



# ST. IGNATIUS PARISH SCHOOL

**PARENT/STUDENT HANDBOOK**

**2021-2022**

*Revised 2.22.22*

*The handbook will be updated on a regular basis and posted on the school website.*

## **Welcome**

On behalf of our entire faculty and staff, we welcome you to St. Ignatius Parish School. At St. Ignatius Parish School, you are part of a close knit community, who live their faith, and see the children thrive under the leadership of our pastor, Father Tom Lucas.

As part of the Jesuit West province, our purpose is “improvement in living and learning for the Greater Glory of God and the common good.” Our school is a Catholic community characterized by our Christian mission and Ignatian identity where we form students who are: Open to growth, Intellectually competent, Religious, Loving, and Committed to doing justice. Our goal is to inspire students, parents, faculty, and staff to work together as *Companions* in mission in all we do.

As the only Jesuit elementary school in the Diocese of Sacramento, and one of five in the state of California, we strive to meet the needs of all our students. It has been my honor and privilege over these past thirty-five years to be part of such a special place. As I enter my twenty-first year as the St. Ignatius Parish School principal, I am looking forward to this year with much anticipation, with our outlook positive that the pandemic may be under control and we can return to some sense of normalcy as our story grows and blessings continue to abound.

Thank you for choosing St. Ignatius Parish School for your child’s education. Great work is happening between these walls as we do God’s work together. We love your children, and for this 2021-22 school-year, we promise to proceed with great care and passion as we work to nurture *Boys and Girls to be for and with Others*. My door is always open and I invite you to stop by or to contact me if there is anything I can do to enhance your family’s experience at our school or parish.

## **CONDITION OF ENROLLMENT/STANDARDS OF CONDUCT FOR PARENTS/GUARDIANS**

### **Scope of this Handbook**

Enrollment at St. Ignatius Parish School is a privilege. Ongoing student status is subject to the school’s academic and behavioral standards which may evolve and change over time. Decisions regarding academic matters (including but not limited to the issuance of grades), student discipline, and an individual’s continuing status as a student at the school are within the discretion of the school administration. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the school administration. Questions about items contained in this handbook should be directed to the principal.

### **Parent/Student Handbook Agreement**

By enrolling a student in St. Ignatius Parish School, parents, guardians, and students agree that they have received and reviewed the current version of the school’s Parent/Student Handbook and agree to comply with all policies, rules, guidelines, regulations, and directives stated therein, as well as any future updates and revisions to the policies during their time of enrollment.

By enrolling a student at St. Ignatius Parish School, parents/guardians and students also understand and agree that St. Ignatius Parish School has the right as a private religious institution to make rules that govern

conduct on the part of the parents/guardians and students, both on school premises and off. The parents/guardians and students agree to comply with the standards of conduct set forth in the Handbook, to support the policies and procedures contained therein, and to cooperate fully with St. Ignatius Parish School and its personnel as educational partners. Students may not attend classes or participate in any activities until this agreement is signed during the enrollment/registration process.

### **Right to Amend**

St. Ignatius Parish School reserves the right to amend or waive provisions of this handbook when deemed necessary by the principal. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians and students will be notified in a timely manner. This handbook exists to foster the efficient operation of St. Ignatius Parish School. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school.

The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of St. Ignatius Parish School if the parent/guardian expects the student to remain in good standing with the school.

### **Good Standing and Continued Enrollment**

Students are enrolled at St. Ignatius Parish School on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this handbook, whether on campus or off campus, unsatisfactory academic standing, or for other reasons that, in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community.

In order to continue enrollment at the school, a student must be in “good standing.” A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons, one whose record of conduct is at least satisfactory, one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of academic requirements and financial obligations. The school reserves the right to refuse registration or re-registration. When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student’s enrollment.

### **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, Instagram, Snapchat, Ask.fm, 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 St. Ignatius Parish School. This includes expressing displeasure of the administration, teacher, staff member, or any authority at St. Ignatius School and/or Parish in regards to a policy, homework, assignments, or any school related program.
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).
6. 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.
7. 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.

## **Mission Statement**

St. Ignatius Parish School is a faith community grounded on Jesuit principles which cultivates excellence in mind, body, and spirit, sending forth students for and with others.

## **Philosophy**

- St. Ignatius School holds as primary a belief in God and the Catholic Church. It is within this committed Ignatian ministry 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, developing and nurturing the whole child: heart, mind, body and soul.
- We believe that parents have the primary responsibility for the education of their children. Teachers are facilitators in the educational process. In partnership with parents, St. Ignatius Parish School strives to develop graduates who are religious, loving, open to growth, intellectually competent, and committed to doing justice.
- We seek to inspire students to act with initiative and integrity and engage the world as seekers of justice.
- We believe that every person, as a child of God, has equal dignity and rights.

## **Schoolwide Learning Expectations**

St. Ignatius School students are . . .

- Religious
- Loving
- Open to Growth

- Intellectually Competent
- Committed to doing Justice

## **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 to be Religious, Loving, Intellectually Competent, Open to Growth, and Committed to Doing Justice.

Over the next few years, the school and parish continued to thrive. As the buildings grew older, capital costs began to grow. Consideration for how to address these needs began conversations regarding rehabbing vs. rebuilding. With a substantial six figure donation from the Harry and Kathleen Moore Family, momentum was building. Under the leadership of the pastor, Fr. Michael Moynahan, the parish entered into a feasibility study to consider the parish capacity for fundraising towards a new school and parish office building. The feasibility study was encouraging, enthusiasm was mounting, and the community was supportive of the conclusion of all the background research by the experts to build brand new vs. rehabbing.

The Capital Campaign, approved by Bishop Soto, began. A leadership team was created. Meetings were held, dinners hosted, phone committees were busy, getting the word out and inviting community members to participate with their time, talent, and treasure. Professionally made videos were created and marketed to communicate the need for new buildings, information was provided at Mass and at school functions, the campaign and all its news was buzzing throughout the entire community. A Project Manager was selected, an Administrative Assistant who was dedicated to the Campaign Program to assist with all the mailings and scheduling was hired, and the journey began.

The school and parish lived in a modular set up on the site while the new building was being built. It took nearly two years for the building to be completed and for the parish and school staff to move in. The school officially opened its new building to 410 students on Aug. 20, 2019.

The school and parish community enjoyed those first 7.5 months, before a Pandemic, Covid-19 forced a shutdown of all schools on March 13, 2020. The faculty and staff moved to Distance Learning for the remainder of the school-year. The Church services were soon to follow along with a Stay at Home order from the Governor. The school buildings remained closed going into the 20-21 school-year with faculty and staff providing Distance Learning for the students. The CSD was able to secure a Waiver for all Catholic School's to open our doors to in-person instruction for TK-6th grade in September 2020. In October, our 7th & 8th grade students would follow. Covid-19 protocols in place: masks worn by all students, faculty and staff, socially distanced, with regular hand washing, and students remaining in stable groups unable to socialize with other students. Faculty was responsible for also providing Distance learning for those students who remained at home. Several students and entire classes were quarantined throughout the school-year. It was a most challenging year on many levels, but through perseverance, grit and hard work with an amazing faculty and staff, with the support of our families, the year ended with a sense of success. As members of the community are immunized, the hope for the future looks bright.

On June 30, 2020, the school and parish community thanked Fr. Michael Moynahan for his leadership as our pastor for the past 11 years. On July 1, 2020, we welcomed Fr. Tom Lucas as our new pastor.

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 – 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, Jesuit inspired education to its children.

### **Accreditation**

St. Ignatius Parish School earns accreditation granted by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). These Associations are non-governmental, nationally recognized organizations whose members include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college/university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

### **Statement of Non-Discrimination**

St. Ignatius Parish School, in the Diocese of Sacramento, mindful of our primary mission to be witnesses to the love of Christ for all, admits students of any sex, race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. St. Ignatius Parish School, in the Diocese of Sacramento does not discriminate on the basis of sex, race, color, national and/or ethnic origin, or disability in the administration of education policies, scholarships and loan programs, and athletic, and other school-administered programs.

## **School Structure and Organization**

### **Board of Directors**

Catholic Schools Association of Sacramento (CSAS), a fiduciary board of directors made up of Catholic laity under the governance of the Bishop of Sacramento, supervises the Catholic School Department (and specifically the Superintendent) in the delivery of the Bishop's vision for Catholic education. The CSAS board has no direct supervisory or managerial role over individual schools.

## **Catholic School Department**

The Catholic School Department (CSD) endeavors to support the mission of the Diocese of Sacramento in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The CSD is committed to the mission of the Church by supporting Catholic faith formation and academic excellence for all to ensure life-long learning and the development of responsible and compassionate citizens. The CSD is comprised of an Executive Director (Superintendent), a Chief Academic Officer (Associate Superintendent), a Director of Professional Development & Leadership Formation (Associate Superintendent), Regional Directors (Associate Superintendents), a Chief Financial Officer and financial team, a WCEA Commissioner, a Project Manager, an IT and Marketing Coordinator, and Advancement team, and an Administrative Assistant.

## **Executive Director (Superintendent)**

The Executive Director oversees the entire program of the CSD.

## **Regional Director (Associate Superintendent)**

A Regional Director is responsible for overseeing an assigned group of Catholic schools within the Diocese of Sacramento and works as a liaison between the pastor, principal, and the CSD.

## **Pastor**

The Pastor is the ex officio administrative officer of the parish school. As the Bishop is the chief pastor of the diocese, so is the Pastor the head of the parish; he is also responsible for all educational programs within the parish. Just as the Bishop delegates school-related responsibilities to the Superintendent, so does the Pastor at St. Ignatius Parish delegate the administration of the school to the Principal.

## **Parish Finance Council**

The parish finance council assists the pastor in the administration of all financial aspects of the parish.

## **Principal**

The school principal is delegated by the Pastor and the CSD to serve as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe, traditional, Catholic learning environment that meets the approved curricula and mission of St. Ignatius Parish School.

## **Administrative Team**

Faculty representatives from various grade levels, vice-principal, in addition to the principal, make up the Administrative Team. The functions of the Administrative Team include assisting the principal in specific delegated functions and receiving suggestions from teachers and presenting them at regular administrative or faculty meetings.

## **Faculty and Staff**

The faculty and staff are selected by the principal in consultation with the pastor and the CSD. A directory of faculty and staff may be found on the school website.

## **Catholic School Advisory Commission (CSAC)**

The local Catholic School Advisory Commission (CSAC) consists of the pastor, principal, and nine to eleven members of the school or parish community, including a parent club officer and a rotating faculty representative. The CSAC works interactively with the Principal to fulfill the CSAC's consultative responsibilities regarding the school's Catholic Identity, parent engagement, Annual Fund appeal, strategic



planning, facilities, marketing, curriculum, finances, enrollment, staffing, and development activities. 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; its role is collaborative and advisory only.

### **Parent Club**

The local Parent Club consists of an Executive Committee, Committee Members and Chairs and Co-Chairs of various fundraising events. The Parent Club works with the administration on all parent events, major and minor fundraisers. Parent Club is key for communication of important events and building community. 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.

## **Admission, Registration, and Financial Policies**

### **Partnership of School and Family**

St. Ignatius Parish School works with the parents in the faith formation of their children and continues the value development begun in the home. The school, however, has a mission to be a Catholic school and to form students in the Catholic faith. All students must participate fully in Religion class and other faith-formation activities subject to the restrictions by the Church upon full participation in the Eucharist by non-Catholics.

Acceptance to St. Ignatius Parish School is a privilege, not a right. Parents have a right to apply to St. Ignatius Parish School for admission of their child(ren), but the privilege of attending the school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education. Admission of any student is at the sole discretion of the principal.

Because the Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child's faith formation. If the parents' public beliefs, values, and practices cause disruption of the school's educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied. Acceptance into St. Ignatius Parish School is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate reasonable needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

### **Admission Priorities**

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

- \*Established Parishioners-with children presently enrolled in the school;
- \*Established Parishioners-without children presently enrolled in the school;
- Non-Parishioner-Catholic with children in the school;

- Non-Parishioner-Catholic without children in the school;
- Non-Parishioner-Non-Catholic with children in the school;
- Non-Parishioner-Non-Catholic without children in the 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 a minimum of \$800/year (avg. \$68/mo) to the offertory collection, and participates in the life of the parish.

II. When space is available, students are tested:

- To determine the level of their basic skills; and
- To ascertain at which grade level they would be most successful.

III. If the academic skills of the student are found to be behind those of the class one or both of the following may be required as a condition of acceptance:

- Tutoring (Summer and/or during the school year).
- Entering at the appropriate grade level which would accommodate the needs of the child.

IV. 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.

### **Probationary Admission**

All students are admitted to St. Ignatius Parish School on a probationary basis. This period of time is designed to ensure proper adjustment to the school environment and curriculum. Probation covers conduct as well as grades and general participation. That school administration reserves the right to terminate enrollment at any time.

### **Age of Admission**

- A child may be admitted to Transitional Kindergarten who is 5 years of age on or before December 1<sup>st</sup> of the current year; these children do not yet meet the age requirement or the social and/or academic requirements for the school's Kindergarten program.
- A child may be admitted to Kindergarten who is 5 years of age on or before September 1<sup>st</sup> of the current year; applicants must be developmentally ready, which shall be determined through appropriate screening.
- A child may be admitted into the first grade who is 6 years of age on or before September 1<sup>st</sup> of the current school year.

### **Documentation Requirements**

At the time of initial registration, the school will require parent(s) to provide the school with records that establish and verify the student's age, gender at birth, and vaccination history, and whether the student is Catholic and has received his or her Sacraments. As part of the registration, therefore, each school shall require the parent(s) to provide copies of the student's birth certificate, health records including an up-to-date immunization record, and Baptismal certificate (and Reconciliation, Holy Eucharist and Confirmation certificates, if applicable).

### **Physical Examination**

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 18 months of entrance. Students may not attend class until this information is on file. The school will require all children to submit proof of having a health assessment during

the 18 months prior to entrance into first grade. The principal may grant permission to extend this to 90 days after entrance.

## **Immunizations**

Immunizations can be a complicated topic which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician). This requirement applies regardless of on-site or off-site (e.g., distance learning) school operation.

- The school expects all new and continuing students to be immunized according to current California guidelines. The following website is a good reference: [www.shotsforschool.org](http://www.shotsforschool.org)
- Continuing students who are not in compliance (missed dose, grade span, etc.) must have immunizations up to date within 30 days of notification or they may not attend school.
- Medical exemptions for enrollment may be considered on a case by case basis. Medical exemptions can only be issued through The California Immunization Registry Medical Exemption website of CDPH (CAIR-ME) by physicians licensed in California: <https://cair/cdph.ca.gov/exemptions/home>
- The school reserves the right, at the sole discretion of the principal (in consultation with the pastor), to deny admission to any student who is not fully immunized, even if there are qualifying medical or personal grounds for exemption from the immunization requirement.
- In addition to vaccines required for school entry, the CDPH strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions.
- Questions regarding immunizations should be directed to the principal.

## **Application Process**

St. Ignatius Parish School accepts applications year round for both mid-year transfers and for future school years. To apply, you must complete the application, found [here](#) and provide Birth certificates, Sacrament Certificates, report cards, and standardized test scores. You may email those documents to our vice principal, Katrena Paine at [kpaine@signtiussacschool.org](mailto:kpaine@signtiussacschool.org). For more information, please check our website at: <https://www.stignatiussacschool.org/application>

## **Registration Fees**

Registration fees are \$380.00 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 2022-23 the due date will be in early March. If there are mitigating circumstances, contact the administration. Students transferring from another private school must have paid all fees at the previous school prior to registration at St. Ignatius Parish School. Families who do not complete parent hours or fundraising amounts will be charged a higher registration fee for the following year per Parent Club agreement.

## **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 \$800 annually (\$68/mo.) to St. Ignatius Parish - using their online program, 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 to determine the tuition fee due.

Tuition rate for parishioners:

1 child in school	\$5,900 per year
2 children in school	\$11,100 per year
3 children in school	\$15,000 per year
4 children in school	\$18,700
T.K. tuition	\$5,900 per year

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

Tuition rate for non-parishioners:

1 child in school	\$8,250
2 children in school	\$16,500 per year
3 children in school	\$24,750 per year

### **Tuition Collection**

It is a requirement that ALL families be registered in the FACTS Management Company, even if the family prefers to make cash payments. The school bookkeeper, Laura Legrand can assist families in establishing an account with FACTS. FACTS Management Company manages our tuition, extended care, and other necessary collections such as PAL participation fees. Families can pay their tuition bill in one of two ways:

1. One annual payment for the full amount paid by check at registration by June 30, 2021.
2. Ten automatic monthly payments through the FACTS Payment Plan. Payments will start July 1, 2021 and end in April 2022. Payments will be due on the 5th, 10th, 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. Payments in full must be paid in full before school a student can enroll for the following year. Transcripts and/or cumulative records will be withheld for non-payment.

### **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, attending Mass regularly, active in parish activities, and contributing a minimum of \$800 per year in their offertory donation.
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 30th. 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.

### **Cost of Education**

Tuition and fees do not cover the actual cost of educating a child at St. Ignatius Parish School. As a community the difference is covered through your tax deductible Annual Fund donation and our various fundraisers. Your support through these avenues allows the school to provide full time classroom instructional assistants, and Upper and Lower grade Science teacher, Spanish teacher, PE teacher, Tech teacher, Jr. High Advanced Math teacher, a full time vice-principal as well as recruiting and retaining a highly qualified faculty and staff.

### **Other Enrollment Requirements- 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 2021-22 school-year are listed below. \*Due to constraints of Covid-19, at the principal's discretion, requirements may be adjusted and be lowered.

- Amazing Grapes
- Boon-Retail
- Wreath Sale & Sees Candy
- Gala Dinner Auction
- Spirit Day/Fun Run

\*Each family is required to support Parent Club fundraisers by generating fundraising dollars in the amount of \$500 by April 15, 2022. 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. \*Due to the constraints of Covid-19, at the discretion of the principal, requirements may be adjusted and lowered.

Each family is also required to complete 25 hours of volunteer service by April 15, 2022. Fifteen (15) of the 25 hours must be spent on one of the Parent Club fundraising activities or events listed above. The 10 remaining "regular" hours can be done in a variety of ways (field trips, helping out in the classrooms, room moms, coaching, athletic committee, CSAC, Parent Club member, etc), a minimum of 2 of these 10 hours MUST BE completed by volunteering for a parish specific event or ministry. Bounty, security at parish events or Mass, lectors, working parish fundraisers: Superbowl Party, or Magis Dinner, and Capital Campaign committees are just a few examples. 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 the 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 25 hours of volunteer service will result in an additional registration assessment of \$50 per hour for every hour not completed (maximum penalty of \$1,750). Failure to generate \$500 in fundraising dollars will result in an assessment of the difference.** \*Due to the constraints of Covid-19, requirements may be adjusted and lowered. The principal will determine what constitutes the completion of a parent hour, the criteria may include on-site work projects, off-site service, in kind or non-monetary donations requested by the school for fundraising events, general supplies, etc.

### **Withdrawal**

When possible, two weeks notice by parents/guardians is appreciated before the withdrawal of a student. An exit interview may take place with the principal. Tuition and monthly extension contracts are prorated by day. All other fees/obligations will not be prorated. The registration fee is non-refundable. The school reserves the right to withhold student records until all financial obligations have been settled.

### **Delinquent Tuition and Fees Payment Policy**

This policy outlines the need for timely payment of tuition and other related fees. If unforeseen financial difficulties arise, families should immediately contact the school principal in order to review the financial hardship and seek to find a mutually agreeable alternative tuition payment plan. Understanding that unexpected situations do arise, the school strives to work with families. However, the school must maintain an adequate revenue stream to meet its financial commitments and to ensure that all students and their families are treated fairly and equitably. When payments are not made in the manner described in the signed tuition contract, the following procedures will be followed by school administration:

#### **30 Days Past Due**

- The family will receive written notification from school administration that their account is past due along with a copy of this policy.
- The family must contact school administration within five business days of the receipt of the past due notice to remedy the situation.

#### **60 Days Past Due**

- The family will receive written notification from the principal that their account is past due along with a copy of this policy.
- At a minimum, students will not be permitted to participate in athletic activities or other extra-curricular activities until payments are current or an alternate payment plan is submitted by the family and approved by the principal.

- At the principal's discretion, students are subject to dismissal from the school. Students will not be permitted to attend school until the outstanding balance is paid in full or an alternative payment plan is submitted by the family and approved by the principal.

### **90 Days Past Due**

- The family will receive written notification from the principal and the school's regional director that their account is past due along with a copy of this policy.
- Students will be dismissed from the school. Students will not be allowed to continue their education at any of our diocesan schools until tuition and other related obligations are current.
- Our diocesan schools cannot accept registration from a family with an outstanding balance at any of our diocesan schools.
- Unless an alternative payment is submitted by the family and approved by the principal, delinquent accounts: i) will be turned over to a collection agency; ii) will appear on a family's credit report; and iii) may be pursued in civil court.

### **Families of Eighth Grade Students with Delinquent Accounts**

- All outstanding student balances for 8th grade students must be paid by May 1 of that academic year, or families must submit an alternative payment plan that is approved by the principal.
- Eighth grade students with past due balances will not be allowed to participate in the school's graduation ceremony until the past due balance is paid in full or an alternative payment plan is submitted by the family and approved by the principal.
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## **Extended Day Program**

The Extended Care Program at St. Ignatius Parish School provides professional care, supervision, homework support, recreation and enrichment activities for the children of families who desire both Catholic school education and supplementary daycare in a Christian environment. All policies of St. Ignatius Parish School, including the contents of this handbook, apply during the Extended Day Program which is only available to students enrolled at St. Ignatius Parish School for an additional fee.

## **Payment**

We have again contracted with FACTS Management Company to help us manage our monthly extended care collections. Families using the monthly plans can pay in one of two ways: Payment in full at the time of registration. Or, ten monthly payments made through the FACTS Payment Plan beginning July, 2021 and ending April, 2022. This option is subject to a \$45 enrollment fee which will be processed within fourteen days of finalizing the FACTS agreement. Families who pay this fee for monthly tuition payments will not be assessed a second fee for extended services payments. Families using the Hourly Fee Plan will receive monthly bills by email beginning September, 2021, with payments made automatically via your FACTS account upon receipt of invoice

## **Hours and Days**

The Extended Day Program is available before school from 7:00am to 7:45am and 2:40pm-6:00pm. For those students in TK, the Extended Day Program is also available 7:00am-6:00pm. The Extended Day Program only operates on regular school days and is not available on holidays or vacations.

## **Minimum Days**

The Extended Care Program is available on minimum days from 11:45am to 6:00pm for children enrolled in the program and for drop-in students. Minimum days are included in monthly rates. All children must bring lunches on minimum days as no lunch program is available.

## **TK-8 Extended Day Annual Fees**

Before School Only (7am-7:45am):	\$650
After School Only (2:45pm-6pm):	\$1,800
Before and After School (7am-7:45am & 2:45-6pm):	\$2,000
Transitional Kindergarten Half Day (7am – 10:45am):	\$1600
Transitional Kindergarten Half Day (12pm-3pm):	\$1600
Transitional Kindergarten All Day (7:00-8am & 12-6pm):	\$2600

## **TK-8 Occasional Use**

\$8.00 per hour billed monthly based on 1/4 hour increments.

## **Preschool Extended Day Annual Fees**

3yr old T & Th Before School (7am-8am):	\$220
3yr old T & Th After School (12pm-3pm):	\$680
3yr old T & Th After School (12pm-6pm):	\$1360
4yr old M, W, F Before School (7am-8am):	\$330
4yr old M, W, F After School (12pm-3pm):	\$1020
4yr old M, W, F After School (12pm-6pm):	\$2040
4yr old M-F Before School (7am-8am):	\$550
4yr old M-F After School (12pm-3pm):	\$1700
4yr old M-F After School (12pm-6pm):	\$2550

## **Preschool Extended Daily Rate**

Occasional use 12pm – 3pm: \$15.00 per day

Occasional use 12pm – 6pm: \$22.00 per day

## **Extended Day Program Policies**

All policies of St. Ignatius Parish School, including the contents of this handbook, apply during the Extended Day Program. Due to Covid-19, locations for Extended Day may vary depending on grade level. Any student on campus before 7:45am or after 3:10pm, who is not with their teacher, parent/guardian or team/club, must be signed into the Extended Day program.

- Students are NOT allowed to wait unsupervised off campus before 7:45am or leave school unsupervised at any time to avoid signing in to the Extended Day Program.
- If a student remains at school after 3:10pm, he or she must be enrolled in the Extended Day Program. The teacher supervising dismissal will escort students not picked up by 3:10pm to Extended Day. Parents will be charged the per student hourly rate if their child is not contracted.
- If a student has a reason to remain at school, such as tutoring, math lab, sports practice, or another *supervised* activity, his or her siblings may not remain at school after 3:10pm unless they are supervised by their own parent or are enrolled in the Extended Care Program.
- All children must be signed in and out by an authorized adult each time they use the Extended Day Program (except if a school representative is checking the student in after a school sponsored activity). Children will be released to authorized adults that are listed on the emergency form or coaches/moderators for a school sponsored activity. Preschool parents must walk to the preschool door entry for pick up and drop off.
- It is the responsibility of each custodial parent to update student and family information on Schoolspeak and alert the Extended Day Program administrators of any changes.



- Every student attending the Extended Day Program must have the signature of a parent, guardian, or authorized person(s) on file to sign the student out. Any changes must be in writing, signed, and dated. NO EXCEPTIONS! Emergency cards MUST be kept current.
- The Extended Day Program staff is instructed to ask for picture identification from any parent or adult they do not recognize. For the protection of all the children, these rules are strictly enforced.
- Parents must not take children from the playground or other areas without notifying the Extended Day Program staff and signing out the children.
- Students who attend the Extended Day Program after school must check in immediately after school or be walked in with a school/staff member to their assigned cohort location. Students arriving late are required to have a written excuse from their classroom teachers.
- In accordance with Diocesan Policy, students must either be signed into Extended Day Program or checked into an approved school activity. Students may not remain unsupervised on campus.
- If an emergency arises, and someone not listed on the emergency form needs to pick up a child, the Extended Day Program staff require written or verbal permission from the parents. Upon arrival, the individual will be asked to show picture identification.
- Time is based on the Extended Care Program Program's clock. After 6:00pm, parents will be charged a late fee of \$1.00 per minute. Parents are asked to pay this fee before their child re-enters the program the next day. After three instances of late pickup after 6:00 pm, parents must meet with the Director and develop a plan for pickup.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approval list to come pick up the child; law enforcement may be called.

## **Communication**

### **School Contact**

School Office (916) 488-3907 ext. 103

Extended Day (916) 488-3907 ext. 101

Website Address: [www.stignatiussacschool.org](http://www.stignatiussacschool.org)

Schoolspeak Address: [www.schoolspeak.com](http://www.schoolspeak.com)

Current Information will be posted on the school website on a regular basis. To see the entire school calendar and other pertinent information, you must be logged in. Please check our website often. During the school-year a daily 3pm email will be sent.

### **Parent Contact Information**

It is essential that parent/guardian contact information be kept current at all times on the emergency card in the school office and in SchoolSpeak. In order for the school to contact each family through an emergency text, the mobile phone number AND carrier must be entered and correct.

### **Confidentiality**

Members of the staff will not divulge information concerning any student to anyone who does not have a clear "need to know." In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child(ren) involved.

### **Office Telephone Use**

- Calls for students during school hours are to be for emergencies only and are to be left with the school secretary.

- Students may use the telephone for emergency calls only. Students must first get permission from their homeroom teacher, before they ask to use the office phone. The following are not considered emergencies: forgotten homework, lunches, or social arrangements after school.

### **Communication from the School**

- The SchoolSpeak portal is the school's primary mode of communication. This login-protected site is for parents to have access to announcements, week-at-a-glance calendars for the school and each class, sign-ups, forms, RSVP's, lunch menus, grades, and homework and progress reports. Please check SchoolSpeak on a daily basis to receive the most up-to-date information and announcements. Progress Report dates are posted on the SchoolSpeak School Calendar. You must be logged in to view all school information and access all calendar information.
- During the school-year, a daily 3pm email will come from the school with reminders and updates.

### **Separated Parents and Blended Families**

- Any biological parent or custodial parent/guardian can reasonably expect to receive communication regarding his/her student; parents/guardians should work with the school to determine the appropriate means of receiving this communication.
- It is the responsibility of each custodial parent to update all student and family information on schoolspeak and alert the school administration of any changes.
- Financial communication will be provided to parents/guardians who are registered in FACTS.
- Parents are expected to be reasonable in expectations regarding information about their student(s).
- Homework and classwork are for students; it is unreasonable to expect that multiple copies of homework, etc., will be provided to students with more than one set of parents or more than one household. Each child will receive one copy of homework assignments, worksheets, etc. It is the student's responsibility to complete the work and take the work to separate households as needed.
- It is expected that one teacher conference will be held for a student and that separated parents come together for that brief time to focus on the student. Families should work with the principal regarding the need for any exception to this expectation.
- To avoid conflicts at school or at school events, parents are asked to follow whatever the courts have determined regarding days and times of custody arrangements.
- The school remains impartial regarding custodial arrangements and will abide by court documents only; it is the responsibility of each parent to see that the school has current copies of all documents. Accordingly, school personnel may not act as a liaison between parties and may not accept or deliver materials of any kind from one party to another.
- School employees will not provide written testimonials in support of a parent in a marital or custodial dispute; employees need to be subpoenaed at which time they can provide honest testimony.
- It is the responsibility of any custodial parent to see that he/she is listed as an emergency contact with the school.

### **Contacting Teachers**

Parents must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents may make an appointment in person, leave a voicemail, or email the teacher directly. Messages will be answered within 48 hours. In the case of an urgent message, the office should be contacted. Parents and students should never call a teacher at home or on his or her cell phone unless previous permission has been received.

### **E-Mail Use**

Email is a great means of communication which has been embraced by schools as an effective way to communicate back and forth between parents and teachers. 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 in a personal phone call. The following guidelines govern appropriate e-mail use:

- 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 be used to avoid a difficult situation; the people involved should be spoken to directly.
- E-mail messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
- E-mail should not be used when the sender is upset.

### **Deliveries and Forgotten Items**

- Any deliveries to students such as lunches, books, athletic equipment, or homework must be made in the office and not the classroom. Items should be clearly labeled with student first and last name and grade level.
- Birthday presents, balloons, and gifts, etc., are not to be sent to the school office for any student; such items will not be delivered to the classroom but may be picked up by a parent.

### **Lunches**

Students may bring their lunches to school. This year milk is available for students and is paid for in advance through the office.

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.

While we certainly understand there are special occasions to take your child off campus, we hope those instances are rare. 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 and play with their classmates.

### **Hot Lunch**

Our plan is to resume our hot lunch program for our students in October. Kem Flatland is our vendor. All correspondence should go to her. A menu is sent home the previous month to order lunches for the following month. All lunches are paid for in advance.

### **Back to School Night**

Back to School Night is typically held the first week of school, usually on Thursday evening. This is an ADULTS only evening. An agenda for the evening will be shared with the community based on current conditions related to Covid. From 7pm-8pm, you will hear from your child's teachers regarding grade level curriculum, classroom management, upcoming field trips, and/or events for the year. Teachers are not able to conference during this time. You are encouraged to set up a separate time if you feel a conference is needed.

## **Process for Conflict Resolution**

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. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- If a conflict arises between a teacher and a student, a conference will be arranged with the teacher, student, and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
- The next level of appeal is to involve a vice-principal or dean of students, if applicable. A conference will be held with the parties listed previously.
- The final appeal at the local level is to the principal. In parish schools the principal will consult with the pastor who may be invited to a conference with all parties if he or the family so desire. Every effort should be made at this level to be sure that all parties are able to present their cases.
- Such conferences to resolve conflict may only be attended by appropriate school personnel and by parties involved *directly* in the conflict. The conference may not take place if other visitors or legal counsel are present.
- After consultation with the pastor, it is the responsibility of the principal to render the final decision.
- In the event that irreconcilable differences remain, an appeal may be made to the Catholic School Department through the Regional Director only when all steps above have been followed.
- The Catholic School Department will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.
- Local advisory commissions (or School Boards) and parent organizations are NOT part of this appeal process.
- 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 its philosophy and policies, the principal will recommend/require that the parent transfer his child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral, and the parents involved in the dispute must make every effort to resolve the dispute between themselves, and to keep it away from the school environment. Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent.

## **Volunteer Forms and Requirements**

- In order to volunteer in any capacity, whether students will be present or not, must have the following on file with the school office:
  - Volunteer Agreement Form (completed one time)
  - Fingerprint clearance (completed one time)
  - Save Environment Training (to be completed every 3 years)
  - Covid Vaccination Card on File or when required, proof of a negative Covid test

- Driver Verification Form to be completed yearly if driving on field trips

\*All Forms accessed through your Schoolspeak portal

## **Volunteer Code of Ethics**

Adults working with children/youth as part of the ministry of the Diocese of Sacramento must strictly follow the following rules and guidelines as a condition of providing services to the children and youth of the diocese. This Code of Ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Collaborate with other adults in service to children and/or youth;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;
- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and
- Cooperate fully with authorities in any investigation of abuse of children and/or youth.

Adults working with children/youth will not:

- Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth;
- Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21;
- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;
- Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
- Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
- Humiliate, ridicule, threaten, or degrade children and/or youth;
- Touch a child and/or youth for disciplinary reasons, in a sexual or other inappropriate manner;
- Use any discipline that unreasonably frightens or humiliates children and/or youth;
- Use profanity in the presence of children and/or youth;
- Share personal contact information with youth or e-mail, text, or message youth unless principal and parents are included; or
- Take photographs or videos of students or post these to any social media site unless expressly requested to do so by the Principal; these must be checked for authorization by parent/guardian to release.

## **Field Trips**

- Field trips will be on a limited basis while the pandemic still exists.
- Students must have a signed permission slip for each trip which is distributed by the students' teacher.

No other signed form can be substituted, and no phone call authorization can be taken.

- Those transporting children must have completed the driver's insurance coverage form and follow the volunteer guidelines as listed in this handbook. Volunteers must be fully vaccinated and wear a mask inside the car or transportation such as a bus. The minimum age for a driver is twenty-five (25). Those driving or chaperoning may not bring younger children on the trip. Parents must drive site-to-site according to the field trip form and follow routes given by the teacher; no detours or unscheduled stops may be taken.
- As students are representing St. Ignatius Parish School, they are required to wear the school uniform on all trips away from school unless the principal decides otherwise.

## **Curriculum**

St. Ignatius Parish School embraces the vision of a Catholic educational philosophy. Christian values and traditions of the Catholic faith and our patron, St. Ignatius of Loyola, are integrated into the curriculum and all teaching/learning situations, within and beyond the classroom.

Guidelines for the curriculum at St. Ignatius Parish School are developed and implemented in cooperation with the Catholic School Department of the Diocese of Sacramento. The curriculum is carefully coordinated throughout all grades. Teachers and school administration review and evaluate textbooks cyclically and sequentially according to specified curriculum areas to ensure that Diocesan standards are met. In math and language arts, the school has adopted the California State Common Core Curriculum Standards; in science, next-generation science standards have been adopted. All other subjects will remain aligned to the California State Standards and Diocesan Religion standards. Further specifics regarding the curriculum can be provided by the principal.

## **Essential Core Curriculum**

St. Ignatius Parish School provides complete academic instruction in essential core curricular subjects: English/language arts, reading/literature, religion, mathematics, science, spanish, history/social studies, physical education, technology, and religion.

## **Modified Curriculum and/or Accommodations for Students with Disabilities**

- Students with identified learning disabilities may receive *reasonable* accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and principal.
- Students with identified learning disabilities who require that the curriculum be reasonably modified to meet their learning needs will have such modifications noted on grade reporting or transcripts with an "M"; however, such notification will not indicate the reason for the modification. A modified curriculum will be the result of collaboration with the family, teacher(s), and principal.

Families with students coming from a public school with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school; if a family wants the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system, they must enroll the student in public school. Catholic schools endeavor to work with the public school and the family to address whatever needs they can in terms of an IEP or 504 but are only required to implement *reasonable* accommodations.

## **Student Success Team**

A Student Success Team is used to identify student needs and develop a plan to address those needs in order

to assist individual students. A Student Success Team consists of the classroom teacher, principal, parents, and the student, as appropriate. Intervention responsibilities are clarified for the school, parents, and the student.

## **Religion Classes, Sacramental Preparation, and Worship**

- St. Ignatius Parish School provides daily religious instruction (Catechesis) that educates children every year, at every grade level, in the four pillars of the Catechism of the Catholic Church: The Profession of Faith, The Celebration of the Christian Mystery, Life in Christ, and Christian Prayer. This age-appropriate approach invites students to discover the meaning and presence of God's activity in their lives and to encounter and know the faith of our Catholic Christian community.
- Students in 2nd Grade, prepare for, and receive the sacrament of First Reconciliation and First Eucharist during the school year.
- Students in 8th Grade, prepare for, and receive, the sacrament of Confirmation during the school year.
- All students who receive sacraments must be baptized and active, participating members of the Catholic faith.
- Each school day begins with prayer in the classroom. Opportunities for community and personal prayer are offered throughout the school day (e.g., Assembly, Lunch Blessings, Dismissal Prayers). Prayer services celebrating the church calendar are offered throughout the school year.
- Mass is celebrated as a school community monthly and as a class 1st-8th grade weekly.
- Opportunities for the sacrament of Reconciliation are offered to students at the beginning of each school year, during Advent, and during Lent.

## **Library**

The classroom teacher will make arrangements for the class to visit the library as often as it works with the class schedule. Fully vaccinated parents will be asked to volunteer to help the students when checking out or checking in books. All other volunteer requirements must be fulfilled. Visiting the library did not occur during the 20-21 school-year due to Covid-19. If it is permitted, our plan is to schedule regular visits to our library for the 21-22 school-year.

## **Textbooks**

Textbooks are purchased by the school on a rotating schedule and as CA State adoptions are completed. Each student is given a numbered set of hardbound textbooks for which he/she 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.

## **Student Evaluations**

### **Parents as the Primary Educators**

As the primary educators of their children, parents are expected to use SchoolSpeak when progress reports and report cards are published. Parents are also expected to take the initiative to contact teachers should they develop a concern.

## **Standardized Testing**

The Catholic elementary schools in the Diocese of Sacramento use a comprehensive, formative assessment program called STAR Renaissance. These assessments of Common Core standards are administered to grades K - 8 four times per year. They are criterion-referenced and indicate a student's mastery level of

specific grade-level standards. In addition, students in grades 3 - 8 take the ACT Aspire test in the spring which provides predictive information on their high school/college readiness.

## **Homework**

Homework is assigned for the purpose of applying and reinforcing concepts, skills, and values being learned in the classroom. Homework supports and enhances previously introduced material and is a valuable way of fostering good, independent study habits. Homework is an effective method for enrichment, as well as, extending the curriculum beyond school hours.

Actual homework time will vary by student; the amount of time provided to work on assignments during the school day, the instructional calendar, and individual use of time are factors impacting the amount of homework a student may have on a given day.

Homework will be assigned on a regular basis. Homework time allotment guidelines per day for Catholic schools within the Diocese of Sacramento are as follows:

Grades 1 <sup>st</sup> and 2 <sup>nd</sup>	20-30 minutes
Grades 3 <sup>rd</sup> and 4 <sup>th</sup>	30-45 minutes
Grades 5 <sup>th</sup> and 6 <sup>th</sup>	45-60 minutes
Grades 7 <sup>th</sup> and 8 <sup>th</sup>	60-120 minutes

## **Missed Homework Due to Absence**

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period absent to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.
- A parent may call the school office before 9:30 a.m. to arrange for the pick-up of homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.
- If a student must leave school prior to the last day of school, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

## **Grading**

The following academic grading reports and scale has been adopted by St. Ignatius Parish School for essential curricular subjects in accordance with the Report Card Standards determined by the Catholic School Department of the Diocese of Sacramento. (some schools have adopted an approved Standards Referenced



Grading report card in grades K-2; the Diocese is in the process of developing a standards-referenced report card for all grades TK-8 ):

Trimester report cards are given in grades TK through eighth. The report card for the first trimester is given at the scheduled parent conference. Subsequent report cards are sent home with each student. Progress reports are sent to all parents in the middle of each grading 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.

### **Conduct/Effort Grade**

Students are expected to be prepared for daily studies, to be diligent in their academic work, to be prompt in completing assignments, and to contribute to a positive learning environment within class. Each Trimester, students' efforts regarding the Virtue program, based on our 16 Ignatian virtues, are taken into account.

### **Progress Reports**

Progress reports will be posted online at the mid-term of each Trimester for students in Grades TK through 8. It is the responsibility of the student and parent to inquire at progress report time as to the steps which should be taken to correct any deficiency. Families are reminded that the Progress Report is not a report card but rather an indication of progress to date in a specific area. Dates for progress reports to be posted online, are indicated on the school calendar.

### **Report Cards**

Report cards are given in Grades TK-8 at the close of each trimester of instruction. Parents must log into Schoolspeak to view and sign off that they acknowledge viewing the report. Students who have been absent 10 or more days during a trimester may receive an incomplete in the subject areas affected.

### **Parent Teacher Conferences**

Parent-Teacher conferences will be held for TK – eighth grade during the first trimester. These will be scheduled by the classroom teacher with each family. For the 21-22 school-year, we will offer in person and virtual parent conference options. There may be other times throughout the year that the parents or teacher deem a conference necessary. The student may be requested to be present at this conference. Parents are encouraged to take the initiative to keep themselves informed of their child's progress. If there are siblings, parents will be notified of their assigned conference time and are requested to notify the teacher as soon as possible if a change is needed. Parents of an individual child will sign up at a convenient time that is provided by the classroom teacher.

### **Academic/Behavioral 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/her potential. When a student is achieving significantly less than she/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.

- If a student receives a grade below (C-) in academics, or if a student does not maintain a grade point average of (C) or higher on trimester report cards, she/he may be placed on academic probation.
- If a student receives unsatisfactory grades in either conduct or effort on trimester report cards, or consistently disrupts the learning environment of the classroom, she/he will be placed on behavioral probation.
- Students may be placed on a weekly check-in program that involves the administration, the student and his/her teachers. This plan's goal is to motivate the student to refocus and improve in any targeted areas.
- Students will remain on academic or behavioral probation until the next progress report or report card is issued. At that time, students who improve their academics or behavior to the appropriate standing will be removed from probation. If not, they will remain on probation and may be asked to acquire special remedial assistance. If a student does not remediate her/his academics or behavior after an agreed period of time, the school administration will reconsider her/his continued enrollment or re-enrollment.
- Students on academic or behavioral probation may be ineligible for extra-curricular activities. Final end-of-year grading from the previous school year determines a student's initial eligibility status.

### **Promotion**

- Elementary school students satisfactorily completing a grade's work and who are correspondingly mature shall be promoted to the next grade.
- Advancement on the high school level shall be determined by the successful completion of course work.

### **Retention**

If in the teacher's judgment retention is probable, arrangements for a conference with the teacher, parents, and the principal will be made as soon as possible.

### **Honor Roll (Grades 6-8)**

Each academic trimester, students who earn either High Honors or Honors will be placed on the Honor Roll.

- High Honors: Students in the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade who achieve a Grade Point Average (G.P.A.) of 3.75-4.0 earn High Honors.
- First Honors: Students in the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade who achieve a Grade Point Average (G.P.A.) of 3.5-3.74..
- Second Honors: Students in the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade who achieve a Grade Point Average (G.P.A.) of 3.0-3.49
- Any student with an unsatisfactory grade (D+ or lower) in conduct or effort will not be eligible for the Honor Roll.

### **Valedictorian/Salutatorian**

Valedictorian and Salutatorian is based on the highest and second highest grade point average at the end of the 8th grade year.

### **8th Grade Graduation Awards**

Students who are graduating from St. Ignatius Parish School may earn the following awards: Honors, Schoolwide Learning Expectations, Art, Knights of Columbus Phil Bruce Award (boy/girl), Knights of Columbus Altar Server Award, Xavier Award, Science Award, Sacramento Rotary Club, Everett O'Roarke, Student-Athlete (boy/girl), and Athlete of the Year (boy/girl).

### **Eighth Grade Promotion**

- Promotion from the 8th grade to high school requires the following:
- Achievement of passing grade in all subject areas
- Completion and submission of all assignments
- Completion of the SLE Portfolio
- All school property returned in good condition or replaced
- Return of athletic uniform (if any)
- Payment of all financial obligations to the school by May 15th. Catholic High Schools will be notified of any outstanding balances.

Eighth Grade promotion marks an important transition from elementary and middle school to high school, but it should be remembered that this promotion should not eclipse graduation from high school. School promotion celebrations (activities and ceremonies) are a privilege reserved for eighth grade students in good standing. Students on either academic or disciplinary probation or whose school financial account is in arrears may not be allowed to participate in celebrations. Students who pose a disruptive influence will not be allowed to participate in the commencement exercises.

### **School Day and Attendance**

#### **School and Office Hours**

School Main Office Hours:

- Aug. 2, 2021-June 3, 2022 7:30am-3:30pm M-F except Holidays
- June 6-June 30 9am-2pm M-F

Extended Day Hours 7am-6pm

#### **Daily Schedule**

- Monday-Friday 8:00 a.m. - 12:00 p.m.-TK
- Monday-Friday 10:45 a.m. - 3:00 p.m.-TK

- Monday-Friday 8:00 a.m. – 2:40 p.m. Kindergarten, 1st, 2nd
- Monday-Friday 8:00 a.m. - 2:45 p.m. Grades 3-6
- 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. - 12:30 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-6
- Minimum Days 8:00 a.m. – 12:00 p.m. Grades 7-8

## **Closed Campus**

St. Ignatius Parish School is a closed campus. Once students arrive on campus, they may not leave at any time during the school day unless they are signed out by an authorized adult. At the end of the day, students must follow the dismissal guidelines outlined below. Parents and guests are not permitted to walk around the school grounds or inside the school building without permission and a specific purpose.

## **Parking Lot Safety**

Families are required to observe the following guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process:

- Drivers should not exceed 5 mph while driving on campus.
- Drivers may not be on their cell phones while driving the car.
- Students who are younger than 8 years old must legally ride in the back seat of the car and it is recommended that even after they turn 8, the child remains in the back seat. Faculty and staff will not knowingly allow a student who is younger than 8 to sit in the front seat of a car.
- Children are to exit/enter vehicles from the passenger side ONLY during the morning.
- Parents must not deviate from the prescribed drop-off and pick-up locations and procedures *even if it appears safe* as these have been carefully determined to keep students out of traffic lanes. See DROP-OFF and PICK-UP PROCEDURES in ATTENDANCE above.
- All instructions of supervising staff must be followed at all times.

## **Arrival**

All students who arrive before 7:45am, MUST be checked into Extended Day. At 7:45am, students may be on campus and walk directly to their classrooms. Any child on the school grounds before 7:45 AM will be sent to Extended Care and the parents/guardians will be billed for this service.

## **Dismissal**

- All students must be picked up promptly after school unless they are to remain for athletics or other supervised activities. After 15 minutes, students will be sent to Extended Care for supervision, and parents will be billed accordingly.
- If students are taking part in an athletic or other after-school supervised activity and must remain for practice, game, or other event, they must be under the supervision of the coach or other adult supervisor. If there is lag time between dismissal and game/practice time, the student MUST be checked into Extended Day. Siblings who are enrolled at St. Ignatius Parish School cannot, and will not, be supervised by the coaches or other adults and must be enrolled in the Extended Care Program for the period of time that the activity requires; parents will be billed accordingly.
- Under no circumstances is a student permitted to leave the school gated property without immediate supervision of an adult/faculty member/coach. The transfer of supervision must be visible from adult to adult.

- Written permission is required for any student leaving school without being accompanied by a parent (e.g., student is walking or cycling home, etc.).
- No student may leave the school grounds once he/she has arrived at school, unless accompanied by an adult who has prior permission.
- Children are to remain in uniform when leaving school.
- In the case of early dismissal (i.e. dental or doctor appointment), parents should contact the office and classroom teacher indicating the reason for leaving and if the parent is not picking up, provide the name of the person who will be picking the student up.
- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come pick up the child; law enforcement may be called.

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

Saint Ignatius School Campus Safety

Drop-off & Pick-Up Traffic Procedures

Please abide by the following procedures:

- Drop off and pick up must occur in the back parking lot only. Students are not permitted to use the front parking lot and/or walk through the campus unattended.
- Drop off and Pick Up procedures have been modified due to our Covid-19 protocol.
- The ONLY designated area for drop-off and pick-up is in the most southern end of our property or in front of the main office before 7:45a.m. or when it is raining we will add the Parish Center alcove.
- Parents are to drive their vehicle to the far right at all times and MUST never pass other vehicles. The left side of the vehicle is NOT a passing lane.
- Students must exit their vehicle ONLY on the right side of the car.
- Drive your vehicle FORWARD to the designated area to allow room for as many vehicles as possible. If everyone drives forward in the designated lane, we can reduce the traffic at drop-off significantly.
- Dismissal procedures will also use the designated lane for loading students into the right side of the vehicle.
- Parents and students are ONLY allowed to cross the parking lot in designated/marked locations/crosswalk.
- Children are to walk with their parents or their designated adult in the parking lot. Children are not permitted to walk to their car unattended.
- Parents are NOT TO USE CELL phones when dropping off their children. This is the law!
- Students must not use their cell phones at pick up or drop off.
- A 5 MPH speed limit is posted for the safety of your children.
- Please be respectful and do not linger in the drop-off and pick-up area to talk to children, parents and other drivers.
- When possible, have your child's backpack, gear, etc., inside of the vehicle with them instead of the trunk or rear of the vehicle to expedite the drop-off.
- Finally, be respectful of all faculty, staff, maintenance support, and other parents and students.
- Teachers may keep students an additional 15 minutes after school should they deem it necessary.

## **Pick Up and Drop Off Procedures for 21-22 Pandemic/Covid Protocols**

**Students MUST wear a mask inside the school building.  
Please have your child masked when they depart your car.**



Protocol: Extended Services will be open at 7am-7:45am. Parents will walk their child to the entrance of the gate where a staff member will receive the student, supervise their entrance into Extended Day. Parents will not be permitted to enter Extended Day. Students will stay in areas designated inside the Parish Center and at 7:45am will be walked to their classrooms.

The St. Ignatius classrooms will be open to students beginning at 7:45am. For those students just arriving at that time, they will exit their cars and be directed by staff to head directly to their classroom where they will be greeted by their classroom teachers. See below for designated drop off and pick up areas. Parents will not be admitted inside the school building, except for business.

If the **youngest child is in preschool**, the family parks the car. Parents with ALL their child(ren) enter through the preschool gate. School-age children continue to and past the preschool play structure to the lunch area, enter the doors in the back and will go directly to their classrooms. There will be staff on the first few days to help direct the students.

**If the youngest child in the family is enrolled in TK, K, or 1st** all the siblings are dropped off nearest to the school and walk through the main gate (west side) without their parents through the office directly into their classrooms.

**If the youngest child in the family is enrolled in 2nd-6th** all the siblings are dropped off at the north end of property and walk through the rolling gate to the lunch area and directly to their classrooms. There is field construction occurring but it will be fenced off and the students will be safe.

**Protocol:**

- Children exit the vehicle from the passenger side and have belongings with them.
- Except for preschool, TK, and K, parents and drivers should not leave their vehicles.
- All points of access will be supervised to prevent gathering of any sort.
- Students will exit their cars and go directly to their classrooms, where they will meet their teacher. Staff will be available the first week to guide and help the students.

## After School Pick-Up

**Time:** 2:40-3:15pm (rainy days pick up will begin at 2:30pm)

**Staffing:** Teachers and Aides

**Protocol:** The campus gate will be opened at 2:40pm. Parents of TK-1st will meet their children directly outside of the main west gate, distanced apart. 2nd-6th will depart their classrooms at 2:45pm and be walked by staff to the pick up area at the north end of the parking lot, socially distanced as much as possible and following all safety protocols and and wait in their pick up locations. Children should enter the vehicle from the passenger side. Drivers should not leave their vehicles. Those students who are not picked up by 3:10pm, will be taken to Extended Services.

## Extended Care

**Hours of Operation:** Morning Shift 7 AM - 8 AM; Afternoon Shift 2:45pm-6pm, For TK families Extended is operational throughout the day.

**Staffing:** School employees

**Protocol:** In order to ensure proper distancing and safety protocols, Extension will use the Parish Center, the Extended Classroom, and if necessary classrooms. Each student will have their own supplies. Parents will pick-up and drop off inside the gate but may not enter the Extended Day space.

## Walkers and Bike Riders

Students who walk or bike to school must have written parental permission on file in the School Office. Students riding bicycles must wear helmets. Bicycles may not be ridden on school grounds but must be walked to and from the bicycle rack. Bicycles are not to be left school overnight. The school is not responsible for bicycles left in the bicycle rack, and students are encouraged to use locks to secure their property. Students who walk or ride to school may not leave campus once they have arrived.

## Minimum Days

Certain school days are designated minimum days; dismissal is at 11:40, 11:45, 12pm. These days are noted on the calendar.

## Absences

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.

Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., chicken pox, strep, lice, etc.) so that precautions can be taken and notifications sent home. Student confidentiality will be observed.

All school days are mandatory attendance including minimum and special-event days. We strongly recommend that appointments are made outside of school hours, and we expect all vacations to occur during scheduled school -vacation days. Only absences for illness or a death in the family are excused. Unexcused absences include vacations and extra-curricular activities. For all absences, it is the parents' responsibility to notify the homeroom teacher and all other special- subject teachers. There is no expectation that a classroom teacher can provide work ahead of time for a family vacation. When students are not in class for any period of time, they miss instruction, practice, review, labs, projects, and group work. Some of this work cannot be made up, and missed work will result in lower academic achievement.

## **St. Ignatius Attendance Policy for TK-4**

### Excused Absences

- Absences due to illness or a death in the family will be given a reasonable amount of time to complete missed work, which usually is equal to the number of days absent.

### Unexcused Absences

- For an unexcused absence, a parent must notify the classroom teacher at least one week in advance. If possible, the classroom teacher will provide the work to be completed during the absence. It is the student's responsibility to complete all assigned work. This work is due on the day the student returns. Late work will be penalized. Students will be expected to make up all missed tests on the day they return. Students may be required to complete missed tests and assignments either before or after school.
- When students are not in class for any period of time, they miss instruction, practice, review, labs, projects, and group work. Some of this work cannot be made up, and missed work will result in lower academic achievement.
- A continued pattern of unexcused absences may result in lower academic or citizenship grades. A meeting with the principal may be required.

## **St. Ignatius Attendance Policy Grades 5-8**

### Excused Absences

- Absences due to illness or a death in the family will be given a reasonable amount of time to complete missed work, which usually is equal to the number of days absent.

### Unexcused Absences

- For an unexcused absence, work will not be given ahead of time. It is the student's responsibility to obtain and complete all assigned work. This work is due on the day the student returns. Late work will be penalized. Students will be expected to make up all missed tests on the day they return. Students may be required to complete missed tests and assignments either before or after school.
- When students are not in class for any period of time, they miss instruction, practice, review, labs, projects, and group work. Some of this work cannot be made up, and missed work will result in lower academic achievement.
- A continued pattern of unexcused absences may result in lower academic or citizenship grades. A meeting with the principal may be required.

## **Tardies**

- It is the responsibility of parents/guardians to see that their children arrive by 8:00am. It is critical that your child be given the best opportunity to start their day on time and ready to start. A child is considered tardy if he/she is not in line or in the classroom by the 8:00am bell.
- The parent/guardian must sign-in the tardy student at the office; students must not be taken directly to the office. Students who are tardy must receive a tardy slip from the office prior to admittance to class.
- Students who are habitually tardy will receive detention. Please alert the office if transportation is an issue, we can help to see if a carpool is available.

## **Early Dismissal**

A written request, can be an email to the classroom teacher, from the parent or guardian must be submitted if a pupil is to leave during school hours. A teacher may not be able to read their emails until the end of the school day so 24hrs in advance, at minimum, is suggested. 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/she must first report to the office before proceeding to class.



## **Excessive Absence and Tardies**

Excessive absence is considered a total of 18 days per school year.

- Excessive absence for reasons of illness will be handled on an individual basis.
- Excessive tardiness or absence will result in a parent conference with the teacher and/or principal. Persistent tardiness or absence may, at the discretion of the principal, result in decreased academic credit or disciplinary action including dismissal from school.
- Any student who is absent from school without a valid excuse or who is tardy in excess of thirty minutes may be considered truant. The principal may contact an appropriate government entity, such as Child Protective Services, if there is concern regarding neglect.

## **Absences and Make-Up Work**

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period absent to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days upon return to complete the missed work.
- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for the pick-up of homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing the way such absences will be addressed.
- If a student must leave school prior to the last day of school and a make-up period is no longer available, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

## **Appearance and Student Uniform Requirements**

### **Introduction**

Student dress, grooming, and personal cleanliness impact the image of St. Ignatius Parish School. It is a part of school tradition to wear uniforms to avoid class distinction and over-interest in fads. Besides representing school families, the clean, up-to-code uniform draws students' attention to community responsibility. A neat, clean, and tasteful appearance with well-groomed hair creates an atmosphere of confidence, respect, and learning. Moreover, it is an opportunity to uphold, reflect, and respect the dignity of the human person. In adhering to the St. Ignatius Parish School uniform and dress code, students practice the virtues of humility, modesty, obedience, and respect.

It is the joint responsibility of parents and students to see that the uniform and dress code of the school is carried out daily; it is the responsibility of the teacher and staff to monitor and report non-compliance. Every

student is expected to be in proper uniform every school day unless otherwise authorized. The uniform should be neat, clean, and in good repair. Violations of any uniform, dress code, and appearance requirements are subject to school disciplinary sanctions.

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgements regarding the application of these general guidelines to specific items at any time.

## **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
- White or hunter green, collared dress shirt or polo-style shirt
- If an undershirt is worn, it must be a plain white undershirt.
- St. Ignatius uniform sweatshirt
- Cargo shorts are not acceptable unless prior permission is provided. (medical necessity to carry equip.)
- White, navy, black, gray crew socks (must be clearly visible a few inches above the ankle). A small logo is permitted. White crew SI athletic socks are permitted.
- 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 Vans and TOMS. Flip flops, sandals, moccasins, slippers, uggs, and boots are not permitted on uniform days.
- Jewelry is not permitted except a religious necklace, and/or a watch, pedometer only FITBIT (cannot be a SMART watch).

### **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 three inches above the knee.
- White or hunter green tailored blouse or polo-style shirt
- Shirts must extend at least two inches below the waistband.
- White, black, gray, navy, crew socks (must be clearly visible a few inches above the ankle), A small logo is permitted. White Crew SI athletic socks are permitted. Black, red, blue, white, knee socks, tights, and leggings (with socks covering the bottom of the leggings). If wearing leggings, they must be worn underneath a skirt, jumper, or skort and socks must come up over the leggings.
- St. Ignatius uniform sweatshirt, Dennis uniform cardigan, or v-neck
- Cargo shorts are not acceptable, unless prior permission is given (to carry medical equipment).
- Athletic shoes that are tied or use velcro are the preferred choice. However, slip-ons that are safe are permitted, such as Vans and TOMS. Flip flops, sandals, moccasins, slippers, uggs, and boots are not permitted on uniform days.
- Make-up is never permitted except on special approved days by the teacher (Graduation photos).
- Nail polish and/or fake nails are never permitted.
- Jewelry is not permitted except for post earrings, religious necklace, and/or a watch, pedometer only FITBIT (cannot be a SMART watch).

## **Sweatshirts**

- 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. Hoods and sleeves may not be cut off of approved uniform sweatshirts and worn to school.

## **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. Dennis uniform red cardigan and v-neck pullover is permitted.

## **Purchase of Uniforms**

Uniforms can be purchased through Dennis Uniforms, 10266 Rockingham Drive, Suite 150, Sacramento, or online at [www.dennisuniform.com](http://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.

## **Uniform Exchange**

All families are encouraged to utilize the St. Ignatius Parish School uniform exchange program. As students outgrow their uniform jumpers, skorts, sweatshirts, shorts, pants, and tops...families can donate them to the exchange (clean and in good condition). Our Uniform Exchange chairs keep everything organized by size and gender. You can access the Uniform Exchange just off our main entrance in the Conference room. There is no fee to access this program.

## **Free Dress Opportunities**

On the last Friday of each month, unless it is a Mass Day, 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.

Students must dress appropriately for school on Free Dress Days. They may wear jeans that are neat and clean; no holes, etc. are allowed. **For all grades, Leggings are permitted if worn with a top/dress/skirt that COVERS TO MID THIGH, with socks worn that cover the bottom of the leggings.** Legging/jeggings may not be worn as pants. Skirts and shorts should be of modest length – no more than two inches above the knee - and fit appropriately. Tops must have a modest neckline. Shirts must extend at least two inches below the waistband. Cold shoulder tops, off the shoulder tops, 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.** Words are not permitted on the backside of pants, shorts, or skirts. Political sayings, inferences to political groups or any groups that would cause a negative emotional reaction or be found offensive by others, are not permitted. Groups of students are not permitted to create shirts or matching outfits unless the entire class has been invited/included for Free Dress Days or Class Party Days. 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.

Make-up is not permitted to be worn by any students at any time, unless specified on special days (Graduation photos). Students are not permitted to have fake nails or nail polish on at any time.

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. No tattoos. Girls are permitted to wear headbands. Headbands, ribbons, or hair ties worn may not be part of a costume or a novelty headband. 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. Smart watches or any watch that can be communicated with and all other jewelry is not permitted.

Final discretion in areas of dress and grooming is left to the administration. If a student comes to school not dressed in accordance with school dress code policy, parents will be called to bring clothes or clothes will be provided out of our uniform exchange.

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

### **Lost and Found**

The Lost and Found closet is located on campus. You must check into the school office before you can access it. Please check it regularly. After a reasonable time, accumulated articles will be given away to charitable organizations. PE, Extended Day, and our Athletic Dept. may have their own "stash" of Lost and Found as well.

## **Health and Safety**

### **Immunization and Student Medical Examinations**

Referenced in the ADMISSIONS section

### **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 wait 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.**

### **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.

### **Emergency Cards**

Each family is responsible for keeping their Schoolspeak Emergency information per child updated. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt; these contacts must be immediately updated on SchoolSpeak. In order to ensure that every family can be reached asap, each year, every family should verify that their phone numbers are correct as well as their service provider.

### **School Insurance Coverage**

All St. Ignatius Parish School students are covered by insurance for injuries incurred on the school grounds, during school-supervised activities, and to and from school and school-supervised events, and during official distance learning periods. The registration fee includes coverage by the Myers-Stevens and Toohey Company for all students. Insurance information is available on our website. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. This coverage is secondary to family primary insurance coverage.

### **Illness and Notification**

- Parents should notify school office personnel on the first day of a child's illness.
- Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.
- Students who are obviously sick or feverish may not attend school; a child must be fever-free for 24 hours before returning to school.

### **Medications**

- The school does not provide medications of any kind.
- Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the school office. If a student's condition potentially requires epi-pens for severe allergic reaction or inhalers, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.
- Prescribed or over-the-counter medications must be brought to the school office by the parent in the original container.
- Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to take the medication during school hours; the principal has final authority, in consultation with the Catholic School Department and Catholic Mutual Group, in determining what procedures or administration of medications can or cannot be undertaken by the school staff.
- If it is essential that medications be administered at school, these medications must be administered from the school office only.
- NO member of the faculty or staff in the school office is permitted to administer any medication without the following:
  1. A signed written statement from the parent or guardian of the child
  2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
  3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name,

and prescription date (for over-the counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).

4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or mis-administration of any kind.

## **Medication Forms**

The school office can provide the appropriate medication forms that cover the above requirements. These forms must be updated annually. A new form MUST be completed by the physician and parent each school year if the need continues.

## **Illness at School, Injury, and First Aid**

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the student.

- All injuries to the head, no matter how small, must be made known to the parent as soon as possible.
- Students who become ill or injured at school, may not leave the school on their own; parents (or other designated adults on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.
- In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.
- If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

## **Students with Severe Allergies**

Families with students who have identified severe allergies should work with the school as follows:

- Provide written notification (health record) to the school of an at-risk student's allergies that pose a serious threat to the student.
- Confer with qualified school representatives to develop a plan that *reasonably* accommodates the at-risk student's needs throughout the school campus and facilities.
- Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
- Include a photograph of the student on the written form.
- Provide properly labeled medications and replacement medications, as required after use or upon expiration.
- Review policies/procedures with the school representatives, the child's physician, and the student (if age-appropriate) after a reaction has occurred.
- Provide and update current emergency contact information.
- Educate the child in the self-management of his/her allergy including the following:
  - safe and unsafe foods and exposures
  - strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
  - symptoms of allergic reactions
  - how and when to tell an adult he/she may be having an allergy-related problem

-how to read food labels (if age-appropriate)

## **Head Lice**

Head lice (or pediculosis) is a common occurrence in elementary and middle schools. When it is identified, procedures that follow must be taken. The school understands that pediculosis may not be an indication of neglect or lack of cleanliness, and where possible, confidentiality will be observed.

- When a student has been identified as having nits and/or lice, the school will contact the parents/guardians to pick up their child for immediate treatment.
- The siblings of the infected student will also be screened.
- The classmates of a student identified as having nits and/or lice may also be screened.
- The student and family will receive information about pediculosis and instructions on treating their child and their home to remove all nits and/or lice.
- Upon return to school, the student will need to be screened at the school office by a school employee for nits and/or lice before being allowed to return to the classroom.

## **Mandated Reporting**

St. Ignatius Parish School is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated “mandated reporters” by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

## **Student Threats of Harm to Self or Others**

St. Ignatius Parish School will treat student threats to inflict harm to self, to others, or to destroy property very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. Threats that are substantiated may result in disciplinary actions, up to and including dismissal. Law enforcement may be called.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designee.
- Threats of harm to self will be treated differently than threats of harm to others.
- The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
- If the threat is judged credible and serious, the principal will notify the following groups/individuals of the threat: parents, pastor, potential victims and their parents, the Catholic School Department, and the police or health care professionals as appropriate.
- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
- If the principal, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the principal will continue the student’s suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis. Any costs for counseling will be the responsibility of the family.
- In some cases, the nature and credibility of the threat is such that the principal may request withdrawal of the student, or expel the student, without possibility of returning to the school.

## **Safety and Security Phone Line**

Saint Ignatius Parish School has established a voice mailbox to accept messages of concern regarding threats (including threats of self-harm) or reports of criminal activity. A staff member is designated to check for messages at the beginning of each school day. The Safety and Security line is accessed by calling (916) 488-3907 and dialing extension 185.

## **Pregnancy**

Human life at all stages, including the preborn child, is a sacred gift from God, and an abortion is never an alternative at any stage of pregnancy. Students who become pregnant deserve and need the full support of the school administration, teachers, and other students.

- Ordinarily the expectant student shall be allowed to remain in school.
- The school will continue to assist the student through graduation, including the ceremony and other related activities. However, if attendance in the classroom is judged not to be in the best interest of the student or the school community, other arrangements will be made. Counseling will be required of the students involved; any costs for counseling will be the responsibility of the family.
- Any student who publicizes and advocates an abortion either planned or already obtained will be asked to leave school.
- This policy pertains to the boy or girl directly involved, or to any student continuing to spread rumors about an alleged abortion.

## **Severe Illness Outbreak**

If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures:

- Custodians will disinfect surfaces and door handles.
- Preschools may act independently from schools.
- Instructional Assistants may act as substitute teachers.
- Classes not part of the core curriculum may be cancelled and teachers of special classes may act as substitute teachers.
- School administration, office staff, and extension staff may act as substitute teachers.
- Classes may be combined.
- Distance learning may be implemented (see also the EMERGENCY section).

## **Concussion Policy**

A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face, or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

## **Symptoms**

The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussive traumatic brain injury are headache, loss of memory (amnesia), and confusion. The amnesia usually involves forgetting the event that caused the concussion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog



- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue
- Loss of consciousness
- Seizure or convulsions

The injured person may have some symptoms of concussions immediately. Others may be delayed for hours or days after injury:

- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell

#### **Symptoms in younger children:**

- Appearing dazed
- Listlessness and tiring easily
- Irritability and crankiness
- Loss of balance and unsteady walking
- Crying excessively
- Change in eating or sleeping patterns
- Lack of interest in favorite toys or hobbies

With a loss of consciousness, it is clear that emergency medical services are needed. However, the non-blackout symptoms listed above must not be ignored. Unfortunately, a pervasive mindset in some sports is that getting "dinged" is part of the game and the athlete needs to tough it out. This thinking is dangerous because it exposes the child to further injury when his or her brain needs a rest and prevents him or her from obtaining a proper medical assessment as soon as possible.

#### **Following Injury**

The following steps must be followed (by the athlete, parents, teammates, and coaches) whenever an athlete has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion:

1. Remove the athlete from play immediately.
2. Call 911 and/or administer first aid as appropriate.
3. Inform the athlete's parents or guardians about the possible concussion and provide them with the CDC fact sheet on concussion.
4. Ensure that the athlete is evaluated by a health care professional.\*\*
5. Keep the athlete out of play and practice the day of the injury and until a health care professional, experienced in evaluating for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
6. Athletes should limit all forms of physical activity.
7. Athletes should minimize the use of all electronics (including cell phones, computers, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc., can all have

a negative impact on recovery.

\*\*Health care professional" means a physician of medicine, physician of osteopathic medicine, licensed nurse practitioner, licensed physician assistant, or licensed physician of psychology; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management.

### **Return to a Sport**

Players with even the MILDEST concussion symptoms should NOT return to a game or practice. They should be assessed by a physician immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment. UNDER NO CIRCUMSTANCES CAN AN ATHLETE RETURN TO PRACTICE OR GAME WITHOUT CLEARANCE FROM A MEDICAL PROFESSIONAL.

Anyone who has suffered a concussion needs to rest the brain until all the symptoms are gone. This means the athlete should be able to read, do math, and think at his or her usual pace with no headaches, fatigue, or other symptoms. This can mean a few days resting at home, not doing school work, and refraining from any exercise.

There is no timetable chart to follow; each athlete needs a treatment program tailored to his or her symptoms and circumstances. Younger children seem to take longer to recover than adults, and it is not unusual for children to be out of sports for a month after suffering a concussion. If a player suffers one concussion, he or she is more likely to sustain future concussions. Researchers believe the younger the child, the more vulnerable the brain may be to these repeated concussions.

### **Second Impact Syndrome**

If someone with a concussion too hastily returns to contact sports or activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes. Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

### **Return to School**

Following concussion, NO student may return to school until cleared to do so by the physician. Because the needs for recovery from concussion are dependent on many factors, parents should work with the school and physician regarding a plan for returning to school and full academic work. Students recovering from concussion may not attend field trips, dances, etc., until they have been fully cleared by the physician. Reasonable accommodations regarding gradual re-entry to class and full academic activities may include the following:

- Extra time to complete classwork, homework, and tests
- Reduction of workload
- Postponement of high-stakes testing, large projects, and standardized testing
- Provision of hard copies to limit iPad use or online access
- Wearing of sunglasses for sensitivity to light
- Supervised breaks during the day
- Modified/shortened school day
- Incomplete grades (rather than zeroes) until recovery takes place

In extreme cases, a student may need to be placed on home study.

# **Sudden Cardiac Arrest Policy**

## **SUDDEN CARDIAC ARREST**

Sudden Cardiac Arrest (SCA) occurs suddenly and often without warning. It is triggered by an electrical malfunction in the heart that causes an irregular heartbeat. With the heart's pumping action disrupted, the heart cannot pump blood to the brain, lungs, and other organs. Seconds later, a person loses consciousness and has no pulse. Death occurs within minutes if the victim does not receive treatment.

## **WHO is at RISK for SCA?**

Thousands of sudden cardiac arrests occur among youth each year, as it contributes to the #2 medical cause of death of youth under the age of 25 and is the #1 cause of death of student athletes during exercise. While a heart condition may have no warning signs, studies show that many young people do have warning signs or symptoms but neglect to tell an adult. This may be because they are embarrassed, they do not want to jeopardize their playing time, they mistakenly think that they are out of shape and need to train harder, or they simply ignore the symptoms, hoping the signs will go away.

## **POSSIBLE WARNING SIGNS AND RISK FACTORS**

- Fainting or seizure, especially during or right after exercise
- Fainting repeatedly or with excitement or startle
- Excessive shortness of breath during exercise
- Racing or fluttering heart palpitations or irregular heartbeat
- Repeated dizziness or lightheadedness
- Chest pain or discomfort with exercise
- Excessive, unexpected fatigue during or after exercise

## **REMOVAL FROM ACTIVITY**

A pupil who faints during or following participation in an athletic activity must be removed from play and may not return to play until he/she is evaluated and cleared by a physician or surgeon.

## **Opioid Use**

Parents should work closely with physicians regarding the use of opioids to treat pain and familiarize themselves and their students with the Opioid Factsheet.

## **Opioid, Concussion, and Sudden Cardiac Arrest Fact Sheet Acknowledgement**

California State Law requires each athlete (and his or her parent for those 17 and younger) participating in an athletic program that takes place outside of the regular school day sign an acknowledgment of receipt that the athlete and his or her parent have received an Opioid Factsheet, a Concussion Factsheet, and a Sudden Cardiac Arrest factsheet before the athlete may participate in practices or competition. The factsheets will be distributed by the school.

## **Emergency Procedures**

### **Emergency Care Plan**

The school's emergency care plan follows clear and practiced safety procedures in the event of fire,

earthquake, lockdown, active shooter, bomb threats, and other emergencies.

- In the event of an actual school-wide emergency, the automated SchoolSpeak system will provide parents/guardians rapid notification by text message and/or email. Must have current mobile number AND correct carrier on schoolspeak.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school—access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, St. Ignatius Parish School has arranged a safe haven at either Good Shepherd (corner of Arden/Morse) or Arden Middle School (corner of Watt/Arden).
- In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through SchoolSpeak emergency features and/or school emergency phone contacts.
- No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

## **EMERGENCY DRILLS and EVENTS**

### **FIRE**

Fire drills take place regularly. The school will follow instructions of the Fire Department.

### **EARTHQUAKE**

An earthquake drill will take place periodically after fire drills once the students return to class. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.

### **LOCKDOWN/ACTIVE SHOOTER**

Lockdown drills will take place periodically. In event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents via SchoolSpeak as soon as possible. However, the safety of students is the primary importance; this may mean that the school needs to be made secure before parents can be contacted.

### **BOMB THREAT**

Law enforcement will be called and the school will follow their instructions. Parents will be notified when the school is instructed to do so.

### **FLOOD**

The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via SchoolSpeak.

For any other emergencies, the steps of the Emergency Care Plan above will be followed.

## **School Closure and Communication**

Unplanned school closure may occur for a variety of reasons. Student and staff safety is the primary reason for closure, and communication to all stakeholders will be as timely as possible.

### **Reasons for Closure**

- Evacuation/closure order from local authority for any reason
- Power shutoff when school cannot function
- Water shutoff
- Extreme weather conditions including potentially unsafe conditions for the transportation of students to and from school (snow, high winds, flooding, etc.)
- Extreme heat or cold depending on school's ability to control inside temperature
- Air quality index (AQI) at or above 200
- Presence of visible smoke which cannot be mitigated by ventilation system
- Absences of staff due to their personal evacuation orders which are substantial enough to prevent reasonable school operation
- Illness outbreak/epidemic that is deemed substantial
- Any other extreme condition making it unsafe to open school (chemical spill, etc.)

### **Essentials for School Operation**

- The safety of students and staff is not compromised
- Functional plumbing (running water, functional toilets, etc.)
- Functional fire alarm system
- Functional door locks
- Reasonable internal room temperatures
- Adequate ambient light in classrooms
- Operable means of communication on site and with the outside
- Ability of staff and families to travel to and from school safely

### **Process and Procedures for Determining School Closure**

- Students and families are best served when the school is open. Therefore, decisions regarding closure are often made in the early morning when factors may be assessed for that day.
- The Principal and the Regional Director (or Executive Director) are the only persons authorized to close school.
- There may be extenuating circumstances which cause one school in an area to close while another remains open (e.g., availability of staff, local AQI, or functioning HVAC systems).
- When a school is closed, all events scheduled at the school for that closure are also cancelled (meetings, performances, sports, etc.) unless otherwise noted by the Principal.
- In the event of an epidemic, pandemic, or fire season a school may be closed intermittently or for an extended period at which time distance learning may be implemented.
- Tuition payments continue during all closures.

### **Communication**

- The Principal will notify all stakeholders (staff, parents, etc.) through the SchoolSpeak system as early as possible the evening before a closure and as early as possible on the day of a closure.
- In the rare case that SchoolSpeak is not functional, an alternate procedure for communication will be implemented and parents notified.
- It is the responsibility of parents/guardians to have their contact information updated on schoolspeak. In case of an emergency, a text may first be sent to alert the community to check their email. In order to receive an emergency text your phone number AND current carrier must be correct.

### **Make-up Days**

- If more than 2 days are missed due to unscheduled school closures, these days may be made-up at the end of the school year; alternately, the principal may decide to implement changes to the daily schedule to make up the lost time.
- Families should be made aware that the week after the scheduled ending of school is reserved for make-up days. Therefore, vacations should not be scheduled for this week.
- During extended closures when distance learning is implemented, make-up days are not necessary as teaching/learning continues through the closure of the physical campus.

- Tuition payments continue during all closures.

## **Student Discipline**

The values of Catholic education are the foundation for all interactions and relationships at St. Ignatius Parish School. A student is considered at all times and places a member of the St. Ignatius Parish School student body. This is an honor and privilege and therefore, students must be conscious of their actions at all times, whether on or off campus, including but not limited to, games, dances, rallies, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that stands in opposition to Catholic Christian values, on or off campus, toward anyone in the community, will be viewed as a very serious violation of the school's code of conduct. St. Ignatius Parish School reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school; such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

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.
- Students are not permitted to share school communication of any kind on Social Media.
- Students, parents, or any third party who record an online lesson without expressed permission from the classroom teacher is prohibited.
- Live or recorded lessons are not permitted to be shared on social media, through emails, or any communication between families. Live and recorded lessons are used with the expressed purpose for the classroom student to learn.
- Students are not permitted to take pictures during a live or recorded lesson except without the expressed permission of the classroom teacher who is facilitating the lesson. Pictures taken without permission and then posted may result in suspension or expulsion.

### **Academic Integrity**

Personal academic 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, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.
- Plagiarizing, which 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.

- Knowingly enabling another student to cheat.

Sanctions for cheating are at the discretion of the teacher (and, if necessary, the principal) and may include receiving a zero on the exam or work in question, loss of privilege, or suspension.

## **Vandalism**

Students and their parent(s) are liable for all damage to equipment or school property caused by the student and appropriate disciplinary actions will be taken.

## **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 trimester, 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.

## **Student Behavior Expectations/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. Students will be required to sign an Internet Use agreement before their work in the technology lab begins. Violation of this agreement may result in lost privileges with technology which may result in a failing grade. Suspension or Expulsion may also occur.
3. 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.
4. Younger students may wait quietly outside of their older sibling's classroom until he/she is dismissed then walk together to the car line. Parents should inform the teacher that they would like to follow this procedure.
5. Students may leave campus during the school day only if they are signed out in the office by a custodial 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. Backpacks should be of the average size which is no larger than 20inx12in. Rolling backpacks are permitted. Larger duffel bags and suitcases are not permitted for school books and supplies. Athletic bags and gear must be able to be stored safely outside of the classroom.
  10. Students must not use electronic games, recorders, laser pointers, iPods, MP3 players or cell phones on campus, including Extended Services.
  11. Students are not permitted to bring toys or games from home unless prior permission has been granted by the classroom teacher or program director, such as Extended Day Program.
  12. Students are not permitted to have agreements to trade toys or any items on school property. This includes selling items to each other.
  13. During periods of distance learning, all school rules and policies apply to the student who is working remotely.
  14. Students participating in class remotely may not share access to the class with anyone not enrolled in the class nor invite others who are not enrolled to attend the session with them.
  15. Students must participate in a remote video session from a location free from distractions and without inappropriate materials in the background.
  16. Students and parents or any third party, are not permitted to record an online lesson without the express permission of the classroom teacher AND principal.
  17. Live recorded lessons are not permitted to be shared on social media, through emails, or any communication between families.
  18. Students, parents or third parties are not permitted to take pictures during a live recorded lesson without the express permission of the principal and classroom teacher who is facilitating the lesson. Pictures taken without permission and then posted may result in suspension or expulsion.
  19. Students are not permitted to share any school communication on Social Media or with any outside entity.
  20. Students are not permitted to have a cell phone visible between 7am-6pm while on campus. Phones are not permitted in Extended Day, at athletic practices, or in the pick up line. Phones that are seen, will be confiscated and a parent will need to meet with the principal to pick it up.
  21. Gum is not permitted on campus at any time.
  22. Students are to eat in the assigned area...not on the playground.
  23. To ensure safety and supervision, students must play in their designated areas.
  24. 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.

## **Right to Search**

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school's responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.



School officials therefore reserve the right and responsibility to conduct, and a student must submit to a search of his/her person, automobile, clothes, bags, cell phone, and electronic equipment when reasonable suspicion exists. A search of a student's person would occur only with appropriate supervision by a faculty or administration member of the same sex, and the school will notify the parents/guardians of the fact that the search was conducted. The school also reserves the right to search any area of campus and school property including all lockers and school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

### **Interviews by Officials**

- Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.
- Before releasing a student for an interview, the school employee in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.
- The school employee in charge will inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason not to inform the parents/guardians. In all events, an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise.

### **Disciplinary Actions and Sanctions**

The principal and other school personnel may interview students at any time for the purpose of investigation. Parents may not attend such investigations unless they are invited to do so by the principal. The following sanctions may be imposed upon students in the sole discretion of the school in any order:

- Parent and student conference
- Denial of specified privileges
- Detention: Students are assigned to recess or before school detention duty. Failure to serve detention will result in additional disciplinary action.
- Probation: The principal may place a student on behavioral probation; the student and parent will be notified in writing of the reason for probation, resulting consequences and/or restrictions, the period of the probation, and how the probation may be ended.
- Suspension (see below)
- Withdrawal: Parents may be given the option to voluntarily withdraw their child rather than face expulsion.
- Expulsion (see below)

### **Suspension**

Suspension is a disciplinary action to be used at the sole discretion of the principal. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus but may be served on campus at the discretion of the principal. Suspension ordinarily should not exceed five consecutive school days. However, a student may be suspended from campus longer than this in certain circumstances which may include, but are not limited to, the following: awaiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents will be notified immediately and are expected to pick up the student as soon as possible; parents will remain involved in the process through verbal or written communication or conferencing. Suspension does not carry an academic penalty, and the student should keep up with classwork and homework.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

### **Reasons for Immediate Suspension**

At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension which may also lead to expulsion. This list shall not be considered as exhaustive:

1. Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
  - Refusal to obey school rules;
  - Refusal to follow directions;
  - Refusal to answer when spoken to directly;
  - Giving sharp, rude answers in a disrespectful tone of voice;
  - Causing interruption in classroom procedures;
  - Cheating, plagiarism, or dishonesty of any kind;
2. Language or behavior which is immoral, profane, vulgar, or obscene on or off campus;
3. Purposeful and/or targeted behavior that maligns another student or adult;
4. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance or drug or vaping paraphernalia;
5. Injury or harm to persons or property, vandalism, or serious threat to same;
6. Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school;
7. Hazing;
8. Sale of any material on school grounds without proper authorization;
9. Unauthorized absence or continued tardiness;
10. Assault with, or possession of, a lethal instrument or weapon;
11. Serious theft or dishonesty;
12. Outrageous, scandalous, or seriously disruptive behavior;
13. Conduct at school or elsewhere which would reflect adversely on the Catholic school or church;
14. Not adhering to the internet use agreement, hacking into the school computer system, or viewing or attempting to view material through the internet that is deemed inappropriate per the Internet Use Agreement; or
15. Sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

### **Expulsion**

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the principal. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if he/she is not already suspended, and parents will be notified immediately. Conferencing will take place with the principal, parents, appropriate staff, and the pastor of the parish if he or the family so desire; the student may be included for part of the conference. If a decision is made to terminate the student's enrollment, the parents may be given the option to voluntarily withdraw the student by a specified date. Otherwise, the student will be expelled. Full credit will be given for all work accomplished by the student up to the moment of withdrawal or expulsion.

## **Disciplinary Records**

Disciplinary records are private documents of the principal and are kept separate from the student's cumulative file and will not follow the student beyond enrollment at St. Ignatius Parish School; they are not available to students or parents.

## **Information and Communication Technology Policies**

### **Online Social Media and Networking Policy for Parents and Students**

St. Ignatius Parish School recognizes that many different social networks exist on the Internet (Twitter, Facebook, Tik Tok, and Instagram, among others). Millions of people, including students and parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents), necessitating the following standards of conduct for all individuals connected with Catholic schools.

### **Ethics and Responsibility**

When a Catholic school student or parent is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

- Any official organization of the school, such as CSAC, Parent Club, Boosters Club, etc., may only develop online media with the permission of the school administration. If approved by the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.
- Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents, diocesan (school) employees, or parishioners.
- If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonably prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of St. Ignatius Parish School, or Parish, or the Diocese of Sacramento."
- Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school,

parish, or diocesan materials or logos without express permission from the principal, pastor, or their designees.

## **PHOTOGRAPHS AND VIDEOS**

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

St. Ignatius Parish School has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Catholic school activities or members of the school or parish community or related Catholic communities, then students and parents must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the image should not be posted.
- Students, parents, or any third party who record an online lesson without expressed permission from the classroom teacher is prohibited.
- Live or recorded lessons are not permitted to be shared on social media, through emails, or any communication between families. Live and recorded lessons are used with the expressed purpose for the classroom student to learn.
- Pictures are not permitted to be taken during a live or recorded lesson except without the expressed permission of the classroom teacher who is facilitating the lesson.
- If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.
- Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.

### **Discipline for the Policy Above**

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

## **Harassment and Bullying**

St. Ignatius Parish School 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/bullying. Harassment/bullying of or by any student is prohibited. Every school will treat allegations of harassment/bullying 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.

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 his or her 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/bullying. Part of any investigation

into a charge of harassment/bullying will be to determine if the incident was a mistake, normal peer conflict, or something deliberate or repeated.

2. Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct). Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic;
- Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement;
- Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
- Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures.
- Cyber-Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).
- Hazing: Any method of initiation, pastime, or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace a student attending the school. May be a one-time occurrence and not be ongoing
- Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the principal, the person being harassed/bullied is to contact the pastor and the Regional Director or superintendent in cases of diocesan schools.

The following procedures are to be followed for filing and investigating a harassment/bullying claim:

- A. Students who feel aggrieved because of conduct that constitutes harassment/bullying 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 student 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 to a member of the school staff, who will then report it directly to the principal. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken.
- C. The student(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, and confidentiality will be maintained to the extent practicable.

- D. The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
- E. Once the facts of the case have been gathered, the principal, in consultation with the Pastor and Regional Director (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/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.
- F. If a party disagrees with the decision, he or she has the right to appeal the outcome to the Catholic School Department of the Diocese of Sacramento. The Department will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.
- G. 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
- H. **REPRISAL AND/OR RETALIATION:** Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

## **Controlled Substances**

St. Ignatius Parish School emphasizes a commitment to a positive, faith-based environment for learning and the continued good health and safety of its students. Therefore, students, on or off campus, may not be in possession of, under the influence of, and/or use controlled substances, look-a-likes, or paraphernalia, nor engage in solicitation or distribution thereof.

The term “controlled substance” for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, e-cigarettes and vapor products, or the intentional misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under this policy, at the discretion of the school administration. A full listing of drugs that are illegal under federal law can be found in the Controlled Substances Act (21 U.S.C. §§ 801, et. seq.).

The school expects parents and students to support all policies on the use of controlled substances:

- Parents/guardians and older siblings or family members are legally and morally responsible any time they provide or allow the use of controlled substances by underage minors.
- Students may not possess, solicit, use, or be under the influence of controlled substances or paraphernalia, on or off campus, or at supervised or unsupervised activities or events.
- Students may not host an event where controlled substances are present or used.
- The presence of students any time controlled substances are used or distributed presumes some level of participation and may result in the same consequences as those using or distributing the substances.
- Students participating in any activities, real or pretend, involving paraphernalia or “look-alikes” associated with controlled substances may be subject to disciplinary action.
- Students may not sell or distribute any controlled substance on or off campus.
- Any student (or parent/guardian on behalf of a student) who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a controlled substance problem will be assisted in the spirit of counseling (unless the student is found to be using the counseling mechanism to avoid disciplinary action). However, this “spirit of counseling” will require strict adherence to all policies regarding controlled substances; requirements will be handled on an individual basis.
- The presence of students at after-hours school events (such as school or parish fundraising dinners) where alcohol is served to adults does not constitute a violation of this policy.

Upon at least reasonable suspicion that a student has violated this policy, any of the following actions may be taken, as deemed necessary by the school:

- Parent(s)/guardian(s) will be notified.
- A search of the student's belongings (backpack, bag, clothing, electronic device, etc.), desk, locker, or cubby may take place.
- The student may be suspended from school pending an investigation.
- The student and parent(s)/guardian(s) will conference with the principal and/or other school officials.
- The student may be asked to be drug tested once or periodically at a location approved by the school; the cost of drug testing is the responsibility of the parent(s)/guardian(s).
- The student may be placed on a behavior contract which may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended by the evaluation, random drug testing, and any other provision deemed necessary by the school administration. Any costs for the above will be the responsibility of the family.
- The student may be suspended following an investigation.
- The school may ask the parent(s)/guardian(s) to withdraw the student.
- The student may be expelled
- Law enforcement and/or child protective services may be contacted.

Nothing in the school's controlled substance policy should be construed to mean that, as a result of this policy, St. Ignatius Parish School has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.

## **St. Ignatius Parish School Technology Acceptable Use Policy**

To ensure that all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the Internet, and all peripherals; these policies also apply to the use of any personal electronic equipment which is brought to campus, either with or without permission, or used off campus for any school-related activity or where any member of the parish or school community is in any way involved. No set of policies and procedures can provide rules to cover every possible situation or device. Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of computers and electronic devices including, but not limited to, iPads and other tablets and notebooks, mobile phones and other similar devices, Apple watches or similar devices, the wireless network, the network, the Internet, and all peripherals. When a student uses technology, on or off campus, of any variety, he/she must always understand that the actions taken are not just a reflection on him/her but a reflection upon the school. It is imperative that all students handle themselves in accordance with the mission and philosophy of St. Ignatius Parish School, our Diocese, and our Roman Catholic Church. At school, permission by the classroom teacher must be given BEFORE any technology is used.

This opportunity is a privilege, not a right; therefore any student who violates any portion of this Acceptable Use Policy (which students in grades 4-8 sign) will immediately lose the privilege to use technology at school for the remainder of the school year and may be subject to other disciplinary action. The policies, procedures and information found on the agreement are schoolwide. Teachers/Staff may establish additional policies and requirements for use in their classrooms or situation.

1. All students who use technology agree to abide by the Internet Use Agreement (signed by each student). This agreement will cover ethics, security, and digital identity. All of which will be explained.
2. Technology is to be used only for the reading of school approved material, completing assignments, assessments, or projects. Technology is not permitted to be used for communication, entertainment,

music, social media, gaming, etc.

3. Students may not use technology to record and/or photograph or video images of a person or persons on or off campus, unless it is part of an assigned project under the supervision of a classroom teacher or staff member.
4. The school reserves the right to review the contents of any device a student uses.
5. St. Ignatius Parish School has selected a technology protection measure (internet filtering) for use with the school internet system. The filtering technology will always be configured to protect against access to material that is obscene, illegal, and material that is harmful to minors, as defined by the Children's Internet Protection Act. St. Ignatius Parish School, may at times, reconfigure the filtering software to best meet the educational needs of the school and address the safety needs of the students. Files stored on the network are treated in the same manner as other school storage areas, such as lockers. St. Ignatius School reserves the right to inspect files stored in our network, included to but no limited to, all forms of electronic communication.

### **Social Media Use**

- Use of social networks at school may be limited by school personnel.
- Students who use social media must adhere to the discipline policies in this handbook, the Technology Use Policy, the Diocesan Online Social Media and Networking Policy for Parents and Students, and the Harassment and Bullying Policy.
- Students are reminded that they are always St. Ignatius Parish School students, both on and off campus, and that ALL electronic content is both public and permanent.
- St. Ignatius Parish School reserves the right, at its discretion, to review and/or request removal of any student's social media content. Failure to comply may result in disciplinary action.
- Permission of the school administration is required for the use of the school's name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or postings of such material on the Internet without permission may result in serious disciplinary action, including dismissal from the school and the contacting of law enforcement.

### **Use of Electronic Devices Owned or Issued by the School and personal devices brought to school with or without permission**

- Electronic devices owned or issued by the school are to be used for academic purposes only.
- Students have no reasonable expectation of privacy in their use of the school's electronic equipment or network or personal electronic device at school.
- The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student's electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access.
- All users are only permitted to log on to their own school-issued account. Sharing of account and /or account information is prohibited and may result in the account being disabled.
- All users may never move, change, or disconnect any of the hardware or wires/cables.
- Regardless where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.
- Use of technology on campus or at school functions or events is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection.
- All students must agree to abide by the following Acceptable Use Pledge.

### **Acceptable Use Pledge Covering Electronic Devices**

- I will use my electronic devices in ways that are appropriate, educational, and meet St. Ignatius Parish



School expectations as outlined in the Parent/Student Handbook.

- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that electronic devices used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of all electronic devices that are issued to me.
- I will never leave my electronic device unattended, and I will know where it is at all times.
- I will protect my electronic devices by keeping them stored in the provided case at all times.
- I will never provide my password to other individuals.
- I will keep food and beverages away from my electronic devices since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of my electronic device or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the electronic device.
- I will not remove or deface the serial number or other identification on any electronic device.
- I will be responsible for all damage or loss caused by neglect or abuse.

### **Distance Learning**

During periods of distance learning, all school rules and policies apply to the student who is working remotely. Students participating in class remotely may not share access to the class with anyone not enrolled in the class nor invite others who are not enrolled to attend the session with them. Students must participate in a remote video session from a location free from distractions and without inappropriate materials in the background.

### **Consequences for Violations of Information Technology Policies**

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions, including but not limited to, the following:

- Payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined by the network administrator and St. Ignatius Parish School administration.
- Removal of the student from a course of instruction, suspension, and/or expulsion from St. Ignatius Parish School.
- Contact law enforcement if there is a reasonable suspicion that the law has been violated.

### **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. By enrolling at St. Ignatius Parish School, parents and students agree to read, discuss, and follow the St. Ignatius Internet Use Agreement. 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.

### **Internet Use Agreement**

St. Ignatius Parish School students will be participating in online activities and projects which will include the use of their Google for Education account for Google Classroom, blogs and other educational and sharing

websites. Students should understand that our online activities are an extension of the classroom. All work posted should be proofread for spelling and grammar errors and must be appropriate for school. Content published online by students may include, but is not limited to:

- Multimedia, written, oral and artistic projects to supplement all curriculum areas and demonstrate understanding of technology and/or other curriculum area concepts
- Comments on each other's work
- Postings to class or individual school related blogs or websites

### **Online Safety**

The following safety precautions are in place for all online activities:

- Only the teacher (or other teachers in collaborative projects) can approve registrations.
- Online work will be moderated. All content is subject to teacher approval and/or deletion.
- No full names of students or photos or videos in which students can be identified will be used without specific permission.
- Students will participate in ongoing online safety training and digital citizenship during the year.

### **Terms and Conditions**

- Students should not change settings on devices or download any software or apps.
- Students should not have any expectation of privacy when participating in these online activities. All activities will be monitored.
- Students should not edit or delete the work of another without permission.
- Every reasonable effort will be made to monitor online conduct in order to maintain a positive learning community. Students are not to browse outside the scope of the assignment. Social media sites are prohibited.
- Students should not include any information, images or video online that could compromise their safety or the safety of other members of the St. Ignatius community.
- All students will be respectful in their postings, comments and edits. Inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will not be tolerated.
- Students should not share their login information or protected information about the site with anyone other than their parent/ guardian and the teacher.
- If a student suspects that a password or other protected information has been compromised, the teacher should be notified immediately.
- Any student who is aware of violations of this agreement by others must report these violations to the teacher immediately.
- Uncited use of copyrighted material in postings, files, or comments will be deemed as plagiarism and consequences will be administered accordingly.
- All use of the internet must be in accordance with the policies defined in St. Ignatius Student/Parent Handbook and the terms and conditions of the sites being used.

### **Consequences of Violating the Internet Use Agreement**

Access to the resources on the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. St. Ignatius rules pertaining to suspension and expulsion will apply to the use of school computers.

Any violation of the above terms and conditions may make the violator subject to:

- Immediate termination from participation in online projects, with all related sacrifice of points toward grades.
- Discipline through the school code of conduct, where applicable. At the teacher's discretion, a warning may be given in the case of minor infractions.

## **Discipline for the Policy above**

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

## **Extra-Curricular Activities**

### Diocesan Events

- Academic Decathlon: at team-based academic competition (grades 6-8)
- Speech Contest: an individual speech competition (participation varies)

## **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. Student body officers will be elected in September.

## **Social Events - Student Parties Outside of School Time**

St. Ignatius Parish School permits our eighth grade families and their eighth grade students to participate in Cotillion. Parents take the role as organizers and supervisors for these dances. Supervised social events and dances help students develop appropriate social skills in a Christian, Catholic context. Such events are only open to students enrolled at the school. A fee may be charged. Rules and guidelines will be published prior to any event.

### **Student Parties Outside of School Time** (not sponsored by the school)

Parents who may sponsor dances and/or parties outside of school time are asked that, if the party is to be advertised at school (e.g., invitations handed out at school), such parties are inclusive of the entire class. Parents and students are reminded that behavior rules and sanctions of the school apply.

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.

## **Extra-Curricular Participation Policy**

### Extra-curricular eligibility

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 a 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 may be ineligible to participate until improvement is noted. When a student is removed from an extracurricular 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 extracurricular 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. When a new season of athletics begins mid trimester, the student's eligibility will be assessed the Friday before the week of tryouts will begin. If the student does not have a 2.0 or a C- or above in all subject areas the student will not be permitted to try out for a team, therefore, ineligible that entire athletic season.

## **Transportation to Events**

All drivers who are transporting students to any school sponsored event must follow all school volunteer driver regulations. All students who require a ride to any school-sponsored activity after school hours must have written authorization from their parents/guardians allowing them to ride with drivers the parents/guardians have authorized. No student may ride in a car to or from a school-sponsored game with an adult who has not been pre-authorized by his/her parents/guardians. Coaches are permitted to drive two or more players, with prior parent permission. A single athlete cannot be the only person in the car with the coach, unless the athlete is a family member. Students should not drive themselves or other students to any school activity.

### **Parent Participation**

All parents/guardians of athletes are required to sign up for work hours in the snack bar, at game entrance, or score keeping for league games/tournaments held at St. Ignatius Parish School. For each athletic season a child participates in, the family owes 4 hours of volunteer service not to exceed 12 hours in a year. These hours also count for REGULAR parent hours. Parents who don't have a child participating in our PAL program may also work to earn their regular hours.

### **PAL Athletics**

A comprehensive sports program is available to students in grades 1-8. 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 first through eight must fill out a medical release form and parent participation form. All students planning on participating in athletics must have a current medical release form on file by the first practice. The school provides all equipment (except for golf) and uniforms. Purchases of uniforms, warm up gear, t-shirts, any team clothing is not permitted outside of the school's athletic program. 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.

The Parochial Athletic League (PAL) is an integral part of the educational mission of the schools who participate in the league as part of the Catholic Diocese of Sacramento – Parochial Athletic League. In order to participate in the league, St. Ignatius Parish School must abide by the rules and guidelines of the league. The PAL is dedicated to fostering Christian and human development, encouraging a positive vision in boys and girls through exercise, example, and athletic competition and fully recognizing the dignity of each student in Christ's image. With this mission in mind, the following goals have been determined:

- To build a community which strives to image Christ;
- To develop Christian spirit, school spirit, team spirit and personal acceptance;
- To instill Christian sportsmanship in the life-styles of the participants;
- To teach the participants the proper attitude towards winning, losing and competing with dignity;
- To develop acceptance and appreciation of others;
- To train, instruct and follow athletic/sport rules;
- To develop the students' physical abilities and coordination;
- To help form well-rounded students by fostering good health habits;
- To provide a Christian environment and outlet for youthful energy;
- To teach the positive value of athletic participation; and
- To show the necessity of practice, hard work, and time management.

These goals are founded upon the principle of the infinite worth of each person because he/she is created in the image and likeness of God.

## **Player Eligibility**

- A student must maintain a 2.0 or higher, with no "D's"
- Students with identified learning disabilities will have this taken into consideration for eligibility.
- A student must attend at least half of the regular school day to participate in that day's practices or games.
- Physical examination form completed by physician, required yearly after June 15th of the beginning of the current school-year.
- Students on behavioral or academic probation may be ineligible to play
- Students not regularly attending practice sessions will not be allowed to participate in games.

## **Conduct of Players During Games and Practices**

Athletes are expected to conduct themselves appropriately at all games and practices. Athletes are expected to represent St. Ignatius Parish School in a manner that exemplifies good sportsmanship, pride, and respect. Athletes displaying inappropriate behavior will be removed from the game and face disciplinary consequences.

## **Conduct of Parents and Fans**

- Parents and fans are expected to demonstrate good sportsmanship and respect for the coach, athletes on both teams, and other parents and fans.
- Parents should not offer coaching instructions to their children during a practice or game.
- Parents should not confront coaches with demands or complaints concerning strategy or playing time for their children during a game. Instead, parents are asked to observe a 24-hour cooling off period after a game before contacting the coach with a concern.
- All children are to be supervised by an adult during games and practices.
- Parents and fans must comply with requests from coaches, the athletic director, the principal, or other site-supervisors during a game or practice; if compliance is not demonstrated, the participants will be asked to leave the premises.
- Non-compliance with the above guidelines may place the enrollment of the students in jeopardy.
- Practices are closed at St. Ignatius. No one is permitted in the gym besides the coach and players.

## **Playing Time**

Playing time is the prerogative of the coach who will follow PAL guidelines on this issue; coaches are required to play every player for a specified amount of time, depending on the level. Players cannot expect to play in games if they have not been attending practices, exhibiting a positive attitude, and giving 100% effort throughout these practices.

## **Reporting Injuries and Illnesses**

Parents and athletes must report all injuries to the coach as soon as possible. Before the sports season begins, parents should discuss with the coach any special limitations their child may have. Any sports limitations should be listed on the student's Medical Release Form on file with the school.

## **Concussion**

Please see the section titled "Concussion Policies" following the "Health and Safety" section.

## **Communication with Coaches**

- Players are to report all injuries to the coach as soon as possible.
- Students should express any concerns to the coach first before involving parents.
- If student concerns are not resolved after speaking with the coach, parents should contact the coach to express concerns.
- If resolution cannot be achieved, all parties should involve the athletic director.

- The principal should only become involved if none of these steps has achieved resolution. Decisions of the principal in athletic matters are final.

## **Uniforms**

Sport uniforms must be turned in within a week of the last game of the season. Uniforms must be laundered and bagged, and the bag should be labeled with the athlete's name. Uniforms may only be worn during games and not during practice. Participants may lose their uniform fee deposit if uniforms are returned late, damaged, or dirty.

## **\*\*\*\*\*Opioid, Concussion, and Sudden Cardiac Arrest Fact Sheet Acknowledgement**

California state law requires each athlete (and his or her parent for those 17 and younger) participating in an athletic program that takes place outside of the regular school day sign an acknowledgment of receipt that the athlete and his or her parent have received an Opioid Factsheet, a Concussion Factsheet, and a Sudden Cardiac Arrest factsheet before the athlete may participate in practices or competition. The factsheets will be provided for all families at registration time.

## **Transfer, Custody, and Student Records**

### **Transfer of Students**

Students clearly unable to profit from the school by reasons of ability, serious emotional instability or other condition, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/ guardian(s) will be asked to transfer.

- The school will first make reasonable efforts to meet the needs of the student.
- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the principal in consultation with the pastor, teacher(s), and parent(s)/guardian(s).
- Every effort is made to assist the parent(s)/guardian(s) in finding other schools or agencies with facilities to help the child.

### **Transfer of Students Because of Parental Behavior**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the principal and/or pastor may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school's policies. Such behavior may include, but is not limited to, that which is scandalous or contrary to the mission and philosophy of the Roman Catholic Church and the Diocese of Sacramento as well as parental interference in matters of school administration and abusive language toward principal, pastor, teacher(s), anyone in the school community, or the Diocese. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed. In some instances, the school might elect not to recommend transfer, but simply expel.

### **Transfer of Students Between Catholic Schools**

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss student performance, parent financial obligations, family involvement, etc. Students may not transfer from another Catholic elementary school or to a

Catholic High School from another Catholic (or private school) until all outstanding balances at the previous school are paid. Catholic High Schools will be notified of any outstanding balance of eighth grade applicants.

### **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 and all financial balances are cleared.

### **Custody of Minors**

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).

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 make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized) .

### **Rights of Non-Custodial Parents**

In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Students Not Living with Parents or Legal Guardians**

Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's approval in writing or a court order. The new location must meet with the school's approval. Students must reside with a responsible adult of at least 25 years of age.

### **Access to Student Records**

Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children. Students, 18 years of age or older, have this same right of access.

Permanent records may be withheld for non-payment of fees

- Parent(s) may request an appointment during school hours to inspect and review the cumulative file for their children.

- Permanent records may be withheld for non-payment of fees.
- The principal or other school staff member will be present for such a review.
- Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record. Parent(s) do not have a right of access to these records, nor do these records follow the student.
- Parent(s) may request and receive a copy of their child's permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time.
- The Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.

## **Religious Education**

### **Mass Attendance**

Catholic parents of our school children are urged to attend 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. Due to the pandemic, classes were not able to attend, but we plan to resume this for 21-22. 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 should come to the school office and an adult will walk the student over to Mass or if it is too late, the student will wait in the office until Mass is over.

### **Student Body Masses**

During the year, on Holy Days of Obligation and on special occasions, the students attend special liturgies in the church. Students must be in formal uniform attire. 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.

## **Appendix A**

### **Covid-19 Protocol**

St. Ignatius Parish School follows a protocol for opening and operating schools during the Covid-19 pandemic which is approved by the local department of public health in the County where the school is located. This is a living and changing document based on public health conditions at any given time and on the directives of the public health office; consequently, it may be amended at any time.

The most current and approved Covid-19 Protocol for St. Ignatius Parish School is available to the school community located on our website: [www.stignatiussacschool.org](http://www.stignatiussacschool.org)

Prior to the start of school (or time of enrollment), parents/guardians must sign an acknowledgement form which indicates that they have received and understood the protocol and agree to abide by those sections which are their responsibility.