

***ST. IGNATIUS OF LOYOLA  
CATHOLIC SCHOOL  
PARENT/STUDENT HANDBOOK  
2019-2020***

545 S. Third St.  
Rogers City, Michigan 49779  
989-734-3443  
[www.stignatiusparishschool.com](http://www.stignatiusparishschool.com)



*“Do All  
for the  
Greater  
Glory of  
God”*

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**MISSION STATEMENT OF ST. IGNATIUS PARISH**

We, the Community of Believers of St. Ignatius Catholic Church, are committed to the celebration of the Gospel of Jesus Christ. Gifted by the Holy Spirit, we are called to continue our Catholic Christian Heritage through faith-filled liturgies, hospitality, evangelization, Family Life, and life-long education. With God’s grace we will build up the Body of Christ, by sharing our time, talents, and treasures with our community, our Diocese, as well as the people throughout the world.

**MISSION STATEMENT OF ST. IGNATIUS SCHOOL**

St. Ignatius Catholic School provides a Christian education through the cooperation of our families, the primary teachers of our children. Guided by the Holy Spirit, the love of God, and Christ-like living, St. Ignatius is committed to nurturing all children through a strong formation of faith, academic excellence, and compassionate discipline.

**PHILOSOPHY STATEMENT**

The ultimate goal of St. Ignatius is to evolve a committed, educated Catholic who enthusiastically proclaims and lives the Christian life and who is loyal to both God and self.

Through the grace of God, cooperation of our families, and dedicated staff we believe that all students will achieve their individual potential.

Therefore, St. Ignatius School aspires to engage the whole person: heart, mind, soul, and body.

**ST. IGNATIUS SCHOOL PARENT TEACHER GUILD**

Members are:	President:	Mrs. Erin Vogelheim
	Vice-President:	Mrs. Kathy LaLonde
	Secretary:	Mrs. Jane Bielas
	Treasurer:	Mrs. Vicki Kieliszewski

All parents/guardians with children enrolled at St. Ignatius School are members of the PTG. The goals of the PTG are to develop a mutual understanding between parent and teachers, provide support and resources through fundraisers and social gatherings, and to share ideas and suggestions that will assist in the continual improvement of the school. All families are *expected* to become *active* members of the PTG business meetings, which are held on the second Tuesday of each month (September - June) at 6:30 PM in the school clubroom.

**ST. IGNATIUS PARISH/SCHOOL FACULTY**

Rev. Rolando Silva, Parish Priest  
Mrs. Amy Rabeau, Principal  
Mrs. Cathy Gilmet  
Miss Natalie Gajewski  
Mrs. Kelsey Kamyszek  
Mrs. Elizabeth Kohart  
Mrs. Heather Ryan  
Mrs. Samantha Hentkowski, After School Care  
Mr. Fred Weber, Custodian  
Mrs. Pamela Bullock, School Secretary  
Mrs. Liesa Joslin, Custodian  
Mrs. Sarah Mulka, Pianist  
Mrs. Bernadette Shafto, Parish Secretary

SCHOOL OFFICE HOURS: 7:45 AM - 3:15 PM  
TEACHER HOURS: 7:45 AM - 3:20 PM  
STUDENT HOURS: 7:55 AM - 2:50 PM  
LUNCH HOUR: 11:05 AM - 11:45 AM (Grades 5-8)  
LUNCH HOUR: 11:25 AM - 12:05 PM (Grades K-4)  
AFTER SCHOOL CARE 2:50 PM – 5:30 PM (Grades K-6)

**ADMISSIONS**

**TUITION**

St. Ignatius Catholic School is a partnership-oriented educational system. We partner with our parish, families, and faculty/staff in order to provide the best possible education. As you reflect upon this year’s tuition, please consider the true value of our school. We pledge to do everything possible to manage costs and maintain quality, and we need everyone to support the school financially to their utmost ability.

Catholic Tuition	Grades K-8 per year	Grades K-8 per month
1 Child	\$1,944	\$162
2 Children	\$2,640	\$220
3 Children	\$2,724	\$227
4 Children	\$2,808	\$234

St. Ignatius Catholic School tuition payment plan is administered by FACTS Tuition Management Program. The FACTS Program provides a simple, convenient, secure and completely confidential method of payment. You may enroll in FACTS by going online to our school website: [www.stignatiusparishschool.com](http://www.stignatiusparishschool.com) and click on the FACTS payment plan icon. Tuition may be paid in full on Aug. 1<sup>st</sup> or in monthly

installments. Automatic payments can be made from a checking or savings account or from a variety of credit cards including Visa, MasterCard, American Express, or Discover. There is a \$45 yearly enrollment cost that will be paid by St. Ignatius if you choose to pay by automatic transfer or credit card. An additional service fee of 2.85% per payment will be charged for credit card transactions to the enrolling family. Personal checks are also accepted. If paying by check, the enrollment cost is \$45 and must be paid by the enrolling family.

Family accounts are reviewed monthly. Families in arrears of a month's payment will receive notification reminders. Unexpected circumstances delaying a timely payment of tuition must be made known to the Pastor or Principal by phone or personal contact and followed by an explanatory letter.

Families in need of financial assistance can apply for our Guardian Angel Tuition Assistance Program by following the FACTS link on our school website [www.stignatiusparishschool.com](http://www.stignatiusparishschool.com) or by picking up the forms from the school office. ***Remember, no child will be turned away because of economic hardship. We will do all we can to work with parents who value Catholic, Christian education.***

*\*School tuition is not considered part of your church support donations.*

### **REGISTRATION POLICY**

Registration for an upcoming school year is accepted in the following order:

1. Families with students currently enrolled at St. Ignatius School.
2. St. Ignatius parishioners currently not having students in St. Ignatius School.
3. Students from other Catholic parishes.
4. All others.

Registration is held in the school office during the month of May for the upcoming school year. Forms are provided in the school office. A family's registration for a new school year is not considered complete and effective until the previous year's tuition and fees have been paid in full or satisfied through the School Grant Program. In addition, a copy of each child's birth certificate, immunization records, Social Security number, and Baptismal record (if applicable) must be on file in the school office.

### **ACCIDENTS/INJURY**

In the event that your child is involved in an accident at school, or at any school sponsored activity, emergency first aid will be administered by school authorities. Accident Reports will be documented in writing by the teacher, coach, or school agent in charge of the activity. In the event of serious injury, the school will contact the parents. If parents cannot be reached at home or work, the authorized person listed on your Emergency Form will be contacted should it be necessary to send the child home.

**ADDRESS CHANGE**

It is imperative that we have an up-to-date address and phone number for you and the individuals you authorize on the Registration Forms. Please call the office if changes need to be made.

**APPOINTMENTS**

Should you find it absolutely necessary to schedule appointments during class hours, please notify the school by note. Parents coming to school for dismissal of a student are to go to the office to sign the student out. Please do not go to the classroom. Students will be called to the office over the intercom. Likewise, when dropping a student off, parents should report to the office and sign the student in.

**ATTENDANCE AND EXCUSES**

It is the shared responsibility of the school and the home to assist students to develop desirable habits of attendance and punctuality. The only excused absences are those due to illness of the student, death in the family, a doctor or dentist appointment, or whenever the principal considers that exemption from attendance is in the best interest of the student or the school.

When a student has accumulated seven (7) absences a letter from the office will be sent home notifying the parents/guardians of the absences. When a student accumulates a total of ten (10) absences a letter will be sent to the parent/guardian.

After ten (10) total days of absences in any semester, a student may be considered a “habitual truant.” At that time, the principal will schedule a meeting with the parent(s) to determine the cause(s) of the excessive absenteeism and solutions to improve attendance. Failure to improve attendance may result in a report to the School Resource Officer at which time the absences will be investigated.

Students are expected to make up all school work missed during absences. Teachers will assist students with excused absences in making up work. Students must initiate this effort immediately upon their return to school. Arrangements for a missed test will be made with their respective teachers. Students who have unexcused absences will not be permitted to make up their missed work. They will receive “no credit” for that time missed. We encourage regular attendance at school. If a child is ill, he/she should be kept home. Call the office by 8:30 AM when the child is absent. Upon return to school after any absence, the student is required to present a written note unless a phone call has been made by a parent to the office. Notes are kept on file in the office.

Students are expected to be in their class and ready to begin the school day by 7:55 AM. Students are considered tardy if they are not in class by 7:55 AM. When a student is tardy, they lose valuable learning time in the classroom and also interrupt teaching that is in progress when they enter the room. Regardless of the reasons, students who

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accumulate more than (5) tardies per grading period from any class, jeopardize their success in that class and may lose course credit.

Student daily attendance will be marked as follows:

1. The school day begins at 7:55 AM and dismisses at 2:50 PM
2. If a child arrives after 10:25 AM he/she will be marked a half day absent.
3. If a child leaves before 1:25 PM he/she will be marked a half day absent.
4. Perfect attendance will be awarded at the end of the year to those students who were neither absent nor tardy for the year.

### **BAND**

Band instruction is at the Rogers City High School and is offered to students starting in the sixth (6<sup>th</sup>) grade. Band students need to be dropped off at Rogers City High School. The school bus will bring students back to St. Ignatius School after band. Students participating in the band program are expected to abide by the following rules:

1. Remain in the program, once signed up, until the end of the semester (a semester includes two marking periods).
2. Work up to ability in all academic areas.
3. Display appropriate behavior at all times - on the bus and in the class.

### **BICYCLES**

Students in grades one through eight may ride their bicycles to and from school during the months of August, September, October, April, May, and June. Students in grades one and two must be accompanied by an older student or an adult. A permission form, signed by the student, their parents, and the principal must be on file in the office before riding privileges will be granted. Riders must agree to walk their bicycle when on school property, follow all bicycle safety procedures, and yield to all pedestrians. The same rules are applicable to roller blades.

### **BIRTHDAY CELEBRATIONS**

Birthday treats are not necessary, but may be brought at any grade level. When you are having a birthday party for your child and you are inviting all the girls in the class, or all the boys in the class, or the entire class, birthday invitations may be distributed at school. If you are inviting only a few children from the class, the invitations are not to be brought to school. Flowers or gifts will not be delivered to students during the school day.

### **CODE OF CONDUCT**

St. Ignatius School adheres to the policy of “zero” tolerance in matters of violence and harassment of persons, and vandalism of school/church property. Violence and harassment show disrespect to persons; vandalism expresses disrespect for that which

belongs to another person or institution. Violations of this policy will result in disciplinary action, up to and including, expulsion from school.

Students, both individually and in groups, shall comply with school regulations and shall recognize the authority of the teachers. Disobedience or open defiance of the teacher's authority shall constitute cause for disciplinary action. When, in the judgment of a teacher, an individual or group effectively challenges his/her authority to conduct meaningful instruction in a classroom through disruptive acts, abusive language, or threats of bodily harm, a teacher shall report such activity at once to the administrator who is empowered to institute appropriate corrective and/or disciplinary action.

### **Discipline**

The basic philosophy behind our discipline code states that in order for learning to take place, each teacher has a right to teach and a student a right to learn. Any behavior that interferes with either of these rights is considered disruptive and unacceptable. From a Christian perspective, our educational process is four-fold. It takes into account the spiritual, mental, emotional, and physical aspects of the total person. This is why each student's effort and conduct marks are considered part of their total achievement. For any success in our educational efforts, we must continually work with the triangle of parent, teacher (school), and student. It is our hope that with this cooperative effort, we will all benefit.

### **Repetitive behaviors which may result in lunch or after school detention:**

1. Disruptive classroom learning
2. Disrespectful/argumentative
3. Excessive noise in halls
4. Littering
5. Gum chewing
6. Minor classroom behavior problems
7. Chronic failure to complete assignments
8. Disruptive behavior at Masses/assemblies
9. Throwing snowballs

### **Lunch Detention:**

- A. Student will serve the detention the day of the offense or the following day in the school office. Up to five days of recess may be lost.
- B. Discussion will take place concerning the offensive behavior.
- C. Alternative ways of solving behavior problems will be explored and student may be asked to write an apology letter.

### **After School Detention:**

- A. Call will be made to parent(s) of student prior to detention
- B. Discipline form will be sent home with student for parent signature
- C. Form must be signed and returned the next day before the student returns to school



- D. Detention will be served from 3:00 PM – 4:00 PM on Mondays, Tuesdays, Wednesdays, or Thursdays
- E. Student will not be allowed to do homework during this time. Student will assist the custodial staff with cleaning.

**Suspension**

Each school, realizing its obligation to the students, must extend a reasonable effort to assist students to adjust to the social and academic requirements of the school environment. Decisions to suspend should follow only after other means of motivation have failed and/or circumstances of crime, scandal, immorality, disruption, or safety necessitate suspension.

In reaching such decisions, consideration must always be given to the welfare and Christian development of the individual student and the practical common good of the entire student body.

**Behaviors which may result in suspension:**

- 1. Bus Violation (serious misconduct on a bus)
- 2. Disrespectful to teacher or staff member
- 3. Major classroom disruptions
- 4. Swearing – use of profanity/obscenity
- 5. Cheating
- 6. Damaging another person’s property (student is responsible for paying for the cost of the repairs)
- 7. Damaging/defacing school property (student is responsible for paying for the cost of repairs)
- 8. Fighting – The definition of what constitutes a fight and the duration of the suspension shall be determined by the principal and communicated to the parents.
- 9. Forgery
- 10. Bullying
- 11. Harassment
- 12. Public action which brings disrespect to St. Ignatius Catholic School
- 13. Theft
- 14. Any disturbing behavior that clearly falls outside of the mission and philosophy of St. Ignatius Catholic School.

**In-School Suspension (1-3 days):**

- A. Student is segregated from student body
- B. Student is expected to complete daily work in silence by themselves
- C. No participation in field trips, assemblies, dances, school sport practices or games, nor attendance at any St. Ignatius School or sport function will be allowed for the day(s) of In-School Suspension

**Out of School Suspension (1-5 days):**

- A. The school is not allowed on school grounds during this time period

- B. Student is responsible for getting and making up missed assignments after they return to school
- C. Credit for assignments will be determined on a case-by-case basis
- D. No participation in field trips, assemblies, dances, school sport practices or games, nor attendance at any St. Ignatius School or sport function will be allowed for the day(s) of the Out of School Suspension

### **Expulsion**

Expulsion is defined as the permanent dismissal of a student from the school within a given school year. There are two (2) general situations which can lead to expulsion:

- 1. When the moral or physical well-being of the student body, school or staff is endangered.
- 2. When there is a prolonged and open disregard for school policies, authority, or habitual truancy.

The expulsion of a student from a Catholic school is such a serious penalty that it hopefully will be rarely invoked. In most cases, the principal should use available means to discover the cause of a student's problem. The principal should attempt to utilize remedies such as suggesting that parents refer the student to a guidance clinic, physician, or priest if such remedies are likely to resolve the problems.

There may, however, be situations where immediate expulsion of a student from the school is appropriate. These situations include, but are not limited to, the following:

- a. Actions gravely detrimental to the moral and spiritual welfare of any school or church personnel, volunteers or students.
- b. Assault, battery, or any threat of force or violence directed toward any school or church personnel, volunteers or students.
- c. Use, sale, possession, or control of narcotics or illicit drugs on or about school/church premises.
- d. Use, sale, possession, or control of alcoholic beverages on or about school/church premises.
- e. Vandalism of school/church property.
- f. Possession or control of any weapon or other dangerous instrument on or about school/church premises.
- g. Any criminal behavior.

### **COMMUNICATIONS**

A monthly school newsletter (Iggie Update) and any necessary memos or information on community activities such as scouts, sports, clubs, etc. are sent home with the youngest child. Classroom letters and Friday folders also serve as a vital link between home and school. In grades one - eight, each student is given a personal planner in order to keep track of daily assignments and projects. The planner can be used as well by parent and teacher, to monitor student effort and communicate daily/weekly progress and

expectations. All families are encouraged to become actively involved in the school. Suggestions for improvement, constructive criticism, and positive comments are always welcome. Concerns regarding policy or the general operation of the school should be addressed to the principal. The protocol for resolving grievances regarding classroom issues is to be handled as follows:

1. All parental inquiries and/or complaints are to be directed first to the specific teacher involved in verbal or written form. If written, it must be signed.
2. Irresolvable issues between parent and teacher then need to be fully addressed by the principal.
3. After sufficient time has elapsed to address issues, the protocol for grievances then proceeds to the presiding pastor.
4. Severe concerns and/or highly critical issues are reserved for the Diocese of Gaylord Superintendent of Catholic Schools.

### **CONFERENCES**

Parent/teacher conferences are routinely scheduled at the end of the first marking period (usually in conjunction with the public school). Individual conferences are encouraged and may be called by either parent or teacher whenever necessary. If a conference is desired, parents must call the office for an appointment.

### **CRITICAL INCIDENT POLICY**

In an effort to insure as much as possible the safety of all persons within our school building and grounds the following procedures have been instituted as components of our Critical Incident Policy:

- All doors into the school building are kept in a locked position during the school day.
- All parents, guests, and visitors are required to sign in at the office and wear a Visitor Identification Badge.
- Classroom doors are to be kept in a locked state at all times.
- Rogers City Area Police Department Critical Incident Procedures:

#### A. Emergency Procedure:

1. Hallways are cleared of students and visitors – everyone is secured in classrooms or waiting areas.
2. Classroom doors are locked, lights off, windows are covered
3. Students are moved to inside classroom walls, out of sight
4. Students are reassured and kept calm and quiet
5. Wait for all clear from the office or authorities

6. No one is allowed to enter or exit the building except critical incident authorities
- B. Lock Down Secure Mode:
1. School is in a lock down mode – no outside recess or outside activity
  2. School classes continue as usual
  3. Wait for all clear from the office or authorities
- C. Bomb Threat:
1. All personnel check for anything suspicious
  2. Evacuations are coordinated with the police or fire department and may include shelter in St. Ignatius Church or Rogers City Area Schools Gym
  3. Wait for all clear from authorities

Parents are not to come to the school for their children during any critical incident. In addition, phone lines must remain clear for use by authorities. The doors will not be opened once we lock the students in until the critical incident is under control. The schools in Rogers City have had this training, as well as all law enforcement personnel so that the procedure followed will be the same. Authorities assume control in the event of a critical incident and will determine when it is safe to open the school. All media information is disbursed in cooperation with the Diocese of Gaylord, the school administration, and the pastor.

- The school will practice critical incident modules during the school year. All completed critical incident school practices will be posted on the school website.
- If a critical incident would occur while children are outside at recess, the students would be taken into the school building for shelter in place safety.
- A Weapons Policy is part of our Student Handbook.
- In accordance with state requirements, three lockdown drills are conducted during the school year. Every adult and child within the building will participate in these drills. Instruction for participation is given at the beginning of the school year and reviewed periodically throughout the year. The entire school will be locked and no one will be allowed to enter the building during a lockdown drill.

## **CURRICULUM**

St. Ignatius School strives to engage the whole person; heart, mind, soul and strength. A strong academic curriculum is supported by a Catholic heritage of faith and an emphasis on Christian family values. All aspects of student formation (intellectual, spiritual, psychological, physical, and social), are evaluated in light of how the mission of the school is to be lived out. Those families wishing to enroll at St. Ignatius must be willing to accept the standards, values, and regulations of the school. The curriculum is in keeping with Diocesan guidelines and the Michigan Association of Non-public Schools accrediting directives. St. Ignatius School works in conjunction with the COPESD- (Cheboygan Otsego Presque Isle Education Service Department) and the Rogers City Area Schools to provide services for students with special needs. These services include: speech therapy, occupational therapy, social worker, and Title I. NCEA ACRE assessment is administered in grades 5 through 8 and is designed to assist in the

evaluation of catechetical/religious education programs in Catholic schools and parishes. As an integrated assessment tool, NCEA ACRE provides faith knowledge questions (cognitive domain) and questions related to religious beliefs, attitudes, practices, and perceptions (affective domain). NWEA (North West Evaluation Association) is administered to students in grades 2 through 8 twice a year. The Spring-to-Spring test is used as a tool to make decisions about curriculum instruction and identify strengths and weaknesses in student understanding. Fall tests are discussed and reviewed with parents during the scheduled Parent/Teacher Conferences in October.

### **DRESS CODE**

At St. Ignatius School, we recognize that a student's appearance reflects their pride in themselves, their school, and their community. A dress code fosters a sense of community and helps provide an environment favorable for learning. Therefore, all students at St. Ignatius Catholic School will abide by the following dress code:

#### **Polo Shirt/Oxford/Peter Pan Blouse**

- White, Light Blue, Navy Blue, Yellow or Gold
- Long or short-sleeved
- Solid color only

#### **Mock or Standard Turtlenecks**

- White, Light Blue, Navy Blue, Yellow or Gold

#### **Sweaters/Vests/Crewneck/Sweatshirts/Fleece**

- White, Light Blue, Navy Blue, Yellow or Gold
- Sweatshirts must be worn with a collared shirt or turtleneck
- No hoods, lettering, or zippers

#### **Pants/Skirts/Skorts/Jumpers/Capris/Shorts**

- Khaki or Navy Blue
- No cargo, spandex, leggings, sweat-pants or parachute pants
- Skirts/Skorts/Jumpers can be blue/gold plaid

#### **Footwear**

- All shoes must have a support strap around the heel
- Socks must be worn at all times
- Tights or leggings must be solid white or solid navy

Only St. Ignatius logos are allowed on shirts, sweaters, and sweatshirts on dress code days.

Logo wear may be purchased at:  
Onaway Custom Embroidery (989) 733-8538

1. Clothing must be neat, clean, without stains or tears and of reasonable size to fit the child.

2. Skirts, skorts, culottes, walking shorts, jumpers and dresses must have a hem line that is three inches (3") or less from the floor when in a kneeling position. Slits/kick pleats cannot exceed the 3" limitation.
3. Straight cut bottom shirts may be worn outside slacks or skirts. Shirrtails must be tucked into waistbands.
4. Bare midriffs (male or female) are not allowed.
5. Hair must be neat and clean.
6. Students must not have visible piercing or tattoos except for pierced ears. Jewelry should be simple and not detract from the uniform.
7. The following items are **NOT** allowed to be worn within the classrooms: hats, head scarves, bandannas, overcoats, jackets, and camouflage clothing.
8. Shoes and socks must be worn at all times. Outdoor footwear cannot be worn in the classroom or gym.
9. Students involved in sports are to dress in accordance to the dress code unless the coach and principal agree to a change.
10. On "Jeans Day," the dress code is relaxed, but all clothing must depict self-respect and decency. No violence, drugs, or alcohol labeling permitted.
11. On "Jeans Day," nylon wind suits, sweat suits, denim (any color) and regular attire will be allowed.

**If students are not in compliance with the dress code, the following actions will occur:**

First Offense - A friendly dress code reminder will be sent home.

Second Offense - A copy of the Dress Code from the school handbook will be sent home and parents will be called.

Third Offense - The parent/guardian will be called to bring a change of clothing for the student.

**Should questions arise concerning any provisions of the dress code, it is understood that the school principal has the responsibility and authority to decide such issues.**

### **DROP-OFF/PICK-UP PARKING PROCEDURES**

For the safety of our students, please enter the school property at 5 mph or below and observe that speed limit at all times on school grounds. Vehicles must enter the south driveway adjacent to the parish office and school playground and proceed around to the drop-off/pick-up area. If other cars are in the student drop-off/pick-up area, do not pass them. Once they have completed drop-off/pick-up and drive away, the next car(s) can move into the area.

It is preferred that students not be dropped off any earlier than 7:45 AM. Students arriving early are to wait in the school lunchroom until the principal dismisses them.

### **PROCEDURE FOR PICKUP AT DISMISSAL:**

1. It is preferred that students not be picked up early at dismissal. Please notify the office if extenuating circumstances dictate that you must pick your child up early (between 2:30 PM and 3:00 PM). Please park on Third Street and come to the office to sign your child out.
2. **No car may park between the office driveway and the bus loading zone at the back entrance of the school.**
3. Students will be dismissed to cars only after the bus has departed.
4. Parents who wish to come into the school at the end of the day may park in a **marked space**, preferably one closest to the church in order to give the bus as much clearance as possible.

\*Students who ride bikes to and from school are to **walk** their bikes while on parish grounds and sidewalks.

### **GRADING SYSTEM**

The following marking system is used in grade kindergarten-two:

- S+ Means your child made an unusual growth spurt during the quarter
- S Means your child maintained a steady acceptable rate of growth during the quarter
- S- Means your child needs assistance to grow in this area during the coming quarter
- N Not progressing satisfactorily

The following grading scale has been adopted in grades three-eight:

A	= 95-100	C	= 79-82
A-	= 93-94	C-	= 77-78
B+	= 91-92	D+	= 75-76
B	= 87-90	D	= 72-74
B-	= 85-86	D-	= 70-71
C+	= 83-84	F	= (69 or below)

## **GYM RULES**

- Adult supervision is required at all times. Students are never to be left unattended.
- Gym shoes must be worn at all times - no street shoes permitted.
- Hard balls, footballs, and baseballs are prohibited.
- Basketballs are to be used for shooting only.
- Food, candy, and drinks are not allowed in the gym, only in the foyer near the gym doors or in the clubroom.
- No gum
- Report all accidents involving persons or property to the school principal.
- Enter and exit stage by way of the stairs. No sitting on or jumping off the edge of the stage
- No dodge ball is permitted.
- No standing on benches or chairs is permitted.
- No sitting on the kitchen counter ledge is permitted.
- Turn all lights off when gym class is completed.

## **FIRE AND TORNADO PROCEDURES**

In accordance with state law, St. Ignatius Catholic School will hold five fire drills and two tornado drills during the school year.

When the fire alarm sounds, all students should exit the building in an orderly manner. Walking quickly and quietly, they should proceed to the nearest designated exit and continue walking to the assigned class meeting area or space.

A message over the P.A. System will signify a tornado drill. All students should exit their rooms to the designated area and sit quietly on the floor next to an inside wall. Students should cover their heads and remain seated until the all-clear is sounded.

All teachers are expected to discuss and practice these procedures with their students at the beginning of the school year. All completed drills will be posted on the school website at [www.stignatiusparishschool.com](http://www.stignatiusparishschool.com).

## **HEALTH CARE AND SAFETY**

We are required by the Health Department to submit a weekly report in illness. Whenever your child has a communicable disease, it should be promptly reported to the school office. Your cooperation is valuable.

If your student is well enough to be in school, he/she is well enough to participate in all school activities including liturgies, music and physical education. If for moral or medical reasons it is felt that a child should be excused, prior discussion and arrangements must be made with the school office. A written note from a parent is necessary if activity must be curtailed. Students do not leave the premises without



permission. If your child becomes ill during the day, you, or the person designated on your child's Emergency Form will be contacted. A student may not leave due to illness without notifying the office.

### **Medications**

Any medication (prescription or over-the-counter, including Tylenol and throat lozenges) dispensed at the school will require written permission and direction from the parents or guardian. All prescription medication will be sent to school in the container issued by the pharmacy. All medications will be kept in the office and will be dispensed from there by school personnel. No student may keep any medication in his/her possession, or administer his/her own medication. The only exception to this would be for a student to carry his/her own inhaler if there is a written note from the physician on file in the school office.

### **Immunizations**

All students must follow the Michigan Public Health Code (P.A. 368) regarding Immunization. Parent will be required to show proof of immunization for their children.

### **Blood Borne Pathogens**

As a precautionary measure concerning blood borne pathogens, we may notify parents to bring in a change of clothing in the event of exposure to body fluids (blood, urine, vomit, etc.).

## **HOMEWORK**

Homework is assigned on a regular basis in order to review and reinforce the work done in school. Achievement cannot be attained without study. Parents should help their child understand that the study and review of assignments are needed for practice, as well as the further development of classroom instruction. The amount of home study should be approximately as follows:

Grades K-2	20-30 minutes
Grades 3-4	30-45 minutes
Grades 5-6	45-75 minutes
Grades 7-8	60-90 minutes

Daily homework time does not include long-range assignments or projects. In most instances, students will need parental guidance with time management skills. All children vary in their abilities to perform any task. Parents should provide proper conditions in the home, and, as far as possible, a specific routine or time span in which work for school can be done. In grades two-eight, each student is given a personal planner in order to keep track of daily assignments and projects. Parents are expected to show an interest in their child's homework, and to provide only the kind of help that encourages them to succeed on their own merit.

## **HONOR ROLL**

We have an Honor Roll Program to recognize students in grades four-eight, who achieve high academic results and conduct themselves in an appropriate manner for our Catholic school.

Honor Roll is as follows:

Outstanding achievement - all A's  
A's in all subjects and B's or better in conduct.

“A-B” Honor Roll

All grades must be A's or B's, any combination, with B's or better in conduct as well.

## **HOT LUNCH PROGRAM**

St. Ignatius Catholic School participates in the federally subsidized Hot Lunch Program.

Costs for meals are:

### Grades K-8

Full Lunch	\$2.25
Salad Bar only	\$1.00 (does not include milk)
Milk	\$0.50
Students who qualify for Reduced Price	\$0.40
Students who qualify for Free	\$0.00

### Adults

Full Lunch	\$3.70
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Families who qualify for free or reduced meals are encouraged to fill out an application. All information remains strictly confidential. Families may obtain an application from the School Office when school starts or whenever their financial circumstances make them eligible. Return applications in a sealed envelope marked “Meal Application.”

Meal money is to be enclosed in an envelope clearly marked with student/family name. We ask that you put \$25.00 on your child's account to start off the year. *All checks must be made out to Rogers City Schools.* When the balance on your child's account is low, you will receive an email from the Rogers City Schools central office. We ask that you send in a check as soon as you are notified. Thank you.

## **LIBRARY**

Students in grades k-6 are assigned a weekly library period. Students may check out books from the library and are reminded of the special care that they should give to the books. A fine is charged for all books that are not brought back to the library on time. There is also a fine for damaged or lost books.

The library exists for the use of all of our students in order to support the instruction and learning taking place in the classroom, provide for personal intellectual growth, promote interest in good literature, and to assist students in learning how to use reference materials.

### **LOST AND FOUND**

Lost items are put in the “Lost and Found” box in the hallway and may be reclaimed there. Such articles will be held for the school year and then given to a charitable organization. Children finding possession of others are asked to turn them in at the office.

**PLEASE MARK ALL CLOTHING, ESPECIALLY TENNIS SHOES, MITTENS, GLOVES, HATS, AND JACKETS. OUR LOST AND FOUND OCCASIONALLY REACHES GIGANTIC PROPORTIONS!**

### **MASSES/LITURGIES**

1. Parents are the first and foremost educators of their children. As a Catholic School we strive to reinforce the Christian faith that is an integral part of the homes of our students.
2. A major part of the curriculum at St. Ignatius Catholic School is religious education. We teach the Roman Catholic faith. We welcome students of all faiths; however, all students are expected to participate in religion classes and liturgical functions.
3. Students first through eighth grade attend mass on Wednesday mornings at 8:30 AM and on other special days.
4. Students are encouraged to wear their “BEST” dress code attire on Mass days. This could include skirts and jumpers for girls, and dress shirts with solid navy or blue/gold plaid ties for boys.
5. Third through eighth grade students plan and participate through the readings, prayers of petitions, altar servers, being greeters, singing in the choir, and present the gifts at the altar through their individual classrooms on a rotating basis.
6. Parents, grandparents, family members, and parishioners are always welcome to attend Mass. Students are expected to sit with their respective classes during Mass.
7. Since we want to teach the students the importance of prayer, we will have classroom prayer in the morning, at lunchtime, and before dismissal. This provides opportunities to use different prayer forms.
8. All classes are involved in some level of community action projects as related to the Gospel.
9. All students will experience a full day retreat during the school year.
10. Confessions are held during the liturgical seasons of Advent and Lent.
11. All students will be taught their grade level Circle of Grace Safe Environment Program which educates and empowers children to actively participate in a safe environment for themselves and others.

### **PARTNERSHIP AGREEMENT**

Parents/Guardians of students are required to sign an Agreement of Partnership with St. Ignatius School prior to the student(s) attendance at school.

### **PERSONAL PROPERTY**

Students are advised to keep all money, jewelry and other valuables on their possession at all times. Students are advised against bringing large sums of money to school. The school cannot assume any responsibility for these items if lost or stolen.

Skate shoes, portable CD players/radios, hand-held video games, etc., are not to be brought to school. These are high risk items for loss or theft. If a student has a special need for such equipment and must bring that to school, he/she should take it to the school office for safe-keeping.

In addition, all cell phones must be turned off and may not be used during school hours.

If a theft of personal and/or school property occurs, it should be reported to the school office immediately.

### **PLAYGROUND RULES**

During recreation and play, it is expected that students show respect to each other and adults by:

1. Giving all students the opportunity to participate in games
2. Taking time to apologize and make amends if someone's hurt
3. Taking the corrections of adults positively and with a cooperative attitude

#### **Outdoor Recess Rules**

1. Play on designated playground areas within sight of supervisors.
2. Respect the rights and feelings of others (NO pushing, fighting, teasing, or foul language.)
3. OBEY the supervisors, the first time a direction is given.
4. Rough play of any kind is not permitted i.e. "chicken", red rover, tackle, football, wrestling, martial arts fighting, etc.
5. Use the play equipment properly.
6. Football, soccer, and softball are played on the large field at the top of the hill.
7. NO food, drinks, candy or gum are allowed on the playground except on special occasions.
8. Throwing snowballs is not permitted.
9. Snow pants and boots are required to play in the snow.
10. Students are not to re-enter the building until the bell rings.
11. When the bell rings, play time is OVER. Line up quickly and quietly.

**Indoor Recess Rules**

1. Indoor recess is held in the gym. Activities are at the discretion of the principal.
2. Indoor voices - NO screaming or shouting.
3. The stage, stage stairs, ballroom, storage room, and locker room are off limits.
4. The bleachers are for sitting only.
5. You must have permission to leave the gym.

**Outdoor and Indoor Recess Discipline Plan**

1. Verbal warning
2. Time out
3. Send student(s) to the office
4. Conference with principal and/or parents
5. In school suspension, out of school suspension or expulsion according to Diocesan Policy.

**RELEASE OF STUDENTS DURING THE SCHOOL DAY**

To release students during the school day, requests are made to the teacher in writing and approved by the school principal. A student who is leaving during the school day is picked up from the school office by the parent/guardian or authorized person.

Parents who wish to take their child out of school for several days because of family matters should discuss this and the child's progress with the principal and teacher. The final decision rests with the parents. Work must be made up upon return.

**School Song**

We have the spirit no one can beat,  
Whether in victory or in defeat,  
We will keep our spirits high,  
We want the trophy so let's try!  
Win all the games and play fair and square,  
Come on you Iggies and show that you care,  
St. Ignatius counts on you so get in the game and fight!  
Fight! Fight! Fight!

**SEXUAL HARASSMENT POLICY**

It is the policy of the Diocese of Gaylord and St. Ignatius School to make every effort to provide an educational environment that is free from all types of harassment. This policy applies to the actions of all faculty, staff, and students at St. Ignatius School, as well as others who may be in a working relationship with the school. The Diocese of Gaylord and St. Ignatius School are open to and respect any/all complaints brought under this policy.

At St. Ignatius School, every individual should be treated with dignity and respect. Faculty, students, staff members, and anyone else who works and/or visits the school are entitled to work/attend school in an environment free from discriminatory practices, including sexual and other forms of harassment. All will be held by standards of conduct which ensure that the school is free from sexual and other forms of harassment.

Students are expected to treat all individuals with respect and dignity. Thus, inappropriate sexual behavior or comments, which are directed at faculty, students, or other staff members, will not be tolerated.

The school will investigate all complaints of harassment in a confidential, professional manner. Appropriate action will be taken when warranted. Individuals involved in any allegations will be given due process. However, it should be noted that individuals who are found in violation of this policy, will be subject to appropriate disciplinary action, up to and including suspension and/or expulsion from school.

A complete copy of the Diocese of Gaylord Sexual Harassment Policy is on file at the school office and is available for review.

### **SHOES**

Students are required to have two pairs of school shoes. This includes one indoor pair for the classroom and a separate outdoor pair to come and go from school and for the playground. Outdoor shoes should be left in the hall under the coat rack when not in use. Classroom shoes may be left in the students' room when not in use. All shoes must have a support strap around the heel.

### **SNACKS**

A morning break time will be provided each day for grades one-four. Nutritious snacks are encouraged, such as: fruit, yogurt, granola bars, crackers, etc. Cookies, chips, or other sugary treats should not be a regular snack item.

### **TECHNOLOGY**

#### ***Introduction and Code of Ethics***

St. Ignatius School encourages the use of electronic technologies in the educational process. Access to information is available in different formats. By providing electronic technologies and information, St. Ignatius School encourages students and staff to embrace technology and become responsible, self-directed life long learners.

The use of technology within the St. Ignatius School is a privilege extended to students and faculty to enhance and exchange information. As users of technology at St. Ignatius School, each must realize that he/she represents the Catholic community, and must uphold Christian, ethical, and legal requirements. The privilege of using available technology is conditioned upon the students and staffs compliance with the Acceptable Use Policy Agreement. Failure to abide by the Acceptable Use Policy Agreement can

result in privileges being revoked, school disciplinary actions taken, and/or appropriate legal action for violations that may constitute a criminal offense.

**Rights:**

St. Ignatius School staff and students are allowed to use school-installed programs to access, modify, or delete his/her own data. Students and staff will be held accountable (financially and within the discipline system) for acts which access, modify damage or delete software and other data and programs other than their own.

**Responsibilities**

St. Ignatius School granting use to electronic technology is a privilege and requires users to embrace ethical and Christian responsibility when exercising their use of electronic technology. The following is a partial list of unacceptable behavior.

- Users may not damage or mistreat equipment or facilities under any circumstances
- Users must not leave their workstation unattended for any reason and must properly logout at the end of their session
- Users may not have food or drink in the computer lab
- Users may not intentionally waste computer resources
- Users may not transmit any material in violation of any United States or State of Michigan Regulations
- Users may not employ the network for personal financial gain or commercial purposes
- Users may not violate regulations prescribed by the technology director
- Users may not engage in practices that threaten the integrity of the network (e.g., knowingly download files containing viruses).
- Users may not engage in personal business that is unrelated to the research being done or the performance of the job
- Users may not write, use, send, download, or display obscene, threatening, harassing, or otherwise offensive messages or pictures, including pornography, violence, or hate sites
- Users may not use the equipment for any illegal activities, including the violation of copyright laws and software piracy
- Users may not load or copy any software or other programs to or from St. Ignatius School equipment unless permission is explicitly granted by an authorized party (e.g., the Technology Director)
- Users may not use anyone else's password, nor may they share their password with others
- Users may not trespass into anyone else's folders, documents, or files
- Users may not disclose anyone else's personal information (e.g., address, phone number, or confidential information), including and especially that belonging to students, community members and families, or fellow employees
- Users may not use the network, or the internet for unauthorized game playing, unauthorized "chat" or chain letters

- Users may not use the network for acts of vandalism against persons or resources including the uploading of viruses
- Users may not use another persons computer file, access accounts, and or files without proper authorization

**Administration Professional Code of Ethics Copyright:**

It is the policy of the Diocese of Gaylord and St. Ignatius School that all employees, volunteers, and students will abide by federal copyright laws. Employees, volunteers, and students may copy, print, or use non-print material allowed by:

1. Copyright Laws
2. Fair Use Guidelines
3. Specific license or contractual agreements
4. Other type of permission

**Policy Enforcement Guidelines:**

Depending on the nature and severity of the policy violation, the technology director or school administrator may take one or more of the following actions:

1. Verbal or written warning
2. Temporary access denial
3. Permanent access denial
4. Suspension
5. Expulsion
6. Legal Action

Demonstrated intent to violate the Acceptable Use Policy will be considered the same as actual policy violation. Demonstrated intent means evidence of actions, which if successful or carried out as intended would result in a policy violation.

Evidence of attempted or actual system security, integrity, or performance-related incidents will result in immediate access denial.

If warranted, the school administrator will refer the case to Local, State, or Federal authorities for further disposition.

**TEXTBOOKS**

Students will be held responsible for the care and return of books issued to them. Textbooks must be covered at all times to insure good conditions for the life of the book. If a textbook is damaged or lost, the student is responsible for the cost of replacing it.



### **TRANSPORTATION**

The Rogers City Area Schools provide a bus shuttle (AM and PM) between the loading/drop off site at the public school and St. Ignatius School. Transportation is also provided throughout the day for those students who take instrumental music at the public school. *It is a privilege to ride the bus.* Students must follow all directions of the driver and obey all bus rules. Discipline is handled jointly by the bus driver, principal, and Rogers City Area Schools director of transportation. Final authority, however, for all bus related decisions, rests with the public school director of transportation. *Parents wishing students to ride the bus to a stop other than the normal bus stop must send written notice to the office.*

### **TREATMENT OF ANIMALS IN SCHOOL**

1. Individuals bringing animals into the school must receive prior permission from the building principal. Animals may not be transported on school buses.
2. Domesticated felines, canines and ferrets must be inoculated against rabies before a student brings them to school. Prior verification of inoculation must be provided.
3. Caged domesticated mammals such as hamsters, gerbils, guinea pigs, rats, mice, rabbits, and chinchillas may be brought to school when permission has been granted. Live mammals obtained from the wild are not to be brought in school except as a part of a professional wildlife presentation. Staff and students should be aware that foxes, skunks, raccoons, squirrels, and bats may pose serious health risks to humans through transmission of rabies and parasites.
4. Teachers must assume primary responsibility for the humane treatment of any animal in the classroom. Animals must be appropriately housed, humanely cared for, and properly handled.
5. If animals are kept in the classroom on days when classes are not in session, the teacher must make arrangements for their feeding, care, and safety. Animals should not be placed in the care of students without proper direction on their care and handling.
6. For students who seriously object to dissection, an alternative assignment should be given. This must not have a negative effect on the student's grade or reduce credit for the class.
7. Animal experiments which use painful stimuli to modify that animal's behavior are not allowed.

### **VOLUNTEER CONFIDENTIALITY**

In the course of working with students in classroom settings, school activities, or accompanying students on field trips away from the school, volunteers may occasionally develop their own opinions or insights, or become aware of possible sensitive information regarding students or their families. Any such opinions, insights, or information should be held in confidence by the volunteer.

If the information potentially involves abuse or other harm to the student or others, the volunteer should convey the information to the Principal immediately. When in doubt as to the nature of the information, the volunteer should discuss the information with the Principal.

### **VISITORS**

1. Parents and grandparents are welcome to visit at any time, but should report to the office first and sign-in. Classroom visits should be prearranged with the classroom teacher.
2. Other visitors must get permission from school administration and the teacher at least one day prior to visitation.
3. Visitation will not be allowed during the two weeks at the beginning and end of each school year, or any one day preceding a vacation period.

### **WEAPONS**

Weapons are not allowed on the premises or immediate vicinity of St. Ignatius Catholic School. The following is the official weapons policy for all Catholic Schools within the Diocese of Gaylord:

1. A “weapon” is an object which can be used to threaten or injure another. It includes, but is not limited to, “dangerous weapons”, as defined by the State law, which includes a firearm, dagger, dirk, stiletto, knife with blade over three inches long, pocket knife opened by mechanical device, iron bar, brass knuckles or laser pointers.
2. “School premises” includes the school building and the adjacent grounds, including, but not limited to, parking lot, playground, student lockers and busses.
3. “Immediate vicinity” of the school means within a block radius of the school, and any off-premises school activity site.
4. A “firearm” means:
  - a. any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action or an explosive;
  - b. the frame or receiver of any such weapons;
  - c. any firearm muffler or firearm silencer; or
  - d. any destructive device.

#### **Rules:**

1. Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon upon school premises or in the immediate vicinity of the school will be immediately removed from classes pending investigation.
2. A search may be conducted to verify the suspicion or clarify the discovery. The search may include, without prior warning, an inspection and search of student’s pockets (the student empties his/her own pockets), book bags, purse, lunch pail, locker, automobile, or any other items the student has in his/her possession or control. Questioning for the same purposes may include questioning by the

- principal, a member of the administration team, a school teacher, the pastor/pastoral administrator, or any other person acting on behalf of one of these individuals.
3. If a student refuses to cooperate or interferes with a search, said refusal to cooperate or interference will result in disciplinary action, up to and including expulsion from school.
  4. The student will be detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises or in the immediate vicinity of the school. Depending on the nature of the weapon, the local police department may be notified.
  5. Any student found to be in violation of the school's weapon policy is subject to disciplinary action, up to and including expulsion. Any student determined to have brought a weapon to school shall be expelled for a period of not less than one year. The rule regarding expulsion can be modified by the school principal or superintendent on a case-by-case basis whenever, in the principal's sole judgment:
    - a. the weapon was not possessed by the student for use as a weapon;
    - b. the weapon was not knowingly possessed by the student;
    - c. the student did not know or have reason to know that the object constituted dangerous weapon;
    - d. the weapon was possessed by a student at the suggestion, request or direction of a school or police authority;
    - e. mitigating circumstances justify other disciplinary action besides expulsion.
  6. If an injury occurs in school, on school premises or in the immediate vicinity of the school, as the result of a weapon, the principal and teachers shall endeavor:
    - a. to have students remain calm and avoid panic;
    - b. to notify the police, the pastor/pastoral administrator of the parish/inter-parish school;
    - c. to secure the school, and
    - d. to notify and consult with the Superintendent of Catholic Schools for the Diocese of Gaylord. The Superintendent will, in turn, notify appropriate offices in the Diocesan Pastoral Center.

The principal may use discretion to keep non-school persons out of the school and/or retain students in the school until police have completed their investigation.

### **WINTER WEAR**

Please ensure that your child is properly dressed for cold and wet weather. Boots, hats, and gloves must be worn during inclement weather. Boots and snow pants are required for all children who wish to play in the snow.

**PESTICIDES**

The Michigan Department of Agriculture has two new points of compliance that we should be aware of with regard to any use of pesticides in or around our schools. Please share this with your maintenance personnel.

- A. All schools are required to send the attached “Advisory to Parents” home within the first thirty (30) days of school. Fill in the blanks and send home in August or with the next set of school materials.
  
- B. If your maintenance people use pesticides that are not pre mixed or pre packaged, they will need to become Certified Pesticide Applicators through a certification class and process. They should contact the Dept. Of Agriculture, (517) 373-1087, if they are using pesticides whose contents are mixed together on site or are dispensed in a container other than the original, such as a pump sprayer. Commercial contractors are required to provide written notice of when they spray. Keep a copy of this. Send written notice home to parents who request notice on the Parents Advisory.

**ADVISORY TO PARENTS**

As required by the Michigan Department of Agriculture

Dear Parent/Guardian:

As part of St. Ignatius Catholic School's pest management program, pesticides are occasionally applied. You have the right to be informed of any pesticide application made to the school grounds or buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please complete the information below and submit to the school office.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ , MI \_\_\_\_\_

Phone: \_\_\_\_\_

You may also contact our school office at 989-734-3443 if you have any questions regarding this notice.