



STUDENT AND PARENT HANDBOOK
2021-2022

ST. IGNATIUS CATHOLIC SCHOOL

6180 N. Meridian Road
Meridian, ID 83646
Telephone: 208.888.4759
stignatiusmeridian.org

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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 School Board

A parochial school board is different from a public school board. It is also different from the typical Board of Governance at Bishop Kelly a Catholic high school, such as our local high school, 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's focus is on ensuring adherence to the School's Mission Statement and setting long-term goals for the school's success. The Board does not deal with the day-to-day management of school affairs, including personnel issues. These are handled by the school administration.

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. The St. Ignatius Board is seeks to maintain a balance of backgrounds; which may include finance, legal, health, educational, facility maintenance, and/or technology expertise. There are a limited number of seats on the Board for St. Ignatius parents. No more than ½ of the school board members may be parents. Serving on the School Board is a volunteer position with no financial benefits or special privileges.

Board terms are set up for 3 years. 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 may be allowed to enter the first grade upon review by administration.
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 2021, that date is January 15, 2021). 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

	Actual cost to educate each student	Reduced tuition rate for all SI students	Reduced tuition rate for registered and participating parishioners in any Catholic church in the Diocese
First Child	\$6,590/ Year	\$6,320 / Year	\$4,590 / Year
Second Child	\$6,590/ Year	\$5,688 / Year	\$4,131 /Year
Third Child (and each additional)	\$6,590/ Year	\$5,056 / Year	\$3,672 / Year

In addition to annual tuition, some fees will apply. Once paid, all fees and tuition are non-refundable. Fees include, but is not limited to: textbooks, technology, art, PE, music, testing, Student Information System, field trips, and activities, and any other costs that are specific to the individual student. Fees do not include the 6th grade MOSS Field Trip Fee, 2nd Grade Sacrament Fee or 8th Grade Graduation Fee which will be billed to families when/if students choose to enroll in these special events

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). Registration fees are non-refundable once paid (even if you withdraw from enrollment prior to the end of the school year and regardless of the reason for your withdrawal). If you withdraw a student from enrollment at any time after August 1 for any reason, you are required to pay all tuition that is due and payable through the end of the trimester during which you send written notice of withdrawal (e.g., if I send written notice of withdrawal on 9/15/21, you are responsible for all tuition owing through the end of the first trimester). 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. St. Ignatius offers tuition assistance for K-8th grade, funded by the generous contributions from the St. Ignatius community, to families who would otherwise not be able to afford the full cost of tuition. Assistance is based on demonstrated need and availability of funds, without regard to race, color, ethnic origin or disability. Applications for tuition assistance for the 2021-2022 school year are due to the Business Office by May 15, 2021. If financial difficulty arises during the year, please schedule an appointment with Carolyn Brandenburg, Business Manager at St. Ignatius, or the Pastor of Holy Apostles, so that continued attendance can be arranged.

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. Once a student is enrolled in St. Ignatius preschool, a student's preschool schedule cannot be altered for that school year except upon specific authorization from Administration and only when enrollment availability allows for such a change. Families are able to opt into or out of PreK Plus

during the academic year with prior notice and authorization from Administration. Please email the front office (and not the classroom teacher) to request any changes to your student's Preschool schedule.

Approximately one Friday per month is a professional development/collaboration day for all PreK-8th grade teachers students. There will be no school for students on these days.

Preschool Times/Rates	Full Day*	Half Day*
5 Days (Mon – Fri)	\$6,200/ Year	\$5,080 / Year
3 Days (M/W/F)	\$3,940/ Year	Half day not available
2 Days (Tue/Thur)	\$2,850/ 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 any TVCS or school-sponsored after-school activity, he or she must attend school all day on the day of the event, unless a necessary absence is arranged with the administration. Administrative decisions on whether a student can participate in any after-school activity will be final.

Students who are out of the classroom without permission and/or who leave school premises during school hours without being officially signed out may also be marked absent and subjected to disciplinary action.

The laws of the State of Idaho require that students ages 7-16 attend formal schooling or receive a comparable education at home. Failure by families to comply with attendance requirements set forth herein or the protocols set forth by administration following an administrative review process described above may result in notification to Child Protective Services by the school of the failure to educate. Excessive absences to the degree that a significant amount of grade level content is not able to be introduced may additionally lead to grade retention.

Notwithstanding anything to the contrary in the forgoing, the following will apply during the 2021-2022 school year for so long as there continues to be material spread of COVID-19 in Ada County,

- **Students are considered present if they attend school either virtually (for so long as St. Ignatius continues to offer or requires remote learning) or on site.**
- **There will be no academic review process based on in person attendance violations for so long as there continues to be material spread of COVID-19 in Ada County.**

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/Assistant Principal and discussed with parents/guardians.

Parents/guardians must report student absences to the school office by 9:30 am. If the office does not receive a call, a parent will be contacted. This policy is for the protection of St. Ignatius students.

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

St. Ignatius also offers a 5th & 6th grade basketball league. The school also combines with the parish to participate in the Hallisey basketball tournament (7th & 8th grade) and the Holy Spirit basketball tournament (4th, 5th & 6th grade).

For so long as there continues to be material spread of COVID-19 in Ada County, certain TVCS and other athletic activities may be impacted or canceled due to the COVID-19 pandemic.

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 seekers of justice. Students at St. Ignatius are expected to continually strive to meet behavioral standards. They are taught that their actions have consequences, both personally and within the communities of which they are a part.

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.

The St. Ignatius Behavioral Growth Plan focuses on ways to teach and acknowledge expected student behaviors, to hold students accountable for expected behaviors, and to help students bring balance back to their community when they are not displaying expected behaviors. This is achieved through a variety of behavioral growth practices:

Teaching & Modeling Expected Behaviors:

- *Common language* - Using common language with our students is important because consistency improves outcomes. Teachers and staff use common language across grade levels to teach and remind students of expected behaviors.
- *Visual Reminders*- Expectations are displayed visually in every classroom and spaces throughout the building.
- *Counseling curriculum* - St. Ignatius school mental health staff will teach grade appropriate lessons that promote the development of social/emotional skills.

Acknowledging Positive Behaviors:

- *School-wide positive behavioral supports* - St. Ignatius works to reinforce the positive behaviors of our students who are staying on The Path through a variety of incentives and acknowledgements.

Redirecting Behaviors that are not on the Path

- *Student Redirection*- Students who are not displaying expected behaviors may be redirected by a staff member. Repeated behaviors may result in the staff member assigning a consequence.
- *Behavioral Tracking/Parent Communication*—Students who are not staying on The Path may be given a consequence for their behavior. A “Bring Back Balance” form is one way to communicate the student’s behavior and 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 or the Principal if necessary. Parents/guardians will be contacted. Consequences may include, but are not limited to, in-school suspension, out of school suspension, dismissal; and/or requirement to provide service to school during non-school hours.

School Culture

- Ultimately, a positive school culture will create an environment where students are motivated to act with expected behaviors. St. Ignatius strives to build a positive, nurturing and loving community where students are motivated to display expected behaviors and inspire those around them to do the same.

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. Sweets including but not limited to, cupcakes, cake, cookies, or candy are never permitted. 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 birthdays 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 located in the front office. 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 to get a variety of important information, forms, and documents to be used at 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 email 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 authorized 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 should see the weekly school communication to find service opportunities.

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 ksmith@stignatiusmeridian.org.

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, school staff are only able to discuss with parents information relevant to their students. Student information is shared among school staff as is it deemed educationally relevant.

CURRICULUM/ACADEMICS

Personalized Learning

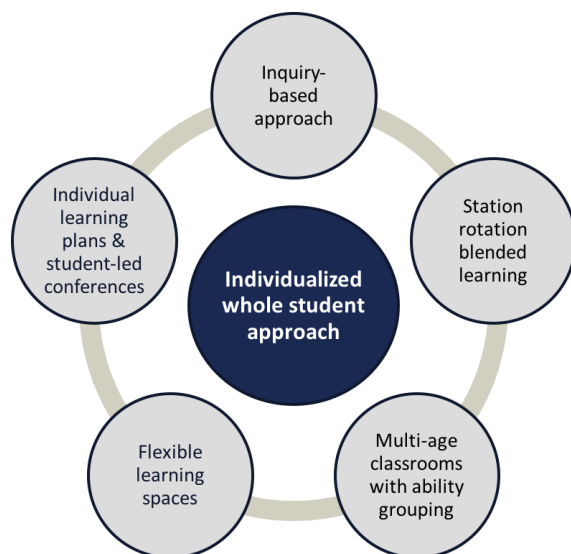
St. Ignatius is committed to a personalized learning environment. This is accomplished through:

- 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 devices 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.



The personalized learning plans and academic model at St. Ignatius Catholic School may be impacted for the 21-22 school year so long as there continues to be material spread of COVID-19 in Ada County. Please see correspondence from administration for more details about operating plans in response to on-going COVID concerns.

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.catholicidaho.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 also integrated into ELA through a block humanities course.

Religion

In addition to the religious 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 20 minutes or less in length 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, tied to a learning objective, and communicated to parents prior to the movie showing.

DAILY OPERATIONS



For so long as there continues to be material spread of COVID-19 in Ada County, daily operational plans may change from time to time and will vary from the typical operations that are described below. Please see on-going correspondence from administration for the 2021-2022 daily operational plans.

During a typical school year, 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 not picked up within 15 minutes of the end of the school day will be checked into After Care and charged the daily drop in rate.

A student who is picked up late will be charged \$1 per minute for every minute past 5:30pm. If a student is picked up more than 5 minutes late 3 times within a trimester, they will no longer be able to participate in the program for the remainder of the school year. Additionally, if a student is picked up 1-5 minutes late more than 10 times per trimester, they will no longer be able to participate in the program for the remainder of the school year. Reinstatement in the After Care program can be made by administration.

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. 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. Students with permission to travel to and from school unattended are expected to leave school grounds upon dismissal.

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 and the front office the day before so that the school can make necessary arrangements. When picking up outside of the normal pick-up window, parents/guardians are required to park and walk into 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 or email to the office needs to be made by the parents/guardians. The approved individual picking up the student will be required to show identification prior to taking the student.

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. Jogathon shirts are not considered spirit wear except on designated Jogathon spirit wear days.

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. On ALL free dress days, athletic wear, leggings, sweats, pajamas, tank tops and short shorts are prohibited unless the free dress day is specifically themed to include those items. Colored hair and face paint are not allowed on any free dress day. Headwear is not allowed in the classroom. 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.

If there continues to be material spread of COVID-19 in Ada County during the 2021-2022 school year, the requirement to volunteer for at least 25 hours to the school or parish may be reduced. Please see on-going correspondence from administration regarding any reductions to these requirements for the 2021-2022 school year.

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. Anyone who has not received a face to face training must take the live course to maintain compliance. 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.

Attendance on any school field trip or tour is considered a privilege. 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. Additionally, school administration may deny any student to attend any field trip or tour at any time.

Students with health limitations may need to arrange appropriate accommodations with school approval.

All travel (for day trips or overnight travel) within Idaho or out of state must have prior approval from St. Ignatius Catholic School Administration.

Guidelines:

1. The logistics, general itinerary, fundraising plan, and safety plan of the trip must be in writing and approved by Administration.
2. St. Ignatius Catholic School Administration reserves the right to cancel the trip or tour at any time for safety or logistic concerns without guarantee of monetary refund.
3. All trips and tours shall be accompanied by:
 - a. A minimum of two chaperones regardless of the number of students.
 - b. A minimum ratio of chaperones to students of 1:7.
 - c. At least one current St. Ignatius Catholic School staff member.
 - d. When the student group consists of both genders on an overnight trip, there should be at least one male and one female chaperone.
4. Every effort must be made to ensure that no student is excluded because of inability to meet financial requirements.
5. Third party providers need to provide proof of appropriate insurance coverage.
6. Student cell phones are not allowed on field trips unless otherwise directed by the teacher and/or Principal.
7. Students shall turn in all required paperwork in order to be approved to attend any trip. Late paperwork, phone calls, and/or handwritten notes may not be accepted as suitable permission for a child to participate.
 - a. a. Parents who choose not to have their student participate in a field trip or do not have the required paperwork complete on time will be required to keep their student home on that day and the student will be marked absent.

All volunteers must have taken the annual Safe Environment Class, and the school office must have verification.

In some cases, a student may only be allowed to attend a field trip if his/her parent is also able to attend.

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.

In addition, parents who chaperone a field trip may not bring siblings on the field trip if they are responsible for supervising students.

If there continues to be material spread of COVID-19 in Ada County during the 2021-2022 school year, field trips may not be permitted to take place. Please see on-going correspondence from administration regarding the 2021-2022 school year operational plans.

McCall Outdoor Science School (MOSS)

In a typical school year, 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 parent drivers for MOSS.

If there continues to be material spread of COVID-19 in Ada County/Valley County during the 2021-2022 school year, MOSS may be cancelled. St. Ignatius staff will make every attempt to reschedule the MOSS experience, but this will be dependent upon availability. Please see on-going correspondence from administration regarding MOSS availability for the 2021-2022 school year.

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. Grading protocols strive to follow current best practices in education for reporting student progress.

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
- 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

St. Ignatius Catholic School focuses on developing students who take responsibility for their own learning and practice work habits that will translate to academic and life-long success. In line with common best practices in grade reporting in the country, a standards-based approach to grading is used at St. Ignatius. These reporting practices ensure that students focus on mastery of the skills and content they are learning. A focus on accountability "grades" ensures that students are working towards developing good study habits and organizational skills.

Standards-based grading

- All students PreK-8 are assessed using standards-based grading, which means content assignments and assessments are tied to content standards and progress is reported using the scale:
 - NA (Not Assessed)
 - BD (Beginning Development)
 - D (Developing)
 - Pr (Progressing)
 - M (Mastered)
- Report card standards may not reflect the grade level standards that match the student's grade level, depending on their placement in skills groups.
- **Content:** Any assignment, project, or test that measures content knowledge.
- Additionally, specific skills or progress may be noted on a student's report card such as reading level, and progress in blended learning software including ST Math and Headsprout.

4th-8th: Accountability Grading

- **Accountability:** a measurement of homework, classwork, participation.
- Students are given percentage scores for accountability work that measures for completion, following directions, being turned in on time, and correcting/reflecting on the learning for which the assignment is designed.

Reporting Grades

- A report card is issued electronically through the Plus Portals e-locker at the end of each trimester.
- 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. Teachers should be in contact with parents if they have concerns about their student's progress.
- 4th-8th grade parents and students have constant access through a portal to their child's grades and can see assignments and assessments as they are entered by the teacher. They are encouraged to make checking grades a routine process.
- PreK-3rd grade students will have completed assignments sent home and/or posted on SeeSaw.

Individualized Learning Plans

- All students K-8th 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 and helps develop self-awareness, speaking skills, and confidence.
- Parents and teachers are encouraged to involve students in discussions about their learning and behavior.

(Separate from the designated student-led conferences, there may be times during the school year where parents and teachers have a need to conference without a student present.)

Eligibility

- Eligibility refers to a students' participation in school-sponsored extra-curricular and athletic activities including TVCS.
- Students in 5th-8th 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 4th 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 or CNA through St. Alphonsus who will be at our school for some period each day. 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 work with staff to develop any necessary health plans for students and deliver some health-related curriculum in the classroom. Our health staff also coordinates vision and speech screening for specific grade levels. While we will do our best to provide this service, this service may not be available during the 2021-2022 school year. If you do not want your child to participate in these screening opportunities, please contact your child's teacher and the front office.

Parents are required to follow the school's registration protocols for communicating student health concerns such as allergies, medications, and other health conditions. Should the health needs of a student change after the registration period, it is the responsibility of the parent to alert the school nurse of these changes. With ongoing health issues, parents are expected to stay in close contact with school nursing staff.

In addition to the forgoing and anything in this section set forth below, additional protocols and procedures regarding student health and safety will be in place during the 2021-2022 school year for so long as there continues to be material spread of COVID-19 in Ada County. Please see on-going correspondence from administration for specific health information and protocols that will remain in place for so long as there continues to be material spread of COVID-19 in Ada County.

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 at any time. 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 viral 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 the St. Alphonsus 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 (i.e. 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 who are not trained in medication administration 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 (i.e. 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 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: 2nd grade = 20 minutes, 5th grade = 50 minutes). Additionally, students of all ages will be encouraged to read nightly. Students who do not use class time efficiently may have homework in excess of these guidelines.

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 and their contents at any time.

For so long as there continues to be material spread of COVID-19 in Ada County, lockers may not be available during the 2021-2022 school year.

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.

As part of our partnership with our parish and parents, families are encouraged to attend weekend Masses regularly at Holy Apostles or their local parish. Families who are registered parishioners (and receiving a discounted tuition rate) are expected to uphold their obligations to the Church by attending weekend Mass and Holy Days regularly. Registered parishioners are expected to participate in the life of their local parish.

For so long as there continues to be material spread of COVID-19 in Ada County, mass protocols may change from time to time and will vary from the typical operations. Please see on-going correspondence from administration for the 2021-2022 operational plans.

MESSAGES

Students cannot be called out of their classes to receive telephone calls, except in cases of emergencies. 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 email to the teacher, because teachers are often too busy during the school day to check email, 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.

It is also vital that all staff members be acknowledged as having an important role in student development. Staff works collaboratively to assist in student growth, just as they work collaboratively with parents. Therefore, parents will not be given the option to exclude specific staff members from working with, meeting with, or interacting with their children.

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 bedtime 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.

For families with custodial rights shared between two households, the school will contact the primary custodial parent in the case of a health concern, discipline issue, or other issue meriting a phone call home. The school will make efforts to communicate as much as possible with both custodial parents; however, the school is only required to contact one custodial parent. We will make every effort to contact the parent who has custody at the time of a time-sensitive incident; however, the default contact will remain the primary contact indicated on our Student Information System. For families with changing custody arrangements, parents are required to provide documentation to the front office and communicate custody arrangements with appropriate school staff. Notwithstanding anything in the forgoing, the school is permitted to communicate with either custodial parent regarding their student as deemed appropriate from time to time.

Together, let us commit to working in partnership as we support one another in helping our students reach for their Magis.

SACRAMENTAL PREPARATION

During our students' 2nd 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.

Students who have not participated in the Sacrament of First Holy Communion should cross their arms to indicate that they will receive a blessing in lieu of the Eucharist during Communion at school Masses.

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 2021-2022 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 no more than 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.

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 the chair of the St. Ignatius Foundation.

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.

Prolonged closures or modifications to on site learning schedule will be approved jointly by the Principal and Pastor and communicated to the school community.

Tuition policies and procedures do not change due to school closure. Tuition adjustments, refunds, and enrollment procedures will follow school policy whether on site or off site learning.

In the event of multiple day closures, the school may implement virtual learning. Any shift in the learning environment will require a preparation period of one or more school days depending on the circumstances.

Information about school closures will be delivered via the text message alert system and will be posted on the St. Ignatius website: 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 modern 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, technology devices, lockers, athletic uniforms, athletic equipment, musical instruments, furniture, and apparel provided in order to adhere to dress code requirements. If property is not returned or is damaged beyond what would be considered normal wear and tear, the parent or guardian 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 a responsibility of facilitating a safe learning environment. Each student and parent is expected to recognize the school's authority extends from within the building, to the playground, to the church, to the sidewalks crosswalks or at school-sponsored events, which are off campus. We expect St. Ignatius students to respect themselves, their family, their school, their church, their classmates, and their community.

St Ignatius has a school-wide Behavioral Growth Plan. Should a discipline issue arise, all staff members have the authority to intervene and address behaviors of students. When necessary, the Assistant Principal/Principal will provide additional support. Consequences appropriate to the situation will occur on an individual student basis as necessary to

encourage growth and learning. Parents may only receive information regarding their own student's consequences.

Any student involved in a disciplinary offense may incur consequences up to and including dismissal. The Principal/Assistant 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, which includes the Principal/Assistant Principal, 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

St. Ignatius School and School Board do 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.

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.

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 IMAGE USE

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.

Student images (both video and photo) are captured and used for a variety of reasons at St. Ignatius Catholic School (including educational platforms, community building, community communications, marketing, and engagement). Our ability to use video and photos is especially important during the 2021-2022 school year when we will use platforms such as Seesaw, Zoom, Google Meet and recorded lessons, assemblies, and special events to help administer instruction, provide students with opportunities to show mastery or work product, and engage with staff members and other students. Images and videos are also used for school community communication and events (including but not limited to, the yearbook, the Tuesday Communication, the Howl, Gray Wolf Weekly Assemblies, Catholic Schools Week spirit video, Fire Gala video, and Annual Reports) and engagement with the larger community (including social media and Holy Apostles' Constant Contact and bulletin). Finally, images and videos will sometimes be used in enrollment and marketing materials.

Platforms (A) which are used to help administer instruction, provide students with opportunities to show mastery or work product, and engage with staff members and other students and (B) which have an audience that is limited by password to students, guardians, and staff (such as Seesaw, Zoom, Google Meet and live recordings), are considered a necessary part of the curriculum and daily management of the school and therefore opt-outs from these platforms are not an option (and consent is deemed to be provided by acknowledgement and acceptance of this handbook).

In addition, images and videos that are used for communication within our school community (including but not limited to, the Tuesday Communication, Gray Wolf Weekly Assemblies, Catholic Schools Week spirit video, Fire Gala video, school yearbook) are considered important and necessary to our on-going operations and have a limited

audience and, therefore, student images may be used without parental consent (and consent is deemed to be provided by acknowledgement and acceptance of this handbook) unless there is a student safety concern and other arrangement have been specifically made in agreement with administration. Please note that we will not identify students along with use of the images unless prior parental consent has been obtained (with the exception of the yearbook).

Parents may choose to withhold permission to use student images for purposes of engagement with the larger community (including school sponsored social media and websites, the Howl, Holy Apostles' Constant Contact and bulletin, Annual Reports, and enrollment and marketing materials). If a guardian does not want their student's image used for purposes of engagement with the larger community, the student's guardian is required to complete and have on-file with the front office this Request Not to Use Student Images form. This form can be found on the "Parent Links" tab of our website. This form will not be effective until the date delivered to the front office and a new form will need to be completed each school year. If a guardian does not withhold consent to use student images by completing and submitting the Request Not to Use Student Images form with the front office, then use of student images for purposes of engagement with the larger community is deemed to be provided by acknowledgement and acceptance of this handbook. Please note that we will not identify students along with use of the images unless prior parental consent has been obtained (with the exception of the yearbook).

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 the problem persists, parents will schedule a conference with the appropriate member of the school leadership team.
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 become involved.

Parents should not contact board members in regard to individual student concerns. Please see section on St. Ignatius School Board for information on contacting the Board regarding policy-related matters. If a parent desires a meeting with the St. Ignatius School Board regarding school policy, they must complete a Proposal Form and contact the Principal to

be added to the agenda. Parents should not expect the Board to provide a forum for airing concerns that have not been placed on the agenda.

STUDENT RECORDS

The Family Education Rights and Privacy Act (PL 93-380) establishes the right of parents and legal guardians to have access to their children's records and limits the disclosure of personally identifiable information from school records, without parental consent. Non-custodial parents may also have rights to access their children's records unless court documents state otherwise. 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.

At St. Ignatius, student cumulative educational records may include information about academic progress, behavioral growth/discipline records, threat assessments, and documents obtained from parents during the enrollment process. The school will release a full student record only with a formal request from another school or authorized party. 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 **only** once those financial commitments are met. Eighth grade students' records will be sent to Bishop Kelly High School in January unless a request indicates otherwise.

As part of the transition process, 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 may include learning differences, social/emotional needs, physical needs, and giftedness. Families of students with special needs shall work with the intervention team to develop a support plan. 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.

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 that 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 (when the kitchen is operational). 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.

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	
Boys	<p>Pants/Shorts:</p> <ul style="list-style-type: none"> • Navy blue or khaki shorts or pants • No cargo or jeans • No holes <p>Tops:</p> <ul style="list-style-type: none"> • Embroidered navy, maroon, or white polo* • Students in grades 6-8 may wear a quarter zip sweatshirt with the school logo* • Optional: Maroon or navy sweater with logo* • Optional: navy jacket with logo* <p>Footwear:</p> <ul style="list-style-type: none"> • Socks: White, black, navy, grey, brown, or maroon • Shoes: closed-toed <ul style="list-style-type: none"> o Predominantly black, brown, white, grey, maroon, or navy o Practical for physical activity o No heels o No more than 1" raise on boot heel
Girls	<p>Pants/Shorts:</p> <ul style="list-style-type: none"> • Navy blue or khaki shorts or pants • No cargo or jeans • No holes • No leggings or tight pants <p>Plaid Jumper*:</p> <ul style="list-style-type: none"> • White, navy, black, gray, brown, or maroon solid-colored tights, leggings (no athletic leggings), or bike shorts must be worn under <p>Plaid Skirt*:</p> <ul style="list-style-type: none"> • White, navy, black, gray, brown, or maroon solid-colored tights, leggings (no athletic leggings), or bike shorts must be worn under

	<p>Tops:</p> <ul style="list-style-type: none"> • Embroidered navy, maroon, or white polo* • Jumper only: Embroidered logo not required for tops under jumper • Students in grades 6-8 may wear a quarter zip sweatshirt with the school logo • Optional: Maroon or navy sweater with logo* • Optional: navy jacket with logo* <p>Footwear:</p> <ul style="list-style-type: none"> • Socks: White, black, navy, grey, brown, or maroon socks • Shoes: closed-toed <ul style="list-style-type: none"> o Predominantly black, brown, white, grey, maroon, or navy o Practical for physical activity. o No heels o No more than 1" raise on boot heel
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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"> • Navy blue or khaki pants (no shorts) • Students in 6th-8th grade must wear a belt <p>Tops:</p> <ul style="list-style-type: none"> • White dress shirt with logo* (tucked in) • Tie or bowtie in uniform plaid, navy, or maroon* • Optional: Maroon or navy sweater with logo* 	<p>Plaid Jumper*:</p> <ul style="list-style-type: none"> • White, navy, black, brown, grey, or maroon solid-colored tights, leggings (no athletic leggings), or bike shorts must be worn under <p>Plaid Skirt*:</p> <ul style="list-style-type: none"> • White, navy, black, grey, brown, or maroon solid-colored tights, leggings (no athletic leggings), or bike shorts must be worn under <p>Tops:</p> <ul style="list-style-type: none"> • White blouse with logo* (must be tucked in) • Jumper only: logo not required on blouses under jumper • Optional: Maroon or navy sweater with logo*

PE

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

Preschool

Boys	Girls
<p>Pants/Shorts:</p> <ul style="list-style-type: none">• Navy blue or khaki shorts or pants• No holes <p>Tops:</p> <ul style="list-style-type: none">• St. Ignatius preschool t-shirt in maroon, gray or navy; or a St. Ignatius embroidered polo <p>Footwear:</p> <ul style="list-style-type: none">• Comfortable shoes worn with socks	<p>Pants/Shorts/jumpers:</p> <ul style="list-style-type: none">• Navy blue or khaki shorts, pants, jumper or skirt; or St. Ignatius plaid jumper• No holes• bike shorts, tights or leggings in school colors must be worn under jumpers/skirts <p>Tops:</p> <ul style="list-style-type: none">• St. Ignatius preschool t-shirt in maroon, gray or navy; or a St. Ignatius embroidered polo <p>Footwear:</p> <ul style="list-style-type: none">• Comfortable shoes worn with socks or tights

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 7-8th grade may wear make-up in moderation (Girls younger than 7th 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. Students in middle school may wear a BK or MOSS t-shirt or sweatshirt on designated spirit days.

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 8th 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 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.

Kindergarten through 8th 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:

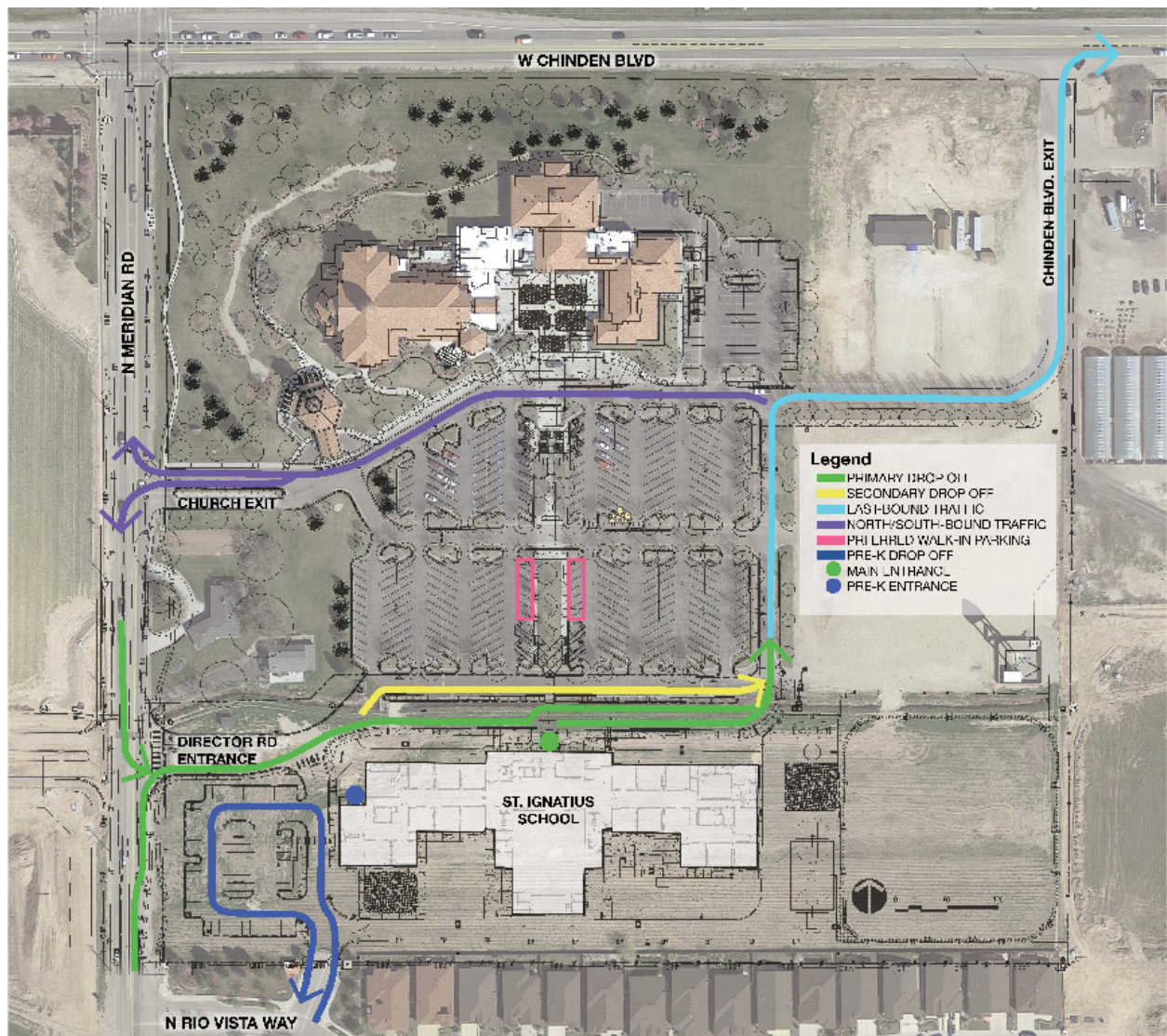
Students walking or biking to school should use the sidewalks to travel to the bike parking area and main building entrance. During drop-off and pick-up periods, pedestrians should be cautious, dismount bikes, skateboards, and scooters; and walk to the sidewalk at Meridian Rd. Students can travel north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

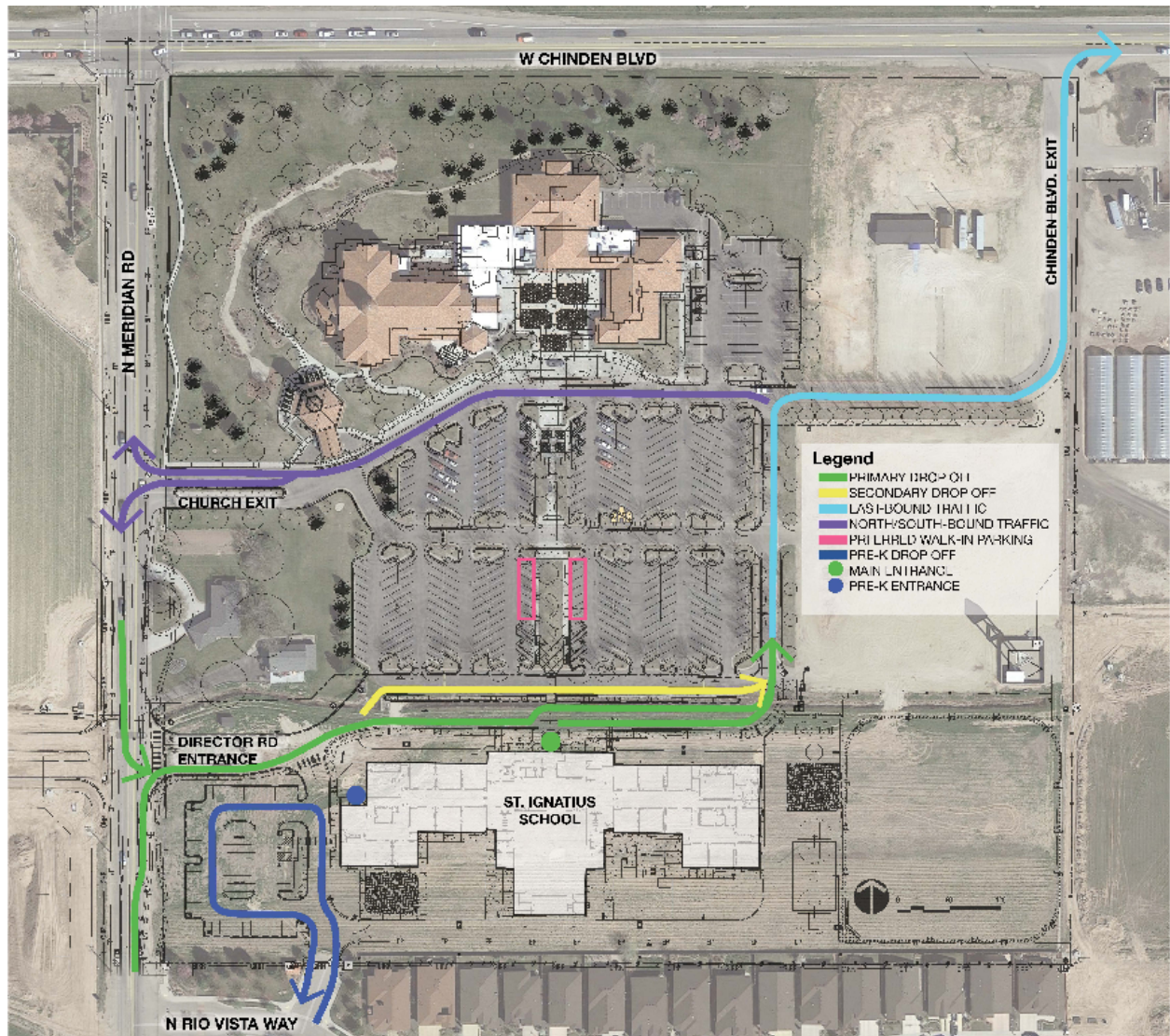
Students community alone to school (ex: walking or biking) must have an Unsupervised Transportation Form on file at the office.

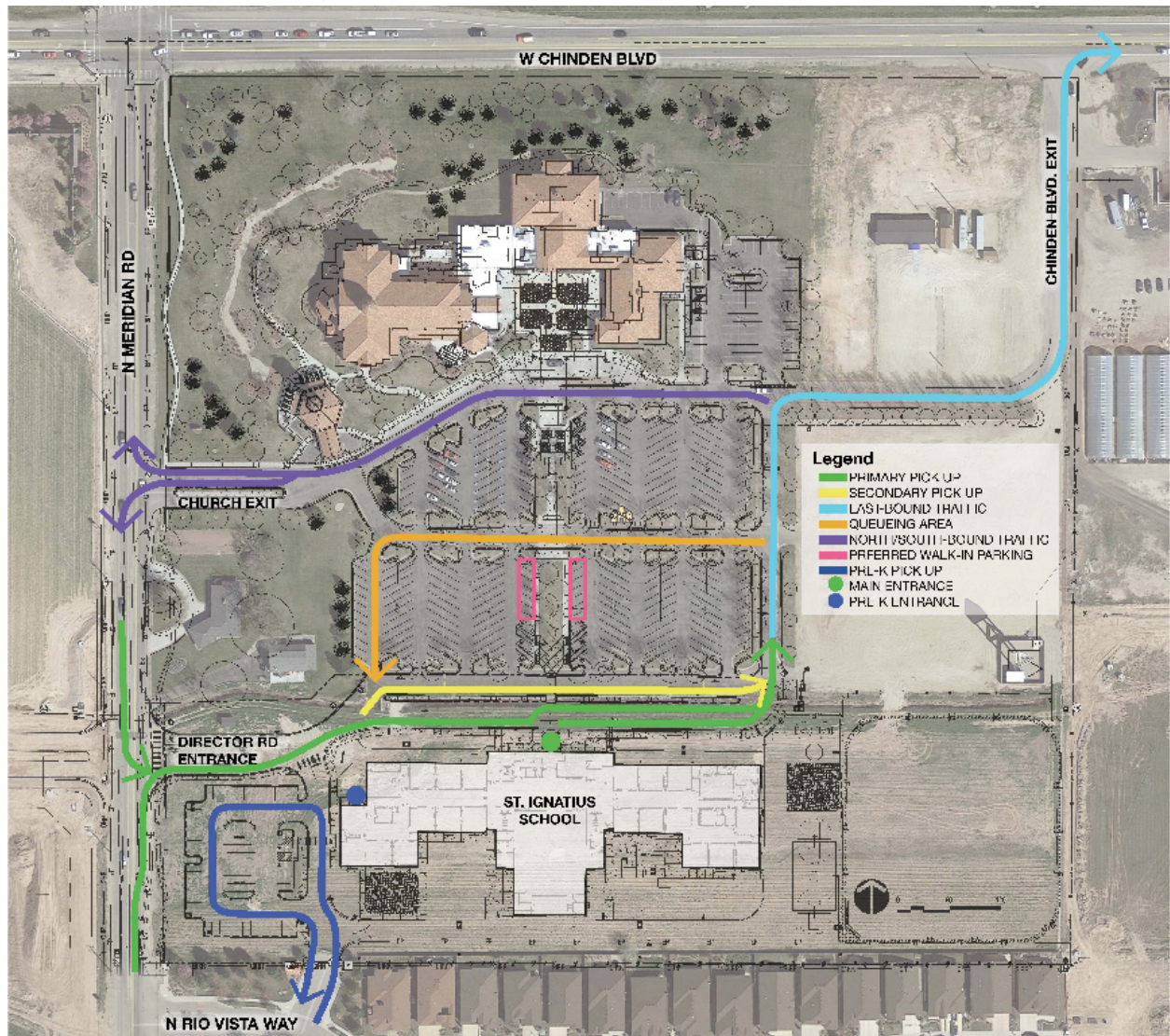
Students and parents/guardians must comply with direction from crossing guards and staff at all times

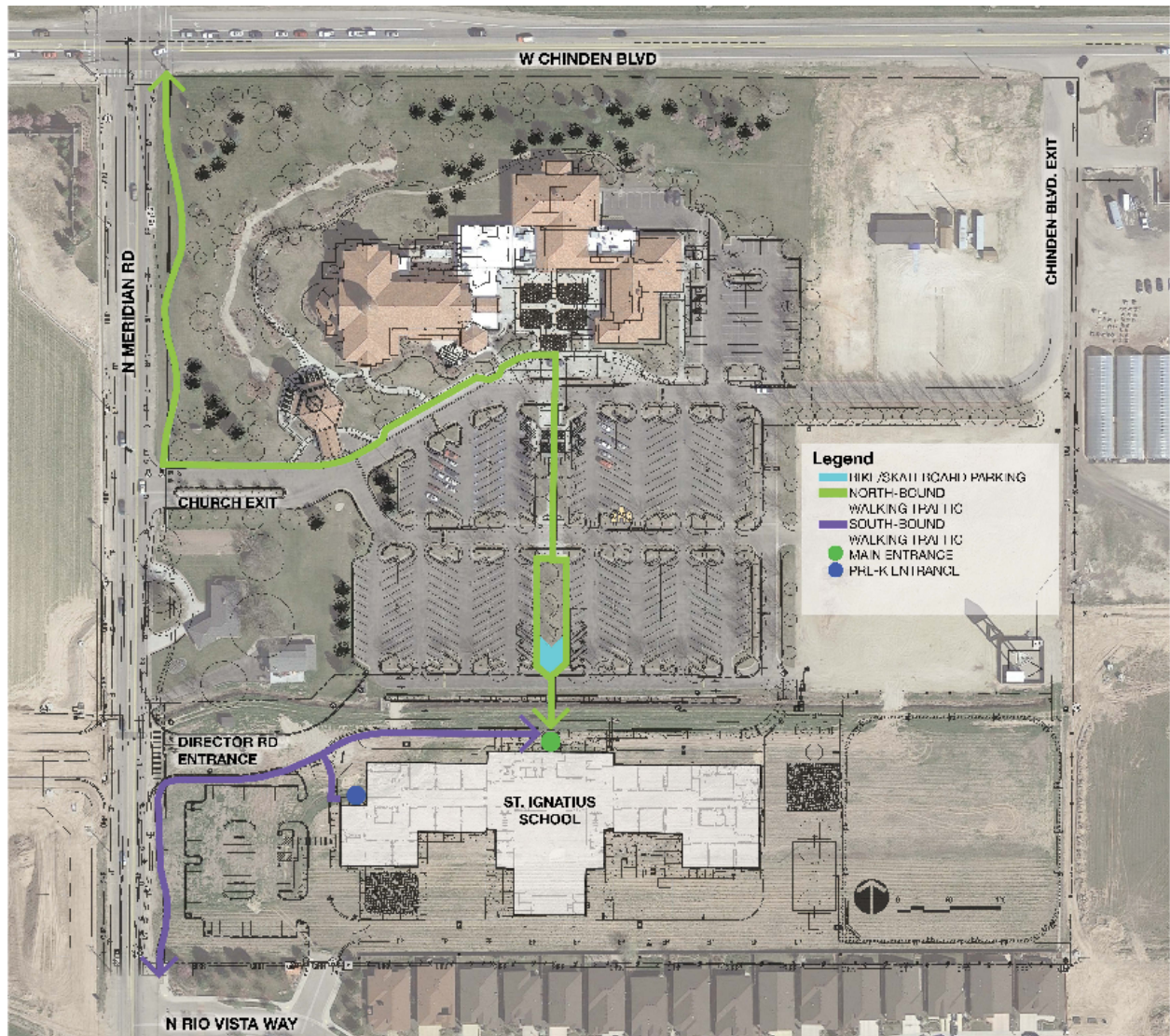
For so long as there continues to be material spread of COVID-19 in Ada County, pick up and drop off protocols may change from time to time and will vary from the typical operations. Please see on-going correspondence from administration for the 2021-2022 operational plans.

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	x		
NWEA/MAP		x	x	x	x	x	x	x	x	x
Headsprout	x	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
Other websites used										
	PK	K	1	2	3	4	5	6	7	8
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	X				
Spelling City		X	X	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

