:

All parents are welcome to visit St. John LaLande. To minimize disruption, we ask that parents visit only during office hours or during their student's designated lunch time.

We suggest that parents limit their visits to their students at lunchtime to "special occasions" like birthdays. It's difficult to explain to some kids that mom and dad can't visit them because of work obligations while other parents are able to come more often. We have a designated "visitor" table.

We ask that parents who are eating lunch with their child please refrain from bringing in fast food or soda from other vendors. Parents are welcomed to purchase a lunch or bring a sack lunch.

While siblings and grandparents are welcomed, please do not bring non family members to visit during school hours. All parents are required to check in and out of the office with Mrs. Mead.

After the first two days of school, all children are expected to walk by themselves to their classrooms. If they need assistance with projects or belongings, a staff member will be happy to accompany them. If you need to speak to a teacher, please arrange to do so during their office hour. Please contact the teacher directly for an appointment. Parent meetings before school are strongly discouraged because of the busy nature of the morning.

Volunteers

Volunteers are a critical element of the education process at St. John Lande school. Parents are invited and welcomed in the school. The Diocese of Kansas City-St. Joseph and St. John LaLande require all volunteers who will be in contact with children three or more times in any given calendar year or who will be supervising minors or vulnerable adults to complete the volunteer screening process which includes completion of all three steps listed below:

You must attend the Virtus Protecting God's Children Workshop within 60 days of beginning service You must read and acknowledge the Diocesan Code of Ethics – Ethics and Integrity in Ministry (EIM) (signed on line)

You must have consented to a background screening (service contingent upon screening results) (complete on line)

Parents can register for a Protecting God's Children workshop AND the required background and Ethics in Ministry forms at
http://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=14050&theme=0

Parents are encouraged to volunteer for a wide variety of activities and responsibilities including, but not limited to, H&SA, tutoring, field trips, school board, cafeteria, library, homeroom parents.

All volunteers need to first check in at the school office, sign-in, and pick up a name tag before proceeding to their assigned duty.

Admission to St. John LaLande School

New students transferring from another school may be admitted to St. John LaLande School after records from the student's previous school have been reviewed except for 8th grade. No transfer students are accepted during the 8th grade year.

The final decision concerning a student's eligibility for enrollment at SJLL rests with the pastor and principal.

All new students will enter under a probationary status for up to the first year.

New enrolling students need:

- birth certificate
- A baptismal certificate (if student is Catholic)
- Report card from former school attended
- A record of immunizations on an official form. This is due before the first day of school. We follow state law required immunization policy.
- Any records pertaining to special education or a medical diagnosis that may impact the child's education. This information must be updated annually.
- Transfer students need a letter of recommendation from their CURRENT principal or homeroom teacher.

Nondiscriminatory Policy

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

Admission Criteria

For preschool, the student must be three before August 1, 2018. Or 4 before August 1, 2018. For kindergarten, the student must be five before August 1, 2018.

For first grade, the child must be six before August 1, 2018.

St. John LaLande, in keeping with diocesan policy, will not make exceptions to the age requirement.

Academic Policies and Procedures

C.L.A.S.S.

St. John LaLande is a C.L.A.S.S. school (Connected Learning Assures Student Success.) All teachers have attended in-service training for C.L.A.S.S. The C.L.A.S.S. structure emphasizes

brain compatible learning and active participation, movement and activity. Integration of C.L.A.S.S. structures and activities are an important part of teacher evaluation.

Grading Scales

All grading and reporting may be accessed online through Sycamore. For log in information, please contact Mrs. Mead in the school office.

A, B, C, D, and U are assigned to designate a student's scholarship rating in grades 3 – 8. Grades are determined by the combined results of tests, class work, and homework.

A	93 – 100
B	84 – 92
C	74 – 83
D	68 – 73
U	67

In primary grades, +, S, and s are used to indicate a student's progress. In preschool, a check mark system is used.

Students who are failing a subject (receiving 2 Us in two consecutive quarters) will be asked to do supplementary work over the summer and/or attend a summer school program. If the student chooses to do independent work to make up the credit, the student will be required to check into the SJL Learning Lab once each week during the summer. An assigned staff member will monitor the student's individual progress. The fee for the assigned learning lab is \$50. Parents, teachers, and students are asked to especially notice the growth of desirable habits and attitudes. Steady and consistent growth in these areas helps to promote better academic progress.

Progress reports for students in grades 4-8 will be posted in Sycamore at mid-quarter.

Honor Roll

Students in middle school are eligible for recognition in the honor roll.

Serious disciplinary infractions may result in a student being ineligible for honor roll recognition

Principal's Honor Roll, an average of 93% in core subjects with NO Bs or Cs.

A Honor Roll, an average of 93% in core subjects with no more than 1 B on the report card. B

Honor Roll, an average of 84% in core subjects with no more than 1 C on the report card.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating risks

losing the opportunity to participate in sports at St. John LaLande School. Students who are involved in a cheating incident will be asked to meet with Deacon Doug or Father Ron.

Homework

Home study should be a part of each child's training in responsibility. Homework amounts will vary with the age and ability of the child. Parents should not do the work for their child but should encourage good study habits and responsibility. Teachers will appreciate knowing if a child is having undue amounts of work or not enough. If a child is unable to complete homework because of a serious reason, parents are asked to send a signed written excuse to the teacher.

Homework consists of:

- Assignments not completed in school, including reading assignments.
- Projects connected with the subject being studied.
- Long-range assignments.
- Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times. There are exceptions. Please inform the teachers well in advance, if possible. Missed assignments are the student's responsibility.

Accommodations will be made within limits.

Students with Special Learning Needs

Students who have special learning needs can be accommodated at St. John's, within the limits of our staff and budget. A Catholic Learning plan, similar to an IEP, will be drawn up by the resource teacher and the homeroom teacher and will detail the accommodations parents and students can expect. Any special testing must be completed at the parent's request through the Blue Springs school district.

HOPE Team (Helping Our Pupils Excel)

The Hope team is made up of a team of teachers and staff, including the principal, who work with students and families to address learning, social, emotional or behavioral issues. Teachers may refer a student to the HOPE team for an evaluation. The referring teacher meets with the HOPE team to discuss concerns and an action plan is developed which includes steps to address the concern.

Make Up Work

Because our diocesan reopening plan requires that students be fever free for 72 hours, we are allowing an extension of make up work. Students as they are able to keep up with

classwork should check on Google classroom or Seesaw for assignments missed. Students will have up to 2 days to complete work for each day they are out of school.

Student Records

Any parent requesting student records must do so in writing and will be fulfilled as soon as possible. No records will be sent to transferring schools of students with any outstanding financial commitment.

Testing

The Iowa Assessments are given in Grades 3 through 8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8. Scores from these assessments are mailed to parents and are available to homeroom teachers for planning purposes.

Title IX

St. John LaLande Catholic School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts.

Athletics

Our athletic program is an extracurricular activity under the auspices of the school administration.

St. John LaLande offers football, volleyball, cross-country, girls and boys basketball, and track. All students must participate in the “Play Like a Champion Program” offered through the diocese. We expect all students, parents and coaches to be good sports at all times and represent St. John LaLande in a positive manner whenever they are participating in sporting events. All coaches must complete a Protecting God’s children class as well as complete a background check and an Ethics in Ministry form (provided through the Virtus website)

A volunteer serves as athletic director and works with a committee of other volunteers to provide a safe athletic program which is focused on the growth and development of each child.

St. John Lalande School belongs to the Parochial League of Kansas City. The parochial league director sets schedules, arranges venues and promotes the academic, spiritual and physical

growth of children. The parochial league is under the direction of Mr. Vince Fitzgerald. You may register for parochial league programs at the website, <http://www.plkc.org/home>

The SJL athletic director is Mr. Trevor Harris.

Decree Celebrating Sunday Policy

As of May, 2020, Bishop James Johnston has announced a “Celebrating Sunday” policy regarding athletics and extracurricular activities in the parishes and schools of the Kansas City-St. Joseph diocese.

Specifically, “school-sponsored practices, competitions, events and meetings are not to be scheduled on Sundays so that families may celebrate the Lord’s Day well.”

There are some allowable activities that include those events which are “celebratory, communal, and occasional” including parish festivals, graduation ceremonies, and musical and artistic performances. Any catechetical activities are also fitting for parish communities on Sundays.

If you have any questions about the policy or how it might impact your student’s participation, please contact the principal or athletic director.

Athletic Eligibility

Students in grades 5-8 not earning a grade average of at least 74% in each subject will be considered ineligible. Consideration will be given to those students whose maximum ability falls short of the 74% average. Eligibility will run from Tuesday to Tuesday and is determined by a weekly grade check. The student may participate in practice but will not be allowed to play in scheduled games. Parents will be notified and a copy of ineligible students will be forwarded to the head coach.

Students must be present for an entire school day to participate in evening practices and games.

Students who become ill with a fever on a Thursday or Friday and have games on Saturday will NOT be allowed to play in them because of the 72 hour fever free rule.

Online registration will also be available for all sports. Athletic Directors will be required to submit a list to the Parochial League Director of all students who are playing AAU/club ball as well as on their parochial school team. No student may play for more than one Parochial League team per season (with the only exception being playing boys’ volleyball and participating in track at the same time).

Practice and Game Attire Guidelines

Shorts: Spandex style shorts are not acceptable as athletic uniform for practices and games. Basic knit shorts are recommended with waistband at the waist, or slightly below, but not rolled.

Shirts: T-shirts and tank tops with at least two-inch straps at the shoulder are required. Spaghetti straps or camisole style shirts are not accepted as part of the athletic attire.

All clothing should be modest in style and in accordance with a Christian atmosphere. Coaches will contact the parents if students are not in compliance with the policy.

Attendance

School begins at 7:55. Students who arrive AFTER 7:55 must be escorted into the building by their parent. Doors are locked at 7:55 and prayer begins.

Absences

If a child is absent, please contact the school office by 8:30 a.m.

Ellen Campbell, our registered nurse, and Mrs. Paula Beard, our afternoon nurse, are responsible for attendance recording and tracking.

Parents who have not called will be called by Mrs. Campbell so that we may ascertain why your child is absent. Missouri law requires that students attend 90% of the school year and the Diocese of Kansas City-St. Joseph requires us to report absences.

If a student becomes habitually absent, the school office may contact the Blue Springs truancy officer for assistance.

Parents must come to the office and sign out a child when picking up the child during the school day. The student will be called to the office. We asked that IF you are picking up a student early that you notify the classroom teacher OR the office PRIOR to arrival to minimize disruptions to student learning.

We strongly discourage parents arriving 10-15 minutes before dismissal to remove a child from school. **Please do this ONLY occasionally.**

A student is not permitted to leave the school grounds at any time during the school hours without a parent signature.

Students are not permitted to re-enter the building once they have exited unless they are accompanied by a parent.

Parents are encouraged to schedule dental or medical appointments during non-school hours whenever possible.

Medical documentation should be presented for students with chronic illnesses that require absence of more than 3 days.

Students who arrive after 10:00 a.m. are considered absent for one-half day.

Immunizations

All students must follow Missouri state guidelines regarding immunizations. A religious exemption for immunization can only be allowed AFTER the student's parents have met with Father Ron Elliott. Father Elliott will grant the religious exemption. Medical exemptions are allowed when the student has a medical exemption card, available from the Jackson County Health department, with a physician's signature.

Tardiness

It is extremely disruptive to the routine of the school day for students to be regularly tardy. While we understand that tardiness will happen occasionally, every effort should be made to arrive at school on time. Students who arrive AFTER 7:55 are considered tardy. Students must be in the CLASSROOM by 7:55 when prayer begins.

Students who have more than 4 tardies per quarter may NOT participate in free or casual dress days for that quarter. If a student accumulates over 8 tardies in a single quarter, the student also loses free dress privileges for the FOLLOWING quarter.

Chronic or Habitual Tardiness

Students who are habitually tardy and fall below the Missouri mandated attendance rate of 90% may be asked to make up a class in summer school.

The principal and homeroom teacher will work with those families whose students are habitually tardy to develop a plan to address the issue. The Hope Team may be convened to help meet with families that have issues with tardiness to school.

Weather

St. John LaLande follows the inclement weather schedule of the Blue Springs School district EXCEPT FOR "cold closings". In other words, if Blue Springs schools are closed because of snow or ice, we will be closed as well. If, however, Blue Springs closes because of extreme cold, we will NOT close as we are not dependent on busses.

Birthday Observances

Students in Grades K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday, provided they have not lost the privilege.

Birthdays will be celebrated in the classroom with a teacher designed event. Please contact the classroom teacher for his/her specific policies. Please do not send classroom birthday treats of any kind. We will make every effort to celebrate your student's special day but the increasing number of children in our building who have severe allergies to various commodities requires

that we make this change in our birthday treat policy. ANY FOOD BIRTHDAY TREATS WILL BE DISCARDED.

In maintaining a spirit of cooperation in the school, no invitations to parties are to be given out at school unless the entire class is invited. Please be sensitive to parties and outings when not all of the class is invited. It can be very hurtful if you are the one left out. No flower and/or balloon deliveries prizes or gifts to students are permitted.

Carpool (drop off and pick up) Procedures

(Modified via the Covid Reopening Document)

DROP-OFF

From 7:40-7:55 a.m., cars enter from the eastern entrance, wind around the back of the church and stop at the school doors. Students in cars by the pylons unload all at once. When those 5 cars have been dismissed the next pylon adjacent cars will unload. Cars will move in groups of 5.

For the safety of the students please:

DO NOT PULL OUT OF LINE OR AROUND OTHER CARS.

DO NOT UNLOAD UNLESS YOUR CAR IS ADJACENT TO A PYLON.

TEACHERS/STAFF/SAFETY PATROL WILL HELP YOUR STUDENTS UNLOAD FROM CARS.

Preschool: Parents will park in the lower lot by the preschool room doors. Parents must walk children to the classroom door. LOWER LOT is reserved for Pre-K parents only. Preschool parents who wish to remain in the building must sign in and be issued a badge.

PICK-UP

Students will be seated in their designated areas prior to dismissal awaiting the arrival of their carpool.

Parents should notify classroom teachers and/or the school office of temporary or permanent carpool changes.

From 3:15-3:30 p.m., cars enter from the eastern entrance, wind around the back of the church and stop at the school doors. Students will load by marked pylons. Pylon adjacent cars will load all at once. When those 5 cars have been dismissed the next pylon adjacent cars will pull forward and load. If one of the pylon adjacent cars has not loaded by the time the other cars have been filled, for safety, we are asking the parent to pull forward or exit with the group and drive around the building.

Parents are encouraged to form carpools to reduce the traffic around school.

Christian Behavior and Discipline Policy

We are representatives of Christ on earth, and the core of our mission is to live a Christ-centered life. Therefore, our expectation for behavior of staff, students AND families is modeled on the values proclaimed in the Gospel. Students, staff and all who interact or exchange with our community are expected to behave in a manner that reflects Christian charity and values. Each person's dignity must be valued and guarded, in our speech and our actions (Diocesan Policy 340.3).

The discipline policy of St. John LaLande Catholic School strives to insure a safe, positive and productive Catholic learning environment for all students. It is the responsibility of the entire school community to model acceptable behavior.

We strive to recognize and teach these BE-Attitudes:

Be Respectful. Be Responsible. Be a Peacemaker.

Disciplinary Procedures for K-3rd grade.

All teachers will follow these GENERAL procedures in handling discipline issues. However, each classroom teacher is empowered to have specific behavioral procedures for his or her classroom which will be explained to parents and distributed on curriculum night.

- Skills for self-discipline will be taught through modeling, role play and lessons.
- Teachers will assign an appropriate consequence for inappropriate behavior. The student, behavior and consequence will be documented.
- If the behavior happens a SECOND time, the teacher will contact the parents by phone about the behavior. The behavior and consequence will be documented.
- If the behavior happens a THIRD time, the teacher will set up a conference with the parent, student, teacher, and principal. A behavior plan will be developed at the conference. The incident will be documented.
- FOR immediate, serious offenses which require that the student be removed from the classroom, the teacher should call the office so that the student can be escorted from the room.

A teacher will fill out a disciplinary referral for this offense and the principal will contact the parents. Possible consequences that may be considered include detention, ineligibility from extra-curricular activities, including parochial league sports, clubs, in-school suspension, out of school suspension and expulsion.

Disciplinary Procedures for 4th -8th grades

Students in grades 4-8th are issued an accountability card that is used when relatively minor violations of the discipline code have taken place. After two marks on the accountability card, students serve an In School Lunch suspension, supervised by a member of the staff.

Examples of relatively minor violations include: foul language, rudeness and discourteousness to another student or staff member, disruptive or inappropriate behavior, disruptive physical contact, talking after warning.

A third mark on the accountability card will result in a detention.

After school detentions are held from 3:30-4:30 and are monitored by the principal. Parents will be notified at least 2 days before an assigned detention and are responsible for pick up at 4:30 (or the student will be escorted to Kids' Club and parents will be charged accordingly).

The accountability card also includes an "organization" component. Students get "organization" marks when they forget homework or fail to have the proper materials with them (books, Charged Chromebooks, papers, pencils). After 5 organization marks, the middle school student will meet one-on-one with Mrs. Scott to prepare an organization plan so that teachers, parents, and student can work together to correct behaviors and habits that are negatively impacting the student. After 10 organization marks, the student will receive a detention (described above).

4th and 5th grade students will meet with their homeroom teacher to develop an organization plan after 5 organization marks.

SERIOUS DISCIPLINARY INFRACTIONS

Certain behaviors qualify as serious violations, whether they occur within the school or off school grounds. Among the behaviors, but not limited exclusively to these, would be the following:

- Disrespect for principals, directors, teachers, para-professionals, other adults, and peers.
- Abusive or seriously unacceptable language defined as unacceptable by school staff.
- Physical fighting. Both parties involved in a physical fight may be subject to disciplinary action.
- Mistreatment of others via any electronic device e.g., computer, mobile device, Ipad determined by staff to be a threat of harm, or to spread harmful rumors about another student or adult at school.
- Behavior at school events, including sports, that negatively impacts the reputation of the school or team.
- Bringing on school premises or concealing on his or her person illegal substances, cigarettes, vaping devices, pornographic material, laser pointers or weapons of any sort or facsimiles thereof.

- Destruction of school or personal property.
- Stealing, cheating, or plagiarism as determined by school staff.
- Making threats regarding the safety of students or staff or regarding the destruction of property.
- A pervasive attitude of general disregard for school policy, students, personnel, or property.
- Sexual harassment as defined by administration or school staff.
- Harassment of any nature towards another person or group of people.
- Any gang behavior or activity.
- Possession of drugs or alcohol or use of drugs or alcohol. This includes possession or unauthorized use of prescription drugs during school hours.

Two referrals from the same teacher will require a meeting with the parent, issuing teacher, student, and principal. An in-school suspension may be assigned as a consequence of two referrals.

Three referrals will require referral to the HOPE team AND a consequence to be decided by the team.

This consequence MAY include an additional in-school suspension or an out of school suspension.

- Subsequent referrals may result in expulsion.
- Students who have repeated difficulty following expectations for behavior and attitude may lose eligibility for honor roll recognition at the recommendation of the principal or HOPE team.

For some of the listed “serious offenses” a teacher may make the decision to remove the student from class. The student will be detained in the office until the teacher who sent the student can be present for a conference. The principal and teacher will determine the consequences. Parents will be notified. Consequences that will be considered may include detention, ineligibility from extra-curricular activities, in-school suspension, out-of- school suspension, and expulsion.

Mistreatment of others

In order to promote a safe learning environment for all students, St. John LaLande prohibits all forms of harassment, mistreatment of others, and intimidation. Students participating in or encouraging inappropriate behavior or conduct will face disciplinary consequences as outlined above. Students who are the subject of mistreatment are encouraged to report incidents directly to a teacher or to the principal or by using the TIPS reporting system.

Mistreatment of others includes, but is not limited, to:

- Cyber bullying – cyber bullying is sending or posting harmful or cruel text or images using the internet, cell phone and/or other communication devices.
- Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.
- Ongoing, deliberate exclusion from a peer group.
- Property damage or placing an individual in fear of damage to their property, or theft of their property.
- Threats of retaliation.
- Name calling, put-downs, gestures, rumors, jokes, slurs – oral, written and/or artistic taunts, such as “tagging”, or demeaning comments.
- Violence and/or intimidation.
- Harassment, sexual or otherwise, including but not limited to comments, gestures, innuendos, notes and pictures.

Students and concerned adults are expected to report incidents of mistreatment by others to the school staff. Staff must report, in writing, to the HOPE Team. The HOPE Team will inform the Principal, evaluate reports, and keep a log of incidents.

Each and every confirmed report will result initially in a student/teacher review. The teacher will report back to the parents of all students involved. Discipline will be determined by the HOPE Team and administration.

Repeated, confirmed reports may result in expulsion.

Students can make use of the TIPS reporting system. The TIPS icon is available on our school website at www.stjohnlalandeschool.com/. Students are encouraged to leave their name and a description of the concern rather than reporting an “anonymous” incident so that the principal and superintendent have actionable information.

Communication

Social Media

Parents are encouraged to follow St. John LaLande school on Facebook, Instagram and Twitter for updates regarding school activities, policies, and procedures. You can find us on Twitter @ SJLL Catholic School and on Instagram as stjohnlalandeschool.

Parents are asked to sign a photo release so that their student(s) pictures may be used in social media and/or school wide advertising. No student's complete name or identifying information (address, etc.) will be used in social media.

Please refrain from making negative comments about St. John Lalande school, faculty, staff, administration, policies and procedures on social media sites. Parents who have concerns or complaints should make an appointment to discuss these with the principal. Parents who make derogatory comments regarding St. John Lalande school through social media will be asked to meet with the pastor and principal to address whether St. John's is a good fit for their family.

School Messenger: Email and Text

School wide and grade level emails will be distributed through School Messenger. Parents who have "opted in" can receive these messages through text message as well.

Please notify the office if you are not receiving regular emails from St. John's or if you have a number that is out of operation.

Communication with Teachers

Please do not disturb teachers during class time. Messages may be left in the office to be delivered before the end of the school day. Email is the best way to contact teachers, or a handwritten note from home addressed to the teacher.

Teachers' emails are made up of their first initial and last name @sjlparish.org. Teachers have been asked to respond to emails within 24 hours (M-Thursday) and by Monday to emails left on Friday. Please remember that our teachers are professionals and are in charge of upholding school and diocesan policies. If you become upset because of a teacher's disciplinary action or if you have questions about why a teacher has acted as he or she has done, please make an appointment with that teacher and/or the principal to discuss your concerns in person rather than firing off an angry email. Very little is ever resolved through angry emails. It is much easier to address concerns personally.

Student Communication

Students may use the office phone if necessary with permission from a teacher. Students may not use a personal phone at school without permission from a teacher.

Middle School teachers update their assignments using Google classroom. Your student has been taught how to use google classroom to access assignments and other important information.

Newsletter: Viking Voice

A newsletter is published approximately bi-monthly with important information and distributed via email. Hard copies are available upon request. Parents and other interested parties may

contribute items to the newsletter, when appropriate, by contacting our communications and marketing director, Mrs. Lisa Hamilton, lhamilton@sjlparish.org

Visitors to our Building (Modified by the COVID reopening procedures document).

All persons coming into the school for pre-school through 8th grade must sign in at the school office and pick up a visitor's badge. **NO VISITOR, INCLUDING PARENTS, SHOULD EVER GO DIRECTLY TO A CLASSROOM, the library or gym.**

Our ECLA parents have a code to enter the building from 6:30-8:15 and from 3:15 until 6:00. From 8:15 until 3:15, visitors to the ECLA who are coming to pick up a child, should enter through the school office. Parents who are dropping off their children for ECLA after 8:15 should buzz and be prepared with their driver's license to show identification. They will be buzzed in by Mrs. Mead.

After the first two days of school, all parents are asked to refrain from walking their child to class as a way to promote independence and healthy separation from parents. Of course, if you have parcels or large items to drop-off, walking with your child is acceptable. Please sign in at the office to receive a visitor's badge.

Dress Code

An important goal of a dress code/uniform policy is to teach young people that different types of dress are appropriate for different settings. Parents and guardians who send their students to SJL and students who choose SJL accept the judgment of the Administration as final in matters of school policies and procedures, including dress code for a preschool through 8th grade environment.

Students in this academic setting are expected to be clean and neat in their personal appearance, observing standards of modesty, moderation, and good taste. Attire that is distracting or extreme is also prohibited. It is the parent's responsibility to ensure that the student is in correct dress code on a daily basis while on campus and at school functions.

The school reserves the right to regulate against upcoming fads or fashions that reflect negatively on the school and/or person. Interpretation and judgment in matters pertaining to dress and personal appearance are necessary. The administration is the final judge of what is, or is not, acceptable for an individual student.

All items of the SJL dress code are available at Dennis Uniform in Overland Park—6322 College Blvd. (913)381-6500 Order online at <http://www.dennisuniform.com>

Shorts may be worn throughout the year. Girls are no longer required to wear tights from November-March.

SHIRT – Collared only

- ALL students: Navy blue or white long or short sleeved polo style with collar.
- Middle School students may wear the red polo style shirt with collar.
- All polo shirts must be **solid** or have the SJL embroidery. No other symbols are permitted.
- All undershirts must be solid white with no lettering. Sports bras and tops must be white or natural in color.
- All undershirts worn under the short-sleeved shirts must be short sleeved as well. The undershirt sleeves must not hang below the sleeves of the Polo shirt.
- No brand logos allowed, e.g. American Eagle, Hollister etc.
- Shirts must be tucked in at all times.
- Middle School students participating in STUCO may wear STUCO t-shirt with uniform pants/skirts on days designated by STUCO coordinator.
- 8th grade students may wear class shirt on designated days with uniform pants/skirts.

PANTS/SHORTS –Khaki, Docker Style

- Boys/Girls – Pants or Shorts. Docker style ONLY. No other style will be accepted.
- Docker style is flat front or pleated; side slit pockets and slit back pockets, fitting on or just below the waist.
- Please be careful to make sure that the pants are NOT JEANS. Khaki jeans are not acceptable.
- No other pockets, rivets, studs or bows on the pant/short.
- Shorts must be the “walk style” and reach the top of knee. (see picture)
- K-8 Khaki pants or shorts
- Belts are required for 4th – 8th grade. Belts must be solid black or brown “dress” belts.
- Any pants or shorts with belt loops require a belt.
- Large or decorative belt buckles are not allowed.

JUMPERS/SKIRTS – Uniform plaid

- Girls ONLY – Uniform plaid from the designated uniform company.

- Length is 1 inch above the top of knee or longer.
- Shorts are required under jumpers and skirts and must not hang below the jumper or skirt. Lettering is not allowed on the seat of the shorts.
- 6th grade middle school students are issued gym shorts, provided by the SJL Athletic Association. These are the required dress for PE for grades 6-8. Extra shorts are available for purchase from the office.
- Leggings are not approved for P.E. unless they are under a skirt or appropriate shorts. These shorts must be of appropriate length.
- Grades K-3: Jumpers.
- Grades 4th – 8th: Skirts.

SWEATSHIRTS/SWEATERS

- SJL crew style logo sweatshirts with the embroidered SJL Logo sold through Dennis Uniform are approved uniform wear. All other sweatshirts have been phased out and are considered spirit wear.
- Sweatshirt colors: Middle School red or navy blue, K-5 navy blue.
- All sweatshirts must be worn with a collared shirt underneath.
- Sweaters may be cardigan, (button only-no snaps, zippers or hoods), or pullover. They must be long sleeved and a solid navy blue.
- Sweaters must be plain, no decorations or ruffles.

SHOES

- Tennis shoes, closed toe and closed back shoes are allowed.
- No **“rolling” tennis shoes or “light up” shoes are permitted.**
- No boots, crocs, sandals, slipper type moccasins or boot type shoes.
- We request that tennis shoes have non marking soles to protect and ensure the life of the gym floor.
- No “dress” shoes (heels, etc.)

SOCKS/TIGHTS/LEGGINGS

- Girls – Solid white or black tights, plain with no decorations.
- Leggings must be navy blue or black, ankle length, no lace, ribbing, or decorations. Leggings must be worn with socks and are only allowed under the skirt or jumper.

- Boys and Girls Socks– White or black
- All socks must be primarily solid in color. Socks with minimal accents (on the side) will be allowed but the accent color must be white or black

HAIR/ACCESSORIES/MAKEUP

- Hair – Girls hair should be neatly groomed and not fall forward into the eyes.
- Hair accessories should be simple and not distracting.
- No hats, scarves, or bandanas.
- Boys’ hair should be neatly groomed and kept from hanging below the eyebrow, middle of ear, or top collar. There are to be no unusual or exaggerated hairstyles, including but not limited to: allover spike, faux hawks, the “Hosmer” cut, Mohawks, lines or designs cut into the hair.
- All hair accessories and styles are at the discretion of the administration. Large bows that distract or not permitted.
- Hair must remain natural in color. No highlighting of hair in unnatural colors (pink, purple, etc.) is allowed. **No overall highlighting is allowed. So for example, if your student is a brunette, he or she may have limited blonde highlights but should not color the hair completely.**
- Middle School girls only may wear natural looking make-up. Make-up must be applied at home and not brought to school.
- Boys must be clean shaven.
- No fingernail polish of any color is allowed. No artificial nails of ANY type are permitted.
- Girls - Chapstick type lip moisturizer and clear lip gloss are acceptable. No lipstick.

JEWELRY

- Necklaces, religious crosses, religious medals on small chains, with or without a pendant, will be acceptable. Watches may be worn. **NO SMART WATCHES are permitted.**
- Earrings – Girls may wear small post type earrings that do not extend below the ear lobe, no dangles or hoops allowed.
- Double piercing of ears is allowed; cartilage piercings are not allowed.
- Boys are not permitted to wear earrings.
- Fake and/or real tattoos are not allowed.

Casual Dress Guidelines

- Students are allowed to wear jeans, slacks, Capris, “walk style” shorts and sweats.
- Jeans, slacks, or sweats should fit appropriately. Be especially careful of jeans that are “form fitting” or too tight.
- Clothing should not have holes or display inappropriate language or pictures. Ripped jeans or jeans with slashing are not permitted.
- Words or writing on the seat of the clothing item is not allowed.
- Pants, shorts and skirts may not be rolled.
- Shorts and skirts must meet uniform length guidelines. Shorts and skirts must be longer than fingertip length when arms are extended at student’s side.
- No spaghetti straps, tank tops or backless dresses may be worn.
- Socks must be worn at all times.
- No Crocs, flip flops, sandals, moccasins, backless shoes, bandanas or hats.
- Leggings, jeggings, spandex shorts or yoga style pants MAY NOT BE WORN by students in grades 4-8. Students in K-3 may wear leggings IF they have a long enough shirt to cover the bottom.
- If in doubt, don’t wear it.
- On Fridays, students may wear SPIRIT Wear shirts WITH Uniform bottoms.

Spirit Wear Days

Shirt choices include any of the following: St. John LaLande sports uniform shirts; spirit wear items sold by Home and School Association; any clothing item that says “St. John LaLande”; or school uniform shirts.

Students who have lost spirit wear privileges because of excessive tardies will not be allowed to wear spirit wear items on spirit or casual dress days.

Sports Uniforms

Sports Uniforms are NOT to be worn on game days, unless those are designated “Spirit Days” (see the calendar). Scouts who wish to wear their scout shirts may do so with their regular uniform bottoms on designated days ONLY, set with the permission of the principal.

Used Uniform Sale & Viking Vault

A used uniform sale will be held at the end of the school year for those parents who wish to participate. Parent volunteers coordinate the sale. Prices are set by individual parents.

Donations to the Viking Vault are accepted throughout the year. Parents may “shop” at the Viking Vault at any time to acquire items for their child’s use. Donations to the Viking Vault of used uniforms, clean and in good condition, are welcomed throughout the year.

Cell Phones and Electronic Device Policies

Cell phones are not to be used during the school day. Outside devices (laptops, iPads, etc.) are not permitted, except with permission of the principal. Unauthorized devices will be confiscated and kept in the principal's office. Parents will be asked to retrieve these devices.

Smart Watches cannot be worn or used at school. These are devices that have the ability to send/receive text messages and/or access email or internet.

Chromebooks

Students in middle school (6, 7, 8 grades) will be issued a chromebook. A technology fee for Middle School is included in the fee charged to middle school at the beginning of the year. This is intended to establish a fund to replace the Chromebooks when the charger or computer fails. A student is responsible for the replacement cost of the Chromebook IF it is accidentally damaged by the student (dropped, broken screen, etc) The replacement fee is \$250.00. Students will not be able to log on as "guest" to these chromebooks.

A binder/chromebook case is available from Amazon and strongly recommended.

https://www.amazon.com/Case-Universal-2-Inch-3-Ring-LT-007-BLU/dp/B00DQDEH3E/ref=sr_1_1?ie=UTF8&qid=1496432612&sr=8-1&keywords=chromebook+binder

A user agreement must be signed and returned to Mr. Stevens BEFORE the chromebook is issued.

Digital Citizenship

Whenever a student is using a digital device, he or she is expected to exercise good digital citizenship in keeping with the Gospel values of respect and responsibility for self and others. Students who visit unauthorized sites or engage in harassment via electronic devices, will have the device confiscated and will be expected to complete any assigned work via paper and pencil. The use of a device in school is considered a privilege, not a right.

Emergency Drills

Fire Drills

Fire drills are regularly held in accordance with the state law. Teachers try to impress upon students the seriousness of the fire drill and the necessity of obeying rules during the drills. Procedures for a fire drill are posted in each room.

Tornado Drills

Tornado drills are conducted for the protection of the students. Should a tornado warning occur at dismissal time, children will be kept in school until parents report to the office for pick up. Procedures for a tornado drill are posted in each room.

Students will not be allowed to be dismissed during a tornado warning and all outside doors will be locked. We ask parents to not come to school in a tornado warning.

Lockdown Drills

During a lockdown drill students are informed that we are practicing safety procedures in case of an intruder, an intruder could be a stray dog or a person who does not belong in the building. We want children to feel safe and secure while still understanding these important safety procedures.

All school personnel have been trained in lockdown procedures. They will do their best to ensure that all students are being held in a safe location on campus. Our goal is safe care, custody, and accountability of children. In a lockdown we will NOT be able to answer incoming phone calls or make outside calls. Within minutes we will be assisted by police who will secure the neighboring streets and the building perimeter.

No one, including parents, will be allowed in the building during a lockdown. Parents will be notified via School Messenger, if possible, that a lockdown is in effect.

No one will be allowed to leave the classrooms/secured areas on campus until the lockdown is lifted and the threat is over. All students and faculty/staff will remain in lockdown mode until the police department lifts the lockdown. When the lockdown is lifted, parents may come to school to pick up their children.

Clubs and Activities

Extra-Curricular Activities (Modified by the COVID reopening policies).

Several clubs and organizations are available to St. John LaLande students. The following organizations present programs for an additional fee. All organizations teaching at St. John LaLande follow Protecting God's Children guidelines and are monitored by the principal.

Chess Club

Bricks for Kids

Young Rembrandts

Fencing Club (only for SJL students in grades 4-8)

Other extracurricular activities are FREE and students are encouraged to participate.

Joyful Noise (choir group)

Book Nuts (grades 3-5)

Any student participating in any extra-curricular activity is expected to follow school policies and procedures and may lose the opportunity to participate if discipline or other issues arise.

Check the calendar and/or newsletter for meeting dates and times.

NO POD DANCES will take place in 2020-2021.

Fees and Accounts

Tuition Accounts

If your child's tuition account is over 60 days in arrears, your student will be unable to attend school. You will be notified via registered letter. Any exceptions to this policy must be addressed with the principal and the business manager.

Food Accounts

If your child's lunch account rises above \$25 outstanding, your child will be required to bring cold lunch.

Fees

Chromebook USER fee for Middle School families: \$35.00

Agenda: \$4.00

Vocabulary Book (consumable) \$12.00

TOTAL MIDDLE SCHOOL FEES \$51.00

2-5 Agenda ONLY Fees, \$4.00

Atlases are purchased by the school for student use for incoming 6th grade. 7th and 8th graders who have lost their atlases may purchase a replacement for \$15.00. Any damaged or LOST atlas is \$15.00.

PE shorts for 6th grade are provided by the Athletic Association. Replacement shorts for grades 7-8 are

\$10 and are available in the office.

Families for whom these fees are a hardship should contact the principal. Fees are due at Back to School event.

Field Trips (Modified by COVID reopening plans)

Most field trips are suspended. An exception will be made for the traditional 8th grade retreat.

A written official permission slip, signed by the parent, is a legal requirement before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.

Field trip permission slips will be distributed by the teacher sponsoring the event.

Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.

If the field trip includes a bus ride students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.

All monies collected for the field trip are non-refundable. If the field trip fee creates a financial hardship on any family that receives financial aid, a small amount of money is available to help. Please see Mrs. Wright, if you need assistance.

Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.

Parents may be needed to assist in driving to field trips. If parent/adult volunteers are used as drivers of personally owned passenger vehicles for study trips, class trips, or extracurricular activities, the following guidelines must be followed:

Each occupant must have and use his or her own seatbelt if the vehicle has seatbelts. Children must be restrained in an appropriate passenger restraint system.

Drivers must be at least 21 years of age. Drivers must have a valid non-probationary driver's license. A copy of each driver's license will be kept on file with the School Office.

The vehicles must carry liability insurance with the minimum limits of 100,000 per person and \$300,000 per occurrence. The insurance carried on personally owned vehicles is the primary coverage while diocesan-wide insurance is secondary. The coverage is stated on the declaration pages of the driver's insurance policy. A copy of the state insurance card for each driver must be kept on file with the School Office.

No one may ride in the bed of pick up trucks.

Our risk management insurance company only insures the "official" chaperones, those who have completed the Protecting God's Children certification.

Parents who chaperone a field trip may not bring siblings or children on the field trip without prior permission.

Parents should not stop for errands or treats on the way to or from a field trip.

Under Missouri Law, students younger than 4 years of age (regardless of weight) are required to use an appropriate child restraint system. Children weighing less than 40 lbs., regardless of age,

must be secured in a child restraint system appropriate for the child. Children who are four (4) but less than eight (8) years of age and who weigh at least 40 pounds but less than 80 pounds and are less than four feet nine inches (4'9") tall must be secured in a child passenger restraint system or booster seat appropriate for the child. Children who weigh at least 80 pounds or children taller than four feet nine inches (4'9") must be secured by a vehicle safety belt or booster seat appropriate for the child.

Fundraising

Fundraising activities for the upcoming year will consist of the following:

A Holiday Auction in the fall—a \$125 auction fee is a part of the tuition/fees and is paid when the tuition is paid (monthly, yearly, semi-yearly)

St. John LaLande Annual Golf Tournament—All proceeds benefit the school.

Home and School Association (H&SA) Provides a variety of fundraisers including a flower sale and spirit wear sales.

Additional fundraisers may be presented throughout the year, and parents are encouraged to participate.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Health Policies and Procedures (See the extensive description in the COVID addendum).

St. John LaLande has a Health Room staffed by health care professionals. Mrs. Ellen Campbell is our morning nurse and will be present from approximately 7:40 until 1:00. Mrs. Paul Beard is our afternoon nurse and will be present from approximately 12:30 until 3:30. All parents should keep children home when showing signs of illness and follow the policies below before returning to school:

Parents of a child who becomes seriously ill during the school day will be notified by the school office to pick up their child. In case parents cannot be reached, we will notify the person you have authorized or the doctor you specified on the emergency form.

Parents are asked to keep the emergency information forms in the school office up-to-date. Please notify us immediately if you have a change of telephone number, address, place of employment, change in family status, or unusual circumstances.

Please notify the school nurse and teacher if your child has a physical problem, health condition, or if he/she is taking medication of any kind.

School staff is NOT allowed to administer medication without a DOCTOR's authorization AND parent signature. This includes all over the counter medication. If your child has medication to take during the school day, please bring it to the Health room. The medication should be in the original container with the child's name, dosage and time to be given. Prescription medication should include the pharmacy label which can serve as a doctor's note. All medications must be turned into the health room.

If a child is unable to participate in physical education, he or she must present a written note signed by a health practitioner to the school nurse and teacher.

Parents are reminded of the importance of a good, nutritionally balanced diet— breakfast is critical to school success.

FEVER: Students will be excluded from school when there is fever of 100° or greater. They may return after being fever free for 72 hours, without use of medication, such as Motrin or Tylenol to control fever.

VOMITING/DIARRHEA: Children will be excluded from school when there is vomiting or diarrhea. They may return when they have had no episodes of vomiting and/or diarrhea without the use of medications such as Imodium.

PINK EYE: Children will be excluded from school when there are symptoms of pink eye (Conjunctivitis). They may return when the eye(s) has no drainage and is clear for 24 hours.

RASHES: Rashes should be evaluated in the Health Room or by your Health Care Practitioner.

STREP: Children will be excluded from school when they have Strep throat. They may return to school after 24 hours on premedication, medication and fever free for 24 hours.

HEAD LICE: All infested students will be excluded from school. Students must receive 1 head lice shampoo treatment and be rechecked in the Health Room before returning to school.

Home and School Association H&SA

St. John LaLande's Home and School Association works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization. By-Laws for H&SA are available on the school website.

The current H&SA team is headed by Abbie Skaggs, acting president. Other members of the cabinet of HSA include Michelle Hendricks, treasurer, Jennifer French, secretary, and Virginia Corbin, vice-president.

All parents are part of the Home and School Association. Meetings are generally held each month. Check the calendar for meeting dates and times.

Kids Club AM & PM Extended Care

Morning care and afternoon care will be supervised by a school employee from 6:30 until 7:40 AM and from 3:15 PM until 6:00 PM. Please see the registration form for current fees and registration information. Kids Club is under the direction of the Early Childhood Director, Molly McAnerney.

Because of COVID policies (see addendum), 72 hours notice is required if you have not registered for regular Kids' Club.

Students attending Kids' Club in the morning or afternoon are expected to follow all school rules and policies.

Library

Each student (K-2) is encouraged to check out one book per week. Each student (3-8) will be allowed to check out two books per week.

A student not returning his or her book or books at the end of the first week will be allowed to renew the book twice but will not be allowed to check out other books until the overdue books are returned.

Books missing for more than 30 days or damaged books are to be paid for by the parent or guardian. Two book fairs are held every year as a fundraiser for the library.

Lost and Found

Any items found in the school building or on the school grounds should be placed in the Lost and Found basket located near the health room. Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.

Students who lose a textbook or workbook are asked to pay for the replacement cost of the book plus shipping in order to receive a new copy.

Lunch Program

This year because of the unusual circumstances of COVID-19 we have elected to stop our hot lunch program. Students will bring a cold lunch from home and students in Grades 3-8 may use

the microwaves. We will have milk available at .35 per container. Presently, we are planning to eat as a group in the cafeteria with social distancing in place as space allows.

We are hoping to be able to offer “special” hot lunches from time to time throughout the year, with volunteers needed on those days. The cost of this “special lunch” will be approximately \$3.00 and families who are eligible for free and reduced lunch will have either the full cost or a partial cost covered by the school. Families must meet income guidelines and must complete the paperwork in your back to school packet in order to qualify for Free or Reduced hot lunch.

For these lunches and the milk, money may be added to your account through our on line student information system, Sycamore, or by sending a check to the school office or cafeteria.

No soda pop is allowed, fast food leftovers should not come in an original container.

Because of our COVID-19 regulations, parents for the immediate future will not be allowed to eat with their student. Please check back as this regulation may change as circumstances warrant or allow.

Teachers will eat lunch with their students and do not have time to open lunch items. Of particular difficulty for Kindergarteners-2nd graders are “gogurt tubes”, lunchables, Capri Suns and some packages of fruit snacks, etc. P

Please be aware that teachers will not be available to open lunch items brought from home.

It is the responsibility of the parents to stay informed of account status and balance. Your balance will be available on Sycamore. The Sycamore system will flag your account when it has a negative balance.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Off-Campus Conduct

The administration of St. John LaLande School reserves the right to discipline its students for off- campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying and social media incidents.

Parent-Teacher Conferences

At the end of the first quarter, parent-teacher conferences will be scheduled. Fall conferences are mandatory.

Parents are welcome to initiate conferences at any time.

Spring Conferences are optional but encouraged. (Some middle school students may be required to attend spring conferences by their teaching team.)

Parties

Classroom parties are provided by room parents for Halloween, Christmas, and Valentine's Day. Please contact the HSA room parent for specific information.

Please be sensitive to parties and outings when not all of the class is invited. It can be very hurtful if you are the one left out. No flower and/or balloon deliveries prizes or gifts to students are permitted

Religious Education

Celebrating the Eucharist and forming religious habits are the most important things children do at St. John LaLande. Parents are encouraged to attend children's liturgies. Teachers and the parish staff work with parents in providing a strong religious education program for your children. Religion is taught each day as well as Christian attitudes and environment presented throughout the day.

Liturgies

Students attend Mass once a week. Students in grades K-4 will attend Mass on Tuesdays at 8:30. Students in grades 5-8 will attend Mass on Thursdays at 8:30. Parents may be able to attend if space permits but are asked to sit in the back of church.

All students, preschool through grade eight, participate in classroom prayer. Specials teachers are asked to begin their classes with prayer, either student or teacher led. School wide prayer begins and ends each day.

Opportunities for celebrating the Sacrament of Reconciliation are provided twice each year for grades 2- 8.

During Lent we participate in a Stations of the Cross service each Friday morning.

There are two all school Rosaries held during the school year. Each class also frequently visits the Rosary garden and prays a rosary as a part of their religion curriculum.

At other times, there are para-liturgical services for special occasions and for special groups of children.

First Reconciliation and First Eucharist

First Reconciliation and First Eucharist studies and celebrations take place in second grade. One parent must attend the informational meetings. Parents must bring in a baptismal certificate or notify the Religious Education Office that their child was baptized at St. John's. One parent must

be a baptized and practicing Catholic. The best preparation for First Communion you can give your child is regular attendance at Mass.

On a voluntary basis, boys and girls from grades 4 through 8 have the opportunity to be trained as altar servers and can be scheduled for serving Mass.

School Safety

Safety Patrol

Students in 8th grade serve as safety patrol monitors during afternoon drop off. This is a volunteer opportunity. 8th graders will wear masks and gloves as they assist students.

The first concern of the safety patrol students is their personal safety and the safety of those they are assisting into and out of vehicles.

Threats

St. John LaLande Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion. Police will be contacted and SJL will support police investigation of any threat against the school, student, or staff member. Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Student safety at school is a top priority for us. If you are aware of a situation that jeopardizes the safety of anyone at school, immediately notify a member of the school staff or your parent/guardian. If you are uncomfortable bringing this situation to the attention of an adult you know, call the Missouri School Violence Hotline at 866.748.7047. Your call may be anonymous.

You may also utilize the TIPS icon on the school website to report any concerns.

Weapons

The possession of any weapon on parish premises, at school activities, or in a vehicle being used for school purpose is prohibited. The only exception to this restriction is a commissioned law enforcement officer. Guns, matches, firecrackers, and pocket-knives, etc. are not to be brought to school at any time of day or night. Bringing a weapon to school is a crime; failure to follow this rule will result in an out of school suspension and referral to Blue Springs Police Department's Youth Outreach Program and/or possible legal action.

Child Abuse and Neglect

School personnel are required by Missouri Law to report, or to cause to be reported, any actual and/or suspected instances of child abuse or neglect to the Division of Family Services and the Diocesan Schools Office.

School administrators will cooperate with investigations conducted by law enforcement personnel and/or the Children's Division of the Missouri Department of Social Services. If the Children's Division or law enforcement personnel seeks to interview a student on school premises, the school will attempt to contact a parent or guardian prior to the interview, except in situations where the parent or guardian is the subject of the investigation.

Service

St. John LaLande School participates in the Presidential Service Program. Service hours can be recorded in Sycamore. Students with at least 50 hours are recognized at our end of the year assembly.

The Administration of St. John LaLande Catholic School reserves the right to amend this Handbook at any time. Notice of amendments will be sent to parents email.

