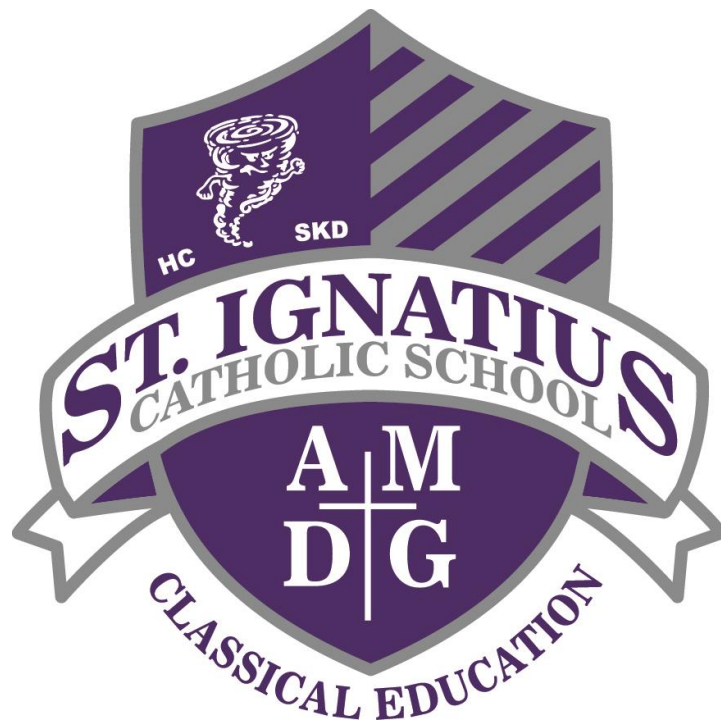


*St. Ignatius
Catholic School
Family Handbook
2016-2017*





2016-2017 Family Handbook

Welcome to St. Ignatius Catholic School

This handbook has been prepared to share information about St. Ignatius Catholic School. Please take time to read the entire handbook. If you have any questions please ask, we are here to help.

On behalf of St. Ignatius Catholic School I would like to welcome all of our families both returning and new. I look forward to a school year filled with many blessings.

Sincerely,

Larry Konetzke
Headmaster

Phone Numbers and Addresses

St. Ignatius Web Site	www.stignatiuskaukauna.org
St. Ignatius Campus	220 Doty Street, Kaukauna WI 54130 766-0186 759-2428 (Fax)
Business Office	759-4508
Office Manager/ Marketing & Advancement	759-9290
Child Care Center.....	759-4566
Holy Cross Parish.....	309 Desnoyer Street, Kaukauna WI 54130 766-3773 766-3774 (fax)
St. Katharine Drexel Parish	119 W. 7th Street, Kaukauna WI 54130 766-1445 766-1476 (fax)

Table of Contents

Mission Statement & Core Values	4
Philosophy	4
Directory of Personnel	5 & 6
Non-Discrimination Policy	7
Right to Amend Handbook	7
Admissions	7
Alcohol, Drugs and Smoking	7
Arrival/Dismissal - Students	8
Assignment Notebooks	8
Athletics	8
Attendance (Absence, Tardiness, Truancy)	9
Bicycles	10
Books	10
Bussing	10
Child Abuse or Neglect Laws	10
Clothing for Outdoors	10
Communication	10
Complaint Procedure	11
Computer Use	11
Conferences	11
Dress Code & Appearance Code	11-14
Early Closing	14
Electronic Devices	14
Eligibility Requirements	15-16
Emergency Closing	17
Emergency Information	17
Faith Formation	17
Family Service Hours	17
Field Trips	18
Food Program	18
Fund Raising	18
Health & Medical	19
Homework – Vacations	19
Honor Roll	20
Hours – School & Offices	20
Parent Organizations/Involvement/Volunteering	20
Programs	21
Progress Reports	21

Promise to Protect.....	21
Safety (Child Abuse, Student Supervision, Visitors/Volunteers).....	21-22
Service Hours for Middle School	222
Suspension & Expulsion	22
Telephone	22
Transfers	22
Treats	23
Tuition (Tuition Payments, Tuition Assistance, Delinquent Tuition, Delinquent Service Commitment	23-24
Weapons	24

MISSION STATEMENT

St. Ignatius Catholic School

Forming a Community of Disciples in Christ through Catholic Faith & Academic Excellence

CORE VALUES

Faith – We are rooted in the tradition of the Catholic Church which focuses on nurturing a relationship with God through knowledge, prayer and service.

Academic Excellence – We are committed to providing the finest instruction, resources and support services available to enhance the growth and development of the future leaders in our global society.

Social Responsibility – We support one another, our community and our world through active service, ministry and welcoming each person as a member of God’s family.

Integrity – We promote a moral and spiritual code of conduct that has its strength in the Gospel values of our Catholic faith.

Innovation – We embrace change and work to create dynamic learning environments where individuals are challenged to reach their potential.

PHILOSOPHY

The ministry of Catholic education in Kaukauna is inspired by the desire to insure the continuation of our Catholic heritage and to carry out the command of Jesus to proclaim the Good News.

St. Ignatius Catholic School (SI) is committed to Catholic education, which provides a unique opportunity for:

- Faith development
- Basic Christian values
- Leadership in setting educational standards for the future

St. Ignatius Catholic School will:

- Affirm the three-fold mission of the Church to proclaim the Good News of Jesus; build Christian community and serve others.
- Recognize and involve parents as the primary teachers of children.
- Believe in the uniqueness and dignity of each person with the right to develop as a total person.
- Provide an educational program of academic excellence in an environment of a faith community integrated with the Gospel message, values and traditions.
- Encourage the spiritual, intellectual, social, physical and aesthetic development of children.
- Employ competent, qualified, faith-filled educators and staff.
- Model justice in its employment policies.
- Support students in extending service to the larger community.
- Work cooperatively with member parishes to retain and foster parish identity.
- Install a global awareness of the unity of all people.
- Remain financially affordable to all families who desire a Catholic education for their children.

PERSONNEL

St. Ignatius Headmaster: Mr. Larry Konetzke

Holy Cross Pastor: Fr. Tom Pomeroy

St. Katharine Drexel Pastor: Fr. Jerry Pastors

Teachers

PreSchool & Spanish PS-8	Ms. Jennifer Hebbe
PreKindergarten	Mrs. Joan Nisler
Kindergarten	Ms. Michelle Richter
Grade 1	Mrs. Ann Geiser
Grade 2, Supportive Consultant	Mrs. Lisa Ortner
Grade 3	Mrs. Angela Fye
Grade 4, Supportive Consultant	Mrs. Becky Haen
Grade 5	Mrs. Terri Miller
Grade 6	Mrs. Jenny Wurth
Grade 7	Mrs. Laurie Pichee
Grade 8	Mrs. Nicole Gilson
Art K-8	Mrs. Donna Eddy
Band 5-8	Mrs. Aria Heim
Computer K-8, Technology Director	Mrs. Debbie Comins
History 7-8, Algebra 8.....	Mrs. Ann VandenWymelenberg
Music K-8 & Middle School Choir	Mrs. Stephanie Westbrook
Physical Education PS-8	Ms. Maria Van Abel

Staff

Administrative Assistant	Mrs. Jane Giordana
Administrative Assistant	Mrs. Debby Van Boxel
Food Service Director.....	Mrs. Trish Pohl
Food Service Assistant.....	Mrs. Robin Hoppe
Aide	Mrs. Karen Hanagan
Aide	Mrs. Mary Krubsack
Child Care Assistant/Aide.....	Mrs. Sheryl Demro

Maintenance

St. Ignatius/Holy Cross Parish.....	Mr. Bob Mooren
-------------------------------------	----------------

Child Care

Director	Mrs. Ann O'Neill
----------------	------------------

Business Office

Office Manager	Mrs. Lynn Zwick
Bookkeeper	Mrs. Karen Buskager

Marketing and Advancement

DirectorMrs. Lynn Zwick

Board of Trustees

Jill Estermann, ChairpersonSt. Katharine Drexel Parish
 Pat Weyenberg, Vice ChairpersonHoly Cross Parish
 Maxine Vande Hey, Secretary/Holy Cross Parish
 John Johnson, TreasurerSt. Katharine Drexel Parish
 Clare Bowers.....Holy Cross Parish
 Jason BeilfussSt. Katharine Drexel Parish
 Amy RequeSt. Katharine Drexel Parish
 Kevin Peterson.....Holy Cross Parish

Home & School Association

Jennifer Tetzlaff, Co-President
Beth Voet, Co-President

Athletic Association

Myron Geiser, President
 Bill Lefler, Vice-President
 Kelly Schumacher, Secretary
 Jim Van De Hey, Treasurer
 Tony Ashauer
 Scott Buchinger
 Steve Cerasoli
 Jim Lamers
 Brian Tetzlaff
 Pat Tschimperle
 Lee VanderSanden
 Todd VanHarpen
 Paul Zwick

Thank You!

Thank you to all who served last year as members of the St. Ignatius Board of Trustees, St. Ignatius Home & School Association, the St. Ignatius Athletic Association, and event committees. We appreciate your leadership, time, and willingness to work for the benefit of our students.

In addition, we would like to thank those that are new to serving this year, those continuing their service this year, and for all of you that support their work. We could not do it without you!

~ ~ ~ ~ ~

Non-Discrimination Policy

St. Ignatius Catholic School does not discriminate on the basis of sex, race, national origin, creed, or handicap in its educational programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.

Right to Amend Handbook

The System Administrator/Headmaster retains the right to amend the handbook for just cause. Parents and students will be given prompt notification if changes are made.

~ ~ ~ ~ ~

ADMISSIONS

St. Ignatius Catholic School does not discriminate by sex, race or national origin in the enrollment and participation of students. All students shall be given equal educational opportunities.

Students entering Kindergarten must be five (5) years of age on or before September 1 of the year entering, and six (6) years of age by September 1 for First Grade.

ALCOHOL/DRUGS/SMOKING

The possession, sale, or use of alcohol, drugs, or other controlled substances on the school grounds is strictly forbidden. Violations will be reported to appropriate law enforcement agencies.

ARRIVAL/DISMISSAL - STUDENTS

Students should not arrive at school more than 10 minutes before the bell rings unless they arrive by bus, which has its own time schedule, or have made arrangements with their teacher to meet before school begins. Parents/Guardians are responsible for students who arrive before this time.

Kindergarten-Grade 8 Students

7:45 AM arrival (bus students might arrive earlier)

7:55 AM first bell (students enter the building)

7:55 – 8:05 AM (Homeroom)

8:05 AM second bell (classes begin)

3:10 PM dismissal

Lunch & Recess

11:25 AM – 12:10 PM Gr. K-4

11:55 AM – 12:35 PM Gr. 5-8

11:30 AM on early dismissal days. St. Ignatius has a closed noon hour.

Preschool & Pre-K

Morning Session 8:00 – 11:00 AM

Students should be dropped off on the playground semi-circle from Sarah Street.

Visitors need to park on Doty Street (across from the school), enter the main doors (#3) and check in at the school office.

ASSIGNMENT NOTEBOOKS

Students in grades 2-8 are required to purchase an assignment notebook from the school. Teachers will work with the students on keeping the notebook up-to-date. Parents need to help their child(ren) by checking assignment notebooks and talking to them about their homework.

ATHLETICS

St. Ignatius offers the following (subject to change based on program enrollment; may include lower grade levels):

Gr. 5-8 Volleyball (Girls) Fall

Gr. 5-8 Basketball (Boys & Girls) Winter

Gr. 7-8 Volleyball (Boys) Spring

Gr. 6-8 Track (Boys & Girls) Spring

Gr. 6-8 Softball (Girls) Spring



Eligibility Requirements can be found on page 14.

ATTENDANCE

Absence

Parents/guardians are to contact the school office (766-0186) between 7:30 AM and 8:15 AM to report absenteeism.

Persistent absence creates a genuine hardship for students and teachers, and is regarded as a very serious problem. Students are considered ½ day absent who arrive after 10:00 AM or leave before 1:00 PM. A student leaving school for an appointment before 10:00 AM and not returning for the remainder of the school day is considered one (1) day absent. A student leaving at 10:00 AM and not returning until after 1:00 PM is considered ½ day absent.

Students are expected to be present in school unless ill or otherwise excused. If the absence extends beyond three (3) consecutive days, a doctor's statement may be required.

No student is excused from school during the day unless the parent sends a note to the school office. Parent and/or designated adult sign in their child in the school office when arriving late for any reason or when returning.

A Vacation Notice Form must be sent to the applicable campus no later than one week in advance of an absence due to vacation. These forms are available in the school office or on the school web site. We discourage the absence of students for reasons other than illness.

Tardiness

A student receives an unexcused tardy if he/she is not present in the classroom when the bell rings at the start of the morning or afternoon school sessions. Students who arrive late for any reason before 10:00 AM are considered tardy for the morning session.

Truancy

Students who are truant from school will be referred to the police liaison officer. Disciplinary action will be taken.

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of presentation.

BICYCLES

Bicycles must be parked in the bike racks. It is recommended that all bikes have locks and that they be used. The school assumes no responsibility for bicycles.

For safety reasons, bicycles are to be walked to the street at dismissal and not ridden on school grounds during or immediately before or after school. Students who ignore the observance of safety and courtesy rules while riding their bikes will forfeit the privilege.

BOOKS

Students are given for their use the books that are needed for the different curriculum areas. We ask that they are responsible in taking care of these materials. A charge will be assessed for any books that have been damaged beyond the normal wear and tear. In addition, the student will need to pay the cost of replacement for any lost books.

BUSSING

Rules are established by the school district and/or bus company. Continual abuse of bus privileges may result in the denial of transportation. **Bus routes, stops and eligibility are established by the Kaukauna Area School District and Kobussen Bus Company with respect to school district and parish boundaries. Please call Kobussen Bus Company with any questions concerning your child's bussing at 766-0606.**

CHILD ABUSE OR NEGLECT LAWS

Wisconsin State Statute 48.981 requires us to report any suspected child abuse or neglect that we may encounter in the course of our professional duties.

CLOTHING FOR OUTDOORS

During the winter months all students are expected to wear boots, scarves, hats and mittens or gloves in the interest of good health. The school takes the position that what the student is allowed to wear to school by parents is acceptable for that child to wear outdoors for recesses.

Please keep the health and safety of your child in mind and to have them dressed according to the weather.

COMMUNICATION

Communication from the office will be done via e-mail the majority of the time. The weekly newsletter and information will be posted on Thursdays on our school web site at www.stignatiuskaukauna.org. Click on the newsletter tab to view. Please make it a habit to check and read the information each week. Thank you in advance for helping us to be good stewards of the earth's resources by "going green". If you do not have computer access please contact either school office to make other arrangements.

COMPLAINT PROCEDURE

If a parent has a grievance to register, the following procedure should be followed:

- If a grievance exists with a teacher(s) and/or any other St. Ignatius affiliated entity, parents confer with that party/those parties to resolve the situation.
- If the grievance is not resolved to the parent's satisfaction, the grievance is taken to the Headmaster for resolution.
- If the Headmaster does not resolve the grievance to the parent's satisfaction, it may be referred to the pastor of Holy Cross Parish or St. Katharine Drexel Parish.

COMPUTER USE

Students in grades K-8 and parent(s) must sign and abide by the Acceptable Use Policy.

CONFERENCES

Progress Reports are issued quarterly. Required parent-teacher-student conferences for all students are held once a year, usually after the First Quarter. Other conference times are optional upon the request of either the parent or teacher.

DRESS CODE & APPEARANCE CODE (K-8)

Aware of the fact that the way a student dresses affects performance and behavior, St. Ignatius Catholic School requires students to be neat, clean, and appropriately dressed for the occasion. The goal of the dress code is to promote the virtues of modesty and self-respect, as well as to create an atmosphere that is appropriate to the serious task of educating young people. Consistent apparel minimizes competition while establishing an environment that focuses on learning. Hats, caps, bandanas, head scarves, etc. are not permissible to be worn during the school day. There may be exceptions on a relaxed dress code day, i.e. crazy hat day, jeans day and you will be notified of such days.

It is the responsibility of the students, parents, and staff to enforce the dress code. The headmaster reserves the right to make the final interpretation of this dress code. If any questions should arise as to what is appropriate, the clothing should be brought (not worn) in and the headmaster will determine its appropriateness as to being in poor taste or distracting to the learning environment.

The first time the code is not followed the student will be warned of the violation and the parent will be notified. If it happens a second time, the parent will be contacted and a slip will be sent home with a brief description of the violation. Parents and the student will need to sign the slip and return it on the next school day.

2016-2017 DRESS CODE & APPEARANCE CODE (K-8)

Year 1 of Transition

Thank you for your patience as we worked through the helpful feedback and created a plan for the 2016-2107 school year. A three year transition was chosen to provide time for families to utilize more of the clothing already in their children's closets, while still moving toward a more consistent, modest dress code. We have provided visual examples so families have a better understanding of a "modest fit," and are able to find that middle ground between "not too tight or baggy." We hope you print it off and refer to it throughout the school year (visuals are located at the end of the Family Handbook).

It should be noted that many families voiced a strong desire to move to uniforms. Families are welcome to choose that route at any time. Several parents have already committed to limiting their children's clothing choices (solid tops in only a few colors—purple, gray, black and white – within the style guidelines). Parents need not feel required to choose this option, but those that prefer it are welcome to do so.

The school has created an updated apparel order form which will only offer dress code acceptable choices (all with the school name and logo). The apparel options generally come in purple, gray, black and white. Anything ordered off the updated order form (anything with the St. Ignatius name) will be within the dress code guidelines. KCSS wear may still be worn on certain days, but it should be noted that hoodies will be considered outerwear, and should not be worn in the school building. If your child needs a warmer layer, fleece, sweaters and vests (as well as St. Ignatius crewneck sweatshirts) are within dress code guidelines.

On Liturgy days students are expected to dress in appropriate attire for Liturgy, Dress code attire or dress up clothes are acceptable (ie. Girls wear dresses, skirts, boys wear ties, blazers, etc). Shorts, skorts, athletic wear, and hooded sweatshirts may not be worn during Liturgy. Students may change after Liturgy.

On game/event performance days, school team members may wear school-sponsored team tops/jerseys (except at Mass).

Year 2 of Transition (2017-2018 school year): Continue moving toward all solid colors. Plaids and strips will still be allowed for tops as a way to make use of already purchased clothing. Families are urged to begin moving toward purchasing goal year clothing. Bottoms will remain the same (solid khaki, black gray and white).

Year 3 – Goal year (2018-2019 school year): Solids only in specified colors (top colors are yet to be determined, but will definitely include purple, black, gray, and white). Bottoms remain the same as year one and two.

Special apparel days will be included during the school year. KCSS wear will be allowed when noted.

Amendments to the dress code may be made, as needed, by the headmaster or Board of Trustees.

TOPS	
<u>Tops in General</u> Any solid color, simple stripe, plaid, or pattern Long or short sleeve (no sleeveless) No t-shirts except St. Ignatius logo wear Does not need to be tucked in but cannot hang down below the hip St. Ignatius logo apparel and KCSS non-athletic apparel (KCSS hoodies and t-shirts can be worn on frequent special days)	
<u>Tops</u> Any solid color, simple stripe, or plaid St. Ignatius Cyclone wear (Polo shirt, Fleece recommended) St. Ignatius logo wear (Polo fleece, button shirt/blouse, t-shirts)	<u>Sweatshirts</u> Any solid color or St. Ignatius or Cyclone Wear No hooded sweatshirts are to be worn inside during the school day (Coats and hooded sweatshirts are considered outdoor wear.)
<u>Sweaters</u> Any solid color or simple stripe Crew, v-neck, or button/zipper cardigan, Hoodies are not allowed Blazers/suit jackets/sport coats with or without ties are welcome	
BOTTOMS	
<u>Bottoms in General</u> Solid khaki, black, gray or navy Must fit at waist, no holes or tears, finished hem and appropriate length No denim, sweatpants, skinny fit, pajama pants, flannel, jeggings, or leggings* Please refer to attached pictures for appropriate fit and style	
<u>Skorts-Capris (Girls)</u> <i>Worn May 1 – October 31</i> Solid khaki, black, gray or navy No shorter than to the top of the knee	<u>Long Pants</u> Solid khaki, black, gray, navy dress pant with a finished hem *(Girls: Leggings can be worn under skirts, dresses or jumpers, but not as pants.)
<u>Skirts-Jumpers-Dresses (Girls)</u> Solid khaki, black, gray or navy (On Mass days girls may wear dressy outfit) No shorter than to the top of the knee Must be worn with nylons, tights or leggings (<i>May be worn without nylons/tights/leggings May 1 – October 31</i>) Shorts (Boys & Girls) <i>Worn May 1 – October 31</i> Solid khaki, black, gray or navy No shorter than to the top of the knee No athletic shorts	

OTHER	
<u>Socks</u> Any solid color	<u>Shoes</u> Athletic shoes Dress shoes Sandals with socks No high heels or flip flops Clogs (open back) for grades 5-8
<u>Jewelry</u> Post style earrings (no dangling earrings) No visible tattoos or body piercing	<u>Makeup</u> Girls in Grades 5-8 may wear light concealer, foundation and eye makeup
<u>Hair</u> Clean, neatly combed, out of the eyes, and reasonable style and natural color/shade. (Appropriate hair styles and lengths are not to interfere with any students' study or be a distraction to a positive classroom environment.)	<u>Physical Education</u> Athletic shoes (K-8) Athletic shorts (no spandex) (5-8) T-shirts (no cut off sleeves or midribs, or inappropriate slogans) (5-8) Gel Anti-perspirant deodorant to keep tiles in locker room clean(5-8) No body sprays
<i>Please remember clothing should be modest; no form fitting, low rise pants, short hemlines or deep necklines</i>	

EARLY CLOSING

An early closing form for your child is to be filled out stating direction for your child due to inclement weather or building concerns (power, furnace failure).

ELECTRONIC DEVICES

All electronic devices (cell phones, MP3 players, cameras, handheld games, etc.) that are brought to school must be turned off and in the student's book bag during school hours. The school is not responsible for lost, stolen, or damaged electronic devices.

If it is necessary to send a cell phone to school with your child(ren), the phone must be turned off when on school campus and stored in the student's book bag. Students that need to use their cell phones may use them before or after school off school campus.

During the school day students are to use the phone in the school office. KCSS reserves the right to confiscate electronic devices which are not used according to school rules/policies.

ELIGIBILITY REQUIREMENTS

The Green Bay Diocesan Board of Education has clearly stated that the primary purpose of Catholic education is to educate and develop the mind, spirit, and body. It clearly affirms the importance of providing wholesome extra-curricular experiences for students as integral aspects of a total school program. It is a privilege for students to participate in all extra-curricular activities; it is a privilege to represent St. Ignatius Catholic School. It is our hope that students will recognize the importance of being students first and foremost. Therefore, eligibility to participate in extra-curricular activities will depend on academic effort, attitude, and conduct, both in school and at school functions.

Extra-curricular activities include (but are not limited to) athletics, and academic contests which take place outside the regular school day and in which students represent St. Ignatius, such as Middle School Ski Club, school dances, classroom reward parties, class trips (Great America), and other non academic school activities both before, during, and after school hours. Extra-curricular activities do not usually include theater, band, choirs, religious activities, and regular academic school field trips, although there may be circumstances when a student would be excluded from these types of field trips. These circumstances would be handled on an individual basis.

Academic Effort:

To be eligible for athletics and extra-curricular activities, students must maintain a cumulative 2.0 grade point average (GPA), and receive no "F's" on his/her Quarter Report Card. The grade point scale is as follows:

A=4 points, B=3 points, C=2 points, D=1 point, F=0 points

- Students with a GPA below 2.0 and/or with an "F" on their Quarter Report Card will be given a warning and placed on probation for two weeks. During this time the student is eligible to play and practice but must be working to improve their grades. Students will be given two warning/probation periods per year.
- At the end of the two-week probation period, the student must show proof of improvement, according to the following criteria, in all classes through daily work, tests, etc., in order to become eligible for extracurricular activities:
 - No grades of "F"
 - No Incomplete Assignment
 - No Missing Assignment
 - No Late Assignments (an assignment is considered late if not turned in by the due date)

If the required improvement is not met, the student will then be suspended from all athletic competitions and extra-curricular activities for two weeks, but practice will still be allowed.

- If the required improvement is not met at the end of this second two-week suspension period, the student will then be ineligible to participate in all athletic and extra-curricular activities, both competition and practice, for the remainder of the quarter.
- Fourth Quarter grades will carry over to the First Quarter of the following school year to qualify for eligibility.

Behavior/Attitude:

- **A student habitually not following the Value in Virtues/Virtue-Based Restorative Discipline Program will be ineligible to participate in all athletic games and extra-curricular activities for two weeks. They may participate in practices and may attend games with their teams, but are not allowed to play in the games.**
- A student who is suspended for any reason will be ineligible for all extracurricular activities, including the 8th Grade class trip (Great America), as determined by the Headmaster.

Service Hours:

- Students in grades 6-8 must complete six (6) service hours per year. Students that do not complete six or more hours during the current school year will be ineligible to participate in extra-curricular activities for the following school year until their service hours are completed.
- Eighth grade students need to complete 18 approved service hours by April 30 in order to be eligible to attend the class trip (to Great America).

Attendance:

- A student who is absent from any part of a school day because of illness will be ineligible to participate in any extra-curricular activity, that day or evening, that is not directly related to classroom curriculum, i.e., athletics, Ski Club trips, and St. Ignatius events. A student will be eligible to participate in classroom extra-curricular activities at the parents' discretion, i.e., Band/Choir concerts.

Procedures:

- A notice will be sent home to the parents of students who are ineligible.
- Ineligibility begins on the date printed on the notification to parents/guardians.
- Coaches and activity moderators will be notified if students in their groups are ineligible for extra-curricular activities and for what period of time.

EMERGENCY CLOSING

St. Ignatius Catholic School, including Child Care, will not be in session whenever the Kaukauna Area School District closes due to inclement weather. Check with local radio and television stations for information.

EMERGENCY INFORMATION

An emergency form for your child is to be filled out and kept in the office stating your wishes in case of an emergency illness. If you change doctors, or there is a change in your child's health, please inform the office. **Also, for your child's safety, if there is a change of employment, address, or phone number, please notify the office immediately.**

FAITH FORMATION

The faith formation of each student in St. Ignatius Catholic School is of primary importance. Certain dimensions of the faith are taught, however, a key ingredient to faith growth is the Catholic environment where areas of faith and morals are experienced. How is this accomplished?

- = Weekly school liturgy and/or prayer service
- = Daily religion class and daily prayer
- = Celebration of the Sacrament of Reconciliation during Advent and Lent
- = Preparation for the Sacraments of First Eucharist and First Reconciliation
- = Retreats/days of reflection – Gr. 6-7-8
- = Special service projects, particularly during Advent and Lent
- = A nurturing environment where "Love for God and neighbor" is stressed

FAMILY SERVICE HOURS

Parents are required to volunteer 20 hours, opt to pay a \$200.00 fee, or a combination of both. Parents may use up to ten (10) hours of family service hours at their parish (picnics, selling Scrip, etc.). Field trips, including Ski Club, and any hours required for the Athletic Association do not apply. Please refer to the Family Service Hours sheet under the Registration Tab for more information.

FIELD TRIPS

Field trips are an extension of the classroom and a privilege to attend. Students may be excluded from participation for class work, behavioral issues, etc. at the discretion of the administrator/principal.

Each field trip requires an official permission form signed by the parent. **A phone call cannot be accepted in place of the form.** A parent has the right to refuse to let their child participate in a field trip. If a bus is required, each student normally pays his/her own fee.

Chaperones fall under the volunteer category and must follow the diocesan volunteer regulations including completing Virtus training.

FOOD PROGRAM

The St. Ignatius lunch program is part of the National School Lunch Program (NSLP)

Applications for free and reduced lunches are available through the school office or on the school web site. Parents may apply at any time during the year. Participation in this program is **confidential**.

Hot lunch is served daily and milk is provided with each meal at no additional cost.

Lunch is normally purchased on a weekly or monthly basis, sometimes daily. Lunch money should be prepaid and given to the child's teacher in an envelope labeled with the family name, the amount enclosed, and the words "LUNCH MONEY". Checks should be made out to St. Ignatius Catholic School.

Children bringing "bag" lunches to school may purchase milk. **Soda is greatly discouraged for nutritional reasons.**

Students	\$3.00 per day (daily, weekly, monthly) for one (1) entrée \$1.60 extra per day for two (2) entrées
Adults	\$3.65 per day for one (1) entrée \$1.60 extra per day for two (2) entrées
Cold lunch milk	\$0.40 per day

If a child is absent due to illness, field trip, or snow day, parents may deduct the number of days from the next week's or month's payment.

FUND RAISING

Each family of St. Ignatius must contribute \$200.00 through fund raising activities (profit of sales only), a cash contribution, or a combination of both. Fund raising in excess of \$200.00 profit will be partially credited to the family's tuition account.

HEALTH & MEDICAL

Communicable Disease

It is recommended that children entering Kindergarten and Grade 6 have a physical and dental examination.

State law requires that all children entering a Wisconsin elementary school be immunized against diphtheria, tetanus, pertussis, polio, measles, varicella (Chicken Pox), and rubella. Those in Kindergarten must also receive a Hepatitis B immunization. These requirements are waived only if a signed health or religious exemption is filed with the school. *Please refer to the Immunization Requirements for each grade level under Parent Resources/Forms on our web site.*

All communicable diseases are to be reported to the school. These include but are not limited to chicken pox, pink eye, and lice.

Medication

School personnel are not permitted to administer any medication, including Tylenol, aspirin, etc., unless a written "Administration of Medication Request" form is on file. The form can be found in the school office or on the school web site. Any medication is to be provided in a labeled container with the student's name.

The law provides that an employee and the headmaster will be immune from civil liability for administering drugs or for providing emergency care.

HOMWORK – VACATIONS

Homework is an important extension of the teaching and learning that takes place in school. It contributes to practice and drill that reinforces learning while providing opportunities for study, research and creativity. Assignments are given to foster habits of independent study. Research shows us that student who do homework experience more success at school.

Parents/Guardians can assist their child(ren) by providing a quiet place to work during a specific time and by checking assignments that are completed.

For students absent due to vacation, teachers will give the students their work **after** they return. It will be due **one week** after the vacation is completed.

For students absent due to illness, homework will be **available** in the office **between 3:00-3:30 pm, if requested. (noon on early dismissal days)**

HONOR ROLL

Middle school students (Grades 6-8) have an opportunity to achieve the Academic Honor Roll each quarter. Honor Roll requirements are:

High Honors:	3.5 – 4.0
Honors:	3.0 – 3.49

HOURS – CAMPUS OFFICES

School Office:

7:30 AM – 3:30 PM on full days
7:30 AM – Noon on early dismissal days

Business Office

7:00 AM – 1:30 PM

Office Manager/Marketing & Advancement

8:00 AM – 3:00 PM

PARENT ORGANIZATIONS/INVOLVEMENT/VOLUNTEERING

In an effort to enhance student learning and build community, parents are encouraged and invited to become a part of various school organizations.

Home & School Association

The St. Ignatius Home and School Association will coordinate student/parent activities. The annual dues are \$20.00 per family payable on orientation day. These dues will be divided between the two campuses of your child(ren)'s attendance.

All parents who have children enrolled at St. Ignatius are members and are invited to participate in the association through membership on the executive board or on committees. Recruitment for these positions occurs during the spring of each school year.

Board of Trustees

St. Ignatius Catholic School is governed by Board of Trustees consisting of representatives from each parish that is part of the System. Recruitment of new members occurs during the spring of each school year. The Board of Trustees meets once a month and members also serve on subcommittees.

Athletic Association

The Athletic Association exists to provide physical education and supervised competition which encourages maximum participation while promoting good sportsmanship, teamwork, dignity and accomplishment. The St. Ignatius Athletic Association meets monthly.

Volunteer Opportunities

Parents are invited to become involved as school volunteers in a number of capacities throughout the school year. Communications from school to home inform parents of volunteer opportunities. All school volunteers are required to follow the diocesan

regulations before volunteering which include Virtus training and a background check. See *Promise to Protect* in this handbook.

PROGRAMS

Preschool/Prekindergarten

St. Ignatius Preschool/Prekindergarten programs provide an exceptional experience for all children ages 3-5.

3/4 year old program: 2 or 3 sessions per week

4/5 year old program: 4 or 5 sessions per week

Child Care/Before and After School Care

Child Care Program: 7:00 AM - 6:00 PM

Before School Care: 7:00 AM – 8:00 AM

After School Care (K-4): 3:10 PM - 6:00 PM

Call (or check the school website) for additional information on these programs. (*Child Care Registration and Parent Resources, Handbook PS-PK*)

PROGRESS REPORTS

Parents of students in Grades 3-8 are encouraged to check on their student's progress frequently through our online grading system, PowerSchool. Students in Grades 1-8 receive a progress report four times a year. Students in Kindergarten receive a progress report three times a year. **Students in Grades 3-8 are notified to view mid-quarter progress on PowerSchool.**

PROMISE TO PROTECT

All employees and volunteers must participate in the eApps Electronic online application process and VIRTUS training session. Additional information can be found on the diocesan web site at: <http://www.gbdioc.org/protectingourchildren/diocesan-policy.html>

SAFETY

Child Abuse

Wisconsin Safety Statute 48.981 requires school personnel to report cases of suspected child abuse or neglect.

Student Supervision

Supervision by school personnel will be provided for students before school (7:45 – 7:55 AM) and after school (3:10 – 3:20 PM).

The school assumes no liability for students outside of the designated times. Parents are therefore required to see that their children do not arrive at school before morning

supervision or remain after dismissal supervision. Unless prior arrangements have been made, students not picked up by 3:20 PM will be brought to After School Care and you will be billed accordingly. (Use door #7 (Sarah Street) entrance to pick up your child from After School Care.)

Visitors/Volunteers

All visitors and volunteers must report to the school office (enter on Doty Street, Door #3) and sign in. A Visitor/Volunteer badge must be worn in the school.

SERVICE HOURS FOR MIDDLE SCHOOL

- All students, beginning with Grade 6, are required to perform six (6) hours of service each year during their middle school years; two service hours each year for each of the following areas: Parish, Community, and Family. When service has been completed for the present year, have the form signed by a parent and return it to the school office.
- Eighth grade students need to complete the 18 approved service hours by April 30th of their 8th grade year in order to be eligible to attend the class trip (Great America). Service forms are available in the school office or on the school website.

SUSPENSION & EXPULSION

There are two general situations, which may lead to suspension or expulsion, both verified by evidence:

- When the moral or physical well-being of the student body or staff is endangered.
- When there is prolonged and open disregard for school authority.

The diocesan policies will be followed. Parents may request an expulsion hearing to appeal an expulsion. This request should be in writing and sent to the Headmaster.

TELEPHONE

Students are to use the school office phone during school hours. Cell phone use by students is prohibited during school hours and on school grounds. Permission is required for students to use the school office phone.

TRANSFERS

If a parent is planning to transfer their child(ren) out of the system, the school office should be notified by the parents in advance of the transfer. A student's records will be sent to the new school upon official written request by the parent or admitting school. A St. Ignatius form to release records is available from the office or online.

TREATS

All special treats and activities must comply with the Diocesan Wellness Policy. The system administrator will decide upon parties for special occasions.

Parents may not bring food or drink to the classroom without first informing the teacher. This includes birthday treats. Check with the teacher first for children with special diet needs or allergies.

TUITION

Tuition Payments

The Board of Trustees sets the St. Ignatius registration fee and tuition each year. All tuition payments will be processed at the Business Office. Questions concerning tuition accounts should be addressed to the Business Manager at 759-4508.

Tuition Assistance

Families may apply for tuition grants through the St. Ignatius Business Office. We use a confidential online tuition assistance service. Please contact the St. Ignatius Business Office for more information.

Delinquent Tuition

Ten days after the due date, any amount past due, is considered delinquent. Families who are delinquent will be notified by letter from the Business Office and assessed a late fee.

- Late fees will be charged on all delinquent accounts. Accounts with past due monthly payments will be charged 1.5% (18% per year) on the unpaid balance (updated 11-25-2014). This will be charged monthly, until the account is made current. A revised payment plan may be signed and placed on file at the Business Office to avoid the late fees.
- If circumstances occur affecting a family's ability to pay, the Business Office should be contacted immediately. Arrangements will be made to determine eligibility for Tuition Assistance.
- In order to receive Tuition Assistance, the family's account must be current.
- If the family has failed to apply for tuition assistance or file a revised payment plan after **30 days**, they will be notified by the Headmaster that the students will be unable to attend class until the issue is resolved in one of the **three** manners listed below.
 1. Apply for Tuition Assistance
 2. Develop and sign a revised payment plan
 3. Pay tuition in full
- Outstanding tuition balances that are not paid in a timely fashion will be turned over to a collection agency. In addition registration for the following school year will be denied until payment is made in full.

- Families with 8th grade students must have accounts paid in full no later than May 25 of the current school year. Failure to do so may result in students not being allowed to participate in class trip, graduation ceremony, and graduation dance.

Delinquent Service Commitment

Families who do not follow through on service commitments could be denied registration and/ or financial aid for the following school year. The procedure for follow-up in the case of financial delinquency will be adapted to fit service delinquency according to the commitments made by each family.

WEAPONS

Any student in possession of a weapon on school grounds will be immediately suspended from school and an expulsion hearing will follow. Any student with a “look alike” weapon may be given at least a one day, out-of-school suspension. Laser pointers are not permitted on school grounds.