

**St. Ignatius School**

**2023-2024**

**Parent/Student  
Handbook**

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**St. Ignatius School**

**ENROLLMENT CONTRACT**

I hereby agree, subject to the administration’s acceptance, to enroll the below listed student(s) at St. Ignatius for the school year 2023-2024 and to abide by all rules, regulations, requirements and policies of the school as articulated in this contract, the ancillary financial forms/payment schedules and applicable handbooks (inclusive of any changes on the handbooks as may be adopted or otherwise promulgated by school administration during the applicable year), all of which are incorporated into and made a part of this contract by reference.

<b>Student(s)</b>	<b>Entering Grade</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

In consideration of the acceptance of this Enrollment Contract by the St. Ignatius administration, I hereby agree to timely pay in full all applicable tuition and fees outlined in the ancillary forms/payment scheduled. I further acknowledge and agree that I/we shall not be entitled to a refund, reimbursement, cancellation or waiver of any tuition or fees due for payment for any reason and that I will owe a \$25.00 late fee charge on any unpaid balance of tuition after due.

I acknowledge and agree that: (1) all grade reports and academic transcripts are the property of St. Ignatius School and that academic transcripts will not be released until the subject account is paid in full; (2) in the case of any delinquent account, the school has the right and authority to disallow the student from taking final semester exams and participating in extracurricular activities, including athletics, until the account is paid in full; and (3) in the case of any account that is more than 90 days delinquent, the school has the right and authority to immediately cancel the student’s enrollment.

I acknowledge and agree that St. Ignatius School reserves the right to pursue collection of any unpaid tuition/fees and in the event that said debt is turned over to legal counsel for collection, I am liable to St. Ignatius School for any and all costs and expenses associated with collection, including reasonable attorney fees and expenses incurred, court costs and legal interest.

I acknowledge and agree that my child(ren) is/are obligated to comply with the rules and policies of the school as set forth in orally and/or in the student handbook, or as may be adopted or otherwise promulgated by school administration during the applicable year. It is understood and agreed that St. Ignatius School reserves the right to remove a student at any time if, in the judgment of the administration, any parent and/or guardian violates the Parent/Student Handbook

and/or the student fails to meet the academic standards or requirements of the school as set forth in the Parent/Student Handbook or if the student's conduct or influence, on or off the campus, is not in keeping with the standards/expectations of St. Ignatius School as reflected by its teachings, policies and rules. In the case of such removal, I understand and agree that there will be no refund or cancellation of tuition and fees incurred and owed at the time of removal.

I acknowledge and agree that in the event that my child(ren) is/are withdrawn or dismissed from St. Ignatius School, I will remain obligated to pay in full all tuition and fees due through the month of the withdrawal/dismissal.

I further agree that unless I advise you to the contrary, I hereby authorize the above named student(s) to participate in any athletic and extracurricular activities and in all school-sponsored or sanctioned field trips. I also agree to provide medical insurance coverage for my child in the event he/she sustains injuries or illness while on campus or during school sponsored event.

I acknowledge and agree that this document is a bilateral enrollment contract which is governed by and shall be interpreted in accordance with the obligation laws of the State of Louisiana and the venue and jurisdiction of all disputes concerning the rights or obligations of the parties created hereunder shall be in St. Landry Parish. I further agree that in the event I have reason to believe that St. Ignatius School is in violation or breach of any legal and/or contractual obligation(s) to me and/or to any student who is the subject of this contract, I shall immediately alert and notify the principal in writing of said alleged violation or breach and provide St. Ignatius School with the full details of same in a reasonable amount of time, under the circumstances, to respond and/or remedy said alleged violation or breach. I further agree that my exclusive civil remedy for any alleged violation or breach of contract by St. Ignatius School shall be strictly limited to injunctive relief and/or specific performance and that I am not entitled to a refund or cancellation of any tuition and/or fees paid or owed, nullification or voiding of this contract, or monetary damages for any alleged or actual breach of contract on the part of St. Ignatius School, its employees, agents, volunteers or associated parties. I further waive any and all claims to recover monetary damages for breach of contract against St. Ignatius School and agree that St. Ignatius School shall not under any circumstances be obligated to pay monetary damages or issue a refund and/or cancellation of any tuition and/or fees as the result of or in connection with any alleged or actual contractual violation or breach on the part of St. Ignatius School.

I agree that this written and signed document contains the totality of the contractual enrollment between myself and St. Ignatius School. I further agree that in the event that any term, provision or clause in this contract is held to be void, null or otherwise unenforceable by a court of proper venue and competent jurisdiction, the validity and enforceability of the remaining terms, provisions and clauses shall not be affected thereby, and each term, provision and clause of this contract shall be valid and enforceable to the fullest extent permitted by law.

**Please initial and check appropriate choice below:**





## **SEXUAL IDENTITY POLICY**

St. Ignatius is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Roman Catholic teachings and principles affirming that the body reveals each person as male or female and that the harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Roman Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex curricular and extracurricular activities) that is respectful of and consistent with each person's God-given sexual identity and biological sex at birth. Recognizing that each person is created in the image and likeness of God ensures that dignity is safeguarded and safe environments are fostered. When parents send their children to Roman Catholic schools and when persons choose careers in Roman Catholic education, they should expect an environment consistent with the truth that God-created sexual identity speaks to His vision for each person's relationship to Him, oneself and others. Behavior and expressions of a person's sexual identity within the school environment that are inconsistent with these principles and/or which cause disruption or confusion regarding Roman Catholic teachings on human sexuality are prohibited. The full cooperation with this policy of school officials, faculty, parents and students is required and a condition precedent to the continued enrollment of each student and the continued employment of each employee, and the enforcement of this policy by the school is deemed a spiritual mandate. (For further reading, please see *Male and Female He created Them: Toward a Path of Dialogue on the Question of Gender Theory in Education*, Congregation for Catholic Education, published on June 10, 2019)



## **PARENT COOPERATION STATEMENT**

An integral part of the educational philosophy of St. Ignatius School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students. As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to provide instruction to and set positive examples for their children both at home and in the community.

While St. Ignatius School encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, St. Ignatius School is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals. St. Ignatius School reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school's administration that (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged or (2) that the parents/guardians have failed to provide the support, assistance and example necessary for the religious and secular education to which each child is entitled. Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations and policies as outlined in the school handbook may result in termination of the student's enrollment from the school.

## **GENERAL INFORMATION**

### **HISTORY**

The history of St. Ignatius School in Grand Coteau goes back more than a century. It had its beginning on Easter Monday, April 7, 1890, under the guidance of the Religious of the Sacred Heart. The school was then called Sacred Heart Parochial, which was the name of the parish church at that time. In 1956, the name of the school was changed from Sacred Heart Parochial School to St. Ignatius School. This was done in honor of St. Ignatius of Loyola, the founder of the Society of Jesus whose priests are the administrators of the church parish. St. Ignatius is also the patron saint of schools. The school was under the administration of the Religious of the Sacred Heart from 1890 to 1950, the Sisters of St. Joseph from 1950 to 1975, and again, the Religious of the Sacred Heart from 1975 until 1985. Since 1985 the administration has been under the leadership of laity.

### **PHILOSOPHY**

The purpose of Catholic education is to make known to the world God's love for all people revealed in the heart of Jesus. We do this by striving to educate the total child spiritually, intellectually, morally, emotionally, socially, and physically. We, as educators, are primarily concerned with teaching as a work of living faith – faith in our God, faith in our children, and faith in ourselves and our own capabilities. We seek to make students aware of the needs of the Church, community and one another.

Recognizing that the children are unique individuals with varying cultural backgrounds, intellectual abilities and training, and emotional levels, we introduce truths and facts as springboards from which each student will broaden and enrich their learning process according to their own creativity. This promotes and necessitates self-motivation and self-discipline, along with increased emotional development.

In light of the above, it is important that each child learns to appreciate their own personal dignity and worth as well as that of every person. To accomplish this, every effort is made to develop each pupil to their fullest potential. Christian ideals, values, and behaviors are incorporated into every area of the student's school life – in and out of the classroom.

As thinking, caring, responsive individuals, the students interact with parents, faculty, clergy and other school members to create a vital Christian community characterized by justice, cooperation, and compassion.

### **ST. IGNATIUS SCHOOL VISION**

For the last two centuries and into the next, St. Ignatius Catholic School graduates are lifelong learners who excel and achieve as leaders in our global society by living our core values of Faith, Service, and Knowledge.

### **MISSION STATEMENT**

It is the mission of St. Ignatius School to educate confident problem solvers who serve Christ and others in the community.

## **GOVERNANCE**

St. Ignatius School is governed by an Advisory Council consisting of 3 seats elected by the parents and 3 seats appointed by the Pastor. The principal, pastor, and PTC president are non-voting members of the council. The council also has three advisors that are non-voting members as well.

The council's purpose is to advise the pastor regarding policy. The council does not have any authority in the daily operation of the school. The principal implements policy and employs and supervises the faculty and staff. The pastor has final authority.

Council meetings are normally held on the 3rd Tuesday of September, November, January, March, May, and July at 6:00 p.m. in the Junior High Building. Meetings are open and interested persons may address the council by obtaining permission to be placed on the agenda from the chairman at least 48 hours prior to the meeting. All grievances must follow the grievance procedures defined on pages 10 and 11.

## **SCHOOL ADMISSION POLICIES AND PRIORITIES**

ST. IGNATIUS SCHOOL DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, SEX OR NATIONAL ORIGIN IN EDUCATIONAL PROGRAMS, ACTIVITIES OR EMPLOYMENT PRACTICES.

To be admitted into Prekindergarten (3) a child must be three years old by September 30<sup>th</sup> of that year. A child who does not meet this age requirement may be admitted if there is available space with the understanding that the child will have to remain in that setting for two school years. To be admitted into Prekindergarten (4) a child must be four years old by September 30<sup>th</sup> of that year. Prospective Kindergarten students must be five years old by September 30<sup>th</sup> of that year.

Students applying for admission to St. Ignatius must be capable of performing at or above grade level in which he/she is seeking admission. Students two years in age beyond their age appropriate grade level may not be eligible to apply for admission. Administration, with the approval of the pastor, will make decisions regarding acceptance. Moreover, students must possess an acceptable behavioral record in order to be admitted.

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

## **NEW STUDENT DOCUMENTATION**

- current health and immunization record
- official state birth certificate and number
- social security card
- baptismal certificate (if applicable)
- student records from previous schools attended including conduct
- standardized test scores

- parent and child interview if deemed necessary by the principal

### SAFE ENVIRONMENT TRAINING

The Diocese of Lafayette, under mandate from the Bishop, requires all volunteers and employees who work with our youth to be criminally history checked and trained on keeping our children safe and reporting suspected abuse. This training is required on an annual basis for field study chaperones, coaches, or anyone supervising children. ***All Coaches and Assistant Coaches must be Safe Environment Trained and fingerprinted. A parent can NOT help at practices if they are not Safe Environment Trained. A parent can NOT be an assistant coach if they are not Safe Environment Trained AND fingerprinted. Service hours will not be granted if not fingerprinted and safe environment trained.***

### SCHOOL/OFFICE HOURS

Assembly begins at 7:50 a.m. Parents are requested to have children present by that time.

Academic instruction begins at 7:55 a.m. and ends at 2:35 p.m.

The office is open from 7:30 a.m. – 3:30 p.m., weekdays during the school year, with the exception of holidays. Summer office hours will be announced at the end of the school year.

### 2023-2024 FEE AND TUITION SCHEDULE

<u>Entrance Fees</u>		<u>Yearly Tuition</u>	
Registration Fee*	\$ 300.00 per student	1 child	\$5,175.00
Diocesan Fee*	\$ 24.00 per student	2 children	\$9,574.00 (15% Discount)
		3 children	\$13,714.00 (20% Discount)
		4 children	\$17,446.00 (25% Discount)
<b>Total</b>	<b>\$324.00 per student</b>		
	<b>Late Registration Fee \$50.00 per child</b>		

**\*\*PreK (3) and PreK (4) are separate school programs. Multiple child family discounts do not apply.**

**Plus:**

- Registration and Diocesan fees must be paid in full through FACTS at the time of registration to secure the child’s place in the classroom. **These fees are nonrefundable upon payment.**

### TUITION PAYMENT OPTIONS

**Option 1: (Pay in Full with \$20.00 FACTS service plan fee).** The tuition will be paid in one (1) payment in August 2023. If payment is unable to be processed through FACTS by the payer’s selected date, an additional fee of \$25.00 will be assessed.

**Option 2: (Two-Payment Plan with \$20 FACTS service plan fee.)** The tuition will be paid in two (2) payments in August 2023 and January 2024. If payment is unable to be processed

through FACTS by the payer's selected date, an additional late fee of \$25.00 will be assessed by St. Ignatius School.

**Option 3: (10-Month Payment Plan - August through May with \$50.00 FACTS service plan fee).** The tuition will be paid in ten (10) consecutive monthly installments, the first payment made in August 2023 and the last by May 2024. If monthly payments are unable to be processed through FACTS by the payer's selected date, an additional fee of \$25.00 will be assessed.

**Option 4: (12-Month Payment Plan –June through May with \$50.00 FACTS service plan fee).** The tuition will be paid in twelve (12) consecutive monthly installments, the first payment made in June 2023 and the last in May 2024. If monthly payments are unable to be processed through FACTS by the payer's selected date, an additional fee of \$25.00 will be assessed.

**In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.**

**Notes:**

The above listed entrance/tuition fees do not include supply fees, extended daycare, athletics, club dues, field trips etc. **These accounts must be paid separately and will be billed through FACTS.** Do not send cash with students.

Lunch payment information will be sent home during the first week of school. Payment will be made to the Diocese of Lafayette Food and Nutrition program. Report cards and school records will be held for delinquent lunch accounts.

Once tuition is two (2) months delinquent the matter can be brought to the review panel of the Finance committee with the recommendation for the dismissal of the student(s) from St. Ignatius School. Upon notification from the school, the family has five (5) days to pay the balance in full.

Eligibility for extra-curricular activities may be denied if an outstanding balance exists at any time during the school year. Athletic fees must be paid prior to the first game or event for students to be allowed to play. Report cards will be held for each grading period when an outstanding balance is due and access to FACTS SIS (RenWeb) will be denied. Junior High students may not be allowed to take midterm and final exams if an outstanding balance

exists at the time exams are administered. Students will not be allowed to participate in end-of-the-year activities if there is an unpaid balance.

If an outstanding balance exists at the end of an academic year, the student(s) will not be allowed to re-enter or to register for a new school year. All records will be withheld until accounts are brought current. By bringing all accounts current, the student will be considered for readmission to St. Ignatius School.

**The school will charge an NSF fee of \$25.00 and FACTS will charge an additional \$30.00 fee for checks that do not clear the bank.**

### **FAMILY SERVICE HOURS**

Each family is required to work six (6) service hours by participating in PTC activities. As the Cardinal Fun Festival is the major fundraiser for St. Ignatius School it is requested that at least three (3) of the six (6) hours should be worked at this event. Other activities available to earn service hour credit are other PTC fundraisers, campus workdays, Holiday Fundraiser, book fair or cafeteria duty for special events. Service hours may also be earned by coaching a complete season of a sport. Credit: Head coaching - six (6) hours, Assistant coaching – six (6) hours. All coaches must be fingerprinted and Safe Environment Trained to receive credit. For those families who may be unable to obtain these hours, a \$50 per hour fee will be assessed for each hour not worked. Hours not worked will be billed through FACTS by May 1st.

### **FUNDRAISING RESPONSIBILITIES**

Tickets for Festival Raffle, PTC Dinners, etc. are sent home for parents to sell as a way of raising money for the school. Although it is not mandatory for parents to sell these tickets, it is imperative for recordkeeping purposes that all sold and unsold tickets are returned to the office.

### **FINANCIAL ASSISTANCE**

Financial Assistance is available through our scholarship program. Applications are available through the office and are due by April 15<sup>th</sup> each year. Students must be registered and all fees paid in order for financial application to be considered. All obligations for the scholarship program must be met before applicants will be considered for the scholarship program the following year.

### **INSURANCE**

St. Ignatius School does not have insurance to cover student accidents on campus. The family's health insurance plan is expected to provide coverage in these instances.

## **CLASS ROSTERS**

The administration with the input of faculty puts much consideration into the class assignments of each student. Parents are welcome to provide information to school administration that would be helpful in the placement process, but are not permitted to request specific teachers.

## **EMERGENCY CLOSURE OF SCHOOL**

In the event of an emergency or inclement weather, the closing of school will be announced as soon as possible on local television, e-mail, and/or parent alert text. St. Ignatius School will make independent decisions regarding school closure. Parents are asked not to call the school or teachers. Should emergency closing occur during the school day, staff will be notified and carpooling students will be allowed to secure transportation. Bus riders will be provided transportation as soon as possible. **Should a crisis occur that requires the evacuation of the school campus, St. Charles Church has been designated as a “safe place” to which students will be brought and from which parents can pick up their child.**

## **TELEPHONE CALLS**

In order to avoid interruption of instructional time, messages will only be given to students in emergency situations. The school telephone is not to be used by students except in cases of illness or emergency and only with written permission obtained from teachers or administration. Students are not allowed to call home for forgotten materials, homework, and/or permission slips.

**In order to avoid miscommunication regarding transportation changes for students, parents must e-mail the teachers or contact the office before 1:45. After this time, the school cannot guarantee the message will be delivered in adequate time to make the necessary change in transportation.**

## **COMMUNICATION WITH FACULTY**

Teachers, administration and office staff can be contacted via email, through RenWeb, or by calling the office. Messages will be given to the teachers so they can return calls on their scheduled planning periods. Teachers will not be called out of class to receive a phone call. Teachers are asked to return phone calls or answer e-mail messages within two business days. If a parent does not get a response within two business days, they should contact the principal. Persons with concerns about a teacher should first attempt to address the concern with that teacher. Only after such attempts have failed should the principal be contacted.

**Parents shall not air concerns/grievances on Social Media platforms, incidents may result in termination of the student’s enrollment from the school.**

## CONFERENCES

A conference may be requested at any time during the school year by parents, teachers, or the administration. Conferences will be scheduled during non-instructional time periods during the school day. Conferences may need to be held via Google Meet during times of social distancing.

Anyone requesting a conference should contact the appropriate staff member by leaving a message in the front office or e-mailing the staff member. If the call or e-mail is not returned within two business days, contact the principal.

## HEALTH SAFETY MEASURES

Students, faculty and staff that exhibit the following symptoms of illness should **NOT** report to school:

- Fever of 100.4 °F or above (**remain home for at least 24 hours fever free without fever reducing medication**)
- Nausea/vomiting
- Diarrhea

Students that experience the above symptoms while at school, will be isolated from other children in the office conference room that has been designated as an acute isolation space until they can be picked up from school.

Faculty and staff that experience symptoms while at school will be asked to go home.

## MASKS

Faculty and staff may be required during a public health crisis to wear a mask unless in their workspace alone or working behind a sneeze guard.

**Students may be asked to wear a face mask upon arrival on campus until they are in the classroom;** once students are sitting at their desk they may remove their face mask or they may choose to wear them at all times; students may also be asked to wear their mask when moving around the classroom and campus. During times when masks are mandated students must have an extra mask in their book bag inside of a plastic bag. The school will have disposable masks available should a student/faculty/staff/visitors need. **Any type of mask/buff is acceptable as long as it covers the mouth and nose, cloth or disposable and is deemed appropriate for a Catholic school setting.**

## Water Fountains/Water Bottles

Water fountains were converted to bottle filling stations. **Students in grades 1st - 8th must bring a water bottle to school. Parents will provide water bottles that must have a flip top with straw to prevent spills in the classroom. Water bottles with infusion inserts or spray devices are NOT allowed.** Student names should be placed on the water bottles.

Students may not share water bottles. Students in PreK - K will be provided bottled water utilizing disposable paper cups. **Students who consistently forget water bottles and must be given cups to use the fountains will be charged a fee that will be billed through FACTS.**



## **CAMPUS VISITORS**

St. Ignatius School welcomes parents and friends to our campus. Parents and friends are invited to attend school masses and special events throughout the year. Due to the distractibility of students, classroom observations are not permitted.

All visitors are required to check in at the office and complete a visitor's pass with the exception of school masses and scheduled special events. Instructional time is not to be interrupted.

**PUBLIC HEALTH CRISIS VISITOR POLICIES DURING TIMES OF HIGH RISK  
THE SCHOOL ANNOUNCE THE NEED FOR A CLOSED CAMPUS WHEN NO  
VISITORS or VOLUNTEERS will be allowed; if a parent needs to meet with a teacher or  
administrator during these times they are to contact the individual teacher/administrator  
via email and arrangements will be made for either a Google Meet meeting, phone call or  
face to face depending on situation.**

Visitors/volunteers must:

- Check-in at school office
- May be required to wear a face covering
- May be asked to touchfree temperature check
- Utilize hand sanitizer

## **STUDENT SAFETY**

St. Ignatius may publish your child's photograph in various school-related publications. If you **do not** wish to have your child's photograph published, please submit a request in writing stating that their photograph is not to be published.

The administration, teachers, and staff 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 faculty concerns.

## **FOOD ALLERGIES**

St. Ignatius is a "NUT FREE ZONE". Due to the fact that we have students with severe allergies to nuts and nut products, we will NOT be serving any products with nuts or nut by-products on campus. We ask that parents NOT send any treats or snacks that include nuts or nut by-products.

## **STUDENT CHECK-OUT**

**DURING PUBLIC HEALTH CRISIS, PARENTS AND STUDENTS MAY BE REQUIRED TO WEAR A MASK WHEN ENTERING THE OFFICE AND USE HAND SANITIZER. STUDENTS MAY BE TEMPERATURE CHECKED BEFORE ALLOWED TO GO TO CLASS.**

Students are required to check out through the front office. It is the responsibility of the student to contact a friend to learn about missed class work and homework and/or utilize digital resources such as Google Classroom, SeaSaw, Google Meet to stay current with school work.

Any parent who needs to pick up a child before the scheduled dismissal must properly sign the student out of school in the office using the digital device. Hand sanitizer will be provided. Upon the parent's arrival, the student will be called to the office to meet the parent. Any parent authorizing another individual to pick up a student must notify the office personnel of the authorization in writing or by phone in the event of an emergency. Students will not be allowed to leave campus with an unauthorized person.

Students leaving early will be recorded as withdrawn. Three tardies and/or withdrawals constitute half a day absent. Six tardies and/or withdrawals constitute one day absent.

In case of separation or divorce, a child is released to either parent unless a Court Order is provided outlining specific custody arrangements. The school will comply with any Court Order regarding a child once the Court records are filed in the administrative office. It is the custodial parent's responsibility to provide the school with a Court-certified copy of the Court Order.

## **LOST ARTICLES**

All items found on campus will be put in the lost and found basket located in the gym. Any item unclaimed after a two week period will be discarded.

## **CONFLICT RESOLUTION**

The administration, faculty and staff at St. Ignatius School strive to provide an environment conducive to learning in every aspect. An unfortunate part of life is that at times we have a grievance with others. The administration of St. Ignatius asks that the aggrieved parent seek resolution to their grievance by following the proper order of ascendancy.

**Parents shall not air concerns/grievances on Social Media platforms, incidents may result in termination of the student's enrollment from the school.**

The proper ascendancy is as follows: teacher, principal, grievance committee of the local school council.

## **GRIEVANCE PROCEDURES**

To file a local appeal, the aggrieved person(s) should contact the Advisory Council chairperson.

1. The chairperson will obtain whatever details necessary and discuss the matter with the principal. If the school's administration has not, in fact, been consulted or has not completed action, the individual(s) concerned will be referred to the school and the chairperson will take no further action at that time.

2. If the school has indeed completed its action, or if the complainant is not satisfied when action is complete, the chairperson will inform the aggrieved person(s) that an appeal may be submitted to the advisory council in writing within a five (5) working day period. The written appeal should briefly provide details and specifically cite the rule, regulation or policy that is involved in this situation.
3. Upon receipt of the written appeal the chairperson will so advise the pastor/chancellor.
4. The pastor/chancellor will consult with the executive committee of the council. If it is decided that the appeal does not merit a formal review, the complainant will be informed of that fact and the case is closed at the local level. The aggrieved party may appeal that decision to the Diocesan Advisory Council for review.
5. If the pastor/chancellor believes, after consultation with the executive committee of the council, that the appeal should be referred to a local grievance committee, he will appoint or direct the chairperson to appoint such a committee. The committee may include council members, parents, faculty or any others that can provide a fair and impartial hearing. The committee shall consist of 5-7 individuals and the hearing should be conducted without undue delay.
6. At the St. Ignatius hearing:
  - a. The committee will normally meet separately with each party, however a meeting with both parties simultaneously may be held if the committee chooses.
  - b. No attorney may represent either party.
  - c. The committee must understand that its review is to focus only on whether or not a rule, regulation, or policy was violated, misapplied or misrepresented.
  - d. The committee will confer privately after all concerned have been heard and relay its recommendations to the pastor/chancellor.
  - e. If, as a result of its review, the committee believes that changes to rules, regulations or policies might be appropriate it may make suitable recommendations to the advisory council and to the principal.
7. The pastor/chancellor will communicate the appeal decision directly to all concerned or he may ask the chairperson of the council to do so. Notification should be in writing and should be made within five (5) working days after receipt of the report of the committee. A copy is to be forwarded to the Superintendent of Catholic Schools.
8. Either party may appeal the local decision to the Diocesan Schools Advisory Council should a review at that level be desired. The appeal should be made in writing to the Superintendent of Catholic Schools within five (5) working days after the receipt of the result of the local appeal.

#### **DIOCESAN APPEAL**

1. Upon receipt of a proper request for diocesan review, the superintendent, after consultation with the president of the Diocesan Schools Advisory Council, will decide whether or not to conduct a formal hearing. The superintendent will inform all concerned as appropriate.

2. If a hearing is to be conducted, the superintendent will consult with the president of the Diocesan Schools Advisory Council then appoint an Ad Hoc Committee of the Diocesan Schools Advisory Council to hear the grievance.
3. The procedure to be followed by this Committee is the same as on the local level. When the hearing is complete, the superintendent will make the appropriate notification.
4. All decisions at the diocesan level are final and the case is closed at this point.

## **ACADEMIC REGULATIONS**

### **INSTRUCTIONAL DELIVERY**

PreK - Kindergarten (one teacher for all subjects including religion)

1st - 2nd grades - Self-Contained Instruction (one teacher for all academic subjects; PE & Religion teacher)

3rd - 5th - Team Teaching Instruction (two teachers for academic subjects; PE & Religion teacher)

6th - 8th - Departmental Instruction - (a teacher for each subject)

### **PROGRESS REPORTS**

Progress reports will be posted in FACTS SIS (RenWeb) at the middle of each nine-weeks grading period for all students. In our efforts to protect the environment and conserve costs, the school will not send home paper copies of progress reports. These reports show the areas in which a student needs support. The report reflects the student's performance to that point in the grading period. Parents should contact teachers with any concerns. It is the responsibility of the parents to view the progress report in FACTS SIS (RenWeb) when the school notifies the parents that progress reports are available. Printed copies will only be sent to families who notify the office that they do not have access to FACTS SIS (RenWeb).

### **ACADEMIC RECORDS**

Official academic records shall include: academic transcript and standardized test scores. Only the contents of the official academic record will be forwarded to a new school. Should a parent or student wish to view a school record, the school requires a twenty-four hour notice in writing.

The 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, St. Ignatius School will provide the non-custodial parent with access to academic records and other school 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 the school with a Court-certified copy of the Court Order.

## REPORT CARDS

Report cards will be distributed after each nine-weeks grading period through FACTS SIS (RenWeb). In our efforts to protect the environment and conserve costs, the school will not send home paper copies of report cards unless requested by a parent who does not have FACTS SIS (RenWeb) access. It is the responsibility of the parents to view the report card in FACTS SIS (RenWeb) when the school notifies the parents that report cards are available for viewing in FACTS SIS (RenWeb). A report card review by appointment will be held at the end of the 1st grading period. In lieu of a report card review for the 3rd grading period, appointments will be scheduled with parents as needed. Report cards for the 4th and final grading period will be mailed home at the end of the school year.

## GRADING

Grades encompass a variety of areas including testing, homework, class participation, class projects and conduct. Any requests for grade changes must be made in writing to the teacher within one week of the receipt of the grade. The grading scale used for grades 1<sup>st</sup> – 8<sup>th</sup> grade is as follows:

<b>Numerical Grade Range</b>	<b>Letter Grade</b>	<b>Quality Points for Each Grade</b>
100-94	A	4
93-87	B	3
86-80	C	2
79-70	D	1
69 or below	F	0

Students in PreK and Kindergarten do not receive letter grades based on the above numerical range. Assessment is based on skills developed and ESGI testing as needed. These students are required to meet minimum standards before being promoted. Students in 1<sup>st</sup> grade will receive Satisfactory (S), Needs Improvement (N), or Unsatisfactory (U) marks for Science and Social Studies and all other subject grading will be based on the scale listed above.

Students in grades 1-8 must meet three requirements to be promoted

1. Have a minimum of 4 quality points per subject at the end of the year.  
(D average)
2. Must have been in attendance a minimum of 160 days.
3. Earn a passing grade (not lower than a D) in the last grading period to meet the requirements of the course for the year.

Students in grades 1-3 are required to repeat the grade if they fail reading or math. Students will also be required to repeat the grade if they fail two subjects (excluding PE and Spelling).

Students in grades 4-8 who fail one subject (excluding PE and Spelling) can be promoted once they make up the deficiency in a state-approved summer school or approved alternative. Students who fail to correct the deficiency for any reason must repeat the grade.

Students in grades 4-8 who fail two (2) subjects (excluding PE and Spelling) are required to repeat the grade regardless of whether or not they attend summer school.

Students who fail two (2) academic years may not be offered continued enrollment or consideration of admission into St. Ignatius School

### **ABSENTEEISM DURING TESTING**

It is the student's obligation to procure and complete classroom and homework assignments covered during the period of absence. It is the student/parents' responsibility to monitor digital sources such as Goggle Classroom for assignments while absent. The teacher will set a reasonable time limit for make-up tests; not to exceed two (2) days from the student's return to school. Teachers will provide an opportunity for the student to make up all tests or assignments missed with an excused absence. Make-up tests for students in grades 5-8 will be administered before school or during PE. No academic credit will be given should the administration and teacher determine the absence to be invalid.

### **HOMEWORK FOR ABSENT STUDENTS**

Parents and students must check their digital resources for homework assignments and email teachers if further instruction is needed. Parents' requests for the absent student's assignments must be made prior to 9:00 a.m. A homework request will be e-mailed to all teachers, materials will be sent to the office prior to 3:00 p.m. All assignments and materials should be picked up no later than 3:30 p.m. in the office. Academic instruction will not be interrupted to get homework assignments. Parents, siblings, or friends may not go from teacher to teacher to collect missed assignments during instructional hours.

### **FIELD STUDIES**

**FIELD TRIPS WILL NOT BE ALLOWED DURING PUBLIC HEALTH CRISIS.**

Field studies are encouraged as academic enhancement and are considered to be a privilege. Students can be denied participation if they fail to meet academic and/or behavioral requirements. Students with conduct grades below a C average could be denied participation in field studies. **Ineligibility for any field study is left to the principal's discretion.** Parents also have the right to refuse to allow their child to participate in a field study.

Permission slips will be sent home to be completed, signed by the parents, and returned to the teacher. Parents are expected to sign the permission slip which releases the school from liability. A child may not go on a field study without written permission. Telephone permission is not allowed. Permission slips will not be accepted after the deadline set by the school. Students must be current in all assignments, school work and responsibilities to be allowed on field study.

**Parents may not be invited to serve as chaperones for field trips, depending on location of field trip, chaperone requirements for locations and age of students, especially 4th - 8th grade.**

Students are ineligible for field study, including overnight or out-of-state trips, if they have received one or more suspensions during the school year. Since all field studies are school-sponsored activities, the staff sponsor and the school are responsible and will manage all individuals associated with the group; therefore, all individuals with the group will only be participating students, staff or chaperones. Siblings are not allowed to attend field trips, including children not of school age. **All chaperones must have current safe environment training documentation.** All school rules and policies must be adhered to.

**Since field studies are planned in advance and financial arrangements were made by the school, field trip fees field trip fees must be paid in advance for students and chaperones and are non-refundable.**

Unauthorized field studies may not use the name of St. Ignatius School for fundraising or making arrangements or any action which in any way suggests St. Ignatius School sponsorship of such a study.

## **STUDENT REGULATIONS**

### **ARRIVAL**

The school day begins at 7:50 a.m. Duty teachers arrive at 7:00 a.m., which is the earliest that students may be dropped off. Carpool students must be at school by 7:45 a.m. so assembly prayers are not disturbed. Tardies will be issued after 7:55 a.m. in the morning. Parents must bring students to the office to sign in if the duty teachers are no longer in front of the building. Vehicles must enter the church lane in the right lane, proceed to the front of the church, turn toward the graveled area and stop in front of the school or gym to drop off/pick up students. Once the “make the loop” sign has been placed in front of church, cars dropping off students must proceed to the gravel lot even if there are no cars in the back. Teachers are positioned to open car doors for you. PreK – 3rd grade students are to report to the gym. Students in 4th - 8th grades are to report to the cafeteria or junior high building. Students are not allowed to cross the drive to enter/exit parked cars or access the parking lot without parental escort.

### **DISMISSAL**

Bell will ring at 2:35 to report back to the homeroom. At 2:40 the bell will ring to begin loading cars or students report to the bus stop if buses are available.

In the afternoon, vehicles must enter the church lane in the right lane, proceed to the front of the church, turn into the church parking lot (graveled area) and wait for the line to proceed. Teachers are positioned to open car doors for you. Students will be dismissed from the gym and classrooms with an occasional outside dismissal. Students will be dismissed from the gym and loaded into cars from the awnings in front of the gym on inclement weather days. Students are not allowed to jump over or walk on railings while waiting for pick-up.

### **TRANSPORTATION BY BUS - if available**

Limited bus transportation is provided by St. Landry Parish for St. Ignatius School. Students who ride the bus must adhere to all policies, rules and regulations in the school handbook. Students enrolled in our PreK 3 program are NOT allowed to ride the buses. Drivers have the

authority to request that all students obey the rules in the best interest of safety and well-being for all children. Any student found in violation of policies will be sent to the principal and may have bus privileges removed.

## **ATTENDANCE**

Students are expected to attend school every day throughout the school year. Absences, tardiness and withdrawals for any reason (with the exception of a school sponsored activity) will disqualify a student from receiving perfect attendance recognition. A student shall be in attendance a minimum of 160 days to be eligible for promotion (State Attendance Policy Bulletin 741). Any student absent 18 days or more **whether excused or unexcused**, regardless of academic average, must repeat the grade due to insufficient attendance. Students should not miss more than 9 days per semester. Exceptions to the attendance policy can be made only in the event of extended personal illness, verified by a physician, or at the discretion of the principal. A student must be in attendance in order to participate in any extra-curricular activity, including sports, on a given day.

## **PUBLIC HEALTH ATTENDANCE**

Should a student be required to stay home due to PUBLIC HEALTH quarantine attendance will also be recorded. The student will not be counted as absent if academic requirements are met as per assigned by the school. Documentation will be kept for days not physically at school but as long as academic time is met during distance learning then the student can meet attendance requirements for promotion. PUBLIC HEALTH absences will be reflected in the number of days absent on progress reports and report cards but separate documentation will be maintained by the school for PUBLIC HEALTH related days. This documentation will be used with FACTS SIS (RenWeb) attendance records to determine promotion requirements as far as attendance.

## **TARDINESS**

School begins at 7:50 a.m. and all students are expected to be present at that time. Students who are not in their classrooms by 7:55 a.m. are considered tardy. Parents of tardy students are to escort their child to the office and sign the student in. The student will not be marked present for the day without a parent signature in the office. The child must present a tardy slip to the teacher. Three tardies and/or withdrawals constitute half a day absent. Six tardies and/or withdrawals constitute one day absent. Tardies disqualify one from perfect attendance recognition.

Students who miss less than 2 hours of the school day are considered tardy. Missing 2 – 3.5 hours is considered a half day absence. Missing more than 3 .5 hours is considered a full day of absence. Any work missed during a period of unexcused tardiness may not be made up for credit.

## **MEDICATION**

St. Ignatius School will only administer medication needed during school hours that is prescribed by a physician. All medication brought to school by parents must be kept by office staff and must be labeled as to name, dosage, and time to be given. Parents must bring medication in original prescription bottles to the office and complete the Archdiocesan Medication Request Form.



Students may not possess or self-administer any medications including, but not limited to, lip balm, lotions, or any other over-the-counter items. The office will not administer any over-the-counter medication or topical ointments to any student at any time. Parents are welcome to visit the school and administer any medication to their own children as needed.

### **TREATMENT OF SCHOOL PROPERTY/BOOKS**

Students assume full responsibility for the care of all property/books/technology devices loaned to them by the school.

Students who lose property/books/technology devices are required to pay replacement costs. If the property/book is later found, 50% of the payment is refunded.

Students may be assessed for damage to property/books/technology devices . If the full replacement charge is not assessed, the school retains the property/books/technology devices . If a student damages property/books/technology devices so that it is not usable the next year, he may keep the damaged property/books/technology devices after paying replacement costs.

Property/books/technology devices damaged or destroyed willfully or through negligence will not be tolerated. The property/books/technology devices will be replaced or repaired at the expense of the person responsible.

### **GUM/CANDY**

Gum is **not** allowed on campus at any time. Students possessing gum will be issued demerits and detention. Students possessing candy, unless provided by a teacher, will be issued demerits and/or detention.

### **PERSONAL ITEMS/GIFTS**

Students are not to bring digital devices, toys, personal effects, large sums of money, or any electronic device to school. If these items are found in a student's possession, the items will be confiscated and a parent must come to the office to collect the confiscated item. Any item confiscated a second time will not be returned until the end of the school year.

Any cell phones brought to school must be checked in with the teacher prior to the beginning of the school day. Cell phones are not allowed to be in a student's possession at any time for any reason during the school day. Students bringing cellphones to school must have a Cell Phone Agreement on file with the administration, signed by the student and parent. The school is NOT responsible for damaged or stolen cell phones. Students bring phones to school at their own risk. Cell phones found in a student's possession will be confiscated and held in the principal's office for one week and a parent must come to the office to collect. Any phone confiscated the second time will not be returned until the end of the school year. Appropriate demerits will also be deducted from conduct grade.

Students who wish to use e-readers on campus must have an E-reader Agreement on file. The school is NOT responsible for damaged or stolen E-readers. Students bring E-readers to school at their own risk. Should the conditions of use not be followed, the e-reader will be confiscated

and held in the principal's office for one week and a parent must come to the office to collect it. Any e-reader confiscated the second time will not be returned until the end of the school year. Appropriate demerits will also be deducted from conduct grade.

The school reserves the right to search lockers, book sacks, purses or any student property brought on campus.

Children may not receive gifts (i.e. flowers, balloons etc.) at school. Delivery of items such as these poses problems in class and at dismissal time and will NOT be delivered to the student.

## **CLASS PARTIES**

All parties require administrative approval. Jesus' Birthday will be celebrated in grades PreK – 8th. Valentines may be exchanged in grades PreK – 4th. Gifts are not allowed to be exchanged at any time on the school campus. Snacks or treats sent for approved class parties must NOT contain nuts or nut by-products. **During times of PUBLIC HEALTH concerns all snacks or treats MUST be packaged by the company. No homemade snacks or treats.**

## **PARENT TO PARENT CORRESPONDENCE**

Notes sent home by parents to other parents/students require administrative approval. Invitations may only be distributed by the administration or teacher when the entire class is invited. Please bring invitations to the office the day you would like them distributed. Any invitations that are distributed by students will be confiscated and disciplinary action will be taken.

**St. Ignatius School**  
**Uniform Regulations 2023-2024**  
**Pre K-3**

**Boys**

- Navy blue pants or shorts with elastic waist band only – no belt loops (traditional uniform perma press at least 65% polyester)
- Shirt: SIS monogrammed red pique or dri fit uniform shirt (short or long sleeve); Only solid white undershirts
- Winter undershirts: red long sleeve or red turtle necks under red uniform shirts
- SIS Sweat shirt or SIS Fleece
- Coats: solid red or navy blue
- Socks: solid white, navy blue or black; crew (socks must cover ankle bone)
- Shoes: **ATHLETIC** shoes black, white, or combination of both colors with Velcro only

**Girls**

- SIS plaid shorts: hems must be 0-6 inches above the bottom of the knee cap; elastic waist band only – no belt loops; NO jumpers or skirts
- Navy blue pants with elastic waist band only – no belt loops (traditional uniform perma press at least 65% polyester)
- Shirt: SIS monogrammed red pique or dri fit uniform shirt (short or long sleeve); only solid white undershirts
- Winter undershirts: red long sleeve or red turtle necks under red uniform shirts
- SIS Sweatshirt, SIS Fleece, or Sweater in solid red, white, or navy with SIS logo
- Coats: solid red or navy blue
- Socks: solid white, navy blue or black; crew or knee high (socks must cover ankle bone) (tights or stockings are not allowed)
- Shoes: **ATHLETIC** shoes black, white, or combination of both colors with Velcro only; **Dress** shoes navy blue, black, white or combination of two of these colors; example Ked's Mary Janes Velcro only & rubber soles
- Hair accessories: navy, red or white only

*St. Ignatius School uniforms may be purchased from School Time, 1875 A West Pinhook, Lafayette, phone 337-988-9740, Young's Fashion School Uniforms, 2722 Kaliste Saloom, Lafayette, phone 337-988-3600, Uniformity, 2800 W. Pinhook, Suite 12, Lafayette, phone 337-205-0200, Fashion World Uniforms, 3607 Ambassador Caffery, Lafayette, phone 337-991-0017, GrafX Plus (monogram shirts only), 1101 Eraste Landry Rd, Lafayette, phone 337-769-3990, Splash (monogram shirts only), 714 S. Main, Opelousas, phone 337-942-1466.*

**St. Ignatius School**  
**Uniform Regulations 2023-2024**  
**Pre K-4 and Kindergarten**

**Boys**

- Navy blue pants or shorts with elastic waist band only – no belt loops (traditional uniform perma press at least 65% polyester)
- Mass day: pants with SIS uniform shirt
- Shirt: SIS monogrammed red pique or dri fit uniform shirt (short or long sleeve); Only solid white undershirts
- Winter undershirts: red long sleeve or red turtle necks under red uniform shirts
- SIS Sweat shirt or SIS Fleece
- Coats: solid red or navy blue
- Socks: solid white, navy blue or black; crew (socks must cover ankle bone)
- Shoes: **ATHLETIC** shoes black, white, or combination of both colors, **no gray**, with Velcro only

**Girls**

- SIS plaid shorts – no belt loops (preferable elastic waist band): hems must be 0-6 inches above the bottom of the knee cap
- SIS plaid jumpers only **NO skorts or skirts**: hems must be 0-3 inches above the bottom of the knee cap; solid red, navy, or white bloomers/shorts are required under jumpers
- Mass day: jumpers with white blouse or pants with SIS uniform shirt
- Navy blue pants with elastic waist band only- no belt loops(traditional uniform perma press at least 65% polyester)
- Shirt: SIS monogrammed red pique or dri fit uniform shirt (short or long sleeve); only solid white undershirts
- Blouses: worn with jumpers only; white *Peter Pan (only)*
- Winter undershirts: red long sleeve or red turtle necks under red uniform shirts; white long sleeve or white turtle neck shirts under blouses
- SIS Sweatshirt, SIS Fleece, or Sweater in solid red, white, or navy with SIS logo
- Coats: solid red or navy blue
- Socks: solid white , navy blue or black; crew or knee high (socks must cover ankle bone) (tights/leggings - navy, red, or white; socks must be worn over leggings)
- Shoes: **ATHLETIC** shoes black, white, or combination of both colors, **no gray**, with Velcro only; **Dress** shoes navy or white, example Ked's, Mary Janes, Velcro only & rubber soles; **Saddle Oxfords** navy or white (laces will need to be replaced with NO tie laces)
- Hair accessories: navy, red or white only

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**St. Ignatius School**  
**Uniform Regulations 2023-2024**  
**1<sup>st</sup> – 2<sup>nd</sup> Grade**

**Boys**

- Navy blue pants or shorts (traditional uniform perma press at least 65% polyester)
- Mass day: pants with SIS uniform shirt
- Shirt: SIS monogrammed red pique or dri fit uniform shirt (short or long sleeve); Only solid white undershirts
- Winter undershirts: red long sleeve or red turtle necks under red uniform shirts
- Belts: solid, plain navy blue, brown or black with plain buckle or magnet
- SIS Sweat shirt or SIS Fleece
- Coats: solid red or navy blue
- Socks: solid white, navy blue or black; crew (socks must cover ankle bone)
- Shoes: **ATHLETIC** shoes black, white, or combination of both colors, **no gray** (must be velcro or tie); **1<sup>st</sup> grade only: Tieless Elastic Silicone No Tie Shoelaces** (waterproof rubber flat running shoe laces – can be found on Amazon)
- **Not allowed:** Converse, Vans, canvas shoes, Hey Dude style or slip on shoes

**Girls**

- SIS plaid shorts and skorts: hems must be 0-6 inches above the bottom of the knee cap
- SIS plaid pleated skirts or jumpers: hems must be 0-3 inches above the bottom of the knee cap; solid red, navy, or white bloomers/shorts are required under skirts and jumpers
- Navy blue pants (traditional uniform perma press at least 65% polyester)
- Mass day: skirts, skorts, or pants with SIS uniform shirt or jumpers with white blouse (Peter Pan Collar)
- Shirt: SIS monogrammed red pique or dri fit uniform shirt (short or long sleeve); only solid white undershirts
- Blouses: worn with jumpers only; white *Peter Pan (only)*
- Winter undershirts: red long sleeve or red turtle necks under red uniform shirts; white long sleeve or white turtle neck shirts under blouses
- SIS Sweatshirt, SIS Fleece, or Sweater in solid red, white, or navy with SIS logo
- Coats: solid red or navy blue
- Socks: solid white, navy blue or black; crew or knee high (socks must cover ankle bone) (tights - only navy, red, or white; socks must be worn over leggings)
- Shoes: **Saddle Oxfords** (navy/white or black/white); **ATHLETIC** shoes black, white, or combination of both colors, **no gray** (must be velcro or tie); **1<sup>st</sup> grade only: Tieless Elastic Silicone No Tie Shoelaces** (waterproof rubber flat running shoe laces – can be found on Amazon)
- **Not allowed:** Converse, Vans, canvas shoes, Hey Dude style or slip on shoes
- Hair accessories: navy, red or white

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**St. Ignatius School**  
**Uniform Regulations 2023-2024**  
**3<sup>rd</sup> – 8<sup>th</sup> Grade**

**Boys**

- Navy blue pants or shorts (traditional uniform perma press at least 65% polyester)
- Mass day: pants with SIS uniform shirt
- Shirt: SIS monogrammed red pique or dri fit uniform shirt (short or long sleeve); Only solid white undershirts
- Winter undershirts: red long sleeve or red turtle necks under red uniform shirts
- Belts: solid, plain navy blue, brown or black with plain buckle or magnet
- SIS Sweatshirt or SIS Fleece
- Coats: solid red or navy blue
- Socks: solid white, navy blue or black; crew (socks must cover ankle bone)
- Shoes: **ATHLETIC** shoes black, white, or combination of both colors, **no gray** (must be velcro or tie; must be tied properly)
- **Not allowed:** Converse, Vans, canvas shoes, Hey Dude style or slip on shoes

**Girls**

- SIS plaid shorts and skorts: hems must be 0-6 inches above the bottom of the knee cap
- SIS plaid pleated skirts: hems must be 0-3 inches above the bottom of the knee cap; solid red, navy, or white shorts are required under skirts
- Mass day: skirts, skorts, or pants with SIS uniform shirt
- Navy blue pants (traditional uniform perma press at least 65% polyester)
- Shirt: SIS monogrammed red pique or dri fit uniform shirt (short or long sleeve); only solid white undershirts
- Winter undershirts: red long sleeve or red turtle necks under red uniform shirts
- SIS Sweatshirt, SIS Fleece, or Sweater in solid red, white, or navy with SIS logo
- Coats: solid red or navy blue
- Socks: solid white, navy blue or black; crew or knee high (socks must cover ankle bone at all times), (tights/leggings - only navy, red, or white; socks must be worn over leggings)
- Shoes: **Saddle Oxford** (navy/white or black/white); **ATHLETIC** shoes black, white, or combination of both colors, **no gray** (must be velcro or tie; must be tied properly)
- **Not allowed:** Converse, Vans, canvas shoes, Hey Dude style or slip on shoes
- Hair accessories: navy, red or white only

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**St. Ignatius School**  
**General Uniform Regulations 2023-2024**  
**All Grades**

**Boys**

- Acceptable jewelry: an approved Catholic medal, watch. Medals must be on a small chain worn underneath shirts.
- Hairstyles should be conventional and reasonable and should not cause distraction or undue attention. Boys may not have highlighted hair. Boys should have neatly trimmed hair above the ears and eyebrows when lying flat and the length not below the top of the collar. **No writings in hair and no mullets.**
- Facial hair of any kind is not allowed.
- Shirts must be tucked in at all times.

**Girls**

- Artificial nails or fingernail polish are **NOT allowed** at any time
- Acceptable jewelry: small stud earrings (1 set), one ring, and watch or approved Catholic medals.
- Hairstyles should be conventional and reasonable and should not cause a distraction or undue attention. Highlights are acceptable as long as natural colored.
- Light foundation make-up is allowed for 8th grade girls only. No eye make-up.
- Shirts must be tucked in at all times.

**JEAN DAY** - is intended as a slight modification of the uniform policy in regard to shirt, and pants. All other dress code policies apply.

- Denim jeans, capris (below the knee), shorts (**5<sup>th</sup> – 8<sup>th</sup> graders are not allowed to wear jean shorts**), or uniform bottoms can be worn. Any other colored or skinny jeans are not allowed. Baggy, khaki, oversized, holey, no embellishments, excessive lengths or tight pants are not allowed. Denim skirts, jeggings or leggings are NOT allowed at any grade level.
- Uniform school shoes must be worn.
- Shirts can be spirit shirts, athletic team shirts (not sleeveless) or uniform shirts. **Shirts must be tucked in at all times.**
- Belts must be worn if pants or shorts have belt loops.

**FREE DRESS** - Free Dress is when students are given the opportunity to dress completely out of uniform.

- Sundresses, strapless tops, tank tops, or halter tops are not allowed. T-shirts with logos must be school appropriate.
- All shorts, skirts, or dresses must be 0 - 6- inches above the bottom of the knee cap.
- Flip-flops or open toe shoes are not allowed. Crocks can be worn; **tennis shoes must be worn for PE.**
- Hats are not allowed.

**The administration has the final interpretation of the uniform policy and determines what is acceptable or inappropriate for Spirit Day and Free Dress.**

## **DISCIPLINE**

The stepped discipline response is utilized by teachers and administration. Discipline responses are appropriate to the infraction committed. An attempt will always be made to respond to an infraction with the most appropriate consequence. Multiple infractions will constitute a more harsh consequence. The principal/pastor is the final recourse in all discipline situations and may waive any disciplinary rule for just cause at his/her discretion.

The student is a St. Ignatius 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.

### **ADMINISTRATIVE DISCIPLINE RESPONSES**

While faculty and staff may use various disciplinary responses to student infractions the principal may use the following options. These responses are defined and explained so all will understand the expectations and impact of each one. All assigned discipline is mandatory and must be performed as stated or more serious consequences will occur. In addition, students may not be allowed to participate in school events.

- **P.E. Detention** –The student will report directly to the office at their scheduled PE time. Appropriate chores and/or written work will be assigned. Appropriate demerits will be assigned to the conduct grade.
- **Morning Detention** - The student will report directly to the office at 6:45 a.m. The student will be assigned school chores and/or written work related to character, moral or spiritual issues. Once detention has been served the student will be walked to the appropriate area at 7:30 a.m. and wait for the start of the school day. Appropriate demerits will be assigned to the conduct grade.
- **After School Detention** – The student will report directly to the office at the end of school when the class reports to afternoon assembly and wait for an administrator. The student will be assigned school chores and/or written work related to character, moral or spiritual issues. The parents may pick up the student approximately one hour after school (between 3:45 p.m. and 4:00 p.m.). Appropriate demerits will be assigned to the conduct grade.
- **In School Suspension** - The student will report to the administrative offices for the school day. The student will work on assigned classwork, projects, and tests. The student will receive no more than 79% on graded work. If a student earns lower than 79%, they will receive the lower grade. During an in-school suspension, a student is not allowed to participate in recess or activities and will have lunch brought to them in the office. Appropriate demerits will be assigned to the conduct grade.



- **Out-of-School Suspension** – The student will not be allowed to attend school or any school activities on campus or elsewhere for a period of one to three days. The academic grades will be affected in the following manner: all class work and homework accomplished by his/her class during the student’s suspension will be completed, but any graded assignments during suspension will receive no more than “69%” unless the student scores lower on the graded work in which he/she will receive the lower grade.
- **Expulsion** –The student will be banned from school and all school activities on campus or elsewhere for the remainder of the school year and for subsequent years. All records will indicate such.

### **PreK and KINDERGARTEN STUDENTS**

In order to assist your child’s transition into school, you will receive feedback on a regular basis regarding classroom behavior. Please feel free to request a meeting with the teacher if you have any questions or concerns. Time outs or loss of privileges may be utilized as consequences for unacceptable behavior. Should a student be referred to the office, the administration will contact the parent. Upon the second referral, a parent/teacher conference will be scheduled with administration. Continued behavior detrimental to the classroom setting impacting other children from learning may result in a student being asked to leave St. Ignatius School.

### **1st - 4th Grade Discipline**

To guide students in their understanding of what constitutes negative behavior, behavioral infractions have been into categories according to degrees of seriousness. Each student begins the nine weeks with 125 points and at progress report time the student receives another 125 points for a total of 250 points. Demerits are deducted from this total during the nine weeks to generate a conduct grade for the report card. When a student reaches a B in conduct the teacher will assign a recess detention. When a student reaches a C in conduct, administration will assign the student a PE detention at which time the student will write a reflection letter that will require a parent’s signature. Additional demerits may warrant additional consequences. Conduct grades will carry the same weight as academic subjects and will be averaged with academic grades for end-of-the-year honors. Parents are notified of all demerits and consequences through FACTS SIS (RenWeb).

### **5th - 8th GRADE DISCIPLINE**

To guide students in their understanding of what constitutes negative behavior, behavioral infractions have been into categories according to degrees of seriousness. Each student begins the nine weeks with 100 points and at progress report time the student receives another 100 points for a total of 200 points for the nine weeks. Demerits are deducted from this total during the nine weeks to generate a conduct grade for the report card. When a student reaches a B in conduct the teacher will assign a recess detention. When a student reaches a C in conduct, administration will assign the student a PE detention at which time the student will write a reflection letter that will require a parent’s signature. Additional demerits may warrant additional consequences. Conduct grades will carry the same weight as academic subjects and

will be averaged with academic grades for end-of-the-year honors. Parents are notified of all demerits and consequences through FACTS SIS (RenWeb).

### **MINOR INFRACTIONS (-5pts)**

1. Tardy between bells (changing classes)
2. Uniform violation (see Dress Code Policy)
3. Failure to bring books / materials to class
4. Failure to complete assignments / homework
5. Failure to return required materials (signed papers, etc.)
6. Entering the building without permission
7. Talking in class
8. Inappropriate language (not profane or obscene)
9. Inappropriate behavior in classroom or cafeteria
10. Inappropriate behavior on playground
11. Eating and drinking in the classroom without permission (gum is automatic detention)
12. Other minor infractions not listed above

### **MODERATE INFRACTIONS (-10 pts)**

13. Multiple minor infractions
14. Disruptive behavior at church or at any other spiritual service
15. Misconduct of any type at an extracurricular activity or field trip
16. Failure to follow teacher's directive / showing disrespect to school personnel
17. Showing disrespect to students
18. Profane, offensive or obscene language, writing, gestures or drawings
19. Forging parents' signature on signed papers
20. Cheating (student will also receive a "0" on assignment)
21. Use of aerosol cans on campus (body spray, deodorant, etc.)
22. Possession of cell phone or other electronic device (including smartwatches) (1st offense, device remains in principal's office for one week)
23. Other moderate infractions not listed above

### **MAJOR INFRACTIONS – MAY BE GROUNDS FOR SUSPENSION OR EXPULSION (-25 or more pts.)**

24. Multiple minor or moderate infractions
25. Striking a teacher or other school personnel
26. Major disrespect to school personnel, other students or school visitors
27. Instigating and/or encouraging fighting or participating in a fight
28. Violence, threats, profane or offensive language, sexual or related comments
29. Stealing, receiving or inappropriate possession of stolen goods
30. Possession, distribution and/or use of tobacco products, drugs, alcohol, firearms and weapons
31. Vandalism
32. Possession of cell phone or other electronic device (including smartwatches) (Repeat offense, device remains in principal's office until end of school year)
33. Violation of responsible use technology policy
34. Bullying (repeated teasing, harassment, or disrespect)

35. **Inappropriate/disrespectful behavior at church or at any other spiritual service**
36. **Unchaste behavior**
37. **Other major infractions not mentioned above**

#### **ZERO TOLERANCE INFRACTIONS – EXPULSION**

38. **Bomb threats**
39. **Possession of firearm or potentially harmful objects**
40. **Possession of any drug/paraphernalia**
41. **Conduct detrimental to school**
42. **Hazing**
43. **Violent pranks/notes/threats**

#### **DIOCESAN POLICY**

*The following policy is mandated by the Diocese and shall be adhered to:*

*The acts of violence that caused so much harm to schools and communities throughout the country make us pause to assess our own response procedures in the event that such tragedies may occur in our own schools and communities. Catholic School Policy, Number 1018, Page 1.6 calls for each school to have procedures in place under the title “Emergency Planning and Procedures.” The following procedures are to be seen as an addition to and implementation of that Policy and existing school policies.*

#### **THREATS OF VIOLENCE**

*Because safety in our schools is of utmost importance and one of our top priorities, when informed of possible violence, school administrators should take this information seriously and follow these procedures in addressing the issue. The school should have a no-tolerance policy for dealing with and addressing not only real threats of violence but also those that may be considered frivolous. Even frivolous threats can disrupt the operation of the school. This no-tolerance policy is to be communicated to all students, and their parents/guardians. The appropriate penalties for violation of this policy should be clearly stated.*

*The school administrator is to contact immediately the appropriate civil authorities, the sheriff’s office or local law enforcement agency and to follow their directives.*

*If the threat or danger involves a student or students, parents/guardians are to be contacted immediately.*

*If the student is on campus, he or she is to be detained in a safe place according to directives received from the local law enforcement agency.*

*The Superintendent of Catholic Schools is to be informed of the threat and the action that is to be taken.*

*If the threat or danger comes from a non-student, appropriate action will be left in the hands of civil authorities.*

### **IMMEDIATE DANGER OF VIOLENCE OR POSSIBLE HARM TO STUDENTS/FACULTY**

*Because each school must be sensitive to this issue, aggressive action must be taken for the protection of all individuals involved. For the event of immediate threat of bodily harm to students, faculty or staff, each school shall develop procedures for the safety and protection of the students, including notification of the civil authorities, medical assistance and evacuation procedures. Assistance in development and dissemination of these procedures may be obtained from local law enforcement agencies.*

## **EXTRACURRICULAR ACTIVITIES**

Students are expected to make up any class work that is missed due to participation in extracurricular activities.

### **EXTRACURRICULAR ACTIVITIES MAY BE SUSPENDED or MODIFIED DURING COVID 19 PANDEMIC**

#### **ATHLETICS**

St. Ignatius School strives to educate the total child spiritually, intellectually, morally, emotionally, socially, and physically. The athletic program shall be an extension of the school curriculum used to educate the total child. Athletic programs shall be made available to as many students as possible. Policies governing the participation in the athletic program can be found in the Athletic Handbook. All athletes and coaches are expected to abide by the regulations outlined in the athletic handbook.

#### **4-H CLUB**

The 4-H Club is an educational youth organization sponsored by the LSU Ag Center for students in 4<sup>th</sup> – 8<sup>th</sup> grade. Students who wish to participate in 4-H must enroll through the St. Landry Parish 4-H club. Club meetings are held once a month during the school day and are conducted with an LSU Ag Center Agent. Officers will be elected from the membership and are expected to organize and run the club meetings. A student elected to an officer position must maintain a “C” average in all school coursework.

#### **BETA CLUB**

The St. Ignatius Club is affiliated with The National Junior Beta Club and recognizes outstanding achievement, promotes character and social responsibility, encourages service

involvement to school and community, fosters leadership skills, and provides a setting for your child to develop interpersonal relationship skills. Students selected to participate in the BETA Club must maintain an A in religion and conduct and receive a 3.5 grade point average in core subjects with no C's on their report card. Students who do not maintain the requirement of membership will be placed on probation for one grading period. If membership requirements are not met, student will be removed from the club roster.

## **Robotics Club**

The St. Ignatius School Robotics Club is a robotics program for 6th - 8th grade students which is designed to get children excited about science, technology, engineering, and mathematics and teach them valuable employment and life skills. Students will build and program an autonomous robot using LEGO® MINDSTORMS® technology. Throughout the year, students will explore problems that today's scientists and engineers are trying to solve, develop an innovative solution to that problem, and share their findings with others. Throughout their work, teams are guided by the FLL (First LEGO® League) Core Values to build teamwork skills and make this a great experience for everyone involved.

Students will also have the opportunity to build circuits and programming using Arduino and LittleBits sets. All students applying to join the St. Ignatius School Robotics Team must complete this application and have two letters of recommendation from previous teachers and a parent. To be considered, you must have a current teacher and past teacher fill out the recommendation form. If you are new to our school, you must provide a recommendation from a current teacher and a parent. Club members are expected to attend mandatory meetings, practices and submit annual dues.

## **Science Club**

The purpose of the SIS Science Club will be to organize science-related activities for club members around the SIS school campus and beyond. Application for membership will be open to all full-time Junior High SIS students (6th, 7th, 8th grades) who meet the minimum grade and conduct requirements. To maintain active membership, members must maintain grade/conduct requirements (2.0 minimum GPA in core subjects, C or higher in conduct and religion, and no F in any subject). Club members are expected to attend mandatory meetings and submit annual dues.

## **Drama Club**

The purpose of the Drama Club is to learn about acting, play production and stage work culminating with two play nights. The Drama Club consists of two groups of students; the play cast and the stage crew. Club members are expected to attend mandatory meetings, practices and submit annual dues.

## **SPECIAL SERVICES**

### **ST. LANDRY PARISH FEDERAL SERVICES**

St. Ignatius is privileged to have a variety of services offered to our school by the St. Landry Parish School System. St. Ignatius students who qualify are allowed to participate in these programs. The School Building Level Committee is responsible for identifying strengths and weaknesses of students so they can determine whether or not students be recommended to undergo a formal evaluation by the St. Landry Parish School Board.

Students must hand in class assignments/homework before leaving for any special educational program on designated days. Upon return, it is the responsibility of the student to get class assignments and make up class work missed.

### **GIFTED PROGRAM**

The Gifted program is a St. Landry Parish School System program. St. Landry Parish School System determines eligibility by testing students who are recommended by parents and/or teachers. Parents may contact St. Ignatius School for more information. St. Landry Parish School System determines the time and day for this program.

### **TITLE I LAB**

Student participation in this program is determined by the St. Landry Parish School System using results of achievement tests and/or teacher recommendation. Services are provided onsite. Students may be required to participate in Title I Services in order to receive any SIS accommodations and/or Title I tutoring services.

### **RESOURCE PROGRAM**

Student participation in the resource program is determined by the St. Landry Parish Pupil Appraisal Center which provides instruction and assistance as needed for students.

### **SPEECH/HEARING PROGRAM**

Testing, evaluation and services for speech and hearing needs are provided by a St. Landry Parish Speech Specialist during the school year.

### **HOMEWORK HOUR**

Homework Hour may be offered independently by a faculty member as an opportunity for students to work on homework after school from 3:00 p.m. to 4:00 p.m. on Monday through Thursday. Students will meet in a designated classroom and work on assignments under the supervision of a teacher. This is not tutoring and individualized instruction will not occur. Teachers will answer questions and lend a “helping hand” as needed. When homework is completed, students will read for AR or study for tests.

## **LIBRARY**

The St. Ignatius Library is a fully automated, computerized facility. All students PreK – 8th grade have regularly scheduled visits to the library. Library hours are posted and students are encouraged to use the facility before school hours and during recess time if needed.

## **EXTENDED DAY CARE**

The Extended Day Program is available, at an additional cost, to any student who needs after school care. A registration form for the Extended Day Program **must** be completed and turned in prior to attendance in the program. Students who are not picked up by 3:30 p.m. are escorted to Extended Day personnel and billed accordingly. All students must be picked up no later than 5:30 p.m.

## **FOOD SERVICE COLLECTION AND ACCOUNTABILITY PROCEDURES**

It is Lafayette Diocesan policy that all elementary students must participate in the School Nutrition Program. The School Nutrition Program, in addition to providing nutritious meals to each student, also functions as a laboratory for providing nutrition education to students. Children learn lifetime food habits during these early formative years. Physician prescribed special diets can be provided by your school's cafeteria. A Diet Prescription form needs to be completed & signed by your physician and forwarded to the cafeteria manager. The required physician's diet plan will be overseen by a registered dietitian through the Diocese of Lafayette Food & Nutrition program. These special diets include but are not limited to diabetic diets, hypoglycemic diets, PKU diet, allergy restricted diets, gluten free/wheat free diets, low cholesterol diets, milk & milk product restricted diets, vegetarian diets, high calorie diets and low calorie diets. Diet Prescriptions must be renewed at the beginning of each school year even though there may not be any changes to the diet prescription.

Federal Regulations require that all students and teachers pay for their meals in advance. Elementary students will be sent home with a monthly bill that has been prepared by the Cafeteria Manager. High school students should establish a food service account, usually with a month's prepayment. Parents can make payments by check or they can go to [www.schoolpaymentsolutions.com](http://www.schoolpaymentsolutions.com) to set up an account, monitor their child's lunch account and make payments. Diocesan policy states that any balance left in a student's account will be rolled over to the following school year. Seniors and 8<sup>th</sup> graders' money will be rolled into a sibling's account or if there are no siblings, then a refund is given.

Talking in the cafeteria must be at a low level and on subjects conducive to meal time conversation. During Lent we will observe silent meditation one day each week. Lunch cannot be served after three (3) days of non-payment. Any questions concerning food services should be directed to the cafeteria manager at 337-662-3069. SFS – 59

Rev. 7-2012

**Food and Nutrition Services**

**Diocese of Lafayette**

**Medical Statement for Meal Modifications SY 2023-2024**

**This form applies to requests for meal modifications for children participating in the U.S. Department of Agriculture's (USDA) school nutrition programs. School nutrition programs include the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program (ASP), Seamless Summer Option (SSO) of the NSLP, Fresh Fruit and Vegetable Program (FFVP), and Child and Adult Care Food Program (CACFP) At-risk Supper Program implemented in schools. Schools and institutions are required to make reasonable meal modifications for children whose physical or mental impairment restricts their diet. Note: The USDA requires that the medical statement includes: 1) information about the child's physical or mental impairment that is sufficient to allow the school food authority (SFA) to understand how the physical or mental impairment restricts the child's diet; 2) an explanation of what must be done to accommodate the child's disability; and 3) if appropriate, the food or foods to be omitted and recommended alternatives. Schools and institutions should not deny or delay a requested meal modification because the medical statement does not provide sufficient information. When necessary, schools and institutions should work with the child's parent or guardian to obtain the required information. For more information, please reference USDA's 2017 version of "Accommodating Children with Disabilities in the School Meal Programs."**

**Section 1 – Completed by parent or guardian**

**School Child Attends:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Name of child:** \_\_\_\_\_ **Birth date:** \_\_\_\_\_

**Name of parent or guardian:** \_\_\_\_\_

**Phone number (with area code):** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

**Signature of parent or guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section 2 – Completed by child's state-licensed healthcare professional (\*Required)**

**\*This section must be completed by the child's physician, physician assistant, or nurse practitioner.**

**\*Food Omission(s): List food(s) to be omitted from the child's diet:** \_\_\_\_\_

\_\_\_\_\_

**\*Brief Explanation of how the exposure will affect the child:** \_\_\_\_\_

\_\_\_\_\_

**\*Recommended Substitute(s):** \_\_\_\_\_

\_\_\_\_\_

**Comments:** \_\_\_\_\_

**Continued on page 2**



**Section 3 – \*If a disability does not concern a food allergy, please complete the following:**

- 1. Does the student have the existence of a physical or mental impairment:** \_\_\_\_\_
- 2. Describe the way in which the impairment impacts the student:** \_\_\_\_\_

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- 3. The food modification needed (i.e. texture, etc.):** \_\_\_\_\_

**Section 4 – Signature**

**Name of state-licensed healthcare professional:** \_\_\_\_\_

**Phone number (with area code):** \_\_\_\_\_

**Signature of state-licensed healthcare professional:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of FNS Director/Registered Dietitian approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please submit to: [nutrition@fns-dol.org](mailto:nutrition@fns-dol.org) or by mail: 210 Old Farm Lane, Broussard, LA 70518.**

**It is Food and Nutrition Services Policy that this form be completed ANNUALLY.**

**In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.**

**To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD- 3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:**

**mail:**

**U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;**

**fax:**

**(202) 690-7442; or**

**email:**

**[program.intake@usda.gov](mailto:program.intake@usda.gov).**

**This institution is an equal opportunity provider.**

# Student Responsible Use Policy and Consent

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## Introduction

Electronic information resources, including access to the Internet and network files and accounts, are available to St. Ignatius School students. Our goal in providing electronic resources is to promote educational excellence by facilitating resource sharing, innovation, and communication. The use of computers, the Internet, and other online services supports education and research consistent with the educational mission of St. Ignatius School.

## Purpose

The smooth operation of the network relies upon the proper conduct of the end users. In general this requires efficient, ethical, and legal utilization of the network resources. This policy sets forth the expectation that all members of the SIS community use their computers and the network in a safe, responsible, considerate, and appropriate manner.

## Definitions

**Illegal activities** shall be defined as those which violate local, state, and/or federal laws.

**Inappropriate use** shall be defined as a violation of the intended use of the network and/or purpose and goal.

**Netiquette** refers to the generally accepted rules of network etiquette, the do's and don't's of online and network communication.

**Obscene activities** shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.

**Privacy** should be respected at all times. Students should not reveal personal information such as home address, phone numbers, password, credit card numbers, social security number, etc.; this also applies to others' personal information or that of organizations.

**Responsible use** means that a student uses the Internet and other electronic information resources in manner consistent with the mission, vision, and beliefs of St. Ignatius School, abiding by the rules and regulations as described in this agreement.

**Security** refers to all measures adopted to prevent inappropriate activity on St. Ignatius School computer systems. This is a high priority because of multiple users. Any security concern must be reported to the classroom teacher for further reporting and investigation.

**Social media** refers to the various online technology tools that enable people to communicate easily via the Internet to create, share, and exchange information and resources. Social media can include text, audio, video, images, podcasts, blogs, and other multimedia communications.

**Vandalism** refers to any malicious attempt to harm or destroy property or data. This includes, but is not limited to, abusive overloading of data on the server and the transmission or creation of computer viruses.

## Disclaimers

St. Ignatius School has taken precautions to restrict access to controversial materials by filtering its Internet access and by monitoring student use. Users should know that they may encounter sexually explicit or other offensive and controversial material on the Internet, even though there are technology protection measures in place. St. Ignatius School makes no warranties of any kind, whether expressed or implied, for the access it provides; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system. St. Ignatius School denies any responsibility for the accuracy or quality of information obtained through electronic information sources.

## Responsible Uses

Students WILL:

1. Sign and practice the procedures outlined in the Acceptable Use Policy.
2. Use only the computer assigned to me for that given class and unit.
3. Use the computer and network only when the teacher is present and an assignment is given.
4. Log off my workstation when finished and return any laptop/palm and other materials to the assigned recharging stations as per class policies.
5. Close the cover when the teacher is giving directions.
6. Use only the account set up for me on the network and access only my folder for my work.
7. Comply with state issued grant regulations by avoiding religious sites and by not creating religious based documents or projects.
8. Respect intellectual property and comply with legal and moral restrictions regarding plagiarism and copyright issues.
9. Follow all guidelines for printing material ie: avoid over use, print material for use in the specific class only, avoid printing large files by selecting material from a source rather than printing the entire source document, etc.
10. Realize it is my responsibility to save files on the class network folder as instructed by the teacher. Work lost must be redone on my own time.
11. Realize and respect that the teacher is the sole judge of responsible use of the equipment and follow his or her instructions completely.
12. Report immediately any incident that breaches the Acceptable Use Policy or any misuse of technology to a teacher or administrator.
13. Use electronic accounts (user logins, e-mail, etc.) appropriately during school hours and for scholarly purposes. **E-mail is not guaranteed to be private.**
14. Establish and maintain secure passwords that protect the privacy of the information on their computers and their e-mail accounts.
15. Respect and protect the privacy of themselves and others.
16. Practice proper Netiquette. Be polite.
17. Report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and there like to the Principal for action.
18. Communicate with common sense and civility, abiding by the school's code of acceptable behavior. Do not swear or use vulgarities or any other inappropriate language. Electronic communication cannot cause disruption to the school environment or normal and acceptable school operations.
19. Report any incident that breaches the Responsible Use Policy immediately to the technology director.

20. Represent St. Ignatius School in a manner consistent with the school's mission, vision, and beliefs in all digital interactions.
21. Obtain verifiable consent for any produced recording (i.e. sound, photo, video) from all parties involved before publishing it.
22. Conserve limited resources (e.g. printer supplies, bandwidth, drive capacity, etc.).
23. Scan any and all file transfers and disks for viruses before opening them.
24. Use my flash drive, server and online storage space for educational purposes only designated by my teachers.

**Students WILL NOT:**

1. Remove stickers or markings that identify the laptop or other network equipment.
2. Change settings, network or Internet connections, on any of the hardware or software for the network.
3. Access e-mails, personal web pages or chat rooms.
4. Attempt to gain unauthorized access to any file, computer, or server.
5. Share my login name or password with students or friends.
6. Use these technology tools in a way that is inconsistent with the principles of honesty, community, and privacy.
7. Copy or remove software from any of the hardware or bring software CDs or DVDs to school to install on school computers or take from school grounds to install on personal computers or for any other reasons.
8. Bully or bash any St. Ignatius School student or faculty member by use of any electronic means such as websites, email, chat rooms, etc.
9. Take photos during school hours including aftercare for the purpose of posting to social media, website or emailing to anyone without prior administration permission. Any extracurricular activities photos taken must be done with the consent of everyone in the photo and all parents involved.
10. Post any content deemed inappropriate or vulgar by administration including but not limited to photos, videos or text to any website, social media, email or text. This will result in severe consequences which could include expulsion.
11. Introduce intentionally any spy-ware, mal-ware, or virus while on school grounds or send such programs to or through any school networks.
12. Bring drinks or food near any electronic equipment.
13. Store personal items in school used devices, flash drive or online storage.
14. Store personal pictures, unless assigned by a teacher, on school device, flash drive or online storage such as Google Drive.
15. Use the laptop camera unless assigned by a teacher.
16. Store music on my flash drive, online storage or school devices unless related to an assignment.
17. Play music from any source on my school computer to listen in class.
18. Access other shared photos unless specified by a teacher.
19. Surf the Internet unless specified by a teacher.
20. Use any type of social media during school hours including aftercare without prior permission from administration.
21. Personalize any school technology tool (i.e. profile picture, icons, etc...) in any manner.
22. USE ANY DEVICE OR WEBSITE FOR ANY PURPOSE NOT SPECIFIED BY A TEACHER.

## Google Apps Student Accounts

St. Ignatius School utilizes Google Apps for Education, an online collection of productivity tools from Google including Gmail and Google Drive (online storage with word processor, spreadsheet, and presentation programs). Accounts are available for all students in grades PK-8 for the purpose of communication, collaboration, and research. There is no expense associated with this access and no need for Internet access at home in order to participate.

- Use of Google Apps is a privilege. Inappropriate use of the account may result in loss of privileges and/or disciplinary action. Illegal activities may be referred to law enforcement authorities.
- The Google Apps account, while assigned for individual student use, is the property of St. Ignatius School. St. Ignatius School reserves the right to retrieve the contents of student accounts for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts, or to recover from system failure.
- This account is filtered, monitored, and archived according to school policy and federal laws. St. Ignatius School reserves the right to intercept, store, archive, delete, or view such emails for security/audit purposes and, where necessary, instigate appropriate proceedings against the parties involved.
- Student accounts will be removed from the system upon graduation, in the event the student discontinues enrollment, regardless of reason, or for inappropriate use while still enrolled.
- Students are responsible for content associated with their accounts and should not share their passwords. Students will not use their accounts to provide any personal information, including but not limited to telephone numbers or addresses.
- St. Ignatius School scans all inbound and outbound emails, plus attachments, for viruses, but does NOT guarantee such messages to be virus free. St. Ignatius School accepts no responsibility for any damage caused by sending or receiving emails through our email system.
- Account usernames and passwords will be provided to parents upon request.

## Google Workspace for Education & Amazon Echo Parent/Guardian Consent

At St. Ignatius School, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At St. Ignatius School, students will use their Google Workspace accounts to complete assignments, communicate with their teachers, sign in to their Chromebooks, and learn 21st century digital citizenship skills.

The notice linked here <https://tinyurl.com/y3ogxvbx> provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

At St. Ignatius School, teachers and administration use Amazon Echo devices to effectively communicate between classrooms and offices. Teachers and students use classroom Echo devices to engage students and enhance lessons. The Amazon Terms of Use for "Alexa" are linked here <https://tinyurl.com/ycc8v7d4>. Please read it carefully, let us know of any questions.

By signing this consent, I indicate that I've read the notice I give permission for St. Ignatius School to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below. I also acknowledge and give consent to the use of Amazon Echo Dot in my child's classroom.

## BRAIN POP Student Accounts

**BrainPop** is a group of educational websites with over 1,000 short animated movies for students in grades K-12 (ages 6 to 17), together with quizzes and related materials, covering the subjects of science, social studies, English, mathematics, engineering and technology, health, and arts and music.

Brain Pop accounts will be created for students in certain grades depending on teacher requests. Brain Pop requires us to get parent permissions for every student. If you wish to read their privacy policy please visit [https://www.brainpop.com/about/privacy\\_policy/](https://www.brainpop.com/about/privacy_policy/)

By signing this RUP I give consent to my child's use of his/her BrainPop account.

## FlipGrid

Flipgrid is the leading video discussion platform used by tens of millions of PreK to PhD educators, students, and families in more than 180 countries. Flipgrid allows us to spark a classroom discussion by providing a platform for your child to share short video responses based on questions posed by me, the teacher. This will help create an inclusive dialogue and engage with them in a fun and meaningful way. I think Flipgrid will be a wonderful addition to our class, so I am asking for your permission for your child to use Flipgrid. Please review Flipgrid's Terms of Use and Privacy Policy (<https://legal.flipgrid.com/>). In order to use Flipgrid some personal information about your child may be collected, but this information will be protected as Flipgrid describes in their Privacy Policy and Terms of Use. Please read these policies carefully, let me know if you have any questions, and then sign below to indicate you've read this and allow your child to participate. If you don't agree to provide consent for your child to participate, please do not allow your child to use the Flipgrid code distributed in class. Students who cannot use Flipgrid may need to use other tools to complete assignments.

By signing this RUP I give consent to my child's use of his/her FlipGrid account.

St. Ignatius students will be issued a school-owned chromebook/PC.

In the event of school closure, students will take this device home in order to maintain a consistent learning environment for all students. Students/Parents are financially responsible for any damage to the borrowed device.

## Taking Care of Your Device

Students are responsible for the general care of the device they have been issued by the school.

Devices that are broken or fail to work properly must be reported to the Director of Technology, Mrs. Tania Arnaud [taniaa@siscarnidnals.org](mailto:taniaa@siscarnidnals.org) as soon as possible for repairs. School-owned devices should never be taken to an outside

computer service for any type of repairs. These are general precautions students should follow:

- No food or drink should be next to device
- Do not place stickers or write on the device
- Never place heavy objects on top of device (even inside a backpack)
- Make sure there is nothing on the keyboard before closing the lid (pens, pencils, etc.)

- Only clean the screen with a soft, dry microfiber cloth. You may use alcohol but only when the device is powered off.
- Do not try to secure a key that has popped off - bring to tech office
- Do not carry the device by the screen
- Never leave devices unsecured
- Always transport devices with care, in the school-issued protective case
- Do not place anything in the protective case that will press against the cover
- Do not pile backpacks (protective case) on top of one another or leave backpacks unprotected from the weather

## Estimated Costs of parts and replacements: (subject to change)

Normal wear and tear on the devices is expected and issues will be handled with that in mind, however, damage to the devices due to improper handling/care or lost/stolen devices will be the responsibility of the student/parent. Disciplinary action may also be applied if the action warrants. The following are estimated costs of parts and replacements and will vary depending on device type and model:

- device replacement - \$450.00 - \$1,200
- device screen replacement - \$40.00 - \$350.00
- device keyboard/touchpad replacement - \$55.00 - \$350.00
- device power cord, stylus or headphones - \$30 - \$100

## Student Responsible Use Policy

### Copyright Agreement:

**Parents and students agree NOT to post, share, distribute instructional/classroom videos, virtual class sessions or any other digital resources created by the faculty/staff at St. Ignatius School as they are considered property of St. Ignatius School. Sharing or distribution of any and all instructional videos or materials would infringe copyright law and would violate privacy issues with minors. Such action could lead to student removal from St. Ignatius School and/or legal ramifications.**

### Student Signature of Agreement:

I have read this Responsible Use Policy and understand that Internet sites are filtered and that Internet use on campus is monitored. I understand that

- use of electronic information resources should be restricted to educational purposes and that any violations of the above provisions will result in AUTOMATIC SUSPENSION and/or legal action;
- the RUP is not meant to be comprehensive, and St. Ignatius School reserves the right to make changes or adaptations to this policy when the need arises without prior notice.
- the RUP and agreement are effective for only one year at time.

I agree to maintain acceptable standards and to report any misuse of the system to the appropriate teacher or administrator. I agree that any violation of this policy will result in appropriate disciplinary consequences deemed suitable by the Administration.

I hereby agree to comply with the conditions of responsible use set forth.

Student Name (please print): \_\_\_\_\_

Grade: \_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent Or Guardian Consent and Acknowledgement:

As the parent or guardian of the above named student, I have read this Responsible Use Agreement and understand that Internet sites are filtered and that electronic information resource accounts are monitored. I understand my child may be disciplined for inappropriate or unacceptable use of electronic information resources. I further understand that student use of the electronic information resource system is designed for educational purposes. I understand that it is impossible for St. Ignatius School to filter or restrict access to all inappropriate materials. I will not hold St. Ignatius School responsible for inappropriate or unacceptable materials my child may acquire on the network system. I also consent to the use of Google Apps, Amazon echo dot, BrainPop, Flipgrid and other online books and resource accounts created for educational use. I am aware that I will reimburse St. Ignatius School for any damaged or lost technology equipment used by the above named student. **I understand that all virtual teaching materials including videos are protected by copyright and sharing is prohibited by law.**

I hereby give my permission and approve the issuance of an electronic account for my child.

Parent or Legal Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR CHILD TO ENSURE HE OR SHE UNDERSTANDS THEM.

THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR CHILD'S USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.

\*\*\*ADMINISTRATION RESERVES THE RIGHT TO DETERMINE APPROPRIATE CONSEQUENCES FOR ANY POLICY VIOLATION.