

St. Ignatius, Martyr, Catholic School



Student-Parent Handbook School Year 2010-2011

8/4/2010 revision

By enrolling at St. Ignatius, Martyr, Catholic School both students and parents agree to abide by all rules, guidelines and policies contained in this handbook. Parents and students also agree to allow St. Ignatius, Martyr, Catholic School to offer the best education it can to each student and according to each student's situation. By accepting enrollment of students, St. Ignatius, Martyr, Catholic School agrees to uphold the rules, guidelines and policies contained in this handbook, and to offer the best education as the school is capable in each given situation. If the situation should arise, the administration will make all final interpretations regarding this handbook and all school policies

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DAILY PRAYERS THROUGHOUT THE YEAR

The Sign of the Cross

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

The Apostles' Creed

I believe in God, the Father Almighty, Creator of heaven and earth; and in Jesus Christ, His only Son, Our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell; the third day He arose again *from* the dead. He ascended into heaven, sits at the right hand of God, the Father Almighty; from thence He shall come to judge the living and the dead.

I believe in the Holy Spirit, the Holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

The Lord's Prayer

Our Father, who art in heaven, hallowed be thy name; Thy kingdom come; Thy will be done on earth as it is in heaven.

Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

Hail Mary

Hail Mary, full of grace, the Lord is with you; blessed are you among women, and blessed is the fruit of your womb, Jesus.

Holy Mary, Mother of God, pray *for* us sinners, now and at the hour of our death. Amen.

Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

O My Jesus

O my Jesus, forgive us our sins, save us from the fires of hell, and lead All souls into heaven, especially those most in need of thy mercy.

Prayer Before Meals

Bless us, O Lord, and these Your gifts, which we are about to receive from Your bounty, through Christ our Lord. Amen

Prayer After Meals

We give You thanks, almighty God, for all Your benefits, who lives and reigns world without end. Amen

Morning Prayer

O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of Your Sacred Heart: the salvation of souls, the reparation of sins, the reunion of all Christians. I offer them for the intentions of our Bishops and all our associates, and in particular for those recommended by our Holy Father for this month.

Evening Prayer

O my God, I adore You, and I love You with all my heart. I thank You for having created me and saved me by Your grace, and for having preserved me during this day. I pray that You will take for Yourself whatever good I might have done this day, and that You will forgive me whatever evil I have done. Protect me this night, and may Your grace be with me always. Amen.

The Angelus

The angel of the Lord declared unto Mary.
And she conceived of the Holy Spirit. Hail Mary, etc.
Behold the handmaid of the Lord.
Be it done unto me according to your word. Hail Mary, etc.
And the Word was made flesh.
And dwelt among us. Hail Mary, etc.
Pray for us, O Holy Mother of God.
That we may be made worthy of the promises of Christ.

Let us Pray

Pour forth, we beseech You, O Lord, Your grace into our hearts that we, to whom the Incarnation of Christ, Your Son, has been made known by the message of an angel, may, by His Passion and Cross, be brought to the glory of His resurrection through the same Christ, our Lord. Amen,

To My Guardian Angel

Angel of God, my guardian dear, To whom His love commits me here,
Ever this day be at my side, To light and guard, to rule and guide. Amen.

How To Say the Rosary

1. Make the Sign of the Cross and say the Apostles' Creed.
2. Say the Our Father.
3. Say three Hail Marys.
4. Say the Glory be to the Father.
5. Announce the first mystery; then say the Our Father.
6. Say ten Hail Marys.
7. Say the Glory be to the Father.
8. Announce the second mystery; then say the Our Father.
9. Say ten Hail Marys.
10. Say the Glory be to the Father,
11. Say O My Jesus,
12. Announce the third mystery; then say the Our Father.
13. Say ten Hail Marys.
14. Say the Glory be to the Father.

15. Announce the fourth mystery; then say the Our Father.
16. Say ten Hail Marys.
17. Say the Glory be to the Father.
18. Announce the fifth mystery; then say the Our Father.
19. Say ten Hail Marys.
20. Say the Glory be to the Father.

Hail, Holy Queen

Hail, holy Queen, Mother of mercy; hail our life, our sweetness and our hope. To you do we cry, poor banished children of Eve. To you do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious Advocate, your eyes of mercy toward us, And after this our exile show unto us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary.
V, Pray for us, Holy Mother of God;
R. That we may be made worthy of the promises of Christ

Rosary Prayer

O God, whose only-begotten Son, by His life, death and resurrection, has purchased for us the rewards of eternal life; grant, we beseech You, that meditating upon the mysteries of the most holy rosary of the Blessed Virgin Mary, we may learn imitate what they contain and obtain what they promise, through the same Christ our Lord. Amen.

Act of Contrition

I am sorry for my sins with all my heart. In choosing to do wrong, and failing to do good, I have sinned against You, whom I should love above all things. I firmly intend, with Your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior, Jesus Christ suffered and died for us. In His name, my God have mercy. Amen.

The Mysteries of the Rosary

Joyful Mysteries (Mondays and Saturdays, Sundays of Advent and Sundays of Epiphany until Lent)

1. The Annunciation
2. The Visitation
3. The Nativity
4. The Presentation
5. The Finding in the Temple

Sorrowful Mysteries (Tuesdays and Fridays, daily from Ash Wednesday through Easter Sunday)

1. Agony in the Garden
2. Scourging at the Pillar
3. Crowning with Thorn
4. Carrying of the Cross
5. The Crucifixion

Glorious Mysteries (Wednesdays and Sundays from Easter until Advent)

1. The Resurrection
2. The Ascension
3. Descent of the Holy Spirit
4. The Assumption
5. Coronation of Mary

Luminous Mysteries (Thursdays)

1. Baptism of our Lord
2. Wedding at Cana
3. Proclamation of the Kingdom
4. Transfiguration
5. Institution of the Eucharist

What is necessary for a worthy reception of the Sacrament of Penance?

Examination of Conscience

In making a good examination of conscience, we must first pray to the Holy Spirit for the light to know our sins and for the grace to be sorry for them. A reasonable effort must be made to recall sins committed since our last confession by calling to mind the commandments of God and those of His church. A good examination of conscience will also be concerned with sins of omission as well as sins of commission, for we must not only avoid sin but we must also manifest the love God and neighbor.

Contrition for Sin and Resolution Not to Sin Again

Contrition is a detestation of sin committed. However, our contrition does not have to be felt because it is not a feeling, but an act of the will. As St. Augustine observes, grief is not penance, but the accompaniment of penance.

To have true compunction of the heart, we firmly resolve to sin no more and our sorrow must be based on the love or at least the fear of God.

Confession

By confessing sins to a priest and receiving absolution, we are assured that our sins are forgiven. In addition, the requirement to confess our sins makes us more conscious of them and helps us realize our weakness and our need for God's mercy.

Acceptance of the Penance

With the acceptance of the penance given to us by the priest, usually in the form of prayers, we show the willingness to amend our life. In the Sacrament of Penance we are restored to the divine life of sanctifying grace that we lose through mortal sin. We are reconciled to God and His church. Furthermore, we are given the actual graces to appreciate the mercy of God, to atone for sin, and to avoid sin in the future.

Preparation for Confession

1. Examine your Conscience. Pray to the Holy Spirit to recall past sins, (*Use Ten Commandments as guide*)
2. Be sorry for your sins.
3. Promise to change my life with the help of God's graces.
4. Get inside the Confessional room and tell your sins to the priest

5. *Father, bless me for I have sinned My last good Confession was last*
6. *These are my sins: (Mention your sins).*
7. *These are my sins which I remember. I ask for God's mercy and pardon.*
8. *Listen to what the priest would tell you. Pay attention to the penance the priest will give you.*
9. *While the priest is giving you the absolution/blessing, say the Act of Contrition*
10. Leave the Confessional room and do the penance given to you by the priest outside the Confessional box.

Act of Contrition

I am sorry for my sins with all my heart. In choosing to do wrong, and failing to do good, I have sinned against You, whom I should love above all things. I firmly intend, with Your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior, Jesus Christ suffered and died for us. In His name, my God have mercy. Amen.

A Short Guide to the Examination of Conscience

On the Commandments:

1. Did you ever doubt that God is present everywhere? Did you ever believe that somebody else is more powerful than God? Did you miss your Morning or Evening Prayer?
2. Have you mentioned the name of God without respect? Have you been disrespectful in the Church? To priests, nuns, the things used in the Church? Did you swear?
3. Have you missed Mass on Sundays and holy days of obligation through laziness and negligence? Did you spend the day quarrelling with others and being lazy?
4. Have you been disrespectful to your parents? Did you make them angry? Disobey them or answered them back? Did you refuse to run errands for them? Have you been rude to your elder brothers and sisters? To your teachers? To the old folks at home?
5. Have you quarreled with somebody? Have you refused to talk with someone who has hurt you? Have you hurt somebody in words or in deeds?
- 6 & 9. Did you read bad comics or magazines? Did you enjoy looking at immodest pictures? Did you enjoy thinking of impure thoughts?
- 7 & 10. Have you stolen somebody's things? Is there something which you have borrowed and you have not returned? Did you envy others for the things they have?
8. Have you told a lie? Have you accused others of things which were not true? Did you speak ill about others?

All About Sins

Some sins are light and we call them venial. Other sins are very serious and we call them mortal. Three things make a sin mortal:

1. It must be a very big sin, that is, seriously displeasing to God and harmful to others.
2. You know and believe that it is very bad.
3. In spite of that, you decide willingly to go ahead and do it anyway.

When we think we are in the state of mortal sin, we should **not** receive Holy Communion; we should confess first. When we have venial sin only, we can make an act of a perfect contrition and receive Jesus. We make an act of perfect contrition when we are sorry for our sins because we have offended God who loves us so much. If we are in the danger of death and there is no priest to confess to, we should make an act of contrition. If there is enough sorrow and love, perfect contrition forgives all sins, including mortal sin.

GUIDELINES FOR CHRISTIAN LIVING

The Ten Commandments of GOD

1. I, the Lord, am your God. You shall not have other gods besides me.
2. You shall not take the name of the Lord, your God, in vain.
3. Remember to keep holy the Lord's day.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet anything that belongs to your neighbor.

The Two Great Commandments

YOU SHALL LOVE THE LORD YOUR GOD WITH ALL YOUR HEART, WITH ALL YOUR SOUL, WITH ALL YOUR MIND AND WITH ALL YOUR STRENGTH. AND YOU SHALL LOVE YOUR NEIGHBOR AS YOURSELF.

THE SEVEN SACRAMENTS

1. Baptism
2. Confirmation
3. Holy Eucharist/Communion
4. Penance/Confession/Reconciliation
5. Matrimony/Marriage
6. Holy Orders/Priesthood
7. Anointing of the Sick

SPECIAL DUTIES OF CATHOLIC CHRISTIANS

1. To keep holy the day of the Lord's Resurrection: to worship God by participating in Mass every Sunday and holy day of obligation. We are also to abstain from such work or business that would inhibit the worship given to God, the joy proper to the Lord's day, or due relaxation of mind and body.
2. To lead a sacramental life; to receive Holy Communion frequently and the Sacrament of Penance regularly, - minimally, to receive Holy Communion at least once a year. This precept must be fulfilled during Paschal time unless for a good reason it is fulfilled at another time of year.
3. To study Catholic teaching in preparation for the Sacrament of Confirmation, to be confirmed, and then to continue to study and advance the cause of Christ

4. To observe the marriage laws of the Church: to give religious training (by example and word) to one's children; to use parish schools and religious education programs.
5. To strengthen and support the Church: one's own parish community and parish priests; the worldwide Church and the Holy Father.
6. To do penance including abstaining from meat and fasting from food on the appointed days (Ash Wednesday & Good Friday).
7. To join in the missionary spirit and apostolate of the Church.

THE GIFTS OF THE HOLY SPIRIT

1. Wisdom
2. Understanding
3. Right Judgment (*Good Counsel*)
4. Courage (*Fortitude*)
5. Knowledge
6. Love (*Piety*)
7. Reverence (*Fear of the Lord*)

THE EIGHT BEATITUDES

1. Blest are the poor in spirit the reign of God is theirs.
2. Blest are the sorrowing: they shall be consoled.
3. Blest are the lowly: they shall inherit the land.
4. Blest are they who hunger and thirst for holiness: they shall have their fill.
5. Blest are they who show mercy; mercy shall be theirs.
6. Blest are the single-hearted; for they shall see God.
7. Blest are the peacemakers; they shall be called sons of God.
8. Blest are those persecuted for holiness' sake; the reign of God is theirs.

THE WORKS OF MERCY

Spiritual

1. To admonish the sinner.
2. To instruct the ignorant.
3. To counsel the doubtful.
4. To comfort the sorrowful.
5. To bear wrongs patiently.
6. To forgive all injuries.
7. To pray for the living and the dead.

Corporal

1. To feed the hungry.
2. To give drink to the thirsty.
3. To clothe the naked.
4. To visit the imprisoned.
5. To shelter the homeless.
6. To visit the sick.
7. To bury the dead

MISSION, VISION, & PHILOSOPHY

Belief Statement

We believe a Catholic school offers young people the means to gain knowledge and to develop understanding and wisdom, which are essential to serve effectively and prosper in a global society. We believe in fostering:

- Hearts that are compassionate and nourished by Catholic teachings and values.
- Minds that are curious and well-trained in the humanities and sciences.
- Lives that are active and committed to citizenship, service, and social justice.

Our Mission

St. Ignatius, Martyr, Catholic School is where students, teachers and parents build a community of faith, hope and love that witnesses to Gospel values through the development of every child's spiritual, intellectual and creative potential.

[Our Vision Statement is currently being developed.]

Graduate Profile

- Develop a healthy self-concept rooted in self-respect, honesty, and God's love.
- Realize his/her unique potential within a community.
- Worship and adore God, and respect and care for others.
- Adopt moral behavior in light of God's word and accept responsibility for his/her own actions.
- Assume responsibility for and find excitement in lifelong learning and achievement.
- Think imaginatively and openly explore ideas.
- Realize that academic knowledge and skills are tools for recognizing and solving problems, thereby serving and benefiting others.
- Develop physical strength and skills for an active life.

Mission of the Catholic Schools of Texas

The ministry of Catholic education in general is the fulfillment of the education mission of the Catholic Church, and has as its primary goal the continuous formation of the Christian person.

As a Pastoral instrument of the Church, the strength of the Catholic School is its ability to respond to the needs of the whole person with a global perspective for a peaceful and sustainable future.

The Catholic School is a unique environment in which students can experience the presence of the Holy Spirit. Its focus is on the individual person's spiritual, moral, intellectual, social, cultural, and physical development. In the Catholic School, students and teachers are drawn to proclaim the Gospel message, to unite in worship, to respond to the needs of the community through fellowship and social justice, and to serve all people through the sharing of their spiritual gifts and temporal goods. Intellectually, students are challenged to work to the best of their abilities. In a world of diversity and absolutes, students need to be free to appreciate and understand the living organism called Earth, the peoples and cultures that inhabit it, and to develop global perspectives by which to form their lives and consciences. Students are

provided opportunities to develop basic academic and physical skills, pursue knowledge, and critically study and analyze the world in which they live.

The effective Catholic School must call its students to the conviction that people are more important than material gain that justice is more important than success that love is more important than esteem, and that collaboration unites while competition divides. The truly successful Catholic School student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for fulfillment of personal potential and shares these gifts with others.

St. Ignatius, Martyr, School is accredited by the Texas Catholic Conference Department of Education, which is recognized by the Texas Commissioner of Education for the purposes of accrediting Catholic Schools in the State of Texas.

General Expectations

St. Ignatius, Martyr, Catholic School takes seriously its philosophical commitment to develop a faith community and to provide an excellent program to facilitate the growth of the whole person. To achieve these ends, certain general expectations are assumed for both students and parents:

1. Students and parents are expected to support the school's Catholic philosophy as it manifests itself in religious education, worship, and commitment to service and justice.
2. Students and parents are expected to support the policies of St. Ignatius, Martyr, Catholic School.
3. Students are expected to attend, with promptness, their classes and all mandatory activities. Parents are expected to cooperate with the school's efforts to maintain a high level of attendance.
4. Students are expected to participate in co-curricular activities in accordance with their time and abilities.
5. Parents are expected to meet their financial obligations on the appropriate due dates.
6. Parents are expected to attend and support parent-teacher conferences and parent organizations.
7. Parents and students are expected to support the general development and fundraising activities of the school.
8. Students are expected to put effort in to their studies outside of school on a daily basis according to these approximate guidelines (homework):

Grades 1 and 2	30 minutes
Grades 3, 4 and 5	45 minutes
Grade 6	60 minutes
Grades 7 and 8	90 minutes

General Courtesy

The practice of courtesy should be developed by all students as an expression of neighborly love. Courtesy should be integrated throughout the school day and in all relationships. Off-campus conduct reflects the good reputation of students, parents, and faculty. Coming to school and returning home, on field trips, at sports events, and

during other off-campus activities, students have the responsibility to maintain behavior exemplary of St. Ignatius, Martyr, Catholic School.

ADMISSION POLICIES

Attending a Catholic School is a privilege, not a right. The Principal can, at any time, withdraw any child, subject to the procedure for resolution of disputes.

Non-Discriminatory Statement

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

Students with Learning Differences

St. Ignatius, Martyr, Catholic School is not equipped to accommodate students who demonstrate severe academic deficiencies and/or behavioral problems, but will make reasonable accommodations for otherwise qualified students. All new students are accepted subject to a 90 day probationary period.

Admissions Priority

St. Ignatius, Martyr, Catholic School gives preference in admission first to children who are siblings of current students; second, to children of St. Ignatius, Martyr, Church parishioners, third, to children of faculty and parish staff, fourth to children of other Catholic parishes, and fifth to non-Catholic students.

Admission Requirements

Children entering Pre-K3 must be three years of age on or before September 1. Children entering Pre-K4 must be four years of age on or before September 1. Children entering Kindergarten must be five years of age on or before September 1. For First Grade, a child must be six years of age on or before September 1.

All applications must include the following documents:

- birth certificate
- valid immunization record
- certificates of Baptism, First Penance, Confirmation, and Eucharist (if applicable)
- Social Security numbers
- documents relating to custody arrangements (if applicable)
- official transcript (if applicable)

A Screening Test is administered to all applicants to determine admission and placement. Acceptance and placement of new students will be based on screening test results, standardized test results, and performance evaluation of the most recent report card. Additional testing, interviews and contact with the sending school may be required prior to acceptance and placement. The decision to admit new students from unaccredited schools or home schools will be preceded by testing and evaluation.

Health Records

According to Texas State Law, schools are required to maintain a permanent Health Record for each pupil enrolled in the school. This record is kept in the child's cumulative folder, along with the Health History form that parents are asked to complete when a child enters the school for the first time. In the case of a student transferring to another school, the health record will be sent to the receiving school. If

any updates are made to the Immunization record, parents are required to bring the updated form to the school to be put in the child's Health record folder.

Transfer/Withdrawal of Students

When a student transfers from a Catholic school, the date of the transfer and reason for transfer will be recorded on the cumulative record. A copy of the cumulative record will be mailed directly to the receiving school on request. Copies of cumulative records will be held for all students owing fees.

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This will enable the school to prepare necessary information and settle accounts. No student records may be forwarded until all accounts have been settled.

Office Records

Parents/Guardians are requested to notify the school offices in writing of any change of home telephone numbers and/or addresses, business telephone numbers, and telephone numbers of emergency contacts so that the office records may be accurate, complete, and up to date.

Fees and Tuition Policies

Application Fee

A non-refundable fee of \$75.00 per student is assessed at the time of application.

Registration Fee

A registration fee of \$400.00 for grades Pre-K3 to 8 is not refundable after three (3) days from the date of the parent's/guardian's signature on the Educational Service Agreement between St. Ignatius, Martyr, Catholic School and Parents/Guardians. The registration/service fee covers, but is not limited to: use of textbooks, workbooks, FACTS fees, RenWEB Subscription, PTO Dues, health screening, TCCED Fee, weekly family envelope, handouts, directory, and standardized testing.

Tuition

The school undertakes a significant financial obligation in hiring teachers, purchasing books and supplies, maintaining the facilities, and in obligating itself to meet the normal expenses of operating a school. The only way that the school can meet this obligation is by the regular prompt payment of tuition and fees by parents/guardians for their child(ren)/ward(s). When school administrators and parents work together it is possible to offer an education of high quality, providing for the spiritual, moral and intellectual development of the student. The purpose of the Educational Services Agreement is to identify those areas where mutual cooperation is essential, to make clear the mutual expectations of school administrators, parents, and students. Failure to cooperate makes it very difficult, if not impossible, to provide a good education.

The payment plan for each family is stated in the Educational Services Agreement. A late charge of \$25.00 will be charged for late payments. St. Ignatius, Martyr, Catholic School will not accept post-dated checks, nor will the school re-accept checks from individuals who have issued a "non-sufficient funds" check to the school.

Tuition is paid on a ten or eleven or twelve month basis. The first tuition payment is due in July or August based on the plan the family selects. The school will withhold

student records until all tuition, fees, and/or fines due are paid or other arrangements are made with the principal.

Families with tuition balances that are 30 days passed due will be asked to withdraw their children from the school.

Tuition Discount and Financial Assistance

A tuition discount is offered for those parents/guardians with more than one child attending St. Ignatius, Martyr, Catholic School.

Tuition Aid requests are accepted during March of each school year. After March 31st each case will be reviewed according to circumstances and as funds allow.

Requesters must pay all registration fees (non-refundable) prior to submitting the Tuition Aid Request. No tuition aid shall be granted to cover fees, or be granted prior to payment of all registration fees. Requesters must also sign a statement which certifies the completeness and accuracy of information contained within Tuition Aid Request. Verification of income is required.

Children in PreK-3 and PreK-4 are not eligible for tuition aid, unless extraordinary circumstances warrant a recommendation by the pastor or principal. Tuition aid is limited to a maximum of 75% of the total applicable tuition rate. Only extreme hardships are granted 75% tuition aid.

Prompt payment of reduced tuition is expected, and will be governed by the School Tuition payment policy and a signed Tuition Aid Agreement on file in the school office.

Textbooks and School Property

Standard textbooks and workbooks are provided by the school at no additional fee.

Books purchased by the school remain the property of St. Ignatius, Martyr, Catholic School, and are loaned to students for use in courses in which they are enrolled. All books that are the property of St. Ignatius, Martyr, Catholic must be covered.

Adhesive materials may not be used on books. Students are responsible for proper care of books at all times. Costs of replacement for lost, stolen, damaged, or defaced books are incurred by the student. All lost, severely damaged textbooks will carry a minimum charge of \$60.00; lost books will be charged the cost of the book plus shipping and handling. Lockers and desks are the property of the school, and may be inspected periodically by the principal or designee without prior notice. Students may be asked to disclose their personal belongings if the administrator(s) deems necessary.

Co-Curricular & Extra-Curricular Fund Policies

Money raised by students, parents, teachers, or others wishing to assist in the fundraising remains the property of St. Ignatius, Martyr, Catholic School, and is administered by the school, and is controlled by the Principal.

All money must be deposited as soon as possible. The parish office is tracking all funds raised by student or parent groups for the school or school activities. A yearly financial report will be given to each of these organizations upon requests.

St. Ignatius, Martyr, Catholic School will issue checks from the student activity fund. No funds will be withdrawn from a student activity account without the proper documentation. Forms are available at the office. All withdrawals from the student

funds must be approved by the school principal, adult club advisor, and student representative.

No payments should be made directly from a donor to an outside agency. If a student or student representative circumvents this policy, the school will no longer be able to track funds deposited for that student or student organization, and will therefore not participate in any payments to outside agencies for that student or organization.

Graduation Fee

Eighth graders anticipating graduation will be charged a \$50.00 fee for each student's cap and gown, diploma and diploma cover, church decorations, flowers, programs and other necessities for the graduation ceremonies.

Other Fees

Verification of Enrollment	\$ 2.00
Report card copy fee	\$ 2.00
Detention Fee	\$10.00
Saturday Detention Fee	\$30.00
Returned check (NSF)	\$25.00
Graduation fee	\$50.00

ACADEMIC POLICIES

Homework

Homework is studying at home and is ordinarily an extension of classroom instruction.

The purpose of homework is the improvement of the learning process by reinforcing newly acquired skills, by engaging in preparatory activities such as reading for background, and by extending and applying classroom learning for developing new and deeper understanding.

As Stated on page Students are expected to put effort in to their studies outside of school on a daily, basis according to these approximate guidelines:

Grades 1 and 2	30 minutes
Grades 3, 4 and 5	45 minutes
Grade 6	60 minutes
Grades 7 and 8	90 minutes

Grades and Grading

Grades are recorded on report cards and distributed to parents each academic quarter. Semester grades are determined from the two previous quarter grades. Credit is given if this average is 1.0 or better.

The Grading System

Grade Percentage Grade Point

A+	100 – 97	4.0
A	96 – 93	4.0
B+	92 – 89	3.5
B	88 - 83	3.0
C	82 - 75	2.0
D	74 - 70	1.0
F	69 - 00	0.0
I	Incomplete	

Descriptions of each grade are as follows:

The Letter Grade of A: indicates an exceptionally level of mastery of the subject material, deep understanding of the concepts and ideas presented, a high level of initiative and work beyond requirements, considerable use of higher order critical thinking skills, accomplished ability to write and present material, ability to work and show leadership in groups.

The Letter Grade of B: indicates a high level of mastery of the subject material, understanding of concepts and ideas presented, indication of effort and work done outside of class, ability to use higher order critical thinking skills, ability to communicate effectively through writing and presentations, ability to work in groups and show guidance to others.

The Letter Grade of C: indicates requirements and standards of the course have been met to a comfortable degree, essential understanding of concepts and ideas and necessary proficiency in skills, thinking skills are adequate although infrequent use of higher order critical thinking skills used, ability to communicate through writing and presentations, ability to work in groups and follow directions.

The Letter Grade of D: indicates requirements and standards of the course have been met to the minimum degree, difficulty in understanding concepts and ideas, thinking skills tend on the lower levels, time is not well used and effort and/or abilities are low, may have difficulty in working in groups.

The Letter Grade of F: indicates the minimum requirements of the course have not been met, a lack of mastery of concepts and skills.

A grade of I (incomplete) on the report card indicates that the student's work for the course is incomplete and has not yet received any credit for the course. All missing work must be made up within two (2) weeks from the end of the quarter in which he/she received the I. If all work is not completed within this time, the incomplete will be replaced with an F.

Character Development/Behavioral Grades

For grade school students, a character development report will be attached to their report cards. This report will indicate the level of effort, behavior, character, and courtesy that the student displays in the classroom.

This grade indicates the level of effort, behavior, character and courtesy that the student displays in the classroom. Each honor roll (see page 20) will require a standard for character development.

Marking Code Comment

E Excellent

S Satisfactory

N Needs Improvement

Behavior Grade Descriptions:

E:

1. Obeys all rules (e.g.: prompt, well groomed, proper uniform, does not chew gum)
2. Exhibits an exemplary level of behavior (e.g.: shows an interest in learning, is respectful of others, listens attentively, shows a high level of consideration and courtesy towards others, shows a drive to excel in studies.)
3. Goes above and beyond normal expectations (e.g.: volunteers to help the teacher and other classmates, contributes to the learning process)

S: Follows all school policies and obeys all handbook rules

N: Anything counter to the above.

Progress Reports

If students are having academic difficulty or in danger of failing. **Progress Reports** are sent after the third and sixth weeks of the nine weeks grading period. It is the duty and obligation of parents to be aware of the academic progress of their children and take the necessary measures to assist them.

Progress report dates:

September 3, 2010
September 23, 2010
November 5, 2010
November 23, 2010
January 21, 2011
February 11, 2011
April 1, 2011
May 13, 2011

Report Cards

Report cards are issued every nine weeks to all students in Kindergarten through 8th Grade. Report cards are issued twice a year to Pre-Kindergarten students. Parents and students are required to attend a conference with the homeroom teacher at the end of the first grading period to discuss student progress. First quarter report cards will be distributed only at the parent/student/teacher conference.

Report card dates:

October 14-15, 2010 (Given out at Parent-Teacher Conferences)
December 17, 2010 (Picked up on the last day before Christmas Vacation)
March 11, 2011 (Picked up on the last day before Spring Break)
June 3, 2011 (Picked up on the last day of classes - those not picked up will be mailed home)

Honor Rolls

Students in grades 4-8 are eligible for two different Honor Rolls. "High Honors" Honor Roll students are those who earned all A's for the nine weeks. "Honors" Honor Roll students are those who have earned all A's and B's or all B's for the nine weeks. Conduct grades of "N" for the nine weeks will prevent a student from an Honor Roll.

Those students who consistently reach the Honor Roll will be recognized at the Academic/Athletic Awards Ceremony in the spring.

Parent-Teacher Conferences

Teachers are available throughout the school year for conferences with parents by appointment only. Parents should call or send a note to arrange an appointment with the teacher during the teacher's conference period or after school at a mutually convenient time. Please do not come to meet with a teacher without an appointment or try to have a conference during dismissal time or at the morning assembly.

Promotion/Retention

According to the Diocese of Austin Handbook of school policies:

Elementary grades: To be promoted from one grade level to the next, a student shall attain for the year an overall average of 70 or above which is derived by averaging the final numerical grade for language arts, mathematics, social studies, science and religion. In addition, a student shall attain an average of 70 or above in language arts and in mathematics. Grades for health, fine arts, and physical education may be determined by local school regulations using numerical grades, letter grades, or indications such as Excellent, Satisfactory, or Needs Improvement.

Middle school (6 - 8): To be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year in all courses taken. In addition, a student shall attain an average of 70 or above in four of the following subjects: language arts, mathematics, social studies, science and religion.

Standardized Testing

St. Ignatius, Martyr, School follows the testing program specified by the Diocesan Schools Office. The NCEA'S (National Catholic Education Association) ACRE (Assessment of Catechesis Religious Education) test is administered in grades 5 and 8 every year. The Iowa Test of Basic Skills (ITBS) is administered to students in Grades K-8 annually. Standardized test results are sent home and posted in the students' cumulative records.

Graduation

Participation

Students who have failed two (2) or more classes will not be allowed to participate in the graduation ceremony.

Students may not be permitted to participate in the graduation ceremony for behavioral or disciplinary or other reasons.

If tuition and fees are not paid in full, a student may not be allowed to participate in the graduation ceremony.

Attire

Male graduates will be required to wear a long sleeved dress shirt; blue or black dress pants; black dress socks; black shoes (no casual shoes) and a black tie. Gentlemen must have well groomed hair for this day

Female graduates will wear dresses; dresses should go below the knee, but no longer than the length of the gown length while standing. Dress shoes should be worn. If stockings are worn they should be natural in color. Jewelry may be worn, but must be modest in style and should not detract from the cap and gown. Ladies must wear their hair away from the face, because of the cap that will be worn. *We want the students to look their best for this special occasion.*

Graduates are not to wear or carry any flowers during the ceremony. Flowers may be given to students after the ceremony is over. As a student receives his/her diploma we ask that parents/family/friends remain in their seats. You may take pictures following the graduation ceremony. The sacredness of the liturgy and the ceremony is of utmost importance.

Schedule

Students should arrive at school *before 7:40 a.m.* Students will be supervised in the Family Center from 7:15am until 7:45am. Activities like board games are encouraged. Parents who have an early appointment for a Parent-Teacher conference should check in at the office and wait for a teacher to escort them to the classroom.

The first bell rings at 7:40a.m., at which time the students should line up by class in order to begin morning assembly. All students are expected to attend morning assembly in the Family Center at **7:45a.m.** Morning Assembly usually includes prayer, a Scripture lesson, the Pledge of Allegiance and brief announcements. Birthdays are celebrated daily at assembly. All 3 year olds should be brought to at the Family Center and picked up at Andre House or the Family Center as directed.

Homeroom period follows Morning Assembly. Teachers take attendance and prepare the lunch count, and take care of other administrative duties.

Daily instruction takes place from 8:00 a.m. to 3:15/3:30 p.m. On Monday, Tuesday, Thursday and Friday. Students in Grades PreK – 5th, are dismissed at **3:15 p.m.** and Students in Grades 6 – 8 are dismissed at **3:30 p.m.**

Every Wednesday, Pre-K – 5th students are dismissed at 2:15 p.m. while Grades 6-8 are dismissed at 2:30. This dismissal time is to allow for faculty meetings.

Students are required to remain on campus under the supervision of the teacher or adult in charge during **school hours** and **extracurricular activities and events.**

Please Note: *The school will not accept responsibility for supervision of children before 7:15 a.m. or after 3:45 p.m. except in conjunction with a school-sponsored activity.* If parents choose to drop-off students prior to 7:15 a.m., please be aware that **the school provides no supervision before 7:15 a.m. St. Ignatius Martyr School follows AISD (Austin Independent School District) in canceling school due to inclement weather condition. This information is broadcast on radio and television early on the day in question.**

Lunch Schedule

10:55 AM – 11:20 AM 3 year olds
11:23 AM – 11:43 AM 5th, 6th, 7th, & 8th grades
11:45 AM – 12:15 PM 4 year olds, Kinder
12:10 PM – 12:40 PM 1st, 2nd, 3rd, and 4th grades

Recess Schedule

11:25 AM – 11:55 AM PreK3
11:10 AM – 11:35 AM PreK 4
11:43 AM – 11:58 AM 5th, 6th, 7th, & 8th grades
11:40 AM – 12:05 PM 1st Grade
12:15 PM – 12:35 PM Kindergarten
12:40 PM – 1:00 PM 2nd, 3rd, and 4th grades

Attendance

Attendance will be taken in the classroom each morning by 8:00 a.m. If a student arrives after 8:00am, they are considered tardy. Students arriving after 8:00 a.m. need to check in through the office for a tardy slip. Students will not be admitted to class without this form. Students who achieve perfect punctuality and/or perfect attendance during a semester will receive special recognition.

Absences

- A student may not accumulate more than 8 absences per semester.
- Parents are requested to call the office early in the morning if a child must miss school due to illness or a death in the immediate family. Teachers will be notified.
- Parents ***must*** send a note specifying the reason for the absence(s) when the child returns to school. In cases where a child is ill for more than three consecutive days, a doctor's certificate must accompany the parents' note.
- Ordinarily, students who are absent may have one day to make up work for each day they were absent. If a child is absent only one day, he or she will receive make-up work upon returning to school. For a child who will be absent for more than one day, parents are asked to send requests for homework to the school office **24 hours before they plan to pick up the homework** so that the teacher may have time to collect all the necessary materials. Please call or send a written request to the office.
- Students who are absent from school may not practice or play in any athletic activities the day of their absence.

Full or Half Day Attendance

- Diocesan policies require that a student be in attendance for at least four hours during a school day to receive credit for attendance that day. To receive credit for half day attendance, a student must be present for at least two hours in the morning or afternoon exclusive of the lunch period.

Student Tardiness

After 3 unexcused tardies in a nine-week period, a \$5.00 fine will be assessed for each subsequent unexcused tardy. Students who are tardy because of a doctor's or dentist appointment should bring a note from the doctor's office to have their tardiness excused.

Accidents & Illness

At registration each parent fills out an emergency information card listing the parents' address and telephone numbers at work and at home; physician's name and telephone number; and the names and telephone numbers of one or two persons who have agreed to assume responsibility when the parents cannot be reached. In case of serious accident or illness, the parents will be called immediately to take charge of the child. **Please inform the office of any changes throughout the year.**

Students who are ill should not be sent to school, especially if they have a fever. Please respect the teachers and other children by keeping sick children at home until they are no longer contagious. If a student develops a rash, a temperature of 100 degrees or more, or is exhibiting signs of illness or infestation, the parents will be asked to take the child home. **The student may not return to school until he or she has been free of fever or rash for at least 24 hours.**

After School Care

In order to comply with Texas Department of Human Services regulations, we require all children who remain in the After-School Care Program to be registered for that program at the beginning of each month. We do not accept children for After-School Care on a drop-in basis. Children in the After-School Care Program must be picked up no later than 6:00 p.m. After 6:15p.m., parents will be charged a late fee of \$1.00 per minute per child.

Students may not remain on campus past 3:45p.m. unless they are part of a supervised school activity or are enrolled in the After-School Care Program. Students who have not been picked up by 3:45 p.m. will be escorted to the Tardy Pick-up (Ms. Macbeth's Room), where they may wait until 4:00 p.m. Parents will be charged \$5.00 per child, payable at pickup to the supervising caregiver. If a child is picked up after 4:00pm, there will be a \$12.00 DROP-IN charge.

Parents may use the Tardy Pickup service no more than three (3) times per semester. After the third time, they may be required to enroll their children in the After-School Care Program.

Students who are enrolled in After-School Care may need to attend extra-curricular activities under the supervision of an adult elsewhere in the school, such as practices, tutoring, conferences, etc. Students participating in athletics and/or cheerleading will be noted on a master list given to After-School Care staff. All other students who will be absent from After-School Care for an extra-curricular activity such as tutoring or a conference must give the After-School caregiver a note from the supervising teacher or volunteer specifying where the student is, who is supervising, and how long the student will be out of After-School Care. Written notice must be given to the After-School caregiver before the student reports to any extra-curricular activities except sports and cheerleading.

Arrival and Dismissal Procedures

Parents and guardians are requested not to come into the halls with children in the morning nor wait for them in the halls in the afternoons. If parents must pick up a student for any reason during school hours, they must go to the office. Students will be called to the office over the PA system. **Please do not go to the classroom to pick up students for appointments.**

Arrival - In the morning, all students should be taken to the Family Center by their parents. For those students who arrive via city transportation, please be aware that there is no crossing guard on Oltorf Street. Parents who wish to see the school secretary should enter via the front door of the school after you have dropped your child(ren) off in the Family Center.

PreK-3 students should be taken directly to the Family Center in the morning and picked up at Andre House in the afternoon.

Dismissal - Because of the danger to any of our children remaining unattended after school hours on the Church/School grounds, the St. Ignatius, Martyr, School Advisory Board and the School Principal have determined the following procedure for picking up children after school.

FROM 3:10p.m. UNTIL 3:45 p.m.

- 1. Park in the Church parking lot.**
- 2. Come into the Family Center, no earlier than 3:10p.m., and wait until dismissal time at 3:15 p.m.**
- 3. Notify the teacher that you are taking your child/children.**
- 4. Escort your child/children to your car. Please supervise them carefully in the parking lot.**

Students enrolled in the After-School Care Program or in a school-sponsored extra-curricular activity will be assembled at 3:45 p.m. After 3:45 p.m., no unattended children are permitted anywhere on the church/school grounds. All children are to be picked up within **fifteen minutes** of the end of the school day or extra-curricular event.

COMMUNICATION

Weekly Family Envelope

On Wednesdays, a weekly white envelope will be sent home with any papers from the office, PTO, or notes to individual students.

Disciplinary Referrals

Disciplinary Referrals will be sent home for parent signature for infractions of the disciplinary code.

Website

St. Ignatius, Martyr, School maintains a school website on the World Wide Web through the St. Ignatius, Martyr, Church website. Our website contains information about St. Ignatius, Martyr, School programs, including student activities. Each student's participation in our website is subject to and governed by a parent/guardian's release and instruction form authorizing the student's participation, or limiting participation, in the school website publications. The school website is located at <http://st-ignatius.org/school/>

CLASSROOM OBSERVATIONS

Parents who wish to observe a class during instruction time must secure permission from the principal not less than 24 hours before the desired observation time. In order

to prevent disruption of classroom instruction, observations are limited to one parent at a time for a maximum of 45 minutes. Observers are not to interact with the teacher or with students during observations.

COMPLAINTS AND THE PRINCIPLE OF SUBSIDIARITY

In keeping with the church principles of subsidiarity, problems should be solved at the lowest level whenever possible. Thus, persons having a problem with a teacher should go directly to that teacher before going to the vice-principal or principal.

Grievance Procedures

Disputes or conflicts can arise in an educational setting. It is important that such matters be resolved as quickly as possible. Students, parents, and/or guardians who feel that they have a legitimate grievance related to school practices, policies or relationships shall be expected to adhere to the following procedures. The purpose of this procedure is to produce, at the lowest possible level, equitable solutions to grievances in a spirit of justice and charity.

1) Discussion with concerned parties: Discuss the grievance complaint with the parties concerned at an informal meeting as soon as possible after the incident. If this must be done during school hours, an appointment may be made through the office for a time that will not interfere with the normal school routine.

2) Administrative Meeting: If the matter cannot be settled informally by the parties concerned, they must request a meeting with the principal. The principal will assess the issues and make a final decision. If the problem is not resolved satisfactorily, the parent/guardian or the principal may then request a meeting with the pastor.

If the dispute or conflict is with the principal, the first step for parents/guardians is discussion of the problem with principal. If the problem is not resolved satisfactorily, the parent/guardian or the principal may then request a meeting with the pastor.

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CONFIDENTIALITY

Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

COUNSELING OPPORTUNITIES AND EXPECTATIONS

While St. Ignatius, Martyr, Catholic School does not employ a guidance counselor, there are times when students will need to avail of professional counseling services. The school administration will provide families with contact information when necessary, and/or when requested by the family itself.

CRISIS PLANS

Fire Alarm and/or Bomb Threat

A fire or fire drill is an extremely serious matter. It could be a matter of life or death. Smoke is responsible for more deaths than actual fires. Students who do not follow directions will be referred to the administration for proper action.

1. All teachers and students are expected to know the fire exit route from any classroom or area where they are. Fire exit routes or alternatives should be familiarized during the first week of each semester. Directions indicating the route to be used are posted in each classroom.
2. Silence must be observed from the time that the fire alarm rings until all students are at their standby stations in order to hear directions.
3. At the sound of the fire alarm, all should at once begin to file out led by the teacher to indicate the route.
4. The student closest to the door is to see that it is propped open or held while students exit the room. The last student out of the room should close the door.
5. The pace for the fire drill is a fast walk. Leaders need to set the pace.
6. Keeping streets and driveways clear for emergency vehicles is necessary. Each teacher should take a roll book or seating chart and report any missing student or additional students who may have joined from a hall or lavatory pass.

Tornado

1. A tornado or tornado drill is an extremely serious matter.
2. All teachers and students are expected to know the exit route from any classroom or area where they are in the school. Exits or alternative routes should be familiarized during the first week of each quarter.
3. Students will remain inside the building in their assigned safe area until the “all clear” signal is given.
4. Silence must be observed from the time that the tornado alarm rings until all students are at their standby stations in order to hear directions.
5. At the sound of the tornado alarm, all should at once begin to file out lead by the teacher to indicate the route.

Inclement Weather and School Closing

DURING INCLEMENT WEATHER, St. Ignatius School will follow the schedule of A.I.S.D. for closing and late starts.

CUSTODY

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school related information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent’s responsibility to provide St. Ignatius, Martyr, Catholic School with a court-certified copy of the court order.

DISCIPLINE POLICY

I. Philosophy and Goals

St. Ignatius, Martyr, School is committed to creating an environment wherein parents, students and teachers continually strive to build a community of faith.

Discipline is an important part of this environment. St. Ignatius, Martyr, School seeks to foster the spiritual, intellectual, cultural, moral and physical development of all students.

Students and faculty should understand that one of their first obligations in a Catholic school is to respect the dignity of all members of the school community.

The principal and/or the pastor will make all final interpretations and decisions regarding implementation of the discipline policy.

II. Withdrawal by the school

Parental cooperation is essential for the welfare of the students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever their relationship with the school.

III. School-Wide Code of Conduct

- 1. Each student is expected to live in accord with Gospel values:** *“Do unto others as you would have them do unto you.”*
- 2. Academic honesty is expected of all students, in all classes, in all grades.**
- 3. Each student is expected to respect the Holy Spirit dwelling within each person.**
 - Students will be kind, considerate and courteous to everyone.
 - Students will not use physical or verbal intimidation toward another individual (fighting, hitting, temper tantrums, kicking or throwing an object at others, name calling, teasing, put-downs) on or off campus. Assaults on students or staff will not be tolerated.
 - Students will not use offensive, profane, or obscene language (written, spoken or gestured), nor possess obscene books, magazines, pictures, or objects.
 - Students will not play games involving physical contact including "play-fighting."
 - Students will not engage in any inappropriate public display of affection, including but not limited to holding hands and kissing.
 - Students will adhere to the Code of Conduct at all school sponsored events, including but not limited to excursions or field trips, athletic events both on and off the school campus, bingo, and other special events.
 - Students will adhere to the uniform policy, including personal neatness and proper grooming.
 - Students will follow classroom rules.
- 4. Each student is expected to respect school property and the property of others.**
 - Students will not deface, destroy or steal school property, equipment or materials. If deemed appropriate by the school administration, students' parents must pay for damages to school property. Students will keep textbooks clean and covered.
 - Students will observe the Commandments that prohibit stealing and coveting another's property.
 - There is no eating or drinking in classrooms, except for educational purposes approved by the administration.
 - Classrooms and campus areas must be left orderly and clean. Students are not to move desks unless expressly requested to do so by the teachers.

- Chewing gum is prohibited.
 - Bringing of personal sporting equipment to school is greatly discouraged. Such equipment can be lost, damaged, or stolen.
- 5. Each student is expected to contribute to a safe and drug-free environment.**
- Students will not use, possess or distribute narcotics, controlled substances or drugs, including alcohol or tobacco.
 - Students will not possess or use a firearm, knife or any object that might be considered a weapon.
 - Students will not absent themselves nor leave the school building or grounds without authorization.
 - Students will not engage in dangerous play or disruptive behavior in the school building or on the school grounds.
 - Students are prohibited from participating in any behavior or event that has the effect of disrupting school activities or that fosters, enhances, or encourages gang activity. A gang is any association of three or more individuals whose primary purpose is the commission of anti-social behavior or criminal activity.
- 6. Students will conduct themselves in a manner conducive to the learning process.**
- Students are not permitted to make or receive telephone calls. An office staff member or administrator will place the call in case of an emergency.
 - Deliveries of check or money to students are not permitted.
 - All electronic devices such as, but not limited to: cameras; video recorders; CD players, MP3 players, iPods; pagers, cellular phones; radios; and tape recording devices are not permitted. Such equipment can be lost, damaged, or stolen. These devices will be confiscated and held in the office until the parent/guardian claims the item.
 - Students must not bring any form of toys or games (such as playing cards or video games) to school, as school is *not* the place for these items. These items will be confiscated.
 - Computer software of any kind may not be brought to school. These items will be confiscated.

IV. Disciplinary Action

It is the domain of the teachers to maintain discipline and positive behavior in their classes. This is best done when *clear procedures and guidelines* are established and followed through at the *beginning* of the year. It is of vital importance that discipline is dealt with fairly and consistently.

It is also the responsibility of teachers to assist in maintaining positive discipline throughout the school community. Teachers should take all opportunities to correct and guide students both in class and in the school at large.

In response to misbehavior and/or violation of basic school rules at school or at any school function, a student may be issued any one of the following disciplinary actions.

A. Disciplinary Referral

1. A referral is a mark made against a student's record for misconduct and/or violation of a school rule. While the referral does not call for any particular action, accumulated demerits will result in further disciplinary action. Teachers, staff persons, or administrators, may issue a *Disciplinary Referral* indicating a demerit to the student to be acknowledged with the signature of a parent/guardian.
2. Referral forms are to be filled out by the staff member and a copy is to be given to the student. It is the student's responsibility to have a parent/guardian sign the referral and return it signed the next school day the student is present. Failure to have the referral signed will result in an additional referral (issued by the staff member who issued the original referral) and a phone call home to the parent by the staff member who issued the original referral. Forging any signatures will result in an immediate demerit.
3. The following are progressive consequences for referrals
 - After nine referrals within the same marking period, a demerit will be issued and a detention must be served. (Referrals will start at zero at the beginning of every grading period)
 - For each referral after nine, an additional demerit will be issued and an additional detention will be served.
4. Some reasons for a disciplinary referral as a disciplinary action include but are not limited to:
 - Uniform Violation
 - Disturbance of class
 - Chewing gum on campus;
 - Use of vulgar or obscene language
 - Leaving class with out permission
 - Being in the hallways without a hall pass
 - Running or causing noise in the hallways
 - Food/beverages in the classroom without permission
 - Showing disrespect toward a faculty/staff member
 - Books not covered
 - Not getting a referral signed by a parent
 - Minor infraction of school rules.

B. Demerit

1. Demerits may be issued for accumulated referrals or very serious behavior. Teachers, staff persons, or administrators, may issue a demerit to the student to be acknowledged with the signature of a parent/guardian. It is the student's responsibility to have a parent/guardian sign the demerit and bring it back signed the next school day the student is present. Failure to have the demerit signed will result in a disciplinary referral. Forging any signatures will result in an immediate demerit.
2. Upon the issuance of a demerit, an automatic detention will be served by the student.
3. Demerits accumulate throughout the school year, and DO NOT restart at the beginning of a grading period.
4. The following are progressive consequences for demerits:
 - 1-4 will result in a lunch detention
 - 5-9 will result in a one hour after school detention
 - The 10th demerit is a one day in school suspension

- 11-14 will result in a one hour after school detention
 - The 15th demerit will result in a two day in school suspension
 - 16-19 will result in a one hour after school detention
 - The 20th demerit will result in a one day out of school suspension and a behavior contract.
 - 21-24 demerits will result in a one hour after school detention.
 - The 25th demerit will result in a two day out of school suspension.
 - 26-29 demerits will result in a one hour after school detention.
 - The 30th demerit will result in expulsion from school
5. Some reasons for a demerit as a disciplinary action include, but are not limited to:
- Ten or more referrals earned in a grading period
 - Use of serious vulgar language or vulgar language directed toward another
 - Any physical altercation
 - Skipping class
 - Possession of drug paraphernalia
 - Possession of inappropriate/obscene material
 - Inappropriate display of affection
 - Minor theft
 - Minor vandalism

C. Detention

1. A detention must be served upon the issuance of any demerit.
2. A lunch detention must be served upon the issuance of demerits numbered 1-4.
 4. This lunch detention must be served at the next available lunch period.
 - A lunch detention will not allow the student to eat lunch with his/her peers, and the student will have to do any assigned duty around the school, which shall be determined by the issuing teacher or the principal.
3. An after school detention will be served upon the issuance of any demerit, except for demerit numbers 1-4, 10, 15, 20, 25, or 30. Consequences for those demerits are listed in the previous section.
 1. An after school detention must be served the following school day after the demerit is proffered. For example, if a student earns a demerit on Monday, the after school detention will be served on Tuesday, or next school day. Any student who earns a demerit on a Thursday or Friday will be required to serve detention on the following Monday, or next school day.
 2. Detentions can be served Monday through Thursday, and teachers will be responsible for monitoring detentions on a rotating basis.

D. In School Suspension

1. An in school suspension may be earned for accumulated demerits or serious behavior.
2. The 10th demerit will result in a 1 day in school suspension.
3. The 15th demerit will result in a 2 day in school suspension.
4. The student is still required to turn in all assignments for that day.
5. If a student has to serve an in school suspension, the student may not attend any school functions for that week, which include but are not limited to, athletic events, dances, meetings, and clubs.

6. Some reasons for an in school suspension as a disciplinary action include, but are not limited to:
 - o Seriously harming another student
 - o Theft that a teacher considers serious
 - o Continued use of vulgar language

E. Out of School Suspension

1. An out of school suspension may be earned for accumulated demerits or very serious behavior.
2. The 20th demerit will result in a 1 day out of school suspension. At this point, the parents must meet with the principal to readmit the child back into the school.
3. The 25th demerit will result in a 2 day out of school suspension. At this point, the parents must meet with the principal to readmit the child back into the school.
4. The student is still required to turn in all assignments for any days out of school.
5. If a student has to serve an out of school suspension, the student may not attend any school functions for that week, which include but are not limited to, athletic events, dances, meetings, and clubs.
6. If an out of school suspension is earned by a student, the school administration will hold a conference with the student and his/her parents/guardians, to discuss further fair and proper steps that need to be taken. During this conference, a behavior contract must be agreed upon and signed.
7. Some reasons for an out of school suspension as a disciplinary action include, but are not limited to:
 - o Any form of harassment
 - o Racial Intolerance
 - o Seriously harming another person with intent
 - o Serious theft that a teacher considers serious.

F. Administrative Conference

Should a student clearly violate specific behavioral, academic or attendance expectations of the school, or seriously discredit the reputation of St. Ignatius, Martyr, Catholic School, the school administration will hold a conference with the student and his/her parents/guardian, to discuss further fair and proper steps that need to be taken.

G. Expulsion

It is the right of the principal to remove from the school environment any student who clearly violates specific behavioral, academic or attendance expectations of St. Ignatius, Martyr, Catholic School. Expulsion of a student is a grave matter, and will be used only when absolutely necessary.

Students expelled from St. Ignatius, Martyr, Catholic School are ineligible for readmission at a later date. All expulsions are made in consultation with the pastor. The student's transfer records will show that the student has been expelled for non-compliance with school rules and policies.

According to Diocesan Policy 301.3, decisions regarding the continuing enrollment of girls who become pregnant or boys who are fathers will be made by the administration of the school.

In all cases, the school reserves the right to expel a student or to ask parents to withdraw a student whose misbehavior is serious or repeated. The principal has the right to waive or impose consequences based on mitigating circumstances or intent.

While every effort will be taken to keep the student enrolled at St. Ignatius, Martyr, Catholic School, expulsion remains an option at the discretion of the administration. Expulsion of a student is a grave matter, and the severity of infractions will be dealt with on a case-by-case basis.

Note: St. Ignatius, Martyr, Catholic School reserves the right to inspect school property at anytime. If there is concern for safety of students, St. Ignatius, Martyr, Catholic School also reserves the right to search students. Lockers and desks are the property of St. Ignatius, Martyr, Catholic School, and may be inspected periodically by the Principal or designee without prior notice. Students may be asked to disclose their personal belongings during such investigations, especially as the administrator(s) deem(s) necessary.

IV. Good Behavior Incentives

In order to foster an environment where students will desire to exhibit positive behavior, the following good behavior incentives will be implemented. If students do what is expected of them, follow all school rules and procedures, and contribute positively toward the community of faith at St. Ignatius, they will be rewarded for their behavior.

A. Clean Referral Record

1. At the end of each quarter, if a student has earned 3 or fewer referrals during that quarter, he or she will have the opportunity to receive one or more of the following:
 - An out of uniform pass
 - One day lunch brought in from off campus, at the students' expense and with permission from parent/guardian
 - The student will be entered into a drawing for a Hope card, whereupon one name will be chosen for this prize.

2. At the conclusion of the school year, if a student has received fewer than 5 referrals, the student will have the opportunity to receive one or more of the following.
 - An out of uniform pass for the whole last week of school.
 - An on-campus catered meal during lunch.
 - The student will be entered into a drawing for a Hope card, whereupon one name will be chosen for this prize.

Drug-Free Campus

The campus of St. Ignatius, Martyr, Catholic School is a drug-free campus. Any controlled substances such as alcohol, marijuana, methamphetamines (ice), barbiturates, amphetamines, narcotics, mind altering substances, cigarettes and tobacco, any other illegal substances or any substances deemed unfit for our campus by the administration are strictly forbidden. Any violation of this policy will be dealt with on an individual basis, however, an immediate administrative conference will be held and expulsion is a likely result.

The administration reserves the right to search the possessions of a student's belongings, including, but not limited to, the student's desk and locker if there is a suspicion of an illegal substance.

Medication

If your child has a medical condition that requires medication to be given during school hours, office personnel will dispense the medication only if it is in a **prescription labeled container**, accompanied by a "Request for Administration of Medication" form signed by the parent. This includes aspirin, Tylenol™ or cough drops. A copy of the "Request for Administration of Medication" form may be obtained in the school office. See form in Appendix.

Harassment

All persons have a right to be treated with dignity. All demeaning behavior is prohibited.

Violence – Threatened and Acted

All threats of violence will be taken seriously and dealt with accordingly.

Conduct, Whether Inside or Outside the School

The student is a St. Ignatius, Martyr, Catholic School student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

Maternity/Paternity Policies

In keeping with the Church's stance, St. Ignatius, Martyr, Catholic School is adamantly pro-life. In this regard, the school does not condone abortion. Should a student at St. Ignatius, Martyr, Catholic School become pregnant while enrolled, every effort will be made to preserve human life and protect the dignity of all involved. The administration may ask pregnant students and/or fathers to not attend regular classes. In such cases if the student remains a student of St. Ignatius, Martyr, Catholic School, an additional fee may be charged to compensate teachers who have to do additional work. A student may be asked to withdraw depending on the case. Each case will be handled individually by the administration.

OTHER RULES AND REGULATIONS

Visitors

St. Ignatius, Martyr, Catholic School is a closed campus. Parent(s)/Guardian(s) wishing to visit must give prior notice to the school and secure a visitor's pass from the administrative office. Visitors are not permitted to go directly to a classroom, or to loiter on campus or in the parking lot. Visitors are to wait in the office for the person they wish to see.

Volunteers

ALL VOLUNTEERS MUST ATTEND AN *ETHICS AND INTEGRITY IN MINISTRY* (EIM) WORKSHOP AND REGISTER ON-LINE.

To participate in upcoming field trips and class activities, the diocese requires parent volunteers to attend the Ethics workshop. You will also need to complete an

application by going to www.austindiocese.org, then click on eAppsDB to complete your online application (when you select your SITE specify BOTH St. Ignatius Parish and St. Ignatius School).

Complete your application now before attending the workshop so everything is accepted before the field trips are upon us.

Also visit the Protecting God's Children web page at: <http://www.austindiocese.org>

How to report an incident of concern (Ethics and Integrity in Ministry [EIM])

The Diocese of Austin is committed to preventing harm from happening to any of our children or vulnerable adults. If you are aware of sexual abuse and/or neglect of a child or vulnerable adult by a volunteer, employee or clergy member, our Ethics and Integrity in Ministry policies require that you report that information to the diocesan chancellor at (512) 949-2403 or superintendent of schools at (512) 949-2400. A Notice of Concern can also be submitted and is available on the diocesan Web site, <http://www.austindiocese.org/> (click on the link HOW TO REPORT ABUSE). These reports may be made anonymously. It is also state law that abuse and/or neglect of a minor must be reported to local law enforcement or the Texas Department of Family and Protective Services at 1-800-252-5400 or <http://www.dfps.state.tx.us/>.

If you have experienced abuse by someone representing the Catholic Church, you may contact the coordinator of Pastoral Care at (512) 949-2400.

Telephone

Permission to use the phone must be obtained from the office secretary. Students must submit a note from their teacher. The office phone is a business phone and students will be permitted to use it only in case of emergency. Forgotten homework, forgotten athletic equipment, etc. do not constitute an emergency. Arrangements for after school visits with friends should be made at home.

Book Bags and Backpacks

Book bags or backpacks may be used by all students. Nothing may be attached to the outside of backpacks, including but not limited to key chains, toys, or decorations. The school retains the right to search book bags and backpacks at the discretion of the principal or the pastor.

Student Cell Phones & Other Electronic Devices

The school strongly discourages students from possessing cell phones and other electronic devices on campus and as such does not assume any responsibility for their loss or damage. If students bring cell phones to school they must remain in their back pack or purse in the off position during the school day (7:15 AM – 3:45 PM). If students are caught using cell phones or electronic devices during the school day the item will be confiscated, and returned to a parent. On the second infraction a charge of \$25 will be assessed before the item is returned.

Lost and Found

All items that come to school **SHOULD BE LABELED** with the student's first name, last initial and grade. Found items are taken to the Lost and Found area on the first floor. Parents and/or students should check for missing items regularly. Periodically, Lost and Found items are given to Goodwill or the St. Vincent de Paul Store.

Parties, Celebrations, and Invitations

The consent of the principal must be obtained before planning any parties on school grounds, including parties for teachers, students, or other support personnel. "Surprise" parties are not permitted.

Students' birthdays may be celebrated with their classmates in the school cafeteria, in the classroom at snack time, or after lunch.

Birthday parties held in the cafeteria or in the classroom must include the whole class. Parents are encouraged to bring wholesome treats. *Soft drinks such as Coke, Dr. Pepper, Sprite, etc. are not permitted in the cafeteria at lunch.* Napkins and paper cups or plates should accompany the food.

Invitations to off-campus parties may be distributed in the classroom and/or on school grounds only if invitations are given to **all** students in the class. Invitations that do not include the whole class should be given by phone or by mail to prevent class disruption and hurt feelings.

Uniform Policy

At St. Ignatius, Martyr, Catholic School dress expresses one's attitude toward learning, outwardly signifying the whole person. Proper dress indicates one's self-respect, and symbolizes the unity of purpose and philosophy at St. Ignatius, Martyr, Catholic School. The school uniform should always be worn with dignity and proper decorum on or off-campus and students must conduct themselves properly when in their school uniform.

Students must wear the St. Ignatius, Martyr, Catholic School uniform in order to promote discipline and to foster pride in being a student of St. Ignatius, Martyr Catholic School.

Students are required to observe the dress code fully and properly while they are wearing the uniform including recess, lunchtime, and between classes. Students who are not wearing the proper school uniform will receive a demerit or detention and must have their parents bring the missing items to school immediately.

We request that parents guide their child in honoring the uniform policy and dress code on a daily basis. The Principal and/or Vice principal will determine whether an item of clothing meets the requirements of uniform policy (clothing, hairstyles, accessories, etc.).

The official uniform supplier for St. Ignatius, Martyr, Catholic School for school year 2010-2011 is Campus Outfitters.

- Online at <http://www.campusoutfitters.com>
- At their Austin Store: 7301 Burnet Rd, Suite 106, Austin 78757, 512-454-3900
- Or call toll-free 888-923-0700. St. Ignatius, Martyr, School ID number is SI1472

The official school uniform for 2010-2011 is as follows:

Boys Regular (Everyday) School Uniform - From Campus Outfitters

- White or Green Pique Knit Polo, short or long sleeve (with embroidered school seal – **REQUIRED for SY 2010-2011**)
 - Dark Navy Blue Twill Pleated Shorts or Pants
 - Belts: Grades 3 -8 only, Dark Blue or Black, Braided or Solid
 - Approved sweatshirt with school logo - to be purchased on campus.
 - Solid White **Crew Socks**
 - Solid Black or Solid White Athletic Shoes
1. All undershirts worn beneath the uniform shirt must be a solid white. Shirts may not be oversized or undersized.
 2. Shorts and pants must be worn at the waist and hems are to be no shorter than three inches above the middle of the knee and no longer than the bottom of the kneecap.
 3. Please do not cut off the belt loops on the pants/slacks or shorts.
 4. Socks must cover and be above the anklebone, and must be visible when the student is sitting down. Socks with logos of any type are not permitted.
 5. Shoelaces must match the shoe color. Shoes must be tied and fit properly. Velcro is acceptable. Shoes are to be plain and must totally enclose the foot. High tops, logos, lights, characters, open-toed sandals, clogs, backless shoes, wheels or other fads are not permitted.
 6. The following jewelry is allowed: A watch, one plain thin gold/silver chain with one religious medal or cross and one ring. All other jewelry is not permitted.
 7. The application of hair spray and/or cologne is not permitted on campus, nor should such products be on campus.
 8. Hair should be styled in a conservative, neat, and well trimmed manner. Hair should be above the ear, not touching the collar and not hanging in the eyes. Styling additives, such as mousse or gel, are not permitted on campus.
 9. All personal care products should be fragrance-free as much as possible, in the interest of those on campus who may have allergies to such products.
 10. Student must not dye, rinse, tint or highlight hair.

Boys Formal (Friday Mass) School Uniform - From Campus Outfitters

- White pique knit polo shirt, short or long sleeve with embroidered school seal – **REQUIRED for SY 2010-2011**
 - Dark Navy Blue Twill Pleated Pants/Slacks
 - Approved sweatshirt with school logo - to be purchased on campus.
 - Uniform belt and Uniform shoes (Black dress shoes are acceptable on Mass Days)
1. All standard uniform rules apply.

Girls Regular (Everyday) School Uniform - From Campus Outfitters

- White or green pique knit polo or white peter pan blouse, short or long sleeve
- Approved sweatshirt with school logo - to be purchased on campus.
- Pre-K4 - 3rd
 - Plaid Jumper (v-cut front neck with high back),
 - Plaid Culottes,
 - Plaid Skirt,
 - Navy Blue Campus Outfitter Short,
 - Navy Blue Campus Outfitter Slacks,
 - Belts for 3rd graders wearing shorts or slacks

- 4th - 8th Grade
 - Plaid Culottes,
 - Plaid Skirt,
 - Navy Blue Campus Outfitter Slacks (when the temperature is below 40 degrees F)
 - Belts for 3rd - 8th graders wearing shorts or slacks
- Solid Black or White Athletic Shoes
- Solid White Crew Socks summer or winter
- Tights in White or Blue (smooth or ribbed) may be worn in winter
- 1. Shirts are to be worn with shirttails tucked in at all times (the belt or waist band must be showing). All undershirts worn beneath the uniform shirt must be a solid white. Shirts may not be oversized or undersized.
- 2. All hems should touch the ground when in a straight backed kneeling position with the culottes or skirt at the waist. Maximum hem length not to exceed an inch and a half below the bottom of the kneecap.
- 3. Navy blue or black shorts must be worn under skirts and jumpers.
- 4. Belts must be solid or braided dark navy blue or black. Belts are required in grades 3rd -8th.
- 5. Socks must cover and be above the anklebone, and must be visible when the student is sitting down. Socks with logos of any type are not permitted.
- 6. Shoelaces must match the shoe color. Shoes must be tied and fit properly. Velcro is acceptable. Shoes are to be plain and must totally enclose the foot. High tops, logos, lights, characters, open-toed sandals, clogs, backless shoes, wheels or other fads are not permitted.
- 7. Only the following jewelry is allowed: A watch, 1 plain gold/silver chain with one Religious medal or cross, 1 ring and 1 pair of stud earrings, gold /silver that do not extend beyond the earlobes. HOOP or multiple EARRINGS, bracelets or anklets are NOT permitted.
- 8. Students may not wear makeup, nail polish or false nails.
- 9. Conservative hair accessories such as clips, ponytail holders, scrunchies, bows or headbands should be solid dark navy blue or plaid to match the uniform. Large dice, beaded braiding, or other non-conservative hair accessories are not permitted.
- 10. The application of hair spray and/or cologne is not permitted on campus, nor should such products be on campus.
- 11. Hair should be conservative and neat. Students must not dye, rinse, tint or highlight hair.
- 12. All personal care products should be fragrance-free as much as possible, in the interest of those on campus who may have allergies to such products.

Girls Formal (Friday-Mass) School Uniform - From Campus Outfitters

- Pre-K 4 - 3rd Grade
 - White peter pan blouse or white pique knit polo
 - Approved sweatshirt with school logo - to be purchased on campus.
 - Plaid Jumper
 - Uniform shoes and socks (Black dress shoes are acceptable on Mass Days)
- 4th Grade - 8th Grade
 - White peter pan blouse or white pique knit polo
 - Approved sweatshirt with school logo - to be purchased on campus.
 - Plaid Skirt

- Uniform shoes and socks (Black dress shoes are acceptable on Mass Days)

1. All Standard Uniform Rules Apply.

The following are examples of uniform variations that are not acceptable:

Non-Regulation Campus Outfitters Uniform Pants, Shorts, Shirts, Skirts, Jumpers, Culottes

- Wearing coats or jackets inside the classroom.
- High tops, logos, lights, characters, open-toed sandals, clogs, backless shoes, wheels or other fads
- Shoes or of any color or style not listed in the uniform section of this handbook
- shoelaces that are not the same color as the shoe.
- Hooded sweatshirts, oversized sweatshirts or oversized sweaters
- Sweaters worn around the neck or waist
- Hats of any type, unless specified by the Physical Education teacher for use in Physical Education class.
- Tattoos, either permanent or temporary
- Any hair accessories other than dark navy blue or plaid to match the uniform
- Earrings that extend beyond the earlobes, hoop or multiple earrings, bracelets or anklets

Homeroom teachers will perform uniform checks. **Parents are also expected to do a daily uniform check before the student leaves the house.**

Scouting Uniforms

Scouts may wear their official Scout uniform on meeting days (unless the meeting falls on a Mass day). On Mass Days, they may change into their uniform after school.

Out of Uniform/Free Dress Days

In the event that the administration allows students to attend classes in clothes other than the official uniform, the attire must maintain modesty in length and fit. Tank tops, halter-tops, sandals or open toed shoes, boots, short shorts, and short skirts are not permitted. Clothes or accessories which endorse alcoholic beverages, illicit drugs, or concepts contrary to the Christian character of the school are prohibited. Students who abuse the privilege of casual dress days will have the privilege revoked. Sweaters, jackets, or other clothing items may not be worn over the uniform. A uniform sweatshirt and sweater may be worn in class or at school activities when necessary. Any jewelry (i.e., plastic bracelets, necklaces, etc.) that endorses organizations and/or other charities or events, is not part of the school uniform policy and cannot be worn on the school premises during school hours.

Spirit Wear Days

Some days will be designated as spirit wear days. Students may wear the current school t-shirt, current Fun Run t-shirt or current Fall Fest t-shirt with blue jeans or uniform shorts of appropriate length. Blue jeans must be in good condition (no holes, frayed hems, etc.)

Mass Days

The schoolchildren attend Mass weekly on Fridays, Holy Days, and other special days. All students are to be in their Formal/Mass uniform on Mass days.

EXTRA-CURRICULAR ACTIVITIES

St. Ignatius, Martyr, Catholic School encourages students to be involved where time, abilities and interests allow, however, although St. Ignatius, Martyr, Catholic School believes in developing the whole person, a higher priority must be on academics over extra-curricular activities. Any school activity that requires student participation outside of normal academic classes or outside the normal school day will require a student to be eligible.

Eligibility for extra-curricular activities is as follows:

Students with a GPA of 2.0 (70%) and above are eligible for all extra-curricular activities.

An eligibility list will be made available to all coaches, advisors and administrators on Tuesday of each week

Students involved in extracurricular activities must remain with the supervising adult throughout the activity or event until a parent or guardian picks them up from the activity or event. Unaccompanied students may not leave the area designated by the adult in charge.

National Junior Honor Society

National Junior Honor Society (NJHS) for middle school is a local chapter of many nation-wide societies that recognize students who exemplify the following characteristics: character, service, leadership, scholarship and citizenship. Students are inducted into the NJHS once a year. Students must have a cumulative GPA of 80%, fill out a questionnaire and then be selected by a panel of faculty members. Once in NJHS, a student retains membership throughout middle school; however, members must maintain the standards of NJHS or face a disciplinary panel. Being a member of NJHS is a prestigious honor for both the student and St. Ignatius, Martyr, Catholic School.

Geography Bee

Students in grades four through eight can compete in the annual geography bee, sponsored by the National Geographic Society.

Science Fair

The Science Fair is an annual event, which exhibits exceptional student work in the area of science. Students are encouraged to develop practical skills in keen observation, the scientific method, and critical thinking skills. Through science projects and experimentation students enhance their understanding of scientific advancement and its impact on daily life. The Science Fair helps acquaint students with a hands-on approach to scientific methodology.

Student Council

The Student Council (STUCO) is responsible for organizing activities, which build school pride, spirit, and unity. STUCO, acting as the voice of the student body, provides a channel through which ideas from students in all grades can be expressed.

PSIA (Private Schools Interscholastic Association)

The Mission of PSIA is to inspire private, parochial, charter, and home-schooled student achievement through academic and performance competitions. With 19 contest categories covering a wide range of disciplines, PSIA is an exciting opportunity for private school students in grades 1 through 8 to engage in academic competition with their peers throughout the state of Texas.

Athletics

St. Ignatius, Martyr, School participates in the Austin Inter-Parochial League, fielding teams for volleyball, football, basketball, soccer, track, tennis and golf. This is dependent on student participation. Parent consent forms and waivers of liability must be completed before students can participate during school hours.

Students may not practice or play with a team or participate in any extracurricular activities unless they are earning passing grades (above 70) in ALL subjects.

It is a privilege to be involved in extracurricular activities at St. Ignatius, Martyr, School. This is especially true of athletes since they represent St. Ignatius, Martyr, School and the St. Ignatius, Martyr, Parish Community, both at the school and away from the school. **We expect their behavior and sportsmanship to be exemplary.** We expect them to demonstrate respect for others and to cooperate with authorities at all times. Students in extracurricular activities are subject to the guidelines listed in the Athletic Behavior Contract. Signed Athletic Behavior Contracts must be on file before students may participate in any sport. Coaches will work closely with athletes and cheerleaders to help them carry out their responsibilities to their teams and to their school community.

FIELD TRIP POLICIES

Field trips are a privilege, not a right. They enhance classroom instruction. Only students who act responsibly will be permitted to go on field trips. Money collected for field trip expenses is not necessarily refundable.

No child will be permitted to participate in a school-sponsored field trip without an official, school-issued permission slip on file in the office. If the permission slip is not returned the day before the trip, the student may not go on the field trip. Students must return a copy or a fax of the school-issued permission slip with a parent or guardian's dated original signature on it. **Telephone calls from parents will not be accepted** in lieu of the school-issued permission slip. They will remain at school under supervision.

Drivers of private vehicles carrying pupils on school-sponsored trips must limit the number of passengers to the actual number of seat belts available in the vehicles. All passengers on field trips must wear seat belts. Students under the age of 12 may not ride in front seats in vehicles equipped with passenger-side air bags. Drivers must leave photocopies of a current driver's license and automobile liability insurance on file in the office before transporting students of St. Ignatius, Martyr, School. All drivers **must** have completed **BOTH** the "Protecting God's Children" workshop **AND** an application on the diocesan web site. If both are not completed, the parent may not drive any children other than their own, **NO EXCEPTIONS!**

MEDICATION

If your child has a medical condition that requires medication to be given during school hours, office personnel will dispense the medication only if it is in a **prescription labeled container**, accompanied by a "Request for Administration of Medication" form signed by the parent. This includes aspirin, Tylenol™ or cough drops. A copy of the "Request for Administration of Medication" form may be obtained in the school office. See form in Appendix.

SCHOOL ADVISORY BOARD

The St. Ignatius, Martyr, School Board exists to assist and advise the school administrator in the formulation and implementation of policies for the effective operation of the parish school.

The schedule of meetings will be published in the Newsletter. Persons desiring to address the school board must request permission in writing from the chairperson prior to the meeting.

In the event that problems or misunderstandings occur, please go through the proper channels: 1) teacher; 2) principal, and then 3) pastor.

Parent Cooperation as a Condition of Enrollment

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

PARENT-TEACHER ORGANIZATION

The P.T.O. is an organization instituted to promote the advancement of Catholic education and the spiritual, moral and social welfare of the students. It informs parents of the various activities of the school. P.T.O. meetings will be held on September 14, November 9, January 11, March 8, & May 10 at 7:00 p.m. in the Family Center.

BOOSTER CLUB

The St. Ignatius Athletic Booster Club exists to help create a positive atmosphere and experience and to make a difference in the academic and athletic experience for students at our school. This includes but is not limited to all athletic teams, cheerleading squad and pep squad. This difference can be accomplished through organized support and committed volunteers.

- Purpose: To help offset any costs incurred in participation by students involved in extra curricular activities at our school without burdening the school and to help students achieve their highest potential through fundraising efforts.
- Business: To provide and support these extra curricular activities through committed volunteers who wish to build a more positive academic and athletic experience for all St. Ignatius students.
- Values: To help build individuals who are confident, competent, understand the sense of competition, leadership and a greater sense of school pride.

- Benefits: The ability/opportunity to build a broader relationship with our school parents and parents of other educational institutions.

Booster Club is open to ALL parents who would like to get involved in this mission.

STUDENT SERVICE PROGRAM

Strategic Intervention Team (SIT)

The Strategic Intervention Team (SIT) is an educational support team of teachers who provide assistance to faculty and family members of students who are experiencing learning and behavioral issues warranting intervention. The team, which consists of at least five faculty members, the referring teacher, and the parents/guardians of a referred student, meet to discuss and evaluate the student. The team then offers suggestions and strategies for working with the student who has been referred. The team then monitors the progress of the recommendations.

Zeros Aren't Permitted (ZAP) Program

Zeros Aren't Permitted (ZAP) is a program designed to increase expectations of students who habitually, or occasionally, fail to complete and turn in homework assignments on time. The purpose of ZAP is to prevent students from having failing grades due to zeros and to insure their practice and mastery of essential academic skills. Any student who **has not handed in an assignment by the due date assigned in class will attend ZAP** after-school. *The ZAP program is not a form of punishment rather a program to send the message that failure is not acceptable.*

1. A student forgets to turn in their homework for class.
2. Rather than allowing them to take a zero, the teacher will hand them a "ZAP Notice" which tells them the time and date they are to report to ZAP.
3. The teacher enters the ZAP notice into RenWeb.
4. The student reports to ZAP with the notice from the teacher. The student will turn in the completed assignment to the person in charge of ZAP. The assignment is stapled to the ZAP Notice and turned in to the teacher's box.
The work made up in ZAP will be given up to 80% credit.

Cafeteria

Cafeteria services are available to students on most school days. (These services are usually not available on half-days, carnival days, and during other special events.) Students are *only* allowed to buy food during their scheduled lunchtime, and students may not eat inside classrooms without prior approval from the faculty or administration. Students may eat in the cafeteria during their scheduled lunch. Students are required to maintain cleanliness in the eating area.

Lunch

Students may not leave the premises for lunch. Parents are encouraged to join their children for lunch in the cafeteria. Parents must stop in at the office, sign in, and wear a "Visitor" badge.

St. Ignatius, Martyr, School offers a nutritious, balanced lunch at a reasonable cost. Menus are sent home monthly. The menu is subject to change without notice. Lunch coupons are sold in the office. (The minimum number to be purchased is 5.)

Charges

Students are expected to bring a lunch coupon on the days they wish to purchase the catered lunch. The students may have no more than **THREE** charges on the books at any given time. If a student has charges and arrives in the cafeteria without a coupon or a lunch from home, he/she will be given a peanut butter sandwich and milk. Students may bring sack lunches and purchase milk.

Sacramental Program

The sacramental life of the children of the Catholic faith is an important component of the religion/theology program at St. Ignatius, Martyr, Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts. In accordance with diocesan guidelines, candidates for First Holy Communion will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are **required** to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic faith.

Mass

Mass is held at 8:15a.m. every Friday, Holy Day, and other special days in the church.

Library

Students are given the opportunity to check out books once a week. Students in Pre-K and Kinder classes keep the books that they have checked out in their classrooms. First Grade students check out one book each week, which may be taken home. In Second Grade through Eighth Grade, students may check out two books each week. The replacement cost plus a \$5.00 fee is charged for lost or damaged books.

Computer Lab

1st through 5th grade will receive computer instruction a minimum of once a week from the computer teacher. Teachers who need assistance in finding computer activities for their classes or an activity to enrich a classroom lesson can inform the computer teacher. Please provide at least a one week notice. The computer teacher will work with the teacher to help design lessons based on the content of subjects the homeroom teacher desires.

TECHNOLOGY AND THE INTERNET

An integral part of preparing the students of St. Ignatius for the 21st century is introducing them to the world of electronic communications. We are very pleased that we now have access to the Internet.

The Internet is an electronic highway connecting thousand of computers all over the world and millions of individual subscribers. Through the school's electronic communications system, students will have access to hundreds of databases, libraries and computer services all over the world. The resources available are invaluable because the information is current and "real time." Research and communication are the primary uses of the Internet.

With this educational opportunity also comes responsibility. Since the Internet provides access to computers and people all over the world, there is a possibility that

students may encounter sites that contain objectionable material. While the school will take reasonable steps through training of students and teachers to preclude access to such material, and does not encourage such access, it is not possible to monitor every student at all times. Therefore, each student will be expected to always use the Internet appropriately – in an ethical and legal fashion. Expectations and procedures will be explained to the students by their classroom teacher. **Access to the Internet is a privilege, not a right.** Inappropriate use will result in disciplinary action and/or a loss of the privilege to use the educational tool as well as legal and/or monetary consequences. All students must have a signed Parent/Student Agreement for Access to the Internet before using the internet. (This is part of the St. Ignatius Student Handbook and is completed at registration.) Examples of inappropriate or unacceptable uses of these resources include but are not limited to those uses that violate the law or the rules of network etiquette, or that hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include but are not limited to the following:

- Transmission of copyrighted materials without the written permission of the author or creator through school/parish e-mail or other network resources in violation of US copyright law;
- The use for personal financial or commercial gain, product advertisement, political lobbying or the sending of unsolicited junk mail or chain letters;
- Transmission or publication of photographs of students or staff of St. Ignatius, Martyr, School without prior permission.

As with all forms of communications, e-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, or cartoons or the transmission or use of e-mail or other computer messages that are sexually oriented constitutes harassment, and is prohibited by St. Ignatius, Martyr, School. It is illegal for anyone knowingly to allow any telecommunications facility under their control to be used for the transmission of illegal material.

USE OF SCHOOL GROUNDS

St. Ignatius, Martyr, Catholic School facilities are to be used for the advancement of the mission. Therefore, first consideration for use will be given to St. Ignatius, Martyr, Catholic School students, school staff in their official roles, and groups that provide direct support to the mission and students of St. Ignatius, Martyr, Catholic School.

St. Ignatius, Martyr, Catholic School intends to be a beacon of Catholicity and desires to make our facilities available for purposes which develop faith formation.

SCHOOL/PRINCIPAL'S RIGHT TO AMEND HANDBOOK

St. Ignatius, Martyr, Catholic School reserves the right to amend or change this document at anytime. Parents/Guardians who cannot support the school's policies may be asked to withdraw their child from St. Ignatius, Martyr, Catholic School. All interpretations of this handbook and school policies are the decision of the school administration and are final.

APPENDIX A: MEDICATION PERMIT FORM
ST. IGNATIUS, MARTYR, CATHOLIC SCHOOL

Only **necessary** medication (such as for epileptics, asthmatics, diabetics, or ADD/ADHD) may be given at school. All medication should be given outside of school hours if possible. Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage. If necessary, medication can be given at school only under the following conditions:

- If medication is needed in order for the student to remain in school, this form must be completed by the parent/guardian and returned with the medication to the school office or nurse.
- All medicine, including ‘over the counter,’ must be prescribed by a doctor or dentist and must be in the original container and labeled with a current pharmacy prescription label. The pharmacy can supply two labeled bottles for this purpose. Medications sent in baggies or unlabeled containers will not be given.
- The parent is responsible to bring all medication to the clinic/office and to pick up unused medicine or it will be destroyed.
- Antibiotics will not be given at school by school personnel. If the parent feels the antibiotic must be given during the school day, the parent may come to the school office/clinic and administer it.
- All medications must be kept in a locked cabinet/drawer in the school office/clinic.
- Only the parent will be permitted to perform nebulizer treatments in school. Non-medical school personnel are not permitted to administer this treatment.

STUDENTS ARE RESPONSIBLE TO COME TO THE OFFICE AT THE DESIGNATED TIME TO RECEIVE THEIR MEDICATION.

To: THE OFFICE OF: ST. IGNATIUS, MARTYR, CATHOLIC SCHOOL

Name of student Grade:

Room:

Name of Medication:

Dosage and Directions for ~~giving~~ administering:

Beginning Date: Ending Date:

I hereby request that the medication specified above be given to the above named student, and that the medication may be given by someone other than a medically trained person.

I realize that the school does not have to agree to allow medication to be given to a student by school personnel. I understand that the school is agreeing to allow the medication to be given is for my benefit and the student's benefit. Such agreement by the school is adequate consideration of my agreements contained herein. In consideration for the school agreeing to allow the medication to be given to the student as requested herein, I agree to indemnify and hold harmless the Diocese of Austin, its servants, agents, and employees, including, but not limited to the parish, the school, the principal, and the individuals giving the medication, of and from any and all claims, demands, or causes of action arising out of or in any way connected with the giving of the medication or failing to give the medication to the student. Further, for said consideration, I, on behalf of myself and the other parent of the student, hereby release and waive any and all claims, demands, or causes of action against the Diocese of Austin, its agents, servants, or employees, including, but not limited to the parish, the school, the principal, and the individual giving or failing to give the medication.

Signature of Parent/Guardian

DATE _____

PHYSICIAN'S
NAME _____

PHONE _____

APPENDIX B: Rules and Code of Ethics for Technology for St. Ignatius, Martyr, Catholic School

Adapted from NCEA's From the Chalkboard to the Chatroom. 1997

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Ignatius, Martyr, Catholic School.

1. I recognized that all computer users have the same right to use the equipment; therefore I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school. When I am in the computer lab/library, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab/library.
2. I recognized that software is protected by copyright laws; therefore I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. Understand I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of theirs by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that, after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of St. Ignatius, Martyr, Catholic School. Students using network or computing resources must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, email address or personal phone number or those of students, teachers or other staff members. Transmission of any material in violation of any U.S., state, territorial, or commonwealth regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin boards that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary actions. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

APPENDIX C: Technology Use Agreement Form

Adapted from NCEA's From the Chalkboard to the Chatroom ... 1997

User

I understand and will abide by Rules and Code of Ethics for Technology for St. Ignatius, Martyr, Catholic School. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action initiated.

User's Name (please print):

User's Signature

Date

(If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

Parent/Guardian

As the parent of this student, I have read the Rules and Code of Ethics for Technology for St. Ignatius, Martyr, Catholic School. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Parent/Guardian Name (please print):

Parent/Guardian Signature

Date

APPENDIX D: Library Rules and Procedures

All faculty members and students duly enrolled at St. Ignatius, Martyr, Catholic School are entitled to use the library resources subject to the following rules:

1. Observe Silence. Idle conversations, loud laughter, and other unnecessary noise disturb the readers and must therefore be avoided.
2. Books are lent out for a week and can be renewed for another week. Books in great demand may be recalled at any time or limited to shorter circulation periods.
3. Only two books can be borrowed at a time. More books and longer borrowing periods may be allowed for those engaged in special research or study projects.
4. Reference books and periodicals including newspaper are to be used in the library only.
5. Books on RESERVE circulate only in the library. If they are allowed to over-night use, they must be returned before eight o'clock the following morning.

Fines and Other Penalties.

1. For overdue books: Circulation books are \$.05 cents a day, excluding Sundays and Holidays. Reserve books = \$1.00 an hour and \$.25 cents for the succeeding hours or \$3.00 a day for each full day excluding Sundays and Holidays.
2. For delinquent borrowers of reserve books:
 1. First offense: fine and suspension of borrowing privileges for one week.
 2. Second offense: fine and suspension of borrowing privileges for one month.
 3. Third offense: fine and suspension of borrowing privileges for the year.
 4. The penalty for stealing books, periodicals or clippings from the library is suspension of library privileges for the whole year. Aside from this, the case will be referred to the student's respective vice-principal for further deliberation and disciplinary action.
 5. The delinquent borrowers of regular circulation books will be given fines and suspension of borrowing privileges equivalent to number of overdue days.

Losses

1. Books
 1. When a book is lost, the borrowers should report it immediately to the librarian. Otherwise, should the book become overdue, the borrower will have to pay the overdue fine incurred until the day the loss is reported. Aside from the cost of the book (for replacement with the same book) plus a processing fee of \$5.00. Borrowers who have lost a book will be suspended of their borrowing privileges until the processing fee and replacement cost are paid in full.

Mutilation of Books

1. Mutilation of library materials is an offense penalized by a fine of not less than the replacement cost of the book or periodical. In addition, library privileges will

be suspended for the rest of the semester. The case is also referred to the student's respective vice-principal for discernment of disciplinary action. Mutilation includes ripping, tearing, writing on or defacing the library holdings in any way.

APPENDIX E: Library Use Agreement Form

User

I understand and will abide by the Library Rules for St. Ignatius, Martyr, Catholic School. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action initiated.

User's Name (please print):

User's Signature

Date

(If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

Parent/Guardian

As the parent of this student, I have read the Library Rules for St. Ignatius, Martyr, Catholic School. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. I hereby give permission for my child to use the school's library resources and certify that I have reviewed this information with my child.

Parent/Guardian Name (please print):

Parent/Guardian Signature

Date

APPENDIX F: Photo/Video Release Form

TO WHOM IT MAY CONCERN:

I hereby give permission for my son/daughter to be photographed or videotaped at St. Ignatius, Martyr, Catholic School. I realize that the photo might be published in the newspaper, a magazine, a web page, or other publication. The video may be used for educational or informational purposes regarding the programs or curriculum at St. Ignatius, Martyr, Catholic School.

Parent's or guardian's name (please print):

Please indicate, by initialing, either "Yes" or "No" for each type of publication.

Newspaper ____ Yes ____ No

Website ____ Yes ____ No

Yearbook ____ Yes ____ No

Magazine ____ Yes ____ No

APPENDIX G: STUDENT & PARENT/GUARDIAN AGREEMENT RESPONSE FORM

STUDENT AGREEMENT RESPONSE

I, _____, do hereby certify that I have read the St. Ignatius, Martyr, Catholic School Student-Parent handbook, and hereby agree to abide by, support and be governed by the philosophy, principles, rules and regulations enunciated therein.

I recognize that my conduct both on and off campus and at all times while I am attending St. Ignatius, Martyr, Catholic School must be in a manner consistent with the philosophy, principles, rules and regulation stated therein.

I further acknowledge and accept that St. Ignatius, Martyr, Catholic School may suspend, expel, or terminate my enrollment and/or impose any appropriate sanction the St. Ignatius, Martyr, Catholic School so desires against me because of my failure to adhere to and abide by the philosophy, principles, rules and regulation of St. Ignatius, Martyr, Catholic School.

Student's Signature

Date

PARENT/GUARDIAN AGREEMENT RESPONSE

I/We _____ and _____, the parent(s)/guardian(s)

of _____, a St. Ignatius, Martyr, Catholic School student, do hereby certify that I/we have read the St. Ignatius, Martyr, Catholic School Student-Parent Handbook and agree to abide by, support, and be governed by the philosophy, principles, rules and regulations enunciated herein. I/We pledge our support as parent(s)/guardian(s), and will fulfill my/our obligations and responsibilities to St. Ignatius, Martyr, Catholic School. I/We shall endeavor to participate actively in the spiritual and social functions of the school as scheduled in the school's calendar of events and by other special announcements.

I/We recognize that our daughter/son/ward must conduct her/himself both on and off campus and at all times while attending St. Ignatius, Martyr, Catholic School in a manner consistent with the philosophy, principles, rules and regulations of the school.

I/We further acknowledge and accept that St. Ignatius, Martyr, Catholic School may suspend, expel, or terminate my child's/ward's enrollment and/or impose any appropriate sanction that St. Ignatius, Martyr, Catholic School so desires against my child/ward because of his/her failure to adhere to and abide by the philosophy, principles, rules and regulations of St. Ignatius, Martyr, Catholic School.

Further, I/we grant permission to have the name of our daughter/son/ward published in the event of exemplary academic, athletic accomplishments, and/or as the administration deems necessary.

Parent/Guardian

Parent/Guardian

Date

Date

APPENDIX H: OUR CATHOLIC IDENTITY AT ST. IGNATIUS SCHOOL

By Tyler Bangert, M.A. PSA

St. Ignatius, Martyr, Catholic School United with the Church in Its Mission

When we reflect on the education provided by St. Ignatius, Martyr, Catholic School we must realize it has many facets, and thus try to view it with a broad perspective. We must first understand that education is not a lone endeavor, but one that involves many people (a community) as well as a wide variety of ideas, concepts, goals, intentions, outcomes and perspectives. At St. Ignatius, Martyr, Catholic School, however, we are able to make sense of this multiplicity because we are a Catholic school, and this gives us a starting point and a direction.

Because we are a Catholic school we are a member of the Church, and thus assist the Church in fulfilling its mission and purpose. We look to Church teachings to help us understand and articulate our identity in our many roles as parents, students, educators, staff, clergy, religious, lay, and children of God that make up St. Ignatius, Martyr, Catholic School, as well as defining the identity of St. Ignatius, Martyr, Catholic School itself. In *Decree on the Apostolate of the Laity* we are told that the "Church was founded for the purpose of spreading the kingdom of Christ."ⁱ