



**STUDENT AND PARENT HANDBOOK\***  
**2018-2019**

**ST. IGNATIUS CATHOLIC SCHOOL**

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\*This handbook may be updated at any time throughout the year. Notification will be sent to families if changes are made.



St. Ignatius  
Catholic School  

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Holy Apostles

## **St. Ignatius Catholic School Mission Statement**

St. Ignatius is a Christ-centered Catholic school committed to the Ignatian traditions of academic excellence and teaching students to live their Catholic faith through service and the promotion of justice. The school community seeks to inspire students to reach their potential, to act with initiative and integrity, and to engage the world as a place where God can be found in all things.



## Graduate at Graduation - The Path of St. Ignatius



St. Ignatius  
Catholic School  
Holy Apostles

It is our goal that in their time at St. Ignatius, students grow mentally, physically, emotionally, and spiritually while constantly reaching for their highest potential. We hope they honor God by making choices that are for the greater good. St. Ignatius students should strive for the following characteristics:



### **St. Ignatius students are always GROWING.**

They seek out opportunities to expand their minds, imaginations, feelings, and connection to God.



### **St. Ignatius students are constantly LEARNING.**

They are seekers of knowledge and strive to reach their highest potential in all areas, including academics.



### **St. Ignatius students are LOVING.**

They are actively looking for opportunities to see outside of themselves and extend their love and mercy to others.



### **St. Ignatius students are REVERENT.**

They have a deep respect and awe for God that extends to all people, creatures, and the earth.



### **St. Ignatius students are SEEKERS OF JUSTICE.**

They recognize injustice in the world and feel compelled to take action to assist those in need. They prepare themselves to become responsible, concerned citizens of our world.

## **ST. IGNATIUS STUDENTS ARE KIDS FOR OTHERS.**

## **ST. IGNATIUS STAFF 2018-2019**

**\*This page will be updated in August**

**St. Ignatius Catholic School  
Academic School Calendar  
2018-2019**

**\*This page will be updated by August**

## **GOVERNANCE**

### **St. Ignatius School Board**

The purpose of St. Ignatius Catholic School is to participate in the mission of the Church in educating youth as a Catholic School (Canon 803, CCL). This work will be fulfilled by ensuring that quality academic and spiritual formation is being provided to all St. Ignatius's students. St. Ignatius Catholic School's Board has been established as a Board of limited jurisdiction; meaning they have authority over policy, supervision of the principal, and the school budget.

St. Ignatius Catholic School Board Members:

\*Member information will be updated in August

## **The ABCs of St. Ignatius Catholic School**

### **ADMISSIONS**

When applying to St. Ignatius Catholic School, applicants must adhere to the following guidelines:

1. All children wishing to enroll in kindergarten must be five years old on or before September 1 of the school year in which the child enrolls.
2. For a child wishing to enroll in first grade, the child must be six years old on or before September 1 of the school year in which the child enrolls. A five-year-old child who has completed a private or public out-of-state kindergarten for the required 450 hours, but has not reached the “school age” requirement shall be allowed to enter the first grade.
3. A certified copy of the student’s birth certificate or other reliable proof of the student’s identity and birth date must be provided to the school. If other reliable proof is provided, rather than a birth certificate, that proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of a student’s identity and birth date may include a passport, visa or other governmental documentation setting forth a child’s identity.

In cases in which the number of applicants exceeds the number of positions available, priority for admission will be given in the following order:

1. Existing students (including existing pre-school students), siblings of existing students, and children of staff members.
2. Children of active, registered parishioners of Holy Apostles Church.
3. Children of active, registered parishioners from regional Catholic parishes.
4. All other children of the Treasure Valley community (based on first come, first serve and availability)

Please note that priority basis enrollment is only applicable to registration applications for students that are submitted on or before the registration date (for 2018, that date is April 1, 2018). After that date, enrollment will be considered if openings are available on a first come, first served basis from our waiting list after submission of pre-registration form and fees.

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

***Tuition and Fees:***

Grades K – 8

|  | <b>Actual cost to educate each student</b> | <b>Reduced tuition rate for all SI students</b> | <b>Reduced tuition rate for registered and participating parishioners in any Catholic church in the Diocese</b> |
|--|--|---|---|
| <b>First Child</b>                       | \$6500 / Year                              | \$5665.00 / Year                                | \$4120.00 / Year  |
| <b>Second Child</b>                      | \$6500 / Year                              | \$5098.50 / Year                                | \$3708.00 / Year  |
| <b>Third Child (and each additional)</b> | \$6500 / Year                              | \$4532.00 / Year                                | \$3296.00 / Year  |

In addition to annual tuition, some fees will apply. In order to receive the parishioner rate, families must be registered at Holy Apostles or another Catholic parish in the Diocese, and contribute time, talent, and financial resources to support the parish. Active membership is to be determined by the pastor of the parish of which the family is a member and written confirmation of status may be required.

In order for the school to conduct business, families are expected to keep their accounts in good standing. Please see St. Ignatius Catholic School's policy on delinquent tuition for specific information about the process in place for collecting on accounts not in good standing.

***Financial Assistance***

St. Ignatius Catholic School is committed to being financially accessible to families of all income levels. Our financial accessibility allows for the richness and diversity we so value in our school. We encourage families who feel they cannot attend St. Ignatius because of finances to contact our office to obtain a financial aid application. A confidential financial disclosure statement is required.

***Re-Enrollment***

Re-enrollment of current students takes place during the month of February. Priority enrollment for currently enrolled families can only be honored if registration is submitted on or before the re-enrollment deadline and all existing school accounts are current. At any time the school may decide that continuing enrollment of a particular student/family is not in the best interest of the child or the school.

### ***Preschool:***

When enrolling in our preschool, the same requirements for documentation as our K-8 students apply. Preschool students must be at least three years old on or before September 1 of the year in which they are applying and be potty-trained. There are full day and half day schedule options. The full day schedule runs from 8:30 – 3:30 and the half day schedule runs from 8:30 – 11:45.

| <b>Preschool Times/Rates</b> | <b>Full Day (8:30-3:30)*</b> | <b>Half Day (8:30-11:45)*</b> |
|------------------------------|------------------------------|-------------------------------|
| 5 Days ( Mon – Fri)          | \$550 / Month                | \$450 / Month                 |
| 3 Days ( M/W/F)              | \$350 / Month                | Half day not available        |
| 2 Days (Tue/Thur)            | \$250 / Month                | Half day not available        |

**\*Tuition paid over 10 months**

### **ATTENDANCE**

Consistent student attendance is extremely important to school success. Therefore, students are expected to attend school daily and arrive on time. Students who miss more than an hour during the school day may be counted absent for half of the school day. If a student misses more than six school days per trimester, an administrative review of academic progress will be required. In this review, the administration will take into account the reasons for the absences. Absences may be considered excused for valid reasons, such as:

1. Illness of the student.
2. Death in the student's immediate family.
3. Necessity for the student to attend a judicial proceeding.
4. Absences approved in advance by the principal upon the written request of the parent/guardian.

In order for a student to participate in an after school event, he or she must attend school all day on the day of the event unless arranged with the administration.

A student is considered tardy if he/she arrives after 8:30 or leaves more than 10 minutes early. Consequences for chronic tardiness will be determined by the Principal and discussed with parents/guardians.

Parents/guardians must report student absences to the school office by 9:00 am. Students who leave the school premises, or are not in their assigned class without being officially signed out or excused will be considered truant.

If you know of a planned absence from school, please inform your student's teacher in advance. The teacher may be able to provide work ahead of time, but is not required to do so. Students will have two days for every day absent to make up missed work after an excused absence.

## ATHLETICS

St. Ignatius is part of the Treasure Valley Catholic Schools League (TVCS), which offers the following activities:

Academic Quiz Bowl – Grades 6-8

Fall: Cross Country – Grades 6-8; Volleyball – Grades 7-8; Football – Grade 8

Winter: Wrestling – Grades 6-8; Girls Basketball – Grades 7-8; Boys Basketball – Grades 7-8

Spring: Track – Grades 6-8; Tennis – Grades 6-8; Golf Grades 6-8

Sports offered may vary year to year based on interest and availability.

Please see **GRADING** section for more information about eligibility requirements for participating in TVCS activities.

## BEHAVIORAL GROWTH

St. Ignatius is committed to educating the whole child. Teaching students how to manage their emotions, social interactions, and behavior is vital to fulfilling our mission. Students at our school are taught to follow the Path of St. Ignatius by constantly growing and learning, being loving, reverent, and being seekers of justice.

Just as students will make mistakes when learning a new academic concept, it is expected that students will make mistakes when it comes to behavior as well. At St. Ignatius, those mistakes are seen as opportunities for learning and growth. When students make behavioral choices that take them off of the Path of St. Ignatius, they will be allowed to experience that natural consequences of those choices. The majority of these consequences will be delivered by the teachers, instructional aides, or other staff members with input from the students involved. Students will be referred to the administration as a last resort, and in those cases, the St. Ignatius Student Discipline Policy will be followed.

The goal is to have students become aware of how their choices affect others and how that in turn affects others' perception of them. Often the behavioral choices students make that take them off The Path will cause an 'imbalance' in some way in our school community. These students will be tasked with coming up with ways to bring that balance back, which may include individual consequences.



## **BIRTHDAY/SEASONAL CELEBRATIONS**

Please check with your child's teacher in advance to determine the best way to celebrate your child's birthday at school. Each teacher will have classroom guidelines and may or may not allow parents/guardians to bring anything to share with the class. If bringing items is an option, as per the St. Ignatius Wellness Policy, families are encouraged to find alternatives to providing food for the class. If a birthday student receives a special delivery (flowers, etc.), it will be kept in the front office until the end of the school day in order to minimize classroom disruptions.

Invitations to birthday or other parties and thank you notes may not be sent to school for distribution unless all children in the class are being invited to the party. In addition, discussion about parties should not take place at school unless all children have been invited.

There are four seasonal celebrations during the school year, which will be celebrated during the last part of the school day. Halloween, Christmas, Valentine's Day, and an end of the year party will all be planned by room parents with teachers' approval of plans. One sweet treat along with healthy snacks may be provided for the parties.

## **CHILD SAFETY**

The most important responsibility of St. Ignatius Catholic School is the well-being of the students who are entrusted to our care. All teachers, staff, and volunteers who work with children are required by the Diocese of Boise to complete a criminal background check and complete the Safe Environment training. No adult will be allowed to work with children in any capacity until these conditions are met.

### ***Reporting***

Schools are required by law to report any suspected cases of child abuse or neglect to Child Protective Services. The responsibility to report abuse/neglect extends to school employees, volunteers, and parents/guardians. Reports of abuse/neglect should be given immediately to an appropriate supervisor. The person suspecting abuse/neglect should never discuss it with the child in question or anyone other than their immediate supervisor.

### ***Prevention***

St. Ignatius is committed to maintaining an educational environment that protects and promotes dignity, individual worth, and mutual respect for each individual, and is free from harassment, so that students are able to reach their highest potential. Students will receive prevention-focused in-class instruction related to maintaining safe personal boundaries, managing stress and emotions, building healthy relationships, and other similar topics.

Bullying (including cyberbullying), harassment, hazing, and intimidation of any member of the school community are prohibited. Any reports of any of these actions will be taken seriously and will be investigated by the administration. For specific information on actions that are deemed inappropriate, please see the St. Ignatius Catholic School Bullying and/or Harassment Policy in the Policy Manual. Violation of this policy may warrant school disciplinary action, even if the threat is not substantial, direct, or specific enough to constitute a violation of state or federal law. Reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is also strictly prohibited.

### ***Threats***

In the event of any actual or perceived threats of violence or other potentially harmful behaviors, St. Ignatius reserves the right to take any actions it deems necessary for the health and safety of our school community, including the individual making the threat. These actions may include contacting law enforcement, additional mental health professionals, and/or any other outside experts administration deems necessary. Students who make direct threats may be required to undergo a threat assessment. The Threat Assessment Team will determine further action. Suspension or dismissal may be immediate in the case of potential danger to students, staff, or property.

## **COMMUNICATION**

St. Ignatius uses the following methods to communicate with school families and the community on a regular basis:

### ***Website***

Students, parents/guardians, and prospective families can visit [www.stignatiusmeridian.org](http://www.stignatiusmeridian.org) to get a variety of important information about St. Ignatius. Teachers may maintain their own webpage through our school platforms to inform students and parents about class assignments, upcoming tests and projects, and other valuable classroom information. Parents may also find information about HSA, fundraising, uniforms, the lunch program, clubs, and other school information.

### ***Tuesday Communication***

An e-mail update is sent weekly. It includes information on frequently asked questions, school news, upcoming events, HSA activities, and other important information. We strongly encourage parents/guardians to read this document so they know what is happening at St. Ignatius.

## ***The Howl***

The Howl is the monthly newsletter of St. Ignatius. It also contains important information about news, events, and activities. Other information like staff spotlights, health information, counseling information, and a letter from the Principal will be included.

## ***Communication Policy***

Communication regarding official St. Ignatius School business and activities must be approved by the administration prior to distribution. Only school personnel may establish social media accounts associated with St. Ignatius. Any postings to social media on the school's behalf must go through the Director of Advancement or administration. Student names and family information will not be shared without consent. School organizations may create their own distribution list only through voluntary sign-ups.

## **COMMUNITY SERVICE/SOCIAL JUSTICE**



The Jesuit tradition of St. Ignatius calls us to form *Kids for Others* by providing students with opportunities for age-appropriate service. These service projects the students choose should be the result of prayerful thought and reflection. St. Ignatius Catholic School realizes that every child possesses an innate sense of justice. The school seeks to encourage this stage of development in order to inspire students to be active members of the global society who are concerned with social justice.

Students at St. Ignatius are involved in a Lenten service project, in addition to being provided with many other service opportunities throughout the year within the school, parish, and community. Students are encouraged to participate in service with their families outside of school as well. We are hopeful that everyone will be able to find something of interest that will work for their schedule so that they can engage in service activities with other St. Ignatius students and families.

Parents can now use the following SignUp.com website to search and signup for service opportunities: <http://signup.com/go/VuKy/rU>. Parents are encouraged to regularly check this website for new and updated service opportunities. Any questions regarding the service program should be directed to the Service Coordinator, Sarah Doering at [scdoering@gmail.com](mailto:scdoering@gmail.com).

Please note that service hours are completely voluntary and do not count towards parents' required 25 hours for the Family Participation Program (other than time spent working on the HSA Service Committee or organizing an event).

## **CURRICULUM**

### ***Math and ELA***

The Diocese of Boise went through a three-year curriculum redesign for math and English language arts (ELA) that included a vetting process using curriculum from around the nation. Once the curriculum was chosen, the team began the process of adapting and modifying the curriculum to fit the needs of the Diocese. St. Ignatius further extends and adapts this curriculum to meet the individual needs of our classrooms and students. For more information about the Diocese-wide curriculum in math and ELA, please visit the Diocese of Boise website. <https://www.catholicidaho.org/schools>

### ***Science***

The Next Generation Science Standards will be delivered through an inquiry-based learning approach. Students will participate in Expeditions in which their curiosity and passion related to a chosen topic will guide instruction.

### ***Social Studies***

National standards in social studies will be infused with social justice teachings and explored within the ELA curriculum.

### ***Religion***

In addition to the religion curriculum provided by the Diocese of Boise, St. Ignatius will supplement with elements of Ignatian Spirituality.

## **DAILY OPERATIONS**

The school day runs from 8:30 until 3:30 for all students at St. Ignatius. Students may be dropped off in the morning 20 minutes prior to the start of the school day at 8:10, and they will be allowed to play on the playground. In the case of poor weather, students will be directed to the commons during that time.

For interested families, wraparound care is available for additional fees. Before care begins at 7:30 and is \$50/ month prepaid or \$3/day for drop in. After care is available from 3:30 until 5:30pm. A snack is included. The rates for after care are \$15/ day prepaid or \$20/ day for drop-ins.

PreK wraparound care rates are separate from K-8<sup>th</sup> grade rates. These can be found on our website.

**Students who have not been picked up by 3:45 will be taken to after care and the \$20 drop-in fee will be charged for that day.**

Please see attachment for pictures and specific directions for drop-off and pick-up procedures. It is extremely important, for the safety of our students and efficiency of the process, that all parents/guardians understand and follow these procedures. Please model safe and courteous behavior to our students when driving in our lot. Cell phone use is prohibited while driving in the parking lot during pick-up and drop-off times. To ensure the safety of all, it is also imperative that parents/guardians follow the directions of staff members and/or volunteers who are manning the crosswalk and directing traffic. In order to promote the safety of our children, repeat violators of the pick-up and drop-off procedures may be required to park and walk in to retrieve students.

Although attendance for the entire school day is important for optimal learning, it may be necessary to occasionally take students out early. In these cases, parents/guardians should e-mail or send a note to the student's teacher the day before so that he/she is aware. When picking up outside of the normal pick-up window, parents/guardians are required to park and walk in to the school to check their child out. If a student is to be released to someone other than an authorized person, as listed in our student information system, a phone call to the office needs to be made by the parents/guardians will be required and that person will have to show identification prior to taking the child.

## **DIRECTORY**

Families who wish to participate will be included in a whole school directory.

## **DRESS CODE**

St. Ignatius's dress code is intended to encourage modesty, cleanliness, neatness, and pride in one's appearance and school community. Student are reminded whenever they are wearing their school uniform that they are representing St. Ignatius. It is our belief that students should respect each other for who they are, not what they wear. The administration and faculty will monitor student compliance with the dress code. The administration reserves the right to determine the appropriateness of a student's general appearance and compliance with the dress code.

Please visit the uniform company's website ([www.schoolbelles.com](http://www.schoolbelles.com)) or see the attached pages for specific uniform information. Mass is scheduled on Thursday mornings for the 2018-19 school year, so students will wear their mass uniforms on this day. Fridays are spirit days at St. Ignatius, and students are allowed to wear a t-shirt or sweatshirt with the school logo, along with pants/shorts/skirts/jumpers and footwear that are in line with the dress code. There will also be free dress days that will occur at different times throughout the year. Information about these days will be sent home by teachers or will be in the Tuesday communication. On free or theme dress days, the uniform code applies, except in the areas indicated. **\*PLEASE NOTE THERE ARE CHANGES FOR THE 2018-19 SCHOOL YEAR.**

## **FAMILY PARTICIPATION PROGRAM**



At St. Ignatius Catholic School, the growth of our students is a cooperative and collaborative effort by and among families, the school community and the church. Research shows that parental involvement is one of the top indicators of student success. In this vein, we ask the parents of our community to share their gifts and talents. We require that each family contribute at least 25 hours of assistance per year to school sponsored events and activities, including involvement in at least one fund raising event. A fee of \$25 per hour will be charged at the end of the school year for any hours not completed.

We hope that we can make this experience rewarding for both your family and our community, and we seek to understand the unique gifts, talents and interests of each family to best match those abilities with the needs of our community.

These hours of assistance are truly appreciated, and are essential in order for our school to reach its highest potential! As you know, the cost to educate a child at St. Ignatius is HIGHER than the collected tuition. The Family Participation Program is ***one*** of the ways we are able to keep tuition lower- because we involve the gifts and talents of the community in place of dollars spent. They are also a great way to grow stronger as a community. Most importantly, they are a critical means of modeling stewardship for your children and for showing your child your commitment to their education and growth! Volunteer opportunities can be found on our website and will be continuously updated.

### ***Volunteer Guidelines***

All volunteers who work with students are required to attend a Safe Environment workshop, which is sponsored by the Diocese of Boise, and have a criminal background check. Those who have not completed the workshop or have not passed the criminal background check will not be allowed to work directly with students, but can volunteer in other ways outside of the school setting.

Volunteers who have completed the Safe Environment workshop must complete the online renewal process annually. More information about Safe Environment requirements can be found on the school website.

Volunteers must read and sign the St. Ignatius Volunteer Agreement form, which details volunteer responsibilities, prior to volunteering for the first time.

## **FIELD TRIPS**



Parents will be given information and field trip permission forms for each field trip. Each child will be required to have a permission form completed, signed by his/her parent/guardian, and on file in order to leave the school grounds. Phone calls and handwritten notes cannot be accepted.

All participating parents must have taken the Safe Environment Class and the school must have verification. Drivers for field trips must provide copies of their current driver's license and the declaration page of their insurance policy. The Diocese may also require other information and new documentation is required each school year. Only parents or adults 25 years of age or older may drive students on field trips.

When using private vehicles for driving students on field trips, the following rules must be followed:

1. Use of seat belts and booster seats as required is mandatory for every person in the vehicle, including the driver.
2. Students are not allowed to be placed in the front seat, unless they meet age, height, and weight requirements.
3. Travel must be directly to and from the destination. No side trips.
4. A driver must be fully insured.
5. A driver must have a good driving record and the vehicle must be in proper working order. The burden of proof falls on the driver.

### ***McCall Outdoor Science School (MOSS)***

Sixth grade students are given the opportunity to attend MOSS at some point in the school year if St. Ignatius is selected for participation. If there are concerns about a student's behavior, administration may determine that the student cannot attend MOSS.

Please see the St. Ignatius Policy Manual to read the school's policy in regard to school trips and tours.

## **FUNDRAISING**

As a private, non-profit institution, St. Ignatius relies on revenue from a variety of sources. Fundraising is essential to the continued financial health of the school and must be nurtured and coordinated.

All fundraising plans must be submitted to the Principal or designee at least a month prior to the start date, and a Fundraising Event Request Form must be completed. Please see the St. Ignatius Policy Manual for more information about fundraising.

## **GRADING**

Goal: Grading policies at St. Ignatius Catholic School should clearly communicate student academic, spiritual, physical and social progress to families, teachers, and students.

Outcomes:

- Parents understand their child's progress

- Students learn to measure and communicate their own progress- identifying strengths, weaknesses, and setting goals
- Students take pride in their accomplishments
- Students learn to track and measure their own progress
- Teachers know how to adequately meet students' needs and make appropriate placements in learning groups
- Students are working at their own ability level, not necessarily by "grade level"
- All strengths of students are valued, not only academic ones

### ***Grading Procedures***

#### **K-3: Predominantly standards-based grading**

- Content standards are mapped into trimesters. Students are placed in appropriate trimester learning group based on assessment. Lists of standards are shared by teachers in the grade pod. When a student shows mastery of a standard, the evidence is placed in a portfolio (digital or paper). This portfolio is shared and explained at student-led conferences.
- Grade reporting communicates which standards group the student has mastered, and which are developing using the following scale:
  - For content skills: B (beginning development), P (Progressing), M (Mastered).
  - For accountability skills: R (rarely displays behavior), O (Occasionally displays behavior), C (Consistently displays behavior)

#### **4<sup>th</sup>-8<sup>th</sup>: Percentage scale grading**

- Students are graded using a percentage scale on individual assignments and assessments. These grades are separated clearly into two categories:
  - **Accountability:** any homework assignment, daily assignment, or measurement of neatness, turned in on time, etc.
  - **Content:** Any assignment, project, or test that measures content knowledge.
- Parents have constant access through the Plus Portals program to their child's grades and can see assignments and assessments as they are entered by the teacher. It is recommended that parents check their portal at least weekly.
- Students in grades 6<sup>th</sup>-8<sup>th</sup> have access to their student portal and are encouraged to check it frequently.

### ***Individualized Learning Plans***

- All students K-8<sup>th</sup> have an Individualized Learning Plan
- This plan outlines specific goals of the individual student in the following areas:
  - Intellectual/Academic
  - Spiritual
  - Physical
  - Social/Emotional
- Students, teachers, and parents work together to identify goals. Students and teachers reflect each trimester on growth in each area and link evidence, when possible, to prove achievement of goals.



- The ILP also includes activities and involvements of each student- honoring the skills and talents of the person that extend beyond the school environment.

### ***Student-led Conferences (K-8<sup>th</sup>)***

- Student progress is communicated through student-led conferences.
- Student-led conferencing places the responsibility for learning on the student.

### ***Eligibility***

- Eligibility refers to a students' participation in school-sponsored extra-curricular and athletic activities.
- Students in 5<sup>th</sup>-8<sup>th</sup> grade must be in good academic and behavioral standing in order to participate in:
  - School-sponsored athletic games, and games through the TVCS (note: participation in practices is determined on an individual basis between coach, parent, teacher and administrator).
  - School involvements that require missing class time such as, but not limited to: Liturgy (school Mass leadership), Sentinels (student government), Family Group activities, teacher assistance opportunities.
  - Other activities seen as privileges that are not tied to a content area
- Eligibility does NOT apply to:
  - Students in 4<sup>th</sup> grade or below
  - Class field trips
  - Athletic practice (in most cases, see above)
- In order to be considered eligible a student must meet the following requirements:
  - 70% or above in the accountability category of all classes
  - No more than 10 missing assignments total in all classes
  - Be in good behavioral standing

## **HEALTH**

In order to protect the safety and health of our students, St. Ignatius provides CPR and first aid training and education to staff members. If a student becomes seriously ill or injured, school staff will administer necessary basic first aid and/or CPR until emergency personnel arrives. Parents/guardians will be contacted as well, so it is imperative that the school has current contact information for parents/guardians, as well as a backup person who would be called in the event that parents/guardians could not be located. A student who is ill but not in crisis will be sent to the health office. If it is determined that the student is too ill to stay at school, parents/guardians will be notified and an authorized person will be required to pick the student up within an hour of being notified.

St. Ignatius is fortunate to have access to a school nurse through St. Alphonsus who will be at our school at least one day per week. We also will have a CNA on-site one other day per week. The nurse will ensure that teachers and other staff are aware of relevant health information that may impact students in class (ie allergies, etc.). The nurse will also work

with staff to develop any necessary health plans for students and deliver some health-related curriculum in the classroom.

### ***Allergies***

Parents/guardians should be sure to notify their child's teacher, the school nurse, and the front office staff if their child has any allergies. The school will work with families of students with allergies to determine the best plan to keep them safe. Parents/guardians who are supplying food to a classroom should check with the classroom teacher concerning food allergies. To ensure the safety of all, students are not allowed to share food.

### ***Illnesses***

In order to prevent the spread of communicable illnesses and infections, students should not be sent to school if they are contagious. When presenting with the following symptoms, students should be kept at home and not return until they are symptom-free for 24 hours (or for infections until they are cleared by their doctor to return):

1. Any flu-like symptoms (a fever over 100 degrees F and sore throat, cough, congestion, headache, body aches, chills, or upset stomach). Students should be fever-free without using fever-reducing medications before returning to school.
  2. Vomiting or diarrhea.
  3. Contagious diseases (such as chicken pox).
  4. Infections such as pink eye that are highly contagious and easily spread.
  5. Head lice (as long as there are nits). Once treated, students must be checked by the school nurse prior to returning to school. Strict confidentiality will be maintained.
- \*Additional information on our illness policy is available on the website.

### ***Medications***

It is best for students to be given medication at home whenever it is possible. When students do need to take medication at school, parents are required to complete and sign a medication consent form, which can be picked up at the school office. This includes all prescription and over-the-counter medication. Prescription medication must come in the original prescription bottle, clearly marked with the student's name, medicine, doctor, dosage, and the times to be given. Over-the-counter medications must come in the original container, clearly marked with the child's name, dosage, and times to be given.

By law, no staff member may administer medication that is brought to school in an unmarked or improperly marked container (ie sandwich bag, envelope, etc.).

All Treasure Valley Catholic schools who are served by the St. Alphonsus School Health Program must follow the following guidelines when it comes to the administration of medication to students at school:

1. No medications of any kind will be kept in lockers, desks, students' pockets, etc.

2. Parents/guardians will notify the school nurse to request administration of medication at school.
3. Medication consent forms need to be renewed each school year.
4. Only trained school personnel are authorized to administer over-the-counter medications.
5. If they wish, parents/guardians may come to school to administer medications.
6. Medication will be kept locked and each dose administered will be documented.
7. School nurse may request written instructions from health care provider and may determine additional signatures are needed.
8. Field trip situations will be dealt with on an individual basis.
9. Student will be allowed to self-administer medications under certain circumstances;
  - If the school authorization form is completed and signed by parents/guardians, school nurse, and student.
  - School nurse determines if a written order from the health care provider is needed.
  - Student must fully understand how to self-administer the medication, as determined by the student, parents/guardians, school nurse, and/or health care provider.
  - Self-administered medications will be carried on the person of the student.
  - Only one dose of medication needed for each day will be carried by the student.
  - Controlled substances will not be self-administered by students.
  - Parents/guardians are requested to provide back-up medication to be kept at school in case the student does not have their self-administered medication when it's needed (ie inhaler).
  - A separate "Agreement to Carry Inhaler" will be completed.
  - The school nurse will monitor students who self-administer medication.

## HOME AND SCHOOL ASSOCIATION (HSA)



The purpose of the St. Ignatius Home and School Association (HSA) is to support quality Catholic education for the students of St. Ignatius Catholic School through a collaborative network of volunteers, parents, faculty, and school administration who provide a nurturing environment in which our students are challenged to grow in faith, knowledge, and the skills necessary to reach their full potential. The Home and School Association places the highest priority on the spiritual and moral development of our students and families. Focusing on service toward others, we will strive to create a community that integrates academic excellence with Catholic values and welcomes participation from all members of the St. Ignatius Catholic School, Holy Apostles Parish, and the greater Treasure Valley community. The HSA will also serve as the primary fundraising vehicle for St. Ignatius.

All parents of students at St. Ignatius are members of the HSA and are encouraged to attend meetings and activities. Please check the HSA tab of the school's website often to keep up-to-date on important HSA information.

## **HOMEWORK**

In order to ensure that students are constantly growing, learning, and reaching their highest potential, opportunities for extending their learning at home may be provided at their teacher's discretion. Just as students' individual learning needs will be taken into account while at school, the same will be true when teachers assign learning opportunities at home. Parents and students will be given the opportunity on the Individualized Learning Plan to provide input for the learning goals, which will include goals for extended learning opportunities. Parent support for learning that occurs at home is vital. Parents should communicate with teachers about any areas of need.

Our goal is that homework:

1. is purposeful; it introduces new content as an anticipatory set; allows for practicing a skill that students can do independently but not fluently; deepens student knowledge of a learned concept; and/or provides opportunity for students to explore topics of personal interest.
2. is at an appropriate level of difficulty, so that students can complete assignments independently with success, while still finding the learning challenging enough to hold their interest.
3. involves parents in constructive ways, such as listening as students summarize what they learned from an assignment, without requiring them to act as teachers.
4. will be assigned in an amount that is appropriate to students' developmental levels and will not take away too much time from other activities which are important to the development of students' minds, bodies, and spirits. If homework is given, the research-supported guidelines of 10 minutes per grade level beginning in 1st grade will be followed (for example: 2<sup>nd</sup> grade = 20 minutes, 5<sup>th</sup> grade = 50 minutes). Additionally, students of all ages will be encouraged to read nightly.

It is the responsibility of students to communicate with their teachers about missed learning when absent as well as the requirements for making up any assignments.

## **LIBRARY**

St. Ignatius has a well-equipped library/media center/maker space. Books and other materials that are borrowed are expected to be returned on time and in good condition. A fine will be imposed for overdue materials, and damaged or lost materials will need to be replaced with money that the student earns.

## **LOCKERS**

Students in grades 6-8 will be assigned lockers in which to keep backpacks, clothing, and materials. Locks will not be used, so it is recommended that students leave all valuables at home. St. Ignatius will not be responsible for lost or stolen items left in lockers or any other

location in the school. Lockers are school property, and therefore the school reserves the right to inspect lockers at any time.

## **LOST AND FOUND**

Students at St. Ignatius wear uniforms, and therefore it is especially important that parents take the time to label their students' clothing to avoid losing items. Any items found in the school building or on the property will be placed in the lost and found, which will be located in the commons. Periodically, items that are not claimed will be donated to charity, but parents will be notified prior in order to give one last chance to look through left items.

## **MASS**

St. Ignatius students will celebrate Mass together weekly on Thursday mornings. All students are expected to attend and wear their Mass uniforms. Parents and other parishioners are welcome to attend, however, students will be expected to sit with their classmates.

## **MESSAGES**

Students cannot be called out of their classes to receive telephone calls, except in cases of emergencies. Students are not allowed to have their cell phones turned on during the school day, so parents should not attempt to contact their students on their phones. If a message or call comes through during class, the student's phone will be taken away until the end of the day. If parents need to notify students/ teachers of a change in plans after the school day has begun, please call the main office and a message will be taken down to the student's teacher. Do not send an e-mail to the teacher, because teachers are often too busy during the school day to check e-mail, and your message may not be received in time.

## **PARENTS – PARTNERS ON THE PATH**

The role of parents/guardians in the education of their children is critical. St. Ignatius staff members look forward to working with parents/guardians to ensure the development of the whole child; mind, body, and spirit. The staff also look to parents/guardians to assist in keeping our students on the Path of St. Ignatius; forming kids for others who are learning, growing, loving, reverent, seekers of justice. To ensure that their children are reaching their full potential, parents/guardians are encouraged to:

1. Provide for their children's intellectual/emotional/social needs by;
  - Celebrating their children's successes.
  - Setting aside time to listen to their children as they talk about their day, their feelings, or whatever else is important to them.
  - Establishing opportunities and necessary structure for extended learning.
  - Encouraging daily reading.

- Being aware of their children's academic progress and communicating with teachers when there are concerns.
  - Participating in their children's student-led conferences.
  - Modeling and talking to their children about appropriate ways to manage stress and emotions.
  - Being positive when talking about school and encouraging problem-solving when there are difficulties. If parents have concerns or complaints regarding something occurring at school, they are encouraged to discuss with the appropriate staff member without involving students, unless necessary.
  - Assisting students by getting them to school regularly and on time.
2. Provide for their children's physical needs by;
- Ensuring that their children are getting enough sleep. A consistent bed time that provides enough sleep at children's different ages is one of the most important factors in their ability to focus, retain new information, and manage their emotions and behaviors.
  - Ensuring that their children are eating a variety of healthy foods, especially at breakfast, so they come to school fueled up and ready to learn.
  - Encouraging adequate physical activity and limiting screen/device time.
  - Giving their children lots of hugs.
3. Provide for their children's spiritual needs by;
- Attending Mass together on Sundays and Holy Days.
  - Praying together (at meal time, before bed, first thing in the morning, when someone is sick, in thanksgiving when something great happens, and any other time).
  - Praying the Examen daily.
  - Talking about God and the religious concepts their children are learning at school.
  - Encouraging questions and discussing doubts, assuring their children that everyone's faith journey is different, but that God is always there.
  - Participating together in providing service to others.
  - Discussing the Path of St. Ignatius and encouraging their children to be learning, growing, loving, reverent, seekers of justice outside of school as well. Modeling that Christ-like behavior for their children.
  - Modeling forgiveness as well as asking for forgiveness.

## PHOTOS AND YEARBOOKS

Individual student pictures are taken in the fall and class pictures are taken in the spring. Dates and information about ordering pictures will be sent out in advance. Students will wear their Mass day uniforms for class pictures, but may choose any of their uniform options for individual pictures.

## SACRAMENTAL PREPARATION

During our students' 2<sup>nd</sup> grade year, the core of their religious education lies in preparing to receive the sacraments of Reconciliation and First Holy Communion. In order to receive these sacraments, students must be baptized in the Catholic church. Parents are required to be active participants in the students' preparation for these important sacraments. Students who are not baptized Catholic will participate in the religious instruction portion of the sacrament preparation program.

## SCHOOL ADVANCEMENT AND DEVELOPMENT

Fundraising is a critical component to fulfilling the mission of St. Ignatius Catholic School, as fundraising allows us to make our school is accessible to all who desire to be part of our community. Through successful fundraising, we are able keep tuition as affordable as possible for all families and provide additional need based financial assistance. For the 2018-2019 school year, the cost to educate each student is \$6500. As parents know, the tuition paid for each student is substantially less than \$6500. That means that every student that attends St. Ignatius receives financial assistance. Furthermore, we work hard to provide additional need based financial assistance to any family that qualifies.

Our ability to maintain affordable tuition for all, and financial assistance to those who need it, is dependent upon the philanthropic generosity of many. The gifts from our community allow us to "bridge the gap" between the actual cost to educate a student at St. Ignatius and the amount of tuition paid for each student. In addition, these gifts allow us to maintain and improve our facilities, library and technology resources, sustain our financial aid program, and provide on-going professional development for our faculty.

We will host three major fundraising events per year which will be sponsored, planned, and run by the school's parent organization (HSA) with the support of the school's Director of Advancement. We hope that all families will participate in these events is some capacity by committing time, talent and treasure to the best of their ability.

In addition to these events, we will have an annual donation drive in conjunction with the issuance of our annual report in which we ask those that are financially able to contribute to do so.

Every component of a St. Ignatius education is served by successful fundraising in our community. Every student benefits from our fundraising. Our goal is to ensure that we can provide an enriching experience for each individual student through academics, spiritual growth, and social justice opportunities, while still making this unique educational opportunity accessible to all families. To support our goals and for additional information about giving, please contact our Director of Advancement, Jacqueline Kite-Powell at [jkitepowell@stignatiusmeridian.org](mailto:jkitepowell@stignatiusmeridian.org).



### ***St. Ignatius Foundation***

The purpose of the St. Ignatius Foundation is to support the mission, objectives and advancement of St. Ignatius Catholic School. The Foundation will procure and invest financial gifts, grants and bequests that will be used to help support the mission of St. Ignatius School. Foundation monies will be used for student scholarships and tuition assistance, operational funding, and capital improvements. The sole beneficiary of the St. Ignatius Foundation is St. Ignatius Catholic School, and all contributions to the Foundation will benefit the school.

Please consider supporting the important mission of St. Ignatius Catholic School by contributing to the St. Ignatius Foundation with donations of cash, securities or real property or through endowed scholarships, gifting appreciated assets or other estate planning methods.

Even if you are unable to donate at this time, there are many other ways that you can support this important organization. For more information on how you can support the Foundation and the tax benefits of contributing, please visit our website or contact Tom Sorge at [tomsorge@msn.com](mailto:tomsorge@msn.com).

### ***Idaho Education Tax Credit***

The Idaho Education Tax Credit lets you support St. Ignatius Catholic School with dollars you would otherwise pay on your Idaho Income Tax Return. Through 2020, the State will CREDIT 50% of the first \$500 for an individual or \$1000 for a married couple filing jointly. In addition, the normal charitable deduction permits you to deduct the amount of your contribution on your Federal Income Tax Return as well as on your State Income Tax Return. Depending on your tax bracket and liability, your contribution to St. Ignatius could cost you very little. For example, a \$2000 contribution to the Foundation could cost you as little as \$300 out of pocket after all tax benefits are applied (depending on your tax bracket and liability).<sup>1</sup>

The IETC is a great way for you to support the mission of St. Ignatius Catholic School and help keep the cost of tuition low for all families that attend.

### **SCHOOL CLOSURE**

According to Board policy, the Principal or designee has the authority to close the school or dismiss students early in the event of hazardous weather or other emergencies that threaten the safety or health of the students or staff.

Information about school closures will be delivered via the text message alert system and will be posted on the St. Ignatius website. [stignatiusmeridian.net](http://stignatiusmeridian.net)

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<sup>1</sup> FIGURES ARE BASED ON A 35% TAX RATE. ITEMIZED TAX CREDIT RATES VARY ACCORDING TO THE TAX STATUS OF EACH INDIVIDUAL. PLEASE CONSULT YOUR TAX ADVISOR, OR CURRENT TAX TABLES, FOR THE TAX BENEFITS THAT APPLY TO YOUR CIRCUMSTANCES.



## **SCHOOL EMERGENCY RESPONSE**

When an emergency or crisis affects the school, the well-being of St. Ignatius students is the first priority of the administration and staff. All available resources will be used to ensure their health and safety. If a situation arises, please note the following:

1. Information will be sent out via our text system and information will be available on local television and radio stations. Please DO NOT call the school or Diocese, as all of the phone lines will be needed to deal with the emergency.
2. Our school building is likely to be one of the safest places children could be during most crises or natural disasters.
3. In most situations, students will be kept at school until the crisis has passed.
4. If students are needing to evacuate the building, parents will be informed and the information about the safest pick-up location will be shared. Students will only be released to parents or others who are listed as authorized to pick-up.
5. Follow normal pick-up procedures unless otherwise directed by the administration.

## **SCHOOL PROPERTY**

Students are responsible for and expected to properly care for school property that is supplied to them throughout the school year. Property of the school includes, but is not limited to, such items as textbooks, laptops, lockers, athletic uniforms, athletic equipment, musical instruments, and apparel provided in order to adhere to dress code requirements. If property is not returned or is damaged beyond what would be considered normal wear and tear, the student will be charged the replacement value of the item.

Please see the St. Ignatius Catholic School Policy Manual for more details about the use of school property by outside organizations.

## **SEARCH BY SCHOOL OFFICIALS**

According to Board policy, St. Ignatius Catholic School reserves the right to search a student's person, student's personal belongings, and lockers without notice, consent, or search warrant on school or church property, at school-sponsored events, or while under the supervision of school officials.

If a search of a student is deemed necessary, parents will be contacted afterwards to inform them of the situation.

## **SENTINELS (STUDENT LEADERSHIP)**

The members of the Sentinel team will be chosen through an application process. Interested students will need to meet certain requirements, complete an application, and be interviewed by a panel of staff members.

## STUDENT DISCIPLINE POLICY

St. Ignatius Catholic School has a responsibility of facilitating a safe learning environment. Each student and parent is expected to recognize the school's authority extends from within the building, to the playground, to the church, to the sidewalks crosswalks or at school-sponsored events which are off campus. We expect St. Ignatius students to respect themselves, their family, their school, their church, their classmates, and their community.

St Ignatius has a school-wide Behavioral Growth Plan. Should a discipline issue arise, the respective classroom teacher and/or Principal will handle the situation. Natural consequences will occur on an individual student basis as necessary to encourage growth and learning.

Any student involved in a disciplinary offense may incur consequences up to and including a suspension from extracurricular activities, suspension from school, or dismissal. The Principal or his/her designee shall, at his/her discretion, determine the type and duration thereof. Students who make direct threats may be required to undergo a threat assessment. The Threat Assessment Team will determine further action. Suspension or dismissal may be immediate in the case of potential danger to students, staff, or property.

### ***Reasonable Physical Force Policy***

Although we expect that all of our students will stay on the Path of St. Ignatius, if a student exhibits behavior that is out of control, reasonable physical force may be used upon that student by a staff member with or without advanced notice when such force is deemed necessary:

- for self-defense;
- for the protection of others or the student; or
- to protect the school's property.

The nature and severity of the physical force should be commensurate with the circumstances of the situation. The following factors should be considered in determining the appropriateness of the force used:

- the purpose, including the safety of others;
- age, strength, and current and past behavior of the student; and/or
- availability of other, equally effective options for dealing with the situation.

The Board does not believe that corporal punishment (which includes any physical punishment, such as spanking, inflicted on a child by an adult in authority) deters disruptive behavior. Therefore, it may not be used as a way to discipline students. The provisions of this policy apply to incidents which occur on school or church property, as well as any school-sponsored activity, regardless of location.

Violation of this policy by a staff member may involve actions up to and including dismissal. Violation of this policy by a volunteer or visitor may involve actions up to and including

future prohibition from entering the school or attending school-sponsored activities. Administration shall submit the case to the appropriate law enforcement agency when charges warrant such action.

## **STUDENT ELECTRONIC DEVICES**

During the school day, which will be signified by the first and last bell, cell phones, iPods, and any other personal communication devices (excluding calculators in math or science classes) shall be turned off and not be visible during the school day.

Students who have these items turned on or visible in the classrooms, hallways, or in the cafeteria will have the device taken away and may only be retrieved by a parent/guardian, unless arrangements are made with the administration.

## **STUDENT/PARENT CONCERNS**

St. Ignatius Catholic School seeks to foster open communication between students, parents, faculty, staff, and administration. Should a concern arise, the following procedure shall be followed:

1. The parent/student will schedule a conference with the teacher.
2. Should this conference fail to resolve the problem, parents will schedule a conference with the Support Services Coordinator or member of the leadership team.
3. If problems persist, the parents will confer with the Principal.
4. Only after discussing the issue with the Principal should the Pastor of Holy Apostles and/or the St. Ignatius School Board be involved. If a parent wishes a meeting with the St. Ignatius School Board, they must complete a *Proposal Form* and contact the Principal to be added to the agenda. Parents should not expect the Board to provide a forum for airing concerns that have not been placed on the agenda.

## **STUDENT RECORDS**

The Family Education Rights and Privacy Act (PL 93-380) establishes the right of parents and legal guardians to have access to their children's records and limits the disclosure of personally identifiable information from school records, without parental consent. Non-custodial parents may also have rights to access their children's records unless court documents state otherwise. Parents who wish to see their children's records are asked to contact the main office to make an appointment. If a family has outstanding financial commitments to St. Ignatius, records will be transferred to another institution once those financial commitments are met. Eighth grade students' records will be sent to Bishop Kelly High School in January unless parents specifically request to have them sent elsewhere.

St. Ignatius personnel will only release a student or the student's information to a parent/guardian or those individuals who have written authorization from the parent/guardian or in accordance with any legal duty. St. Ignatius will take steps to be in compliance with court orders, provided that it has been given a copy of such orders. If restricted access to a student or student information is required, it is the responsibility of the parent/guardian to provide the school principal or designee with a copy of the most recent court orders.

## **STUDENTS WITH SPECIAL NEEDS**



It is the goal and obligation of St. Ignatius Catholic School to work diligently to ensure that all children desiring a Catholic education are given that opportunity, including those students with special needs. Special needs include learning differences, social/emotional needs, physical needs, and giftedness. Families of students with special needs shall work with the Support Services Coordinator to develop a support plan to increase the student's chance of success. All students at St. Ignatius are considered to be unique individuals with different strengths and needs, which is why every student shall have an Individualized Learning Plan. The plan for students with special needs may include contacting the local public school district to secure additional available resources. Communication between families and school staff is vital to the successful coordination of services.

Although the goal is to provide a St. Ignatius education to all students who desire it, the Board recognizes that in some cases, that may not be possible and/or in the best interest of the student. St. Ignatius does not have access to the same number of resources as the public school system and does not have a separate special education program. St. Ignatius administration and staff shall work with families to make decisions to ensure that all students are in the environment that provides an appropriate level of resources, support, and ultimately success.

## **TECHNOLOGY**



The St. Ignatius Catholic School Acceptable Use Policy applies to all devices on the St. Ignatius campus including, but not limited to: personal laptop computers, tablets, iPads, school computers, and cell phones. St. Ignatius Catholic School students are expected to use technology resources in a considerate, ethical, moral, and legal manner.

St. Ignatius Catholic School's technology resources are intended to enhance educational opportunities, productivity, and communication within the school community. The use of St. Ignatius Catholic School's technology is a privilege and not a right.

### ***Computer Use Policy***

All St. Ignatius Catholic School technology systems and information stored on them are subject to school supervision and inspection. This includes, but is not limited to: storage

systems facilitated by St. Ignatius (including Google Apps for Education), school computers, and all connectable devices brought on campus by students. Furthermore, St. Ignatius reserves the right to disclose such information to civil authorities. Any student who violates this policy or any applicable local, state, or federal laws is subject to disciplinary action, a loss of technology privileges, and may face legal prosecution.

The school reserves the right to confiscate and review information on any student's electronic device.

### ***Acceptable Use***

St. Ignatius Catholic School provides network and computer access to students for use in accordance with its mission and philosophy. Student use of the St. Ignatius computer network must be consistent with the philosophy of St. Ignatius Catholic School and its educational goals.

### ***Prohibited Use***

Students agree the following uses of technology while connected to the St. Ignatius network or in conjunction with St. Ignatius data are prohibited:

1. Inappropriate Use:
  - Sending, receiving, displaying, or accessing defamatory, threatening, racially offensive, obscene, harassing, sexually offensive, inappropriate, or illegal materials including chain-letters, solicitations, or broadcast messages;
  - Gaming without the approval of faculty or administration
2. Vandalism/Hacking: Using St. Ignatius access or other Internet access to interfere with or disrupt network users, services, St. Ignatius equipment or data or the equipment or data of another student, either locally or off campus. This includes, but is not limited to, the uploading or creation of computer viruses;
3. Unauthorized Entry: Accessing or trying to make unauthorized entry to any machine accessible via the St. Ignatius network or on remote networks. If a student notices a security problem, the student must notify school personnel immediately;
4. Inappropriate Material: Using their St. Ignatius access to knowingly visit sites that contain illegal, defamatory, inaccurate, or potentially offensive material nor import, transmit and/or transfer any of this material to other computers;
5. School Personnel: Taking, transmitting, sharing or posting to websites any images, photos, comments or video of employees of St. Ignatius Catholic School. This includes the creation of fan pages or groups on social networking sites;
6. Private Use: Providing St. Ignatius access or password or sharing another student's password with any other student or non-student. Students may not use another individual's account or log onto the school network as anyone else.

7. Personal Privacy: Invading the privacy of individuals, or revealing personal information of others or themselves, such as home address, phone number, etc. to any person or company on the Internet or through email;
8. Unauthorized Programs or Computers: Altering St. Ignatius computer equipment (including copying, deleting, or installing programs or executables) without the permission of school personnel.
9. Copyright: Posting to websites or blogs any photos or logos that are property (intellectual property) of St. Ignatius Catholic School. Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
10. Commercial Use: Attempting to sell or offer for sale any goods or services that could be construed as an enterprise, unless approved by the Board or their designee.
11. Bypassing Security: Using unauthorized technology for the purpose of bypassing security systems, including internet filtering. This includes the use of ssh, proxy-bypass software, remote desktop sessions, anonymising websites/ software, personal hot-spots or other technologies.
12. Personal Devices: At no time will a student connect their personal device to the St. Ignatius network.
13. Social Media: Students are prohibited from interacting with St. Ignatius staff members on social media.

Any costs, charges, liabilities, or damage associated with a student's misuse of St. Ignatius technological property are the individual student's responsibility. Any consequences of service interruption or privacy violation may lead to disciplinary action. Such action can include suspension and or dismissal from St. Ignatius Catholic School, and legal prosecution.

Violations of the Acceptable Use Policy fall under the Student Discipline Policy.

## **VISITOR IDENTIFICATION**



St. Ignatius Catholic School encourages and welcomes parents/guardians and other individuals with legitimate school business to visit and attend school events. To protect the safety of students from unauthorized persons or illegal activity, signs shall be posted in each school building requiring all visitors to report to the school office during school hours. All visitors must sign in and out and wear an identification badge during their visit.

Individuals who fail to comply with this policy may be questioned, asked to leave, referred to the appropriate law enforcement agency, and/or denied further access.

## **WEAPONS POLICY**

St. Ignatius Catholic School is committed to providing a safe and secure environment for all students, staff, and visitors in order to maximize learning opportunities. While the school cannot guarantee elimination of all safety threats, it directs the administration to implement policies and procedures, which are designed to reduce and minimize the safety risk.

St. Ignatius Catholic School has no tolerance for students or their family members who use, threaten to use, or possess on any school or church premises or at any school-sponsored activity, regardless of location:

- Firearms
- Destructive devices
- Weapons
- Dangerous instruments
- Explosives
- Mace or other chemicals
- “Look-alike” weapons

Students who assist others in doing any of the above are subject to the same disciplinary action.

The Principal or designee has the authority to determine the extent of the threat and/or the disruptiveness to the health, safety, and/or educational process of other individuals in each particular situation. For the purposes of this policy, no tolerance means that consequences will occur if this policy is violated and that the consequences will be commensurate with the circumstances of each situation.

## **WELLNESS POLICY**

In order to ensure that students are constantly growing, learning, and reaching their highest potential, the St. Ignatius School Board recognizes the importance of promoting physical health. Research indicates that regular physical activity and access to nutritious foods reduces the risk of obesity and other associated diseases. As part of ensuring attention to the whole child, students will have goals for nutrition, health, and physical fitness on their Individualized Learning Plans.

It is the policy of the Board to:

1. Educate students about the importance of making good choices in taking care of their bodies: physically, emotionally, and spiritually.
2. Provide access to nutritious foods.
  - The lunch program and snacks provided during the school day or in before/after-school care will make a positive contribution to students’ diets and health. Meals

and snacks will primarily consist of fruits, vegetables, whole grains, proteins, and/or low sugar items, and beverages will primarily be limited to water or milk (USDA Smart Snacks in Schools guidelines will be used).

3. Promote the development of a healthy relationship with food.
  - Staff will not use food or beverages as rewards for individual academic performance or good behavior and whole-class food rewards will be limited.
  - For birthdays, parents/guardians are encouraged to find alternatives to providing food for the class.
4. Promote healthy living in our community.
  - Encourage the development and implementation of wellness activities for students, families, staff, and the community.
  - To support healthy lifestyles for our students and community, school fundraising activities will include alternatives to those that involve the sale of food items. Any food fundraisers must be approved by Administration and are encouraged to meet the USDA Smart Snacks in Schools guidelines.
5. Provide opportunities for physical activity throughout the school day. Removing or reducing opportunities for physical activity will not be used as a means of discipline.

### ***Meals and Snacks***

All students in grades K – 8 will bring their own healthy snack to school daily. Families are encouraged to follow USDA Smart Snacks guidelines when choosing snacks to send. Pre-K students will have snacks provided in class.

All St. Ignatius students have the choice of bringing their own lunch or ordering lunch through the school's hot lunch program. For students bringing their own lunch, be aware that there is no refrigeration and no means for the reheating of food, so plan accordingly with food safety in mind. Lunches provide fuel to our students' brains for an afternoon of learning. Parents/guardians are encouraged to keep this in mind when packing lunches and provide their children with healthy food choices. Hot lunch will be available daily for \$3 per student.



## APPENDIX A: DRESS CODE

\*Items with an asterisk must be purchased through School Belles.

|            | Boys   | Girls  |
|------------|--|--|
| <b>K-8</b> | <p>Pants/Shorts:</p> <ul style="list-style-type: none"> <li>Navy blue or khaki shorts or pants</li> <li>No cargo or jeans</li> <li>No holes</li> </ul> <p>Tops:</p> <ul style="list-style-type: none"> <li>Embroidered navy, maroon, or white polo*</li> <li>Students in grades 6-8 may wear a quarter zip sweatshirt with the school logo (purchased through the school)</li> <li>Optional: Maroon or navy sweater with logo*</li> </ul> <p>Footwear:</p> <ul style="list-style-type: none"> <li>Socks: White, black, navy, grey, or maroon</li> <li>Shoes: closed-toed <ul style="list-style-type: none"> <li>Predominantly black, brown, white, grey, maroon, or navy</li> <li>Practical for physical activity</li> </ul> </li> </ul> | <p>Pants/Shorts:</p> <ul style="list-style-type: none"> <li>Navy blue or khaki shorts or pants</li> <li>No cargo or jeans</li> <li>No holes</li> <li>No leggings or tight pants</li> </ul> <p>Plaid Jumper*:</p> <ul style="list-style-type: none"> <li>White, navy, black, gray, or maroon tights, leggings, or bike shorts must be worn under</li> </ul> <p>Plaid Skirt*:</p> <ul style="list-style-type: none"> <li>White, navy, black, gray, or maroon tights, leggings, or bike shorts must be worn under</li> </ul> <p>Tops:</p> <ul style="list-style-type: none"> <li>Embroidered navy, maroon, or white polo*</li> <li>Jumper only: Embroidered logo not required for tops under jumper</li> <li>Students in grades 6-8 may wear a quarter zip sweatshirt with the school logo (purchased through the school)</li> <li>Optional: Maroon or navy sweater with logo*</li> </ul> <p>Footwear:</p> <ul style="list-style-type: none"> <li>Socks: White, black, navy, grey, or maroon socks</li> <li>Shoes: closed-toed <ul style="list-style-type: none"> <li>Predominantly black, brown, white, grey, maroon, or navy</li> <li>Practical for physical activity.</li> </ul> </li> </ul> |

|                        | Boys  | Girls  |
|------------------------|---|--|
| <b>MASS DAY</b>        | <p>Pants (belt required for those in grades 6-8):</p> <ul style="list-style-type: none"> <li>Navy blue or khaki pants (no shorts)</li> <li>Students in 6<sup>th</sup>-8<sup>th</sup> grade must wear a belt</li> </ul> <p>Tops:</p> <ul style="list-style-type: none"> <li>White dress shirt with logo* (tucked in)</li> <li>Tie or bowtie in uniform plaid, navy, or maroon*</li> <li>Optional: Maroon or navy sweater with logo*</li> </ul> | <p>Plaid Jumper*:</p> <ul style="list-style-type: none"> <li>White, navy, black, grey, or maroon tights, leggings, or bike shorts must be worn under</li> </ul> <p>Plaid Skirt*:</p> <ul style="list-style-type: none"> <li>White, navy, black, grey, or maroon tights, leggings, or bike shorts must be worn under</li> </ul> <p>Tops:</p> <ul style="list-style-type: none"> <li>White blouse with logo* (must be tucked in)</li> <li>Jumper only: logo not required on blouses under jumper</li> <li>Optional: Maroon or navy sweater with logo*</li> </ul> |
| <b>PE (Grades 6-8)</b> | <p>Shorts:</p> <ul style="list-style-type: none"> <li>Black athletic/basketball shorts</li> </ul> <p>Shirt:</p> <ul style="list-style-type: none"> <li>St. Ignatius PE T-shirt (available for purchase at the front office)</li> </ul>  | <p>Shorts:</p> <ul style="list-style-type: none"> <li>Black athletic/basketball shorts</li> </ul> <p>Shirt:</p> <ul style="list-style-type: none"> <li>St. Ignatius PE T-shirt (available for purchase at the front office)</li> </ul>   |
| <b>Hair</b>            | <ul style="list-style-type: none"> <li>Hair must be neat, clean, properly cut and styled (no extremes)</li> <li>No unnatural hair coloring; hair must be of one natural color (no two-tone; three tone; etc.); however, natural highlights are acceptable</li> <li>No facial hair other than sideburns trimmed at the earlobe</li> </ul>  | <ul style="list-style-type: none"> <li>Hair must be neat, clean, properly cut and styled (no extremes)</li> <li>Unnatural colors are not permitted; hair must be of one natural color (no two-tone; three tone; etc.); however, natural highlights are acceptable</li> </ul>   |

### **Jewelry/Tattoos/Head Covering/Make-up**

- Girls are allowed to wear small earrings (those which do not pose a potential safety/tearing risk) in moderation.
- Hats/visors/stocking caps/ beanies/sunglasses etc. are not allowed to be worn inside the building during the school day (headbands and hair ties that correspond with school colors are allowed).
- Young ladies in 7-8<sup>th</sup> grade may wear make-up in moderation (Girls younger than 7<sup>th</sup> grade may not wear make-up).
- Tattoos (including temporary ones) are discouraged and should never be visible.
- No artificial nails.
- Smart watches are considered devices and covered under the Student Electronic Devices Policy.

On **designated Spirit Days**, all students may wear a t-shirt or sweatshirt with the school logo along with pants/shorts/skirts/jumpers and footwear that are in line with the dress code.

***Parents, students and staff must work together*** to ensure that the dress code is enforced and supported. Students who are not following dress code will be asked to change into appropriate clothing. Staff members may refer students to Administration for dress code violations.

The Administration will make the final decision on all matters pertaining to dress code.

## **APPENDIX B:**

The drop-off/pick-up lanes at St. Ignatius Catholic School are designed to provide safe and efficient circulation for parents and students. The proper use of these lanes will result in an efficient period of unloading and loading of students during the morning and afternoon. We ask parents to drop-off students no earlier than 8:10 am and arrive for pick-up between 3:30 pm and 3:45 pm. Adult supervision of the area is limited outside of these times. If dropping off outside of these times, parents/guardians are required to park and walk their students in the building.

For the safety of the students and staff, we ask that during drop-off and pick-up times you help us adhere to the following procedures:

### Drop-Off:

Pre-K parents/guardians should enter the site through the N. Rio Vista Way entrance and drop-off at the west building entrance sidewalk. Parents should loop through the west parking lot and exit through the N. Rio Vista Way exit.

Kindergarten through 8<sup>th</sup> grade parents/guardians should utilize the primary and secondary drop-off lane on the north side of the school building. Please note that both of these lanes will function as one-way traffic from west to east during drop-off. Parents/guardians should enter the site through the Director Rd. entrance and proceed to the dual drop-off lanes. Continue as far as possible to the east before stopping at the curb to unload your student. Once your student is unloaded, pull into the bypass lane and exit the drop-off area. Do not leave your vehicle unattended in the drop-off area. All students dropped off in the secondary lane, must walk on the sidewalk and cross to the building at the crosswalk. Parents exiting the site can use the Chinden Blvd. exit to travel east or the Church exit to travel north, south, or west.

Parents/guardians who prefer to park and walk their children to the building need to park in the designated zone and cross the drop-off at the crosswalk.

**\*Students and parents/guardians must comply with direction from crossing guards and staff at all times\***

### Pick-Up:

Pre-K, Kindergarten, and 1<sup>st</sup> grade parents/guardians should enter the site through the N. Rio Vista Way entrance, park in the west lot, and pick-up at the gate to the playground on the west side of the building. Parents/guardians should loop through the west parking lot and exit through the N. Rio Vista Way exit. Pre-K – 1<sup>st</sup> grade students who have siblings in grades 4 and up may be picked up from their classroom by the older sibling with parent permission and meet parents in the front pick-up area.

2<sup>nd</sup> through 8<sup>th</sup> grade parents/guardians should utilize the primary and secondary pick-up lane on the north side of the school building. Please note that both of these lanes will function as one-way traffic from west to east during pick-up. Parents/guardians should enter the site

through the Director Rd. entrance and proceed to the dual pick-up lanes. Continue as far as possible to the east before stopping at the curb to load your student. Once your student is loaded, pull into the bypass lane and exit the drop-off area. Do not leave your vehicle unattended in the pick-up area. All students picked up in the secondary lane, must cross to the sidewalk at the crosswalk and continue on the sidewalk to their parent's vehicle. Parents/guardians exiting the site can use the Chinden Blvd. exit to travel east or the Church exit to travel north, south, or west.

During times of congestion, parents/guardians should not park or wait on Meridian Road. Enter the site at the Church Entrance, travel east to the east edge of the parking lot and circle back through the middle of the parking lot prior to entering the pick-up lane.

Parents/guardians who prefer to park and walk their children from the building need to park in the designated zone and cross the pick-up lanes at the crosswalk.

**\*Students and parents/guardians must comply with direction from crossing guards and staff at all times\***

Pedestrians:

Students walking or biking to school should use the sidewalks to travel to the bike parking area and main building entrance. During drop-off and pick-up periods, pedestrians should be cautious, dismount bikes, skateboards, and scooters; and walk to the sidewalk at Meridian Rd. Students can travel north and south on the Meridian Rd. sidewalk and cross other streets at marked crosswalks.

**\*Students and parents/guardians must comply with direction from crossing guards and staff at all times\***

## APPENDIX C: Pick-up / Drop-off Maps









