



Saint Ignatius  
Loyola School

*Starts with I and ends with US*

**FAMILY HANDBOOK  
2022-2023**

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## **Greeting from Principal**

**Welcome to the award-winning St. Ignatius of Loyola School and thank you for your interest! We understand that selecting the right school for your student is a big decision and we are glad that you are exploring Catholic education.**

**To prepare our students for success in an ever-changing world, we value and promote collaboration with one another, creative problem solving and technology integration. With a tradition of outstanding Catholic education for over 65 years, St. Ignatius School prepares students to attain their spiritual, academic, social-emotional, physical and artistic potential to make the world a better place. With a focus on whole child development and adapting to the changing world, St. Ignatius School has received many awards such as the National Blue Ribbon Award for Excellence.**

**St. Ignatius is not only a school of over 1,000 students, but it is also a loving family where students, staff, parents, grandparents, and many others work together to promote the mission of the school: Educating each student by helping them develop their faith and by teaching academic skills that last a lifetime. Ultimately, we value the opportunity to collaborate with our families and support each other as we all journey to meet, know, love and serve Jesus Christ. Our students and their families learn and practice the faith in their daily interactions.**

**Inclusive education is practiced in our building, as expressed in our core values. We welcome the diverse talents, abilities, and backgrounds of all children. We live out the mandate by Christ, to love the Lord your God and love your neighbor as yourself. This comprehensive approach provides an environment where each student's unique abilities are both embraced and challenged, building the foundation for greater self-worth and life-long happiness. We are so blessed to have highly trained teachers, intervention specialists, occupational therapists, physical therapists, speech and language therapists, school psychologists, visual impairment specialists and an audiologist – these committed and dedicated teachers and staff support and challenge children to attain their fullest potential.**

**I welcome you to our website and invite you to take some time to get to know St. Ignatius School. I encourage you to visit our joyful learning community that supports its students in discovering his or her unique gifts and learning to use these gifts for personal success, to help others at school, or to serve people in need in the greater community.**

**In Christ's Peace,**

**Kevin Vance**

## **HISTORY OF OUR SCHOOL**

As the key turns to open the door each school day, the commitment is to make St. Ignatius a great place to be a student, a parent, and a teacher. St. Ignatius Loyola School is a fully accredited Catholic elementary school serving students in preschool through eighth grade. In 1947 the Sisters of Mercy opened the four-room school for 105 students in Monfort Heights, a suburb on the edge of the city limits of Cincinnati, Ohio. The school has flourished with the community over the years and continues to grow in contrast to the local trends. Today, St. Ignatius is the largest Catholic grade school in the State of Ohio. Along with enrollment, the building and educational opportunities continue to expand.

The school has grown to 45 homerooms, with a total of 119 staff members and 1153 students! St. Ignatius attracts students from 27 zip codes. Besides the homerooms, the handicapped accessible school has two science labs, an art studio, gymnasium, stage, Spanish room, tutor areas, a state of the art library/media/computer room, music room, nurse's office, full service cafeteria, and rooms for instructional specialists. The school psychologist and two speech pathologists, counselor, occupational therapist, audiologist, and physical therapist have rooms in which to serve students. The campus also includes the church, parish center and meeting rooms, and a rectory for the three priests. The entire community enjoys the seven ball fields, half-mile walking track, tennis courts, courtyard, Lourdes grotto, and ample parking. The four elevators and 16 handicapped accessible restrooms on campus demonstrate the sustained commitment to serve all.

Success is rooted in a commitment to educate the whole person. The spiritual, moral, physical, emotional, and intellectual development of each student is promoted in a value-centered environment. In a cooperative effort with parents, the individual abilities of each student are challenged in appreciation of each person's God given talents. The objectives of the school follow the curriculum recommended by the state and the Archdiocese of Cincinnati for elementary schools. The objectives enable the child to become more aware of his/her relationship with God and fellow man, to acquire knowledge by providing experiences necessary to gain mastery of subject matter, to develop effective communication skills and work habits, and to be aware of personal and social responsibility, including self-discipline.

St. Ignatius is a pioneer in its unique ability to successfully serve a wide range of learners. In 2001, the school received the Greater Cincinnati Inclusion Network Leadership Award and in 2008, St. Ignatius was recognized nationally with the Blue Ribbon Award. Typically, students of all abilities are welcomed and challenged. This commitment to all learners has numerous benefits for all. A student's national percentile achievement score increases the longer the student attends St. Ignatius. By the 6th grade, the average scores place St. Ignatius near the top of the National scores, some of the highest around. At the same time, approximately 80 students are identified with disabilities and formal accommodations are made to match the individual learning needs of over 300 students. Inclusion works at St. Ignatius. Teachers are encouraged to make accommodations as needed with the assistance of a support team that includes a director of exceptional learning, school psychologist, counselor, inclusion specialists, instructional specialists, speech and language therapists, occupational therapists, physical therapists, audiology, teacher aides, peer tutors, and volunteers from the community.

St. Ignatius is recognized for excellence in the Greater Cincinnati Area. Xavier University and the College of Mt. St. Joseph frequently sends college students to St. Ignatius for practicums, student teaching, and observations. The Archdiocese of Cincinnati directs educators and parents to St. Ignatius for examples of how to integrate technology, include special needs students, support professional development, and growing a faith community. St. Ignatius has become a destination for other schools who are building their commitment to educate all learners.

The strength of St. Ignatius Loyola School is found in the dedication of its well-qualified staff to help parents educate the whole child. The commitment to serve the individual needs of all students is a natural outcome of this clear mission. The staff is self-motivated and fosters an atmosphere of

professional learners. The clear alignment of purpose and practice works together as the school helps parents raise their children and prepare them for high school and the modern world. The motto for the school in 1947, as well as now, stands strong: "All for the greater honor and glory of God."

### **MISSION STATEMENT**

St. Ignatius educates our students by helping to develop their faith and by teaching them academic skills that will last a lifetime. Our programs are designed to celebrate and develop the individual gifts of our students and to assist parents in their efforts to educate the whole child. Our ultimate goal is to graduate students whose lives are examples of the Gospel message.

### **BELIEF STATEMENTS**

We believe in a Christ-centered, joy filled environment where the children are encouraged to love learning, are inspired to grow in their faith, and are supported to achieve their dreams.

We believe that children should be respected as individuals with their own unique talents and abilities. We provide learning opportunities that allow for them to succeed.

We believe that in order for a student to achieve maximum potential, the spiritual, moral, intellectual, physical, and social elements of the whole child need to be developed.

We believe that teachers need to encourage and challenge our students to always strive to do their best by providing a positive, effective classroom environment for learning and by working as a member of a team, in conjunction with the other teachers, parents, specialists, and support staff. We challenge our students to realize that learning is lifelong. We also encourage our students to recognize the value of service in our family, school, parish, community, and world.

### **CORE VALUES**

Since 1946, Saint Ignatius Loyola School has embraced a proud tradition of excellence in Catholic education. The school's success is driven by six core values:

- 1.) **The Centrality of God and the Catholic Faith:** We celebrate a strong Catholic tradition while maintaining Christ-centered academics and activities on a day-to-day basis. The presence of God is a constant at Saint I's. Together, with their parents, Saint I's introduces their students to the long-standing legacy of the Catholic faith. This provides a strong foundation, instilling ethics, morals, and the love for Jesus Christ.
- 2.) **Focusing on the Whole Child:** Saint I's excellent test scores, consistently in the top 10% of the country, are only one aspect of its quality education. The staff and faculty focus on the whole child, realizing the importance of spiritual, academic, physical, emotional, moral, intellectual, and social development. This comprehensive, whole child approach provides an environment where each student's unique abilities are both embraced and challenged, building the foundation for greater self-worth and life-long happiness.
- 3.) **Celebrating Diversity:** Embracing all God's Children: Utilizing Christian law as our cornerstone and the Commandment "Love your neighbor as yourself", Saint I's embraces diverse talents, abilities, and backgrounds. Our commitment to this Commandment begins with the inclusion of all students.
- 4.) **Modeling Stewardship:** Saint I's faculty, staff, and families provide examples of stewardship as they care for their community, their school, and their students. Their benevolence for the students and the respect that the students learn by their example creates a cycle of stewardship. Our children learn to be stewards of the Catholic Church, the earth, the community, and their individual gifts. Saint I's school is a training ground, teaching students to become good stewards both today and in the future.
- 5.) **Continuous Improvement:** Saint Ignatius school deliberately and intentionally works to continuously improve. We aim to be the best at getting better. Already a National Blue Ribbon School of Excellence and a recognized leader in academics and inclusion, the faculty is constantly planning for the future and building on its current success. Embracing the saying "You only coast when going downhill," both the school and the students are constantly reaching toward their personal best.

6.) **Cultivating Community:** Ignatius begins with I and ends with Us. Saint Ignatius is a dynamic experience for their students and their families. The students enter the school as an individual, but will soon become an integral part of the school, the Catholic Church, and the larger community. Becoming part of the Us comes with the responsibility to strengthen these communities, and our students achieve this through volunteerism, good citizenship, and the outward love for Jesus Christ

### **ACCREDITATION**

St. Ignatius School is accredited through the Ohio Catholic School Accrediting Association (OCSAA). The OCSAA is a collaborative undertaking of the Catholic dioceses in Ohio and is governed by the Superintendents of Schools who serve as the OCSAA Commission. The purpose of the OCSAA is to strengthen Catholic school identity and mission and to engage Catholic schools in the ongoing improvement of student learning.

In 2008, St. Ignatius School was recognized as a Blue Ribbon School of Excellence by the United States Department of Education. This school recognition is awarded to elementary schools that distinguish themselves as among the nation's most successful institutions of learning. The schools chosen are judged to have strong leadership, high-quality teaching, and appropriate and up-to-date curriculum and policies, as well as practices which ensure a safe environment conducive to learning, strong parental interest and involvement, and evidence that the school helps students of varied ability levels achieve

### **ADMISSION POLICY**

#### **Enrollment**

1. By enrolling at St. Ignatius, parents and students are agreeing to be governed by the policies, procedures and decisions of St. Ignatius School.
2. All new students to St. Ignatius are admitted on probation for one academic Trimester.
3. At the discretion of the administration, initial and/or continued enrollment may be dependent on the family securing and providing outside support for the student (i.e. professional tutoring, counseling, state scholarship program, etc.). The cost of that support is the responsibility of the family.
4. Nondiscriminatory Policy - St. Ignatius admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, and other school-administered programs.
5. Initial and continued enrollment is dependent on the school's ability to meet the needs of the student and the final decision is at the discretion of the principal.

Requirements for enrollment include:

- \*Verification of active parish affiliation/stewardship
- \*Use of weekly envelopes
- \*Health Records
- \*Immunization Records
- \*Birth Certificate (original)
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards
- \*Standardized Test Results
- \*Record of IEP

#### **Kindergarten Age Requirements**

Completion of an accredited kindergarten program is mandatory in the state of Ohio.

1. Children who become five before October 1 are "of age" for kindergarten. And children who become six before October 1 are "of age" for grade 1.

2. Children who become five after October 1 and before January 1, shall be considered as underage candidates for kindergarten.
3. Children who become six after October 1 and before January 1, shall be considered as underage candidates for first grade.
4. All underage admissions are to be made on a trial basis. Underage admissions shall be determined by the principal or designee. If a child fails to adjust satisfactorily, that failure will constitute grounds for removal of the underage child. The principal could request that the child be assessed by the local school district.
5. Underage children who have qualified and have successfully completed kindergarten are eligible, without further evaluation, for first grade placement.

### **First Grade Entry without Kindergarten**

All children admitted to first grade must have completed kindergarten in an accredited kindergarten program. Completion of an accredited kindergarten program is mandatory in the state of Ohio.

### **ACCURATE INFORMATION STATEMENT**

It is the right of St. Ignatius School to refuse admission or terminate enrollment if false, inaccurate, or incomplete information is provided to the school.

### **ACADEMIC INSTRUCTION AND POLICIES**

#### **Academic Records**

Each student has a permanent record card with end of the year grades and attendance notated. In addition, standardized test scores are also kept on this record card. These records permanently stay at Saint Ignatius School. This record card will be copied and sent to a child's next school when they graduate or leave Saint Ignatius School after the parent signs a release of records forms and all fees are paid in full.

#### **Curriculum**

The Curriculum followed at St. Ignatius is based on recommendation by the Archdiocese of Cincinnati as well as state and National Standards. Each year an area of the curriculum is reviewed by the faculty. In most areas the curriculum offered at St. Ignatius is differentiated to meet the needs of the students.

#### **Religion**

Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation and First Eucharist in Grade 2 and Confirmation in Grade 7. Grades 1-4 attend weekly Mass on Tuesdays and Grades 5-8 attend weekly Mass on Wednesdays. All-school masses are held about once a month.

Students in Grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) test in January. St. John Paul II's Theology of the Body is embedded in the curriculum in K-8 and a specific Theology of the Body course is taught in 6th, 7th, and 8th

#### **Language Arts**

Reading, English, Spelling, Vocabulary, Writing, and Appreciation of Literature

#### **Math**

Mathematics skills, Pre-Algebra, Algebra I. Students in Algebra and/or geometry take the State End of Course Test in May. In order to allow teachers to meet students' individual needs in mathematics instruction, students in Grades 6-8 are placed in math sections as determined by testing, grades, and teacher input.

#### **Science**

General Sciences and laboratory experiences

## **Social Studies**

History, Geography, Economics, State History, and Current Events.

## **Spanish**

Grades 6-8 Vocabulary, common expressions, grammar, conversation, and culture

## **Physical Education, Art, Music, and Technology**

Students take part in these special classes on a regular basis throughout the year.

## **Home Instruction**

Saint Ignatius School does not provide for homeschooling. If this service is needed or requested the student may have to enroll at their school district of residence. Final decision rests with the Principal.

## **Homework**

Homework is required of all students, but because of the wide variation in student self-discipline, organization, and ability, it is not possible to lay down many general directions. The amount of time spent on homework may vary depending on assignments, grade level, and the student. Our general guideline is for the average student to spend 10 to 15 minutes times their grade level on homework each night, give or take 50%. If you feel like your child is spending too much or not enough time on homework, please talk to the teacher. Many times, what looks like unreasonable homework demands is a symptom of other issues such as use of class time, or executive functioning deficits. If the completion of homework is becoming an issue morning homework sessions may be a helpful resource to consider with teachers and/or administrators.

### **How you as a parent can help with homework**

1. Arrange a regular time to study and a place free of interruptions. Make sure that your child understands that non-written assignments (reading and studying) are an essential part of homework
2. Check to see that all work is completed on time, and that all the work, books and materials are brought to school each day. Check for neatness and following of directions. Check the planner on a regular basis.
3. Guide, but do not do assignments for the child. We are looking for grade appropriate work. Don't turn a grade school project into a high school project.
4. Do not deliver "forgotten" homework to school. When you interfere with the planned consequences, you are also interfering with progress to our common goal of building responsibility and independence.

Students in Grades K-3 and their parents are encouraged to communicate with the teacher regarding missed work when the student returns after an absence.

Parents requesting to pick up assignments for the students who are absent should make the request with the homeroom teacher prior to 9:00 am and work should be picked up in the school office between 3:35 pm and 4:00pm. Other arrangements can be made by contacting the school office.

If a student is absent for a week or more, the completed homework should be sent back to school on a regular basis. The general policy for make-up work is for every day absent, a student is allowed two days to complete the assignments. Upon returning to school the student should confirm with the teachers the due date for missed assignments. If more time is needed, the parent should contact the teacher. Deadlines for long-term assignments are **not** extended due to absences.

### **Policies Concerning Homework**

Students are responsible for school content matters covered during absence. They should see the teacher about this make-up work as soon as they return to school. Students in grades 4 through 8 are encouraged to use a "Buddy System" which will be set up at the beginning of the school year by the



student. When a student is absent, his/her buddy will be asked to take assignments and books to a designated place or person.

**Grading Scales**

% Grade	Grades 4-8	Grades 2-3
100-98	A+	O
97-95	A	
94-93	A-	
92-90	B+	S+
89-87	B	
86-85	B-	
84-82	C+	S
81-79	C	
78-77	C-	
76-74	D+	N
73-72	D	
71-70	D-	
69-0	F	

**Kindergarten- Grade 2** will be using a Standards based report card.

**K-2 Assessment Scale**

- 4 - Consistently Demonstrates/Exceeds Proficiency
- 3 - Frequently Demonstrates Proficiency
- 2 - Progressing Toward Proficiency
- 1 - Demonstrates Limited Progress Toward Proficiency
- N/A - Not Assessed This Grading Period

\* Instructional Accommodations

**Promotion Policy**

Promotion through the primary grades is determined by the child's proficiency in reading and math. Placement or retention occurs when a primary student scores N in both subjects. Summer work required when a final average of N is earned in either subject or if a student is achieving below grade level.

**4-8:** Promotion occurs when a student passes the five major academic subjects: Reading/ English, Math, Religion, Math Science/ Health, and Social Studies. Retention or placement occurs when 2 major subjects are failed. Summer work is mandatory when any major subject is failed or if the student is achieving below grade level. Students may be required to pass a performance evaluation / test to determine readiness for the next grade. Only students who are promoted to 9th grade will participate in 8th grade graduation activities.

**Retention and Summer School**

Students at St. Ignatius School are challenged to reach their maximum potential mentally, physically, emotionally, socially, and spiritually in order to become productive members of society. Each child is treated as an individual and is considered separately. At all levels, the academic progress, physical growth, and social and emotional maturity are factors considered for optimal placement. The Principal

makes final decisions about each student after researching the situation and consulting with the parent and teacher.

**Definitions:**

**Promotion:** A student is listed for the next highest grade for the following school year.

**Placement:** After specific requirements are met and documented the student is listed for the next highest grade for the following school year.

**Retention:** A student is listed at the same grade level for a second year.

**Summer Work:** A recognized formal program of group or individual instruction that is taught by a certified teacher. Documentation is the responsibility of the parent and the tutor or administrator of the summer program. Students may be required to pass a performance evaluation/test to determine readiness for the next grade. Summer work requirements may also be met through completion of alternative programs with prior approval by school Administration.

**Passing:** To pass a subject, students in grades 4-8 must maintain an average of 70% or higher for the year and earn a D- or higher in the 3rd Trimester. They must also not receive an incomplete. For Final Grade calculations, science and health will be computed as one course.

**Standardized Testing**

1. Students in grades 2 through 7 will take the Iowa Tests in the spring. Students in grades 2 and 5 will also take the Cognitive Abilities test at that time. Parents receive the results of their child's performance on these tests through an emailed secure document.
2. Any student participating in the Peterson or Autism Scholarship programs will take the Ohio Achievement test according to the State schedule.
3. All students will be participating in regular standardized benchmarking throughout the year.

**Assignment Log/Morning Support**

(Formerly, Yellow Slips) Assignment Logs document incomplete homework, homework not turned in, directions not followed, or missing class materials for students in grades 3 through 8. When a student accumulates eight (8) missing assignments in one trimester, a Morning Support session is assigned. The purpose of Morning Support is to assist students with organization, study skills, time management, etc. Two certified intervention specialists are available to provide guidance and support.

Morning Support takes place from 8:00am to 8:45am. Parents are notified at least one day before the session, and they are responsible for the student's transportation to school. Morning Support takes priority over extracurricular activities. After a student receives his/her 10th assignment slip, that student is required to attend Morning Support every day for the remainder of the current trimester, as well as the following trimester. If a student is present at school on the assigned day and does not attend Morning Support, he/she will be required to serve lunch/recess time in the office and attend Morning Support the following day.

**Structured Study Hall**

Students in grades 6,7, and 8 who need regular academic support are recommended for Structured Study Hall. At least two certified teachers/intervention specialists are available during that time to help students with organization, study skills, time management, etc.

**ACCIDENTS/HEALTH/WELLNESS**

**A. Health**

1. All children attending St. Ignatius School must have a current immunization record on file at school as required by State Law. Any deficiencies in the immunization record may result in the exclusion of the student until the health record is updated properly.

2. Parents have the primary responsibility to communicate regularly and directly with the school staff concerning chronic medical conditions, such as asthma, food allergies etc. Please keep your child's school health record current by notifying the school nurse of any chronic medical conditions, illnesses and medications. It is the policy of the school to notify faculty as appropriate medical conditions noted on the health record or emergency medical form. It is also our policy to notify bus transportation of any medical condition that could result in an emergency situation. Some medical conditions require the completion of an Emergency Action Plan, and will be requested by the school nurse.

3. Parents are required to notify the school nurse of any student plans for foreign travel at any time during the year. If the nurse determines that travel was to a "high risk country" and travel was in a "non-tourist capacity", a TB test will be required.

4. The administration of all prescription medication at school requires the written order of a physician and the signed permission of the parent/guardian. (medications listed on the Over The Counter Medications Consent Form described below only need a parent signature.) If it is necessary for your child to take medication at school, these guidelines must be followed:

a. All medication must be brought to the school nurse by the parent.

b. Medication must be in original containers (child proof) and have the original affixed prescription label including the student's name, name of medication, dosage, time, and current dosage.

c. An Administration of Medication form must be completed on each medication that needs to be administered at school. Both the licensed prescriber and the parent must sign the form. Forms can be brought in or faxed to the school nurse at 513-389-3251.

d. Any changes to the administration of prescription medication must be submitted in writing on a new Administration of Medication form, signed by the prescriber.

e. New Administration of Medication forms must be submitted each school year and as necessary for changes during the year. These request forms are available in the school office, in the appendix of this handbook, and on the school web page under the tabs: For Parents, School Nurse.

f. Students are NOT permitted to carry or dispense medication. Exceptions may be made only for potentially life threatening medication conditions such as EpiPens and Inhalers, and ONLY if the parent and physician agree that the student has the ability to administer the medication and is responsible to carry it safely. Misuse and/or failure to keep medications safe and out of the hands of non-authorized persons may result in disciplinary and civil consequences to both the student and parent.

g. All medication left in the Health Room at the end of the school year must be picked up by the parent before the last day of school. All unclaimed medication will be disposed of on the final day of school each year.

h. An optional Over The Counter Medication (OTC) Consent form is available to all students. With parental signature, the school nurse can administer only the medications listed on the form which are: Acetaminophen, Ibuprofen, cough drops, anti-itch ointment, antibacterial ointment as needed, according to the OTC label and directions. The school nurse will inform the parent if medication (other than cough drops) is administered. If your child is prescribed a dose of one of these medications that is different from the OTC label and directions, an Administration of Medication form is required. See a through g above.

## 5. Screenings

a. Vision and hearing are conducted at regular intervals according to state guidelines (All Preschool students, Kindergarten, first, third, fifth and seventh (vision only). If you feel your child needs to be screened at any other time, you may request it.

b. All students in grades six and seven are offered screening for scoliosis. The purpose of this screening is early detection of a curvature of the spine, which if diagnosed early, can be corrected. Parents will be given a consent form.

6. If a child becomes ill or is injured at school, the school nurse will call the parent. If the parents cannot be contacted, we will follow the instructions on the emergency form. It is imperative that we are able to contact someone on the list at all times. If the contact people will not be available due to a vacation, lack of transportation, or other circumstances, please send written notice to the office with a substitute or replacement contact.

7. When to keep your child home from school. St. Ignatius follows the guidelines recommended by the Ohio Department of Health:

a. Fever. If your child has a fever (a temperature of 100.0 F or greater) they should remain at home until they have been fever free for a full 24 hours (without giving Tylenol or Ibuprofen) and they have returned to their normal level of activity. It is important for you to take your child's temperature before giving the fever-reducing medication.

b. Vomiting and/or diarrhea. Your child should remain at home until they have been without any episodes of vomiting or diarrhea for a full 24 hrs. and have resumed a typical diet. If your child has had any of these symptoms during the night she/he should not be sent to school the following day.

c. Cold symptoms. Runny noses are a fact of life with children. However, if the drainage is thick and green or if your child has persistent or productive cough, please have your child stay home and consider consulting your child's doctor. A constant dry cough can be a sign of more serious respiratory problems and the doctor should be notified.

d. Redness or discharge in the eyes. Redness of the white part of the eye, burning or itching, yellow or white matter or crusted eyelashes can indicate pinkeye or conjunctivitis. Your child should remain at home until she/he has seen the doctor and if prescribed, antibiotic eye drops for 24 hours.

e. Sore Throat. If your child has a persistent or severe sore throat they should remain at home. You should consider contacting your child's doctor if there is a fever, white patches on the tonsils, swollen tender glands, headache or stomach ache. These could indicate a possible strep infection. If that is the case, your child should remain at home until they have had 24 hours of antibiotics and have resumed normal activity.

f. Communicable Diseases: The school may send a student home if it appears that they may have a contagious illness. The parent may be asked to provide a doctor's note indicating the symptoms have been evaluated before the student is allowed to return to school. The Ohio Department of Health Communicable Disease Chart serves as the guidelines for determining the recommendations for the student.

8. St. Ignatius has an Epinephrine policy. In accordance with Ohio House Bill 296, we have both an EpiPen and an EpiPen Junior to use in the event of a suspected severe allergic reaction. The rationale is that twenty-five percent of severe, potentially life-threatening allergic reactions reported at schools happen in children with no previous diagnosis of food allergy. Students with known food allergies are still required to provide their own Epinephrine auto-injector to school. If you have any questions, please call the health room at 389-3242 Ext. 4.

All health forms are found on our website.

## **B. WELLNESS**

### 1. Nutritional education

- St. Ignatius School will implement the health objectives relating to diet, nutrition and exercise as stated in the 2015 Archdiocesan Graded Course of Study for Science and Health.

- Nutrition guidelines, food pyramid charts, suggestions for healthy food choices and/or other messages related to health and nutrition will be posted in or near the St. Ignatius School cafeteria.
- St. Ignatius School lunch periods will be scheduled so as to provide nourishment within a reasonable time frame from the start of the school day.
- Recess or snack breaks will be scheduled for students as needed to maintain energy levels.
- Nutrition guidelines for all foods available on St. Ignatius School campus during the school day.
- St. Ignatius School lunch programs will follow nutritional guidelines established by the Ohio Department of Education, Office of Child Nutritional Services (see #3 and ODE website).
- St. Ignatius School will evaluate food products sold on their premises, and set nutritional guidelines for all food and beverages available on campuses. (We will provide at least a choice of healthy alternative snacks and beverages.) No pop or candy machines may operate in the building outside of the faculty lounge. Pop may not be used in any school celebrations.
- Drinking fountains and/or water coolers will be available in every building. Students will be permitted to carry water bottles.
- Guidelines for reimbursable St. Ignatius School meals: St. Ignatius School will continue to follow the state and federal guidelines and procedures for reimbursement for St. Ignatius School lunch, breakfast or special milk programs.

## 2. Physical activity

- All students will participate in the St. Ignatius School's physical education program.
- Physical education programs will implement the objectives of the 2015 Archdiocesan Graded Course of Study for Physical Education.
- Students will be encouraged to participate in school and community sports programs, including "Wildcats on the Move", and to be physically active outside of school.

## 3. Plan for measuring implementation of the local wellness policy

The success of the local wellness program will be measured by:

- The school nurse will track the weight of new students and students in odd levels as part of our usual health screenings.
- The cafeteria staff will survey students and/or parents on eating choices annually and adjust the menu offering to align preferences with nutritional guidelines.
- Mastery of health objectives will be measured with teacher made tests
- The Physical Education teacher will track the number of students who meet Presidential and National fitness standards.
- Individual progress on the "Wildcats on the Move" will be tracked cumulatively for the entire experience at St. Ignatius School (Gr. K-8). We will recognize milestones every ten, 50, 100, and 250 miles.
- Some physical education classes will track students' heart rate as part of their physical fitness programs.
- The local wellness committee (A subcommittee of the School Committee) should revisit the wellness policy annually to revise, update, or amend the policy as needed.

## 4. Other

- St. Ignatius School encourages the use of non-food rewards for student motivation.
- St. Ignatius School further encourages teachers and parents to provide healthy snacks, and to minimize sugary treats for classroom celebrations.
- St. Ignatius School will not participate in fundraisers using candy.

- St. Ignatius School will provide parent education on nutrition and the benefits of physical activity through The Wildcat Wire (newsletter) and parent meetings.
- Teachers will be offered training in nutrition as needed, and in physical activities conducive to learning and appropriate for classrooms.
- A health and wellness fair will be held at least every other year at the end of the year. Topics may include bike safety, water safety, fitness, hygiene, fire safety, personal training guidelines, nutrition, first aid, etc.

5. Community involvement in the development of the plan included input from parents, students, school food authority, administration, and the public. Health and physical education teachers should be included.

## **ATTENDANCE**

Classes are held as indicated on the school calendar printed in this planner and posted on the school webpage. The calendar is subject to change.

### **HOURS:**

8:15 - 8:30 A.M. Students may arrive and be supervised in the cafeteria.

8:35 - 8:54 A.M. Homeroom

8:55 A.M. - 3:30 P.M. Instruction time

### **DEFINITIONS:**

Present = 0 minutes missed

Tardy = 1-89 minutes missed (at any point in the day) \*Exceptions are made for bus delays.

Half Day = 90 to 305 minutes missed

Full Day absence = more than 305 minutes missed

### **Notification of Tardy or Absences**

1. If a child will be absent, notification to the office should be made by 8:55 A.M. (By 12:30 for P.M. Kindergarten) a parent phone call or email the school office at [attendance@saintschool.org](mailto:attendance@saintschool.org) on the day of absence or a handwritten parent note prior to the absence is required.

2. When a student returns to school after his/her absence or tardy, a written excuse signed and dated by a parent or guardian stating the reason for the absence or tardy must be given to the homeroom teacher.

## **ABSENCES**

### **Excused Absences:**

1. Absences are excused for illness, death in the immediate family and other situations as pre-approved by the principal.

2. When St. Ignatius procedures are followed, 8th (only 8th) grade students may be excused for up to 2 days of high school shadowing.

### **Unexcused Absences:**

1. Vacations when school is in session are considered unexcused and discouraged.

2. Other examples of unexcused absences are Take Your Child to Work Day, unapproved attendance at another school, and any absences without notification.

3. If an absence is unexcused, the student is not entitled to credit for make-up work, including tests, projects, quizzes, etc.

School attendance is a major component of academic success and we want every student to attend school regularly. In many cases, irregular attendance is a major reason for poor school work. Teachers are responsible for reporting attendance and tardiness to the front office, and attendance will maintain the database for attendance. Whenever possible, interventions for attendance are provided as a pattern is developing. These may include referral to guidance counselors, attendance contracts, and/or a letter from the school administrator.

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## **AWARDS**

### **PRINCIPAL'S AWARD**

In grades 1-8, student effort and self-discipline are recognized each trimester with the Principal's Award. In grades 1-3

The **First Principal's Award** will be given to students who:

- Show strong or satisfactory personal development (no check marks in this section of the report card).
- Have received no conduct slips.
- Received 0, or 1 slip/notices (for assignments, etc.)
- **First Award** requires an effort rating of good in all areas.

### **Second Principal's Award**

- Show strong or satisfactory personal development (no check marks in this section of the report card).
- Have received no conduct slips.
- Received 2 or 3 slips (yellow for assignments, etc.)
- In grades 4-8, effort rating on the report card plays a bigger role. In addition to the criteria for grades 1-3,
- **Second Award** will be awarded to students who meet the criteria for Second Award in grades 1-3 and have an effort rating of satisfactory or better in all subjects.

## **BIRTHDAYS**

1. Though parents are welcome to join their child for lunch, we ask them not to bring treats or lunches for other children. However, space is limited.
2. Birthday celebrations should be held in the classroom with the approval of the classroom teacher, not in the cafeteria.

## **CALENDAR**

See attachments

## **CHILD PROTECTION**

All allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All school personnel must cooperate with investigations by outside agencies.

## **COMMUNICATION**

1. Expressions of parental concern for their children are always welcome. Ideally problems are to be handled by the people closest to the issue. If there is a concern regarding your child please contact the teacher first. You can contact the teacher by calling 389-3242, ext. 7, and entering the teacher's last name. Parents may also send a note to the teacher. Please do not call a teacher at home. If you have a concern or a suggestion about a general situation at school please contact the principal by calling the school office. Policy concerns and suggestions may also be directed to the principal or to the School Committee.

2. Parents can access their child(ren)'s current grades and attendance through Alma on the Internet. Follow the links from the parish (<http://www.sainti.org>) or school websites (<http://www.saintischool.org>) The school will provide confidential ID's and Passwords for students and parents.

3. Parents can also access their child(ren)'s assignments in their Alma account. Follow the links from the parish (<http://www.sainti.org>) or school websites (<http://www.saintischool.org>). The school will provide confidential ID's and Passwords to the students and parents.

4. Teachers are usually available before and after school by appointment. Parents or students should not call teachers at their homes or show up at the school without an appointment.

5. Parent-Teacher Conferences are scheduled during the year. The conference dates and the sign-up procedure will be published in the Wildcat Wire. Conferences may be scheduled at other times by appointment.

6. **SNOW** - If a snowfall during the night causes cancellation of classes; listen to the radio or TV Stations. We will activate our notification system as soon as possible. FYI, since the majority of our students live in the Northwest School District, we will follow the decisions of Northwest Schools and ALL of our students need to watch for Northwest delays or closing. It is a problem if Cincinnati Public, Oak Hills or Three Rivers is delayed and Northwest is not. In this case, school is officially open and in session on time and students living in Cincinnati, Oak Hills and/or Three Rivers need to either get a ride to school or realize their bus will arrive well after school has started. These students will be posted as tardy, excused (90 min) or 1/2-day excused absence. If Northwest is on a delay, their busses will run on the delay. Cincinnati Public, Oak Hills, and Three Rivers busses are not affected by Northwest's delays and will run on schedule unless those districts also call a delay. We understand the difficulty and realize that you will do what you can. Fortunately, these situations are extremely rare. Though instruction will be delayed if Northwest calls a delay, supervision will be provided for students who are delivered by Oak Hills , Cincinnati Public Transportation, or Three Rivers.

A.M. Kindergarten is cancelled when we have a two-hour delay. The extended care program will be cancelled if school is closed. For delays, students who use the extended care program may arrive at the usual 7:15 A.M. time. The cost will remain the same, \$4.00. In case of a delay that is changed to a cancellation, you are asked to provide the name and phone number of someone who will be able to come and pick-up your child by 11A.M.

If we have a 2-hour delay, all before school activities are cancelled. This includes but is not limited to Spanish, band, choirs, and tutoring. The only exception is Morning Care, which will operate as scheduled at 7:00 am. If school is closed, all school activities are cancelled including Morning Care.

7. Emergency forms and a Student Profile information sheet will be given to the children on the first day of school. It is important for you to verify the information or fill in the requested information and return the forms to school the following day. It is the parent's responsibility to keep the information on the emergency forms up to date. Please notify the school office of any changes.

8. If for any reason a child cannot take part in Physical Education Class or some part of it for a given length of time (more than one week) or permanently, this must be indicated in writing by a physician.

9. Slips or Log Entries are key pieces of school communication notifying parents of an expectation that was not met.

a. White Slips are sent home to notify a parent of improper conduct. b. Assignment Slips are homework notices. Students also use the Assignment Log that is found in front of their planner. Notices are sent home to notify a parent that an assignment was incomplete, late, or done incorrectly.

b. Green Slips are issued for noncompliance with the dress code.

Your cooperation in signing and returning them immediately along with completed work (if applicable) is necessary. If you disagree with the slip or entry or need to discuss the matter further, please talk to the school official who signed the slip/log. The positive discipline that results from being held accountable is



dangerously undermined when doubts and disagreements are communicated to and through the student.

10. No student will be called to the telephone during school hours except for an emergency. Students must ask for permission to use a telephone or any communication device at any time.

11. Announcements are made daily at 3:30 P.M. Messages to be announced should be in the office by 3:00 P.M.

12. Staff is instructed to return phone calls or emails within 24 hours, whenever possible, but always within 48 hours. If you do not receive a reply within 48 hours, please try again or contact the school office. Please understand that teachers receive many emails so a short, to the point answer should not be taken as dismissive but as efficient.

### **CONFIDENTIALITY**

Access to student's records is limited to authorized persons. Unless a court order provides otherwise, parents/legal guardians and students over 18 years of age have the right of access to the student's records. Before releasing these records, a form must be signed by the parents, legal guardians, or students over 18. Records must be released within a reasonable time. A fee may be charged for reproduction costs incurred by the school. The student's social security number may not be requested or recorded.

### **CRISIS PLAN**

State Law requires that safety drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in line at all times, and in silence;
4. Return to the building when a signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to the classroom when a signal is given.

### **Crisis Plan**

St. Ignatius School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to secure designated locations.

No one is permitted to enter the building during lockdown procedures. Parents should watch our web page and local media for updates.

### **CUSTODY ISSUES**

Non-custodial parents have the right to information regarding their student's progress unless a current court order stating otherwise is provided.

### **DISCIPLINE CODE**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all

personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

Discipline Policies are in effect during school hours, going to and from school, and at all school/parish events. Generally speaking, the staff, the principal, and the principal's designee have the responsibility for maintaining proper order and have the authority to correct students who do not abide by the school regulations or who do not act in conformity with generally accepted rules of personal conduct. Please note, video recordings may be used to achieve the school objectives, including helping a student demonstrate personal responsibility and self-discipline.

### **Disciplinary Actions**

The following forms of disciplinary action are approved:

1. Conference with the student to make him/her see the error of his/her ways.
2. Time out in the hall, office or another classroom.
3. Slips/log entries sent home stating the infraction. (See Communications)
4. Detention- When students in grades 3, 4, 5, 6, 7, and 8 receive a conduct slip/notice, they will serve a 45-minute detention **after** school. Detention will be held in the afternoon at 3:30pm. Parents will be notified at least one day before the detention and they will be responsible for the student's transportation from school. Detention will come before all other afterschool activities. Detention may also be assigned to students in grades K-2.
5. Conferences with the parent- The classroom teacher will generally contact the parent in writing, e-mail or by telephone upon repetition of minor offenses; or the Principal will contact the parent in writing or by telephone on the major offenses or repetition of less serious offenses.
6. Work Detail- Work Detail may be assigned depending on the offense. Work detail is physical labor either during the school day or on non-school hours under parent supervision.
7. Suspension- not to exceed ten days. Suspension is a disciplinary procedure by which a student is removed from the school/classroom for a specified period of time to provide the student with the opportunity to realize that certain aspects of his/her attitude and behavior are unacceptable in the school community. The administration will investigate the situation by meeting with staff, student, and any other witness in the incident. Exact reasons for the suspension and conditions to be met before the suspension can be revoked and will be detailed in a suspension letter to the parents. Should a student's behavior be deemed threatening, to self or others, he/she may be removed immediately, with the above requirements to be fulfilled as soon as possible.
8. As part of its Code of Conduct and disciplinary process, the School reserves the right to require a student to participate in counseling/therapy either as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents agree that they will provide whatever authorization is necessary in order for the School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the student's behavioral issues have been fully remedied. As with the method and extent of any disciplinary measures, the School reserves final judgment in these matters.

**Please Note:** Any student suspended or expelled from school will be suspended from all St. Ignatius activities. (Athletics, Scouts, PTA, Choir, Youth Group, ETC.) A student cannot participate until s/he has returned for a full successful day to the school from which they were suspended or expelled. Therefore, if a student's suspension ends on a Friday, s/he cannot participate until Monday, or the day s/he returns to school. If a student earns a Monday suspension on a Friday s/he is not eligible to participate all weekend. The Parent is responsible for notifying the adult in charge of the activity. The Principal may also contact the adult in charge of the activity.

a. At Home Suspension - The student must be kept home under parental or adult supervision during the time of suspension. Work will be emailed to the parent or found on the class website. Textbooks can be picked up before school 8:15-8:45 or after school 3:30-4:00 in the office or at the parish office until 7pm. Completed work should be handed in upon a student's return to school. The student will then be on probation for the remainder of the school year and subject to

automatic dismissal from the school upon repetition of unacceptable conduct or refusal to do required assignments.

b. In-School Suspension - The student will attend school under special supervision. The student will not be in their usual classrooms or the cafeteria. The student will be responsible for all assignments.

9. Expulsion or indefinite suspension is a disciplinary procedure of last resort. It will be applied only in the most serious of incidents or after all other discipline measures have been applied without success. The principal and parent(s) of the child will confer before a student is indefinitely suspended. Indefinitely suspended students may not attend school or receive any school services (normal parish services-- sacramental preparation, etc. are not affected). Indefinitely suspended students may petition for readmission in the next academic year. Students may be indefinitely suspended for a one-time event of a very serious nature or a continuous pattern of infractions that prove detrimental to the learning environment. Exact circumstances cannot be determined in advance. All expulsions are reported to the Archdiocesan Superintendent and to the Pastor. A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through the US mail, to the

### **Code of Conduct**

The following rules are to be observed:

1. Quiet should be observed in line formation, in halls at change of class, and in washrooms. For safety, silence and proper behavior must be observed during all safety drills.
2. Language unbecoming to Catholic school children will not be tolerated.
3. Chewing gum is NOT PERMITTED at any time in school, on school grounds, or in Loyola Hall.
4. No child is permitted to leave the school grounds without written permission. This applies before school, during school hours, and after school. If students go home after school other than their normal way (bus, car, etc.), they must have written permission. Students are considered off limits if they are anywhere without permission, including other schoolrooms, the parish office, ball fields, and concession area.
5. Writing, possessing or passing notes of any type without the permission of the staff is prohibited.
6. Personal Electronic Devices (PED): Parents may permit a student to have a cell phone or other communication device at school. The Personal Electronic Device may be used while at school only with school permission. **This includes before and after school.** Phones must be turned off and kept in backpacks from arrival until the student leaves for his/her ride home. The school is not responsible for damaged, lost or stolen PED. Pagers and electronic games and devices such as iPods may NOT be used or possessed at school without specific permission from a teacher. Watch chimes must be turned off. iWatches may not be used for texting during the school day.
7. When addressed, students should reply in a respectful manner.
8. A child may and should be corrected by any employee in the school if the situation presents itself. It is expected that every school employee will provide correction and discipline when required.

Conduct which may result in suspension and/or expulsion includes but is not limited to:

- a. Chronic or serious class or school disruption - to be involved in behavior, which disrupts the educational process of the other students in the classroom or school
- b. Disrespect - to insult, call derogatory names, dishonor, or in another manner abuse, threaten or harass physically, verbally or in writing any member of the school staff or other students
- c. Fighting - the act of hostile bodily contact in or on school property or at a school sponsored event.
- d. Insubordination - to challenge or question a staff member or principal when asked to carry out a reasonable request
- e. Lack of Responsibility - the consistent failure to submit school assignments or requirements. (Twelve assignment notices/slips in a trimester.)
- f. Obscenity - the act of producing, possessing, or using in any form (verbal, printed, electronic, written, gesture, etc.) obscene or profane material, language, or acts.
- g. Inappropriate displays of affection are prohibited
- h. Stealing - the act of taking or acquiring the property of others or the school's without consent

- j. Truancy and Tardiness, Off Limits - the act of unauthorized absence or tardiness
- k. Vandalism - the act of willful destruction of property belonging to others
- l. Smoking - on the school premises or at school sponsored functions
- m. Selling or attempting to sell unauthorized items
- n. Bringing a weapon or look alike to school
- o. Cheating- copying assignments including test answers from an unauthorized source or allowing someone to cheat directly or by not taking reasonable precautions. Cheating includes possessing another student's homework without the teacher's permission. Plagiarism or improper copying from reference or other sources is not tolerated.
- p. Off limits -Students are to remain under teacher's supervision and may not be in areas of the school or parish without specific permission.
- q. Dishonesty - including academic dishonesty or cheating.
- r. Gambling in any form

### **Harassment, Intimidation, and Bullying Policy**

It is our expectation that students and adults treat each other in a kind and Christ-like manner. To that end, we are committed to fostering a safe environment for all students free of bullying.

#### 1. General:

It is the policy of St. Ignatius School (the "School") that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden. The School's internet, materials and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

#### 2. Definition of Terms

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

"Harassment, intimidation, or bullying" means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.

"Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistant (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:

- Causes mental or physical harm to the other student; and
- is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

### 3. Types of Conduct

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include: Engaging in unsolicited and offensive or insulting behavior; Physical violence and/or attacks; Threats, taunts, and intimidation through words and/or gestures; Extortion, damage, or stealing of money and/or possessions; Exclusion from the peer group or spreading rumors; and repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”).

Examples of cyber-bullying include, but are not limited to, the following: Posting slurs on the Internet, websites, blogs, or social media/networks; Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks; Taking embarrassing photographs of students and posting them online or otherwise distributing them; and Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

### 4. Complaints

a. Formal Complaints - Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

b. Informal Complaints - Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

c. Anonymous Complaints - Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

### 5. School Personnel Responsibilities/Response

a. Document all information from the individual filing the report and the accused. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee

b. Investigate- Once notified of a formal or informal complaint, the principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.

## 6. Response

- a. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.
- b. When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.
- c. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.
- d. Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

## 7. Reporting

- a. Report to the Parent or Guardian of the Offender: If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.
- b. Report to the Parent or Guardian of the Victim - If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.

## 8. Miscellaneous

No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

## **Discipline Policies**

### **Use, Selling, Possessing or Passing of Drugs**

Suspension/Expulsion will result if any student is involved in drugs during school hours or at any school or parish sponsored function, regardless of location. A drug is any controlled substance or any substance made to look like a controlled substance. The eligibility of that student to return to school will be determined by the Principal after considering the following:

1. Disposition of proper authorities (police, court, etc.)
2. Results of complete physical and/or psychological examinations. These must be put in writing and forwarded to the Principal.
3. Written statements from student and parents outlining a plan for rehabilitation
4. Past record of student

5. Conference with parents, student, Pastor and Principal to outline the conditions that must be adhered to with the student.

The Archdiocese of Cincinnati maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

### **Off-Campus Conduct**

The administration of St. Ignatius School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying. It is also not limited to school days.

### **FIELD TRIP POLICIES**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience ensures a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. **Note:** a fax or email does not take the place of an original signature. If the cost of a field trip is a burden for your family, please contact the principal for special arrangements. Teachers will give out the permission form.
9. Parents who chaperone a field trip may not bring preschool or school age siblings on the field trip.
10. Cell phones or any electronic devices are not allowed to be brought on the field trip by students unless authorized by the teacher &/or administration.
11. At least one certified educator is required to attend any Field Trip. All other chaperones must be Virtus certified.
12. The Field Trip Sponsor shall bring all student emergency medical cards and any needed student medicines or medications on the Field Trip.
13. During the Field Trip, the students are the responsibility of the school. Students shall not be left unsupervised for any reason.
14. It is strongly recommended that schools utilize buses for transportation to and from Field Trip sites. In cases where student or parent vehicles are used, parents shall be made known that they are assuming the liability for any children in their vehicle. In parent vehicles, at least one other Virtus trained adult (in addition to the parent) shall be present in the vehicle unless they are traveling in a caravan. Students and parents shall be encouraged to follow all traffic safety laws. Each student must be buckled into a seatbelt and/or approved child safety seat as required by law.

### **GENDER IDENTITY POLICY**

In being consistent with Catholic doctrine and following Archdiocesan policy, Saint Ignatius of Loyola School supports students with gender dysphoria by treating them with sensitivity, respect, mercy and compassion. Policy does require that these students' biological sex will determine: names and/or pronouns used, uniforms and gender appropriate dress, bathrooms, participation on any sports teams,

and sleeping accommodations while on overnight trips. Saint Ignatius of Loyola School will provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

### **INSTRUCTIONAL PROGRAM/REPORT CARDS**

Your child receives a report card at the end of each academic trimester. These report cards are designed to invite the interest and cooperation of parents. Your child is an individual and the information of his/her report card should not be compared with another child's progress. Report cards are emailed to parents through a secure document message. You will need to insert your child's student Identification number to access the document.

If you have any questions, call the teacher or request a conference with the teacher. Each of the teachers is interested in your child's progress and is willing to help him/her. (Also see Retention and Summer School Policy) An Interim Report will be sent home halfway through each trimester to students who are performing below average.

### **Standardized Testing**

1. Students in grades 2 through 7 will take the Iowa Tests in the spring. Students in grades 3 and 6 will also take the Cognitive Abilities test at that time. Parents receive the results of their child's performance on these tests through an emailed secure document.
2. Any student participating in the Peterson or Autism Scholarship programs will take the Ohio Achievement test according to the State schedule.
3. All students will be participating in regular standardized benchmarking throughout the year.

### **ITEMS BROUGHT TO SCHOOL**

Deliveries: Parents are discouraged from bringing forgotten items to school to be delivered. We believe the children are best served if the natural consequences are allowed to take place. If the circumstances are extenuating and a parent brings eyeglasses, medications, etc., for the students, they must be brought to the office and not the child's classroom.

### **LIBRARY**

Our library is well stocked with great books and run by volunteers. Each class will have the opportunity to visit the library once a week. Students may check out 2 books.

### **LOCKERS/CUBBIES**

Lockers or cubbies, though assigned to students, are school property and may be inspected by school authorities at any time. Administration reserves the right to search lockers, backpacks, and any other personal property.

### **LOST AND FOUND**

A Lost and Found area is located in the cafeteria. Students may ask their teacher for permission to check for lost items at any time and parents are invited to check before and after school dismissal.

### **LUNCH PROGRAM**

Cafeteria: the following regulations must be observed

- Students may not bring canned drinks of any type or soft drinks in any package. Juice boxes, Squeeze-its, Capri Sun and similar items are o.k. Water, milk, and apple juice are available in the cafeteria for 50 cents.
- Normal table manners are to be observed at all times including no playing with food, throwing food, selling or buying food from a student. Bag breaking, blowing of straw covers, and taking or touching of other students' food is not permitted.
- Talking must be in a normal tone - no screaming or yelling. When the adult supervisor claps, students are to be quiet and listen for instructions. If the lights are turned off, students are to



remain silent.

- Dismissal: students are generally dismissed one table at a time. When a table is dismissed, students will stand and gather all trash from both the table and the floor.
- Paper will be placed in the trash. Leftover drinks, dishes and uneaten food will be handed to the volunteer at the kitchen window. No food may be taken from the cafeteria to be eaten in the classroom. Other items will be sorted at the clean-up station.
- Students will sit at assigned tables after buying milk and or lunch. Students will remain seated unless given permission by a school employee to use the restroom, get a drink, or snack, etc.

**Hot lunches** (USDA Program) are served in the cafeteria with milk. Following USDA regulations, only students with a written statement from a licensed physician stating they cannot consume cow's milk may obtain a substitute drink that has the equivalent nutritional value of milk with this hot lunch purchase. Milk, 100% fruit juice and water are sold for 30¢ to those children wishing to bring their lunch. Students may not bring canned drinks of any type or soft drinks in any package. Juice boxes, Squeeze-its, Capri Sun and similar items are o.k. Hot lunch including milk is \$2.50 and additional drinks are available for 50¢. An entree salad of the week is available for \$3.25.

A child in the 4 through 8 grades may get a second entrée for an extra \$1.50. Students will be able to order a regular hot lunch or a lunch size salad. Hot lunch includes: entrée, fruit, milk and a vegetable. Students can substitute a side salad for the vegetable. The lunch size salad is available as an ala carte item for \$3.25 and must be ordered by 8:55 am.

Our lunch payment system is a pre-pay system with each student having his or her own individual account. Payment methods include:

1. Students may bring in a check or cash to the cafeteria before the start of classes and we will credit the student's account for them.
2. Parents may charge their child's lunches using their credit card. There will be a fee charged to their credit card account to do this. Parents will need their child's student number and can access their account at [www.k12paymentcenter.com](http://www.k12paymentcenter.com). Detailed instructions can be found on the school website under Cafeteria.

Lunch menus are posted in the weekly Wildcat Wire, on the school website as well as the school app, and in the cafeteria. If a child forgets his/her lunch money and does not have money on account, provisions will be made with the cafeteria management for that child for that day. Notice will be sent home at the end of each week with those children who owe \$5.00 or more to the cafeteria. Parents should see that this money is paid to the cafeteria within the week. Arrangements for payment of lunches other than daily or pre-paid accounts, can be made with the cafeteria management. If you wish to volunteer for the cafeteria and you do not receive a form by September, please call the cafeteria.

Information about free and reduced lunches is available from the cafeteria manager.

## **OFFICE RECORDS**

An accurate and current record of each student's attendance, scholastic grades, and standardized test scores, as well as personal information about each student, shall be recorded on a Permanent Record Card. Access to this information is protected by privacy laws.

## **PARENT COOPERATION**

We, at St. Ignatius Loyola School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Ignatius Loyola School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life. Weekly attendance and participation in the Sunday Liturgy is not only prescribed by Church Teaching and Canon Law but is the time where the parent models the highest form of prayer and gratitude to God.

Parent cooperation is a condition of enrollment. The school reserves the right to refuse admission or terminate enrollment if a parent or guardian exhibits through behavior, spoken or written communication that the parent/guardian no longer supports the school rules, staff, or administration.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us work with a commitment to partnership as we support one another in helping your child to become their best.

#### **PARENT TEACHER ORGANIZATION (PTO)**

On behalf of the PTO (Parent-Teacher organization), welcome to the St. Ignatius family! We hope your years here will be rich and rewarding. The PTO plans, sponsors and coordinates enrichment activities for students, staff, parents, parishioners, and members of the community. The PTO, through its board members and parent volunteers, aid and assist the school staff in providing fun and enriching opportunities. All parents are members of the PTO by having a child at St. Ignatius; no dues are ever needed to be a member of the PTO.

PTO meetings are on the second Monday of each month (August-May, no December meeting) in the school library at 7:00pm. These meetings are open, and all parents are invited to attend! Your ideas and participation are always needed and appreciated. "Like" us on Facebook - **St. Ignatius PTO**, for reminders about meetings and PTO events that are coming up.

PTO has many activities planned for this coming school year. We would like to encourage everyone to become involved. Any open PTO leadership positions will be posted online in the Wildcat Wire. Below is a brief description of some of the activities PTO sponsors. If you have any questions or think you might be interested in helping with a particular activity, please contact the 2022-2023 PTO Co-presidents Susan Sagel [sagelse08@gmail.com](mailto:sagelse08@gmail.com) and Allison Wellen [wellenpartyof5@gmail.com](mailto:wellenpartyof5@gmail.com) and they will connect you with the chairperson.

Amazon Smile - For every eligible purchase you make through Amazon Smile, your chosen charity receives a percentage of that purchase! Just go to <http://smile.amazon.com> every time you buy on Amazon and the PACE program gets a donation! If you are new to Amazon Smile, you can set up your charity as St. Ignatius PACE on the front page. Been giving to another Smile charity? Under "Your Account choose Your AmazonSmile and switch to St. Ignatius PACE!

After School Enrichment mini courses - The focus of this program is to provide students with exciting educational opportunities and expand the student's knowledge of the world around them. Classes take place on three Wednesdays in January.

Bowling - After school bowling leagues (Wednesdays, approximately November through March) are offered through Heid's Bowling Lanes.

Box Tops - Make a difference every time you grocery shop by purchasing Box Top products and clipping the Box Top coupon off the package. For a list of approved products refer to [www.boxtops4education.com](http://www.boxtops4education.com). The PTO earns 10 cents per coupon. Please send Box Tops to the school office. Download the Box Top app for even more opportunities to earn money for our school.

Chess Club - All levels of players in grades K-8 are welcome to join Chess Club, Fridays through the winter, approximately January through March.

Eighth Grade Graduation Festivities - Coordinators, along with 8th grade homeroom parents, oversee the end of year 8th grade festivities including things like a class video, 8th grade t-shirts, silhouettes displayed at graduation and many more fun traditions.

Eighth Grade Graduation Party Planners - Parents of 7th grade students form a committee to organize and host the 8th grade graduation party following the graduation mass.

Everybody Counts - This program provides awareness and factual information to the students about people who are physically or developmentally challenged as well as people with chronic conditions and serious illnesses.

Faculty and Staff Appreciation - Each member of the faculty and staff is acknowledged on their birthday and with lunch on Administrative Assistant's Day.

Family Fun night - PTO helps coordinate one or two outings each year like family bowling, skating parties and Skallywag tag for current St I's students and their family.

Homeroom parents - Each homeroom in the school will have two parent volunteers to help the classroom coordinate parties throughout the year and assist the teacher as needed.

Ice Cream Social - We welcome Pre-School, Kindergarten, 1st grade and all new students and their families in August

iWalk - An annual event that takes place on the May Spirit Day, iWalk is a fundraiser to benefit the St. Ignatius Tuition Assistance Fund. Students collect donations and walk as many laps around campus as their allotted time frame allows.

LaRosas' Buddy Cards - LaRosas' Buddy cards are on sale all year long through the PTO. You can purchase at the parish office, Spirit Shop, or contact Stephanie Back [sfd11279@yahoo.com](mailto:sfd11279@yahoo.com).

Olympic Day - Olympic Day is a fun filled day for all the students to attend the last week of school.

School Supplies - PTO offers parents the convenience of ordering their school supplies in the spring for the following year.

Shoparoo - Shoparoo is a free mobile app that turns pictures of your shopping receipts into cash

donations. It doesn't matter where you shop or what you buy, because every receipt counts! Join at [www.shoparoo.com](http://www.shoparoo.com).

Spirit Day - students may wear spirit wear on the last Friday of each month (see the Student Handbook for more details) in honor of a charity. Each month a charity is designated for outreach and donations on these Fridays.

Spirit Wear Shop - Spirit wear can be purchased and/ or ordered through the St. Ignatius Spirit Shop located in the school library. Uniform shirts and sweatshirts may also be ordered through the shop. Hours vary and will be posted in the Wildcat Wire. Spirit wear is also sold at various school events such as Teacher Introduction Nights, Ice Cream Social, Grandparents Day and Parent Teacher Conferences. **See the online website at: <https://sainti.org/school/spiritshop>**

Welcoming Committee - this committee coordinates volunteers who would like to be a host family and welcome new school families to St. Ignatius. Host families help make this transition for new families as smooth as possible by providing information about religious, educational and recreational activities at St. Ignatius.

Yearbook - the Yearbook committee needs parents who are "amateur" photographers and are willing to take pictures at various events throughout the school year. Pictures are submitted to the yearbook coordinators through the email address [Saintiyearbook@gmail.com](mailto:Saintiyearbook@gmail.com)

## **PARENTS AS PARTNERS**

As partners in the educational process at St. Ignatius Loyola School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

**PARTIES**

# St. Ignatius Party Guidelines

<u>Parties</u>	K	1	2	3	4	5	6	7	8
Grandparents Day	x	x	x						x
Halloween	x	x	x	x	x	x	x	x	x
Christmas	x	x	x	x	x	x	x	x	x
CSW	x	x	x	x	x	x	x	x	x
Carnival CSW	x								
Valentines Day	x	x	x	x					
St. Ignatius Day	x	x	x	x	x	x	x	x	x
Seder Meal						x			
Art Week	x	x	x	x	x	x	x	x	x
Mother Day Tea	x								
8th grade Carnival	x	x	x	x	x	x	x	x	x
Buddy Picnic		x							x
End of Year	x				x	x			

**Expectations for parties:**

The list above identifies what parties happen at each grade level. Parent volunteers need to be current in Safe Parish.

**PLAYGROUND PROCEDURES**

Staff and parent volunteers supervise the playground.

1. Students should remain in their designated playground area. If a ball leaves the play area, the student needs to get adult permission to retrieve it.
2. Football, “Keep away” and dodge ball of any form is not to be played at any time.
3. The school will provide all equipment for recess play. Ropes are for jumping only. Check with the teacher on duty before playing kickball, wiffle ball, or other large group activities. Please leave your own toys and equipment at home.
4. Students and/or parent volunteers should report all injuries and dangerous situations to a school employee.
5. All play stops when the bell rings or whistle is blown. Listen to the adult for directions.
6. If a child makes a reasonable request to play in a game, he/she must be allowed to participate.

**RELIGIOUS EDUCATION**

Students shall receive a full year of religious education. All students shall participate in a formal Catholic religious education program, regardless of the faith identity of the student.

**SACRAMENTAL PROGRAM**

St. Ignatius shall provide regular opportunities for students to participate in liturgies, religious activities, and service projects. Students attend mass once a week. Reconciliation is offered twice annually to school children. First Communion and Reconciliation are received in grade 2. Confirmation is received in Grade 7.

**SCHEDULES**

Students are encouraged to arrive in the homeroom at 8:45 am and instruction begins at 8:55 am. Students are dismissed at 3:30 pm. Morning Kindergarten dismisses at 11:45 am and Afternoon Kindergarten begins at 12:45 pm.

HOMEROOM	8:45-9:05
SCHOOL DAY	8:55-3:30
AMK	8:55-11:45
ADK 1 <sup>st</sup> Recess	10:40-11:10
ADK 2 <sup>nd</sup> Recess	2:40-3:10
Gr 1 2 <sup>nd</sup> Recess	1:35-2:00
Gr 2 2 <sup>nd</sup> Recess	2:05-2:25

GRADE	RECEES	LUNCH
1	11:20-11:40	11:40-12:00
PREK		11:20-11:45
ADK		11:35-11:55
3	11:35-11:55	11:55-12:15
2	11:40-12:00	12:00-12:20
8		12:15-12:35
4	12:10-12:30	12:30-12:50
5	12:20-12:40	12:40-1:00
7		12:50-1:10
6	12:40-1:00	1:00-1:20

**WEDNESDAY**

8		12:55-1:15
6	12:45-1:05	1:05-1:25

**Typical Schedule for Grades 6,7 & 8 M,T,TH,F**

A. M. Homeroom	8:55-9:05
Period 1	9:05-9:48
Period 2	9:48-10:31
Period 3	10:31-11:14
Period 4	11:14-11:57
Lunch/Special/Study Hall	11:57-1:54
Period 7	1:54-2:37
Period 8	2:37-3:20
P.M. Homeroom	3:20-3:30

**Typical Schedule**

**Wednesday**

A. M. Homeroom	8:55-9:05
Mass	9:05-10:00
Period 1	10:00-10:40
Period 2	10:40-11:20
Period 3	11:20-12:00
Period 4	12:00-12:35
Lunch/ Study Hall	12:40-1:54
Period 7	1:54-2:37
Period 8	2:37-3:20
P.M. Homeroom	3:20-3:30

**SCHEDULE VARIATIONS FOR GRADES 6,7 & 8**

**SCHEDULE A Wednesday Mass/Begin classes at 10:15**

Period 1	10:15-10:50
Period 2	10:50-11:25
Period 3	11:25-12:05
Period 4	12:05-12:40 (12:35 Gr. 6)
Resume regular schedule	

**SCHEDULE B Wednesday Mass/Begin classes at 10:30**

Period 1	10:30-11:00
Period 2	11:00-11:30
Period 3	11:30-12:00
Period 4	12:00-12:40 (12:35 Gr. 6)
Resume regular schedule	

**SCHEDULE C Wednesday Schedule No Mass**

Period 1	9:05- 10:00
Period 2	10:00-10:55
Period 3	10:55-11:45
Period 4	11:45-12:40 (12:35 Gr. 6)
Lunch/Study Hall	12:40-1:54
Period 7	1:54-2:37
Period 8	2:37-3:20

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**SCHEDULE D Schedule for Holy days and 2:00 Event**

Period 1	9:05- 9:30
Period 2	9:30-10:00
Period 3	10:00-10:30
Period 4	10:30-11:00
Period 7	11:00-11:30
Period 8	11:30-12:00
Lunch/Specials/Study Hall	12:00-2:00
Mass	2:00
Return to Homeroom after Mass	

**SCHEDULE E All School 9:15am Mass Other Than Wed.**

Period 1	10:15-10:40
Period 2	10:40-11:05
Period 3	11:05-11:30
Period 4	11:30-11:57
Resume regular schedule	

**SCHEDULE F 2:00pm Mass on Wednesday**

Period 1	9:05-9:40
Period 2	9:40-10:15
Period 3	10:15-10:50
Period 4	10:50-11:25
Period 5	11:25-12:00
Period 6	12:00-12:35
Lunch/Study Hall	12:35-2:00
Mass	2:00

**SCHEDULE G 2 Hour Delay not on Wednesday**

Period 1	11:05-11:30
Period 2	11:30-11:55
Special/Lunch/Study Hall	11:55-1:54
Period 3	1:54-2:15
Period 4	2:15-2:35
Period 7	2:35-2:55
Period 8	2:55-3:20

**SCHEDULE H 2 Hour Delay Wednesday**

Period 1	11:05-11:35
Period 2	11:35-12:05
Period 3	12:05-12:35
Lunch/Study Hall	12:35-1:54
Period 4	1:54-2:25
Period 7	2:25-2:55
Period 8	2:55-3:20



**SCHOOL COMMITTEE**

The structure and constitution of the St. Ignatius School Committee is approved by the Parish Council and concerns itself with the total educational needs of the parish school. The School Committee reports to the Parish Education Commission for approval of policy changes. The school committee also advises the administration on procedures and goals. Commission meetings are held three times a year, and School Committee meetings are held monthly. Time and place are published in the Parish Bulletin and or school newsletter.

**2022-2023 SCHOOL COMMITTEE MEMBERS**

3rd Year	Meghan Sullivan	<a href="mailto:sullivan_m@ohlsd.org">sullivan_m@ohlsd.org</a>
	Teresa Sweell	<a href="mailto:tmyost73@fuse.net">tmyost73@fuse.net</a>
	Tara Kalkhoff	<a href="mailto:tkalkhoff@nwlsd.org">tkalkhoff@nwlsd.org</a>
2nd Year	Kate DiCarlo	<a href="mailto:dicarlo.km@pg.com">dicarlo.km@pg.com</a>
	Lisa Lasita	<a href="mailto:llasita.1@gmail.com">llasita.1@gmail.com</a>
	Adam Lohbeck	<a href="mailto:adamlohbeck@gmail.com">adamlohbeck@gmail.com</a>
1st Year	Katlin Newkirk	<a href="mailto:newkirkfamily7150@gmail.com">newkirkfamily7150@gmail.com</a>
	Robert Morris	<a href="mailto:morrisrem31@gmail.com">morrisrem31@gmail.com</a>
	Jennifer Menner	<a href="mailto:jwmenner@yahoo.com">jwmenner@yahoo.com</a>

**SCHOOL HOURS**

Students are encouraged to arrive in the homeroom at 8:45 am and instruction begins at 8:55 am. Students are dismissed at 3:30 pm. Morning Kindergarten dismisses at 11:45 am and Afternoon Kindergarten begins at 12:45 pm. Preschool follows the same times as half day kindergarten.

**SEARCH AND SEIZURE**

Saint Ignatius School and Parish reserves the right to search any person, vehicle, backpack, purse or any other item while they are on the property or at a school/prish function.

**SERVICE PROJECTS**

Service project opportunities are offered in several ways: school wide, by grade level, by classroom, and by individual.

**STUDENT RETREATS**

An 8th grade retreat is held once or twice a year. They are religious in nature, with goals of providing students with religious development, awakening, and renewal.

**SOCIAL MEDIA**

**Photo Release Agreement**

St. Ignatius students are encouraged to sign a Photo Release agreement. We have had some occasions when a parent did not realize the impact of this agreement. For example, students without photo releases cannot have a picture of their winning sports team or academic accomplishment published in the Wildcat Wire. We want to make sure that we are respecting the privacy of every family as well as meeting the social and emotional needs of students when they are hoping to see their pictures published.

One of our core values at Saint Ignatius is continuous improvement. Part of this is a commitment to keeping up with technological advances including communicating on Facebook, Twitter, and other media sources. (Find us on Facebook at *Saint Ignatius School, Cincinnati* and on Twitter at *BestofSaintI.*) When you visit these accounts, I think you will find that our pictures are used in an appropriate way that spreads Saint I's mission throughout the community.

Again, we always want to respect the individual privacy of each family. If you choose not to sign the release, please make sure your child is aware of your desire. You may also want to inform your child that they should remove themselves from group photos when a camera is present so we do not have to ask them to do so. Please be aware that other parents may take photographs of your child during classroom parties, field trips, athletic events, or other school-related activities.

St. Ignatius cannot control the extent to which other parents publicize such photographs on social media or in other forums, and assumes no liability for any such publications. If you are a parent who takes photographs that include children other than your own at school-related activities, St. Ignatius encourages you to be aware of and sensitive to the preferences of other parents when it comes to publicizing those photographs. If a student asks to be excluded from a photo, that request will be honored.

This release becomes effective at time of enrollment and remains in effect for new photos the entire time the student is enrolled at St. Ignatius. Should you ever wish to revoke the permission granted by the release, simply send a letter to the Advancement Office, 5222 North Bend Road, Cincinnati, OH 45247. If you have any specific questions about the wording of the release, please contact Patty Thomas at [pthomas@saintschool.org](mailto:pthomas@saintschool.org). This form can be found on our website.

### **STUDENT SUPPORT PROGRAMS**

St. Ignatius strives to meet the individual needs of each student. Our 31 instructional specialists include Art, Technology, Music, Spanish, Physical Education, Math, Language Arts, Theology of the Body, Speech Language Intervention, Occupational & Physical Therapists, Audiologist, Visual Impairment Specialist, School Counselor, and Psychologists.

### **TECHNOLOGY ACCEPTABLE USE**

#### **Responsible Use of Technology, Grades K-8**

All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any student\* and/or adults (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right of access to any electronic devices on school property and school equipment at any location including remote access.

All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

\*The term student applies to any individual enrolled in the school regardless of age.

## **School Responsibility**

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber bullying awareness, and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

## **User Responsibility**

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account.

Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property, using school or personal electronic devices; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

## **Inappropriate Sites**

Although we do our best to keep filters up to date, we cannot guarantee to protect students from all inappropriate material. If a student discovers inappropriate material at any time on any device, the following action should take place: 1) STOP! Do not try to leave the page and DO NOT press any keys! 2) Depending on the device, cover / turn over / manually close the laptop lid. 3) Immediately bring the matter to the attention of the adult supervisor (not other students). The adult will take care of the matter at that point, including notifying the parent as well as technology and school administrators. By following these procedures, we are more able to prevent future exposure.

## **Disciplinary Action**

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion from school, and/or possible legal action. (Archdiocese of Cincinnati)

This form can be found on our website.

## **TUITION**

### **Admission Priorities**

Enrollment is pending the school's ability to meet the needs of the student and verification of priority status. (see Enrollment) Parents are responsible to complete the application.

1. Submit the completed current enrollment application.

Students shall be admitted in the following order of priority within the registration period for each category. Priority within a category will be determined by the length of documented history of continuous participation in the liturgical life of the parish. Although enrollment forms can be turned in anytime, students will be enrolled in the following order of priority within the registration period for each category. Children not registered during their appropriate registration period will lose their respective priority. The pastor and principal may make exceptions to this policy.

**Category 1:** All children currently enrolled at St. Ignatius School (and their siblings) who are current on tuition and whose participation in the liturgical life of the parish can be documented.

**Category 2:** All children of St. Ignatius Parishioners NOT currently enrolled at St. Ignatius School whose participation in the liturgical life of the parish can be documented.

**Category 3:** Children of St. Ignatius Parishioners who do not participate in the liturgical life of the parish Children in these families will be admitted if class size is under 22 in grades K-3 and under 28 in grades 4-8. Non Subsidized (Full Cost) tuition will be charged.

**Category 4:** Non-parishioners. Children in these families will be admitted if class size is under 22 in grades K-3 and under 28 in grades 4-8. Non Subsidized (Full Cost) tuition will be charged

Within a category, if there is more demand than available seats (120 per grade), we will award the seats based on length of time the parent's participation in the liturgical life of the parish can be documented.

A "Parishioner", for school enrollment purposes, is defined as meeting all the following criteria. Any questions concerning your status should be directed to the Parish Office (661-6565):

- a. Is baptized Roman Catholic or was received into the Catholic Church.
- b. Lives within the traditional boundaries of the parish or has been accepted as a parishioner by the pastor.

Participating in the liturgical life of the parish means attending Sunday Liturgy and Holy Days of Obligation on a regular basis as documented through the use of church envelopes. No specific dollar amount is required in the church envelopes.

### **Tuition Assistance**

Some need based financial assistance is granted each spring to families on an individual basis. To be eligible for tuition assistance, participation in the liturgical life of the parish must be documented for at least six months. Contact Mrs. Barb Campbell, Director Of Parish Development, (661-6565) for more information on the Tuition Assistance Fund and documentation of your participation in the liturgical life of the parish.

St. Ignatius School strives to provide the best Catholic education possible while nurturing the spiritual, academic, physical, artistic, and social emotional growth of each and every child. Accomplishing this for all students requires an on-going and timely flow of tuition payments to pay teachers and staff and fulfill the school's financial commitments to its suppliers. If difficulties arise in a student family's personal finances, the school will make every effort to accommodate late tuition payments in an effort to avoid unnecessary upset to a child's educational progress. As a first step, families will be encouraged to apply for tuition assistance through the Catholic Education Foundation or through the parish fund. Completion of the FACTS Application is required.

Questions regarding tuition and fees should be directed to Mrs. Barb Campbell, Director of Parish Development at 661-6565.

**Other Details**

An additional packet will be sent to students enrolling for the first time. Please advise us of any special needs on the enrollment application.

Transportation to and from school is the parent's responsibility. Please contact your local public school to determine eligibility and schedule details: Northwest (825-4600), Oak Hills (574-2161), Cincinnati Public School (363-0330), and Three Rivers (467-3215). If it is not practical for them to do so, they will work with you to initiate a process to establish payment-in-lieu of transportation. Parents are not afforded the option of being paid for transporting their own child in cases where the service is provided by the district but is not the service parents prefer. This contact is the parent's responsibility.

**By enrolling in school, you are agreeing to abide by the policies and decisions of the school.** We truly look forward to partnering with you to educate your child. Working together, we will continue our tradition of making this the best place to be a student, a parent, and a teacher! If you have questions, please call the school office during 8:00 A.M. - 4:15 P.M. on weekdays.

**Tuition and Fees for 2022-2023****TUITION FOR 2022-2023, Grades K-8**

Student enrollment	Tuition	Due monthly July - April
1 child in grades K - 8	\$4,140	\$414
2 children in grades K - 8	\$7,950	\$795
3 or more in grades K - 8	\$11,660	\$1,166
½ day Kindergarten	\$2,740	\$274
Private in grades K – 8	\$7,570	\$757
Private ½ day Kindergarten	\$4,940	\$494

**TUITION FOR 2022-2023 Preschool**

Student enrollment	Tuition	Due monthly July - April
2 day, ½ day (3yr old)		
Parishioner Rate	\$1,300	\$130
Private Student Rate	\$1,540	\$154
3 day, ½ day (4yr old)		
Parishioner Rate	\$1,860	\$186
Private Student Rate	\$2,120	\$212
5 day, full day (5yr old) Pre-K		
Parishioner Rate	\$4,590	\$459
Private Student Rate	\$4,880	\$488

## UNIFORM/DRESS CODE

The guidelines are intended to foster a positive learning atmosphere. Any facets of dress not covered by these guidelines that disrupt the learning atmosphere (directly or indirectly) will be dealt with on an individual basis. Please send an explanatory note if you cannot send your child in full compliance with the Dress Code.

Most uniform items are available at Shaheen's (513-771-1234) [www.shaheens.com](http://www.shaheens.com) Schoolbelles (513-921-3417) [www.schoolbelles.com](http://www.schoolbelles.com) school code S2007. They may be purchased at other stores if they meet the requirements.

For students not in compliance with the dress code the consequences will be:

Grades Kindergarten through 3: Green Slip for violations. (A "green slip" is a form note about failure to follow dress code. It must be signed by a parent/guardian and returned the next day.)

Grades 4 & 5: Green Slip and write infraction

Grades 6, 7 & 8: Green Slip and write the dress code that was violated and also give a brief explanation of change that will occur so the violation does not happen again.

Three Green Slips a trimester results in a Conduct Slip and repeats for every 3 Green Slips.

**Blouses/Shirts:** Blouses/Shirts must have a collar and only the top button may remain open. Blouses and shirts must be tucked in (not bloused over) the skirt or slacks. Undershirts must be plain white. Turtlenecks or dry fit shirts may be worn as an extra layer under the blouse/dress shirt. They may not be worn without a blouse/dress shirt except under the uniform jumper.

Girls: White or navy school tailored blouses, and white or navy solid color knit shirts may be worn. Shirt may be worn with an official logo or with no logo.

Boys: Solid colored navy blue or white dress shirts, including knit shirts must be worn. Shirts may be worn with an official logo or without any logo.

### Confirmation:

Girls: Dress slacks (no jeans), skirts, skorts, with a sleeved blouse, or dresses suitable for Liturgical celebrations should be worn. The length of the skirt should be the same or longer than proper school uniform length. (Midway between fingertip and knee) The color and style of dress is not prescribed but shoulders should be modestly covered. Spaghetti straps, strapless, single strap, off the shoulder, backless or dresses with low-cut fronts may not be worn. Using a shawl or sweater to cover an inappropriate dress is not an option. Make-up and jewelry may be worn but should be tasteful and suited for the occasion.

Boys: Dress pants (no jeans), dress shoes, dress shirt with a tie or turtleneck shirt, or a banded collar shirt (no Polo shirts). Sweaters, vests, and suit coats are optional.

### First Communion:

Girls: wear white dresses. Veils and flowers in their hair are optional. Gloves are not to be worn.

Boys: wear dark pants with a white shirt. Ties and jackets are optional; however most wear them.

**Graduation:** The 8th Grade Graduation Liturgy is a prayerful thanksgiving upon the students' successful completion of the course of study at St. Ignatius School. It is both a joyful and reflective celebration that looks back to grade school and forward to high school. The liturgy is intended to be a meaningful experience for graduates, their families and friends. Dress appropriate for the occasion is an integral part of the celebration. The purpose is to provide guidance to parents and graduates with respect to dress that is considered appropriate for the 8th grade Graduation Liturgy. The school day dress code is extended to include:

Male Graduates: A dark suit or dark sport coat with dress slacks, dress shirt, tie, and dress shoes are to be worn. Tuxedos may not be worn. No hats may be worn.

Female Graduates: Make-up and jewelry may be worn but should be tasteful and suited for the occasion. Dresses suitable for liturgical celebrations should be worn. The length of the skirt should

be the same or longer than proper school uniform length. (Midway between fingertip and knee). Spaghetti straps, strapless, single strap, off the shoulder, halter, backless or dresses with low-cut fronts may not be worn. Using a shawl or sweater to cover an inappropriate dress is not an option. Stiletto or narrowly heeled shoes may not be worn on the gym floor. Heels must be larger than a quarter.

**Gym Uniform:** All students must wear gym shoes (non-marking soles) and shorts for gym class. T-shirts appropriate for school or their school uniform shirt may be worn. Girls in grades K-1 should wear shorts under their jumper. Their teachers will have them remove jumpers prior to class.

**Hair:** should be clean and worn in a simple style. It should not hang below the eyebrows or in the face. Hair may not be extreme or distracting ie no Mohawks, no hair coloring. No hair spray or gel should be brought to school. Boys-hair is to be short enough as to not hang over the shirt collar. Facial hair is prohibited.

**Head coverings:** No hats, kerchiefs, or bandana head scarves may be worn without individual permission from the Principal. Headbands that are distracting (bunny ears, cat ears, large flowers) are not permitted.

**Jewelry:** Only religious or medical alert jewelry may be worn. Students may not wear more than one piece. (ie.: one cross necklace). If girls have pierced ears, they may wear only one pair of small button type earrings (no larger than 1/2 inch in diameter). Dangle and hoop earrings are not permitted. Boys are not permitted to wear earrings. Watches are permitted.

**Jumpers/Skirts:** Girls in grades 5-8 will wear uniform skirts or pants. We ask parents to make sure the length of the skirt is at least midway between “fingertip length” and “knee length.” (They may not be rolled up at the waist.) Girls in grades K through 4 will wear uniform jumpers or pants.

**Logos:** Visible logos and writing on clothing is prohibited with the exception of logos on shoes and socks. Only the current school logo may be worn.

**Makeup** of any kind is not permitted. This includes fingernail polish and perfume of any kind. Fake nails are not permitted. Tattoos or writing on skin is not permitted.

**Name Badges:** St. Ignatius will provide Name Badges, which need to be worn clipped from the shirt collar. Students may be required to replace damaged or lost badges. The first replacement badge will be free, after that Replacement Name Badges are \$5.00.

**Pants:** Boys and girls may both wear long pants or uniform shorts. Pants shall be solid navy blue dress slacks. Corduroy, double knit, or twill will be permitted. No cargo style pants, sweatpants, nylon, velour, pajama, or athletic pants. Pants may not have stripes, logos, or advertisements. Shorts must be **navy blue** uniform type (**no patch pockets/cargo style**); the length of the shorts should be fingertip length or longer. A belt must be worn if the pants/shorts have belt loops. Pants/shorts are to be worn at the waist level. Girls in Grades K to 3 may wear uniform pants or solid navy or black knit pants under their uniform jumper during the school day. If girls in grades 4 through 8 wear long pants under their uniform skirts, they must take them off during school hours. Girls in all grades may wear solid navy, black, or white tights or tight leggings **UNDER** the uniform jumper/skirt or pants.

**Picture Days:** Students may be out of uniform for school pictures. Modest dress is required (see other dress codes). Jeans, appropriate length shorts/skirts, and Capri’s are permitted. Makeup and nail polish are not permitted any school days including picture days. Inappropriate images are considered unsuitable. Shoe dress code is unchanged for picture days.

**Olympic Day:** Each grade level is assigned a T-shirt color to wear on Olympic Day. Be sure to watch the *Wildcat Wire* for your student’s assigned color. Sleeveless T-shirts are not permitted. Athletic or jean

shorts are acceptable and suitable for field events. Shorts should be appropriate in length and fit.

**Out of Uniform:** Other special days will be announced at school, typically: Cincinnati Bengal's day (Bengal apparel or orange and/or black), Halloween (follow instructions from homeroom teacher), Christmas (wear Christmas apparel or Christmas colors), St. Patrick's Day (wear green), Cross-town Shootout (wear UC/XU apparel or blue, black or red), Cincinnati Reds opening day game (Reds apparel or red), and Olympic Day (see Dress Code above). Any casual shorts, jeans, Capri's, or pants with shirts that are appropriate for school are permitted. Cargo style is permitted. Appropriate athletic wear is also permitted; this includes shorts (September-October and April-June) and sweatpants. Girls may wear blue jean skirts of uniform length. Sleeveless shirts and inappropriate images are considered unsuitable. Shoe dress code is unchanged for out of uniform. Leggings are not considered pants.

**Scouts:** may wear regulation uniforms on the day of meetings.

**Shirts:** See **Blouses/Shirts** above

**Shoes:** Gym shoes must be non-marring. Shoes must be laced and tied properly at all times. Gym shoes must be worn during physical education class. Students may not wear boots, moccasins, clogs, sandals, platforms, or heels.

**Shorts:** Students may wear shorts in lieu of uniform skirts, jumpers, or trousers. Shorts must be **navy blue** uniform type (**no patch pockets/cargo style**); the length of the shorts should be fingertip length or longer.

**Skirts:** See Jumpers/Skirts.

**Socks:** Students must wear socks. Solid colors of white, black, or navy blue are acceptable.

**Spirit Days:** On the last Friday that school is scheduled each month, September through May, Students may participate in our spirit day. Students who choose to participate in the Spirit Day Dress Code will donate \$1 and/or a written prayer. The proceeds are donated to a charity.

1. Students may wear St. Ignatius spirit wear shirt or jersey including sports uniforms (unless directed otherwise by their coaches.) Sleeveless jerseys can only be worn over an appropriate shirt with sleeves. Sleeves must be at least short sleeve length. Solid color blue or gold t-shirts may also be worn.
2. Any casual shorts, jeans, Capri's, or pants with shirts that are appropriate for school are permitted. Cargo style is permitted. Appropriate athletic wear is also permitted; this includes shorts (September-October and April-June) and sweatpants. Girls may wear blue jean skirts of uniform length. Leggings are not considered pants.
3. Shoe dress code is unchanged for Spirit Days.

**Spiritwear:** Uniform sweatshirts and other Spiritwear items are organized through the PTO and are available but not limited to: A to Z Wear, Phone: 513-923-4662, Web page: <http://atozwear.com/st-ignatius-spiritwear/> and D and R Promotions: Phone: 513-598-1881, Web Page: [www.dandrpromotions.com](http://www.dandrpromotions.com). The PTO will display available Spiritwear items in the library and keep stock on hand for purchase.

**Sweaters/Sweatshirts/Fleece** with or without the official logo may be worn. They must be solid navy blue. Style for sweaters/fleece may be long sleeve or sleeveless, classic cardigan or slipover (Including crew, quarter zip, or v-neck). The school sweatshirt is navy blue or grey, with or without logo, crew neck with long sleeves. Hoods are not permitted.

#### **USE OF SCHOOL GROUNDS- BEFORE/AFTER SCHOOL CARE MORNING CARE (BEFORE SCHOOL)**

A Morning Care program is offered from 7:00-8:15 a.m. The fee for this program is \$4.00/day. This



includes supervision and an optional cold breakfast. Contact Mrs. Reynolds in the cafeteria for further details. Parents are required to sign their children in each morning. Pre-registration is required except for one-time emergencies. Servers for 7:00 a.m. mass may attend at no charge. See *Snow* under *Communications* for snow policies.

### **AFTER SCHOOL CARE**

Advanced registration is required. Information and registration forms can be obtained from the school office and online. The ASC program is held from 3:30-6:00 p.m. each day that there is a full day of school. While children may be picked up by parents/guardians any time during that 2 ½ hours, all children must be picked up by 6:00 p.m. Parents should enter the school by the Cafeteria doors across from the Parish Office. Ring the doorbell to gain admittance. Parents are required to sign their child out of the program each day. Fees are \$9.00/day, per child. A \$1.00/minute late fee per child will be charged if children are not picked up by 6:00pm.

### **VISITORS**

School visitors (volunteers, parents, etc.) must come to the main office. Access the office through the front door by ringing the bell. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

### **VOLUNTEERS**

Volunteers are welcome and encouraged at school. All volunteers must be Virtus compliant with current fingerprints and are listed as Active.

### **WITHDRAWAL**

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. Ultimately, all the good, exciting and valuable things that make up the school year will happen because of the cooperation between the home and school. The positive and supporting relationships between parents and the school is a remarkable example for children on how to problem solve and interact in the world. If, in the opinion of the administration, the partnership is no longer positive, supportive or irretrievably broken, the school reserves the right to require the parents to withdraw his or her child. This includes behavior by the parents/guardians that could be considered as non-cooperation, verbally harassing or yelling at staff, or berating staff through email, phone calls or meetings. This is a very serious decision that is not made lightly. The support we give each other helps to make Saint Ignatius the special school that it is. The commitment to God, to excellence, to the best that is in each of us, and concern for each other, is always our goal.

A parent withdrawing a child or children from St. Ignatius School is requested to notify the Principal two weeks in advance in order that records and report cards may be available for forwarding at the time of the transfer to another school. All student records are processed and released according to guidelines established by Public Law 93-380 or the Family Educational Rights & Privacy Act (FERPA, January 8, 2009). A request for release or transfer of school records must be signed by a parent or guardian prior to their release.

### **WITHDRAWAL FOR ACADEMIC REASONS**

A school may request that a parent/guardian voluntarily withdraw a student for serious academic reasons if the student is unable to meet the school's academic rigor. If such a request is made, the following conditions shall have been fulfilled:

Prior to a withdrawal of student for academic reasons, St. Ignatius could do any of the following to assist student and parents:

1. Create an intervention plan for the student with specific goals set.
2. Have a parent/teacher conference to discuss the intervention plan.
3. After a period of time, the principal will determine if the plan is successful.
4. If the plan is not successful, the principal can request the child be withdrawn from school. The school reserves the right to withdraw the student if the parent is unwilling to do so voluntarily.

Parents are to notify the office prior to the withdrawal date. All textbooks and materials belonging to the school must be returned to the homeroom teacher before the date of withdrawal. Tuition and fees should be checked with the parish office, school office, cafeteria, and library.

We ask parents to sign a "Record Release Form" before student records can be sent to the new school. This release form should be signed at the school to which the child is transferring. When an elementary school student transfers to another school, a copy of the Permanent Record Card will be sent to the school that the child is entering after all outstanding debts are paid.

#### **PRINCIPAL'S RIGHT TO AMEND**

St. Ignatius School reserves the right to amend this Handbook. Notice of amendments will be sent to parents.

## **COVID-19 ACKNOWLEDGEMENT OF RISKS**

According to the Centers for Disease Control and Prevention (CDC), the COVID-19 vaccination is recommended for everyone 12 years and older. Over the past year, a significant number of Ohioans have received the vaccination. COVID-19 infection rates have fallen, and indoor and outdoor mask mandates, as well as related social distancing restrictions, have been lifted in many settings.

Saint Ignatius School plans to return to in-person learning for the upcoming 2022-2023 school year, including athletics and extracurricular activities with spectators. In doing so, Saint Ignatius School will evaluate and consider the health and safety guidelines recommended by the CDC and the local health department.

Despite the progress made in combatting COVID-19, we, the undersigned parent(s) and student, acknowledge and agree that, as a student at Saint Ignatius School and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other Saint Ignatius School staff, still involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students (and their parent(s)), teachers, and staff at Saint Ignatius School there may still be an elevated risk of contracting the disease simply by being in the building, on the premises, or at any Saint Ignatius School function. This risk may be even greater for those who are not vaccinated for COVID-19 and those who do not wear a face mask.

By signing the Handbook agreement form, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person learning and other in-person school activities and functions, is the choice of each family, including ours. If student or parent(s) who visit Saint Ignatius School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to Saint Ignatius School, attend any Saint Ignatius School function, or visit Saint Ignatius School.

Moreover, we acknowledge that while any safety and precautionary measures we take on our own (e.g., wearing a facemask or being vaccinated for COVID-19) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at Saint Ignatius School or any Saint Ignatius School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the CDC, the State of Ohio, and/or and the applicable local public health department.

**PARENT SIGNED HANDBOOK AGREEMENT**

**PARENT NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

## St. Ignatius Loyola School Calendar 2022-2023

July 2022							August 2022							September 2022							October 2022							
S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	
					1	2	1	2	3	4	5	6				1	2	3							1			
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	<b>5</b>	6	7	8	9	10	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	<b>14</b>	15	
17	18	19	20	21	22	23	21	22	23	<b>24</b>	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	28	29	30	<b>31</b>				25	26	27	28	29	30	23	24	25	26	27	28	29		
31																					30	31						
November 2022							December 2022							January 2023							February 2023							
S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	
			1	2	3	4	5					1	2	3	1	<b>2</b>	3	4	5	6	7				1	2	3	4
6	7	8	9	10	<b>11</b>	12	4	5	6	7	8	9	10	8	9	10	11	12	<b>13</b>	14	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	<b>16</b>	17	18	19	20	21	12	13	14	15	16	<b>17</b>	18	
20	21	22	<b>23</b>	<b>24</b>	<b>25</b>	26	18	19	20	<b>21</b>	<b>22</b>	<b>23</b>	24	22	23	24	25	26	27	28	19	<b>20</b>	21	22	23	24	25	
27	28	29	30				25	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	31	29	30	31					26	27	28					
March 2023							April 2023							May 2023							June 2023							
S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	
			1	2	3	4						1		<b>1</b>	2	3	4	5	6						1	<b>2</b>	3	
5	6	7	8	9	10	11	2	3	4	5	<b>6</b>	<b>7</b>	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	9	<b>10</b>	<b>11</b>	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
19	20	21	22	23	<b>24</b>	25	16	17	18	19	20	21	22	21	<b>22</b>	23	24	25	26	27	18	19	20	21	22	23	24	
26	27	28	29	30	31		23	24	25	26	27	28	29	28	<b>29</b>	30	31				25	26	27	28	29	30		
							30																					

8/22-29 Teacher In-service/Parent Conferences	1/16	No School, Martin Luther King Holiday
8/23 Parent Mtg. New, Preschool, Kindergarten 6:30pm	1/29	Catholic School Week
8/24 Ice Cream Social, K, Gr. 1 & New Families 6:30pm		
8/26-28 Parish Festival	2/17	No School, Teacher School of Faith
8/31 First Day of School	2/20	No School, Presidents Day Holiday
	2/26	2nd Gr. First Eucharist Family Mtg. 1:30pm or 3:00pm
9/5 No School, Labor Day		
9/8 School Pictures PreK-8	3/11	7th Gr. Confirmation Retreat 9:00-3:30 pm
9/9 School Pictures PreK-8	3/24	No School, Teacher In-service/School of Faith
9/27 7th Confirmation Gr. Parent Mtg. 7pm	TBD	6th Gr. Camp Joy
10/5 2nd Gr. 1st Penance Parent Mtg. 7pm Cafe	4/6	No School, Teacher In-service/School of Faith
10/14 No School, Teacher In-service/ School of Faith	4/7-11	No School, Easter Recess
10/21 Picture Re-takes PreK-8, Preschool	4/12	School Resumes
10/26 7th Gr. Confirmation Commissioning 7 PM Church	4/17	7th Gr. Confirmation 7:00 PM Cathedral 5:15 & 7:00pm
	4/29	First Communion Mass 11:00am
	4/29	First Communion Mass 1:30pm
	4/30	First Communion Mass 2:30pm
11/11 No School, Teacher School of Faith		
11/17 Regular School Day and PM Conferences		
	5/1	No School, Teacher In-service/School of Faith
11/21 Regular School Day and PM Conferences	5/6	First Communion Mass 11:00am
11/23-25 No School, Thanksgiving Holiday	5/6	First Communion Mass 1:30pm
	5/7	First Communion Mass 2:30pm
12/3 2nd Gr. 1st Penance Family Service 11am or 1pm	5/24	Graduation Mass 7:00pm
12/9 Spelling Bee Gr. 4-8 Geography Bee	5/26	I Walk
	5/29	No School, Memorial Day
12/20 Kindergarten Grandparent Christmas Concert	5/31	Health and Safety Fair
12/21-1/2 No School, Christmas Holiday		
1/3 School Resumes	6/1	Olympic Day
1/13 No School, Teacher School of Faith	6/2	Last Day of School Early Dismissal School of Faith pm

# PRAYERS

## SIGN OF THE CROSS

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

## THE LORD'S PRAYER

Our Father, who art in heaven, hallowed be thy name; thy kingdom come; thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

## HAIL MARY

Hail Mary, full of grace, the Lord is with you. Blessed are you among women, and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now, and at the hour of our death. Amen.

## GLORY BE TO THE FATHER

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

## #1 ACT OF CONTRITION

Grades 2,3,4,5, and others as needed

Dear God, I am sorry for all my sins. I am sorry for the wrong things I have done. I am sorry for the good things I have failed to do. I will do better with your help. Amen.

## #2 ACT OF CONTRITION

Grades 4,5,6,7, and 8

O my God, I am heartily sorry for having offended You and I detest all my sins because of Your just punishments but most of all, because they offend You, my God, Who, are all good and deserving of all my love. I firmly resolve, with the help of Your grace, to sin no more and to avoid the near occasions of sin. Amen.

## MORNING OFFERING

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of your Sacred Heart, the salvation of souls, reparation for sins, the reunion of all Christians. I offer them for the intentions of our Bishops, and all Apostles of Prayer, and in particular for those recommended by our Holy Father this month.

## THE APOSTLES' CREED

I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell; on the third day he rose again from the dead; he ascended into heaven, and is seated at the right hand of God the Father almighty; from there he will come to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

## PRAYER FOR GENEROSITY

Dear God,

Teach me to be generous,  
Teach me to serve You as You deserve,  
To give and not to count the cost,  
To fight and not to heed the wounds,  
To toil and not to seek for rest,  
To labor and not to ask for any reward  
save knowing that

I am doing your will. Amen

St. Ignatius Loyola

## PRAYER TO THE HOLY SPIRIT

Come, Holy Spirit, fill the hearts of Your faithful and enkindle in them the fire of your love. Send forth Your spirit and they shall be created. And you shall renew the face of the earth.  
Let us Pray: O God, who did instruct the hearts of the faithful by the light of the Holy Spirit, grant us in the same Spirit to be truly wise, and ever to rejoice in His consolation. Through Christ Our Lord. Amen.

## ACT OF FAITH

O, my God, I firmly believe that You are one God in three divine persons, Father, Son, and Holy Spirit. I believe that your divine Son became man and died for our sins, and that He will come to judge the living and the dead. I believe these and all the truths, which the Holy Catholic Church teaches, because You have revealed them, who cannot deceive nor be deceived.

## ACT OF HOPE

O my God, relying on Your almighty power and infinite mercy and promises, I hope to obtain the pardon of my sins, the help of your grace, and life everlasting, through the merits of Jesus Christ, my Lord and my Redeemer.

## ACT OF LOVE

O my God, I love You above all things with my whole heart and soul because You are all good and worthy of all my love. I love my neighbor as myself for the love of You. I forgive all who have injured me, and ask pardon of all whom I have injured

# ADMINISTRATION OF MEDICATION

School policy requires consent of the parent/legal guardian and written statement from the licensed prescriber before school personnel can give any **prescribed or over-the-counter** medication to a student. Please complete this form and return to the school office.

Name of Student \_\_\_\_\_ DOB \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Allergies \_\_\_\_\_

## To be completed by LICENSED PRESCRIBER

**In accordance with ORC 3313.713/ 3313.716 The Licensed Prescriber must provide the following information before a student is allowed to receive medication at school or possess and self-administer an asthma inhaler.**

Condition for which medication is administered \_\_\_\_\_

Name of medication, dose and route \_\_\_\_\_

Time or indication for administration \_\_\_\_\_

Possible side effects to be noted/reported \_\_\_\_\_

Special Instructions \_\_\_\_\_

Effective Date \_\_\_\_\_ Expiration date of this request \_\_\_\_\_

**For ASTHMA INHALERS, AND INSULIN PUMPS** – In my opinion, this student shows the ability to administer and be responsible for carrying and self-administering the above medication. YES \_\_\_\_\_ (initials) NO \_\_\_\_\_ (initials)

**The following section is REQUIRED for ASTHMA INHALERS that a student is carrying and self-administering, and is**

**OPTIONAL for other medications:**

- Instructions to follow in the event medication does not produce expected relief \_\_\_\_\_  
\_\_\_\_\_
- Please list possible side effects for a **student for which the medication is not prescribed** should he/she receive a dose:  
\_\_\_\_\_

\_\_\_\_\_  
Licensed Prescriber Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Phone Number

## To be completed by PARENT/GUARDIAN

I give permission for the principal or his/her designee to administer the medication as prescribed above to my child, and further agree to the following:

1. Submit to school personnel a revised statement, signed by the licensed prescriber of the above, when any change in the original statement occurs.
2. Submit to school personnel a written statement when medication has been discontinued.
3. Grant permission for the school nurse to confer with the above licensed prescriber regarding my child's health and treatment issues as they pertain to the above medication/diagnosis and his/her educational and behavioral management needs.
4. Cooperate with school personnel in assisting my child to comply with medication administration instructions.
5. All medications must come to school in the original container from the pharmacist.

**For INHALERS, AND INSULIN PUMPS:** It is my opinion that my child understands the use of this medication, demonstrates proper administration and has shown responsible behavior when it comes to carrying this medication. \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Initials

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Daytime Phone Number

\*\*\*\* THIS FORM EXPIRES AT THE END OF THE SCHOOL YEAR





**ASSIGNMENT SLIP LOG/CONDUCT LOG - 2nd Trimester**

**ASSIGNMENT SLIP LOG**

Name: \_\_\_\_\_

Homeroom #: \_\_\_\_\_

Assignment Slip Remediation

\*8 to 10 assignment slips will result in a Morning Support Session at 8:00 a.m.\*  
 (Failure to attend Morning Support will be treated as a discipline issue.)

\*\*After 10 assignment slips Morning Support will be assigned for the remainder of the present trimester as well as the following trimester.

(The completed assignment will be accepted if turned in by the date determined by the teacher. There may be points deducted as a consequence of turning the assignment in late.)

**ASSIGNMENT SLIP LOG** Codes: 1. Incomplete homework      3. Directions were not followed  
 2. Homework was not turned in at the correct time      4. Missing class materials

Slip #	Date	Subject	Code	Teacher	Assignment	Parent Signature
1						
2						
3						
4						
5						
6						
7						
*8						
*9						
*10						
**11						
**12						

**CONDUCT LOG**

\*Detention on the 3rd minor infraction and any after

MINOR INFRACTIONS Codes: 1. Uniform      3. Misuse of technology 2. Behavior					CONDUCT SLIPS	
Slip #	Date	Teacher	Code	Parent Signature	Teacher	Parent Signature
1						
2						
*3						
*4						
*5						
*6						

**ASSIGNMENT SLIP LOG/CONDUCT LOG - 3rd Trimester**

Name: \_\_\_\_\_

**ASSIGNMENT SLIP LOG**

Homeroom #: \_\_\_\_\_

Assignment Slip Remediation

\*8 to 10 assignment slips will result in a Morning Support Session at 8:00 a.m.\*  
(Failure to attend Morning Support will be treated as a discipline issue.)

\*\*After 10 assignment slips Morning Support will be assigned for the remainder of the present trimester as well as the following trimester.

(The completed assignment will be accepted if turned in by the date determined by the teacher. There may be points deducted as a consequence of turning the assignment in late.)

**ASSIGNMENT SLIP LOG** Codes: 1. Incomplete homework      3. Directions were not followed  
2. Homework was not turned in at the correct time      4. Missing class materials

Slip #	Date	Subject	Code	Teacher	Assignment	Parent Signature
1						
2						
3						
4						
5						
6						
7						
*8						
*9						
*10						
**11						
**12						

**CONDUCT LOG**

\*Detention on the 3rd minor infraction and any after

MINOR INFRACTIONS Codes: 1. Uniform      3. Misuse of technology 2. Behavior					CONDUCT SLIPS	
Slip #	Date	Teacher	Code	Parent Signature	Teacher	Parent Signature
1						
2						
*3						
*4						
*5						
*6						