

St. Ignatius Loyola School

FAMILY HANDBOOK
2026-2027

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Greetings from the Principal/Head of School

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 almost 80 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 and specialists such as: intervention specialists, occupational therapists, physical therapists, speech and language therapists, school psychologists, and school counselors — 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,

Angie Heisel
Principal/Head of School

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 125 staff members and 1168 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.

ADMINISTRATION

St. Ignatius Loyola is a parish school which operates under the authority of the Pastor, Fr. Andrew Umberg, under the direction of the school principal/head of school, Mrs. Angie Heisel, assistant principal grades K-3, Mrs. Erin Ferrante, and assistant principal grades 4-8, Mr. Matt Meyer.

ADMINISTRATOR'S RIGHT TO AMEND

This handbook is not a binding contract on St. Ignatius School. Rather, it is a unilateral set of policies which students and families are expected to, and must follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook at any time and for any reason. Notice of amendments will be sent to parents via the Wildcat Wire or through e-mail communication.

ADMISSION AND REGISTRATION

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.

School Age

In accordance with Section 3321.01 of the Ohio Revised Code, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who become five or six before October 1 are "of age" for kindergarten and first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

Educating Students with Special Needs

St. Ignatius Loyola will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child's needs, then the child may be offered the opportunity to enroll.

Admissions Process

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. 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 (including use of weekly envelopes if parishioners)
*Health Records
*Immunization Records
*Birth Certificate (original)
*Baptismal Certificate (Catholic applicants only)
*Report Cards
*Standardized Test Results
*Record of IEP (if applicable)
* Meeting with the principal (new students grades 2-8)

Accuracy of Information Statement

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

Voluntary Withdrawal of Students

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. 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.

Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians

St. Ignatius Loyola may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following shall occur:

1. Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
2. A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and if appropriate, the student prior to the disenrollment.
3. A summary report detailing the reasons for disenrollment will be sent to the Superintendent of Schools.
4. A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US Mail, to the Superintendent.

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. Students in grades 1-8 will attend weekly Mass.

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 taught to all grades K-8.

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 experience

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 in the 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.

Assignment Log/Morning Support

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 six (6) 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.

Morning Support takes place from 8:00am to 8:45 am. 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. 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.

Grading Scales

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

Kindergarten – Grade 3 will be using Standards Based Report Cards

K-3 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

Reporting Student Progress

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 through our student information system (Alma). 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.

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 a 1 consistently in multiple standards in both subjects. Summer work is required when a final standard grade of 1 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, 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, 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. 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 K-8 will take MAP (Measure of Academic Progress) three times a year (fall, winter, and spring). Students in grades 2 and 5 may also take the Cognitive Abilities test at that time. Parents will receive the results of their child's performance on these tests.

2. All student participating in the Ed Choice Scholarship, the Peterson or Autism Scholarship programs will take an Ohio State approved Achievement test according to the State schedule (MAP is an approved state of Ohio test which meets the requirements for state programs).
3. All students will be participating in regular standardized benchmarking throughout the year.

Awards

Principal's Award

In grades 4-8, student effort and self-discipline are recognized each trimester with the Principal's Award.

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

- Show strong or satisfactory personal development (no check marks in this section of report card).
- Received no conduct slips.
- Earned G or S effort grades; an effort grade of "N" (needs improvement) will disqualify a student from The Principal's Award
- Earned A, B, or C content grades; any grade of D or F will disqualify a student from The Principal's Award

Student Support Programs -Autism Scholarship and Jon Peterson Scholarship

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

St. Ignatius Loyola Elementary participates as a provider in the Autism and Jon Peterson Scholarship Programs through the Ohio Department of Education and Workforce, serving students in kindergarten through grade eight. Our Catholic school provides an inclusive educational environment that supports the unique learning needs of each child.

Students participating in the Autism Scholarship and Jon Peterson Scholarship Program have an Individualized Education Program (IEP) developed and maintained by their resident public school district. The IEP outlines the services the student would receive in the public school setting. St. Ignatius Loyola Elementary is not a member of the IEP team and does not develop or revise the IEP; however, the IEP is used as a guide in determining the services we are able to provide within our setting.

St. Ignatius Loyola Elementary provides direct special education and related services based on student need and staff availability. The school bills the Autism and Jon Peterson Scholarship Programs monthly and only for direct services delivered to the student, including intervention services, speech and language therapy, occupational therapy, and physical therapy, when applicable. The school provides quarterly progress reports outlining progress on agreed upon goals and objectives being provided at St. Ignatius school

Our goal is to support students academically, socially, behaviorally, and developmentally while fostering independence and lifelong learning within a faith-based environment.

Services St. Ignatius provides.

Intervention Specialist: collaborate with classroom teachers to provide direct instruction within the regular education setting, through small-group and individual assistance. Services may also be provided in a resource room when a quieter environment is needed.

Speech and Language Pathologist: provide therapy in classroom and pull-out settings through individual and small-group instruction. Areas addressed may include articulation, receptive and expressive language, phonological awareness, fluency, listening skills, and social communication.

Occupational Therapy: supports students with sensory processing, fine motor development, and social interactions through individual and small-group services.

Physical Therapy: works with students to improve strength, balance, flexibility, coordination, and mobility within the school environment.

Itinerant Audiology and hearing services: supports students with hearing impairments through consultation, assistive technology, staff training, and direct student services related to self-advocacy and hearing support.

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.
8:30 - 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

Reporting an Absence or Tardy

1. If a child will be absent, notification to the office and the student's homeroom teacher should be made by 8:55 A.M. Please notify both the office via phone call and the student's teacher by written note or email.
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.
4. More than 20 unexcused absences will result in loss of Ed Choice Scholarship

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.

Ohio House Bill 410 Details and Requirements

Regular school attendance is required by Ohio Law and is a key factor for student success in school. House Bill 410, of the Ohio Legislature mandates that students attend school every day that school is in session. It is important to establish good attendance patterns early in a child's school experience.

Excessive Absences

When a student of school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours (approximately 6 days) in one (1) school month, or sixty-five (65) or more hours in a school year (approximately 10 days), the student is considered excessively absent. St. Ignatius shall notify the child's parent or guardian of the child's absences, in writing. Parents are also able to monitor attendance using our student information system, Alma.

A student will be considered habitually truant if the student is of school age and absent without a legitimate excuse for thirty (30) or more consecutive hours (approximately 5 days), for forty-two (42) or more hours (approximately 7 days) in one (1) school month, or seventy-two (72) or more hours (approximately 11 days) in one (1) school year.

Absence Intervention Team

Students who meet one or more of the above listed criteria may be assigned to an Absence Intervention Team by a school administrator. The team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student. Each Absence Intervention Team shall include a school administrator, the child's parent/guardian, the child's teacher, and either the school psychologist or school counselor.

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:
A. provide counseling to the student
B. request or require the student's parent to attend a parental involvement program
C. take appropriate legal action

Once the intervention plan has been created and implemented, it will be reviewed periodically by school personnel. Any further truancy issues could lead to disciplinary action.

ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

St. Ignatius Loyola is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by St. Ignatius Loyola School when determining whether to admit or retain.

Student Pregnancy

The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor and/or principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.

Gender Identity Policy

In being consistent with Catholic doctrine and following Archdiocesan policy, St. Ignatius 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. St. Ignatius Loyola School will provide reasonable accommodations to a private bathroom for use by any student who desires increased privacy.

FAITH FORMATION

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 Preparation

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.

HEALTH/WELLNESS

If Your Child Becomes Ill at School

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.

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-fine 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. 2002.

All health forms are found on our website.

Medical Information

At the beginning of each school year, parents/guardians will provide current medical information for the students. If information changes during the school year, parents/guardians must contact the school with the updated information.

Administration of Medication

St. Ignatius Loyola School follows the following Archdiocese of Cincinnati mandate and Section 3313.713 of the Ohio Revised Code regarding administering medication to students.

Administering Medications to Students (O.R.C. 3313.713)

Each school shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the school adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the school. Likewise, if the school adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A school which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

1) The school receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the school and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student;
2) The school receives a statement, signed by the prescriber, that includes the following information:
   a) The name and address of the student;
   b) The school and class in which the student is enrolled;
   c) The name of the drug and the dosage to be administered;
   d) The times or intervals at which each dosage of the drug is to be administered;
   e) The date the administration of the drug is to begin and end;
   f) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and
   g) Special instructions for administration of the drug, including sterile conditions and storage.
3) The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;
4) The employee(s) designated by the school to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;
5) The drug is received by the employee(s) designated by the school to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
6) Any other procedures required by the school are followed.

If the school adopts a policy permitting the administration of drugs to its students, the school shall keep and retain copies of: (a) all written requests by a student's parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The school shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The school also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datril, etc.) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

Notwithstanding the above, a student may possess and use an epinephrine autoinjector to treat anaphylaxis, subject to the following conditions. First, the school must have written approval from the student's parent/guardian. Second, the school must have written approval of the prescriber of the autoinjector. The prescriber's written approval must include the following:

(1) The student's name and address;
(2) The names and dose of the medication contained in the autoinjector;
(3) The date the administration of the medication is to begin and end, if known;
(4) Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
(5) Circumstances in which the autoinjector should be used;
(6) Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;
(7) Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;
(8) Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
(9) At least one emergency telephone number for contacting the prescriber in an emergency;
(10) At least one emergency telephone number for contacting the parent/guardian; and
(11) Any other special instructions from the prescriber.

The school also must have received a backup dose of the anaphylaxis medication from the student's parent/guardian. And in the event a student or school employee has to administer anaphylaxis medication to the student, the school must immediately thereafter request assistance from an emergency medical service provider.

Medication Administered at School

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

Diabetic Care Policy

St. Ignatius Loyola School complies with Section 3313.7112 of the Ohio Revised Code regarding diabetes care.

St. Ignatius Loyola School is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
2. Responding to blood glucose levels that are outside of the student's target range;
3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
5. Providing oral diabetes medications;
6. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
7. Following the treating physician's instructions regarding meals, snacks, and physical activity; and
8. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

School Administration of Diabetes Medications

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code and so long as all of the following are satisfied:

1) The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.

2) The school receives a statement, signed by the prescriber, that includes all of the following information:
   a) The name and address of the student;
   b) The school and class in which the student is enrolled;
   c) The name of the drug and the dosage to be administered;
   d) The times or intervals at which each dosage of the drug is to be administered;
   e) The date the administration of the drug is to begin;
   f) The date the administration of the drug is to cease;
   g) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
   h) Any special instructions for administration of the drug, including sterile conditions and storage.

3) The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.

4) The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.

5) The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.

6) Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

Student Administration of Diabetes Medications
On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks.

If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

Seizure Action Plans

ORC 3313.7117 requires Chartered nonpublic schools to create an individualized seizure action plan for each enrolled student who has an active seizure disorder diagnosis. At least one employee at each school should be trained on implementing the seizure action plan.

The plan must include the following:

- A written request, signed by the student's parent or guardian, to have seizure disorder prescriptions administered to the student; and A written statement from the student's treating practitioner providing information on each drug prescribed to the student for a seizure disorder.

Ohio law requires the school nurse (or alternative employee) to notify all school employees, contractors and volunteers who regularly interact with the student in writing of the existence and content of the seizure action plan. The school nurse (or alternative employee) coordinates seizure disorder care at the school and ensures all staff who interact with the student receive necessary training.

Schools and districts must renew each seizure action plan at the beginning of each school year. Schools are responsible for maintaining the seizure action plan in the school nurse or administrator's office.

Non-Restriction Disclaimer

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

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

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.

Immunizations

St. Ignatius Loyola School complies with the minimum immunization requirements set forth by Sections 3313.67 and 3313.671 of the Ohio Revised Code. Although St. Ignatius Loyola School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a parent's/guardian's conscience or religious conviction, objection, or by revoking a previous exception.

Health Screenings

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.

Wellness

1. Nutritional education
    - St. Ignatius School will implement the health objectives relating to diet, nutrition and exercise as stated in the 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 soda pop or candy machines may operate in the building outside of the faculty lounge. Soda 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 that can close/lock, and do not leak when tipped over.
    - 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.
    - Phys. Ed. Programs will implement the objects of the Archdiocesan Graded Course of Study for Physical Education.
    - Students will be encouraged to participate in school and community sports programs, and to be physically active outside of school.

3. Plan for measuring implementation of the local wellness policy

- The cafeteria staff will survey students and/or parents on eating choices 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.
- Some physical education classes will track students' heart rate as part of their physical fitness programs.
- 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.
- A Health and Wellness Fair will be held at least every other year. Topics may include: bike safety, water safety, fitness, hygiene, fire safety, personal training guidelines, nutrition, first aid, etc.

Safety Plan

St. Ignatius Loyola School files a completed safety plan with the State of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. St. Ignatius Loyola School also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

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 in the spring. 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.

Lockdown Drills are held periodically.

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, Parent Square, and local media for updates.

STUDENT CODE OF CONDUCT

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 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 other 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 **before or after** school. Detention will either be held in the morning (8:00 am- 8:45am) or the afternoon (3:30pm-4:15 pm). Parents will be notified at least one day before the detention and they will be responsible for the student's transportation to or from school. Detention will come before all other after school 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 Principals 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. Suspensions can either be "in-school" (supervised by a staff member), or "out of school" (home with parent/guardian).
    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 6pm. 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.
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.
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 Superintendent.

Please Note: Any student suspended or expelled from school will be suspended from all St. Ignatius activities. (Athletics, Scouts, 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.

Finality of Decisions

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action in his/her discretion.

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, in church, 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. When addressed, students should reply in a respectful manner.
6. 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.
7. Personal Electronic Devices (PED could include but are not limited to cell phones, Smartwatches, watches used for texting, internet, or phone calls, etc..): Parents may permit a student to bring a cell phone or other communication device to school, but it must be surrendered to the teacher upon arrival. The Personal Electronic Device may be used while at school **only with school permission**. **This includes before and after school.** The school is not responsible for damaged, lost or stolen PED. Smart watches may not be used during the school day.

St. Ignatius is a **cell phone-free school**. Students who bring a cell phone (or any PED) to school must turn it **completely off** upon arrival and surrender it to their homeroom teacher. Each homeroom teacher will store phones/PED in a designated classroom receptacle for the duration of the school day.
Students **may not access or retrieve their cell phones at any time during the school day.** Phones will be returned only at dismissal as students leave for the day.
Students who choose to bring a cell phone to school do so at their own risk. **St. Ignatius School is not responsible for lost, stolen, or damaged cell phones.**

Failure to Comply
Any student found in possession of a cell phone that was not turned in to the homeroom teacher, or who attempts to access a phone during the school day, will have the phone confiscated immediately. The phone must be picked up by a parent or guardian from the school office. Repeated violations may result in additional disciplinary action in accordance with the Student Handbook. Refusal to surrender a cell phone when directed by a staff member will be considered insubordination and will result in disciplinary action.

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. (Eleven assignment notices/slips in a quarter.)
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
i. Truancy and Tardiness - the act of unauthorized absence or tardiness
j. Vandalism - the act of willful destruction of property belonging to others
k. Smoking/Vaping - on the school premises or at school sponsored functions
l. Alcohol/Drugs/Tobacco- use and/or possession including look-a-likes on school premises or at any school sponsored function, regardless of location
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

s. Recording, photographing, livestreaming, or otherwise capturing the image, video, or audio of any student, staff member, volunteer, or visitor without that person's knowledge or permission.

t. Posting, sharing, transmitting, or distributing the image, likeness, voice, or personal information of any student, staff member, volunteer, or visitor through social media, websites, text messages, email, artificial intelligence (AI) platforms, or any other digital or electronic means in a manner that is disruptive, harmful, threatening, harassing, defamatory, or inconsistent with the mission and values of St. Ignatius School.

u. Creating, altering, or distributing artificial intelligence (AI)-generated, AI-enhanced, or digitally manipulated images, videos, audio recordings, or other content depicting any student, staff member, volunteer, or visitor without authorization, or in a manner that is false, deceptive, harassing, intimidating, sexually explicit, defamatory, or otherwise harmful.

v. Circumventing or attempting to circumvent school technology policies, including the unauthorized use of personal electronic devices, hotspots, VPNs, anonymous accounts, or other technologies to bypass school rules or network security.

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, 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.

c) Police and Child Protective Services - 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.

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.

Criminal Misconduct

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

Bus Conduct

St. Ignatius Loyola School will comply with the local public school district's transportation policies with regards to bus service as it relates to misconduct on the bus.

Artificial Intelligence (AI) Policy)

This guidance provides a framework for the proper use of generative artificial intelligence ("AI") technologies here at St. Ignatius Loyola School. Generative AI refers to tools, such as ChatGPT for example, that can produce new content, such as text, images, or music, based on patterns learned from data.

Student Use of AI

Educators, in partnership with parents/guardians, are committed to teaching students how to use AI ethically, responsibly, and in alignment with Catholic principles. Responsible uses of AI will vary depending on the context of classroom activities and assignments. Educators will clarify if, when, and how AI tools will be used, with input from students and families when appropriate, while schools will ensure compliance with applicable laws and regulations regarding data security and privacy. Below are general guidelines for the use of AI by students.

A. Responsible Uses of AI for Students

With their educator's permission, students may be permitted to utilize AI for the following purposes:

• Aiding Creativity: Students can harness generative AI to spark creativity across diverse subjects, including writing, visual arts, and music composition. Students should not use AI to replace their critical thinking and problem-solving skills.

• Collaboration: Generative AI tools can assist students in group projects by contributing concepts, supplying research support, and identifying relationships between varied information.

• Content Creation and Enhancement: AI can help generate personalized study materials, summaries, quizzes, and visual aids, and it can assist students with organizing their thoughts and content.

• Tutoring: AI-powered virtual teaching assistants may provide support, answer questions, help with homework, and supplement classroom instruction.

Students and their parents/guardians should recognize the risks and limitations associated with newly developed technologies like AI. For example, information contained in AI tools may be unreliable or inaccurate. Additionally, students should not enter personally identifiable, private, confidential, or proprietary information into AI models or tools.

B. Prohibited Uses of AI for Students
Below are examples of prohibited uses of AI tools that may result in disciplinary action:

• Inappropriate Use: Using AI tools to engage in bullying, harassing, intimidating, or other inappropriate behavior is strictly prohibited. Students are expected to use AI solely for educational purposes, upholding values of respect, inclusivity, and academic integrity at all times.

• Plagiarism and Cheating: Students are prohibited from copying any source, including generative AI, without prior approval and adequate documentation. Students are prohibited from submitting AI-generated work as their original work. Any AI-generated content used in assignments must be appropriately cited. AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or passing off AI-generated content as one's own is considered plagiarism. School policies will continue to be enforced.

• Unauthorized Use: Educators will clarify if, when, and how AI tools may be used in their classrooms. Students may not use AI without advance approval from their educator. Students are expected to review AI-generated content before using it.

• Noncompliance with Other Policies: The use of AI technologies must comply with all Archdiocese and school policies including, but not limited to, academic integrity policies and student codes of conduct. Students and their parents/guardians are responsible for familiarizing themselves with these policies and ensuring compliance.

Cheating and Plagiarism
Plagiarism is the act of using the ideas or words of others as one's own. Students are instructed regarding the nature of plagiarism. Students are expected to acknowledge the ideas and words of others appropriately through conventional standards.

Conduct Disclaimer
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 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 relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

Finality of Decisions
The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action at his/her discretion.

Illegal Substances
The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

Off-Campus Conduct
The administration of St. Ignatius School reserves the right to discipline (or not) 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.

Search And Seizure
St. Ignatius Loyola School reserves the right to search and inspect school property used by students at any time. St. Ignatius Loyola School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

SCHOOL 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 Schoolbelles (513-921-3417) 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 K-3: Note home to parents
Grades 4-8: behavior strike

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 school 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 school 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 solid color 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. The student's eyes need to be seen and not covered by their hair. Hair may not be extreme or distracting ie no Mohawks, no hair coloring. No hair spray or gel should be brought to school. Facial hair is prohibited.

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

Jewelry: Only school appropriate 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. Traditional watches are permitted (iWatches are not permitted to be worn in school).

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. Perfume, cologne, body spray, scented lotion and 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.

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.
Pants/shorts are to be worn at the waist level. Girls in all grades may wear solid navy, or black tights or 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 is not permitted on 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, croc-like shoes, light up shoes 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. Shorts are to be worn at the waist level.

Skirts: See Jumpers/Skirts.

Socks: Students must wear socks. Solid colors of white, black, gray 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 Spiritwear 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. 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 school logo may be worn. They must be solid navy blue or gray. 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 gray, with or without the school logo, crew neck with long sleeves. Hoods are not permitted. The 8th Grade class sweatshirt is permitted to have a hood if the class designs it that way.

PARENT/GUARDIAN INFORMATION

Communication

Parent Communication and Chain of Communication

1.St. Ignatius values open, respectful, and collaborative communication between home and school. We believe that concerns are best resolved at the level closest to the situation. To ensure concerns are addressed promptly and effectively, parents are expected to follow the communication process outlined below.

Step 1 – Classroom Teacher
Questions or concerns regarding your child, including academics, classroom behavior, assignments, grading, or classroom procedures, should first be directed to your child's teacher. Most concerns can be resolved through direct communication with the teacher. Parents are welcome to email or send a note to the teacher. Please do not call teachers at home.

Step 2 – Assistant Principal
If the concern has not been resolved after communicating with the teacher, parents should contact the appropriate Assistant Principal.

- **Assistant Principal (K–Grade 3):** Concerns involving students in Kindergarten through Grade 3.
- **Assistant Principal (Grades 4–8):** Concerns involving students in Grades 4 through 8.

The Assistant Principal will review the concern, facilitate communication when appropriate, and work toward a resolution.

Step 3 – Principal/Head of School
The Principal/Head of School serves as the final level of school administration. Matters should be brought to the Principal/Head of School only after they have first been addressed by the teacher and the appropriate Assistant Principal, unless the nature of the concern requires immediate administrative attention.

Parents who contact the Principal/Head of School regarding a classroom or grade-level concern that has not first followed this process will be directed back to the appropriate teacher or Assistant Principal before administrative involvement.

Questions or suggestions regarding school-wide policies, strategic initiatives, or matters affecting the school as a whole may be directed to the Principal/Head of School.

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 (not before 8:00 am) and after school (not after 4:30 pm) by appointment. Parents or students should not call teachers or administrators 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, we will activate our notification system as soon as possible. Since the majority of our students live in the Northwest School District, we will likely follow the decisions of Northwest Schools if it is weather-related. 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 buses will run on the delay. Cincinnati Public, Oak Hills, and Three Rivers buses 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.

The extended care program will be canceled if school is closed. For delays, students who use the extended care program may arrive at the usual 7:00 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 10 A.M.

If we have a 2-hour delay, all before school activities are canceled. 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 unless otherwise communicated. If school is closed, all school activities are canceled including Morning Care.

7. Emergency forms and a Student Profile information will be filled out through Alma's "back to school forms." It is important for you to verify the information or fill in the requested information. 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.

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 PM. Messages to be announced should be in the office by 3:00 PM.

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

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students. 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.

Cooperation as Condition of Enrollment

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.

Once you have chosen to enter into a partnership with us at St. Ignatius Loyola School, we trust you will be loyal to this commitment. During these formative years (pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor staff can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and staff remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the staff, the school, and the parent.

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.

Custody Policy

Non-custodial parents have the right to information regarding their student's progress unless a current court order stating otherwise is provided. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

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 school dress code;
- Completes assignments on time;
- Has a nutritional packed lunch or buys a school lunch each 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 school staff with respect and courtesy in discussing student problems;
- To periodically check Alma to see student progress throughout the semester.

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, Instagram, Twitter, and other media sources. 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 Liz Schurrer at lschurrer@saintischool.org. This form can be found on our website.

Technology

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, supervised 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. Upon acceptance, a $100 new family registration fee will be due on order to hold your child's spot in the grade/class/ Registration fees are non-refundable.

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.

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.

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.

Volunteer Opportunities/Organizations

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 on Parent Square. 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 PTO members (listed at the back of the handbook).

School Committee

The St. Ignatius School Committee is comprised of parents and guardians of current students, staff members, and the principal of the school. The mission of the School Committee is to serve in an advisory role to the school administration. The School Committee advises the administration on policies to enhance the education and growth of all students, positively promotes the mission of the school, assists in special events, and works on special projects. The Committee meets throughout the year with time and place published in the school newsletter, *The Wildcat Wire*. Committee Members can be found at the back of the handbook.

Volunteers

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

GENERAL SCHOOL INFORMATION

Birthdays
Birthday celebrations should be held in the classroom with the approval of the classroom teacher, not in the cafeteria.

Calendar
See attachments

Extended Day Care (Morning/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. McErlane-Miller 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 6:00 p.m.

Fieldtrip 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 SafeParish 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 SafeParish 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.

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. Please email the child's teacher to let them know the item is waiting in the office hallway.

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, and any other personal property.

Lost and Found

A Lost and Found area is located in the gym foyer. 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 $0.50.
- 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 grade-level tables after buying food and drink. Students will remain seated unless given permission by a school employee to use the restroom, get a drink, or snack.

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 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 available for purchase, along with those additional drinks. An entree salad of the week is available for purchase.

A child in the 4 through 8 grades may get a second entrée for an added cost. 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 and must be ordered by 8:55 am. Snack cart is available to students in grades 2-8 during lunch most days. It offers a variety of snacks and are all peanut free. Students in Grades 3 to 8 are allowed to buy 2 snacks per day. Snack bar accepts cash or items can be bought with the student's lunch account. Students in grade 2 may only buy one snack from the cart and if it remains unopened they may take it out to second recess.

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 or office 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 can access their lunch account at www.myschoolbucks.com. Detailed instructions can be found on the school website under Cafeteria.

Lunch menus will be posted weekly on Parent Square, on the school website, 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.

**Please note – when a family reaches $100 unpaid balance on their account, the child(ren) will not be allowed to have doubles, snack cart, or extra drinks until payments bring the balance back below $100.

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.

PARTIES

St. Ignatius Party Guidelines

Parties	K	1	2	3	4	5	6	7	8
Grandparents Day	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
Art Week	X	X	X	X	X	X	X	X	X
Mothers Day Tea	X								
8th Grade Carnival	X	X	X	X	X	X	X	X	X
Buddy Picnic		X							X
End of Year	X								

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

Playground Procedures

Staff will 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 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.

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.

HOMEROOM	8:45-9:05
SCHOOL DAY	8:55-3:30
K 1–RECESS	10:40-11:10
K 2–RECESS	2:40-3:10
GR 1 2–RECESS	1:35-2:00
GR 2 2–RECESS	2:05-2:25

GRADE	RECESS	LUNCH
PREK		11:00-11:30
K		11:30-11:55
1	11:20-11:40	11:40-12:00
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

School Hours

Students are encouraged to arrive in the homeroom at 8:45 am and instruction begins at 8:55. Office hours are 7:30am to 4:15pm.

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. Students preparing for Confirmation also attend a retreat before receiving the sacrament.

Tuition

See Attachments

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. McErlane-Miller in the school office (emcerlane-miller@saintischool.org) 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.

PRAYERS

SIGN OF THE CROSS
In the name of the Father, and of the Son, and of the Sprit.

THE LORD'S PRAYER
Our Father, who art in heaven, hollowed by 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 occasion 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 intensions 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 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.

APPENDICES

Appendix A	Accident Injury Form
Appendix B	Archdiocesan Policy for Youth Activities/Permission Form
Appendix C	Administration of Medication (OTC, Asthma Inhalers, EPI-Pens, Insulin Pumps)
Appendix D	Decree on Child Protection
Appendix E	Emergency Medical Authorization Form
Appendix F	Responsible Use of Technology
Appendix G	School Calendar
Appendix H	Social Media Policy and Media Release Form
Appendix I	Tuition Information and Forms
Appendix J	Volunteer Confidentiality Form
Appendix K	Volunteer Committee Members
Appendix L	Assignment/Conduct Slip Log
Appendix M	Special Services Fee Schedule

St. Ignatius Loyola School

PARENT/GUARDIAN AND STUDENT SIGNATURE PAGE

I/We hereby affirm that I have read the Family Handbook. I/we certify that I/we consent to and will follow all policies and procedures of the school, including everything contained in the St. Ignatius Loyola School Family Handbook.

Acknowledgment

Acknowledgment of this Family Handbook is completed through the Back-to-School Forms in Alma, our Student Information System, at the beginning of each school year.

If you are unable to complete the acknowledgment in Alma, please sign below. A hard copy of your signed acknowledgment will be kept on file at the school.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____

Student Name(s) and Grade Level(s):

_____ _____

_____ _____

_____ _____

_____ _____