

**ST. IGNATIUS PARISH SCHOOL  
3245 ARDEN WAY  
SACRAMENTO, CALIFORNIA 95825  
916.488.3907**

## **HISTORY**

In the early 1950s, the Most Reverend Robert J. Armstrong, Bishop of the Diocese of Sacramento, realized that the once rural parishes of St. Philomene and Our Lady of the Assumption were overflowing with Catholic families. He reconfigured the area and created a new parish – St. Ignatius. The growth of Sacramento had stretched the ranks of the diocesan priests. Bishop Armstrong invited the Jesuit provincial to send priests to staff the new parish, build a school, and eventually build a Jesuit high school. In 1954, the provincial sent Father Fred Cosgrove, S.J., Prefect of Discipline at St. Ignatius High School in San Francisco, to be the first pastor. Father Joseph Keane, S.J., a former Navy chaplain, came as the assistant pastor. They set up housekeeping and business in a home on Berkshire Way – the first St. Ignatius Parish Rectory. A warehouse on the corner of Watt Avenue and Arden Way became the parish church on Sundays. On March 9, 1954, the first Mass of St. Ignatius Parish was celebrated with an altar borrowed from St. Mary's Cemetery and 200 metal folding chairs borrowed from St. Philomene Parish. This church was affectionately referred to as “the barn”.

The families of this new parish saw as their most urgent need a Catholic grammar school. Only blocks away from “the barn” was a vacant lot – 20 acres – called Bishop Armstrong Park. The bishop had envisioned a hospital on this site, but the order of Catholic brothers who were to staff the hospital considered the location “too far out of town” to be effective. The parishioners convinced the diocesan leaders that this was the perfect place for the new school. Without delay, \$130,000 was pledged and the school was constructed. Only a shortage of bricks delayed the opening from September to October of 1954.

The Sisters of the Holy Names staffed the school. The first wing housed the first, second, and third grades. The second wing was completed in 1955 - followed by the third wing in 1956. The front wing was constructed with portable interior walls, and it became the parish church each Sunday morning, replacing “the barn”. The first graduating class of thirty-six eighth graders received diplomas in June of 1958.

The parish experienced phenomenal growth during these first years. In 1959 the church building was completed and permanent walls replaced the portable classroom walls in the front wing of the school. St. Ignatius Parish School registered nearly 800 students in the fall of 1960. To accommodate the burgeoning population, two classrooms were set up for each grade, and each individual room was furnished for fifty students.

Over the next decade the enrollment declined as the demographics of the developing area changed. By the early 1970s, there was one classroom for each grade. And as Catholic schools were experiencing declining enrollment, religious orders were finding fewer vocations. Sister Dominica was teaching the first grade, Sister Juan Marie was in the fourth grade, and Sister Maleda Mary was the principal – and the rest of the staff members were from the laity. In October of 1974, the Superior of the Sisters of the Holy Names informed the pastor, Father Carroll Laubacher, S.J., that the order was consolidating and reassigning its members. The sisters would be leaving St. Ignatius at the end of that school year. That was an unfortunate but

common occurrence at the time. The Parent Club lobbied the Holy Names provincial to reconsider, but the decision had been made. Faced with this dilemma, many Catholic schools closed. But the parents of the St. Ignatius School community banded together - determined that the school would continue.

Under the guidance of Sister Maleda Mary, a committee was formed to oversee the establishment of a policy-making School Board and draw up a mission statement. The new School Board would be charged with keeping the school Catholic and keeping it affordable. Virginia Robinson was the president of the Parent Club and her husband, Noel, was the first member chosen for the School Board – to act as a liaison to the Parent Club. Vince Quilici was the president of that original board that included Sheilagh Neubuerger and Zip Keitges. A committee of the newly formed School Board was charged with hiring an administrator to take the community through the transitional period. This transition was a precedent-setting venture in the Sacramento Diocese – even in Northern California. Catholic schools in the Archdiocese of Chicago had faced this critical juncture already – and succeeded, and the St. Ignatius School Board looked to representatives from Chicago for guidance. And when St. Ignatius successfully negotiated the passage, the strategy was set for other diocesan schools faced with the same crisis.

In the fall of 1975, St. Ignatius School opened its doors with a new principal, Robert Teegarden, and a full staff of lay teachers that included Susannah Fusich in the first grade, Joyce Cullen in the third, and Catherine Peters in the eighth. Ann Flynn managed the office as the school secretary. The School Board formulated policy. To keep the tuition affordable, the Parent Club fund-raising was now a critical part of the school budget, no longer just for enrichment.

The Parent Club staged the first Family Faire in the fall of 1976, and it became an annual event for the next twenty years. Bob Teegarden strung parachutes between the classroom wings to give shade for the beer garden, and Jack Flynn manned the beer booth. The dunk tank featured Vince Quilici in a wig and his fishing gear, John Dougherty, in his coaching outfit, and Dick Ogan in a tuxedo. Pete Michaels was the clean-up crew. Jolene Todd's spaghetti dinner was always a favorite. Herb Mather did everything electrical and Larry Gage sold all the lucky slots. For the first several years the area chairmen of this event simply traded hats – the Parkers, McIntoshes, O'Reillys, Ogans, Dougherty's, Haleys, Quilicis, Kleins, Cullos. During its early years, the community gained strength supporting the school.

Since 1975, St. Ignatius School has prospered under the leadership of the School Board, lay administrators and teachers, and staff members – all dedicated to the cause and calling of Catholic education. Since its inception, St. Ignatius Parish School has sent more than 1700 graduates on to higher education and then out to make their marks on the world as priests, teachers, lawyers, physicians, business owners, writers, fire fighters, police officers, counselors, artists, volunteers, and parents in our own school community.

St. Ignatius School has come a long way from its beginning – as a dream in the hearts of the parish founders. It has kept pace with educational philosophy - and technology - and society. It has served its children well. It has served its families well. It lives on as a tribute to those who had the dream. And it has remained true to its mission – to provide an exemplary, affordable, Catholic education to its children.

In 2009 the school and the church leaders decided to move forward with a long-desired plan to open a preschool for the St. Ignatius Parish community. In doing this the Parish extended the

Catholic faith and Jesuit charism to its tiniest parishioners. St. Ignatius Parish Preschool joins the school in educating children in Faith, Action, Integrity, Thought, and Health

### **ACCEPTANCE OF STUDENT PARENT HANDBOOK AS CONTRACT**

All students, along with their parent(s)/guardian(s), accept the provisions set forth in the current

Student-Parent Handbook as a condition of enrollment at St. Ignatius Parish School and agree, so far as they may be applicable and not at variance with any of the provisions of this contract, to comply with all school regulations. St. Ignatius Parish School reserves the right to amend the Student-Parent Handbook at any time should the need arise. Any policy statements published during the course of the school year are considered to be an addendum to the Student-Parent Handbook. The policies stated in the Student-Parent Handbook shall prevail should inconsistencies be found with the published policies of other St. Ignatius School publications.

### **MISSION STATEMENT**

St. Ignatius Parish Preschool is a Roman Catholic Preschool that actively strives to teach as Jesus taught. In the tradition of its patron, St. Ignatius of Loyola, the educational processes of St. Ignatius Preschool are committed to developing students of faith, action, integrity, thought, and health. In an environment that integrates the shared faith and values into the life and culture of the community, St. Ignatius Parish School provides a quality Catholic educational experience for all its families.

St. Ignatius Parish Preschool, serves children age 3 to school age. It exists as an academic and spiritual community that supports parents as the primary educators of their children, and to impart the values, traditions and teaching of the Roman Catholic Church. St. Ignatius Parish Preschool focuses on the total development of the child within a faith filled community.

#### **St. Ignatius Parish Preschool will accomplish this mission by:**

- Providing regular age-appropriate religious instruction to all children in accordance with Diocesan policies/directives and school policies.
- Providing developmentally-appropriate activities that give children the opportunities to plan, explore, create, discover, express, listen and learn.
- Recognizing that children grow and develop at different rates, and by encouraging students to investigate challenging activities that will help expand their abilities.
- Helping children understand rules and limits and practice fair play.
- Encouraging social skills, sharing, turn-taking, making friends, cooperating, resolving conflicts, practicing safety, and recognizing and accepting others.

- Encouraging verbal expression of thoughts and feelings. Children will be helped to learn the perspectives of others.
- Encouraging large-muscle activities both indoors and out, fine muscle coordination, and health awareness.

## **STATEMENT OF NON-DISCRIMINATION**

St. Ignatius School admits students of any race, color, and national or ethnic origin. St. Ignatius School does not discriminate on the basis of sex in its admission policies or employment practices.

## **PHILOSOPHY**

St. Ignatius Parish School holds as primary a belief in God and the Catholic Church. It is within this committed atmosphere that children develop self-respect, respect for others, and a reverence for all of God's creation.

To this end, we believe that:

- The mission of Catholic education is to teach as Jesus did, addressing the spiritual, moral, intellectual, emotional, social, and physical needs of each student;
- Parents have the principal responsibility for educating their children with teachers as facilitators in the educational process. St. Ignatius Parish School functions in partnership with parents, and is dependent on parental support and cooperation;
- Children must treasure their own self-worth and strive to develop their unique talents and abilities, with every person being responsible to serve others and to benefit society;
- Every person, as a child of God, has equal dignity and equal rights, regardless of ethnicity, age, gender, or condition. This belief is reflected in the admission policy and employment practices of St. Ignatius Parish School.

# Schoolwide Learning Expectations

St. Ignatius School students are children of . . .

## **Faith** who:

- have a relationship with God and their faith community
- find God in all things
- live the magis
- understand the teachings of the Catholic Church and St. Ignatius of Loyola

## **Action** who:

- practice Christ's teaching in their relationships
- share their gifts and talents with their school and community
- participate in Christian service

## **Integrity** who:

- show kindness to all of God's creation
- respect and embrace diversity
- make good choices and encourage others to do what is right

## **Thought** who:

- do their best
- strive for excellence
- listen, write, and speak effectively
- critically evaluate situations
- are creative and innovative

## **Health** who:

- care for our world
- care for ourselves; mind, body, and spirit
- experience and appreciate athletics and the fine arts

## **CODE OF CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS ATTENDING CATHOLIC SCHOOLS 5750**

Attendance at a Catholic school in the Diocese of Sacramento is a privilege, not a right. Parents who desire a quality Catholic, academic, and morally-based education for their children can best achieve this goal when the school's students, parents and officials work cooperatively together. Normally, differences can be resolved. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child from the school.

### **Condition of Enrollment for Students**

It is a condition of enrollment that every student behaves in a manner, both on and off campus, which is consistent with the philosophy and Christian principles of St. Ignatius Parish School. These principles include, but are not limited to, the policies, principles and procedures set forth in the student/parent handbook and contract.

### **Condition of Enrollment for Parents/Guardians**

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the philosophy and Christian principles of St. Ignatius Parish School. These principles include, but are not limited to the policies, principles and procedures set forth in the student/parent handbook and contract.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. Parents/guardians and students may not establish personal web sites or participation in blogs containing material or connections to material contrary to the mission and philosophy of the Roman Catholic Diocese of Sacramento and St. Ignatius Parish School.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If it impacts the environment of the school, the principal has the authority to intervene and work on a solution.
5. These expectations for students and parents/guardians includes but are not limited to, all school-sponsored programs and events (e.g. extended care, license child care programs, athletics, field trips, etc).

St. Ignatius Parish School reserves the right to determine, in its discretion which actions fall short of meeting the philosophy and Christian principles of the school. Depending on the severity and circumstances of the event, failure to follow the school's philosophy and principles will normally result in verbal or written warning to the student and or parent/guardian. For

serious violations of the school's philosophy and principles, the school's response may result in disciplinary actions up to and including the requirement to withdraw from school (e.g. suspension of a student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.

St. Ignatius Parish School reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning.

The preschool standards of conduct are age appropriate, yet complementary to the St. Ignatius student/parent code of conducts.

## **PRESCHOOL STUDENTS: STANDARDS OF CONDUCT**

### **Love God**

Show Respect for God through participation in prayer and song.  
Respect those in authority at school: teachers, aides and staff.

### **Love Yourself**

Keep yourself clean.  
Do your best work.

### **Love your neighbor**

Keep your hands to yourself.  
Take turns and share.

### **Love your neighborhood**

Take care of classroom toys and books.  
Clean up after yourself and help others.

## **PRESCHOOL PROGRAM**

St. Ignatius Parish Preschool is licensed by the Department of Social Services by the State of California and adheres to the Title 22 regulations for Child Care Centers. We offer the following programs:

### **Preschool Term**

St. Ignatius Parish Preschool offers a 42-week program. School term starts August 19, 2014 and ends June 5, 2015. The classes are 4 hours, beginning at 8:00am and ending at 12 Noon. All students will be offered a nourishing food and beverage snack during the program day.

### **Programs Offered**

The Two day, Tues/Thurs Program is designed for 3-year-olds, usually entering a school setting for the first time.

The Three day, Mon/Wed/Fri Program is designed for 4-year-olds; many of these students will enter a kindergarten or a Transitional Kindergarten the following Fall.

The Five day, Mon-Fri Program is designed for 4-year-olds; many of these students will enter a kindergarten or a Transitional Kindergarten the following Fall.

### Extended Day Program

Preschool EDP program is open from 7 am to 8am and from 12 noon to 3pm, Monday through Friday. This program requires pre-registration. This program can be on a set schedule for the year or a monthly sign-up. Drop-ins will be accepted if space is available. Parents are responsible for providing their child with lunch.

### The following days there is no afternoon Preschool EDP:

**Friday, Oct. 3<sup>rd</sup>, 2014, Friday, October 31<sup>st</sup>, 2014, Tuesday, November 25<sup>th</sup>, 2014, Friday, December 19<sup>th</sup>, 2014, Thursday, April 2<sup>nd</sup>, 2015, Friday, May 29<sup>th</sup>, 2015, Monday, June 1<sup>st</sup>, 2015 & Tuesday, June 2<sup>nd</sup>, 2015**

**On these days the Preschool EDP is open from 7am to 8am.**

On Preschool staff development days when preschool is not in session the Preschool EDP program will be closed. Parents will receive sufficient advance notice to plan accordingly.

### Daily Classroom Schedule

<b>Tuesday/Thursday</b>	<b>Monday/Wednesday/Friday, Mon-Fri</b>
8:00-8:30 Arrival	8:00- 9:00 Arrival
Free Explorations/Centers	Free Exploration/Centers/Art
8:30-9:00 Free Exploration, Art Cleanup/Bathroom/Wash hands	9:00- 9:20 Circle Time
9:00-9:20 Circle Time	9:20-10:00 Alphabet & Number Curriculum
9:20-10:00 Letter/Number of the Week Activities	9:45- 10:00 Reading/Snack Prep
10:00-10:20 Wash hands/Snack	10:00-10:20 Wash hands/Snack
10:20-11:05 Outdoor Exploration	10:20-11:05 Outdoor Exploration
11:05-11:30 Religion	11:05-11:30 Weekly Reader (Mon) Math (Wed) Religion (Fri)- Scholastic Reader (Tues) Science (Thurs)
11:30-12:00 Library (Tues) Show & Tell, Story time	11:30-12:00 Library (Mon) Show & Tell, Story time



## Preschool Extended Day Program Schedule

7:00-8:00 Table Activity/ Self Directed Play (finish breakfast from home- must arrive by 7:30am)
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12:00-1:00 Wash hands/Lunch/Free Choice
1:00-2:30 Nap, Quiet Time
2:30-3:00 Clean Up/Table Activity

### **PRESCHOOL ADMISSION POLICIES AND PROCEDURES**

1. Applications for new enrollment have priority according to the following:

- A. Established Parishioners - With children presently enrolled in school;
- B. Established Parishioner - Without children presently enrolled in school;
- C. Non-Parishioner - Catholic with children in school;
- D. Non-Parishioner - Catholic without children in school;
- E. Non-Parishioner - Non-Catholic with children in school;
- F. Non-Parishioner - Non-Catholic without children in school.

An established parishioner is one who is registered in the parish and has been a sustaining parish member for at least one year. A sustaining parish member is one who attends Sunday Mass regularly, contributes using envelopes or checks and participates in the life of the parish.

- 2. For the 3 year old program students need to turn three by November 30<sup>th</sup>, 2013. For the 4 year old program, students need to turn 4 by November 30<sup>th</sup>, 2013.
- 3. All students must have independent bathroom skills\*.
- 4. If a student has a particular need which cannot be met at St. Ignatius School, it may be recommended that the child be referred to a school where his/her needs can be met.
- 5. All new students are accepted on a probationary status for six weeks. This period of time is designed to ensure proper adjustment to school environment and curriculum
- 6. St. Ignatius School admits students without regard to race, color, nationality, or ethnic origin. It also does not discriminate on the basis of sex in its admission policies and employment practices.

\* Our staff realizes that accidents happen from time to time. We also know that even a potty-trained student might be hesitant to use the bathroom facilities in the first few days and weeks of school. However, we are a preschool, not a daycare and all enrolled students must be potty-trained. Children will be given a grace period to adjust to the new environment as outlined in our Trial Period Policy.

### **Probationary Status**

During the trial period, the parent and teacher will be assessing the child's health, well-being and behavior adjustments to our program. The St. Ignatius Parish Preschool trial period can last up to six weeks after your child's first day of school. The trial period length may vary from one student to the next depending on the nature of the issue being addressed, and is at the discretion of the leadership team. Director, teacher and parents will communicate weekly, as they are assessing for a good fit of child and program. If the parent or staff determines that the program is not a good fit for the child, the child will be disenrolled from the program. The registration fee will not be refunded; however tuition will be prorated and the unused portion refunded to the parent.

Causes for disenrollment include, but are not limited to:

- The child does not have independent bathroom skills.
- Parents/guardians failed to disclose or were unaware of their child's special needs which may or may not require an increase in staffing ratios
- The child is not adapting to the preschool environment and it is clearly not in the best interest of the child to continue in the program.

## **PRESCHOOL CLASSROOM PROCEDURES**

### **Sign-In and Sign-Out Procedures**

- All children must enter and exit through back school gate.
- All children arriving at the school must be signed in by a responsible adult. Signatures must be legible and include the first and last names (no initials).
- Preschool children must be walked in. Preschoolers cannot be dropped off in the automobile drop-off line.
- All children must be signed out by a parent/guardian or authorized adult at dismissal.
- When it is necessary for someone other than the authorized person to pick-up the child, written notice, e-mail, or a phone call to the school is required. (Photo identification may be required from the designated person).
- Custody information must be shared with staff to insure the safety of the child.

### **Arrival and Departure Time**

- The classroom opens at 7:45 am and dismissal is at 12 Noon.
- Please pick up your children promptly. The staff must retool for the following day.
- Late pick-ups prevent teachers from completing their work and personal obligations.
- Beginning at 12:10pm, a late charge of \$5 per 5 minutes is assessed for children who are picked up late; you will be billed for all late fees.
- If you will be late, please call ahead. We can let your child know & lessen any anxiety if necessary.
- Any child who arrives before 7:45 am must be signed into the Preschool Extended Day Program. Any children who remain at school after 12:10pm will be signed into the Preschool Extended Day Program.

### **Preschool Volunteers**

- All classroom volunteers are required to be fingerprinted; TB tested and complete the 'Shield The Vulnerable' online course prior to working with the children. This includes but is not limited to driving on fieldtrips.
- If you stay to volunteer, you must check in at the St. Ignatius School Office and receive a visitor's pass. It is important that we know who is on-site at all times.
- Classroom etiquette; we ask that you not visit with other parents in the classroom or on the playground once the school day begins. The conversations are distracting to the teachers and to our young learners. We appreciate your cooperation.
- The classroom environment is for our registered students. We do not allow parent volunteers to bring other children to the classroom. For safety reasons, children under the age of 3 are not allowed to walk around the classroom. We may not have age appropriate items out during your visit. Remember, we are role models and we sit where children sit. Please, no hot drinks in the classroom.

## **TUITION AND FEES**

### **Tuition**

Program	Day/Time	Tuition
3 Year-Old	Tues & Thurs 8:00am-12 Noon	\$2,200 per school year
4 Year-Old	Mon/Wed/ Fri 8:00-12 Noon	\$3,300 per school year
4 Year-Old	Mon-Fri 8:00-12 Noon	\$5,500 Per school year

### **Extended Day Program Fees**

Program	Day	Time	Fees
3 Year-Old	Tues/Thurs	7:00am-8:00am	\$4.40 per day or \$220 per school year
3 Year-Old	Tues/Thurs	12 Noon-3:00pm	\$13.20 per day or \$1,020 per school year
4 Year-Old	Mon/Wed/Fri	7:00am-8:00am	\$4.40 per day or \$330 per school year
4 Year-Old	Mon/Wed/Fri	12 Noon-3:00pm	\$13.20 per day or \$1,020 per school year
4 Year-Old	Mon-Fri	7:00am-8:00am	\$4.40 per day or \$550 per school year
4 Year-Old	Mon-Fri	12:00pm-3:00pm	\$13.40 per day or \$1,700 per school year

### **Withdrawal**

Should you decide to withdraw your child, you must give two weeks written notice stating your intentions. You will be refunded the unused portion of paid tuition, provided you have given the school two weeks written notice.

### **Make-Up Days**

In order to maintain state ratios, make-up days are not available.

### **Tuition Collection**

FACTS Management Company manages our tuition and extended care collections. Families can pay their tuition bill in one of three ways:

1. Full payment of tuition by June 30<sup>th</sup>, 2014. This payment is made directly to the school.
2. Ten automatic monthly payments through the FACTS Payment Plan. Payments begin July, 2014. Payments will be due on the 5<sup>th</sup> or the 20<sup>th</sup> of each month.

If an account is in arrears, a student may be excluded from class until the account is brought current. For special circumstances, arrangements must be made with the pastor and principal. All monies owed to the school must be paid before a student can enroll for the following year.

### **Registration Fees**

Registration fees are \$150.00 per child, and fees are not refundable. When registration is not submitted by the due date there is a 50% surcharge per child. For the 2014-2015 school year the due date is May 23<sup>rd</sup>, 2014. If there are mitigating circumstances, please contact the administration.

### **Extraordinary Fees**

There will be a \$25.00 charge on all checks returned by the bank or on accounts that don't support automatic withdrawal.

### **Monthly Extended Day Fees**

Parents may sign-up for the extended day program on a monthly basis. Fees are due with the monthly sign-up form.

## **FINGERPRINTING CLEARANCE/SAFE ENVIRONMENT PROGRAM**

**All** parents, guardians, grandparents, relatives, or friends who wish to volunteer at school events, drive on field trips, help in the classroom, or volunteer at parish events where the school children are present, **MUST** be fingerprinted AND have clearance through the Safe Environment Program. All volunteer coaches or aides over the age of 18 must be fingerprinted. Volunteers must have a DOJ clearance and will be required to pay \$32.00 plus the rolling fee (total is @ \$52). The fees must be paid at the time of fingerprinting. The time frame for live scan response could be anywhere from 48 hours to a week. All results are sent to the Catholic School Department. It is **REQUIRED** that this clearance be on file before you can volunteer in any capacity.

### **School Volunteer Live Scan Guidelines/Fingerprinting Procedures**

BCII 8016 Live Scan Request form is available at the school office or can be found online at <http://ag.ca.gov/fingerprints/agencies.php>

- Section 1:** ORI #A1570  
Type of Application: **School Volunteer**  
Job Title or Type of License, Certification or Permit: **Volunteer/VCA**
- Section 2:** Agency Address set Contributing Agency: **Catholic School Dept Mail Code 03358**  
**Contact Name: Rick Maya**  
**2110 Broadway**  
**Sacramento, CA 95818**  
**(916) 733-0110**
- Section 3:** Your personal information
- Section 4:** **Your Number:** write St. Ignatius School Sacramento, CA  
Level of Service: **mark an X in the DOJ box**

### **Safe Environment for Children Program**

The Diocese of Sacramento added an additional requirement besides a fingerprint clearance in the Fall of 2008, mandatory for those who work and/or volunteer with our children. Anyone who would like to volunteer their time at school, on a field trip, or any activity that involves our

students, **MUST** complete an on line course provided by LawRoom and our Safe Environment for Children Program.

**THIS TRAINING IS MANDATED AND A PROOF OF CERTIFICATE MUST BE PRESENTED TO THE SCHOOL OFFICE BEFORE YOU MAY VOLUNTEER TO PARTICIPATE IN ANY SCHOOL EVENTS/FUNCTIONS WHERE CHILDREN ARE PRESENT.**

This course is free and must be accessed at a computer. Please see the following instructions. The course takes about 1 hour to complete. You can stop at any time and resume where you left off. All staff have already completed the course, so if you have any questions, they may be able to assist you.

### **How to Take the Online Course**

**Go to:** [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org)

**Click:** 1<sup>st</sup> Time Diocese Sign up tab

**Click:** Adult Courses radio (round) button

Select your diocese from the list of dioceses (Sacramento)

**User/Login Tab:** fill in the requested information and create your own login. Only one person can be named on the registration.

**Diocesan Affiliation Tab:** select volunteer

**Occupation Tab:** whatever your diocesan affiliation you MUST identify whether you're mandatory or ethical reporter. Unless you are paid by the school you would mark ethical

**Background Check Tab:** This is not needed.

**Summary Tab:** review your registration and if correct and you "accept" the license, click "Confirm Registration"

**Click:** Start button on My Course page

***Acknowledge Diocesan Policies, print your Certificate, and bring it to school.***

## **UNIFORM POLICY AND FREE DRESS AND GROOMING GUIDELINES**

### **Uniform Policy**

All students must wear the school uniform each school day unless specifically excused. It is the responsibility of the parents to make sure that each child comes to school in proper uniform. A written excuse must be presented to the classroom teacher when a child comes to school out of uniform.

### **Preschool Boy's Uniform:**

- Navy blue slacks or uniform walking shorts; **elastic waist ONLY**
- Hunter/ Dark Green, collared polo-style shirt
- If an undershirt is worn, it must be white.
- St. Ignatius uniform sweatshirt or vest
- White, red, blue, or black crew socks (must be clearly visible a few inches above the ankle)
- Closed toe rubber-soled shoes. No sandals, boots, hard-soled shoes or flip flops.
- Hair must be clean, well-groomed, and cut above the collar and over the ears.

### **Preschool Girl's Uniform:**

- Plaid or navy blue school jumper or skirt, navy blue "skort", navy blue pants or uniform walking shorts. Skirts, skorts, and shorts must be no more than one inch above the knee. **Pants & Shorts must have elastic waist.**

- Hunter/Dark Green collared polo-style shirt. Shirts must extend at least two inches below the waistband.
- White, red, blue, or black crew socks (must be clearly visible a few inches above the ankle), knee socks, or tights
- Closed toe rubber-soled shoes. No sandals, boots, hard soled shoes or flip flops.
- St. Ignatius uniform sweatshirt or vest

Please note: Sand, dirt, water, paint, etc. are part of the preschool educational experience; occasionally your child may leave school with tangible evidence of these experiences.

Students in Preschool through grade five wear red school sweatshirts. Students in grades six through eight wear navy blue sweatshirts. St. Ignatius gray or green athletic sweatshirts (offered through the Athletic Committee) may be worn by all students.

### **School Picture Day**

We will require formal attire on Picture Day. School sweatshirts (red or blue, depending on the grade) are required on Picture Day. On other formal attire days, if the student wants to wear a sweatshirt, it must be their red sweatshirt.

### **Purchase of Uniforms**

Uniforms can be purchased through Dennis Uniforms, 9500 Micron Avenue, Suite 110, Sacramento, or online at [www.dennisuniform.com](http://www.dennisuniform.com). The telephone number is 916.361.6710. Scrip for uniform purchases is available in the school office and after all weekend Masses.

### **Free Dress Opportunities**

On the last Friday of each month and on certain special occasions, students will have Free Dress Days. Please check your school calendar for Free Dress Days. Each student may have free dress on his birthday unless the birthday falls on a School Mass day. In this case, students may choose another day for free dress.

### **Free Dress Code**

Students must dress appropriately for school on Free Dress Days. They may wear jeans that are neat and clean. Skirts and shorts should be of modest length – no more than one inch above the knee - and fit appropriately. Shirts must extend at least two inches below the waistband. Sleeveless tops, tank tops, crop tops, halter tops, bare midriffs, sandals, and flip flops are not to be worn to school. Spandex shorts, sweatpants, and leggings may not be worn. Words are not permitted on the backside of pants, shorts, or skirts.

### **Dress and Grooming Guidelines**

During school and at all school-sponsored events, students must be in uniform or, on free dress occasions, dressed in compliance with the free dress code. Students must be clean and well-groomed. Their uniforms and free dress clothes must be clean and in good condition.

Students' hair must not be bleached or colored in any unconventional or distracting manner. Hair must be clean, combed, and worn in a style appropriate for school.

Students may not wear hats, scarves, wigs, nail polish, or make-up to school. Girls are permitted to wear headbands that are a solid color (white, brown, black, navy blue or red). The only exception is the plaid uniform headband. Headbands that tie may not be worn to

school. Girls with pierced ears may wear one post or small hoop earring in each ear lobe. Only chains/necklaces that are religious may be worn around the neck, and must be tucked inside the shirt. Boys may not wear earrings. Boys and girls may wear wristwatches. Other jewelry is not permitted.

**Final discretion in areas of dress and grooming is left to the administration.**

### **Labels**

All articles of clothing should be identified with permanent marker or labels.

## **PRESCHOOL DISCIPLINE PHILOSOPHY AND POLICY**

### **Philosophy**

We consider discipline to be a part of the learning process and an opportunity to provide training in becoming a caring and compassionate person.

Negative behaviors will be treated as opportunities to instruct and increase social cognition (for both perpetrator and recipient). Children will be helped to identify their inappropriate behavior, the impact of their behavior on others (perspective talking), and what other options are available to them in those specific situations.

### **Policy**

There will be no corporal punishment.

Repeated serious incidents (e.g. biting, unprovoked aggression) will be brought to the attention of the parents for discussion and resolution. A teacher will complete an incident report for biting, hitting, spitting, aggressive yelling and other such behaviors. The incident report will be given to the parent when the child is picked up from school that day. A copy of the report will be put in the child's file.

Our model is Jesus' sensitivity to the unique needs of those he encountered from all conditions. There is no absolute formula for dealing with behavior issues as they originate from many different causes. We seek to work with those whose behavior puts them at risk for future failure. We use time, patience and prayer, rather than a prescribed set of steps for resolution, as befits a religious community.

If you are concerned about your child or another in the program, please feel free to speak to your child's teacher. Remember, we are not at liberty to discuss another child's behavior with you. We share your concern about the quality of experience your child is receiving, at the same time hoping to minister to those Jesus sends us. This is what separates us from a business. We believe that Jesus has sent you to our program and we feel called to serve the children we are sent. We will be happy to discuss our approaches with you while safeguarding the confidentiality of the other students.

That being said, St Ignatius Parish Preschool reserves the right to disenroll a child from the program at any time for continuous misconduct, incompatibility with group activities, or interference with the education of other children. If your child is unable to continue in the program, we will attempt to make referrals to appropriate agencies that might better meet your needs and will refund any remaining tuition should disenrollment occur before the end of a payment period.



## **RELIGIOUS EDUCATION**

### **Curriculum**

St. Ignatius Parish School follows the Religion content Standards of the Diocese of Sacramento. Religion is taught as a subject and it is part of the entire program.

### **Mass Attendance**

Catholic parents of our school children are urged to attend Sunday Mass with their children. Children are taught that the Mass is the most important form of Catholic worship and are encouraged to participate actively in the Mass. Attending Mass as a family will reinforce this teaching. We encourage parents and families to participate in the Sunday liturgies as lectors, offertory gift carriers, servers, musicians, and greeters.

### **Daily Mass**

First through eighth grade classes attend 8:00am Mass one morning a week.

### **Student Body Masses**

During the year, on Holy Days of Obligation and on special occasions, students in TK – eighth grade attend special liturgies in the church. These Masses are scheduled on the school calendar. Parents are always welcome and encouraged to celebrate the Eucharist with the school community.

### **Confessions**

The Sacrament of Reconciliation, sometimes incorporated in a Penitential Service, will be scheduled for the students at regular intervals during the school year – usually during Lent and Advent. Students and parents are reminded to make this reconciliation a regular part of their sacramental life.

### **First Eucharist**

The preparation for and reception of the Sacrament of First Eucharist is included in the second grade curriculum as part of the Parish Religious Education Program.

### **First Reconciliation**

The preparation for and reception of the Sacrament of First Reconciliation is included in the second grade curriculum as part of the Parish Religious Education Program.

### **Confirmation**

The preparation for and reception of the Sacrament of Confirmation is included in the 8th grade curriculum as part of the Parish Religious Education Program

### **Sacrament Preparation**

The Parish Religious Education Program provides preparation for older children wishing to receive the sacraments of Baptism, First Eucharist, or First Reconciliation. The preparation for the reception of these sacraments is not included in the school curriculum but is part of a "family-centered" parish program. Requests for participating in these programs may be made through the school or through the Parish Catechetical Ministries Department.

### **Altar Servers**

Boys and girls in grades 5 through 8 may participate in the liturgies as altar servers. The parish schedules the training for this ministry.

## **GENERAL INFORMATION**

### **Drop-off and Pick-up**

Because of security and safety concerns, children are to be dropped off and picked up in the **rear parking lot only**. Remember, our speed limit on campus is **5 miles per hour!** Please refer to the drop-off diagram in the back of the handbook. These guidelines were designed to insure the supervision and safety of each child. Your compliance is mandatory.

### **Fire/Earthquake/Tornado Drills**

Fire Evacuation Drills for students and adults on campus are held periodically. This practice is done under the auspices of the Arden-Arcade Fire District. An earthquake drill is scheduled quarterly. Students are asked to follow the directives of the teacher during these drills, which are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

### **Lost and Found**

The preschool classroom has a lost and found bin in the classroom. There is also a school lost and found closet located in the office lobby. Check it regularly. After a reasonable time, accumulated articles will be given away to charitable organizations.

### **Snack**

Morning and afternoon snack will be provided. Parents may not provide their child's snack.

### **Lunches**

Preschool students who plan on staying for lunch must bring their lunches to school. Milk and chocolate milk are available for students and are paid for in advance through the office.

### **Hot Lunch**

Hot lunches are available for the preschool students who are planning on staying for lunch. A menu is sent home at the end of each month to order lunches for the following month. All lunches are paid for and ordered 2 weeks in advance.

Parents who bring lunches to school during school hours must leave them in the office with the child's name and grade written on the outside. They will be distributed at the beginning of the lunch period. A parent who needs to see a child during the lunch period must register in the office. Parents who wish to eat with their child for a special occasion may sign the child out in the office and take the child off campus. Students are not allowed to leave campus at lunch time unless with a parent or with an adult the parent has clearly authorized. The student must be signed out in the office.

### **School Parties**

Special occasion classroom parties are planned by the room parents in conference with the teachers.

Invitations for any outside parties or events must not be distributed at school unless the whole class is invited.

## **Field Trips**

The classes have field trip opportunities during the school year. The classes are dependent upon parent drivers for most field trip transportation. Parents wishing to drive on field trips must have adequate insurance and a seat belt for each child. California Law (Effective 01/01/2012) Children under the age of 8 must be secured in a car seat or booster seat in the back seat. Children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat.

Prior to the field trip, the school office must have on file a completed Driver's Insurance Verification form, a copy of the driver's license for each driver, fingerprint clearance from the Department of Justice & completed the online Shield The Vulnerable Course.

Parents driving on field trips must not make any stops going to or from the destination unless the stop has been scheduled with the teacher.

## **OFFICE PROCEDURES**

### **Hours**

The school office is open from 7:30 a.m. to 3:30 p.m. on all regular school days. On minimum days the hours are 7:30 a.m. to 12:30 p.m.

### **Emergency Cards**

Every student must have an Identification and Emergency Information (LIC 700) form on file. The information on this card will be used to contact parents, a designated proxy, and/or medical personnel in case of an emergency. The information on these cards must be correct and current. Please notify the office if the information on the emergency card changes. The school will not be responsible if an emergency occurs and the information on the emergency card is incomplete or incorrect. One card with original signatures is required.

### **School Visits**

St. Ignatius School is a closed campus. Parents must sign in at the school office before proceeding on to any other area of the school. Parents are never to approach another child on campus to resolve a problem. Speak with the classroom teacher or the principal.

### **Contacting Teachers**

Parents must not interrupt a teacher during class time. If you have a matter to discuss with either a teacher or the principal, leave a voice mail or email message requesting an appointment. This is for your own convenience as well as that of the staff member. Your message will be answered at the earliest possible time. In the case of an urgent message, call the office. Parents and students should never call a teacher at home or on their cell phones.

### **Deliveries**

Any deliveries to students – lunches, books, athletic equipment - must be made in the office. Birthday deliveries of flowers and presents are not permitted.

## **HEALTH REQUIREMENTS, GUIDELINES, AND PROCEDURES**

### **Emergency First Aid**

Our staff is certified to do first aid and CPR; however training is limited and serves only for immediate care. We will immediately notify parents of any illness or injury more serious than minor cuts and scratches, and will ask that you make arrangements to pick-up your child. If parents cannot be reached immediately, we will obtain emergency medical treatment (911), should the nature of the illness or injury require that no delay be made in seeking treatment.

### **Entrance Regulations**

Every new student must have a Physician's Report (LIC 701) physical on file in the school office by the first day of attendance. The report must be dated within twelve months of entrance. There must also be a record of all immunizations (month, day, and year) since birth. Students may not attend class until this information is on file.

"It is required, on and after July 1, 1975, that each child upon enrollment in the first grade present satisfactory evidence to the governing body that he/she has received specified health screening and evaluation services within 18 months (prior to the start of first grade) unless the child's parent or guardian has given written notice to the governing body that they do not want their child to receive such services." (California Health Code). Results of these physicals should be reported on the State Health Form.

### **General Student Health Guidelines**

We strongly encourage all students to have a general physical examination at regular intervals throughout their school years. Each time your child has a physical, please send the results to the school to update your child's health record.

### **Preschool Illness Policy**

If your child is ill, please keep him or her home until the illness is over. Students with a temperature of 99.5 degrees (oral) or more, showing signs of thick green mucous, diarrhea, a new cold, excessive irritability, infection of the eye, or rash are considered ill and should stay home until symptoms disappear and there has been no fever for 24 hours. If your child is on antibiotics, he or she must have completed antibiotic treatment for a full 24 hours. More serious contagious diseases should be reported to us as soon as you find out about them. We are required to let parents know about incidents of contagious illness at our school, while maintaining the confidentiality of the sick child.

Students who become ill during the school day will be held apart from the preschool class. A parent will be contacted immediately. The parent or guardian should pick up their child as soon as possible. Children must be fever free for 24 hours before they can return to school.

### **Medications**

When it is necessary for a child to take medicine during school hours, the following directives must be followed as required by the State:

"Notwithstanding the provisions of Section 11753, any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school (1) a written statement from such physician detailing the method, amount and by which such medication is to be taken, and (2) a written statement from the

guardian of the pupil indicating the desire that the school assist the pupil in the matters set forth in the physician's statement." (California Health Code).

**Student Insurance**

While at school and school-sponsored activities, the students are covered for accidents by Myers/Stevens and Company, Inc. This insurance program is mandated through the Diocese of Sacramento.

**SAFETY PLAN**

In the event of a fire, tornado, earthquake or other disaster, our first priority is the safety of the children. Contacting parents and/or responding to their inquiries has a lower priority than insuring the safety of the children and contacting the emergency authorities.

**Earthquake and Fire Emergency Plan**

In the event of a serious earthquake during school hours:

- Do not telephone the school. Lines will be kept open for emergency use.
- All students will be cared for in supervised areas until they are picked up.
- Once the students are in a safe areas, we will begin notifying parents about picking up their children. We will use Urgent Email or Phone whichever is available.

Preschool Students will be released only to the parent or other specifically authorized person. The Director will keep this information in case of an emergency. Please be sure that your child knows the person(s) you have designated for pick-up.

**DIOCESAN POLICIES AND GUIDELINES**

**CUSTODY OF MINORS-----DSB 5520**

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

Regulations.....5520

1. Normally, principals should ask one other adult (e.g. pastor, teacher, secretary) to witness the presentation of the authorization unless the principal is absolutely certain that the authorization is bona fide.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
4. In the absence of any court order, the school will assume that both parent(s) have custody of a student, and the student may be released to either parent.

The following regulations have been added to assist principals and pastors:

5. The school shall rely on only the most recent certified legal document on file.
6. Letters of reference, progress reports, grades or any other privileged or confidential information shall only be given to the parent(s) identified in the court order or official certification of custody, unless the custodial parent or guardian has signed an authorization to release such information.
7. Release of a student to any one other than parent(s) with legal custody should occur only when accompanied with the proper authorization by that parent(s).
8. The school must have on file an original or certified copy of any restraining order(s).
9. Name changes, either by court order or parent's request, should be on file with the school.
10. If there is a certified custody order in place, accept directions from the custodial parent. Unless there is a custody order in place, stating otherwise, both parents will have legal custody of the children. In such a case, taking instructions from the parent with whom the children are living is the best approach.
11. Non-custodial parents should not be allowed to take part in school trips without authorization from the custodial parent.

## **DISPUTE RESOLUTION PROCESS (Diocesan Guidelines)**

### **A. AIM**

Disputes in schools are usually due to misunderstandings, differences in judgment, opposing interpretations of school policy, or perceived inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual respect, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place.

### **B. PROCEDURES**

Step One: In the event that the situation cannot be resolved to the mutual satisfaction of either party through open and honest discussion, the dispute shall be presented within ten (10) calendar days of the incident that caused the dispute to the person most directly responsible for the matter involved in the dispute. For example, a parent complaint regarding a teacher's homework policy must be taken directly by the parent to the teacher for resolution before involving the administration.

Step Two: Disputes concerning school policy or unresolved disputes concerning school personnel shall be referred within ten (10) calendar days of the incident that caused the dispute, or within ten (10) calendar days of the presentation, described in Step One above, to the principal for his or her review and decision. If the dispute is concerning an employee, the principal will advise the employee of the nature of the complaint. The employee shall be given ample opportunity for explanation, comment, and presentation of facts as the employee sees them. The principal shall conclude his/her review of the dispute and render his/her decision within ten (10) calendar days of the referral described in Step Two.

Step Three: If the dispute cannot be resolved in Step Two, the complaining party, within ten (10) calendar days of the principal's decision in Step Two, may present the dispute to the pastor for his review and decision. The pastor shall conclude his review of the dispute and render his decision within ten (10) calendar days of receiving the referral described in Step Three.

Diocesan Review: If the dispute cannot be resolved at Step Three, any party to the dispute, within ten (10) calendar days of the pastor's decision at Step Three, may petition the Superintendent of Catholic Schools in writing for his/her review of the dispute. The Superintendent, at his/her discretion, may decide to review or not to review the dispute in question. If the Superintendent chooses to review the dispute, he/she shall render an advisory recommendation to the pastor in writing within ten (10) calendar days of receiving the written petition.

For conflicts that involve an employee's due process rights, the procedure outlined in Part D of the *Personnel Handbook – Diocese of Sacramento* must be followed.

Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/or the implementation of the philosophy and policies, the administrator will recommend/require that the parent transfer his child/children to another school, pursuant to Diocesan Policy 5119.3.

## **ST. IGNATIUS PARENT CLUB BOARD**

Our St. Ignatius School community believes that the primary responsibility for education lies with the parents and/or guardians of children and that any successful educational program depends upon the positive involvement of the parent community. All families registered in St. Ignatius Parish School are members of the St. Ignatius Parent Club. Your involvement is imperative for the success of our school program.

## **ST. IGNATIUS ADVISORY COUNCIL**

The Advisory Council works with the administrator and the pastor to formulate school policy. The members of the Council work in the areas of long-range planning, development and major funding, facilities, Catholic identity, and marketing. With the pastor and the administrator, they establish the annual budget. The Council endeavors to create better understanding and support of Catholic education.

Council membership is open to any St. Ignatius parishioner or parent, twenty-one years of age or older, whose children attend the school. Candidates must demonstrate a positive attitude toward the philosophy of St. Ignatius Parish School. Advisory Council shall establish a Nominating Committee composed of the Pastor, Principal, Advisory Council an Advisory Council Member and three appointed members including a member of the Parent Club Executive Committee. The Nominating Committee shall provide a prospective list as a recommendation of candidates to the Advisory Council for final majority vote, and the Pastor's final approval. The Nominating Committee Chair will contact the prospective Advisory Council candidates for each vacancy. If the candidate accepts the nomination, he/she will be appointed to the Council.

Voting members of the Council include nine appointed school parents. The non-voting members consist of the Pastor of St. Ignatius Parish, the school Principal, the faculty representative, and the representative from the Parent Club.

All parents are invited to attend Advisory Council meetings which are held on the first Thursday of the month beginning at 6:30 p.m. in the Faculty Room. Any parent wishing to address the Council must present his agenda item in writing to the president of the Advisory Council two weeks before the scheduled meeting.

#### **ST. IGNATIUS JESUIT FATHERS**

Fr. Michael E. Moynahan, S.J., Pastor  
Fr. Tom Piquado, S.J., Associate Pastor  
Fr. Art Wehr, S.J., Associate Pastor

#### **RELIGIOUS EDUCATION STAFF**

Ms. Fatima Avila-Ohlsen, Director of Religious Education