

# *St. Ignatius of Loyola*

*For the Greater Glory of God*



*Parent and Student Handbook*

*2023-2024*

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**Highlighted sections have new information for the 2023/2024 school year.**

**St. Ignatius of Loyola School**  
**19129 Mill Rd.**  
**Marthasville, MO 63357**  
**www.saintig.com**  
**(636) 932-4444**  
**(636) 932-4479 fax**

### **St. Ignatius of Loyola School Goals**

1. To instill in our students a passion for their Catholic faith.
2. To present Teachers who strive to serve as models of Christ in their daily lives.
3. To have an overall school climate (curriculum, schedule, activities) which reflects a holistic Christian community.
4. To encourage students to engage in independent thinking and critical thinking, positive decision making and fair play.
5. To equip students with the skills necessary to become productive, responsible, effective, and active learners.
6. To recognize and develop the innate learning style of each student.
7. To cultivate within the students a lifelong love of learning.
8. To foster within our students the ability to live out their faith in a culturally diverse world.

## **Philosophy of St. Ignatius of Loyola School**

We, at St. Ignatius of Loyola School, believe that we are formed in the image and likeness of God. In order to assist the members of our community to understand and live this truth, we have chosen to create an educational environment which will establish a **firm foundation** in the **Catholic Faith**, make possible **excellence in learning**, and provide the opportunity to grow in an **active Christian community**.

The primary concern of the School is that each child is led to grow steadily under God, through individualized instruction and devoted attention from faculty, as a respectful and respected person. Each child experiences an excellence in learning which motivates them for subsequent years. The individual child lies at the center of every teacher's attention but within the context of a small classroom. We believe that the uniqueness of our Catholic school structure, of combining multi- grades in each room, enables the blending of new material with the valuable repetition experienced as the child progresses through two to three years.

The strong traditions of family involvement and volunteer service enable the school to present to the growing child a comforting vision of consistent values among the adults in his/her life. We believe that parents are the primary teachers of their children. We believe that it is the school's responsibility to share in the instruction of the whole child: spiritually, morally, intellectually, physically, socially, culturally, and emotionally. Regular communication between the parents and the School personnel ensures the consistency of these values.

At St. Ignatius of Loyola Catholic School, we encourage academic excellence based on individual God-given talents and abilities. We strive to foster the skills for effective learning which prepare one for a good High School education, as well as life-long learning. Recognition of the need to develop the whole person leads the School to offer artistic and extracurricular activities to promote the development of each person's gifts, e.g. the development of creativity and curiosity, a sensitivity to the diversity of persons, the ability to speak in public and to compete in a confident and fair manner. The small size of the School enables all students to experience activities across multi-age groups.

# **St. Ignatius of Loyola School Policies**

## **Admissions**

A child may be admitted to Kindergarten if he/she is 5 years of age by August 1st. Verification of age is acceptable with official state birth certificate. Children must also be found to be mentally, socially, and emotionally ready to begin school. All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs.

## **Enrollment**

When enrolling a student, the parent must present:

- a completed enrollment form
- an official state birth certificate
- social security number
- up-to-date immunizations record
- baptismal certificate (only if student was not baptized at St. Ignatius of Loyola Parish) for preparation of further sacraments
- verification of custody arrangements in cases in which the parents of the student are divorced (a copy of the portion of the divorce decree, which verifies custody arrangements, must be provided)

When transferring from another school, St. Ignatius of Loyola School will only accept transcripts sent directly from the previous school.

\*All enrollment and emergency forms must be complete and returned to the school office before the first day of school.

## **Dual Enrollment**

This is the method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and math services.

## **Registration**

Registration for the upcoming academic year is held in February. Information registration will be found in your St. Ignatius Newsletter. All registration forms must be completed by April 1.

## **Transfer of Records**

There will be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.

## **Release of Student Discipline Information**

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information available to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral information.

## **Students with Special Needs**

St. Ignatius Loyola will attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less than can be done in this regard is to be exclusive in faith that is called to be universal. Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if with minor adjustments, the school could provide that student with an appropriate education. If this cannot be accomplished, the school will assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

## **Special Needs Records**

St. Ignatius Loyola will obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record.



## **Fees and Tuition**

The financial management of a Catholic School is designed to allow all qualified students to attend the school without undue hardship.

Parents are advised to remember that their timely payments allow the School to pay its bills by the due dates and so to avoid costly penalties.

The annual tuition is set by the Finance Council and approved by the School Board in late spring for the next academic year.

### **Tuition for the academic year 2023-2024**

Tuition for one student	\$4432.00
Tuition for two students	\$7073.00
Tuition for three or more students	\$8925.00

### **Tuition is not tax deductible**

A form will be given to each family at the time of registration on which they will indicate their method of payment. Options will include 12 months 10 months, semi-annually, or annually, or an arrangement suitable to the parents and acceptable to the Pastor.

The St. Ignatius School has long been run on a community basis. From it's foundation in the mid-1800s the school was financed as an integral part of the parish budget. Later, in the first half of the 1900s, the school was financed completely by the State, there being no denial of parents' tax money for non-government schools. In the early 1960s, the parish had to make a choice of keeping a state-financed but secularized school or, choosing to remain catholic, financing the school itself. Thus began the decades of "no fixed tuition" administration of the school. In recent years, the Archdiocesan Grants committee, charged with making grants to schools for Teacher and Parents assistance, decided to exclude "non-tuition" schools from eligibility for grants. We have thus modified our financing procedures of the school both to regain eligibility for grants and to retain the community support philosophy of our tradition.

The full cost of teaching a child is greater than the set "tuition" and parents are asked to keep this in mind. The regular parish offerings at weekends cover the

burden of the expenses. Present families are helped by the strong tradition of previous parents and grandparents bearing the burden in their turn, remembering that they were financed by the elders of their school years ago. Parents are asked to make their payments in a timely fashion, remembering that the school has to meet its responsibility to providers. Any difficulty in following the agreed payment schedule should be brought to the attention of the Pastor quickly. All financial obligations have to be met before the conclusion of the school year. Failures in this regard are referred first to the Finance Council and then to the Pastor.

### **Registration and Book Fees**

When registering for school at St. Ignatius of Loyola, either new or re-registering, a fee of \$200.00 per child is to accompany the registration form. This \$200.00 is made up of a \$50.00 registration fee and \$150.00 in book fees. (If there is a reason that the fee cannot accompany the registration form, the school office should be contacted.) Registration will not be counted in on class sizes unless the form is accompanied by the \$200.00 payment.

**The registration fee for a Pre-K student is \$100.00 per child.** With \$50 for registration and \$50 for materials.

### **School Cleaning Fee**

Each family will be charged a \$125 cleaning fee at the end of the school year. These funds will be used to hire a professional cleaning service in lieu of the four hours of work previously required of each family. If this fee causes extreme hardship, please contact the principal.

### **Financial Aid**

While expecting that each family will do their duty by their children, the Parish has always made it clear that a parishioner's financial hardship is no reason for his/her children not attending St. Ignatius School. Support is available for families through FACTS. Please contact the Parish Office Manager, and he/she will help you start an application through the Financial Assistance program. Direct link is: <https://online.factsmgt.com/signin/403KK>. Families applying for Financial Aid will need to complete an application online and submit the necessary supporting documentation to the FACTS Grant & Aid website for consideration and approval for Tuition Assistance. For more information see the attached letter on page 38.

## **Payment Delinquencies**

The Finance Council keeps periodic (quarterly) track of accounts due. They have the responsibility for helping families to clear back payments. No grades will be issued to students with outstanding debts. Final decision in these matters rest with the Pastor.

## **After Hours Supervision**

The St. Ignatius school day ends at 3:05. Any child not picked up at dismissal will be allowed to wait in the lobby until 3:30 p.m.

When we receive a courtesy phone call, and we have staff available, we will try to accommodate you by keeping your child here at school for additional time. No children will be kept at school after 3:30.

## **Lunch**

Payment for lunch is required at the beginning of each month. A note will be sent home letting the parents know how many school days are in the next month and the amount due for that number of days. If a child is absent at any time during that month, lunch money will not be refunded or carried over unless the child is out for an extended amount of time (five consecutive days) due to illness or injury. Lunch money will not be refunded for time missed due to family vacations.

Students are not allowed to bring their lunch from home. This includes lunch with parents or other guests. Students with severe food allergies are the exception to this rule.

## **Snacks**

Students are encouraged to bring a healthy snack for extra recess. **Candy is not allowed.**

## **Attendance**

Students are expected to attend all classes and school activities (including but not limited to standardized testing, sports programs, field trips, etc.) on days scheduled by the elementary school as days of student instruction. A student who is not present at the appointed times is designated “absent”.

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during

school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

If a student is absent from school, **a parent/guardian must personally notify the school office (636-932-4444) by 8:30 a.m.** as to the cause of absence.

The parent is strongly encouraged to make arrangements to pick up work missed. In addition to the call, **a note should be sent to the homeroom teacher by a parent/guardian for each absence.**

1. Missouri School Law under the Compulsory School Attendance subsection places the burden of responsibility for school attendance on the parent:

**Every Parent, Guardian, or other person in this state having charge, control, or custody of a child between the ages of 7 and 16 years shall cause the child to attend regularly some public, private, parochial parish, or home school not less than the entire school term of the school which the child attends (R.S. MO. 167/031)**

Missing 15 or more days of school in one academic school year is considered an attendance problem. In the event of an attendance problem, parents and the school shall cooperatively work to resolve the situation.

A student is **truant** if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.

Parents planning to take a student out of school are responsible for making advance arrangements with the school administration.

2. Excusable Absences:

- Death in the student's immediate family
- Doctor and dental appointments
- Certain days for religious observances
- Court appearance
- When a family is leaving town and desires to take the student with them, they may be excused up to (5) school days provided that –
- The school is notified in advance of the absence
- The student procures assignments in advance of the absence

- All assigned work is turned in upon return to school
- Illness of the student
- All tests, etc. are made up at the direction of the individual teacher

3. Absences for all other reasons are unexcused.

#### 4. Make-up Work After Absences

Students who have an excused absence shall have the opportunity to make up work. It shall be the **responsibility of the student**, on his/her initiative, to contact the teacher(s) involved to determine make-up assignments and establish mutually agreeable times for daily and test make-up.

Students will be granted the amount of time they were absent in which to make up work. For example, one day for each day absent.

Students who have an unexcused absence will not receive credit for work missed.

Suspended students will be required to complete all assigned work, to their teacher's satisfaction, prior to re-admittance to class.

#### 5. Field Trips and Attendance:

Students attending field trips will follow school rules. Since it is counted as a day of attendance, students are expected to turn in all work missed the first day they return to class unless previous arrangements were made with the teacher(s).

A student is **tardy** who arrives after the time fixed by the school policy for the start of the school day. Students must be in the cafeteria by 7:40 bell or will be considered tardy.

Students may arrive at school any time after 7:00 am.

### **Dismissal Due to Illness**

To ensure that our school community remains safe and healthy, we ask that anyone that exhibits signs of illness to stay home and not enter the school at all. Individuals should **not** return to school until 24 hours after diarrhea, vomiting, and/or fever (100° or above) have stopped without the use of medication.

## **COVID-19 and Influenza Precautions**

### **Screening**

All parents will be expected to screen their child/children daily, before bringing them to school.

- Any cold or flu-like symptoms (fever (100° or higher), new cough, sore throat, shortness of breath, vomiting or diarrhea, fatigue, headache, or muscle aches)?

Anyone that answers “yes”, to the above question, should not come to school. While many of the symptoms are commonly exhibited by children, parents are expected to use reason to differentiate between COVID-19 and influenza warning signs and normal responses, such as seasonable allergies.

## **Masks**

- Masks will be optional under normal conditions. If you choose for your child to continue to mask, please have a discussion at home with them about your decision and notify their homeroom teacher.
- Students that are exposed at home or at school, will continue to be asked to mask for 5 days.
- Students that are showing symptoms will need to be tested. The school is strongly relying on your help with this matter. Please continue to closely monitor your children’s health.
- Students exhibiting symptoms and/or waiting for test results are asked to mask for 5 days or until results come back.
- Unvaccinated visitors are asked to mask when entering the school.
- In the event of that 20% or more of the school community tests positive for COVID-19, the school will return to mandatory face masks and strict social distancing procedures.

Students or staff that have symptoms of COVID-19 or have tested positive for COVID-19 can return to school after:

- 24 hours with no fever with no fever-reducing medication, AND
- Improvement in symptoms, AND
- 5 days since symptoms first appeared.

## **School-wide Quarantine**

In the event of 30% or more of the school community testing positive, the school building will close, and distance learning will be utilized until the trend reverses.

## **Meticulous Attention to Hand Hygiene**

Students will be taught proper handwashing techniques. Everyone who enters the building, or a classroom will have access to hand sanitizer at the entrance.

Hand washing will occur before and after eating or handling food, after contact with any bodily fluids, after playing outdoors and after handling garbage.

### **Dismissal for Medical Reasons/Appointments**

When possible, parents are encouraged to make appointments for students outside the school hours. If a child must leave class during the school hours for a medical appointment, a note, signed by the parent/guardian, is to be brought to the secretary either one day in advance or on the morning of the appointment.

A student may NOT leave the school premises at other than regular dismissal time unless a parent/guardian or his/her designee present himself/herself at the School Office to **sign the child out on the Attendance Log before taking the child from school**. In the event of a child returning to school after an appointment during the school day, the student must check into the School Office to be signed back into the Attendance Log.

### **Cancellation of School**

Please do not call the rectory or school regarding school closing or snow schedule – Phone lines need to be kept open so that the information can be relayed as quickly and efficiently as possible.

Parents will receive an automated email or text message from Gradelink informing you of any school cancellations or delays of school.

Stormy weather: Children will be kept in school until dismissal time. If parents or carpool drivers come to pick up students early on these days, the students will be dismissed to parents or designated drivers.

Parents will be notified of cancellations or adjustments in the daily school schedule either due to inclement weather or emergency via the Gradelink information system initiated by the school Principal. Parents will be notified of snow emergencies by text message as soon as such a determination is made.

### **Change of Address**

Parents/Guardians are requested to keep the school informed regarding a change of address, phone number, emergency instructions, etc.

### **Child Abuse**

The Archdiocese of St. Louis is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. The Archdiocese is also committed to complying with legal requirements for reporting child abuse. For purposes of this policy, child abuse means physical

injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means, by those responsible for the child's care, custody and control or from persons who are agents or employees of the Archdiocese of St. Louis. All employees, volunteers, religious and priests of the Archdiocese of St. Louis are expected to support this policy and to comply with the procedures developed to implement the policy as described below.

**Missouri law now requires that a mandated reporter immediately make the child abuse/neglect report him/herself rather than delegating that responsibility to a supervisor.**

**Missouri law now mandates that an internal investigation of suspected abuse cannot be undertaken until the suspected abuse is first reported to the DSS hotline or Law Enforcement.**

Every teacher, staff member and volunteer of St. Ignatius of Loyola School must fill out the APPLICATION FOR CHILD ABUSE/NEGLECT SCREENING form in September of each school year. This is an Archdiocesan Policy requirement.

## **Classroom Interruptions**

In emergency situations, the office will deliver messages to students and teachers immediately. Otherwise messages will be conveyed at recess times. Parents and visitors coming to school during the school day are asked to use the front entrance and report to the office. This applies to picking up students for any approved reason. The secretary will call to the room for the child to come to the office after you have signed them out.

## **Conference with Teachers and Principal**

The administration, faculty and staff of St. Ignatius of Loyola School believe firmly that the quality of home-school relations is the key to determining the effectiveness of the educational setting. We, therefore, welcome your call or note regarding a concern. The correct procedure is as follows:

1. Conferences may be requested by parents, teachers, or principal. These meetings must be arranged outside of instructional time and by appointment.
2. Contact the teacher on the staff who is closest to the area of concern. Calling the school to leave a message is the best procedure since the teachers' telephone numbers are never given out by the school office. The teacher will return the call within 24 hours.
3. Contact the Principal only after contact with the teacher closest to the concern has been attempted/made first.



**Please avoid the following:**

1. Bringing up a personal problem of a child or a teacher at a School meeting.
2. Stopping a teacher in the schoolyard, at a parish function, or other public place to discuss a school or student problem.
3. Going to the classroom to see a teacher without first receiving an appointment.

In general, each teacher at St. Ignatius of Loyola School wants the best quality home-school relations possible. They are willing to deal directly with a parent/guardian if there is a concern.

**Discipline and Conduct**

The essence of Christian discipline is self-discipline. Our aim is to assist the child in exhibiting respectful and courteous behavior during school and all school events.

St. Ignatius of Loyola School has implemented a discipline plan called Virtue Based Restorative Discipline (VBRD™). VBRD™ “is a spiritual approach to disciplining that cultivates virtue and provides a rich foundation for fostering faith both at home and at school. This resource will shape attitudes and behaviors that can reduce and prevent bullying and other disruptive behaviors” (Lynne Lang 2011)

**VBRD™ Guiding Principles**

1. We will dedicate ourselves to living virtue.
2. We will support others in living in virtue.
3. We will commit to constructive thoughts, words, and deeds.
4. When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and one another.

The VBRD™ system promotes radical personal spiritual renewal for students, teachers, and parents. As we change within, we are able to live the Christian virtues and appreciate God’s presence in those around us.

“The simple guidelines for this new model rely on the foundation of virtue (habits that imitate God) first, then restoring relationships damaged by our poor decisions. The very act of repairing harm will also integrate virtue.” (Lynne Lang 2011)

Implementation of the VBRD™ program minimizes, but does not prevent the use of more severe disciplinary penalties.

## **Suspension**

Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made by the school principal in consultation with the pastor.

## **Probation**

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made by the school principal in consultation with the pastor.

## **Conduct and Courtesy**

Students are expected to behave well in school and to comply with all school policies and regulations. Teachers and all other staff personnel (paid or volunteer) in positions of authority should be obeyed and shown due respect at all times. Students who choose to commit acts of misconduct must be ready to accept the consequences of their actions.

## **Classroom Behavior Standards and Discipline Procedures**

1. The classroom teacher is the person in charge at all times. Students are expected to:
  - a. Show respect for their teachers.
  - b. Carry out reasonable requests by their teacher – failure to do so will be considered insubordination and will not be tolerated.
  - c. Follow all rules set up by the teacher.
  - d. Be in their assigned seats and have proper class materials when the tardy bell begins to ring.
  - e. Respect the rights of others – disruptive behavior will not be tolerated.
2. Any serious breach of the above mentioned guidelines will be handled as a discipline problem and will be dealt with by one or more of the following:
  - a. Teacher-student conference
  - b. Parent notification with possibility of student detention and/or parent conference
  - c. Student-principal conference
  - d. Out of school suspension

- e. Any other action deemed necessary by the Principal to correct the problem.

## **Specific Infractions**

### **Student Harassment**

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes conduct that is verbal, physical, or visual.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentially will be honored. The investigations and all actions taken will be shared only with those who have need to know.

If after investigation, the school determines that student has engaged in a form of harassment, appropriate disciplinary action, up to and including suspension or dismissal with cause, will be taken.

### **Damaging/Defacing Property**

The student or parent /guardian will pay for any damages to school property due to willful or inappropriate behavior. In addition, a parent conference will be required, and the student may be suspended one (1) to ten (10) school days, after which a referral to legal authorities may result.

### **Stealing**

A student, while on school property or attending a school related activity off school property who steals an object will be required to return the object to the rightful owner. If this is not possible, an assessment for the value of the object will be made and payment required. Disciplinary action may include detention, parent conference, or out of school suspension.

### **Fire**

Students who intentionally set a fire, attempt to set a fire, or participate in an act which results in a fire on the school property, or at a school sponsored activity off school property, will be suspended from school for up to ten (10) school days by the school principal with a recommendation to the pastor for "dismissal with cause" from school. A report may be filed with the fire and/or

police departments. Any damage to school property due to a fire which has been intentionally set by a student will result in payment for damages. Pulling the Fire alarm unnecessarily will result in conference with the Principal and possible in-school suspension.

### **Cheating**

Students will be considered cheating if they:

- a. Communicate to another student during a test
- b. Look at another student's paper or test
- c. Use the work of another student
- d. Provide answers for another student
- e. Use cheat sheets
- f. Alter graded answers
- g. Plagiarize

Appropriate disciplinary actions will include, but are not limited to, teacher/student conference, a zero on work done and parent contact.

### **Obscenity/Suggestive Language**

Any obscenity, gesture or suggestive language, verbal or written, will result in disciplinary action! (Zero Tolerance.)

### **Assaulting School Personnel**

Any student who assaults school personnel will have an out of school suspension for ten (10) school days with the recommendation for "dismissal with cause" to the pastor.

### **Threats to/Harassment of School Personnel**

Any overt threat to school personnel regarding life, physical well-being and/or personal property will result in a five (5) to ten (10) school day out of school suspension with a possible recommendation for "dismissal with cause" from school to the pastor.

### **Insubordination**

Insubordination is defined as willful or continued willful disobedience of any reasonable requests, regulations, or voicing of disrespect to those in authority. Students involved in such behavior may have an out of school suspension for up to ten (10) school days.

### **Drugs-illegal**

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension or withdrawal for cause from school. In addition, civil authorities may become involved.

Preventive approaches through counseling and other educational methods should be used. Schools should have a policy requiring intervention, assessment for chemical dependency, and treatment if professionally indicated for students found in violation of drug and alcohol policies as part of the conditions for readmission.

We provide a safe learning environment for all members of the school community. The climate shall reflect Gospel values including emphasis on the dignity of all persons which is necessary for respect.

### **Smoking/Smokeless Tobacco**

The penalty for students who smoke or use smokeless tobacco items on school property will be as follows:

1 <sup>st</sup> offense	Three (3) school days suspension
Additional offenses	Ten (10) school days suspension

### **Violence**

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools. Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

### **Search and Seizure**

In accordance with Archdiocesan Policy.

School officials with sufficient reasons to do so may search a student's locker or desk. Lockers, desks, etc. are school property and as such are subject to search by school officials. The school reserves the right to search any item brought onto school property such as a student's jacket, purse, backpack, auto, or the like. School may choose to use specially trained dogs to insure that students and school premise is free of contraband such as drugs. Any item brought onto school property identified as containing contraband may be opened in the process of the search.

### **Items Forbidden at School or on School Property**

Items of this sort will be confiscated and returned only to a parent:

Water pistols, lighters, cigarettes, skateboards, electronic games, laser pointers, etc.

Consequences for possession of these items will result in a recommendation for "removal with cause" from school to the pastor:

Alcohol, drugs (this does not include medications prescribed by a physician specifically for intended student's use), knives, fireworks, explosives, ammunition, guns, or any object used with the possibility of doing bodily harm.

### **Emergency Forms**

Every family must fill out an emergency form in its entirety. This includes listing any physical concerns/disabilities or other situations such as allergies, asthma, ADD, learning disability, etc., which must be known by the school for the sake of the student's safety and development. All emergency forms must be completely filled out (front & back) and returned to the school office by the first day of school.

### **Administration of Medication in School**

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the

treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:

1. the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner, signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be emailed or mailed to the school).
2. written consent of the parent/guardian for school personnel to administer the medication
3. the medication in the original container.
4. administration of medication by properly trained personnel only.

Physicians should be consulted to change time schedules so medication can be given before and after school hours.

All medication sent to the school will be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member will be assigned to administer medication. Proper documentation will be kept on every dose given.

No medication (prescription/non-prescription) will be administered at St. Ignatius of Loyola School unless the above guidelines are observed.

## **Communicable Diseases**

Catholic Schools of the St. Louis Archdiocese will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

No child should come to school and no child will be allowed to remain at school with the following symptoms:

- Fever of 100 degrees F or greater
- Diarrhea and vomiting
- Unexplained rash

Children with these symptoms should be treated at home:

- Bacterial infections such as impetigo, strep throat and ear infections needing antibiotic treatment. Generally 24-48 hours of treatment will be enough to allow a child to return to school.
- Head lice must be reported to the Principal. A child will be excluded from school until no nits (eggs) are found in the hair.
- Scabies also must be reported to the Principal. A note from the child's physician will be required to show that a child has received proper treatment before he/she returns to school.

- Children with chicken pox may return to school seven (7) days after the eruption of the rash.\*
- Children with mumps may return to school nine (9) days after the onset of the swelling.\*

\*Based on recommendations of the American Public Health Association in CONTROL OF COMMUNICABLE DISEASES. 1980 edition

## **Significant Medical Conditions**

A student enrolled in a Catholic school that has a significant or potentially life threatening medical condition may require special consideration. St. Ignatius of Loyola will take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

## **Homework**

The purpose of homework is twofold:

1. To nurture the growth and the student's sense of responsibility and independence in learning
2. To review or extend at home a lesson taught in school

The following recommendations, provided by the Archdiocesan School Office, determines the time expected to be spent at home on homework in Catholic Schools

Kindergarten	15-20 minutes
Grades 1-2	20-30 minutes
Grades 3-4	30-45 minutes
Grades 5-8	45-60 minutes
Grades 7-8	60-90 minutes

Missing homework assignments: work not completed when assigned results in a grade of ZERO. In unusual circumstances, (illness or family emergency) parents may send a note with explanation. Assignment will be due following day. Three missing assignments will result in detention which will be held on Fridays from 3:15 – 4:15. Parents are expected to pick up their child at 4:15.

**After 2 detentions parents will be requested to meet with the principal to determine a solution to the problem.**

\*For make-up homework due to illness/vacation, please refer to the "Attendance" policy on page 11.



## **Eighth Grade Graduation**

To graduate from St. Ignatius of Loyola, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record; demonstrated satisfactory conduct; and completed all financial obligations. Payment in full must be made for all financial obligations to the school before the day of graduation.

Graduation activities include a graduation dinner and special Mass. Seventh grade parents are expected to host the eighth grade dinner.

## **Kindergarten Graduation**

Kindergarten Graduation date is scheduled and printed on the academic year calendar. The Kindergarten class is officially out of school as of the graduation ceremony. They will not return to school after that date even though school is still in session for the rest of the students.

## **Kindergarten Screening**

Kindergarten screening for the upcoming Kindergarten class is held the last week of the academic school year, after the current Kindergarten class has graduated. This allows the Kindergarten teacher to give the upcoming class her undivided attention. Parents will be notified by the Kindergarten teacher as to the scheduled time for their child's screening.

## **Library**

St. Ignatius of Loyola School has a growing selection of books and periodicals for students' use and enjoyment. Schedules are made so that every student has access to the Library at least once a week. Students are allowed to use the Library only when the Librarian or their classroom teacher is present. Any library book that is lost or damaged must be paid for or replaced.

## **Use of Copyrighted Materials**

All Catholic Schools of the Archdiocese of St. Louis will adhere to the current copyright laws governing printed material, videotape, computer software, music, multimedia presentations, and Internet web sites and resources. No unauthorized copies of copyrighted materials in any form will be made or used on equipment owned by or borrowed or leased from this school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional program.

“Fair use” of copyrighted materials is allowed for specific instructional purposes with the limits of the “fair use” limitations.

## **Use of Internet Resources**

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school’s equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, or slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal’s discretion, cause harm to the school, or the school community (collectively referred to as “Inappropriate Electronic Conduct”) Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

The development of the Internet provides students and teachers with unprecedented resources of information, ideas, and materials to enhance learning. In order to ensure that both students and teachers make use of the resource appropriately, St. Ignatius of Loyola School has developed an Internet Acceptable Use Policy which is sent home in the summer packets. It should be read over carefully, signed, and returned to school prior to the first day of class.

## **Liturgies**

**All-school Masses are celebrated on Tuesdays and Thursdays.** Students pray a decade of the rosary every morning.

- School Reconciliation Services are offered twice a year. Students may request Reconciliation before Mass anytime.
- Adoration is offered weekly.
- May Crowning date to be announced annually.

## **Sacraments**

Second graders will receive First Penance celebrated in November or December. First Communion will be celebrated after Easter for second graders. The date will be announced on school calendar.

A combined seventh and eighth grade will celebrate Confirmation in April or May every second year (even number years), on the date approved and assigned by the Archbishop.

## **Servers**

Fifth through Eighth graders are required to serve mass. A schedule is assigned in the school office giving everyone equal opportunity to serve. Fourth graders are given 'serving instruction' in April and May each year. Servers assigned to a Mass should find a substitute if they are unable to be present at the assigned Mass.

## **Parent-Teacher Conferences**

Mandatory Parent-Teacher Conferences are held in October or November. Sign-up for desired times for conferences are in the front hallway during the open house held in September. Additional conferences will be held throughout the year at the request of the teacher/parent.

## **Report Cards**

Report cards are issued at the end of each quarter to inform students and parents/guardians of academic progress. If, at the end of the quarter, there are missing assignments or make-up work, the report card will be withheld until the work is submitted. Report cards are sent home with your child but will also be available for pick-up in the back of church or mailed upon request.

Academic progress will be reported according to the following scale:

### **Grades 2-8**

A+	98-100%
A	95-97%
A-	93-94%
B+	91-92%
B	87-90%
B-	85-86%
C+	83-84%
C	79-82%
C-	77-78%

D+	75-76%
D	72-74%
D-	70-71%
F	0-69%

#### Grades K-1 academic

O	Consistently does outstanding work
VG	Consistently does very good work
E	Consistently does average work
N	Consistently does below average work
U	Consistently does unsatisfactory work
T	Taught but not graded
+	Expected work reinforcement needed
-	Needs improvement

#### Grades K -8 effort and conduct

O	Consistently outstanding
E	Consistently performs as expected
N	Consistently in need of improvement

### **Honor Roll**

The minimum requirement for recognition as an honor student is to have quarter marks of A or B with no more than one C in academic subjects. All subject areas are included; with Art, Physical Education, Computer, and Music averaged together.

Unsatisfactory Conduct marks automatically prevent Honor Roll listing. Only students in grades 5-8 are eligible for the Honor Roll.

Student of Distinction: all A's

"A" Honor roll: Mostly A's (only 1 B allowed)

"B" Honor roll: Mostly B's (only 1 C allowed)

### **Promotion/Retention**

Promotion or retention of students is the decision of teachers and the principal. If achievement progress is not satisfactory and retention is being considered, parents will be notified by the beginning of the second semester. In all cases, the decision is made after consistent, long-term conferencing with parents, student, teachers and principal.

Students who do not successfully pass three core subject areas at the end of the school year will be retained in that grade.

Students who fail, for the year, one or two subjects may achieve a passing grade (D) by satisfactorily completing a course/exam approved by the Principal before next academic year.

Promotion of a student by more than one grade level is possible at any grade level. Such a promotion is also possible in a certain subject area only. The decision to promote students in this fashion is made by the school, parents, and student. Judgment for the recommendation is based on standardized and classroom testing data, teacher observation, evaluation of the student's work samples, and the student's social and emotional readiness.

## **Standardized Testing**

The Iowa Test of Basic Skills (group testing of a student's academic achievement) and the Cognitive Abilities Test (group testing of a student's mental ability) are administered to students in Grades 3-8.

Results of the testing are shared with the parent/guardians of a student. If parents/guardians and/or the school determine(s) that a student needs further testing which would help in planning for the student's growth and development, the student will be referred to an outside source for individual testing. Usually, a request for individual testing is made by the parents to the special testing services of the Public School in which the student resides. Teacher-made and book tests are given throughout the year to determine the student's progress. Semester exams are given to students in Grades 5-8. ACRE (Assessment of Catechesis Religious Education) testing is administered yearly to grades 5 and 8 in January.

## **Permanent Records**

A permanent record of each child is kept on file at the school. It contains the following information: Scholastic record of each child until completion of Eighth grade or until the child is withdrawn from St. Ignatius of Loyola School, results of the standardized achievement tests and intelligence tests, and the attendance and tardiness records.

All rights regarding a student's records are exercised by the student's parents until the student becomes 18 years of age.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT, 1974;

A student or his/her parents have the right to see his/her own records, not the records of any other student.

Parents/guardians have the right to inspect and review the official active file of their children. If a parent wishes to see his/her child's records, the parent should contact the Principal for an appointment.

## **Non-Custodial Parent**

This school abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

All divorced parents are required to furnish the school with a copy of the custody section of the divorce decree at the time of enrollment.

Proper authorization, including written parental permission, must be in place to release the student's record to another school.

## **Questioning of Students**

Except at the direction of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents and provide them the opportunity to be present.

Members of the media will be allowed on school property only as invited guests, and will not be allowed to interview students on matters unrelated to the purpose for which they were invited.

## **School Newsletter**

All items for the School Newsletter are to be in the School Office by the Friday preceding printing. Articles received after the deadline date may or may not be published due to space or time limitations or editor's discretion.

The School Newsletter, and Monthly Calendars will be sent home on the 4<sup>th</sup> Thursday of the month.

Student publications must be the work of students under the leadership and careful supervision of faculty. These publications (print and electronic) will meet the requirements of good journalism and will reflect the Catholic philosophy and mission of the school.

St. Ignatius of Loyola will not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agencies, or with whom the school has a formal contract.

Names, addresses, and email addresses of students and their parents/guardians will not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises.

## **Sports**

St. Ignatius students are invited to join Basketball, Volleyball and Cheerleading teams through St. Vincent's School in Dutzow, MO. Parents are advised to avoid committing to school-night games for their children.

St. Ignatius Loyola students will strive to be exemplary models of Christian behavior and sportsmanship in all athletic events. Coaches and moderators should consistently model and emphasize the importance of Christian behavior and sportsmanship and should frequently emphasize its importance to participants and spectators, including parents and other fans.

## **Vision and Health Screening**

Vision and Health screening is scheduled each fall/spring. This includes a scoliosis screening.

## **Student Dress Code**

St. Ignatius of Loyola School students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys gang membership, support the beliefs of hate groups, makes sexual innuendoes, or promotes drugs, alcohol, or tobacco is inappropriate for school and will not be allowed.

Girls: Navy blue dress slacks, or navy blue shorts\* having no less than a 7" inseam (or are no more than 3" above the knee), skorts\* are permitted as long as they also have 7" inseam (or are no more than 3" above the knee), all grades can wear "Capri" style pants\* in dress slack material only; solid red polo shirt worn tucked in; white, navy, or black socks worn above the ankle and shoes. White, navy, or black leggings may be worn with skorts. School Logo shirts required.

Boys: Navy blue dress slacks, or navy blue shorts\*; solid red polo shirt worn tucked in; socks worn above the ankle and shoes. School logo shirts required.

Special notes:

Tops	Students may wear a solid navy blue sweater, a solid navy blue cardigan or a navy St. Ignatius logo sweatshirt/zip hooded sweatshirt/pullover hooded sweatshirt. Solid navy blue sweatshirts are permitted, but they may not contain logos, zippers, or colored trim. No sweatshirts may be worn around the waist. No sweatshirts may be worn inside out. A uniform shirt must be worn under the sweatshirt/sweater with the collar showing. Long sleeve uniform shirts may be worn. Only solid white short sleeve undershirts may be worn under uniform shirt. Turtle-neck or oxford style shirts are not part of our uniform.
Pants	Slacks and shorts are to be made of polyester or cotton blend fabric. Cargo pants or cargo shorts (multiple pocket) will be permitted; double knit fabric pants or athletic pants will not be permitted. Pants may not have colored top-stitching (other than navy blue) and/or logos. Pants must be worn at the waist.
Belts	Only basic navy blue, black or brown belts are allowed; no studs, glitter, or large buckles.
Shoes	Shoes worn may be dress shoes or tennis shoes. Tennis shoes must be laced to the top and tied. Students may wear shoes with velcro or zip closures. Slides, sandals and cowboy boots are not permitted for safety reasons on the playground.
Haircuts	Hair must be neatly trimmed and clean. No hair colors or hairstyles that draw undue attention or become a distraction to the learning environment are allowed. Final determination as to what is acceptable will be determined by the teachers & administration.
Outerwear	Coats/jackets must be worn outside for recess when temperatures are “feels like” 40° or less.

**\*Shorts**, skorts and Capri’s are now allowed year ‘round. Parental discretion will determine when these items are worn.

General appearance:

**St. Ignatius School uniform should always be clean and in good repair. No make-up is allowed. Overcoats and jackets are to be worn out-of-doors only. Fingernail polish and jewelry may be worn that is in modest taste, minimal, and appropriate for a Catholic school student. Only non-dangling earrings are to be worn. The nail polish or jewelry should not draw undue attention or become a distraction to the learning. Anything more than modest, as determined by the teachers and administrator, will be asked to**



**be removed in school. We kindly ask parents to help monitor the appropriateness of nail polish color and the jewelry a child may wear to school.**

### **Jeans Day/Special Occasions\*/Birthday casual attire:**

Any time a student is “out of uniform” for any given event, they must adhere to the St. Ignatius of Loyola School guidelines for appropriate attire.

These guidelines are:

1. No bare shoulders or midriff.
2. No shirts advertising alcohol or tobacco products.
3. No shirts with vulgar language or messages.
4. Shorts and skorts must be of an appropriate and proper length. The length must fall below your middle finger when arms and hands are at rest to the side. Students whose shorts or skorts do not fall within an appropriate length will be asked to change.
5. No Yoga pants, biker shorts or leggings are allowed, unless covered by shorts or skorts.
6. Shirts must fully cover/meet top of pants at all times, even while bending or reaching.
7. No writing on seat of pants.

\*Special occasions include but not limited to: First Communion, Confirmation, 8th Grade Dinner, Graduation Mass, Christmas Concert, etc.

### **Birthday Policy**

A student may dress-down on his/her birthday. If the student’s birthday is on a weekend, he/she may choose to dress-down on Friday or Monday. A student having a summer birthday will be given a day to dress-down during the school year. All dress code restrictions apply. Special Birthday ribbons are presented in Church if the student alerts the Pastor before Mass.

### **Parties**

Classroom parties, incentive activities and special occasion parties may be celebrated in the classroom with the Principal’s consent.

Birthday parties or other individual parties are not held at school. However, “goodies” such as veggie or fruit trays, fruit drinks, pencils/notepads, etc. sent to school for the entire class on a student’s birthday may be distributed at a time determined by the teacher. Birthday and other party invitations may be passed out at school ONLY if all students in the class (all boys and/or girls) are invited.

## **Pictures**

It is the custom that individual pictures are taken twice each school year; fall and spring. Class pictures will be taken early in the school year with the exact date to be announced in the St. Ignatius School newsletter and/or school calendar.

## **Telephone Usage**

Cell phones are not allowed to be on during the school day. Any calls to be made during the school day must be done through the school office with the permission of the student's teacher.

## **Toys and Personal property**

Toys, CD players, mp3 players, and other personal items need to be left at home unless special permission is given by the classroom teacher. Such items will be collected by the teacher and returned at the end of the day. **St. Ignatius of Loyola School is not responsible for lost or stolen personal items.**

## **Supervision**

A plan is in place for this responsibility while your child is in our care: before school, during classroom hours, recesses, lunch, dismissal, after-school care during specified hours, and field trips.

Students will not be left unsupervised on school property to wait for rides at the end of the school day or following any extracurricular activities. This obligation is taken seriously and is monitored closely by school officials.

Students may be dropped off no earlier than 7:00 am and picked up no later than 3:05 pm unless prior arrangements have been cleared through the school office. Pick up and drop off will take place between the old and new school buildings. Children will be supervised by the staff and or faculty until 7:40 am when they are sent to class.

## **Field Trips**

Each Catholic elementary school of the Archdiocese determines the appropriateness of school sponsored field trips. Only if there is an evident educational purpose may the trip be planned under the school's auspices. This applies even if the trip takes place outside the school year. All field trips must be approved in advance by the administration and noted on the school calendar (be it annual or monthly)

Field trips that include potentially dangerous activities for students:

- Water events and ski trips are prohibited.
- Long trips to distant locations and multi-day, overnight trips are to be discouraged, with the exception of the Pro-Life Trip and 5/6 Camp.

Age-appropriate outdoor educational activities and programs that are effectively integrated into the curriculum are fitting experiences for elementary school children.

A school remains liable for a “non-sponsored” trip that is planned on school time, on school premises, and with using access to students and to families to promote participation.

At least one adult per 10 students is recommended with at least one teacher to supervise. A cell phone number should be carried for emergencies.

**Field Trip Permission Forms are sent home prior to each field trip to obtain a parent/guardian’s signature which allows students to participate in the field trip. School cannot accept a parent giving permission for a student to participate in the field trip over the phone or in an email. However, a signed school permission form that is emailed to school may be accepted.**

## **Transportation**

When appropriate we will use public transportation. When not feasible because of numbers of students or expense, we will use private passenger vehicles, however no 12 – 15 passenger vans are allowed by law. In the event of using private passenger vehicles, the following criteria will be followed:

- drivers must have a valid, non-probationary driver’s license and no physical disability that may impair their ability to drive safely
- the vehicle should have a valid registration and meet safety requirements
- the vehicle must be insured for minimum of \$100,000 per person, \$300,000 per occurrence
- drivers should be experienced and demonstrate the maturity necessary to provide for the safety of those they are transporting
- every person in the private vehicle must wear a seat belt
- adults will not be permitted to smoke in the vehicle

*\*Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who weigh at least 40 pounds but less than 80 pounds and are less than four feet nine inches tall must be secured in a child passenger restraint system for booster seat appropriate for the child. Children who weigh at least 80 pounds or are taller than four feet nine inches must be secured by vehicle safety belt or booster seat appropriate for the child.*

## **Volunteer Driver Program**

Volunteer drivers should provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage. These documents will be kept on file in the school office.

Drivers who regularly (three or more times a year) volunteer to transport students in the manner described above are subject to a record's check, and are expected to attend the Protecting God's Children Workshop for adults, as well as read the Code of Ethical Conduct for Clergy, Employees, and Volunteers working with Minors.

## **Extra-Curricular School Policy**

Social activities sponsored by this school will be consistent with Christian values and Catholic teaching. All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult will act as moderator of the activity and will be present at all times during the activity. Parents/guardians permission must be obtained for a student to participate in extracurricular activities.

Because students are perceived as representatives of their school, students have a responsibility to conduct themselves both in and out of school in manners consistent with the values professed by the Church and in the Gospel of Christ.

The school has a right to discipline a student who's out of school conduct brings scandal to the school and the church community or which seriously detracts from the reputation of the school.

In addition, social activities sponsored by the school must be developmentally appropriate for the student's age and maturity and should take into consideration the safety and the welfare of the students.

## **Parent Participation**

Every family is asked to donate **4** hours of time to the Dinner Auction in September. There are a variety of jobs, from set-up to clean-up and many during the auction itself. Anyone that wants to work the night of the auction will be required to pay the regular per person ticket price.

More Information about helping with the auction will be available at Meet the Teachers Night. You will be able to sign up at that time.

## **Student Accident Insurance**

Student Accident Insurance is available for purchase through K&K Insurance Group, Inc. Enrollment can be completed online at [studentinsurance-kk.com](http://studentinsurance-kk.com) or enrollment forms are available in the school office.

## **The Building and the Political Process**

The school facility, assets, materials, equipment, mailing lists, or personnel will not be made available for partisan political activity. St. Ignatius Loyola will not distribute or post material that support or oppose or exhibit bias for or against any candidate or party on school property, in school organization publication or activities, or on school websites.

***\*This Student/Parent Handbook contains established policies and procedures for the 2023/2024 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.***



19127 Mill Road, Concord Hill

Marthasville, MO 63357

Phone: 636-932-4445

E-mail: [info@saintig.com](mailto:info@saintig.com)

The following is the revised St Ignatius Parish procedures for Tuition Assistance for 2023-2024 Fiscal Year.

- (1) Mail monthly statements to all families enrolled in St. Ignatius School.
- (2) Cindy Deters will send a letter to each family that is currently 60 days delinquent in their tuition payments, requesting that the family contact the Parish Office to setup a meeting with Cindy Deters and Michael Forget.
- (3) Michael Forget will call families who have not responded after 5 days of the mailing, requesting parents to call the office to setup a meeting.
- (4) Michael Forget and Cindy Deters will meet with each family who are 60 days or more delinquent in their tuition. All communication/conversations with parents will be documented which includes commitment, frequency, and amount. This is a Confidential meeting.
- (5) Father Doyle and Michael Forget will meet with parents who request a meeting.
- (6) Michael Forget will summarize all meeting results for the Finance Council without names.
- (7) If the parents have not paid tuition, communicated, or made payment arrangements by the end of the school year with us after all the above steps, then report cards are not granted, Grade Link access will be frozen, and transcripts will not be sent.

Please know that these proceedings will be held in strictest confidence.

Blessings,

Fr. Doyle and St. Ignatius Finance Council

## **Witness Statement**

*For Those Whose Children Attend Catholic Education Programs*

From the Archdiocese of St. Louis

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor...You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

**Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family**

**Commit to speak more with my children about God and to include prayer in our daily home life**

**Participate in and cooperate with School or Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children**

**Support the moral and social teachings of the Catholic Church to ensure consistency between home and school**

**Teach my children by word and example to have a love and concern for the needs of others**

**Meet my financial responsibilities in supporting the Catholic School or Parish School of Religion**