



2022-2023

Parent/Student

Handbook

*St. Ignatius Catholic School:
Charting the course for your child's
future on Earth and in Heaven.*

Parents and Students,

Welcome to the 2022-2023 school year at St. Ignatius Catholic School! Thank you for making the commitment to Catholic education and to St. Ignatius. This Parent-Student Handbook is designed and developed to clearly set out the rules, regulations, responsibilities, and policies of our school. This handbook is in addition to the Tuition Agreement already entered into between St. Ignatius School and the Parent/Guardian and is designated as Addendum A to the previously executed Tuition Agreement. By attending St. Ignatius Catholic School and signing the Handbook Acknowledgement Form you are agreeing to follow all rules, regulations, and policies that are included within. Handbook amendments will be posted and updated to the online handbook found on the school's webpage. The key to the spiritual development and academic achievement of every student at St. Ignatius Catholic School is cooperation between the faculty, staff, and parents. That cooperation is only possible with a clear understanding of all the rules, regulations, and policies.

Sincerely,

Tori Y. Miller, Principal

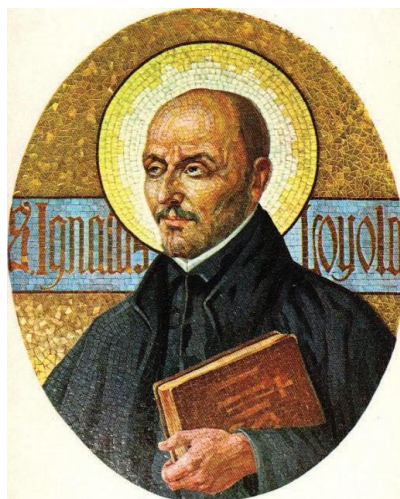


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Published & Posted Electronically: 08/23/2022

GENERAL INFORMATION

St. Ignatius School, in the Springhill area of Mobile, Alabama is an Early Learning Center through 8th-grade Catholic elementary school under the direction of the Office of Catholic Schools of the Archdiocese of Mobile. Founded in 1952 by the Jesuit Fathers of the New Orleans Province and administered by the Sisters of Mercy of the Union, Baltimore Province, the parish is now administered by the Archdiocese of Mobile. The Sisters of Mercy turned the leadership of the school over to a lay principal, Miss Janet Murray, in 1980.

The curriculum stresses academic achievement within a Christian community where a child feels loved and respected by peers as well as teachers. The religion curriculum is strong in Catholic doctrine and provides a foundation for catechetics and evangelization in the classroom. Students are encouraged to live the Christian life additionally through opportunities for prayer, Mass, and a variety of religious services. At St. Ignatius, we attempt to "teach as Jesus did."

Mission Statement of St. Ignatius Catholic School

St. Ignatius Catholic School, a ministry of St. Ignatius Parish in Springhill, strives to educate the whole child by providing a quality Catholic education in a safe and caring learning environment. Focusing on Jesus the Redeemer, children are encouraged to strive for excellence in spiritual, academic, social, and physical activities. Through a variety of curricular and extracurricular activities, children are taught to become productive and exemplary Christian leaders for the future.

Vision Statement of St. Ignatius Catholic School

St. Ignatius Catholic School will create a strong, faith-based community of learners based on the teachings of the Roman Catholic Church. St. Ignatius strives to create a positive atmosphere that heartens the human spirit, values the whole person, and supports family values. The members of the entire school community: Pastor, Parochial Vicar, parishioners, administration, faculty, parents, students, and alumni are integral parts of a collaborative effort to create a dynamic academic environment where the love of learning and pursuit of creative ideas are regularly practiced. St. Ignatius Catholic School will be a leader among area schools in the integration of technology in all subject areas.

Committed and qualified teachers will emphasize high standards of academic achievement while guiding each child to reach his/her full potential. Classical as well as modern works will serve as the foundation for verbal knowledge. At the same time, continued emphasis on math and science will enhance quantitative knowledge. St. Ignatius will continue to provide a safe, financially stable school where students are nurtured, respected, and encouraged to become service-oriented members of the local community and faith-filled, hard-working citizens of the United States of America.

Accreditation

St. Ignatius School is accredited through the Archdiocese of Mobile by Cognia.

Child Abuse Laws

St. Ignatius School abides by the child abuse reporting laws of the State of Alabama. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the Department of Human Resources.

Admissions Information

Nondiscriminatory Policy

St. Ignatius Catholic school admits students of any sex, race, color, national and ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. St. Ignatius Catholic School does not discriminate on the basis of sex, race, color, national and ethnic origin in the administration of its employment practices, educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to St. Ignatius School:

- Members of St. Ignatius Parish
- Members of other parishes
- Non-Catholic student

At the time of registration, all new students seeking admission to St. Ignatius School are evaluated on the basis of current standardized test scores, report cards, and official transcripts.

Requirements include:

- *Verification of active parish affiliation/stewardship
- *Health records including the State of Alabama
Immunization Certificate (see requirement below)
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP (where applicable)

Admission Age Requirements:

The child must be 2 years old by September 10 to enter K2, 3 years old and fully potty-trained by September 10 to enter K3, 4 years old by September 10 to enter K4, 5 years old by September 10 to enter Kindergarten, and 6 years old by September 10 to enter 1st grade.

Immunization Requirement/Other Admission Requirements

All students enrolled in the Archdiocese of Mobile's Catholic schools are required to be immunized. Parents must supply the school with evidence of the child's immunization from the Alabama Department of Public Health. Immunizations must be current with age requirements. A student may be exempt from immunizations for medical reasons if the parent presents the

school with a medical exemption card from the Alabama Department of public Health.

Students applying for admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Ignatius School will meet the educational needs of the student. An interview with the student and the student's family is part of the admission process. St. Ignatius is a participating private school in the Alabama Accountability Act and follows all policies for admitting students through this act. Non-Catholic students whose parents accept the philosophy of St. Ignatius School will be accepted on a space-available basis.

School Hours-DO NOT ARRIVE BEFORE 7:00 AM. Teachers are on campus and supervising students until 3:30 PM.

Supervisory responsibility:

The school cannot assume supervisory responsibility for students on campus before 7:00 a.m. and after 3:30 p.m. unless they are participating in an approved, supervised activity with a member of the faculty. CYO sports are not supervised by school officials.

Parents are to make arrangements for their child (ren) to arrive at school on time and be picked up at dismissal time. ***Please do not call the office with changes in carpool information after 2 p.m. unless it is an emergency.*** Parents can email office@stignatius.org to get messages to children. Messages are delivered to students at the 2:00 afternoon announcements.

St. Ignatius School offers an After School Care Program. Students who are enrolled in the program pay the registration fee at the time of registration. Students not picked up by 3:30 PM will be sent to the ASC program and parents will be charged the daily drop-in rate.

School Office Hours

The school office is open on all school days from **7:30 a.m. – 3:30 p.m.**

Student Directory

Within the first month of the school year, each family that joins the PTO receives a Student Directory listing students' and parents' names, addresses, telephone numbers, and e-mail addresses.

The Student Directory should be used to acquaint parents with the names of their children's classmates and parents. **It is the policy of St. Ignatius Catholic School that the directory shall be used by parents for school business only. The directory shall not be used for mass mailings**

of a commercial nature. Hence under no circumstances is the directory to be loaned to anyone. Abuse of contact information, including emails for purposes that are detrimental to the school or faculty, can result in dismissal.

School Visitors

Visitors on campus for any reason (parents, volunteers, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the Murray Building office when attempting to enter any area of the campus. All visitors and/or volunteers are required to wear a designated badge when on campus. Visitors without a badge will be stopped and asked to report to the Murray Building. We will strictly enforce this regulation. The safety of the children is our utmost concern at St. Ignatius.

Attendance

A student's absence from school interferes with academic progress. Please make every attempt to have your child attend school. **The tardy bell rings at 8:00 AM.** Students arriving after 8:00 AM are to report to the office to obtain a tardy note. Attendance regulations from the Office of Catholic Schools are stated as follows:

Attendance Guidelines for Grades K through 8

Students must be present for one-half of the school day (11:30 a.m.) to be counted as a day on the roll. Early dismissals are discouraged.

Students are allowed up to **but not exceeding 10 absences** for the school year. Should a student exceed a total of 10 absences per school year, the parent/guardian will be contacted by the school to determine the reasons for the additional absences. Should it be determined that the additional absences are due to extenuating circumstances, the principal may make exceptions to the 10 allowed absences.

Should a student exceed a total of 15 absences per school year, a mandatory conference will be held between the parent/guardian and an administrative team member.

Should a student exceed a total of 20 absences per one school year, the local truancy authorities may be contacted. The school administration will follow the recommendations of the truancy authorities. In addition, **a student who exceeds 20 absences may be retained in the current grade.** The Office of Catholic Schools will be notified of students who exceed 20 absences.

Absences

When a student is absent from school, a parent should call or email the office by 10:00 a.m. each day of the absence. A written statement giving reasons for the absence or tardiness *must* be brought to/or emailed to the student's teacher when the student returns to school. These statements are then turned into the principal and kept on file.

When a student is absent for extensive illness (3 or more days), the teacher should be contacted and he/she will provide the parent/student with all missing classwork and homework assignments.

Students who are absent have **one day for each day of absence** to make up the missed assignments, quizzes, and/or tests. For example, a student who is absent three days will be given three school days after returning to school to complete the missing work. Arrangements for regular classroom tests missed because of absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Parents should schedule trips or family outings during the Christmas holidays, Mardi Gras, or Easter break. **Teachers are not required to give make-up tests or assignments for absences due to vacations or to give assignments in anticipation of the vacation. Missed assignments for these types of absences are strictly the student's responsibility.**

Absence During the School Day

Students needing medical appointments during school hours require a written note or email from the parent. Parents are encouraged to email the office. Parents are required to sign out their child in the office. If the child returns to school during the same school day, he or she must be signed back into school in the Murray Building lobby. Students who are away from school for an appointment of 3+ hours will be counted as absent for half a day. ***Five early dismissals are considered a one-half day absence. Every 10 tardies and/or early dismissals, will convert to one absence.***

30+ tardies will result in a mandatory conference between the parent/guardian and a member of the administrative team. In addition, the local truancy authorities may be notified.

Illness

The problem of communicable disease exists among every group and St. Ignatius School is no exception. Parents must make other arrangements for the care of their children when they show symptoms of any deviation from normal health. If a child becomes ill at school, the office (or teacher) will immediately notify a parent. The child will be kept separated from the group and remain in the office or science lab until taken home. The parent/guardian/or emergency contact person **MUST** pick up the child within the hour of being contacted. Children will not be permitted at school with any of the following conditions:

- Fever of 100.4 °F or higher and/or the following: diarrhea, sore throat, rash, earache. Students will **not be** permitted back at school until they are ***fever-free for 24 hours***.
- Vomiting or diarrhea within the past 24 hours
- Draining and/or undiagnosed rash lasting over a 24 hour period
- Eye discharge or pink eye; children can be readmitted to school after medical diagnosis to rule out infection or 24 hours on antibiotics
- Open oozing sores and scabs, unless properly covered and 24 hours on antibiotic treatment.

The Early Learning Center (ELC-Infants to K4) are NUT-FREE ZONES for the safety of all children that may or may not have known allergies.

Lice

If a child is suspected of having lice by scratching his or her head or acting uncomfortably, they will be sent to the office. As always kindness, humor, and reassurance will assist in lessening the fear and apprehension that children often display concerning this problem.

- If nits are found on the head of the child, the child's parents will be contacted and the child will be sent home. While waiting, the child will be asked to either sit in the conference room or sick room. We will conduct a classroom check and check siblings on-campus. All parents will be notified via email as to what precautionary measures are to be taken along with identification procedures. A child should be nit-free in order to return to school. It is preferred that the child's parent or guardian accompanies him/her into the office for a recheck. This check will be done behind closed doors. We ask that parents be **proactive** in preventing the spread of lice by informing the school.

FINANCIAL INFORMATION

TUITION SCHEDULE GRADES K-8 for 2022-2023

Contributing/tithing rate:

1st Child: \$5,750 *2nd Child:* \$11,480 *3rd Child:* \$16,190

Non-contributing/non-tithing rate:

1st Child: \$8,610 *2nd Child:* \$17,220 *3rd Child:* \$25,830

Contributing/tithing rate: Families who are registered members of St. Ignatius Parish and tithes a minimum of \$1600 per year are eligible for the above-reduced tuition rates. All families are required to pay a \$400 family donation per year to the church. All families are required to sign up for a FACTS Tuition Management account in order to receive invoices. Families may still pay by check in the office.

Tuition Payment Options:

1. Payment in full by June 1
 2. Pay half of the total annual tuition by June 1 and the remainder by December 1
 3. Pay monthly for 10 months with the first payment due June 1 and the remaining 9 payments due September 1 - May 1
- Families that choose options 1 or 2 may deduct \$100 from their total tuition bill.

Preschool & Early Learning Center (ELC) Rates

5 day full day: \$5,945 (7:15 a.m. - 2:45 p.m.)
 5 day half day: \$4,545 (7:15 a.m. - 11:45 a.m.)

All financial obligations must be current for the quarterly report cards to be released and to have continued access to parent portals.

Financial aid applications are available in the rectory and online at www.stignatius.org under “admissions.” The application deadline is May 1 for the following school year.

Please address all TUITION questions to the registrar, Mrs. Janice Kersten at (251) 445-6743, or email to kerstenj@stignatius.org.

Enrollment/Re-Enrollment

- The \$150.00 Application Fee for students must be submitted with the application; \$200 for new students.
- Returning students must reserve their spot by paying the Application Fee by the deadline date. The Application Fee for returning students increases to \$200 after the deadline date.
- **All Fees are NON-REFUNDABLE.**
- There will be a \$30 returned check fee for all checks made payable to St. Ignatius School that does not clear the bank.
- ***Re-enrollment is automatic but is dependent upon the status of financial obligations and the student's conduct.***
- It is the responsibility of the parent to update his or her FACTS account to reflect student status (full or part-time enrollment for the upcoming year in ELC) and/or to adjust the billing plan if it is different from the past school year (pay in full, semiannual payment, or 10-month installments).

Withdrawal Policy

The Withdrawal Policy stated herein is in addition to Section 4 of the Tuition Agreement and sets out with more specificity the Withdrawal Policy procedure. To the extent that the Withdrawal Policy stated, *infra*, conflicts with any part of Section 4 of the Tuition Agreement, this Withdrawal Policy shall control.

- Families must notify the school in writing if a student is withdrawn from the school.
- Parents/Guardians who withdraw registered students are responsible for payment of the then existing tuition balance as of the date of withdrawal. Exceptions may be made for military families and extreme financial circumstances. Families seeking tuition forgiveness or release from the Tuition Agreement must get approval from the principal and pastor and their decision is final.
- When signing the tuition agreement, the family is bound by the contract and is responsible for the tuition considering the school budgets in January for the fiscal year based on said tuition agreements.

Lunch Program

Saint Ignatius School offers a hot lunch program daily. Students may purchase a Debit Card for \$75.00. The cost of each meal will be deducted from the Debit Card. Parents will be notified via email when additional funds are needed to renew the Debit Card. Students in grades 3-8 are responsible for their lunch cards. Extra items such as large drinks, ice cream, chips, and extra side items can be purchased in the cafeteria during lunch waves for grades 3-8 only. K-2 students are not permitted to purchase extra items. Lunch cards will be issued at the beginning of the school year. Full-day K3 & K4 students may purchase lunch from the cafeteria; there is a “lunch bunch” option for half-day students. K2 students must bring their lunch from home due to possible unknown allergies. Birthday treats from the cafeteria are allowed for grades 3K and up.

Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks, or candy. Hot lunches must be ordered by 10:00 a.m. each day. If a student forgets to order and remembers after 10:00 a.m., he or she will be asked to call home for lunch. Students are expected to use the same manners during lunch as they would exhibit in a restaurant or at home. Courtesy toward other students and all adults is mandatory. K-2 Teacher assistants will eat lunch at the tables with the students.

Lunch Waves for the 2022-2023 Year

ELC:	10:45-11:05 pick up in cafeteria
K-2:	11:15-11:45
3-5:	12:00-12:30
6-8:	12:40-1:15

ACADEMIC INFORMATION

Curriculum:

Service & Virtue Education Curriculum:

Our school-wide service projects empower our students to make a sincere difference in the lives of others. We teach students to appreciate the God-given dignity of all people and to see service as a privilege rather than an obligation. Our hope is that each student graduates with a sense of compassion for others, an appreciation for justice, and an innate desire to serve and lead. Students and families are offered opportunities and are encouraged to participate in class and school-wide service projects. In addition, The Disciple

of Christ, Education in Virtue® curriculum is a Christian curriculum structured on the teachings of St. Thomas Aquinas regarding the virtues and gifts of the Holy Spirit. It aims to provide a consistent structure for instruction on the virtues to guide in the development of habits necessary to live as disciples of Jesus Christ. By understanding the meaning of the virtues and gifts, one is better equipped to respond to God's love and grace. Cultivating a life of virtue gives one the ability to break the pattern of sin. This curriculum emphasizes Christian discipleship as indispensable toward human flourishing and the quest for joy found only in living a virtuous life free from sin.

Faith Curriculum:

Our religion classes are designed to foster a deep understanding of Catholic doctrine (including but not limited to traditions, Bible study, social justice, preparation for the reception of the Sacraments of Reconciliation, Eucharist, and Confirmation). K3-K4 uses the Allelui curriculum and grades K-5 use the Alive in Christ Program by Our Sunday Visitor. Middle school students (grades 6-8) use the Spirit of Truth Program by Sophia Institute. Students of all faiths are welcomed and encouraged to share the insights and traditions of their own faith. In addition to religious education, our students participate in sacrament preparation and grade-level retreats. At St. Ignatius, we worship as a community of faith, sharing in daily prayer, student-led weekly Mass and other seasonal devotional activities.

Schoolwide Masses (grades K-8) are celebrated every Friday at 8:15 a.m. and classes also attend weekly daily Mass as a homeroom once per month. Students in grades 3-8 attend Stations of the Cross during Lent. The sacrament of Reconciliation is offered each quarter to students in grades 3-8.

General Curriculum:

The State of Alabama curriculum standards are followed for the teaching of all secular subject areas. U.S. Core Curriculum standards have been adapted for language arts, mathematics, science, and social studies. The curriculum is marked by current content and fresh approaches to methodology incorporating advances in technology. There is an emphasis on principles rather than facts and on learning through problem-solving. We strive to offer a program that uses multiple sources of reading material, a wide variety of technology tools, and a multi-text approach to the content areas.

Language Arts:

Reading, English, spelling, Phonics First (K3-3rd), writing, library skills, and appreciation of literature. Students in Grades 4-8 are expected to submit all handwritten work in cursive. Grades K-5 use Pearson My View Reading Program and grades 6-8 use Pearson My Perspective Reading Program. The STAR Reading Program is used in grades 3-8 and the STAR Early Literacy Program is used in grades K4-2nd grades. Students in grades 2-8 participate in the Accelerated Reader Program. The Handwriting Without Tears curriculum is taught in grades K4-5th grade. The Phonics First Curriculum is taught in grades K3-3rd grade.

Mathematics:

Students use Houghton Mifflin Harcourt Go Math Curriculum in grades K-5 and Holt McDougal Math series in grades 6-8. All students in grade 7 take the Algebra Diagnostic Test in April. After taking the test, students will proceed into Algebra I for their 8th-grade year if the following criteria have been met:

- “A” average in quarters 1-3 in 7th Grade math
- 95th percentile in math on the IOWA tests
- Academic/classrooms practices (classwork habits, homework completed on-time, satisfactory conduct, and class attendance)
- Demonstrated effort and interest in mathematics

Eighth graders that do not meet all standards will take pre-algebra, the on-level course for eighth grade. **Students who take Algebra I in the 8th grade at St. Ignatius will automatically be placed into Geometry at McGill-Toolen.** There is no option to repeat Algebra I in high school.

Middle School Academia

- Theology- Mrs. Caroline McDonald- mcdonalde@stignatius.org
 - Theology is taught as a gender specific course over the three years.
 - 6th Grade- Old Testament. The main focus of 6th grade is becoming well versed in the Old Testament and to learn about all the key figures in salvation history with a special focus on Genesis.
 - 7th Grade- New Testament. The goal is to transform our minds and renew our hearts as we learn about Jesus, the Word made Flesh, through studying His Word, the Scriptures.
 - 8th Grade- Ecclesiology- the study of the church. We will study the nature of the Catholic Church. Primarily it’s history, sacraments and moral teachings. Students will end the year

with a unit on morality including Theology of the Body.

- Literature- Mrs. Sara Pritchard- pritchards@stignatius.org
 - 6th Grade- Students will examine short stories, poetry, magazine articles and more. They will work on core literature terms and skills. Students will develop summaries, fill in thought charts and begin thinking critically. They will do several independent reading projects. They will also focus on Greek Mythology and the fantasy world like The Phantom Tollbooth.
 - 7th Grade- Students will see an increased emphasis on learning root words in order to break down complex vocabulary. Classes will spend more time annotating and analyzing text. Emphasis on nonfiction texts. Among the many novels they cover is The Outsiders which concludes with a theme day of Socs or Greasers! There is a big focus on character development, point of view and conflict.
 - 8th Grade- Students will be challenged to think critically. They will be asked to compare and contrast a variety of texts in order to draw conclusions and hone in on their deductive reasoning skills. There is a focus on Greek Gods to build upon their 6th grade unit of Greek Mythology. Students will finish the year with William Shakespeare. This will help fine tune their skills in analysis, citing textual evidence, character development, point of view and figurative language.
- Science- Ms. Amanda Dudeck- dudecka@stignatius.org
 - Science is taught as a gender specific course over the three years.
 - 6th Grade- Earth Science. Students focus on movement of continents, plate tectonics, weathering and erosion, non-renewable energy sources and the atmosphere. In the final quarter they will study Earth and Space science. 6th grade usually goes on a field trip to McGill-Toolen Catholic to visit the senior Earth and Space class for an experiment.
 - 7th Grade- Life Science. Students focus on classification, natural selection, plant and animal cell structure, photosynthesis and Gregor Mendel's pea plants to understand heredity. They will also start to focus on the human body.

- o 8th Grade- Physical Science. Students will focus on properties of matter, forces, energy, acceleration, friction, gravity and Newton's Laws of Motion. Students will study the pH scale, sound waves and electromagnetic waves. They will end the year studying magnetism and electromagnetism.
- English - Mrs. Sandie Atkins- atkinss@stignatius.org
 - o All middle school students prepare to write narrative essays and focus on vocabulary development. Each grade level ends the year with a research essay. All grade levels will complete quarterly projects and formal class debates.
- Social Studies- Mrs. Loftin – loftind@stignatius.org
 - o 6th Grade- American History. Students will focus on industrialization, urbanization, women's rights, terrorism and 9/11. There is a big focus on American imperialism, WWI, WWII and the Cold War.
 - o 7th Grade- Geography. Students will focus on physical features, landforms and cultures around the world. They will learn how cultural features, traits and diffusion help define regions. Students will also learn about the Age of Exploration, civics and government.
 - o 8th Grade- Ancient Civilizations. Students will focus on prehistory, early man and early river civilizations. They will also study Ancient India, Ancient China, Hebrews, Judaism, Ancient Greece, the Greek World and Ancient Rome.
- Math- Ms. Katelyn (Katie) Norton nortonk@stignatius.org
 - o 6th Grade- Students will learn rates and ratios, fractions, decimals, percent and integers. They will begin computing with multi-digit numbers and will work with expressions, equations, functions, geometry, statistics and probability.
 - o 7th Grade- Students will learn ratios, proportional reasoning, integers, rational numbers, expressions, equations and inequalities, geometry figures, measurement and statistics.
 - 7th grade students take the Algebra placement test at the end of the year to determine if they will register in 8th grade math or Algebra 1 for their final year.

- o 8th Grade- Students will elaborate on the number system, expressions, equations, functions, triangles and the Pythagorean Theorem. They will also study transformations, congruence, volume and surface area.
- o Algebra 1- Students will learn expressions, functions, linear and nonlinear equations, linear inequalities, exponents, polynomials and quadratic functions.
- Student Success Services (6-8) - Mrs. Fairley- fairleyc@stignatius.org
 - o Students who are enrolled in the resource program will partner with Mrs. Fairley, their parents and the school to cultivate a successful learning platform. Parents will receive weekly communication regarding assignments, tests and methods for success. Parents will also meet quarterly (minimum) to discuss success strategies.

Physical Education

The physical education program provides opportunities for leadership, teamwork, sportsmanship, skill development, following directions, and Christian behavior in the form of athletic competition, physical fitness, station work, lead up games, and games of low organization. Daily participation is expected unless excused for health reasons. Students in grades 6-8 are graded on effort (classwork), teamwork (classwork), dressing out (homework), following directions (classwork), and skills (classwork/cross-curricular quizzes). A note from the parent is required to excuse a student's participation in PE class. A doctor's note is required to excuse a student for 2 or more days.

Tennis shoes are to be worn in PE even if there is an out of uniform day or a day that students are not dressing out.

Sweatsuits/warm-up suits are allowed when the temperature drops below 40 degrees. PE uniforms are still worn under the warm-up/sweatsuits. Hunting, skiing, and loungewear are not allowed. No spray deodorant, cologne, body spray or hairspray is allowed in the locker room. Please keep nice and/or sentimental jewelry at home.

Students in grades 4-8 dress in a physical education uniform purchased through the PTO and Rick's Sporting Goods. Students need their last name printed on the back of the jersey (done at Rick's) and print the child's name inside of shorts and tennis shoes. Names should be on the inside of school uniforms as well. Dressing out is mandatory for participation. Students in K-3 wear tennis shoes and girls wear green shorts under their jumpers.

Social Studies:

History, Geography, Civics, Alabama History, and Current Events. Grades 3 and 5-8 use McGraw Hill textbooks. Grade 4 uses “Alabama, Our Southern Home” by Claremont Press.

Science:

Main areas of focus are general sciences, Earth science, physical science, biological science, and laboratory experiences. Students in grades K-8 utilize the Pearson Interactive Science Curriculum.

Fine Arts:

Music, Art, Strings, and Band.

Latin:

Latin is taught in grades K-8 using the Memoria Press Latina Christiana Curriculum. Students have Latin once a week.

Computer Literacy:

Word Processing, PowerPoint, Spreadsheets, and integration of Microsoft Office Suite with curricular subjects. A variety of educational software and programs is used throughout the curriculum in grades K-8 including coding and 3D printing in the intermediate grades and Ultrakey keyboarding in grades 2-8. We offer a Robotics Club and Computer Club as extracurricular activities.

Grading Scale

For Grades 3-8 (Math/Language Arts/Science/Social Studies/Religion) and for grades 1-2 in Math/Language Arts:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 or below

Grades 1-2 Religion, Social Studies, Science:

4 = Meeting targets and performing above expectations

3 = Meeting targets

2 = Working towards targets with continued assistance

1 = Needs more time to develop

Grades 3-8 Grading components for all courses with the exception of special classes (art, music, computer, and Latin)

“I”= Incomplete (not calculated in average)

“X”= Exempt (not calculated in average)

“NC”= No Credit (calculates as a 0% on average)

Tests = 40%

* The minimum number of 100 point tests per quarter is 2-3. All tests posted on Plus Portals will be sent home for parent review the following week.

Quizzes/Projects = 30%

½ of all assessments and quizzes should focus on higher order thinking skills and administered as pencil & paper assessments. Google Forms can be used, but those assessments should not focus only on recall/memorization skills but rather critical thinking skills.

· The minimum number of projects/quizzes per quarter is 3-4.

Classwork = 20%

· The minimum number of classwork assignments per quarter is 4.

Homework = 10%

· The minimum number of homework assignments per quarter is 4.

Report Cards

Report cards are important tools for communication and are issued four (4) times during the academic school year or approximately every eight (8) weeks. No student will be issued a report card and Parent/Student Portals will be disabled if tuition, cafeteria accounts, library fines, or After School Care Program fees are in arrears (for any member of the family from ELC - 8th grade).

Student Records

St. Ignatius School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail. Parents requesting records/transcripts must make a three (school) day request to the school office. No records will be sent to transferring schools of students whose family financial commitment is in arrears.

Quarterly Academic Assemblies:

Teachers in grades 3-8 are to nominate students for the following quarterly awards. Award nominees are entered into the shared Google document by the deadline posted on the faculty calendar. Awards are given to one student per homeroom (3-5) and one student in each middle school section.

- St. Luke Art Award (Mrs. Gibson)
- St. Cecelia Music Award (Mrs. Bailey)
- St. Sebastian Excellence in PE Award (Mrs. Ellis & Coach Berry)
- St. Albert the Great Excellence in Science Award (Grade Level Science Teacher)
- St. Ambrose Excellence in Social Studies Award (Grade Level Social Studies Teacher)
- St. Thomas Aquinas Excellence in Math Award (Grade Level Math Teacher)
- St. Francis de Sales Excellence in Language Arts Award (Grade Level Language Arts Teacher)
- St. Augustine Excellence in Religion Award (Grade Level Teachers)
- St. Jerome Excellence in Latin Award (K-6 Latin)
- St. Isidore of Seville Excellence in Computer Award (Mrs. Dumont)
- Spirit of St. Ignatius Award

The office staff is responsible for notifying the parents of those students receiving awards so they can be in attendance.

Letters of Recommendation

It is not our practice to submit academic recommendations or discipline reports for students applying to other schools. Our report cards serve as our recommendation. We will send the most recent report card which contains conduct grades and attendance information. We will forward other transcript information when requested. Letters of recommendation, with the approval of the administration, can be provided for students who are applying for enrichment or extracurricular programs.

Standardized Testing

The Iowa Test of Basic Skills is given in Grades 2 through 8.

Promotion Policy and Retention Policy

Retention in grades 3-8 may take place when the yearly average is “F” in two or more core academic subjects (English, reading, math, social studies, or science). In grades 1-2, a yearly average of “F” in reading,

writing, or math may result in retention.

There is no pass or fail in preschool or kindergarten. Parents considering retention ***must notify the teacher by January 15***. Frequent communication must take place on a regular basis until a final decision is made. Every effort will be made by the administration to “hold” a place in kindergarten and grade 1 until a decision is made; however, if the class is at capacity, places cannot be held. **All retention decisions must be made by May 1.**

Homework

Formal home study is assigned to help students become more self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich classwork, and to prepare for future lessons. If a problem arises, the teacher should be contacted.

General homework time guidelines (Exclusive of test preparation, long-range assignments, and daily reading expectations) are:

Grades 1-2	20 minutes	Grades 3-4	40 minutes
Grade 5	50 minutes	Grades 6-8	60-75 minutes

Students in grades 2-5 are expected to record each day’s homework in the Homework Planner. Students in grades 6-8 will write homework assignments on their Google Calendar. Tests, quizzes, and projects are also posted on the portals (grades 3-8) and will be sent via message on Class Dojo (grades K-2). These dates are subject to change at the discretion of the teacher and based on his or her time frame in covering the content area.

Honor Society

The National Junior Honor Society Chapter of St. Ignatius School is duly chartered and affiliated with the national organization. Membership is open to students in grades 7-8 who meet the required standards of scholarship, leadership, service, citizenship, and character. Standards are established by the local chapter and students are selected by a Faculty Council.

The administration will pull grades after the 1st semester (in January) for the fall semester of the current academic year AS WELL as grades from the spring semester of the last academic year. Students must have an average cumulative GPA for all 4 quarters/both semesters of the average percent, not the letter grade to qualify for an invitation from the faculty panel. The invitation is not a guarantee for submission. PE grades are also included in this formula. Satisfactory participation and conduct in

special classes such as art, music, computer, and Latin are also required. Live School points will also be reviewed by the faculty panel as a factor in reviewing the leadership and character of each candidate.

Students who are invited to apply will receive an application on January 3 and the completed application is due back by January 31. Students who receive an application will meet with the guidance counselor and principal to discuss their application. Candidates must complete the application in its entirety to be considered. Candidate applications will not be accepted after the stated deadline. Parents of accepted candidates will be notified as to the ceremony date and time. The ceremony is a surprise to new inductees. New inductees are allowed to leave following the ceremony. This absence is excused. Former NJHS members inducted the prior year are invited to the induction ceremony as a sign of support. Former inductees are not permitted to take an early dismissal as the new, current inductees are. To evaluate a student's character, the Faculty Council uses several forms of input.

- School disciplinary records are reviewed by the principal and she pulls those candidate applications from the panel review stack.
- Members of the faculty are asked for input regarding their professional reflections on a student's character, service, citizenship, and leadership using a rubric.
- Whereas it is nearly impossible to quantify the above ideals, all students at St. Ignatius are expected to exhibit the highest standards of these qualifications and there would not be any question regarding one's admission.
- Transfer students must provide transcript records with numerical grade values and/or provide NHS membership documentation from their previous school in order to qualify for NHS during their first year at St. Ignatius.
- A majority vote of the Faculty Council is necessary for selection. The principal has the final say in a student's selection.

A formal induction ceremony is held during the spring semester to recognize newly elected members. Once inducted, members are required to maintain the same level of performance in the five criteria that led to their selection. This obligation includes attendance at meetings and participation in service projects. Students who fail to maintain the necessary standards will be given written notification and may forfeit their membership to NJHS. Transfer students and returning students will be considered for inclusion each fall.

SUPPORT SERVICES AND PROGRAMS

Library

The school has a well-equipped automated library and media center that functions as an integral component of the school program by linking information sources with the instructional program and fostering a love of reading. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Appropriate behavior is expected at all times.

Grades K-3 have weekly storytimes and may check out one book per week. Grades 4-8 visit weekly for whole group instruction and may check out two books for a two-week period. Individuals or small groups come throughout the day to renew books, do research, and take Accelerated Reader tests. Overdue books incur a daily fine. The library is open daily beginning at 7:30 A.M.

Counselor

A counselor serves the needs of students and parents through class and individual counseling, coordinating peer leadership programs, and consulting with teachers and parents. The school counselor may see a student *without* parental notification and consent. Counselor services follow the School Counseling Curriculum of the Archdiocese of Mobile.

Field Trips

1. Field trips have a direct correlation with a particular grade-level standard (s). Teachers will give a follow-up assessment after the trip to ensure that the curriculum standard (s) was mastered.
2. Field trips are re-evaluated each year to determine the trip's compatibility with curricular goals.
3. **A field trip is a privilege and not a right.**
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and experience ensure a successful learning opportunity. Field trips are experiences like being in a classroom.
7. Individual teachers, in consultation with the principal, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor

conduct.

8. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal permission (including phone calls) will not be accepted.
9. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
10. All monies collected for the field trip are non-refundable.
11. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. **All** adults in the vehicle and who attend the trip must be CAPP trained. Volunteer drivers **MUST** complete the Safe Driving training through Catholic Mutual Cares.
12. Students and chaperones will sign a code of conduct form. Students will be directed to respond to their official chaperone. All designated chaperones will have a designated badge to wear.
13. Parents who chaperone a field trip must be 25 years of age, agree to the chaperone agreement, and may not bring siblings on the field trip.
14. The adult to student ratio on field trips is as follows: K4-5th grade is 1:5 and Grades 6-8 is 1:8
15. Parents of children in ELC are permitted to drive their own child to a field trip destination if they are CAPP trained and have their insurance up to date.
16. Students will not be allowed to have their cell phones on field trips unless otherwise directed by the administration.

Sacramental Program

The sacramental life of Catholic children is an important component of our religion program. Preparation for two sacraments, Reconciliation and Eucharist, form the core of our religion program in Grade 2.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments are only conferred on students baptized in the Roman Catholic tradition. Baptismal certificates must be on file in the office. Teachers in grades K-8 plan a religion retreat each year.

Service Projects

The stewardship program for students in Kindergarten through Grade 8 is an important part of the “St. Ignatius Experience.” The school makes every attempt to refrain from “nickel and diming” parents for collections throughout the year. The NJHS and SGA sponsor various drives and collections. Parents are asked to encourage their children to participate

from their own resources such as allowances rather than subsidize their children. Service to others is a prime Christian virtue that can be incorporated and cultivated at any age. Children are encouraged to turn in their yellow stewardship envelope with a small gift of either prayer, service, or alms.

Student Success Services (Resource)

The mission of the St. Ignatius School Student Success Services (SSS) Program is to help children who qualify for special education services. St. Ignatius provides an individualized class for students who have been diagnosed with a specific learning disability. The primary purpose of the program is to provide specialized academic support in addition to providing skills, strategies, and accommodations to reinforce classroom concepts. Students are mainstreamed and receive services from a certified teacher each day based on individual needs. The program offers individualized and small-group instruction to meet the needs of each child. Children are given instruction in the least restrictive environment. The overall goal of the SSS Program is to provide learning support needed so that children can achieve grade-level standards and to function as independently as possible. The use of the program incurs an additional tuition charge (\$200/month or \$50 per month for oral testing at any grade level). Priority for students to be enrolled will be given to those with current educational evaluations (within the last three years) and with a specific learning disability. Students with ADD, ADHD or other developmental disabilities will be given the next priority for admission to the program. SSS teachers are also responsible for all students receiving classroom accommodations.

Please contact Mrs. Carrie Fairley (fairleyc@stignatius.org) for grades 6-8 and Ms. Maureen Goodwin (goodwinm@stignatius.org) for grades 3-5 for more information regarding educational testing and/or the Resource Program.

ALL students beginning in the ELC enter St. Ignatius with a data folder that contains all parent communication, documentation of student strengths, weaknesses, and concerns. At the beginning of each school year the “new” teacher will meet with the prior year’s teacher to discuss each child’s data folder so that an EIP (early intervention plan) can be instituted should the child need additional assistance in any area (academic, development, behavior, outside services such as occupational therapy, speech therapy, etc). This plan gives the attention needed to students who are not performing at or above grade level and are not routinely accomplishing grade level benchmarks in an effort to help them close the gaps.

Athletics

Football, basketball, soccer, tennis, golf, volleyball, and cheerleading are offered through the CYO sports program sponsored by the archdiocese. For information please email goimpalas.org or cyostignatius@gmail.com.

St. Ignatius School is a member of the Alabama High School Athletic Association (AHSAA). Students in grades 7 and 8 are eligible to participate in McGill-Toolen Catholic High School in most sports.

Lost and Found

Any items found in the school building or on the school grounds will be taken to the lost and found located in the south stairwell of the Murray Building near the “Forgotten Items” table. Items placed in the Lost and Found remain there until the end of the year; then are donated to charity.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings. Gifts delivered to students (flowers, balloons, etc.) will be given to the student at dismissal.

Parties

Students are permitted two class parties a year: Christmas and the end of the year. Room parents may assist the classroom teacher with these parties. Students in grades PK2-3rd may celebrate other special days at the discretion of the teachers. Mrs. Robin Barnett, Cafeteria Manager, can provide ice cream and/or cookie parties for your child to celebrate his or her birthday with his or her homeroom and/or grade level; 3K and up. Contact Mrs. Lane Jackson in the office for more information on how to order. 2K parents are invited to send a treat (edible or non-edible) for their child’s birthday, but all treats will be sent home with students.

Birthday Observances/Party Invitations

Students in Grades 2K-8 may come to school dressed out-of uniform on their birthday. If a birthday occurs on a school holiday, students may come out of uniform on the closest school day. **Students are not to dress down on a Mass day. If a birthday occurs during June, July, and the early part of August before school resumes, those students may come out of uniform on the last Monday of the school year.** Shorts are allowed only for students in grades 2K-3rd. Attire is restricted to the whole school out-of-uniform guidelines. Invitations for parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade or to all the boys/all the girls.

Telephone Use

Permission to use the telephone must be obtained from one of the administrative assistants in the office. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Students will not be allowed to call home for forgotten items. Arrangements for after-school visits with friends should be made at home.

STUDENT CONDUCT

Conduct in School

In accordance with the stated philosophy of the school, which emphasizes human dignity, each student will be considerate of the rights of others. Students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, and concern for the environment. The principal reserves the right to determine the appropriateness of action if any doubt arises.

2K-4K Disciplinary Policy Regarding Intentional, Physical Aggression

1st Offense- Will be handled by the classroom teacher and the parents will be contacted.

2nd Offense-The teacher will take the child to the ELC Director, Principal or Counselor and a conference call or Google Meet with the parents will be made.

3rd Offense-The parent will be called to come to the school to discipline the child and/or take the child home.

Cell Phones & Electronic Devices

No student shall use, display, transmit or have in the “on” position on school property **any wireless communication** device or personal entertainment device, including but not limited to cell phones, pagers, two-way radios, iPods, **Smartwatches**, CD/MP3 players, electronic games, or similar devices between the hours of **7:00 a.m. and 3:30 p.m. while on campus**. Cell phones are not allowed to be on one’s person. Students should keep the device in their book bags. All devices used on campus must be monitored through the school’s network. Devices that are connected to a cell phone or outside wireless carrier are NOT allowed because the school is unable to monitor students’ activity. Smart Watches, Fitbits, and other fitness trackers are prohibited from being used by students while on campus. While we understand that some of these devices

are not network-enabled, it is too difficult to police which devices have networking capabilities and which do not.

Many devices that are very technical look very similar to those which are not.

Cell Phone Policy

1st Offense: Phone/device is confiscated and brought to the office. A parent or legal guardian must retrieve it. The Student receives a disciplinary report form and 30 minute detention.

2nd Offense: Phone/device is confiscated and brought to the office. The student receives a disciplinary report form, serves two one-hour long detentions, and pays a \$25 fine for the parent or legal guardian to retrieve the phone.

3rd Offense: The phone is confiscated and returned at the end of the semester. The student is suspended for 1 day. The parent must pay \$50 fine to retrieve the phone/device.

Other Prohibited Items at School

Other items prohibited at school include the following: matches, lighters, water pistols, laser pointers, fidget spinners, water balloons, chewing gum, alcohol, and cigarettes. See separate archdiocesan policies for cigarettes, addictive substances, and weapons.

The school is co-tenant of lockers, cubbies, and desks and reserves the right to search them at any time. This includes information on confiscated electronic or cellular devices.

The principal, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of dangerous items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s).**

Weapons Policy

It is strictly forbidden for any student, employee, volunteer, or visitor to possess a dangerous weapon on school premises, in a school-owned vehicle, or during any school-sponsored trip or activity. A dangerous weapon is defined as follows:

A firearm [defined in Section 921 of Title 18 of the United States Code] or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury. The term includes but is not limited to a pistol, rifle, or shotgun; or a switchblade knife, gravity knife, stiletto, sword or dagger; or any billy, blackjack, bludgeon or metal knuckles. (Alabama Code)

If a violation occurs, the principal will immediately notify the

superintendent. Any student found to be in possession of a dangerous weapon or facsimile of, shall be expelled or suspended. The principal shall determine whether the student shall be expelled or suspended.

Suspension should last until the end of the current school year. The student may return to school at the beginning of the next calendar school year. In the cases where there are substantial mitigating circumstances, the principal may reduce the term of suspension upon consultation with the superintendent. The steps and procedures used when the Weapons Policy of the Archdiocese of Mobile is violated shall include but are not limited to the following: Immediately notify the Superintendent and then contact the parents.

Weapons Policy

1. Suspend the child from school immediately pending investigation.
2. Complete an investigation as soon as possible.
3. Discipline student according to Archdiocesan Policy.
4. Should a student be expelled for a firearm violation, it should be reported to law enforcement.
5. Should a student be expelled for a firearm violation, it should be noted in records transferred to any other school.

Threats of Violence

Students who make threats either verbally, via social media, or physically may be suspended, removed from extra-curricular activities, asked to withdraw, or be expelled, as determined by the administration. In addition, local law enforcement may be notified. In some cases, a student may be required to have a threat assessment from a qualified mental health professional. If this occurs, written documentation is required stating that it is safe for the student to return to school.

Addictive Substances Policy

It is strictly forbidden for any student to use or possess drugs, including marijuana, alcohol, stimulants, depressants, hallucinogens, opiates, or controlled substances for which the student has no prescription from a duly recognized medical authority on school premises, in a school-owned vehicle, or during any school-sponsored trip or activity. Students may also not use or possess cigarettes, pipes, e-cigarettes, or any facsimile of these or any facsimile of drugs or drug use devices.

Students violating the policy will be suspended immediately. Within three school days, the pastor and the principal will meet with the student's parents to present a final decision regarding continued enrollment in St. Ignatius School.

If a student is allowed to return to school, the student and the student's parents must adhere to all conditions and restrictions imposed by

the school. Failure to do so can result in expulsion from the school.

Off-Campus Conduct

The school reserves the right to discipline its students for off-campus behavior that is detrimental to the reputation of St. Ignatius School or contrary to the teachings of the Catholic Church. Unauthorized use of the school name or the school uniform on the internet or any form of social media will result in disciplinary action.

Social Media

Engagement in online blogs such as, but not limited to, Twitter®, Facebook®, Instagram®, SnapChat®, YikYak®, Musically®, Houseparty®, TikTok, etc. may result in disciplinary actions if the content of the **student or parent's** blog and/or post includes defamatory comments regarding the school, the faculty, other students, or the parish. St. Ignatius encourages parents to have students keep non-essential electronic devices at home to prevent any misuse involving social media.

Cheating

Cheating of any type will not be tolerated. Sharing answers on homework, classwork, projects, and/or tests is deemed as cheating and will result in a zero on the assignment/test. Students who choose to cheat will face a failing grade, detention, and/or suspension.

Detention

Detention may be issued for a breach of classroom or school rules. Parents are provided with notification of the detention at least 24 hours in advance of the detention. The day, date, and time of the detention are at the discretion of the school official who monitors the detention.

Detention takes precedence over appointments, practices, lessons, athletic events, etc.

Suspension

Students who are given an in-school suspension will be required to report to school each day and work in the office or other designated supervised area. Students who receive an out-of-school suspension will not be allowed on-campus during the time of their suspension. Students must complete all classwork and homework from the days of suspension. Major tests must be made up the day the student returns to school. A suspension may result in not participating in CYO events/McGill sports, and exclusion from NJHS and/or SGA. The principal will determine the length of the suspension based on the infraction.

Expulsion

Expulsion is an extremely serious matter involving consultation between the principal, pastor, and the superintendent of schools. Students who pose a threat to themselves or to others may be expelled from St. Ignatius School.

Policy on Harassment/Bullying for Catholic Archdiocese of Mobile

No student, parent, or employee of the Archdiocesan Catholic School System shall be subjected to any type of harassment. Our school system is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. Respect of others is shown through language, behavior, and personal interaction. Therefore, any type of demeaning behavior involving verbal, physical, visual, or sexual affronts will not be tolerated. The bullying report form can be found at www.stignatius.org under “parent information” or can be obtained from the office, guidance counselor, or any member of the administration.

Definition of Harassment/Bullying

St. Ignatius Catholic School will not tolerate behavior that infringes on the safety of any student and/or disrupts the educational process. A student shall not harass, bully, or intimidate another student through words or actions, written, drawn, or spoken. Such behavior includes, but is not limited to: direct physical contact, such as hitting, pushing, or shoving; threats, verbal assaults, such as repeated teasing or name-calling; and social isolation or manipulation either in person or via any social media (cell phones, text messages, internet, and social websites). This definition applies to students on school grounds, while traveling to and from school and school events, while arriving in the morning or waiting for afternoon carpool, and at any school-sponsored activities whether on or off-campus. This definition and the entire policy apply to conduct occurring off-campus and after school hours which manifests itself at school. Students who violate this policy will be subject to serious consequences including expulsion for the most egregious offenses. **Steps and Procedures:**

The steps and procedures used when the policy is violated include, but are not limited to the following:

- Any violation shall be reported to the administration.
- An investigation follows as soon as possible.
- Consequences shall be determined by the principal/VP

PARENT INFORMATION AND POLICIES

Parent's Role in Education

It is an expectation of enrollment in St. Ignatius Catholic School that the parents/guardians of students conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. 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, rumor-driven, disruptive, threatening, hostile, or divisive. It is not acceptable to post negative comments about our school and/or its employees on social media. These expectations for students/parents/guardians include, but are not limited to, all school-sponsored programs and events (after-school care, CYO, field trips). The school and the parents are partners in the education of their children. If in the opinion of the school administration, that partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.

We consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role model for the development of your child's life-physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Ignatius School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his or her life. A good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless they are nurtured by the example of good Catholic/Christian morality in your family life.

It is essential that a child take responsibility for grades he or she has earned and be accountable for homework, long-term assignments, major tests, and projects. This responsibility also extends to times of absence. Please remember that it is your child's turn to go to elementary school. You have already had that opportunity. By all means, guide your child, but know when to let him or her proceed without your influence even when the outcome might be less than what you would prefer.

The education of a student is indeed a partnership between the parents and the school. Therefore, the school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken. Once you have chosen to enter into a partnership with us at St. Ignatius School, we

trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach full potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. Evidence of mutual respect between parents and teachers will model good, mature behavior and relationships.

As partners in the educational process at St. Ignatius School, we ask parents to set rules, times, and limits so that your child:

- Gets proper rest on school nights;
- Is dressed according to the school dress code;
- Completes assignments on time;
- Has lunch money in his or her account or has a nutritional snack and lunch daily.

Parents are asked to actively participate in the educational process by:

- To actively participate in school activities such as Parent-Teacher Conferences and PTO;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- Gets the child to school on time and picks up the child at the end of the day;
- To notify the school with a written note/email when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school promptly any requested information;
- To read school notes, THT folders, newsletters, Parent Portals/ Class DoJo information regarding grades, assignments, tests, and to show an interest in the student's total education;

- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat school staff members and faculty with respect and courtesy in discussing student problems.

Parent Code of Conduct

Parents are the most influential role models and the primary educators of their children. St. Ignatius Catholic School believes it is imperative to have a parent-school partnership in order to develop future saints and lead each other to the eternal kingdom of heaven. At home, students learn to be honest, to be on time, to be diligent, and they learn virtues. Home is where students first learn cleanliness, good manners, organizational skills, and respect. St. Ignatius Catholic School reinforces these important life skills while incorporating fundamental curricular subjects along with a virtue curriculum and Latin.

It is the expectation of St. Ignatius Catholic School that all parents/guardians/caregivers/volunteers and visitors model acceptable behavior always within the school setting, at school-sponsored events, or when the school is involved in any social or professional media. “It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem” (*The Code of Canon Law*, Canon 796, para. 2).

We are called to emulate Jesus’ call to love God and each other by living out the Gospel values of love, compassion, reconciliation, justice, and inclusion. In partnership with St. Ignatius Catholic School, parents agree to:

- * Support in words and actions the philosophy of Catholic education
- * Trust the school for the common goal of achieving what is best for all
- * Support your child/children in all educational endeavors by giving praise and showing interest in school activities
- * Assist your child in discovering that it is more the process that is experienced rather than the end product that makes it all worthwhile
- * Model flexibility-encourage healthy, independent problem

solving

- * Respect the decisions of the administration, even if you disagree with them
- * Help your child to understand that ‘giving of your very **best** is what matters rather than always comparing yourself against the capabilities and achievements of others
- * Understand the healthy parent/teacher/child relationship and communicate any concerns to our school in a constructive and appropriate manner.
- * Observe the school’s policies, as outlined on the school webpage and in the parent/student handbook, and support said policies at home
- * Support the school in its efforts to maintain a positive teaching and learning environment
- * Not gossip and hearsay by communicating with the school and always model good manners for your child/children
- * Sustain a positive and cooperative attitude and interact positively with other parents and members of the school community
- * Value the school and its reputation especially when engaging in social media and on electronic devices

Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- * To have confidentiality over sensitive issues and be treated with respect by all faculty, staff, and students
- * To be clearly communicated to, in a timely manner, by the school and be listened to regarding your child/children’s education and development
- * To be treated with professionalism and in a caring and polite manner by all faculty, staff, and students

Deliberate breaches and inability to respect the Parent Code of Conduct outlined herein may result in the exclusion of a parent, guardian, caregiver, volunteer, and/or a visitor from St. Ignatius Catholic School and/or possible termination of enrollment of their child/children.

Professional Communication

When speaking with parents, on or off-campus, teachers and staff will not criticize administrators, other faculty/staff members, parents, or students. Teacher discussions with parents will focus only on their child. Teachers will take a positive approach to communication with parents. Discussion

regarding the behavior and attitude of every child will be objective and framed in positive language.

Methods of Communication

- **Impala Informer**- each Monday with up to date information on school functions.
- **School Google Calendar**- any changes in schedule will be changed here. You can link it to your own calendar or check it at any time on our website under the About Us tab. If you don't want to follow any apps or emails, google calendar is the way to go.
- **Group Me**- parent accounts for grade level information. We suggest at least one parent join this account. Each of these Group Me accounts have a volunteer Comm Mom (mom in charge of transmitting school information to you).
- **Platforms**- used by teachers to communicate with parents. Instructions for these platforms will be given out at Parent Orientation on August 15th.
 - Hi Mama- All Impalas in our Early Learning Center Nursery-1K program.
 - Seesaw- 2K-4K Impalas
 - Dojo- K-2 Impalas
 - Portals- 3-8 Impalas

Policy for Requesting Teachers:

At the end of each school year, teachers, administrators, and other faculty meet to discuss the best placement for each child for the following year. We cannot guarantee that we can honor specific requests from parents but do give priority to the following considerations:

- Development, resource and behavior concerns
- Sibling or family issues (multiple children, relationships with teachers, etc.). Siblings will be placed in **different** homerooms.

When entering grades that have rotating schedules (3-8) requests for specific homeroom teachers are not acknowledged since each child will have both teachers. ***Parents can contact the principal before May 1st with specific concerns regarding the placement of their child.***

Rights of Non-Custodial Parents

Unless prohibited by order of the court or other **legally** binding instrument, a non-custodial parent shall have the right of access to school

records relating to his or her child and, upon written request, may receive copies of all notices relating to the school and school activities. **At the time of registration, parents shall provide accurate information regarding custodial care of the student and visitation rights.** In addition, parents shall furnish the principal with a copy of any relevant court order so as to ensure the safety and welfare of the student. Parents shall have a continuing duty to apprise the school of any changes in the custodial care of the student and of the issuance of any court order restricting or prohibiting parental or third party access to the child.

Out-of-state, non-custodial parents must present all inquiries and questions in writing. All in-state requests from non-custodial parents must be handled through the office. A \$25.00 postage and handling fee is required for duplicate mailings.

Report Card Conferences

Report card conferences are held each year at the end of the 1st and 3rd quarters after report cards are sent home. Teachers send out a Google Form for parents to sign up for a time to meet. Grades 3-8 that are departmentalized will be scheduled with all grade level teachers. Conferences are required for students that have a “D” average or below in any subject area (s). Student attendance with parents is encouraged. Parents requiring additional conferences during the school year may make arrangements with the individual teachers or through the school office.

Parents are expected to discuss all classroom issues with the teacher before involving the principal.

Volunteers

As per the Office of Protection for Adults and Minors Archdiocese of Mobile, all volunteers who have substantial contact with minors must have a completed background check before being assigned to a volunteer position. In addition, all volunteers who have substantial contact with minors must complete the initial Child and Adolescent Protection Program (CAPP) training and the annual online retraining thereafter. All individuals who wish to volunteer as chaperones on field trips or in the classroom during the school year must be CAPP trained, have a background check, and have a signed Volunteer Handbook Acknowledgement Form on file in the office.

All volunteers are expected to dress appropriately. Volunteers should wear modest attire, refrain from wearing athletic clothes, and **avoid using cell phones** while on campus and/or at field trip locations. **Younger siblings are not allowed to accompany parent volunteers to the school.**

Home-School Communication

In order to ensure that all communication from school reaches

home in a timely manner, St. Ignatius School uses a Tuesday folder system for grades 2-8. Grades ELC-1st sends home a daily folder and will include office information on Tuesdays. Official envelopes containing all correspondence are sent home on Tuesdays and should be returned the following day. There is a \$2.00 replacement charge for envelopes that are lost. Parents will also receive the online Impala Informer (via email) on Mondays. The school calendar can be found on the school webpage and on the Parent Portal.

School Property

The parents/guardians of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the **full** amount of repairs and labor or replacement.

Medication

If a child must take **any** medication in school which is prescribed by a doctor, that medication must be sent to the office and the parent must complete a medication authorization form. The medication needs to be in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of the doctor prescribing the child's medication
- c. Frequency
- d. Dosage & Date

The school assumes no responsibility for problems arising from dispensing prescription medication at a parent's request. Over the counter medication may be administered at school, but the parent will need to complete a medication authorization form (office) and provide the medication with the following information:

- a. Child's name
- b. Frequency
- c. Dosage & Date

Emergency Drills

State Law requires that fire drills be held monthly. Tornado drills and lockdown drills are held each semester. Should you be in the building or visiting campus during any type of drill or a real emergency, we ask that you cooperate fully with school personnel. We ask for your patience and appreciate your cooperation if you are on-campus during one of these drills.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local radio and television stations and a message will be sent through Parent Portals.

Daily Schedule

7:00 a.m. Early morning care in the gym for grades 3K-8

7:15 a.m. Teachers arrive on campus

7:30 a.m. All classroom doors are open and teachers are greeting students at the doors

8:00 a.m. Tardy bell followed by morning prayer/pledge

8:05 a.m. Classes begin

11:45 a.m. ELC half-day dismissal

2:05 p.m. Afternoon announcements

2:45 p.m. ELC (lot in front of ELC)

2:45 p.m. K-2 dismissal (parking lot behind Murray Building)

3:00 p.m. 3-5 dismissal (church parking lot)

3:15 p.m. Middle School dismissal (church parking lot)

- Parents with multiple children are encouraged to pick up at their OLDEST child's dismissal time. Younger siblings will wait in the gym for the oldest sibling to gather all younger siblings and take them to carpool.

NOTE: The most important thing about carpool in the afternoon is to follow instructions from the faculty members on duty. Please refrain from cell phone use when your vehicle is entering or exiting the campus. Watch for children between cars and crossing into the parking areas. Please ask the teachers if you have any questions or if you are unsure about carpool procedures.

UNIFORM AND DRESS CODE (2K-8th Grades)

Uniform components are purchased at Zoghby's Uniforms, J-Ray Shoes, and Rick's Sporting Goods. All students (2K-8) must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year. Dress code for such days is included. If there is a time when the prescribed uniform cannot be worn, a note from the parent/guardian must inform the principal. Students who are out of uniform without an excuse will be sent to the office and the parent will be called to bring the proper clothing.

Uniform Guidelines (2K-8th Grades)

All students' hair should be clean, conservatively styled, neatly trimmed, and well-groomed. Faddish or extreme hairstyles, including unnatural colors, are not appropriate for school. **We do not allow any religious exemptions to our uniform policy.**

Boys' hair should not extend below the eyebrows on the forehead, below the top of the collar of the uniform shirt, or below the middle of the ear when it is combed down. Hair should not be teased out, matted, or put in any other extreme fashion. St. Ignatius Catholic School reserves the right to make proper determinations in this area and to require corrective action when deemed necessary by school authorities.

Girls' hair is to be neat and out of the eyes. Extreme hair coloring or styling is not permitted. This includes feathers or other extensions, unusual hair dye (Kool-Aid, dual colors). No cosmetics, lipstick, or artificial nails.

No tattoos or body piercings (except pierced ears for girls) are allowed. Girls may wear one pair of earrings in the lower ear lobe not larger than a dime and without hoops. **Jewelry** should be limited to one watch, one ring, one bracelet and simple crosses or holy medals. Watches with a beeping device should be disconnected during the school day.

Smartwatches/Fit Bits are not allowed.

The uniform should be clean and pressed with all buttons attached and the hem intact. Shirttails must be tucked in. Belts are required in grades 4-8 and must be worn at all times. Girls' skirts and jumpers should be knee-length. Students who repeatedly violate the uniform policy will be denied participation in the next out-of-uniform day.

Out of Uniform Guidelines

Tennis shoes are to be worn in PE even if there is an out of uniform day or day that students are not dressing out.

Students may wear:

- * jeans *khakis *pants *tennis shoes *short socks
- * shorts (K2-3rd grade only)
- * any St. Ignatius spirit shirt or physical education shirt
- * any golf-type knit shirt with collar
- * T-shirts with non-offensive logo/advertising

Students may not wear:

- * flip-flop sandals *open back shoes *leggings
- * tank tops *biker shorts *make-up
- * pajama pants *hats *athletic pants
- * T-shirts with inappropriate writing *sweat pants

- * tennis shoes that convert to roller skates
- * nylon pants
- * jeans with holes and rips in them
- * hoodies

Good Rule: If you think you shouldn't wear it, don't! Just wear your school uniform.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

Outerwear for all: All approved outerwear is sold by the PTO and can be purchased at the beginning of the school year.

McGill-Toolen Apparel:

7th and 8th graders who participate in athletics for McGill-Toolen Catholic High School may wear their team shirt/jersey/polo in place of their uniform shirt on Wednesday of each week. ANY 8th grader (playing McT sports or NOT) may wear a non-hoodie McT shirt/outwear/polo on Wednesdays as an 8th grade privilege.

7th and 8th graders who purchased McT outerwear WILL be allowed to wear that outerwear any day of the week for this school year 2022-2023. Beginning 2023-2024, McT outerwear will be permitted any day of the week for 8th grade only.

School Advisory Council

The School Advisory Council advises the principal and Pastor on appropriate school matters and derives its authority from Archbishop Thomas J. Rodi. The mission of the council is to provide a quality Catholic education for children in the parish. The primary functions of the council are to aid and support the principal, to represent parents in helping determine the kind of education the children will receive, and to help create a climate that will be conducive to maintaining standards of excellence.

School Advisory Council Members for 2022-2023

President: Mrs. Bradley King
 Vice President: Mrs. Devon Hecker
 Secretary: Mrs. Emma Mayhall
 Treasurer: Mrs. Mandy Damrich

Representatives

Mr. Paul Beckmann
 Mrs. Mary Frank
 Mr. Phillip Meador
 Mr. Gaines Johnston
 Mr. Luke O'Neil
 Mr. Anthony Tobin
 Dr. Elizabeth Weinacker
 Dr. Joey Willis

PTO Council Members 2022-2023

President: Mrs. Mary Robinson
 Vice President: Mrs. Barclay Harle
 Treasurer: Mrs. Laura Nettles
 New Family Chair: Mrs. Maureen Lacour
 Volunteer Chair: Mrs. Emma Mayhall
 Teacher Gifts: Mrs. Rachel O'Brien
 PE Uniform Chair: Mrs. Stacey O'Neil
 Outerwear Chairs: Mrs. Mary Katherine Adams
 Iggy's Snack Shack: Mrs. Kim Meador & Mrs. Heather Tolleson

ST. IGNATIUS



Catholic School

School Leadership

Fr. Bry Shields

Fr. Francis Kariuki Matiru

Ms. Tori Miller

Mr. Nick Calametti

Dr. Kathy Wilkins-Jones

Mrs. Kim Leslie

Mrs. Jamie Crain

Mrs. Lindsay Hutchisson

Mrs. Lauren Pritchett

Mr. Rob Moreland

Mrs. Janice Kersten

Pastor

Parochial Vicar

Principal

Vice Principal

Director of ELC

Library/Media Services

Guidance Counselor

Director of Advancement

Director of Admissions

Finance Director

Registrar

Philosophy Statement for Catholic Schools In the Archdiocese of Mobile

The Archdiocese of Mobile charges Catholic schools with the mission of providing a Catholic education that deepens the Catholic faith while providing opportunities for rigorous academic instruction.

Catholic Schools will:

- recognize that parents are the primary educators of their children; therefore, effective collaboration and communication with families as partners is essential to the success of the students;
- focus on the moral and ethical development of all students in accordance with Christ's teachings, while preparing them to be citizens of the world and responsible stewards of God's creation;
- challenge all students to achieve the highest academic standards as related to the Archdiocesan Standards and other research-based curricula;
- instruct students in the Catholic faith and promote faith development through worship, participation in the Sacraments, prayer and community service;
- expect the commitment of all parents, teachers, staff, and administrators for success in carrying out their mission to educate and teach Gospel Values;
- provide a safe, supportive, and nurturing learning environment for the students in order to assure student achievement;
- regard students as valued individuals with unique, spiritual, physical, social, emotional and intellectual needs;
- recognize and appreciate cultural diversity, while welcoming students of all faiths;

- produce graduates who possess a comprehensive understanding of the world, recognize the need for service to others, and commit to excellence in their chosen vocations.

PRINCIPAL'S RIGHT OF AMENDMENT

The principal of St. Ignatius Catholic School reserves the right to amend any portion of this handbook for any reason deemed appropriate by the principal. Parents and students will be given prompt notification if changes are made.

By signing below, I attest that I have read the 2022-2023 Parent/Student Handbook and agree to be governed by all terms, provisions, rules and regulations expressed therein.

<https://forms.gle/ZLoAcfneEBsJPK9g7>