



**STUDENT AND PARENT HANDBOOK**  
**2019-2020**

**ST. IGNATIUS CATHOLIC SCHOOL**

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# Overview



## **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

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 Catholic School Calendar 2019-2020

School Hours: Mon - Fri 8:30 - 3:30 (Unless otherwise noted)

AUGUST 2019	
7th (Wednesday)	New Family Social 6:00 pm
13 - 16th (Tuesday - Friday)	School Office Open from 8:00 am - 12:00 pm
15th (Thursday)	Supply Drop-Off/ Teacher Meet & Greet 4:30 - 6:00 pm/ PK Meeting 5:30pm
19th (Monday)	First Day of School (All grades)
28th (Wednesday)	Safe Environment Training 8:30 am
30th (Friday)	Staff Collaboration for Student Growth ( <b>Noon Dismissal / No After Care</b> )
SEPTEMBER 2019	
2nd (Monday)	Labor Day - <b>SCHOOL CLOSED</b>
7th (Saturday)	Fall Festival 5:30 pm at St. Ignatius
19th (Thursday)	Safe Environment Training 5:00 pm/Back to School Night 6:00 pm
20th (Friday)	Staff Collaboration for Student Growth ( <b>Noon Dismissal / No After Care</b> )
OCTOBER 2019	
3rd (Thursday)	Staff Professional Development ( <b>Noon Dismissal / No After Care</b> )
4th (Friday)	Diocese Professional Development ( <b>No School</b> )
10th (Thursday)	Individual- Students Picture Day
11th (Friday)	Fun Run
20th (Sunday)	School hosted Mass 6:00 Holy Apostles
23rd (Wednesday)	Enrollment Open House 5:30pm
24th (Thursday)	Student-Led Conferences 12:00 - 8:00 pm ( <b>Noon Dismissal /No After Care</b> )
25th (Friday)	Student-Led Conferences 9:00 am - 5:00 pm ( <b>No School</b> )
31st (Thursday)	No Student Mass
NOVEMBER 2019	
1st (Friday)	All Saints Day Mass 2:20pm
8th (Friday)	Staff Collaboration/ End of 1st Trimester ( <b>Noon Dismissal / No After Care</b> )
22nd (Friday)	Jr. High Rally @ BK

25th - 29th (Monday - Friday)	Thanksgiving Break - <b>SCHOOL CLOSED</b>
<b>DECEMBER 2019</b>	
6th (Friday)	Staff Collaboration for Student Growth ( <b>Noon Dismissal/ No After Care</b> )
9th (Monday)	Feast of the Immaculate Conception Mass 2:20pm
12th (Thursday)	No Student Mass
19th (Thursday)	No Student Mass / Christmas Concert 6:30 pm at Holy Apostles
<b>20th ( Friday)</b>	Virgen de Guadalupe Mass 8:45am
<b>DECEMBER 23 - JANUARY 6</b>	Christmas Break - <b>SCHOOL CLOSED</b>
<b>JANUARY 2020</b>	
6th (Monday)	Staff Professional Development ( <b>No School</b> )
7th (Tuesday)	School Resumes
15th (Wednesday)	Safe Environment Training 8:30 am
20th (Monday)	Martin Luther King Day - <b>SCHOOL CLOSED</b>
26th (Sunday)	School hosted Mass 9:00 am & 11:00 am Holy Apostles
26 - 31st (Mon - Fri)	Catholic Schools Week
31st (Friday)	Staff Collaboration for Student Growth ( <b>Noon Dismissal / No After Care</b> )
<b>FEBRUARY 2020</b>	
3rd - 7th ( Mon - Fri)	6th Grade Students to MOSS
8th (Saturday)	Father/Daughter Dance at Holy Apostles
14th (Friday)	Staff Collaboration for Student Growth ( <b>Noon Dismissal / No After Care</b> )
17th (Monday)	President's Day - <b>SCHOOL CLOSED</b>
18th - 21st ( Tues-Fri)	7th Grade Students to MOSS
20th (Thursday)	Grandparents' Day Mass 2:20pm
22nd (Saturday)	St. Ignatius Dinner Auction at Riverside Hotel
26th (Wednesday)	Ash Wednesday Mass 8:45am (no Mass Thursday)
28th-1st ( Fri-Sun)	7th & 8th Grade Treasure Valley Wide Hallissey Basketball Tournament
28th (Friday)	End of 2nd Trimester
<b>MARCH 2020</b>	
1st ( Fri - Sun)	7th & 8th Grade Treasure Valley Wide Hallissey Basketball Tournament



5th ( Thursday)	Student Mass 8:45 am - followed by Faith in Action Fair assembly in the gym ( 10 - 10:30 am, then student presentations 10:35 - 11:30. Clean up and then <b>(Noon Dismissal / No After Care)</b> Staff Collaboration for Student Growth.
5th (Thursday)	Staff Collaboration for Student Growth <b>(Noon Dismissal / No After Care)</b>
6th (Friday)	Diocese Staff Professional Development <b>(No School)</b>
20th-22nd ( Fri - Sun)	4th - 6th Grade Holy Spirit Basketball Tournament in Pocatello
23 - 27th (Mon - Fri)	Spring Break - <b>SCHOOL CLOSED</b>
<b>APRIL 2020</b>	
2nd ( Thursday)	Class Picture Day
9th (Thursday)	No Mass
10th (Friday)	Good Friday / Living Stations of the Cross @ 12:15
13th (Monday)	Easter Monday - <b>SCHOOL CLOSED</b>
16th (Thursday)	Student Mass 8:45 / Student-Led Conferences 12 pm - 8 pm <b>(Noon Dismissal / No After Care)</b>
17th (Friday)	Student-Led Conferences 9 am - 5 pm <b>(No School)</b>
18th (Saturday)	First Communion Retreat 3 pm - 8 pm
26th (Sunday)	School hosted Mass 11:00 am Holy Apostles - First Communion
30th (Thursday)	Spring Concert - (Middle School Elective) 6:00 pm -7:00 pm
<b>MAY 2020</b>	
7th (Thursday)	May Crowning Mass at 2:20 pm
8th (Friday)	Staff Collaboration for Student Growth <b>(Noon Dismissal / No After Care)</b>
20th (Wednesday)	Volunteer Appreciation Breakfast @ 8:30 am
21st (Thursday)	8th Grade Baccalaureate Mass @ 8:45 am Spring Concert ( K-5th Grade) 6:00 pm - 7:00 pm
25th (Monday)	Memorial Day - <b>SCHOOL CLOSED</b>
26th (Tuesday)	8th Grade Graduation 6:00 pm St. Ignatius Gym. Dinner following Graduation
28th (Thursday)	Last Day of School <b>(Noon Dismissal / No After Care)</b>
June 5th	School office closes for summer break at 4:00 pm

## **St. Ignatius School Board**

A parochial school board is different from a public school board. It is also different from the Board of Governance at Bishop Kelly. Public school boards and the Board of Governance at Bishop Kelly have the final authority over their schools. In a parochial school, such as St. Ignatius, the pastor has the final authority. However, as most pastors are extremely busy and do not have degrees in education administration, parochial school boards are established to assist the pastor in administering the school, and therein lies the purpose of the St. Ignatius School Board. The Board's ultimate purpose is to ensure the long-term viability of the school. The Board does not deal with the day-to-day management of school affairs, including personnel issues. These are handled by the school administration. The Board looks ahead and develops a 3- and 5-year plan for the school.

Additionally, the St. Ignatius Catholic School Board has been set up as a board with limited jurisdiction. This means that the pastor has given the Board some jurisdictional powers - such as establishing policy and overseeing the finances of the school. As such, the St. Ignatius Board is comprised of people with a variety of backgrounds; including finance, educational administration, facility maintenance, and technology expertise. There are also a limited number of seats on the Board for St. Ignatius parents. Serving on the School Board is a volunteer position with no financial benefits.

Board terms are set up for 3 years, and the initial board was established with members rotating off at 1, 2, and 3 years to ensure stability. Board members may renew their term at the discretion of the pastor. The Board can have a maximum of 10 members, all of whom are appointed by the pastor.

*If a parent wishes to discuss policy concerns or suggestions 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.*

# 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 other Catholic parishes.
4. All other children of the Treasure Valley community (based on first come, first served and availability)

Please note that priority basis enrollment is only applicable to pre-registration applications for students that are submitted on or before the registration date (for 2020, that date is February 1, 2020). After that date, enrollment will be considered if openings are available on a first come, first served basis after attending a tour or the open house.

St. Ignatius Catholic 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 programs, any athletic and other school administered programs. The school

reserves the right to determine that enrollment of a particular student/family is not in the best interest of the child or the school and thereby deny enrollment.

## **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>	\$6,216/ Year	\$5,892 / Year	\$4,285 / Year
<b>Second Child</b>	\$6,216/ Year	\$5,302 / Year	\$3,856 /Year
<b>Third Child (and each additional)</b>	\$6,216/ Year	\$4,713 / Year	\$3,428 / Year

In addition to annual tuition, some fees will apply. Once paid, all fees and tuition are non-refundable. 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/or 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.

St. Ignatius uses the FACTS® Tuition Management Service and all tuition payments should be made via FACTS®. There is an annual non-refundable administrative fee for enrollment in the program.

Families must notify the school in writing if they will be withdrawing their student(s). Any tuition and/or fees paid prior to withdrawal are nonrefundable. The school will not forward records for students who withdraw until all outstanding balances are paid.

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 submit a financial aid application (which can be found on our website). A confidential financial disclosure statement is required.

## Re-Enrollment

Re-enrollment of current students takes place during the months of January/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. The school reserves the right to determine that re-enrollment of a particular student/family is not in the best interest of the child or the school and thereby deny enrollment.

## 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.

While toileting accidents are expected to occur on occasion with preschool students, accidents that are recurring and without improvement may result in the student being asked to temporarily stay home until successfully potty trained.

There are full-day and half-day schedule options. The full day schedule runs from 8:25 – 3:25 and the half day schedule runs from 8:25 – 11:45. Approximately one Friday per month is an early release day for all PreK-8th grade students.

Preschool Times/Rates	Full Day*	Half Day*
5 Days ( Mon – Fri)	\$5,434/ Year	\$4,446 / Year
3 Days ( M/W/F)	\$3,458/ Year	Half day not available
2 Days (Tue/Thur)	\$2,470/ Year	Half day not available

\*Tuition paid over 10 months

## ATTENDANCE

Consistent student attendance is extremely important to school success. The school calendar provides for extended weekends and other vacation time throughout the year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt students' learning. Students are expected to attend school daily and arrive on time. If a student is late or absent due to illness or a doctor's appointment, please bring a doctor's note to the front office.

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 may 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. Students who are tardy or leave early must be walked into or out of the building and signed in or out by a guardian. For student safety, please do not drop off a student outside of regularly scheduled drop-off times. 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.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of St. Ignatius Students. Students who leave the school premises without being officially signed out or are out of their assigned classroom without permission 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.

If you are picking your child up early from school for an appointment, please call the front office in advance whenever possible. If you need to pick up your child between 3:15-3:30, you must call or email prior to 3:15pm, otherwise the office cannot guarantee that your child can be retrieved from class during that busy window of time.

## **ATHLETICS/EXTRA-CURRICULAR ACTIVITIES**

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

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

All year: Band - Grades 6-8

Sports offered year to year may vary based upon interest and availability. TVCS also hosts dances throughout the year for 7th and 8th grade students.

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

## 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 the natural consequences of those choices. The majority of these consequences will be delivered by the teachers, instructional aides, or other staff members.

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 expected to bring that balance back, which may include individual consequences.

- *Common language* - Using common language with our students is important because consistency improves outcomes.
- *Counseling curriculum* - St. Ignatius school psychologists will teach grade appropriate monthly lessons that promote the development of social/emotional skills.
- *School-wide positive behavioral supports* - St. Ignatius works to reinforce the behavior of our students who are staying on The Path by awarding Paw Prints and other forms of positive acknowledgement to students. Incentives and rewards may be included in this process.
- *"Bring Back Balance"* – Students who are not staying on The Path may be given a consequence for their behavior. A Bring Back Balance form may be sent home as a way to communicate that consequence with parents/guardians. A reflection sheet may also be assigned for students to complete at home.
- *Administrative Referral*- In some cases, the seriousness of the behavior may make a referral to the assistant principal necessary. Parents/guardians will be contacted.

Consequences may include, but are not limited to, JUG (detention), in-school suspension, out of school suspension, and/or dismissal.

## **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. Additional class-specific events including a sweet treat may be allowed with special permission from administration.

## **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 (including but not limited to, participation in class parties, field trips, coaching or leading after school clubs and teams).

### **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 who 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, forms, and documents to be used 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, school lunch program, clubs, and other school information.

## **Tuesday Communication**

An e-mail newsletter is sent weekly. It includes information on frequently asked questions, school news, upcoming events, HSA activities, and other important information. Parents/guardians are expected to read this newsletter each week in order to stay current on what is happening at St. Ignatius.

## **The Howl**

The Howl is the quarterly newsletter of St. Ignatius Catholic School. This newsletter is intended for the broader St. Ignatius community and is intended to share the wonderful things happening at St. Ignatius and celebrate our greater St. Ignatius community. It also contains information about upcoming events and activities. Other information like staff spotlights, health information, counseling information, and a letter from the principal may be included.

## **Communication Policy**

Communication regarding official St. Ignatius Catholic 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. 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 Faith In Action 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: <https://signup.com/group/976612102086>

Parents are encouraged to regularly check the Tuesday Communication for new and updated service opportunities. Any questions regarding the service program should be directed to the service coordinator.

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).

## **CONFIDENTIALITY**

The staff at St. Ignatius have great respect for our students' right to privacy. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. Ignatius adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at St. Ignatius are forbidden from posting photographs taken at school-sponsored events that occur during school hours that include the images of students, other than their own, on their personal social media pages without the permission of the parents involved. Such postings are a violation of St. Ignatius's adherence to FERPA and the Child Protection Act. In addition, parents must respect the fact that school staff will only discuss students with those students' parents/guardians and staff members as necessary.

## **CURRICULUM/ACADEMICS**

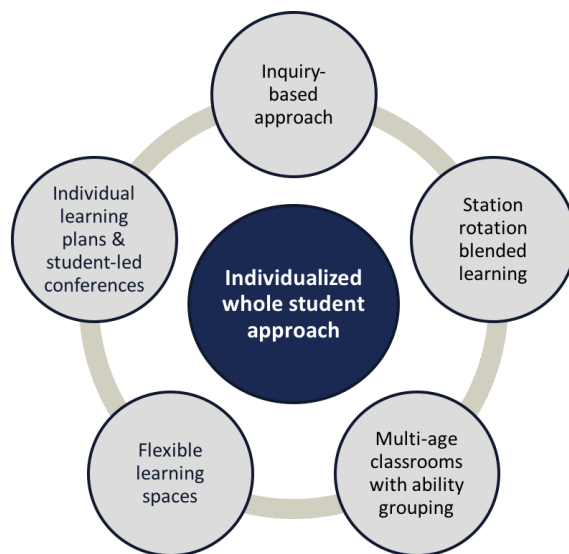
### **Personalized Learning**

St. Ignatius is committed to a personalized learning environment. This is accomplished through:

- Station Rotation and skills-based groupings in Math and ELA
  - Students are grouped by skills in Math K-8th grade. Placement is determined by:
    - i. MAP testing (or prior testing results)
    - ii. Classroom assessments
    - iii. Teacher observation and prior placement
  - Each classroom teacher focuses on a set of skills. Groups within the classroom will move at different paces towards mastery of these skills.
  - Frequent collaboration is key to this model. Teachers should continually reassess and move students to groups that best match the student's pace and skill level.
  - Blended learning is a key component of personalized learning.

Students have personalized blended learning software in both math and ELA. K-3 should spend no more than 45 minutes per day (on average) on blended learning software. 4th-8th grade should spend no more than 120 minutes using computers on average per day.

- Individualized Learning Plans
  - Individualized Learning Plans recognize that each student is an individual with unique gifts and talents.
  - ILPs place learning goals in the hands of the learner- encouraging students to take accountability and ownership of their own learning and proof of that learning.
  - See explanation of ILPs in “Grading Philosophy” below.
- Student-Led Conferences
  - See explanation of Student-Led Conferences in “Grading Philosophy” below.



## Curriculum

St. Ignatius Catholic School uses the approved curricular standards for the Diocese of Boise Catholic Schools for math, ELA, and religion. Please visit the Diocese of Boise website: <https://www.catholicedaho.org/schools> if you would like to review the curriculum standards.

## Science

The Next Generation Science Standards are delivered through an inquiry-based learning approach. Project-based learning, hands-on learning, and STEAM education are integrated throughout the science program.

## Social Studies

National standards in social studies are infused with social justice teaching. In middle school, social studies standards are integrated into ELA through a block humanities course.

## Religion

In addition to the religion curriculum provided by the Diocese of Boise, St. Ignatius supplements elements of Ignatian Spirituality and an emphasis on Catholic Social Teaching as approved by the U.S. Conference of Catholic Bishops.

## Movies and Videos

Movies and videos can be tools to enhance the learning process. Educational videos less than 20 minutes may be used to help teach or enforce a learning objective. Movies are shown rarely at school. If a movie is being shown, it must be rated G or PG and tied to a learning objective and communicated to parents prior to the movie showing.

## 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. Students who arrive on campus prior to 8:10 will be required to check-in to before care and their account will be charged. 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 5:30. A light snack is included. The rates for after care are \$15/ day.

Students who are picked up late will be charged \$1 per minute per student for every minute past 5:30. If a student is picked up late more than two times in a trimester, they will no longer be permitted to participate in the after care program.

Pre-K wraparound care rates are separate from K-8<sup>th</sup> grade rates. These rates can be found on our website. You must sign-up in advance of using this program.

**Students who have not been picked up by 3:45 and have not been previously enrolled in the after-care program will be taken to after care the daily after care 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 the 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.

Students who are traveling to and/or from school unsupervised must have a signed Unsupervised Transportation Form on file with the front office. Students who are not following the unsupervised transportation guidelines may be denied the ability to leave school grounds unattended and be required to be picked up by an authorized adult.

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.

## DRESS CODE

St. Ignatius's dress code is intended to encourage modesty, cleanliness, neatness, and pride in one's appearance and school community. Students 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. Students will receive a reminder form if they are not in compliance with the dress code. In cases where a student is repeatedly in violation of the dress code or if it is determined that the violation is a distraction, parents may be called to bring the correct attire.

There are two approved uniform providers for the St. Ignatius school uniform: Educational Outfitters ([Educational Outfitters](#)), and Schoolbelles ([Schoolbelles](#)). Students should wear mass uniforms on Thursdays, unless mass falls on a different day of the week due to a Holy Day or special event. 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. Middle school students may wear BK, TVCS, or MOSS shirts or sweatshirts on Friday spirit days.

## 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. 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 or parish sponsored events and activities, including involvement in at least one fund raising event. These hours may be completed by others (grandparents, friends, siblings, etc.) on your behalf. It is each family's responsibility to record hours in the volunteer binder located in the front office. 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 in school communication.

### 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 they can volunteer in other ways outside of the school setting so long as there are no interactions with students.

Volunteers who have completed the Safe Environment workshop must complete the on-line 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**

Field trips at St. Ignatius are designed to correlate with teaching units to achieve curricular goals. They are evaluated each year to determine the compatibility with these goals. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition. All grades do not always have the same number of field trips. Individual teachers, in consultation with the Principal, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, academic, behavioral, and/or health concerns. In some cases, a student may only be allowed to attend a field trip if his/her parent is also able to attend. Student cell phones are not allowed on field trips unless otherwise directed by the teacher and/or Principal. Cell phones brought by students on field trips will be confiscated and parents will be required to pick them up at the office at the end of the school day.

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. If a student does not have a signed permission slip, he/she will not be allowed to attend the field trip and an authorized person must pick the student up from school. Parents who choose not to have their students participate in a field trip will be required to keep their students home on that day and the students will be marked absent. All participating parents must have met all of the Safe Environment requirements as outlined by the Diocese of Boise. The school must have verification of compliance prior to the field trip. In addition, parents who chaperone a field trip may not bring preschool or school aged siblings on the field trip.

### **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. Additionally, if there are concerns about a student's health/safety, administration may determine that the student will be required to be accompanied by a parent during their time at MOSS. If health, safety, or behavioral concerns arise while attending MOSS, parents may be required to pick up their student early and discontinue the program.

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 skill level, not necessarily by "grade level"
- All strengths of students are valued, not only academic ones

### Grading Procedures

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

- Math and ELA 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 (through Rediker) communicates which standards group the student has mastered, and which are developing using the following scale:
  - NI (Not introduced), I (introduced), D (Developing), M (Mastered)
  - For example: Kindergarten student A is working at a first grade level in math. Her report card shows mastery (M) of standards in the Kindergarten level and that she is developing (D) skills at the first grade level. Kindergarten student B is struggling with the first trimester Kindergarten standards. Her report card shows that these standards have been introduced (I).

- Social studies, science, and religion grades are skills-based. A set of skills is outlined on the report card. Teacher uses evidence to show mastery of those skills using the same scale as above.

#### **4<sup>th</sup>-8<sup>th</sup>: Mixture of standards-based and percentage scale grading**

- For math, the same system listed above (in K-3) is used. Standards are grouped into trimesters by grade level. The report card indicates in which standards group the student is working and which have been mastered.
- Additionally, 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 a portal to their child's grades and can see assignments and assessments as they are entered by the teacher.
- The report card distinguishes grades in each class/subject by accountability and content, thereby accurately separating what the student knows in the content area from how he/she performs as a student.

Beginning in fourth grade, parents have consistent access to student progress through the Plus Portals online grading system. It is the shared responsibility of the teacher and parent to track and monitor student progress. Parents should contact their child's teacher if they have concerns about student progress.

### **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
  - Social/Emotional
- Students, teachers, and parents work together to identify goals. Students and teachers reflect each trimester on growth in each area.
- 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**

- 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 including TVCS.

- 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), 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 one day per week. We also will have a CNA on-site two other days 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 are required to notify their child's teacher, the school nurse, and the front office staff if their child has any life-threatening allergies. The school will work with families of students with allergies to determine the best plan to keep them safe. Parents/guardians of students with allergies are responsible for providing all food for their affected students. 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. St. Ignatius makes no claim to be a peanut-free school.

Students with allergies who participate in school sponsored field trips may face challenges to their physical health. St. Ignatius will make reasonable accommodations for all students and will inform field trip chaperones regarding students' allergy issues. A field trip generally occurs in a less controlled environment where allergen triggers may be present. In the event that parents/guardians are concerned about a student's presence on a field trip due to his/her special health needs, they are encouraged to keep the student home or attend the trip with their student.

## **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. Head lice (as long as there are nits).

\*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. School personnel are not authorized to administer over-the-counter medications; they must be administered through the school nurse; with proper authorization.
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 form 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 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 V 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, damaged, 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. St. Ignatius is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to, all electronic devices.

## **MAP testing**



All students, K-8, will participate in MAP testing. MAP testing occurs in the fall, winter, and spring. This data is critical to the educational practices of the school including tracking student growth, assessing proper placement of students in learning groups, and in analyzing school programs and instruction. Testing occurs in the classroom setting and disrupts the equivalent of less than one full day of school per testing session (spread over multiple days). Participation in MAP testing is not optional.

## **MASS**



St. Ignatius students will celebrate mass together weekly. 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/smart watches during the school day or during before/after care, so parents should not attempt to contact their

students on personal devices. 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**



We, at St. Ignatius, consider it a privilege to work with parents in the education of children, because as Catholics we believe parents are the primary educators of their children. 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. Once parents/guardians have chosen to enter into a partnership with us at St. Ignatius, we trust they will be loyal to this commitment. During these formative years, students need constant support from both parents/guardians and school staff in order to develop in all areas. It is important that both parents/guardians and school staff remember that support for each other is critical. Dividing authority between school and home or within the home will only teach disrespect of all authority. If there is an incident or concern at school, it is the parents/guardians' job to first investigate the complete story. Evidence of mutual respect between parents and school staff will model mature behavior and relationships. Talking negatively about school staff at home will create an attitude of distrust, which negatively impacts learning.

It is essential in forming responsible, resilient people, to allow students (at a developmentally appropriate level) to take responsibility for the grades they have earned and to be accountable for homework, assignments, tests, service projects, and other assignments. Students should be allowed to experience the logical consequences for their behavior and choices.

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.



- Encouraging inclusive behavior and acceptance of differences of others.
  - 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.
4. Provide for the needs of their children's school by:
- Notifying the school office when the student will be absent or tardy.
  - Notifying the school office of any changes of e-mail, address, or important phone numbers.
  - Meeting all financial obligations to the school.
  - Informing the school of any special situation regarding the student's well-being, safety, and health.
  - Completing and returning any requested forms or information promptly.
  - Reading school notes, e-mails, and other communication.
  - Supporting the religious and educational goals of the school.
  - Supporting and cooperating with the wellness policy, academic model, and behavioral growth plan of the school.
  - Treating staff members with respect and courtesy in discussing concerns.
  - Refraining from posting negative comments about the school, students, teachers, and/or the administration on social media.

Together, let us begin this year with a commitment to partnership as we support one another in helping our students reach for their Magis.

## 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 individual and class 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 accessible to all who desire to be part of our community. Through successful fundraising, we are able to keep tuition as affordable as possible for all families and provide additional need based financial assistance. For the 2019-2020 school year, the cost to educate each student is higher than the tuition collected. 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 who 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 in 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 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.org](http://stignatiusmeridian.org)

## 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 new 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, furniture, and apparel provided in order to adhere to dress code

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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.

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 selected by a panel of staff members.

## **STUDENT DISCIPLINE POLICY**



St. Ignatius Catholic School has the responsibility of facilitating a safe learning environment. Students and parents are expected to recognize that the school's authority extends from within the building, to the playground, to the church, to the sidewalks/crosswalks, and/or to 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 the Assistant Principal/Principal will handle the situation. Natural consequences will occur on an individual student basis as necessary to encourage growth and learning. School staff are only able to share with parents the consequences that are given to their student(s).

Any student involved in a disciplinary offense may incur consequences up to and including 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**



Cell phones, iPods, smart watches and any other personal communication devices (excluding calculators in math or science classes) shall be turned off and in backpacks or lockers during the school day, while checked into the extended care program, and upon arriving to school each 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. If problems persist, the parents will confer with the appropriate member of the school leadership team (see Appendix E for communication flow chart).
3. The Principal will be involved if necessary or if the situation is unresolved.
4. Only after discussing the issue with the Principal should the Pastor of Holy Apostles be involved.

*Parents should not contact board members in regards to individual student concerns. Please see section on St. Ignatius School Board for information on contacting the Board regarding policy-related matters.*

## 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. It is the responsibility of the parents to share any official custodial information decided through the courts. In the absence of any court document that indicates otherwise, the school will view each parent as having full legal custody of his/her child and each will be given full access to the student and academic/other school related records.

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. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

School faculty and administration will communicate the academic and behavioral progress at St. Ignatius of the 8th grade students who have applied to Bishop Kelly with Bishop Kelly staff upon request by the high school.

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 School Psychologist 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 has 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.



Our teachers and students use a number of online programs and platforms and educational software to enhance and facilitate learning. Use of these programs requires that basic student information (e.g., name, age, date of birth) be disclosed for account set up. Please notify the front office if you would like more information about educational software and online programs and platforms being used by your students.

## **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.

## **Online Platforms**

St. Ignatius Catholic School uses a variety of online resources and platforms for instruction, assessment, parent communication, and student data management. A list of these online

platforms can be found in Appendix D. Use of these school-approved platforms is part of the curriculum and daily management of the school and therefore opt-outs from these platforms is not an option.

## **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.

## **VIDEO SURVEILLANCE**



St. Ignatius Catholic School uses video surveillance to monitor the health, welfare, and safety of all staff, students, and visitors, and to safeguard all school facilities and equipment. Video cameras may be placed in locations throughout our campus, including the playground and parking areas, as deemed appropriate by school administrators and in compliance with local privacy laws.

Anyone who visits the St. Ignatius Catholic School campus may have their actions recorded and preserved by the surveillance system. Images and video captured through surveillance may be used as evidence that may subject them to appropriate disciplinary and legal action, including, but not limited to, disclosure to law enforcement. Surveillance video recordings may become a part of a student's educational record.

### **Request for access**

Requests to view or obtain copies of any video surveillance recording from any person or entity who has not been authorized by the school Principal to access such recordings must come in the form of a civil or criminal subpoena, search warrant, or other legally mandated order.

## **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 the Principal 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. Students in Pre-K and Kindergarten 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

St. Ignatius's dress code is intended to encourage modesty, cleanliness, neatness, and pride in one's appearance and school community. Students are reminded that whenever they are wearing their school uniform 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 code.

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

K-8	
<b>Boys</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*</li> <li>• Optional: Maroon or navy sweater with logo*</li> <li>• Optional: navy jacket 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> <li>○ No heels</li> <li>○ No more than 1" raise on boot heel</li> </ul> </li> </ul>
<b>Girls</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> <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 solid-colored tights, leggings (no athletic 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 solid-colored tights, leggings (no athletic 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</li> <li>• Optional: Maroon or navy sweater with logo*</li> <li>• Optional: navy jacket 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> <li>○ No heels</li> <li>○ No more than 1" raise on boot heel</li> </ul> </li> </ul>
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## MASS DAY

Boys	Girls
<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 solid-colored tights, leggings (no athletic 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 solid-colored tights, leggings (no athletic 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>

## PE

Boys	Girls
<p>Shorts:</p> <ul style="list-style-type: none"> <li>• St. Ignatius black athletic/basketball shorts*</li> </ul> <p>Shirt:</p> <ul style="list-style-type: none"> <li>• St. Ignatius PE T-shirt*</li> </ul>	<p>Shorts:</p> <ul style="list-style-type: none"> <li>• St. Ignatius black athletic/basketball shorts*</li> </ul> <p>Shirt:</p> <ul style="list-style-type: none"> <li>• St. Ignatius PE T-shirt*</li> </ul>

### **OTHER UNIFORM NOTES:**

- Girls' leggings must be cotton and solid-colored (no patterns or textures). Athletic pants are not considered uniform approved leggings.
- Skirts and jumpers must be no shorter than 2 inches above the knee.
- Clothing must be worn as it was intended.

### **HAIR**

- Hair must be neat, clean, properly cut and styled (no extremes)
- Hair must stay out of the eyes
- No unnatural hair coloring; hair must be of one natural color (no two-tone; three tone; etc.); however, natural highlights are acceptable
- Boys - No facial hair other than sideburns trimmed at the earlobe

### **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 must coordinate with school colors. Large bows, sequins, and headbands with accessories attached (other than subtle bows/flowers) are not 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 makeup).
- Tattoos (including temporary ones) are discouraged and should never be visible.
- Girls may wear nail polish in moderation and if it is not a distraction to the learning environment. 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: Drop off and Pick Up

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 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.

1st 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.

Students who have a younger sibling in 1st grade or higher may stand with their sibling and the teacher of that child during pickup.

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.

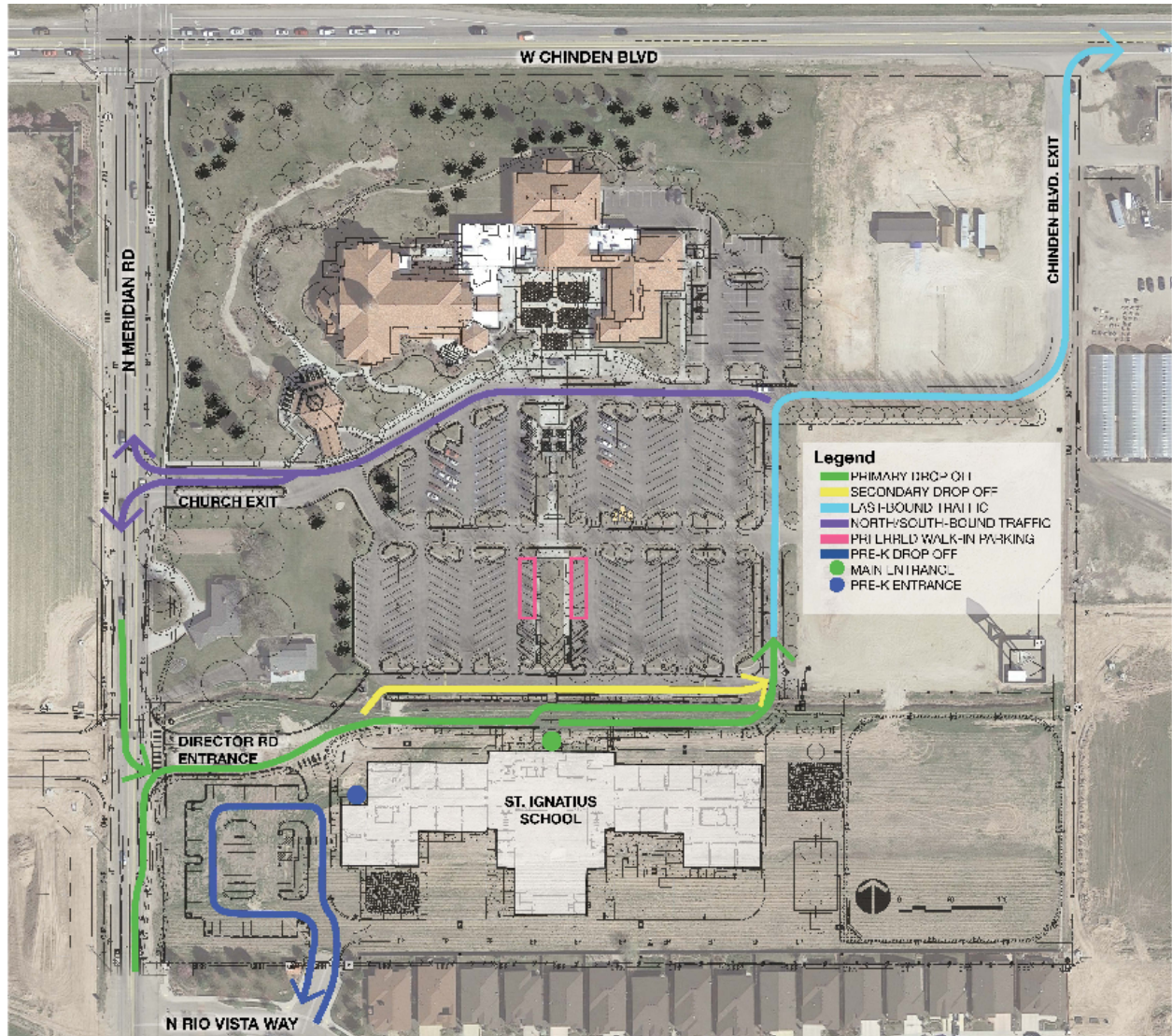
**\*Students and parents/guardians must comply with direction from crossing guards and staff at all times\***

Pedestrians:

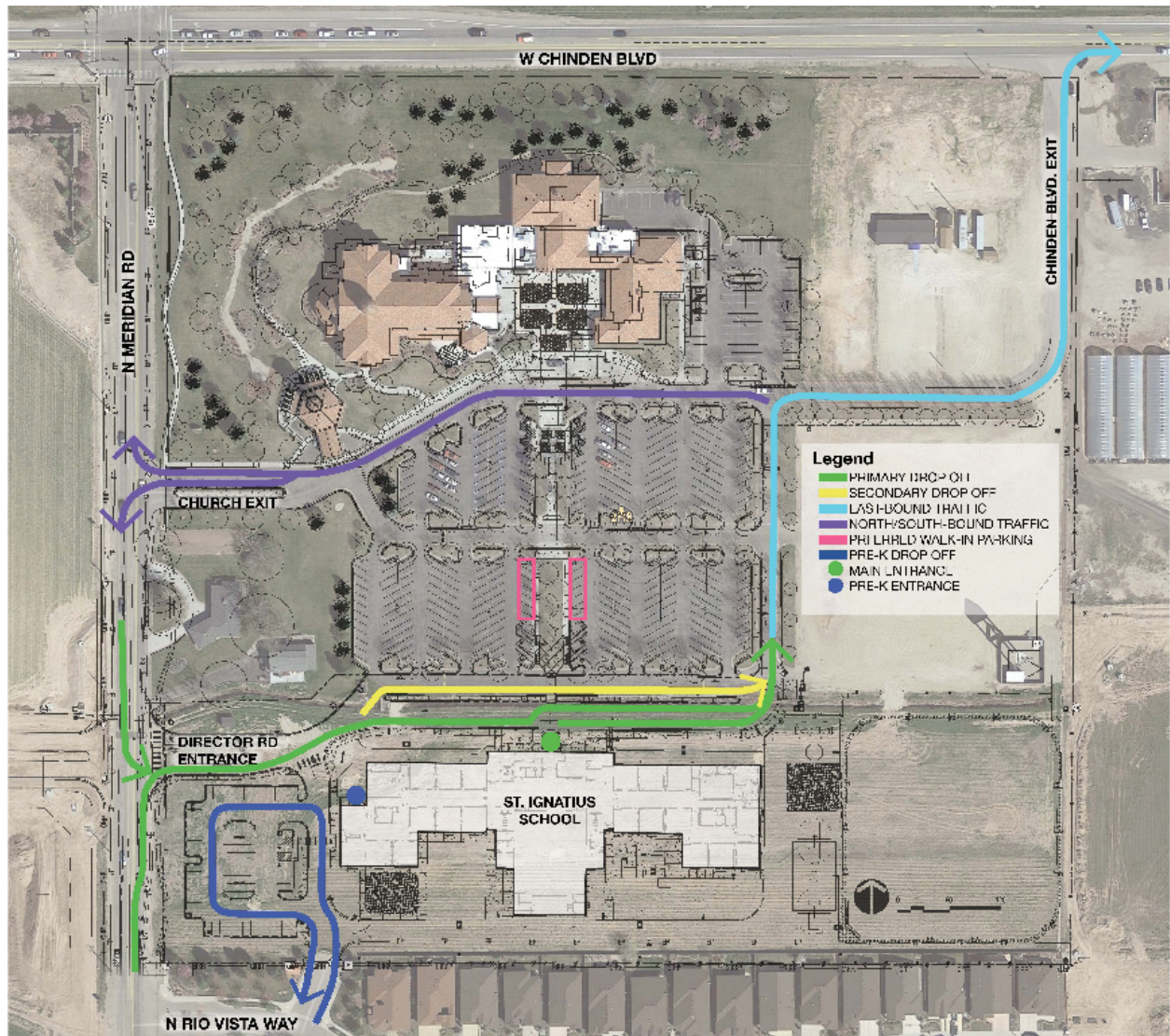
Students walking or biking to school should use the sidewalks to travel to the bike parking area and main building entrance. During drop-off and pick-up periods, pedestrians should be cautious, dismount bikes, skateboards, and scooters; and walk to the sidewalk at Meridian Rd. Students can travel north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

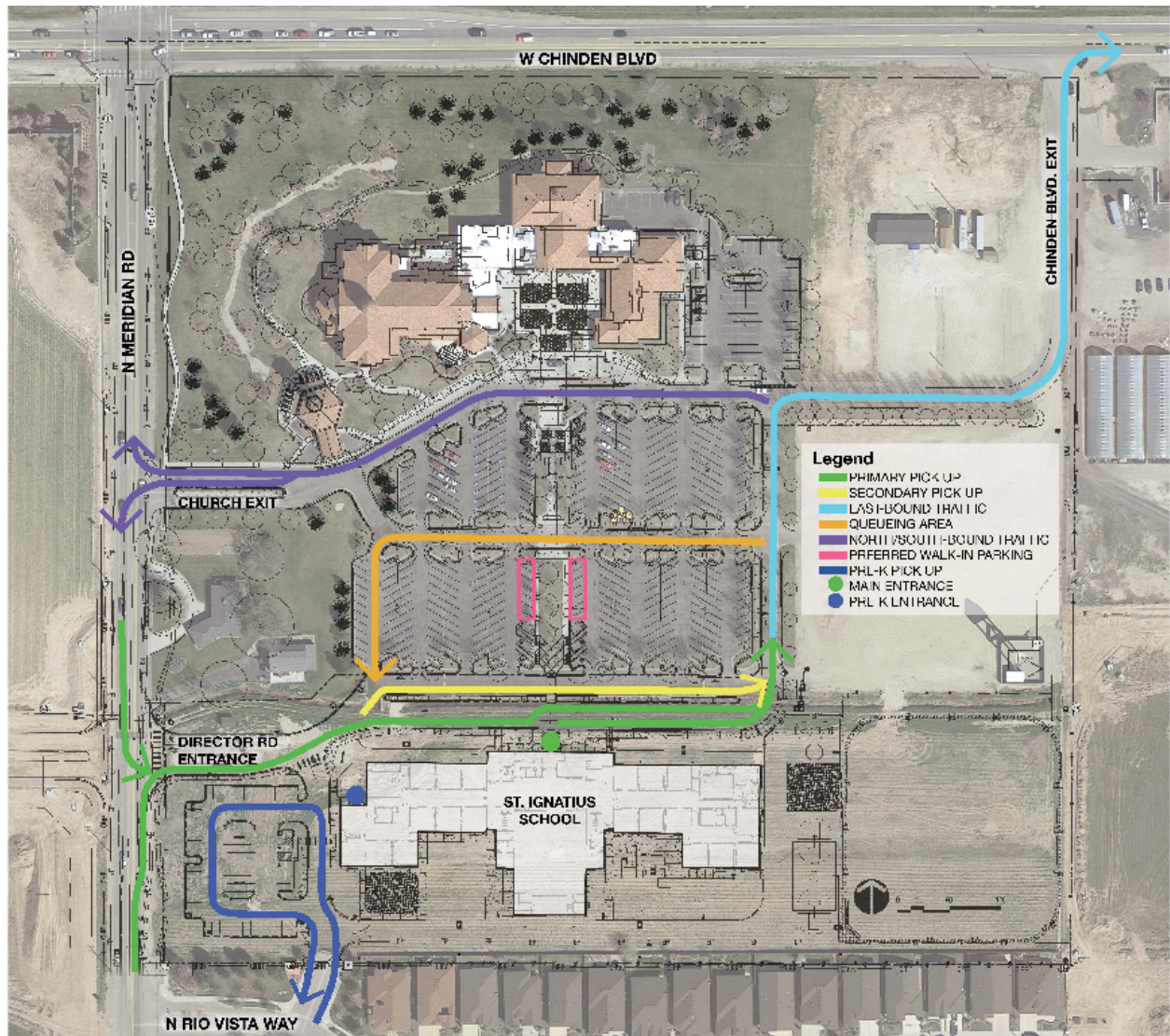
## APPENDIX C: Pick-up / Drop-off Maps



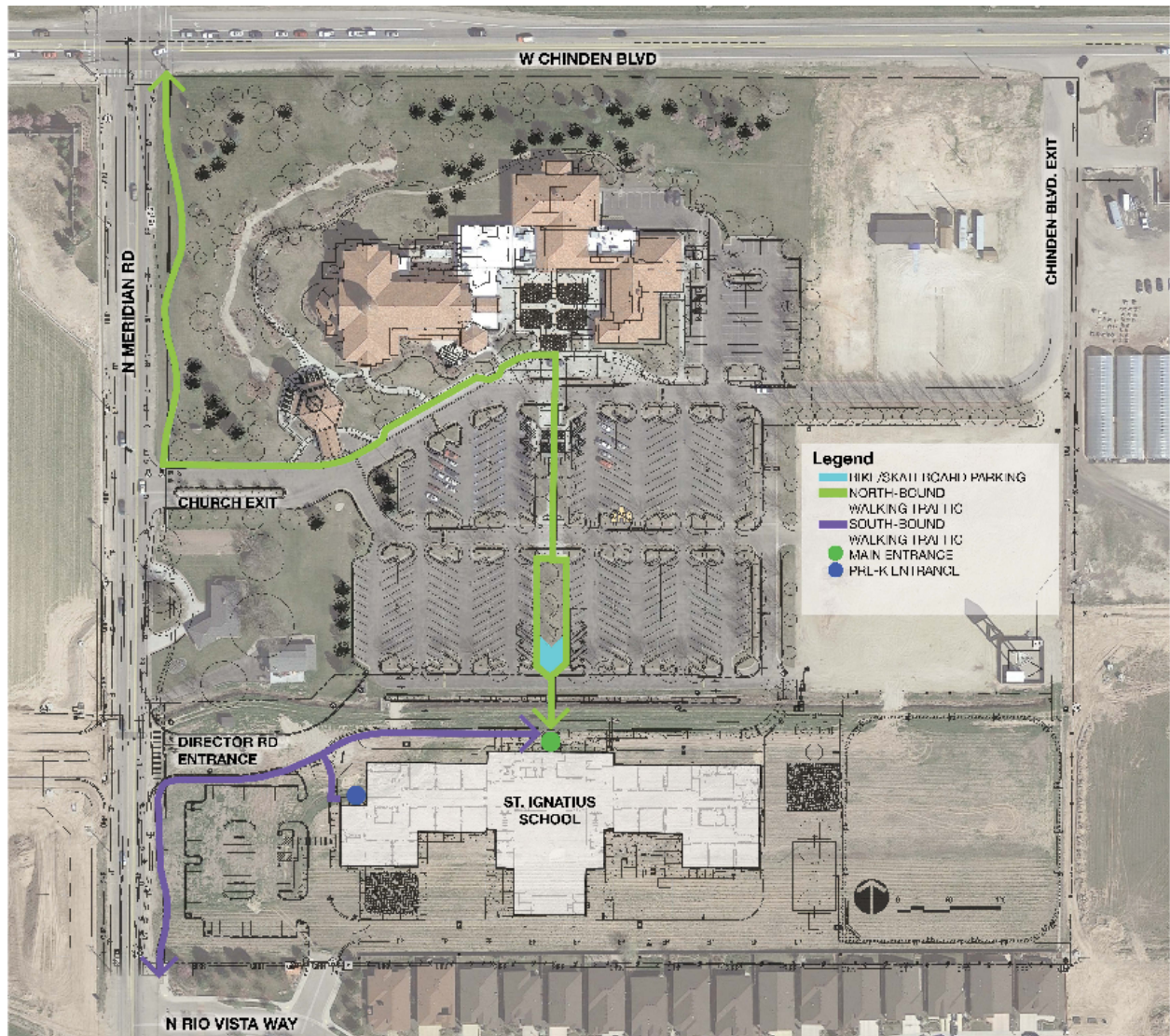












# APPENDIX D: List of Online Platforms & Websites

## List of Online Platforms & Websites used at St. Ignatius Catholic School

Websites Used that Require Student Information (such as name, email...etc.)										
	PK	K	1	2	3	4	5	6	7	8
Rediker/Plus Portals	x	x	x	x	x	x	x	x	x	x
Seesaw	x	x	x	x	x	x	x	x		
Google Classroom						x	x	x	x	x
ST Math		x	x	x	x	x	x	x		
NWEA/MAP		x	x	x	x	x	x	x	x	x
Headsprout		x	x	x	x	x	x			
Zearn			x	x	x	x	x			
Khan					x		x	x	x	x
Desmos									x	x
No Red Ink						x	x	x	x	x
Newsela					x	x	x	x	x	x
Discovery Education					x			x	x	x
Pearson Success								x	x	x
Pearson Realize						x				x
Robokind	x	x	x		x	x	x	x	x	x
Xtra Math				x		x	x	x		
Edulastic								x	x	x

Code.org								X	X	X
<b>Other websites used</b>										
	<b>PK</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Reading A-Z Running Record		X	X	X	X	X				
Prodigy Math				X			X		X	X
Quizlet							X	X	X	X
Listenwise								X	X	X
Flipgrid							X			
Nearpod								X	X	X
Common Lit						X	X	X	X	X
Kahoot!			X	X	X	X	X	X	X	X
EPIC Books		X	X	X	X	X				
Spelling City				X		X	X			
iCivics								X	X	X
Read Works						X		X	X	X
Smithsonian Learning Lab								X	X	X
Stanford Education Group								X	X	X
Vocabulary.com								X	X	X
EDPuzzle						X	X			



# APPENDIX E: Communication Flow Chart

