

**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 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 Neuburger 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.

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.

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.

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 School is a Roman Catholic Elementary School that actively strives to teach as Jesus taught. In the tradition of its patron, St. Ignatius of Loyola, the educational processes of St. Ignatius School 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.

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 and 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.

- 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.
- We believe that parents have the principal responsibility for the education of their children. Teachers are facilitators in the educational process. St. Ignatius Parish School functions in partnership with parents, dependent upon parental support and cooperation.
- We believe that every person must treasure his own self-worth and strive to develop his unique talents and abilities. Every person has the responsibility to serve others and to benefit society.

- We believe that 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.
understand the teachings of the Catholic Church.
have knowledge of St. Ignatius of Loyola.

Action who:

practice Christ's teaching in dealing with each other.
cooperate with each other.
share our gifts and talents with school and the greater community.

Integrity who:

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

Thought who:

strive to perform grade-level work.
listen, write, speak and use technology effectively.
critically evaluate situations.

Health who:

care for our world.
care for ourselves.
appreciate and/or participate in music, visual and performing arts,
and athletics.

Revised August, 2008

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 the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook and contract of the school.

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 the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook and contract of the school.

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 participate in blogs, facebook, twitter, e-mail, or any other communication containing material or connections to material contrary to the mission and philosophy of the Roman Catholic Diocese of Sacramento and the Catholic 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).

The 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.

The 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.

TUITION AND FEES

Parishioners are those who are registered Catholic members of St. Ignatius Parish, attend Mass regularly, are active in the parish community life, and contribute \$480 annually (\$10 per week) to St. Ignatius Parish - using Parish Pay, the parish envelopes or a personal check - on a monthly or weekly basis. This status will be assessed regularly by the school and the parish staff. Failure to meet these criteria will result in the assignment of non-parishioner status and the assessment of the non-parishioner tuition rate. Since those receiving the parishioner rate pay only a percentage of the actual cost of educating each child, they have the responsibility of making up the difference through contributions to the Annual Fund, to fundraising activities, or through the use of parish envelopes. Transitional Kindergarten is always the parishioner rate; once a child is enrolled in Kindergarten, parishioner status will be assessed.

Tuition rate for parishioners:

1 child in school	\$ 4,700 per year
2 children in school	\$ 8,520 per year
3 children in school	\$11,620 per year
4 children in school	\$14,620
TK tuition	\$ 4,700 per year

The non-parishioner tuition rate reflects the actual cost of educating each child.

Tuition rate for non-parishioners:

1 child in school	\$ 6,830 per year
2 children in school	\$13,660 per year
3 children in school	\$20,490 per year

Tuition Collection:

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

1. One annual payment for the full amount paid by check at registration on May 7, 2013 or by June 30, 2013.
2. Ten automatic monthly payments through the FACTS Payment Plan. Payments will start July 1, 2013. Payments will be due on the 5th, 10th, 15th or the 20th 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 \$300.00 per child. Registration fees cover the cost of textbooks, consumable materials, student insurance, Diocesan Student Assessment, Diocesan Testing Services, yearbooks, Parent Club dues, and yard duty expenses. Registration fees are not refundable. If registration is not submitted by the due date there will be a 50% surcharge per child. For 2013-2014 the due date is May 17th. 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.

Financial Assistance: St. Ignatius Parish School shares in the educational ministry of the parish and endeavors to provide a quality Catholic education for all children of parishioners who desire it.

1. Parents who request financial assistance must be parishioners in good standing.
2. St. Ignatius uses an independent company, FACTS Grant and Aid Assessment, to determine qualifications for tuition assistance. Forms can be found on-line and must be submitted directly to FACTS along with all supporting documentation as requested by April 30. There is a \$20 application fee due with all applications.
3. The Grant & Aid Committee will determine Financial Aid Awards based on the FACTS assessment and any other supporting details.
4. Partial tuition payment and full registration fees will be required of all applicants.
5. Consequences for non-payment: "If, after appropriate procedures, a family refuses to meet its tuition obligations to St. Ignatius Parish School, they will be asked to withdraw their child/children from the school. Future collection procedures on delinquent accounts will be left to the discretion of the administrator." (School Board Policy 303.3)

6. Requests for tuition assistance during the school year will be handled on an individual basis using the same format and procedure as above.

PARENT CLUB FUNDRAISING AND VOLUNTEERISM

The St. Ignatius Parent Club provides a variety of support and resources to the faculty and staff of the school. The Parent Club is also the primary fundraising organization for the school. Through our fundraising efforts, the school is able to maintain tuition at an affordable level while providing many extra academic resources for our children not available at other schools, including teachers in Science, Algebra, Spanish, Physical Education, and Art. The Parent Club also offers opportunities to meet, socialize with, and network with other parents.

All parents are members of the Parent Club and are required to sign a contract to actively participate. Active participation includes attending the annual Parent Club general membership meeting and participating in Parent Club fundraisers by volunteering time and by generating fundraising dollars. The Parent Club Board determines the fundraising events and activities and the level of fundraising commitment necessary to meet our fundraising goals for the school year. The Parent Club fundraisers for the 2013-2014 school-year are listed below, along with the percentage credit for every fundraising dollar generated.

Amazing Grapes	50%
Gala	50%
Halloween Party	50%
Bingo Night	50%
Breakfast with Santa	50%
Scrip	Varies 1%-3%

Each family is required to support Parent Club fundraisers by generating fundraising dollars in the amount of \$350 by April 15, 2014. Funds can be generated by purchasing admission tickets, raffle tickets and keys, donating or purchasing items to be auctioned or raffled, sponsoring events, and making or obtaining pledges. Each family is also required to purchase \$700 of scrip between April 15, 2013-April 15, 2014. Please go to, www.shopwithscrip.com to participate in e-Scrip or you can make purchases in the school office with scrip that is in stock. You can also have friends or family purchase any of these items, but you are responsible for adequately documenting purchases by others for which you want to receive credit. Failure to fulfill this requirement will result in a monetary assessment of the difference. Please visit the school website for more information regarding our Scrip program.

Each family is also required to complete 35 hours of volunteer service by April 15, 2014. Fifteen (15) of the 35 hours must be spent on one of the Parent Club fundraising activities or events listed above. Parent Club offers many ways for parents to share their time and talent on behalf of their children. Parents are responsible for completing the Parent Hours Form which can be found on our school website under "Support" or under "Parent Resources" (Parent Club Hours Submission).

The fundraising and volunteer service commitments must be completed by April 15 of each year to register your child/children in the school the following year. **Failure to complete 35 hours of volunteer service will result in an additional registration assessment of \$35 per hour for every hour not completed (maximum penalty of \$1,225). Failure to generate \$350 in**

fundraising dollars and purchasing \$700 of scrip will result in an assessment of the difference.

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 hrs. to a few weeks. 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

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: Yvette Espinosa
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

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 training must be renewed EVERY 3 years.

This course is free and must be accessed at a computer. Please see the instructions below. 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

Click: 1st Time Diocese Signup tab

Click: Adult Courses radio (round) button

Select your diocese from the list of dioceses (Sacramento)

Complete the Registration:

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 and print your Certificate of Completion and bring it to the school office.

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.

Boy's Uniform:

Navy blue slacks or uniform walking shorts

Boys in grades four through eight must wear belts.

White, collared dress shirt or polo-style shirt

Shirts must be tucked in.

If an undershirt is worn, it must be a plain white undershirt.

St. Ignatius uniform sweatshirt

Cargo shorts are not acceptable

White, red, blue, green, or black **crew socks** (must be clearly visible a few inches above the ankle)

Hair must be clean, well-groomed, and cut above the collar and over the ears.

Athletic shoes that are tied or use Velcro are the preferred choice. However, slip ons that are safe are permitted, such as TOMS. Flip flops, sandals, moccasins, slippers, uggs, and boots are not permitted on uniform days.

Girl's Uniform:

Plaid or navy blue school jumper or skirt, navy blue “skort”, navy blue pants, capri, or uniform walking shorts,

Skirts, skorts, and shorts must be no more than one inch above the knee.

White tailored blouse or polo-style shirt

Shirts must extend at least two inches below the waistband and be tucked in.

White, red, blue, green, or black **crew socks** (must be clearly visible a few inches above the ankle), knee socks, or tights

Leggings ARE NOT PERMITTED

St. Ignatius uniform sweatshirt

Cargo shorts are not acceptable.

Athletic shoes that are tied or use Velcro are the preferred choice. However, slip-ons that are safe are permitted, such as TOMS. Flip flops, sandals, moccasins, slippers, uggs, and boots are not permitted on uniform days.

Students in TK 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.

Formal Uniform: We require formal attire on Mass days, Special School Days, and 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 or blue sweatshirt.

Purchase of Uniforms: Uniforms can be purchased through Dennis Uniforms, 10266 Rockingham Drive, Suite 150, Sacramento, or online at www.dennisuniform.com. The telephone number is 916.361.6717. 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. Jeggings are not permitted. Skirts and shorts should be of modest length – no more than one inch above the knee - and fit appropriately. Tops must have a modest neckline. 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, and leggings may not be worn on their own. Leggings may be worn under a skirt or dress. Words are not permitted on the backside of pants, shorts, or skirts. Shoes that are safe and appropriate for play should be worn. Clogs, sandals, flip flops, moccasins, slippers, and shoes with heels are not permitted. Uggs and boots may be worn, however appropriate shoes must be worn during PE time.

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. Parents will be notified when students are not giving the proper attention to cleanliness and grooming. Students may be sent home to correct the problem. Parents are asked to guide their children in this important area.

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. Boys must be clean shaven.

Students may not wear hats, scarves, wigs, nail polish, or make-up to school. Girls are permitted to wear headbands. 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.

STUDENT CONDUCT AND DISCIPLINE

General Policy:

Students enrolled at St. Ignatius Parish School must assume personal responsibility for their conduct. Each student must be considerate of fellow students and respectful of teachers. Each student must accept this responsibility to become an integral part of the school community. He will exercise his convictions of Christianity by respecting the rights and privileges of all members of the school community. Respect must characterize the action of the student toward himself, other students, teachers and staff members, clergy, and guests.

The St. Ignatius student is expected to conduct himself according to principles of Christian behavior:

to be honest in all dealings with fellow students, teachers, and school personnel;

to cooperate positively with fellow students, teachers, and school personnel;

to respect always the person and the rights of all;

to obtain permission from the proper authority for the use of any of the school facilities or materials;

to be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body;

to be responsible for the care of all materials loaned to the student for the course of studies during the year;

to respect parish and school property at all times.

STUDENT GUIDELINES

1. School rules are meant to insure the safety and comfort of all of the students. The rules are structured to create an atmosphere where students will thrive intellectually, morally, spiritually, physically, and socially. Each student's behavior must foster this atmosphere.
2. Personal integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principle forms of cheating: violating the procedures of a test, plagiarizing, knowingly/enabling another student to cheat. Plagiarizing pertains to the rights of intellectual property. Plagiarism is the appropriation of another's ideas and/or language, in part or whole without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting paraphrasing, or summarizing another's written work including sources off the internet or oral statements without proper citation.
3. Cheating in any form will not be tolerated. Any student who cheats will receive a zero for the exam or work in question and the parents will be notified.
4. To ensure the safety of the students and facilitate supervision, the students must be dropped off in the back parking lot before school and picked up in front of the Parish Center after school. Students arriving before 7:45 a.m. and/or remaining after 3:10 p.m. must check in to Extended Services.
5. Students may leave campus during the school day only if they are signed out in the office by a parent or responsible adult.
6. Students participating in sports or other after school activities may remain on campus under the supervision of the coach or the adult in charge of the activity. Students must not leave campus and return unless accompanied by a parent or responsible adult.
7. Students must walk bicycles while on campus and lock them to the bike racks. Skateboards, roller skates, scooters, and roller blades are not allowed on campus.
8. Students must respect the school property by keeping the classrooms, hallways, lunch areas, restrooms, and playground clean at all times. Students must clean their lunch area and place trash in the proper receptacle. Chewing gum is never permitted on campus. Any damage to school property should be reported to the office immediately.
9. Students must not use electronic games, recorders, laser pointers, iPods, MP3 players or cell phones on campus, including Extended Services.
10. To insure safety and supervision, students must play in their designated areas.
11. Students are to wear uniforms daily unless otherwise instructed. The uniforms must comply with the guidelines set forth in the **Uniform** section of this handbook. When students wear free dress, they must comply with the regulations set forth in the **Free Dress Code** in this handbook.

ST. IGNATIUS PARISH SCHOOL E-READER ACCEPTABLE USE POLICY

Electronic readers, simply called "e-Readers", are digital devices that can store books, periodicals, magazines, and other electronic media. St. Ignatius Parish School, in striving to maintain technological relevance in education, is providing the opportunity for students in grades 5-8 to use these devices in accordance with the following e-Reader Acceptable Use Policy outlined below.

This opportunity is a privilege, not a right; therefore any student who violates any portion of the e-Reader Acceptable Use Policy will immediately lose the privilege to use their e-Reader at school for the remainder of the school year and may be subject to other disciplinary action.

1. All students who use an e-Reader must sign the *St. Ignatius Parish School e-Reader Acceptable Use Policy Agreement*; parental signature is also required.
2. e-Readers are to be used **only** for the reading of school approved material and for no other purposes, i.e. communication, entertainment, music, gaming, etc.
3. All material on the e-Reader must comply with the spirit and policies of the St. Ignatius School Code of Conduct. Please refer to the Parent-Student Handbook for more details.
4. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is on campus. This includes before and after school.
5. e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her, or be a source of any classroom disruption.
6. Students may not use e-Readers to record and/or photograph or video images of a person or persons on campus.
7. e-Readers are only to be used in a classroom, and may not be shared with other students. E-readers may not be used in extended day or at any extra-curricular activities.
8. Students are responsible and liable for their e-Reader safety, protection, and security.
9. The school reserves the right to review the contents of the e-Reader.
10. Students are responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.

St. Ignatius School e-Reader Acceptable Use Policy Agreement –must be signed and filed in the student’s classroom before an e-reader may be used by the student. Sample below.

I have read and will comply with the St. Ignatius Parish School e-Reader Acceptable Use Policy.

I understand that St. Ignatius Parish School is not responsible for any damage or loss associated with my e-Reader.

I also understand that a violation of the e-Reader policy will result in losing the privilege to bring the e-Reader to school for the remainder of the school year and may result in other disciplinary action as determined by the school.

Student Name (Print): _____

Student Signature: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____

DISCIPLINE

At St. Ignatius Parish School, discipline is regarded as an aspect of moral guidance – a means to encourage students to adopt acceptable responses and patterns of behavior. In addition to the school rules outlined above, each classroom teacher has specific rules to ensure a positive learning environment. The teachers will review these at Back-to School Night. It is imperative that teachers and parents work together to ensure a positive result for each child.

Most of the discipline is handled routinely within the classroom setting. Teachers may require a student to spend morning recess in formal detention in the science room. In grades 5-8, students who accumulate 3 or more recess detentions in a quarter, may result in a before school detention. For severe infractions, before school detention may be the immediate consequence.

For the lower grades, more serious transgressions students are given a Blue Slip with a written explanation of the offense. The Blue Slip must be signed by a parent and returned to the teacher the following school day. Repeated detentions will be reflected in the citizenship grade. Parents will be notified when students exhibit a pattern of unacceptable behavior. The repeated receipt of Blue Slips is considered a matter of grave concern and may lead to suspension of the student. See the reasons and procedures for suspension outlined in the Diocesan Guidelines in this document.

CONFERENCES

Parent-teacher conferences are scheduled for all students during the first trimester. Additional conferences may be requested and scheduled by the classroom teachers, the principal, the student, or the parents.

Parents are encouraged to check regularly with their child's teacher as frequent communication helps assure the best results in a child's development. To facilitate communication, leave messages on voice mail or email. Teachers will respond at their earliest opportunity.

STUDENT ACHIEVEMENT

Report Cards: Trimester report cards are given in grades TK through eighth. Progress reports are distributed at designated periods during the trimester.

96 -100%	A	Outstanding
90 -95%	A-	
87 - 89%	B+	Above average achievement
83 - 86%	B	
80 - 82%	B-	
77 - 79%	C+	Average achievement
73 - 76%	C	
70 - 72%	C-	
67 - 69%	D+	Minimum achievement
63 - 66%	D	
60 - 62%	D-	
0 - 59%	F	Below minimum achievement

OR

S	Satisfactory
N	Needs improvement
U	Unsatisfactory
√	Improvement needed in this area
N/A	Not applicable
M	A Student is receiving special education or related services

Honor Roll: Students in grades 6-8 are eligible for the Honor Roll each report card period. All subjects are included in the computation of the grade point average (GPA). Valedictorian and Salutatorian of the eighth grade class will be based on the highest and second highest GPA. To achieve the Honor Roll, the student must have satisfactory grades in all subjects and in citizenship – and have a grade point average listed below.

High Honors	4.0 GPA
First Honors	3.50 to 3.99 GPA
Second Honors	3.00 to 3.49 GPA

Citizenship Award: The Citizenship Award is earned by those students who maintain a grade point average of 3.5 or better in effort and conduct.

ACADEMIC PROBATION

As outlined in the mission statement and philosophy, the program at St. Ignatius School is designed to guide each child to develop to the fullness of his potential. When a student is achieving significantly less than he is capable of, every effort will be made to determine the cause. The student and parents will meet with school personnel to devise a plan to remedy the situation. The remedy may include outside tutoring, testing, supervision of home assignments and independent study. Parents are expected to work closely with the school to facilitate the needed improvement.

A student may be placed on academic probation for a specific period of time. At the end of the specified period, an evaluation will determine if the student's academic performance has improved to an acceptable level. When a student does not meet the agreed upon criteria, the principal will take appropriate action which may include dismissal.

Any student who has less than a two-point average at the end of a grading period will meet with the principal.

Students transferring into St. Ignatius Parish School will be considered on academic probation for their first semester to ensure their successful adjustment to the curriculum and academic expectations.

RELIGIOUS EDUCATION

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: Each class (grades 1-8) attends 8:00 Mass one morning a week. Children are asked to arrive at school a few minutes early on their Mass day so they can be settled in church with their class by 8:00. Children who arrive late on their class Mass day must enter the church through the main doors at the back of the church to avoid distracting the congregation.

Student Body Masses: During the year, on Holy Days of Obligation and on special occasions, the students 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 Sacramento 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.

SCHOOL GUIDELINES, SCHEDULES, AND GENERAL INFORMATION

Daily Schedule:

Monday-Friday	8:00 a.m. - 11:45 a.m.	Transitional Kindergarten
Monday-Friday	8:00 a.m. – 2:45 p.m.	Kindergarten
Monday-Friday	8:00 a.m. - 2:45 p.m.	Grades 1-6
Monday-Friday	8:00 a.m. - 3:00 p.m.	Grades 7 & 8
Recess	10:00 a.m. - 10:20 a.m.	Grades TK-8
Lunch	11:40 a.m. - 12:45 p.m.	Grades K-4
Lunch	12:00 p.m. - 12:45 p.m.	Grades 5-8
Minimum Days	8:00 a.m. – 11:45 p.m.	Grades TK-5
Minimum Days	8:00 a.m. – 12:00 p.m.	Grades 6-8

Teachers may keep students an additional 15 minutes after school should they deem it necessary.

Extended Services: Extended Services is a program that coordinates activities and provides quality supervision for St. Ignatius students before and after school. All students are registered in the program at the time of school registration.

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 ensure the supervision and safety of each child. Your compliance is mandatory.

Fire/Earthquake Drills: Fire Evacuation Drills for students and adults on campus are held monthly. 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.

Lost and Found: The lost and found closet is located in the office lobby. Check it regularly. After a reasonable time, accumulated articles will be given away to charitable organizations.

Homework: Homework is designed to reinforce and complement classroom lessons and to foster and promote habits of independent study. Homework is usually assigned four nights a week – Monday through Thursday. Weekend homework may be given for enrichment purposes and for the purpose of making up work missed through absence or poor effort.

Approximate time allotments for homework:

1st and 2nd Grades:	20-30 minutes
3rd and 4th Grades	30-45 minutes
5th Grade	45-60 minutes
6th Grade	60-90 minutes
7th and 8th Grades	90-120 minutes

Lunches: Students may 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 students. A menu is sent home at the end of each month to order lunches for the following month. All lunches are paid for 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 and this child will be called down to the school 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.

The lunch hour is a time when the children learn valuable social skills – an important time for them to interact with their peers. The students must eat with their classmates.

Textbooks: Each student is given a numbered set of hardbound textbooks for which he is responsible during the school year. The books must be covered at all times. The cost of replacing lost or damaged books is the responsibility of the student or parent.

Computer Internet Use: Students have Internet access through the Computer Lab and in the classrooms. Students are required to abide by the St. Ignatius Internet Use Agreement (see Appendix). Parents and students are expected to read, discuss, and sign the St. Ignatius Internet Use Agreement prior to the student being allowed school access to the Internet. Non-compliance with the St. Ignatius Internet Use Agreement is grounds for withdrawal of Internet privileges and/or more serious disciplinary action of suspension or expulsion.

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

Social Events - Student Parties Outside of School Time: "The responsibility for mixed parties outside of school hours belongs to parents. The school should do all in its power to

acquaint parents with the problems, academic and moral, that accompany this type of recreation, but it is not within the authority of the school to forbid such activities." (Diocesan Policy #5134)

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

St. Ignatius School has a "no limousine policy" and does not allow limousines to deliver students to on or off-campus events or wait on our grounds. This includes birthday parties or any family event. This policy also extends to RV's.

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. Children must be secured in an appropriate child passenger restraint (safety seat or booster) until they are at least 6 years old or weigh at least 60 pounds.

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, a verification of completion of the Shield the Vulnerable program.

Parents driving on field trips must use the front office when they arrive and depart. Parents are not make any stops going to or from the destination unless the stop has been scheduled with the teacher.

Athletics: A comprehensive sports program is available to students in grades TK through eighth. Competition with nearby schools and teams (football, volleyball, basketball, track, cross country, and golf) is organized through the Parochial Athletic League (P.A.L.) and the River City Soccer Club. These programs are designed to meet and encourage the health, safety, and recreational needs of our students. Parents of students wishing to participate in P.A.L. sports in grades five through eight must fill out a medical release form. All students planning on participating in athletics must have a current blue medical release form on file by the first practice. The River City Soccer Club IS NOT a St. Ignatius school sponsored program and does not fall under the school administration's or the school athletic committee's jurisdiction.

Extra-Curricular Participation Policy: Any student whose report card grade point average falls below a 2.00 or earns any grade lower than a C-, he/she will be ineligible to participate in any extra-curricular activity until the next report card. Should the student receive a grade below C- in any subject or fall below a 2.0 GPA during the trimester, he/she will be monitored and will be ineligible to participate until improvement is noted. When a student is removed from an extra-curricular activity for the second time, the student will not be allowed to participate in that activity during the same school year. Participation in any Fall sports or extra curricular activities will be based on the report card from the past spring. Students with identified special needs will be considered apart from this academic policy.

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.

Telephone: The office telephone is to be used by students for emergencies only. Students must have permission from a staff member to use this phone.

Family Information Form: At registration time, every family will complete their contact information on-line as well as their emergency information (medical and dental). The information on this form will be used to contact parents, a designated proxy, and/or medical personnel in case of an emergency. The information must be correct and current. Please notify the office if the information on this form needs to be updated. The school will not be responsible if an emergency occurs and the information on the form is incomplete or incorrect.

School Visits: St. Ignatius School is a closed campus. Adults are not permitted on campus unless they are in an agreed volunteer capacity. Parents must sign in at the office before proceeding on to any other area of the school. Parents are never to approach another child on campus to resolve a problem.

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 phone.

E-Mail: Email is a great means of communication and it has been embraced by schools as an effective way to communicate back and forth with parents. However, the impersonal face of email unfortunately makes it easy to say things in such a manner that one would not use during a face-to-face meeting, or a personal phone call

- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors
- E-mail is not an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
- E-mail is an appropriate place to ask questions that require simple, direct answers.
- E-mail is not an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.
- E-mail should not to be used to avoid a difficult situation -- if you have a problem with someone, speak with the people involved directly.
- Remember that e-mail messages lack the nuances of voice inflection or facial expressions that are part of personal conversations. Don't take chances with misinterpretation – err on the side of positive language and never send an email response when you are upset.
- Never underestimate the importance of a face-to-face or voice-to-voice conversation, especially for matters that are personal or sensitive. Try using the e-mail to request a meeting or phone call.
- Also, please remember that, as stated in our handbook, contents of e-mail to staff and other parents shall conform to the *Code of Conduct Covering Students and Parents/Guardians Attending Catholic School* as determined by the school in its discretion.

Deliveries: Any deliveries to students – lunches, books, athletic equipment - must be made in the office. Birthday presents, balloons, and gifts are not to be sent to the school office for any student.

Absences: Regular attendance is essential to a student's success in school. Most subjects are taught in sequence and require the understanding of each concept in the order of its presentation.

If your child is unable to attend school, please telephone the school office between 9:00 a.m. and 10:00 a.m. Upon returning, the student must present a note explaining the absence. The note must include the child's name, the date(s) of the absence, and the parent's signature. In addition, a medical excuse signed by the doctor or dentist must be presented if the student is late/absent due to an appointment.

Tardiness: If a student is tardy, he must have a WRITTEN EXCUSE from his parent/guardian to be admitted to class. Carpool drivers who cause students to be tardy must take the responsibility of writing their notes for admittance. In every case the tardy student is to go directly to the school office with a note explaining the reason for the tardiness. Three tardies in any quarter will result in a letter from the principal to the parents. After the third tardy in a grading period, the student will be required to spend recesses in the detention room on each day an unexcused tardy occurs. Continued tardies may result in suspension.

Early Dismissal: A written request from the parent or guardian must be submitted if a pupil is to leave during school hours. Any child leaving school must wait in the lobby until he is called for and signed out by his parent or an adult designated by the child's parent. Phone calls are not a substitution for this written request. If the child returns to school that day, he must first report to the office before proceeding to class.

Daily Communication: Current information will be posted on the school website on a regular basis. Please check our website daily. www.stignatiussacschool.org

Contact Information: Please email any updated information, including your email address to Vicky Isaacson at visaacson@stignatiussac.org AND Shawna Sikorsky at ssikorsky@stignatiussac.org

Transfers: If a child is transferring to another school during the course of the year, please inform the teacher and the principal at least a week ahead of time so that report cards and other pertinent information will be prepared for the transfer. All records are forwarded when our school office receives a **written** request from the new school.

HEALTH REQUIREMENTS, GUIDELINES, AND PROCEDURES

Entrance Regulations:

Every new student must have a physical examination report 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.

It is required that all incoming kindergarten students (or first grade, if kindergarten has been skipped) - and older children under age 18 from out of state or country who enter or transfer into a California school - present documentation of varicella immunization or history of chicken pox disease.

For the 2013-14 all 7th and 8th grade students will need proof of a Tdap shot before starting school.

General Student Health Guidelines:

All students enrolled in St. Ignatius School must have a physical examination report on file in the school.

It is a requirement for all students wishing to participate in organized PAL sports to have a physical examination (doctor's sports release) dated after June 15th of the preceding summer.

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.

Students who become ill during the school day will sit in the school office. A parent will be contacted immediately. The parent or guardian should pick up their child as soon as possible. Please have a back-up plan in place in the event you will not be able to pick up your child promptly. **Children must be fever free for 24 hours before they can return to school.**

Head Lice: Lice checks are conducted several times a year. A child determined to have head lice may be sent home to be treated. The child may return to school when a subsequent check shows the child to be free of all evidence of lice.

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 receives (1) a written statement from such physician detailing the method, amount and schedules by which such medication is to be taken, and (2) a written statement from the parent or 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).

Health Forms: Please be sure that all health forms are returned to the school office prior to the opening of school or as soon as possible at specified times during the school year.

Student Insurance: While at school and school-sponsored activities, the students are covered for accidents by Catholic Mutual, Inc. This insurance program is mandated through the Diocese of Sacramento.

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.

SUSPENSION (Diocesan Guidelines)

Suspension is a disciplinary action to be used at the discretion of the principal. Ordinarily, suspension should not exceed more than five consecutive school days. A student may be placed on suspension for serious misconduct on campus or off campus during school-related activities. Suspension may also be imposed for conduct at non-school related activities if such conduct reflects adversely on the school.

Immediate suspension is imposed if there is a real threat of danger to the health and safety of others. The principal may remove the offending student from the classroom, the yard, etc., and contact the parents as soon as possible. (5114.8)

PROCEDURES FOR SUSPENSION (Diocesan Guidelines)

1. The student is given notice of the violation of rules or regulations which constitute a suspendable offense.
2. Parents are notified by phone as soon as possible. A written notice signed by the principal is given to the parents.
3. A conference is arranged with the parents, student, principal, and appropriate school staff. In parish schools, the pastor must be informed and given an opportunity to attend the conference.
4. A written form of suspension must be signed by the parents, student, and principal. The reason for the suspension must be clearly noted and the length of time for the suspension must be specified on this form.
5. The principal is required to maintain a dated written record of the facts, procedures, and conferences involved in each suspension case.
6. Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents and students must be informed that continued or repeated misconduct may result in a recommended transfer or expulsion. (5114.9)

REASONS FOR IMMEDIATE SUSPENSION LEADING TO EXPULSION (Diocesan Guidelines)

At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension leading to expulsion after conference with parents. This list shall not be considered as exhaustive.

1. Serious disobedience, insubordination, or disrespect for authority. Some examples of this are:
 - a. refusal to obey school rules;
 - b. refusal to follow directions;
 - c. refusal to answer when spoken to directly;
 - d. giving sharp, rude answers in a disrespectful tone of voice;
 - e. causing interruption in classroom procedures;
 - f. not adhering to the internet use agreement
2. Language or behavior which is seriously immoral, profane, vulgar, or obscene on or off campus;
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance;
4. Injury or harm to persons or property or serious threat to same;
5. Sale of any material on school grounds without proper authorization;
6. Unauthorized absence or continued tardiness;
7. Assault with, or possession of, a lethal instrument or weapon;
8. Serious theft or dishonesty;
9. Outrageous, scandalous, or seriously disruptive behavior; and
10. Conduct at school or elsewhere which would reflect adversely on the Catholic school or church;
11. Hacking into the school computer system or attempting to view material through the internet that is deemed inappropriate per the Internet Use Agreement.

If, in the discretion of the principal, any of the above reasons do not warrant immediate expulsion, then the procedures in 5114.9 and 5114.11 should be followed. (5114.10)

EXPULSION PROCEDURES FOR DISCIPLINARY OR ACADEMIC REASONS (Diocesan Guidelines)

When expulsion is necessary, the following procedures must be taken:

1. the parent or guardian will be notified in writing about the offending behavior and school sanctions for same not less than twice, except in serious situations;
2. a conference will be held with the parents, student, teacher(s), and principal to inform the parents that final action is being considered unless there is immediate change of behavior. The pastor will be notified of the facts and the impending conference and given the opportunity to attend and to receive a report;

3. if improvement is not forthcoming, a decision will be given at a second conference attended by the parents, principal, pastor and teacher(s). If the parents fail to attend this conference without reason, the pastor, principal, and teacher(s) will make whatever decision is necessary;
4. a written record of the steps leading to the expulsion must be filed in the principal's office;
5. full credit will be given for all work accomplished by the student up the moment of expulsion;
6. notice of an expulsion must be given to the Catholic School Department as soon as possible; and
7. in no case may a teacher suspend or expel a student. This authority resides with the principal. (5114.11)

HARRASSMENT POLICY (Diocesan Guidelines)

The Diocese of Sacramento affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment. Harassment of or by any student is prohibited.

Every school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

Regulations

1. Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in their social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment. Part of any investigation into a charge of harassment will be to determine if the incident was a mistake, or something more serious.

Harassment is unacceptable conduct that is deliberate, severe and repeated. Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile, offensive or intimidating due to, but not limited to, an individual's race, religion, color, national origin, physical or mental ability or gender. Harassment can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment: Derogatory, demeaning, or inflammatory words, whether oral or written;
- B. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, bullying or intimidating interference with normal work or movement;

- C. Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
 - D. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct which includes sexual harassment, but is not limited to, includes: Sexually demeaning comments, sexual statements or jokes; suggestive or obscene letters, phone calls, e-mail; deliberate, unlawful physical touching; leering, gesture, display of sexually suggestive objects or pictures.
2. It is the responsibility of each school to fully implement this policy and to make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement. Any individual seeing or hearing about any incident of harassment is encouraged to follow the procedures below. If the harassment stems from the principal, the person being harassed is to contact the pastor, or superintendent in cases of diocesan high schools.
3. The following procedures are to be followed for filing and investigating a harassment claim:
- A. Persons who feel aggrieved because of conduct that constitutes harassment should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
 - B. If the person does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or a member of the school staff, who will report it directly to the principal. Parents of students involved are to be contacted as soon as possible and involved in the entire process.
 - C. The individual(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
 - D. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations.
 - E. Once the facts of the case have been gathered, the Principal, in consultation with the Pastor or/Superintendent (for Diocesan high schools), will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal.
 - F. Any party involved who is not in agreement with the decision has the right to the Appeal Process For Reconciliation found in the Administrative Handbook.
4. If the complaint is against a non-employee or non-student, such as a parent, volunteer or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.

5. If the complaint is against an employee by any co-worker, the process described in the Diocese of Sacramento's Personnel Handbook, Section D-4.0, is to be followed.

STUDENT COUNCIL

The purpose of our student council is to encourage students to assume positions of leadership and to participate in planning school activities. The St. Ignatius Student Council will meet in Executive Session once a month and in General Session once a month.

Student body officers are elected from grades 7 and 8 and class representatives are elected from grades 1 through 8. The council organizes and sponsors activities throughout the school year – skate nights, spring field trip for grades 6,7,8, and Holy Thursday Prayer Service. Student body officers will be elected in September.

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, 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.