



# STUDENT & FAMILY HANDBOOK

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## **PURPOSE AND LIMITATION OF STUDENT & FAMILY HANDBOOK**

When a parent enrolls their child in St. Ignatius School and signs the handbook acceptance form, the parent agrees to be governed by, abide by and follow its policies and procedures. This Handbook does not establish a contractual relationship between St. Ignatius School and its students or their families. This Handbook only serves to highlight St. Ignatius School's policies, practices, and procedures for your personal benefit and cannot be construed as a legal document of any kind. Any grievance procedure contained within this Handbook is strictly intended to provide all students and their families an opportunity to resolve grievances that may arise from time to time. Such procedures are not intended to represent the precise formula to be followed in every dispute which may arise.

## **MISSION STATEMENT & Ends Policy**

St. Ignatius School empowers students in the South Bronx to become their best selves by creating a safe and nurturing community that fosters intellectual, spiritual, and social growth.

St. Ignatius School is dedicated to breaking the cycle of poverty through education by providing a quality Jesuit education both in and beyond the classroom to children of deserving but underserved families in the community.

### **St. Ignatius School is committed to:**

- Creating an atmosphere where learning is exciting and valued;
- Developing an appreciation of how learning is the result of effort and commitment;
- Fostering intellectual, social, moral and spiritual growth in each student; and
- Instilling a belief in using one's talents in service for others.

## **Grad at Grad**

At SIS, school culture reflects our Ignatian identity and expresses our love for God as together we accompany students in their efforts to discover and become their best selves while they help others do the same. We model lives of faithful, joyful service and encourage each person to KNOW, SOW, SHOW and GO a commitment to be Open to Growth, Loving, Just, Intellectually Skilled and Faithful (MAGIS) citizens of our school, their family and community, and our world.

### 1. BE OPEN TO GROWTH and

KNOW Participation Matters. Share your energy and talents. Enthusiastically contribute to school life.

SOW Curiosity. Ask questions. Listen attentively. Develop your interests & abilities.

SHOW Appreciation. Do YOUR best. Build a positive, respectful SIS environment.

GO For It! Try new things. Work with new people. Face fears & challenge yourself.

### 2. BE LOVING and

KNOW God Loves You: See yourself and others as a beloved child of God.

SOW Friendship: Listen with compassion. Encourage others. Forgive and find common ground.

SHOW Signs of the Spirit: Share Joy. Be Kind and Gentle. Practice Patience and Self-Control.

GO Forth with Gratitude: Speak politely and respectfully to all. Say please & thank you.

### 3. BE JUST and

KNOW God Created All. God's gifts are for the good of all and for the greater glory of God.

SOW Understanding. Value each person. Advocate for respect and equality.

SHOW Trustworthiness. Right wrongs. Work together. Don't point fingers or make excuses.

GO Green. Respect God's creation. Use and waste less. Recycle more. Pitch in.

#### 4. BE INTELLECTUALLY SKILLED and

KNOW (and DO) What's Expected. Be on time and ready to learn. Focus and follow through.  
SOW Good Habits. Read carefully. Take good notes. Work thoughtfully and diligently. Ask for help.  
SHOW Progress. Do a little better each day. Practice new skills. Work hard and correct mistakes.  
GO Forward. Know your strengths and weaknesses. Persevere and make a plan to improve where needed.

#### 5. BE FAITHFUL (MAGIS) and more

MINDFUL Think about how God is good.  
AWARE See God's goodness at work in yourself, in others, and in all things.  
GRATEFUL Give thanks ALWAYS for ALL THE WAYS God helps you become your best self.  
IGNATIAN Include others. Work and learn together as friends for the good of all.  
SPIRIT-LED Joyfully learn and share the Gospel. Follow the ways of Christ.

### **PARENT as Primary Educator**

The educational philosophy of St. Ignatius School is based upon the belief that parents are the principle educators of their children and that the school can provide significant enhancement to the home learning environment, but cannot replace it.

The purpose of this handbook is to familiarize you with the school, its philosophy, its rules, its curriculum program, and its activities. It is our hope that through mutual cooperation and through identification of goals between home and school, we help our students to develop their talents and abilities as well as to grow in their faith.

We request that you study the contents of our Student & Family Handbook and that you keep it as an available reference. The administration, faculty, and staff of St. Ignatius School look forward to collaborating with you in support of your child's growth and Jesuit education.

### **Code of Conduct for Parents, Guardians and Visitors**

At St. Ignatius School we are very proud and fortunate to have a very dedicated and supportive school community. At our school the staff and families all recognize that the education of our children is a partnership between us.

We expect our school community to respect our school beliefs, keep our school tidy, set a good example of their own behavior both on and off school premises.

As a partnership we are all aware of the importance of good working relationships and all recognize the importance of these relationships to equip our children with the necessary skills for their education. For these reasons we will continue to welcome and encourage parents and guardians to participate fully in the life of our school.

We are committed to resolving difficulties in a constructive manner, through an open and positive dialogue. However we understand that everyday misunderstandings can cause frustrations and have a negative impact on our relationships. Where issues arise or misconceptions take place, please contact your child's teacher or an administrator who will be available to meet with you and go through the issue and hopefully resolve it.

This code aims to clarify the types of behavior that will not be tolerated and seeks parental agreement to these expectations.

The code of conduct also sets out the actions the school can take should this code be ignored or where breaches occur.

**Behavior that will not be tolerated:**

- Disruptive behavior which interferes or threatens to interfere with the school's normal operation or activities anywhere on the school premises.
- Any inappropriate behavior on the school premises.
- Using loud or offensive language or displaying temper.
- Threatening in any way, a member of staff, visitor, fellow parent/guardian or child.
- Damaging or destroying school property.
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of the students/parents/staff at the school on Facebook or other social media sites
- The use of physical, verbal or written aggression towards another adult or child. This includes physical punishment of your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences)
- Smoking, taking illegal drugs or the consumption of alcohol on school premises. (Alcohol may only be consumed during authorized events)

Should **any** of the above occur on school premises or in connection with school the school may feel it is necessary to take action by contacting the appropriate authorities or consider banning the offending adult from entering the school premises. It is important for parents and guardians to make sure any persons collecting their children are aware of this policy.

**What happens if someone ignores or breaks the code?**

In the event of any parent/guardian or visitor of the school breaking, this code then proportionate actions will be taken as follows:

In cases where the unacceptable behavior is considered to be a serious and potentially criminal matter, the concerns will in the first instance be referred to the Police. This will include any or all cases of threats or violence and actual violence to any child, staff or governor in the school, This will also include anything that could be seen as a sign of harassment of any member of the school community, such as any form of insulting social media post or any form of social media cyber bullying. In cases where the code of conduct has been broken but the breach was not libelous, slanderous or criminal matter, then the school will reach out to the parent/guardian with an invite to a meeting.

If parents have any concerns about their child in relation to the school as we have said above they should:

1. Initially contact the class teacher
2. If the concern remains they should contact the administration.

They should not use social media as a medium to air any concerns or grievances.

**Online activity which we consider inappropriate:**

- Identifying or posting images/videos of children
- Abusive or personal comments about staff, children or other parents
- Bringing the school in disrepute
- Posting defamatory or libelous comments
- Emails circulated or sent directly with abusive or personal comments about staff or children
- Using social media to publicly challenge school policies or discuss issues about individual children or members of staff
- Threatening behavior, such as verbally intimidating staff, or using bad language

- Breaching school security procedures

## **ADMISSION POLICIES**

The admission policy of Saint Ignatius School is designed to admit prospective qualified students who will most benefit from the mission and philosophy of the school. SIS is a neighborhood school that transforms the lives of its students through an excellent Jesuit education with the purpose of empowering those students, as they become men and women for others.

The admission process maintains the dignity and worth of each applicant and affords all students and families the opportunity to learn about the school programs and activities. Inclusivity is a central tenet in the policies, procedures and goals for student recruitment and enrollment at SIS. All information regarding the admission process is consistent and transparent at the onset.

The school recognizes and supports the rights of all qualified students and families to consider SIS as an option and respects the right of students to consider other educational options during the process. Admissions acceptance rates vary from year to year. Admission offers are need based with priority given to qualified students based on economic need and residency in the Hunts Point neighborhood. The admissions process also takes into account the academic and/or social and emotional needs of applicants with prior educational records indicating required additional professional full time support for learning and/or specialized instruction. The educational needs of these students are very difficult to meet at SIS and are likely to interfere and negatively impact the instructional programming/processes of all students. As such, these applicants are referred to alternate programs where their needs can be better met.

### **Non-discrimination Policy**

St. Ignatius School admits students of any race, color, gender, or national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, religion, color, racial or ethnic origin in the administration of its education policies, admission policies, scholarship and other school administered programs. The school does not discriminate on the basis of a disability, if with reasonable accommodations, the student can meet the academic and behavioral requirements of the school.

### **FINANCIAL FEES**

St. Ignatius School is a tuition-free school in which each student receives an annual \$19,000 scholarship. However, each family is asked to pay a monthly participation fee to contribute to the educational process. Each family is responsible for a participation fee of \$35 per month during the school year.. Families are sent monthly reminders regarding participation fees, which are due by the 15<sup>th</sup> of the month. There is also a Summer Leadership Camp fee of \$250. NO CASH accepted: personal check or money order.

### **Agreement of Enrollment**

The registration of a student at St. Ignatius School is deemed to be an agreement on his/her part, and on the part of his/her parents or guardians, to comply fully with all the policies, rules and regulations of the school. St. Ignatius School reserves the right to make revisions to its policies, rules and regulations. Parents and students will be given prompt notifications of such changes or additions. Observance of any such change is expected by all as soon as the change is made known to the school community. Failure to do so can result in dismissal.

**Students and family must complete and sign the scholarship agreement between parents, students and St. Ignatius School.**

## **Jesuit Code of Ethics and Discipline**

It shall be an express condition of enrollment that the student behaves in a manner at all times, both on and off campus that is consistent with the Jesuit principles of the school as determined by the school in its discretion.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Jesuit principles of the school, as determined by the school in its discretion.

These Jesuit code principles include, but are not limited to the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, family events, field trips, etc).

The school reserves the right to determine which behaviors are determined contrary to our Jesuit Code of Ethics and to determine an appropriate consequence. The school reserves the right to determine, in its own discretion, when conduct is of such severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

## **Student Discipline**

The essence of the Jesuit self-discipline is self-correction. The student must be free to choose one form of behavior or another, and to take upon him/herself the consequences of that chosen action. Respect, order and self-control are an outgrowth of good teaching at home and at school. A self-disciplined student is one who takes responsibility for his/her actions and has control over them. A student first learns self-discipline at home. The faculty will maintain good order and discipline at all times: the classroom, on school grounds, and at all school events. Ultimately, students are taught to adhere to the “golden rule” given to us by Jesus: “Do unto others as you would have others do unto you.”

Discipline in St. Ignatius School is to be considered as an aspect of moral guidance and NOT a form of punishment. The purpose of discipline is to promote pupil development, to increase a sense of awareness and sensitivity for others, to assist in the growth of inner discipline, and to provide an environment conducive to learning.

*Broad discipline rules that affect the daily living together of all members of the school community include these:*

1. *Respect yourself, others and things*
2. *Contribute to the learning environment*
3. *Follow school and classroom procedures*

Each classroom teacher has adopted some version of these three rules. The teachers work with the children to make sure the rules are understood and the reasons for the rules are taught. Students learn that each adult may have different procedures to helping them follow the rules. Students are tested orally and in writing to ensure that they know and understand how rules “safeguard each person’s rights.”

In addition, each classroom teacher has an established Classroom Discipline Cycle that lists consequences for not following the rules. The Classroom Discipline Cycle is as follows:

## **St. Ignatius School Classroom Discipline Cycle**

**Step 1** – Warning: Chance to Self-Correct – yellow

**Step 2** – Warning: Chance to Self-Correct – yellow - orange

**Step 3** – JUG Action Plan (requires parent review and signature): Document problem and what can be done for improvement with 30 minutes of reflection time during break - red

Occasionally removal from the group is necessary to protect a student and/or the learning environment of the school. If possible, the adult who removes the child will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior.

If regaining control does not happen, the student will be sent to the Administrator's office and the three-step Administrative Discipline Cycle will be set in motion. Reasons for immediate office referral include the "**Big Three**":

- (1) *Physical or Emotional Danger (e.g. fighting, throwing objects, bringing weapons, drugs or matches to school, making threats, leaving school without permission, sexual assault, gang affiliation)*
- (2) *Abuse in Words or Actions (e.g. harassment, making others feel unsafe or uncomfortable, bullying, extreme disrespect to another person, profanity, vandalism)*
- (3) *Out of Control Behavior (e.g. purposeful and consistent misbehavior, unwillingness to follow directions, repeated violation of classroom rules)*

**Students must observe the following disciplinary expectations at all times:**

1. Students are not allowed in the classroom at any time without adult supervision
2. Classrooms are places of study. Any disruptive behavior is unacceptable.
3. Gum chewing is forbidden on the school premises or at school functions.
4. The school grounds are to be kept clean and free from litter.
5. All students will be responsible for the protection and preservation of school property. Any damage to school textbooks, library books or school property is to be paid for by the person causing the damage.
6. Restrooms and drinking fountains are to be kept clean. Loitering or playing in the restrooms or halls is not permitted.
7. Quiet must be maintained at all times in the halls and on the stairs.
8. Students are expected to use polite language. Name calling, profanity, or obscenities are not allowed.
9. Radios, cameras, personal stereos, electronic games, iPods, iPhones, iPads, electronic equipment and other valuables are not permitted at school without proper authorization. When special permission is given, the school will not accept responsibility for the damage or loss of these items.
10. Gambling, buying, selling, or trading of any kind of items by students is prohibited.
11. Cell phone use during school hours is prohibited. Confiscated cell phones will be sent to the Main Office and distributed back to the student's parents two weeks after confiscation.

**Disciplinary Policies**

*Failures of Good Order* – The following infractions of good order are examples of actions which are considered to be serious infractions and will be dealt with accordingly, which could also include dismissal.

1. Disobedience, disrespect, insubordination, or rudeness to a member of the administration, faculty or staff.
2. Language or behavior which is seriously immoral, profane, vulgar or obscene.
3. Possessing, selling, giving away, using, or being under the influence of a controlled, mood-altering substance on the campus, at school functions, or at a time and place directly involving the school.
4. Theft, graffiti or vandalism.
5. Possession of graffiti pens or markers.
6. Obscenities - oral, written or gestured.
7. Truancy- tardiness and absences.

8. Dishonesty of any kind, including cheating and plagiarism.
9. Possession of indecent books, pictures or objects.
10. Fighting, injury or harm to persons or serious threat of same.
11. Outrageous, scandalous, or seriously disruptive behavior.
12. Possessing, using, or threatening to use any weapon including all types of knives.
13. Membership in a gang or participation in a gang-related activity.
14. Conduct at school or elsewhere which would reflect adversely on St. Ignatius School and be detrimental to the reputation of the school or the Catholic Church.

### **Sanctions**

The following sanctions may be imposed on students:

**Detention:** Detention is held for a determined length of time either before or after school, during break or lunch, or on Saturdays. Detention takes precedence over any after-school activity. Detention must be served when assigned. Switches will be made only for very serious reasons, and students who “cut” detention are liable for serious disciplinary action (i.e., added days of detention, Saturday detention, suspension). Students who are repeatedly assigned detention may be suspended and/or placed on probation. The student will be readmitted to school after there has been a conference with the Administrator, the parents and the student.

**Suspension:** A student may be placed on suspension for serious misconduct, whether on or off the campus, or for serious misconduct after having been placed on probation. Suspension is the isolation of the pupil from some or all school activities. Thus, the pupil may be required to report to school during normal school hours, but be separated from his/her ordinary classes and be expected to continue school work on an independent or private study basis. In some instances, the pupil may be barred from school entirely. Except in unusual cases, the suspension should not exceed one (1) week. Suspension is ordinarily invoked to prevent disruption of the school environment and to assist the affected pupil in overcoming a disciplinary problem.

**Probation:** Parents will be notified that their son/daughter, because of relatively serious infraction of school regulations or of repeated minor incidents, has been placed on probation for a portion of the school year. If the parents wish to discuss the matter with the Administrator, they are requested to phone for an appointment. Students placed on probation may be required to re-apply for their St. Ignatius School scholarship.

**Expulsion:** This is the final and irrevocable dismissal of the student from the school. Expulsions incurred by misconduct of a very serious nature (e.g., theft or fighting) calling for immediate dismissal without suspension or by repetition of conduct leading to one or more suspensions.

The students’ interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

### **ANTI-Harassment and Bullying Policy**

St. Ignatius School is committed to provide a learning environment that is free from harassment and BULLYING in any form. Harassment of any student by any other student, lay employee, volunteer, or religious is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

Ø **Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another person in person or through electronic media;

Ø **Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement;

Ø **Visual Harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures, text messages, websites, social networking sites, or through other electronic media, and

Ø **Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made explicitly or implicitly as a term or condition of a student's academic status or progress;
2. Submission to or rejection of such conduct by a student issued as a basis of academic decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

**Specific examples of sexual harassment include, but are not limited to:**

1. Making unsolicited sexual advances and propositions;
2. Using sexually degrading words to describe an individual or an individual's body;
3. Displaying sexually suggestive objects or pictures;
4. Telling inappropriate or sexually related jokes;
5. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

**It is the responsibility of St. Ignatius School to:**

1. Implement this policy through regular meetings, including professional development seminars with all administrators, faculty and staff, ensuring that they understand the policy and its importance;
2. Make all faculty, staff, volunteers, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
4. Strive to create a school environment free from discrimination, intimidation, or harassment.

**It is the student's responsibility to:**

1. Conduct himself or herself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the Principal;
5. If informed that he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

## Complaint Filing and Investigation Procedures

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Principal or to a teacher who will report it to the Principal or to the President if the Principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another administrator if he/she prefers to do so.
2. The student alleging harassment may be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with all parties, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal, in consultation with the USA East Province of the Society of Jesus, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination/expulsion.
5. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

## Sanctions For Chemical Substance use and Abuse

The following chemical substance policy will cover all school activities on and off campus:

- a. Selling any controlled, mood-altering substance (alcohol, drugs, etc.) may be dealt with by immediate expulsion from the school.
- B. Possessing or being under the influence of any controlled, mood-altering substance may be dealt with by immediate expulsion from the school.

## ACADEMIC LIFE

**Introduction & Philosophy of Academics at St. Ignatius School:** St. Ignatius School is an institution of academic excellence with a rigorous and supportive learning environment. The intention of St. Ignatius School is to prepare each student for entrance into a competitive high school and best suited college.

**Curriculum:** Students enroll in the following classes: Religion, English Language Arts- Reading and Writing, Social Studies, Math, Science, the arts and music. Students in middle school also participate in clubs and elective classes.

**Academic Grading:** Each teacher establishes a grading policy for each individual class and is expected to fully explain this policy at the start of the academic year. It is the student's responsibility to be aware of the grading policy and requirements in a particular course. Grading policies will be given to the students on the first day of school. Should a student or parent wish to see or review a specific teacher's grading policy for a particular class, the teacher should be contacted. **The following general policies are in effect** across the school:

Tests/Projects—40%

Quizzes—30%

Homework—20%

Participation—10%

**Progress Reports:** Students receive progress reports during each quarter with current grades in all academic classes, as well as marks for conduct and effort. Parents are expected to review the progress report with the student at Parent Teacher Conferences.

**Report Cards:** Report cards are issued at the end of each quarter. There are four report cards issued per year.

**Academic Probation:** A student may be placed on Academic Probation if the Senior Administrative Team deems necessary. Parents will be notified at the end of the quarter and brought in for a meeting with the Principal and Assistant Principal. Students will be placed on probation and will be required to show improvement academically and in the areas of effort and conduct in the following marking period. The Senior Administrative Team will review and determine the student's standing at St. Ignatius School at that time. School privileges may be revoked, so additional time can be focused on academic improvement.

**Promotion/Retention:** At the end of each year, the faculty and administration will determine whether each student has demonstrated mastery of skills necessary in order for promotion to the next grade level. There is particular attention paid to promotion at the conclusion of sixth grade in order to ensure that students have the skills ready to succeed in middle school and beyond. In some cases, students will need an additional year of sixth grade to develop the skills necessary for success. If the faculty and administration determine that a student is not ready for promotion, the administration will make recommendations to the student's parents/guardians as to whether retention or alternate school placement would be the next best step for the student's education. A 70% or better must be earned in these classes to be promoted. A student with an average below 70% in more than two subject areas may be asked to find a more suitable school.

**Graduation Requirements from 8<sup>th</sup> Grade:** Students must successfully complete the 8<sup>th</sup> grade with an average of 70% for all subjects for 6<sup>th</sup> and 7<sup>th</sup> and 8<sup>th</sup> grades in order to be recommended for promotion into 9<sup>th</sup> grade by the faculty and administration of St. Ignatius School. Students in grade 8 with an average in any subject area below 70% may require summer school and may not earn a diploma.

**Cheating and Plagiarism:** Cheating and plagiarism (copying the work of others and passing it off as one's own) are forms of academic dishonesty which are inconsistent with the principles for which St. Ignatius School stands. These are considered to be major academic offenses and will be dealt with in accordance with guidelines set down by the administration. Students who are involved in such infractions, including violations of rules and policy set down by both the administration and classroom teachers which are intended to curb such practices, are subject to academic and disciplinary sanctions.

**The St. Ignatius School Honor Code:** Our Honor Code promotes trust in the SIS community, helps develop core values, and prepares you for the demands of High School and beyond. Your teachers and the SIS administration can help you understand the Honor Code, your responsibilities, and consequences when it is not followed.

The St. Ignatius School Honor Code reads as follows:

***“As an honorable St. Ignatius School student, I will not lie, cheat, steal, plagiarize, or vandalize.”***

**What do we mean by *lying*?**

Lying involves intentionally misleading a classmate, teacher, or staff member with false statements, actions, or objects.

### What is *cheating*?

- Cheating occurs when you gain an unfair advantage over other students on an assignment.
- Such an advantage might come from looking at another student's paper; looking at your notes while a test or quiz is still out; sharing answers in written or spoken form before, during, or after a test; or using a calculator or other form of technology, including foreign language translators, to answer questions when such use is not approved.
- **Copying or requesting/granting an answer to a homework question is also a violation unless explicit permission to work together is granted by your teacher(s).**

### What is *stealing*?

Stealing involves the intention to take and keep property belonging to someone else without his or her permission or without payment.

### What is *plagiarism*?

- Taking credit for another's words or ideas, intentionally or unintentionally
- Using direct work from another source, whether it is a book, internet site, magazine, etc. without placing material in quotes and citing it
- Using an example on a test or quiz that is close to another on the test or quiz
- How do I avoid plagiarism?
  - o Reword information in your own words; paraphrase.
  - o Your teachers work with you on ways to avoid plagiarism. Pay attention to these activities and learn from them to help you avoid an Honor Code violation.

### What is *vandalism*?

- Vandalism is deliberate damage of an individual or institution's property.
- Some acts are very clear (drawing or writing on a desk or wall, throwing a classmate's calculator on the floor, sticking objects such as a stick into a computer's disk drive), and others may not be, such as those resulting from horseplay.

**Disciplinary Sanctions:** Any member of the faculty or administrator who has reason to believe that a student has violated any school policy may make reasonable inquiry including questioning the student(s) to determine whether an infraction has incurred.

## **HOMEWORK**

Homework will be assigned to students every day in every subject area. Homework is not optional; it is a critical aspect of learning and attending school. Each student is issued a St. Ignatius School planner/assignment book for recording homework assignments daily. Time is allotted daily for each student to work on his/her homework assignments and receive support from a staff member or volunteer. Students are expected to take homework assignments seriously. The completion of homework will be factored into the students' quarterly and final grades. If there are questions about the assignment or concerns about the amount of homework which is assigned, each student is encouraged to discuss this with his/her teacher or email his/her teacher. Parents are encouraged to review the student planner/assignment daily on Google Sheets to check on student progress.

Homework is an expectation for all classes. Students who struggle with homework must be responsible to communicate with their teachers their need for help. If good work habits are not developed at home where the parents are the primary educators of their children it may be determined that St. Ignatius School is not the correct fit for this student. When this issue has been addressed and the teachers and administration do not see progress a student may be asked to withdraw to find another school more suitable to his/her needs.

The teachers and administration will do everything possible to help the student. This help will only produce results if the student and his/her family are in agreement and are taking steps for improvement.

If a student is absent, he/she is still expected to complete all homework in a reasonable period of time after returning to school. Teachers will clarify homework policies to students in their courses, but students are responsible for checking the Class Assignment Pad on Google Sheets. In most cases, students will be given one extra day to complete assignments missed while absent. Teachers will make every effort to gather materials and write down assignments for a legal absence. When possible, parents or guardians should make arrangements with teachers to come to the school to pick up assignments on the day the student is absent.

### **CARE OF MATERIALS & EQUIPMENT**

Each student will be provided with many of the reading books, library books, workbooks and textbooks necessary for a successful learning experience. These materials and equipment are valuable to the school experience. Each student must take responsibility for each of these items. Each must be handled with care by students to avoid damage or unreasonable wear. If the administration concludes that school property has been mishandled, lost or damaged by a student, then that student may be charged a fee to replace the item. See below for specific guidelines regarding student Chromebook use.

#### **St. Ignatius School Guidelines for Chromebooks and Google's G Suite for Education**

To offer students more learning opportunities and prepare them better for later educational experiences, St. Ignatius School has integrated Chromebooks and G Suite for Education into its curriculum. Students will learn how to use the resources of the Internet to, among other things, conduct research, develop writing skills, organize their time and assignments, and communicate responsibly with teachers. **Online, as in person, students' words and actions are expected to reflect St. Ignatius School's standards of ethics and conduct.**

#### **Chromebooks**

Students will access the Internet for specific learning purposes. Teachers will guide students in effective and responsible use the Chromebooks. Chromebooks will be used in accordance with the policies and standards laid out in the Student and Family Handbook. Violations will result in disciplinary action. **In case of loss, damage or destruction to assigned Chromebooks, the student and his/her family will be responsible for \$75 fine and will be assigned a new Chromebook.**

#### **G Suites for Education**

Each student a personal Google account on the St. Ignatius server. This provides, among other things:

- email for ongoing communication with teachers about class work and academic progress;
- access to online learning tools that require an email address;
- ability to complete and organize work through Google Apps (word processing, spreadsheets, calendar, presentation, and website-authoring tools) and Google Classroom; and
- ability to collaborate in a structured way with other students and receive real-time feedback from teachers through Google Drive.

**Student Google accounts are to be used for educational purposes only.** The Principal has the final say on what constitutes unacceptable use of technology, but the guidelines below offer a sense of SIS's expectations.

- Students may never use the Internet to hurt other people physically, mentally, or emotionally, whether by cyberbullying or any other means. Students must abide by school guidelines (including academic integrity policies), state law, and federal law in their online conduct and use of school technology.
- Students must never access, keep, or send materials that violate SIS's Code of Ethics or school policies. This includes materials that are abusive, harassing, offensive, or impolite - in general, materials that students would not willingly show to a teacher or parent.
- Students must guard their online privacy. **They must not give their passwords to other students or friends, and they must never reveal personal information over the Internet.**
- If students or parents have concerns about material encountered through an SIS account, they should contact Mr. Malone ([jmalone@sis-nativity.org](mailto:jmalone@sis-nativity.org)) or Mr. Darrell ([rdarrell@sis-nativity.org](mailto:rdarrell@sis-nativity.org)).

Access to a Google account is a valuable tool and a privilege. Filters are set up to monitor student email for inappropriate content and ensure that students are meeting a high standard of behavior in line with the SIS Code of Ethics. At any time and without prior notice, administrators may inspect, copy, review, or store student emails, as well as content in student Google accounts. In accordance with the Freedom of Information Act and other laws, emails are considered public documents and are not confidential. Violation of the policies and standards laid out in the Student and Family Handbook will result in disciplinary action.

### **GUIDELINES FOR USING CHROMEBOOKS**

These guidelines are provided to parents as information, so they are aware of what has been reviewed with students.

#### **General Handling and Care for Chromebooks -**

- **Chromebooks are NEVER to be taken home. They are to remain in the St. Ignatius School building.**
- Please take care to handle your Chromebook responsibly. They are a good quality device but are slightly more fragile than a regular laptop. Your teachers will help you learn to handle these devices with care. These are school owned devices (as such we reserve the right to take them away from those mishandling or treating them with disrespect). -
- The Chromebook is fun to use, but it is not a toy. Remember that school technology must be used to support your learning and the learning of others.
- Students should always close their Chromebook before transporting the device both in the classroom and in the hallway. Normal precautions and common sense should be used at all times.
- You should NEVER place a lot of weight on top of the Chromebook. Lunches, drinks and snacks should not be consumed while using this device. -

### **ADDITIONAL INFORMATION ON CARE AND USE OF CHROMEBOOKS**

#### **Cleaning -**

To keep the screen clean, avoid touching it with your fingers. DO NOT use water or other cleaning solutions on the Chromebook. -Wipe the surfaces lightly with a clean soft dry cloth. -

#### **Security -**

Never give or share your username and password to anyone other than your parents. -You are responsible for what happens to your Chromebook, even if someone else is using it. - Never lend the Chromebook to someone else to use. - Do not remove the identification tags/stickers from the Chromebook. -

#### **Music and Video -**

Chromebooks and other technologies are used to support learning. Using your Chromebook (or other devices) for non-academic activities (such as watching or listening to non-academic videos or music) which do not contribute to the SIS learning environment, is not permitted. - Playing videos and music during class will be directed by classroom teachers. Any inappropriate or unauthorized content accessed on Chromebooks (or any other device) will result in disciplinary action.

#### **Chromebook Backgrounds**

Students should not change the background of their screens. Students may select an appropriate avatar for their user names, subject to administrative removal and follow-up discipline if inappropriate.

### **Other Email Accounts**

Since students are expected to use their school-issued accounts for all school work, students should not need to access other email accounts on the Chromebooks. On the rare occasions when a student may need to access other accounts, he/she should do so with the permission and supervision of a teacher.

### **STUDENT RECORDS**

#### *Parents:*

If you are a parent of a St. Ignatius School student and you wish to review the academic records of your child, St. Ignatius School requests that you give the school 24 hours' notice (at minimum) to do so.

#### *Non-Custodial Parent/Guardian:*

If you are a guardian of a St. Ignatius School student and you wish to review the academic records of your child, St. Ignatius School requests to have a copy of the court order indicating your responsibility for the student/child and also a 24-hour notice (at minimum) to review the files.

### **Mandatory Summer Leadership Program**

Participation in St. Ignatius School year-round program helps to assure academic success. All current students are REQUIRED to participate in the programs designed for their grade level. Promotion onto the next grade level is contingent upon success in the required summer programs. Failure to attend jeopardizes fall enrollment.

### **Summer Leadership Camp**

This program is an integral part of our mission. It provides an opportunity to participate in summer leadership camp at a minimal cost to the family. Students are REQUIRED to participate completely in the summer leadership camp program. Completion of appropriate health, lunch and financial aid forms is required in advance. Families are expected to complete these forms promptly. Families may be charged in the event that the student does not participate in summer camp.

Students are expected to comply with the rules set forth by the camp staff. St. Ignatius School administrators work in partnership with camp directors to ensure appropriate participation by all students.

### **GENERAL Expectations & PROCEDURES**

All students at St. Ignatius School are required to comply with all rules and regulations found in this Student Handbook. The school expects its students to reside with parents(s) or approved guardian(s) while enrolled at St. Ignatius School.

#### **Attendance**

All students are expected to be present at school daily, to be on time for school each day, and to be prompt in arriving for scheduled classes. This is essential if the student is to derive the full benefit of his/her education at St. Ignatius School.

Attendance is taken at 7:45 a.m. daily. Students may arrive as early as 7:30 a.m., but should not arrive at school before 7:30 a.m., because student supervision is not available before that time.

Any student arriving to school after 7:45 a.m. is tardy. Students who are late to class or tardy to school incur progressive steps for probation.

All routine matters concerning attendance are handled through the school secretary. Cases of non-routine nature will be referred to the Principal. If it is expected that a student will be absent for a prolonged period of time, the parent or guardian must immediately contact the Main Office to explain the situation. In the case of prolonged absences for medical reasons, the school will assist the family in designing a plan. Parents are expected to meet with the Principal for any anticipated absences of more than 3 days.

### **Unexcused absences**

Students and parents are expected to observe the published St. Ignatius School Calendar in matters of vacations and days off from school. In the event that a student is taken out of school for personal reasons, the parents and student must assume full responsibility for this action and for the academic consequences entailed. Neither the school nor the teachers can assume responsibility for special assignments, tests, etc., to make up for what is missed in class during this type of an absence. St. Ignatius School may be required to report any non-health related absence to The Administration for Children's Services (ACS). Students that have unexcused absences will be required to attend Saturday school or Friday afternoon make up sessions.

### **Office Procedure for Absence and Tardiness**

If your child is absent from school or tardy to school, please follow these procedures:

- (1) The parent or guardian is to phone the school office (718-861-9084) between 7:45 am and 8:00 am to report any absence from school.
- (2) If a student is absent for multiple days, the parent must call each day.
- (3) Upon returning to school the student **must** present a note from the parent/guardian as required by state law containing:
  - (a) date or dates of absence
  - (b) date note is written
  - (c) reason for absence
  - (d) signature of parent/guardian.
  - (e) doctor's note (as explained below)
- (4) This note must be presented at the Main Office before 7:45 am on the returning day.
- (5) A student who is late for school or for any particular class during the day or who misses any part of a class (eg., medical appointment) must report to the Main Office and obtain an Office Pass for admission to the classroom. Please attach a Doctor's Note if required.

Failure to comply with any of the regulations concerning absence and/or tardiness may result in disciplinary actions. Five tardies or three absences or more per quarter will prevent a student from earning academic honors and may trigger the initiation of truancy procedures and jeopardize enrollment. In the case of questionable or non-health related absences, the administration may investigate and, if necessary, will ask public authorities (i.e. Human Services, truant officer, etc.) to become involved.

**Medical, Dental or Special Appointments:** If students must attend medical or dental or other special appointments during school hours, the student must present a note from his/her parent/guardian requesting that the student be dismissed from school for the appointment. The time of the appointment, name of doctor and phone number is to be clearly stated. **This**

**note is to be presented to the Main Office before 7:45 a.m. on the day of the appointment or the student may be asked to cancel the appointment.**

When a student returns to school after an appointment, he/she must present a note from the doctor, dentist, etc. Most medical offices have a special form for this purpose. This note is to be presented to the Main Office as soon as the student returns to school. The student is responsible for any work missed during this time.

Please use early dismissal afternoons on Fridays to schedule needed doctor or dentist appointments. This will contribute to the academic success of your daughter/son as they will not miss any of the academic program.

### **Dismissal**

The school day ends at 5:00 p.m. on Monday through Thursday and at 12:50pm on Fridays.

If you plan to pick up your child from school, St. Ignatius School requests that you arrive at 5:00 p.m. to do so (12:00 p.m. on Fridays). If your child has not been picked up by 5:15 p.m. (or 12:15 p.m. on Fridays), we may need to send them to an after school program for pickup or contact the local authorities. There is no extended care program at St. Ignatius School.

### **Telephone Messages**

Telephone messages can be delivered to a student while at school if an EMERGENCY ARISES. Parents, guardians, and other persons are asked to communicate their daily plans to their child before their child leaves in the morning. Parents should not expect to contact their child by cell phone during the day because phones are collected in the morning for safe keeping in the Main Office.

### **Change of Address or Phone number**

The Main Office of the school is to be notified immediately of any change of address and/or change of phone number of each student's parent or guardian. This is essential in order to keep school records accurate and in order to be able to contact the parents or guardians in the event of an emergency.

### **Personal Appearance / Dress Code Uniform**

Students are required to wear a uniform every day at St. Ignatius School. This rule will be enforced by staff and faculty. Modifications to the uniform and dress code will be considered by the Administration if appropriate for cultural or religious reasons. Such requests should be presented to the Principal in writing. If there is a dress code violation, disciplinary actions may be enforced.

#### **Boys Uniform Description**

- Khaki or navy twill uniform pants with **uniform** black belt
  - White short sleeved uniform polo shirt with logo (before October 15 and after April 15)
  - Blue short sleeved uniform polo shirt with logo (8<sup>th</sup> grade only before October 15 and after April 15)
  - White long sleeved button down uniform collared shirt (October 15 – April 15)
- \*\*white T-shirt underneath the uniform shirt with no printing
- Navy V-Neck uniform pullover sweater with logo (October 15 – April 15) (may be required for Mass and Special Events)
  - Navy V-Neck Cardigan Sweater with Logo (October 15 – April 15)  
(may be required for Mass and Special Events) 8<sup>th</sup> grade only.
  - School uniform ties (October 15 – April 15) and for Mass and Special Events
  - Black shoes or black sneakers (without mesh, logos, or colored stripes)

- Black uniform colored socks

### **Girls Uniform Description**

- Navy plaid wrap around uniform skirt, no more than two inches above the knee (required for Mass and Special Events)
- Khaki or navy twill uniform pants with **uniform** black belt
- White short sleeved polo uniform shirt with logo (before October 15 and after April 15)
- Blue short sleeved uniform polo shirt with logo (8<sup>th</sup> grade only before October 15 and after April 15)
- White long sleeved uniform blouse (October 15 – April 15)
- \*\*White T-shirt underneath the uniform shirt/blouse with no printing
- Navy V-neck uniform pullover sweater with logo (October 15 – April 15) (may be required for Mass and Special Events)
- Navy V-Neck Cardigan Sweater with Logo (October 15 – April 15)  
(may be required for Mass and Special Events) 8<sup>th</sup> grade only.
- Black dress shoes or sneakers (without mesh, logos, or stripes)
- Navy or white knee high uniform socks or uniform tights

### **Boys and Girls Gym/Recess Uniform**

- Navy uniform shorts with school name
  - Gold uniform T-shirt with school name
  - Navy uniform sweatpants with school name
  - Navy uniform sweatshirt with school name
  - White athletic socks
  - Black Sneakers (without mesh, logos, or colored stripes)
- **Only white t-shirts** may be worn under the uniform shirts
  - Sweaters, skirts for girls, ties and dress shirts for boys are required for Mass and Special Events
  - Shirts must be tucked in at all times with top button buttoned and tie pulled up completely.
  - White Uniform Polo Shirts must be tucked in at all times with only the top button unbuttoned. All other buttons must be buttoned.
  - Pants with a belt must be worn on the waist
  - Holes in uniform should be repaired immediately
  - Modified Dress includes shirts and pants that are clean and in good condition which fit properly, closed toed shoes, and shirts with sleeves. Clothes on Modified Dress Day should cover the parts of the body normally covered by the school uniform and should reflect our identity as a Catholic school.

### **Grooming**

- Students should be neat and clean shaven at all times.
- Hair should be the student's natural color and should not cover the student's eyes.
- Any form of dress or hairstyle that is extreme will not be permitted.

**Not allowed:** The following items are not to be worn at school: platform or high heeled shoes, sandals, open-toed shoes, slip-on or backless shoes; makeup or nail polish (clear nail polish is allowed); fake nails, hats, lip gloss, gel shoes, perfume, cologne, scented body spray, scented lotion, gang related jewelry, gang related manner of wearing clothes or shoes, t-shirts with inappropriate slogans or pictures or sleeveless shirts. **One stud earring per ear is allowed;** no multiple piercings and no hoops or dangling earrings. Boys may not wear earrings or studs.

**NO Gum, food, candy or soda in the school building:** Gum is not to be chewed on school property at any time (this includes breaks and lunch time and before and after school.) This also includes other properties when borrowed for school activities (including the recreation center, theatre, playground, church building, etc.) Additionally, gum is not allowed at

school-sponsored events such as field trips and other off-campus activities. The consequence for violating this rule is that students will be required to pay a fine of \$5.00 to the school by the next school day. Funds collected contribute to the continued maintenance of the school property. Failure to observe this rule will result in the student having to attend Friday afternoon and/or Saturday sessions.

**Electronics:** Any electronic devices, including cell phones, that are brought onto campus MUST be turned to the “off” position and turned into the Main Office or foyer closet by 7:45 am. Confiscated electronics will be sent to the Main Office and distributed back at the discretion of the Administrator.

## **WATER BOTTLES**

Students *are* allowed to have small water bottles at their desks with teacher consent. Students may drink water from these water bottles at break and with the teacher’s consent. Students are responsible for any damage caused by water spillage. Students who drink beverages in class other than water will be fined \$5 as noted above.

## **School Property**

Any student damaging, destroying or removing school property from the school is liable for repair or replacement of the property, in addition to any other disciplinary sanction determined by the Administrator.

## **FIELD TRIP POLICIES**

Student participation on field trips is a privilege, not a right. A student could be denied participation if he/she fails to meet behavioral requirements. A parent also has the right to refuse to let his/her child go on a trip. Parents should indicate this desire on the Field Trip Permission Slip form which will be sent home in the Wednesday Folder.

The policy of the Archdiocese of New York requires that completed and signed permission slips be on file for each field trip taken by the student. A new permission slip will be sent home before each trip. A ‘blanket’ permission slip cannot be used.

## **Computer and internet usage**

Computers are available for student use on campus and most have access to the internet. To access the internet and computers on campus, a student must obtain school and parent consent by completing the St. Ignatius School Acceptable Computer Use Policy Agreement.

Use of computers and the internet is a privilege. Any use of the computers or internet that is in violation of St. Ignatius School’s Acceptable Computer Use Policy Agreement will subject the student to disciplinary action and a withdrawal of this privilege. Students are strictly prohibited from using St. Ignatius School’s name, initials, logos, pictures, or representations of the faculty, staff, or other individuals that, in the determination of the school administration, is degrading, lewd, threatening or inappropriate. Deliberate publication or posting of inappropriate material on the internet may result in serious disciplinary action including dismissal from the school. Illegal downloading on a school computer will result in the student losing the privilege of using computers and the internet on campus.

**Cyberbullying** is defined as willful and repeated harm inflicted on another person through electronic media. Any student who attempts to be harmful or cruel to another student or individual, in the judgment of the Administrator, by sending or posting offensive material (including words, pictures, or images) using, a cell phone, the internet, or other electronic device may be suspended from school, placed on disciplinary probation, or dismissed from the school. Serious incidents may be turned over to law enforcement authorities for prosecution. *This policy will apply to behaviors on and off campus.*

## **PERMISSION TO USE student PHOTOS/VIDEOS**

During the first week of school, parents/guardians are asked to complete a consent form giving St. Ignatius School permission to periodically take photos/videos of students on campus or when participating in school sponsored activities for use on the official school website or in school publications. The school reserves the right to use any and all photos.

## **FAMILY Participation**

### **Parent-Teacher Communication**

Parent-teacher communication is an important factor in your child's education. We encourage parents/guardians to schedule conversations with teachers/administrators about your child's performance. It is important to stay in touch with the child's teachers. In order to keep you up to date on what is happening, a school calendar will be emailed to all families before the start of a new month. It is also posted out in front of the school.

Your observations at home are as important as teaching observations when it comes to your child's education. Be sure to let a teacher or administrator know about out of the ordinary occasions in your family or any changes that take place in your child's life (birth of sibling, death of a loved one, marriage, separation or divorce of parents, etc.).

While the resources within the school are excellent, there are occasions when the school suggests that a child have additional help, e.g., an evaluation (learning, psychological, speech/language, neurological, etc.). These suggestions are usually made by the teacher or the Counselor or Principal after consultation and after discussions with the family.

Parent cooperation is essential in a child's education. Current research shows that the more parents are involved in the educational process of their son/daughter, the better their child performs. Parental involvement includes:

- Attendance at the Parent-Teacher-Student conferences
- Showing interest in and checking on homework assignments
- Encouraging your child to read at home for pleasure
- Participating in school events
- Responding to communication made by the school
- Participating in Mandatory Family Meetings
- Contributing monthly participation fees
- Volunteering in the school
- Recruiting new families to St. Ignatius School

### **Mandatory Parent Meetings**

Returning parents are expected to attend one evening meeting a month. These meetings are noted on the Family Calendar distributed at the beginning of the year and are located on the school website. If a parent is unable to attend a scheduled mandatory meeting, this must be communicated to the Principal in writing before the meeting. If an emergency occurs, the parent must send a note to the Principal on the day following the meeting. For any missed meeting, a follow-up meeting must be scheduled with the Principal for communication of the relevant information. If a parent is absent from mandatory parent meetings more than once, there will be a \$20 fine.

## **FAMILY EMAILS**

All information for families will be sent to parents via email. This information keeps families up-to-date with school related issues and activities.

### **Family-Teacher-Student Conferences and Communication**

Families are always welcome to call the school to make an appointment with a teacher at any time during the year. There are four scheduled mandatory family/teacher/student conferences each school year. These are scheduled at the midway point of the each grading period. An additional conference at the conclusion of each grading period may be required for some students. These conferences allow the teachers, families and students to review the report card together. This communication between families, students and teachers is very helpful in setting a climate for cooperation between home and school and in letting the children know that parents are interested and actively concerned about their school life. Families should convey to their children daily the value of education. Families and students must attend all parent/teacher/student conferences if their presence is requested. In some cases, parents and students will be required to come for specific conferences regarding student academic or behavioral progress.

### **PARENT VOLUNTEERS**

Opportunities for parent volunteers include chaperoning field trips, translating at parent meetings, providing child care for parent meetings, helping in the cafeteria and yard during recess and breaks, assisting at special events, and recruiting new families to St. Ignatius School.

### **SAFETY and health**

#### **Closed Campus**

Students are to remain on the campus or in adult supervision off-campus as required for school-sponsored field trips or activities from 7:45 a.m. until 5:00 p.m. Monday, Tuesday, Wednesday and Thursday, and 7:45 until 12:50 on Friday.

#### **Campus Security**

This campus is closed and cannot allow coming and going of students. Visitors are allowed. Students can leave escorted by an adult if they have early dismissal or specific written consent (signed by a parent/guardian) allowing them to leave unaccompanied.

#### **Visitors on Campus**

Visitors must be cleared through the Main Office. Parents who come to school must check in at the office and may not go to classrooms unless they have a scheduled appointment with a teacher.

#### **Medical Examinations**

In compliance with state law, each student at St. Ignatius School needs to have a health examination report and vaccinations on file.

#### **Contagious Disease**

Students whose absence from school is due to a contagious disease (e.g., Hepatitis, Chicken Pox, swine flu) may be asked to provide the school with a doctor's note before returning to the classroom, certifying they are able to return to school.

#### **Illness**

If a child has a stomach flu, sore throat, ear ache, nasal discharge, skin rash, eye infection or elevated temperature of 99.6 F or above, the child should be kept at home. If a child becomes ill during the school day, parents/guardians will be contacted at home or work. Parents/guardians are responsible to have their child picked up and taken home. The child will not be dismissed without an authorized adult to accompany him/her home. The parent or guardian must sign the child out at the school office. In no case should a student merely leave the campus if he/she becomes ill without reporting to the School

Office. Students are responsible for work missed in classes that day and should check the Class Assignment Pad on Google Sheets.

### **Immunizations**

New York State Law requires that every child's parents present to the school proof of immunization from communicable disease. This information must be on file for every student in school. The Department of Public Health requires proof of immunity from: Polio, Diphtheria, Tetanus and Pertussis, measles, meningitis, mumps, and rubella, hepatitis B, Varicella (Chicken Pox) and Tuberculosis.

### **Student Health**

The Administration should be made aware of any medical, physical or emotional problem of a student that may, in any way, affect his/her performance in school or school activities. Written notification to the administration must be made prior to the first day of school each year your child attends St. Ignatius School. Prior notification to the Administration concerning such matters, even though they may appear minor, can present possible misunderstandings at a later time.

### **School Exclusion**

The following diseases require exclusion from school: scabies, pink eye, swine flu, chicken pox (not less than six days after eruption), German measles (five days after appearance of rash), and mumps (nine days and until all swelling is gone).

### **Emergency Forms**

It is of absolute importance that we have an emergency form on file for each family. The emergency forms should be filled out before the first day of school. If any information on this form changes during the year, the office should be notified, in writing, immediately. It is extremely important that the school be able to easily and quickly reach at least one parent or guardian at any time during the school day.

If a student becomes ill or is the victim of an accident during the school day, the Administrator, Main Office Coordinator, or teacher will contact the parent or person indicated on the family's emergency form. If the parent, family physician, or the adult listed on the emergency form cannot be reached, the paramedics will be contacted and the matter will be put into their hands.

### **Child Custody**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

### **Student Medication POLICY**

When medication is needed by students during school hours, students may bring the necessary medication to the school secretary with a note from his/her parent indicating permission to take this medication. The medication must be in the original container, appropriately labeled with the name of the student/child and dosage. Any change in medication should be communicated to the school at once.

### **Student Medical Emergency**

When a student experiences a medical emergency at school we will make contact with parents/guardians and emergency contacts if parents are not reachable. If no one is reachable we will take the appropriate action. Parents/guardians will be billed for any cost incurred by medical personnel.

### **Insurance**

All students will be insured by the Archdiocesan Accident Insurance during school hours and when participating in any activity related to school. Parents must supply the St. Ignatius School with a copy of the student/family medical insurance card with contact information detail before the first day of school.

### **Statement on Child Abuse**

New York State law requires that all school employees and child care providers sign an agreement acknowledging their awareness of their roles as mandated reporters for child abuse. St. Ignatius School is legally required to comply with the Child Abuse and Neglect Reporting Act. All employees of St. Ignatius School are considered “mandated reporters” and are responsible to report suspected occurrences of child abuse or neglect to the proper authorities. In any investigation of suspected child abuse or neglect, all persons participating in the investigation of the case shall consider the needs of the child victim and shall do whatever is necessary to prevent psychological harm to the child victim.

St. Ignatius School holds periodic professional discussions and seminars about the topic of child abuse, and our administration and counseling staff are very aware of the many issues related to child neglect and abuse and the applicable laws.

Teachers and school employees are required by law to refer to The Administration for Children’s Services (ACS) any situation in which there seems to be “reasonable suspicion” of such abuse or neglect. This law exists to protect children.

It is St. Ignatius School’s desire to work with families and the ACS to the benefit of our students, should any such case arise.

### **FOOD PROGRAMS**

St. Ignatius School serves nutritionally balanced snacks and meals daily. Light breakfast is served each morning from 7:30 AM until 7:40 AM. The breakfast service will end at 7:40 AM. Assembly starts at 7:45 AM. Snacks are served in the afternoon on Monday, Tuesday, Wednesday and Thursday.

St. Ignatius School participates in the Federal Free and Reduced Lunch Program operated by the United States Government.

All students are mandated to participate in the program, unless special dietary restrictions preclude the students from eating the school provided lunch. A doctor’s note is required noting dietary issues. Specialized lunch will need to be dropped off in the main office, upon student’s arrival.

### **EMERGENCY preparedness**

If the building must be evacuated due to an emergency, the student body and faculty will assemble in the recreation center area across the street from the school, located at 765 Manida St. To expedite the attendance process, students should form “assembly lines” with their class teacher for that particular period.

Students will **not** be released from school after a major emergency. Parents or their designees must come and pick them up. Each family is required to submit a form which names appropriate family members or designees who may pick up students in the event of an emergency release. School is prepared to hold students for 24 hours. Students who have not been picked up after 24 hours will be taken to the nearest disaster aid center. A staff member will remain with the students at the center until all students have been picked up.

### **Fire and Evacuation Drills**

Signs are posted to indicate the proper fire evacuation exit in the school. Students are to follow the directions indicated on these signs and also the directions given by the teacher in charge. Silence is to be observed during the entire time of the exercise, both leaving the classroom and returning.

### **Lock Down Drills**

Each classroom and office in the school is equipped with a shade and a lock. When a lock down drill is occurring, students must go to the most out of sight corner of the classroom silently, as per teacher instruction. The teacher will lock the door and lower the shade, until the all clear sign is given.

**Elevator**

Use of the elevator is limited to visitors, faculty and staff members and students who are physically unable to use the stairs. Students who have sustained injuries which severely limit their mobility will be allowed to use the elevator while their injury prohibits their normal movement with permission from a staff member.