

August 19, 2020

Dear Parents and Students,

Welcome to St. Ignatius Martyr Catholic School for the 2020-2021 school year! We hope that the pages in the Handbook for Students and Parents will provide you with an understanding of the mission, philosophy, policies, and procedures followed at our school. St. Ignatius Martyr has been in existence since 1940 and is well known for servicing students in South Austin.

We ask parents to carefully read and review all sections of the handbook with your child. The handbook also contains a Parent's Code of Conduct. As parents, you are the primary educators of your children, and we know that you chose to send your children to St. Ignatius Martyr because we share the same values. This Code of Conduct is intended as a visual confirmation of those same values.

Please read and sign the acknowledgement form. This will serve as your family's acknowledgement of our school's policy and procedures. The handbook is available on our school website for your reference throughout the year.

Additionally, please refer to the COVID-19 Addendum for our school policies and procedures while navigating the current pandemic.

Thank you for your commitment to St. Ignatius Martyr and our students. Thank you, as well, for your support and appreciation of Catholic education thriving here at St. Ignatius Martyr.

Sincerely in Christ,

Principal Fred Valle

MISSION STATEMENT AND VALUES

The mission of St. Ignatius Martyr Catholic School, a parish community school, is to educate the mind and form the hearts of children. We believe a Catholic school offers young people the means to gain knowledge and to develop understanding and wisdom, which are essential to serve effectively and prosper in a global society.

We believe in fostering:

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

PHILOSOPHY AND GOALS

As a community of faith, we believe that a Catholic elementary and middle school education creates spiritual, intellectual, and community services elements in the children we serve. We strive to provide a Catholic education for everyone. We believe that each student is a unique gift from God. We embrace diversity and strive to influence the community with our respect and compassion towards all people through outreach and by example. We value our human and spiritual assets that are in our faculty, staff, students, parents, and parishioners. St. Ignatius Martyr Catholic School is committed to shaping the young hearts and minds of our future leaders.

ACCREDITATION

St. Ignatius Martyr School is Fully accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) and the Texas Catholic Conference Education Department (TCCED), which is recognized by the Texas Commissioner of Education for the purposes of accrediting Catholic Schools in the State of Texas.

SCHOOL HISTORY

St. Ignatius Martyr Catholic School was founded on August 15, 1940 when the Holy Cross Sisters were appointed to staff and open an eighth-grade school in the basement of St. Ignatius Martyr Catholic Church at 205 W. Johanna St. It was a 5-room school for Kindergarten through 8th grades. Classes began on September 15, 1940 with an enrollment of 65 students. The school was staffed by the Sisters of Holy Cross: Sr. Eileen Partrice (principal), Sr. Rita Cascia, Sr. Corona and Sr. Michella Maria.

Today, St. Ignatius Martyr Catholic School serves more than 200 students living in the southeast and southwest districts of Austin. It offers classes from Pre-Kindergarten aged 3 through the eighth grade, with a faculty and staff of approximately 30 dedicated individuals. The success of the school is due in large part to the partnership that exists between the school and the parish. The school is also blessed with faculty members, staff, administration and parents committed to ensuring the spiritual and academic growth of its students. Such commitment is evidenced by the number of former Bobcats who now choose to educate their own children at St. Ignatius Martyr Catholic School.

SCHOOL GOVERNANCE

Pastor

The Pastor oversees the catechetical and educational ministry of St. Ignatius Martyr Catholic Church, and delegates the leadership and everyday governance of St. Ignatius Martyr Catholic School to the Principal.

Principal

The Principal of the school is responsible for the overall day-to-day operation of the school, including curriculum development, staff development and formation, and maintaining the physical and spiritual. The Principal is responsible for fulfilling and enforcing policies of the diocesan and local school boards.

Dean of Students

The role of the Dean of Students is to perform duties delegated by the principal and to assist the principal in dealing with student academic and disciplinary matters. With respect to these duties and responsibilities, the Dean of Students is deemed to be acting in the place of the principal for purposes of the authorities set forth in this Handbook.

Secretary/Registrar

The Secretary answers the telephone and coordinates the voicemail system. She checks in/out students and visitors of the school and handles registration for all new students/families. The Secretary coordinates information, reserves facilities, and disseminates mail and messages. She also schedules school tours by appointment.

School Bookkeeper

The School Bookkeeper works with the Principal. The School Bookkeeper maintains the tuition accounts and handles other financial responsibilities, including money collected for fundraisers or activities for individual classes including field trips, groups, clubs, etc.

SCHOOL NAME AND LOGO AND DIRECTORY

The school's name and logo (including initials) belong to St. Ignatius Martyr Catholic School. No parent or student is allowed to use the school's name or logos created for the school or its' programs for any purpose (includes web sites, web pages, advertising, merchandise, non-school sponsored teams, etc.) without written permission from the administration. Non-school sponsored teams (i.e., Y or other league teams) may not wear uniforms with the school's name on it. In the same way, any pictures, videos, movies, etc. made at any school or school-related function may not be published or posted anywhere without the express written permission of the school administration. No parent or student is allowed to use the logo or any trademarks of the school to create merchandise without the permission of school administration.

The school maintains a style guide that outlines the standards designed to promote St. Ignatius Martyr Catholic School, its divisions and programs to all audiences on and off our campus. We ask all members of the school community to respect the guidelines set to ensure the consistency of the school's brand. The style guide may be obtained from school administration.

The information included in the school's directory has been compiled solely for the personal use of students, parents, faculty and staff of St. Ignatius Martyr Catholic School. Any use of this information for commercial, political, or other purposes is strictly prohibited.

STATEMENT OF NONDISCRIMINATION

St. Ignatius Martyr Catholic School admits students of any race, color, or national or ethnic origin or sex. Schools within the Diocese of Austin do not discriminate on the basis of race, color, national or ethnic origin in: (i) the admission of students; (ii) the offerings of rights, privileges, programs, or activities generally made available to their students; or (iii) the administration of educational policies, admissions policies, loan programs, athletic programs, employment practices or policies, or other school-administered programs. St. Ignatius Martyr Catholic School complies with all applicable State and Federal discrimination laws.

HANDBOOK ORGANIZATION

This Handbook contains information needed by both students and parents during the school year. The information is organized alphabetically. The term “parent” refers to the student’s parent or legal guardian. The information in the Handbook reflects the requirements, policies and procedures that are in effect as of the printing date.

RIGHT TO AMEND

The school reserves the right to amend or institute changes that alter any of the information represented in this handbook. Parents/Guardians who cannot support the school’s policies may be asked to withdraw their child from St. Ignatius Martyr Catholic School. All interpretations of this handbook and school policies are the decision of the school administration and are final.

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ACADEMIC LIFE

HOMEWORK

Homework is an extension of classroom instruction and provides the opportunity for independent study at home. The purpose of homework is the improvement of the learning process by reinforcing newly acquired skills, by engaging in preparatory activities such as reading for background, and by extending and applying classroom learning for developing new and deeper understanding.

Students are expected to put effort into their studies outside of school on a daily basis according to these approximate guidelines:

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

Individual grade level classwork & homework policies will be distributed at the Meet the Teacher nights along with being discussed in class with the students.

GRADING SCALE

Grades are based on a combination of some or all of the following: daily work, class participation, homework, tests, extra work, notebooks, oral reports, neatness, promptness in work, and initiative. Grades are recorded on progress reports and report cards and distributed to parents each academic quarter. Semester grades are determined from the two previous quarter grades. Credit is given for each class if this average is 70% or better.

Parents must set up their Parent Web in order to access student grades. If questions arise during the quarter, regarding grades, it is expected that the parent will contact the child's teacher for clarification or help. The teacher is always the first line of information regarding academics.

	Knowledge Scholarship	Skills Initiative	Attitudes General	Attitudes Cooperation
“A” 93-100	Student exhibited an exceptionally level of mastery of the subject material and deep understanding of the concepts and ideas presented.	Student showed tremendous amount of skill and initiative for work beyond requirements.	Student exhibited a considerable use of higher order critical thinking skills and accomplished ability to write and present material.	Student exhibited a high degree of positive influence towards group collaboration and showed excellent leadership and character.
“B” 83-92	Student exhibited a high level of mastery of the subject material and understanding of concepts and ideas presented.	Student showed indication of effort and work done outside of the classroom.	Student exhibited an ability to use higher order critical thinking skills and ability to communicate effectively through writing and presentations.	Student showed a positive influence towards group collaboration and showed guidance to others.

“C” 75-82	Student exhibited a comfortable understanding of the course standards and requirements, and essential understanding of concepts and ideas presented.	Student showed necessary proficiency and an average level of effort for work beyond requirements.	Student exhibited adequate thinking skills, an infrequent use of higher order critical thinking skills and was able to communicate through writing and presentations.	Student was able to satisfactorily contribute positively to the group and follow directions.
“D” 70-74	Student exhibited a minimum understanding of the course standards and requirements but had difficulty in understanding concepts and ideas.	Student showed very minimal or below average effort and/or abilities to complete tasks and thinking skills tended to be on the lower levels.	Student’s attitude meets minimum standards and needs tremendous amount of improvement.	Student’s ability to contribute to the group’s overall performance was poor.
“F” 69 or less	Student did not meet the minimum to pass the lesson objectives.	Student did not show satisfactory skill or ability to complete the task.	Student does not show a productive or positive attitude.	Student’s attitude is not wholesome for the group.
“I” Incomplete	Student’s work for the course is incomplete and has not yet received credit for the course. All missing work must be made up within two (2) weeks from the end of the quarter in which he/she received the I. If all work is not completed within this time, the incomplete will be replaced with an F.			

CHARACTER DEVELOPMENT/BEHAVIORAL GRADES

Character development/behavioral grades indicates the level of effort, behavior, character and courtesy that the student displays in the classroom.

Behavioral Grade Descriptions	
“E” Excellent	Student exhibited an exemplary level of behavior (e.g.: shows an interest in learning, is respectful of others, listens attentively, shows a high level of consideration and courtesy towards others, shows a drive to excel in studies.)
“S” Satisfactory	Student followed all school policies and obeyed all handbook rules.
“N” Needs Improvement	Anything counter to above

HONOR ROLL REQUIREMENTS

Students in the fourth through eighth grades may be eligible for one of the school’s two honor rolls.

- High Honors - To qualify for High Honors, the student must achieve an “A” in every subject and an “E” or an “S” in all behavioral grades for the quarter.
- Honors - To qualify for Honors, the student must achieve “A’s” or “B’s” in all subjects (including electives and specials) and an “E” or an “S” in all behavioral grades.

PROMOTION AND RETENTION

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. The final decision regarding a student's promotion or class placement rests with school administration. In accordance with diocesan policy, retention of a student for more than one year is avoided, if at all possible, especially beyond the third grade.

Promotion Requirements

Early Childhood – (PreK3, PreK4, Kindergarten)

To be promoted from one grade level to the next, a student shall attain for the year an overall average of satisfactory or above.

Elementary grades—(1st-5th)

To be promoted from one grade level to the next, a student shall attain for the year an overall average of 70 or above which is derived by averaging the final numerical grade for language arts, mathematics, social studies, science, religion, fine arts, physical education and specials. In addition, a student shall attain an average of 70 or above in language arts and in mathematics.

Middle School —(6th-8th)

To be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year in all courses taken, including electives and specials. In addition, a student shall attain an average of 70 or above in all of the core subjects: language arts, mathematics, social studies, science and religion.

Skill remediation may be required for students failing core subjects. These costs will be incurred by the parents or guardians. In order to be promoted, these students must provide documentation to demonstrate mastery of skills previously not achieved. In classes in which numerical grades are not given (PK3-Kindergarten), promotion or retention will be based on the achievement of objectives and learning outcomes. Teachers will inform parents by the end of the first semester if a student is having serious difficulties.

A student who fails one or two core subjects will be required to take summer school to make up the credit. The student must receive a passing grade in each content area. Upon completion, the highest grade recorded on the student's permanent record will be a grade of 70 for each course. Once documentation of the course taken and the passing grade is provided to St. Ignatius Martyr Catholic School, the student will be promoted. It is the responsibility of the parent to find an adequate summer school placement for the student. The Principal must approve the summer school placement selected by the parent. Students failing three or more core subjects may be asked to withdraw from our school.

PROGRESS REPORTS

Student progress is monitored continually by the teachers. Teachers monitor student progress in many ways, including direct observation, teacher-made tests, published tests, and performance assessments. Four weeks into each quarter a progress report is sent home to students in 1st through

8th grade. Progress report dates are listed on the school's main calendar. Parents will receive weekly RenWeb Gradebook Progress Reports in an email if a student receives a 0 or any grade below a 70. If a student is failing in any subject, or is not achieving satisfactorily, the teacher will notify the parents/guardians.

Parents are encouraged to visit RenWeb frequently to see their child's academic progress.

REPORT CARDS

Report cards inform parents of a student's progress in academics and the development of Christian values and character. A report card is issued at the end of each of the four quarters to all students in PreK 3 through 8th Grade.

Parents are required to attend a parent teacher conference to receive the first quarter report card, and to discuss strengths, areas of improvement, and the student's overall adjustment. The subsequent report cards will be available on RenWeb or will be sent home.

A copy of the student's report card remains in the student's permanent file until graduation or transfer.

TESTING

Students in grades 1-8 take the Iowa Assessment testing series in the early fall. This assessment will compare the student's scores with grade-level counterparts on the national level, provide information for future instruction and curriculum planning, and provide a broad picture of our school's performance. The student's individual scores will be sent home within six weeks of testing.

Students in grades 2, 5, and 7 take the CoGat – a cognitive abilities assessment that measures reasoning skills with different types of verbal, quantitative, and nonverbal questions.

Students in grades 5 and 8 take the ACRE, a standardized religion test in the spring. Individualized test scores are not offered by ACRE, although the school receives an overall composite.

Eighth graders have the opportunity to take a high school entrance test at the Catholic high school of their choice.

ADMISSION AND ENROLLMENT

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

REQUIREMENTS FOR ADMISSION OF NEW STUDENTS

The State of Texas has the following minimum age requirements for students entering school:

- PreK-3 Students must be three years old on or before September 1st of that year.
- PreK-4 Students must be four years old on or before September 1st of that year.
- Kindergarten Students must be five years old on or before September 1st of that year.
- 1st Grade Students must be six years old on or before September 1st of that year.

A completed application form must be submitted, along with a non-refundable application fee. In addition to the completed application and fee, the following documents are required:

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

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

ADMISSION PROCEDURES FOR NEW STUDENTS

New students who have met the admissions requirements (age, ability to succeed academically, behavioral acceptability and immunization requirements) may be accepted into the school in the following order:

- Sibling relationship with a continuing student
- Children of St. Ignatius Martyr Church parishioners
- Children of faculty and parish staff
- Children of other Catholic parishes
- Non-Catholic students

The term Parishioner refers to Catholic families who are officially registered in the Parish (for at least one year unless they have recently relocated from out of town), demonstrates active participation of sacramental life and stewardship, and performs regular documented tithing.

Once classroom capacity is attained, a waiting list will be established with applicants entered in order of acceptance. If space becomes available for additional students, it will first be offered to those eligible applicants on the waiting list who are at the appropriate grade level.

ADMISSION OF NEW STUDENTS WITH LEARNING DIFFERENCES

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

Parents must provide any current educational documentation that verifies the need for accommodations. Educational documentation includes but is not limited to Full-Initial Evaluation Report(s), Special Education I.E.P.(s), and Section 504 Accommodation Plan(s). Upon review of the documentation, St. Ignatius Martyr will determine which accommodations and/or recommendations can be implemented.

Being able to meet a child's educational needs is of paramount importance. However, reasonable accommodations do not ensure success. If a child's educational needs cannot be met by St. Ignatius Martyr, we will inform the parents to allow them to explore educational institutions that have the resources and expertise to meet the child's needs. (*Diocesan Policy 304*)

REQUIREMENTS OF RE-ENROLLMENT OF EXISTING STUDENTS

Re-enrollment of existing students for the following school year occurs on a designated day in late January or early February of the current school year. Each family must pay a non-refundable registration fee to ensure a place for their student. Determination for re-enrollment includes, but is not limited to, an evaluation of the following:

- Conduct of the student and parents throughout the year
- Student and parental compliance with the rules, regulations, and requirements of the school, administration, and teachers
- Compliance with the financial obligations of admission for the current and prior year(s)
- Any matter which impairs or impedes the educational process

ADVISORY BOARD

The School Advisory Board is an advisory group that consults with the pastor and principal in developing policies, budgets, and financing. Members of the School Advisory Board sit on working committees for finance, strategic planning, development/marketing, facilities, and Holy Cross. The School Advisory Board does not discuss day-to-day operations of the school; those concerns should be taken directly to the Principal.

AFTER SCHOOL CARE

In order to comply with Texas Department of Human Services regulations, we require all children who remain in the After-School Care Program to be registered for that program at the beginning of each month. Children in the After-School Care Program must be picked up no later than 6:00PM. After 6:00pm, parents will be charged a late fee of \$15.00 and an addition \$5 per minute after 6:15pm per child.

Students may not remain on campus past 3:45p.m. unless they are part of a supervised school activity with an authorized teacher/adult or are enrolled in the After-School Care Program. Students who have not been picked up by 3:45 p.m. will be escorted to After School Care. Parents who have not registered their student will be charged a drop-in fee per child. All charges will be assessed to the child's FACTS account.

Students who are enrolled in After-School Care and are involved in any extra-curricular activities should be under the supervision of an adult elsewhere in the school, such as practices, tutoring, conferences. Students will need to let their homeroom teacher know if they are attending any extra-curricular activities. The homeroom teacher will only sign in students not picked up at dismissal time and students enrolled in After School Care.

ATTENDANCE AND ABSENCES

GENERAL

Every student of compulsory school age is required to be present for daily class unless legitimately excused. Prompt, daily attendance is important for the logical and sequential development of subject matter. The emphasis that home and school place on prompt, regular attendance helps students understand the value parents and teachers place on education and school success. For these reasons, the school asks the parents' understanding and cooperation in helping their children arrive at school on time each morning and in striving to limit their absences from school. Student attendance is reported daily on RenWeb via ParentSquare.

All schools in the Diocese of Austin are required to have a minimum of 180 days or 75,600 minutes of instruction in the school year. These include Parent/Teacher conference days. School is in session for grades PK-8 at least seven hours every day, "bell-to-bell." (*Diocesan Policy 119*) See Appendix A of this handbook for a school calendar.

According to diocesan policy, to be counted present, a student must be in attendance at school for a minimum of four hours of the instructional day. (*Diocesan Policy 120*)

DAILY ATTENDANCE AND ARRIVAL

No students may be on the school property without parent supervision earlier than 7:15 a.m. Students who arrive between 7:15 a.m. and 7:50 a.m. must report to the family center. Morning assembly will begin promptly at 7:50 a.m. After 7:50 a.m. students must check in through the office and will be considered tardy.

Attendance will be taken in the homeroom class after morning assembly.

INDIVIDUAL STUDENT EARLY RELEASE

Parents must notify the homeroom teacher as early as possible and inform the front office by 7:30am if the child is to leave early for a doctor, dental or other excused appointments. In the event the appointment was obtained after that time, the parent should notify the front office as soon as possible.

If a student must be dismissed from class before the end of the academic day, they are to remain in class until they are called to the office for release. Students will be released to their parent/legal guardian through the school office. Parents are not to go directly to the classroom for the student. Students will not be released to persons other than a custodial parent/guardian unless notification is received either in writing from the parent/guardian prior to dismissal. Any person other than the custodial parent/guardian must show valid ID prior to the student being released to them. A sign-in register is kept requiring a signature, name of child, time of release, and time of return.

A student that is in attendance for at least four hours of a school day is considered present for the day and

is not assessed an absence. To receive credit for half day attendance, a student must be present for at least two hours in the morning or afternoon exclusive of the lunch period. In the event of a noon dismissal, a student in attendance for two hours is considered present for the day.

EXCUSED ABSENCE

An excused absence is one over which the family has no control such as:

- student illness
- serious illness or death in the family
- medical or dental appointment (except during achievement tests when such absence is not excused)
- emergency
- other unusual cause (as approved by principal)

Upon a student's return to school, a note must be sent by the parent stating the cause of the absence. If a student is absent for more than three consecutive days, a doctor's excuse must be provided.

UNEXCUSED ABSENCE

An unexcused absence is defined as any absence from school that does not meet the above criteria or has not been approved by the principal. A student's absence from school due to a disciplinary suspension is unexcused. Family vacations on school time, including leaving early for holidays, are discouraged. If a trip is required by a family, it will be at the principal's discretion whether the absence will be excused or unexcused. (*Diocesan Policy 305*)

ABSENCES AND MAKE UP WORK

If a student has a one-day absence, s/he should take the day to rest and recover. In the case of **two days of absence in a row**, a parent may call or email the school office to ask for assignments and books to be left in the school office for pick-up after school. The school office and homeroom teacher must be notified 24 hours in advance of the requested pick-up time. Make-up work is to be completed in one day for each day absent.

Make up of quizzes and tests must be coordinated with the teacher.

ADDITIONAL RULES AND PROCEDURES REGARDING ABSENCES

- Parents are required to call the school office or send an e-mail to Maria Bello and copy the school nurse and the student's homeroom teacher before 9:00 a.m. on the days when their children are not going to attend school. If parents fail to notify the school, future absences of their children during that school year without the required notification may, in the discretion of the principal, be considered unexcused absences.
- After an absence of three or more days due to illness, the student must report to the school nurse before going to class. The school nurse may require a doctor's excuse to readmit the student to school if one has not been provided. (*See Health Policies section*)

- Promotion or credit may be jeopardized if students are absent more than 10% of the school year. **17 or more cumulative absences** will result in a meeting with the Dean of Students and Principal. (*Diocesan Policy 305*)

STUDENT TARDINESS

Tardiness disrupts the instruction in a class, affecting all students in that class as well as the tardy student. Students who arrive after morning assembly begins will be marked tardy and **MUST** report to the office for a late slip. The student must then present the tardy slip to his/her homeroom teacher before proceeding to class. Tardies are excused or unexcused.

Each student begins with a clean slate for tardies at the outset of each quarter. Tardies are cumulative for each quarter.

EXCUSED TARDIES

An excused tardy is one due to illness, medical appointments, family emergencies, or weather-related problems. The excuse must be reported by the parent in person, by telephone or by written note or email. Tardies are excused at the discretion of the principal.

UNEXCUSED TARDIES

Tardies which occur frequently for the same reason, and or result from the actions of the student or the parent may be unexcused. Traffic is not usually considered an excused tardy. However, major traffic issues that affect a considerable number of students could be considered excused at the discretion of the principal.

EXCESSIVE TARDIES AND TARDY FEE

After 3 unexcused tardies **per family** in a quarter, a \$5.00 fine will be assessed and then an additional \$5.00 for each subsequent unexcused tardy thereafter.

Tardies in multiples of 5 will result in an absence being recorded in RenWeb via ParentSquare and on the students' permanent record.

10 or more cumulative tardies will result in a meeting with administration. Failure to resolve the issue of excessive tardies may jeopardize the student's continued enrollment or re-admission to the school.

BIRTHDAYS

Birthdays are a special time in a student's life, and they are acknowledged at school in the following special ways:

- Birthdays are celebrated daily (except for Mass days) during morning assembly. Summer birthdays are celebrated during the first and last weeks of school.
- Students' birthdays may be celebrated with their classmates in the school cafeteria, in the

- classroom at snack time, or after lunch.
- Birthday celebrations held in the cafeteria or in the classroom must include the whole class. Parents may send refreshments to school with their child to celebrate their birthday. They are encouraged to bring wholesome treats and soft drinks such as Coke, Dr. Pepper, Sprite, etc. are not permitted. Napkins and paper cups or plates should accompany the food.
 - All arrangements must be made in advance with the child's teacher before treats are sent. Please email the homeroom teacher before the day of the birthday.
 - Students may not pass out invitations to birthday parties on campus, unless every child in the class is invited. Invitations that do not include the whole class should be given by phone or by email.
 - If parents would like to provide lunch for the class in celebration of a birthday, both the homeroom teacher and the Hot Lunch provider must be notified 1 week in advance.

CHANGE OF ADDRESS OR TELEPHONE NUMBERS

Parents are asked to report any change of address or telephone numbers to the school office immediately so that parents can be contacted quickly in the event of an emergency. Changes may be emailed to Maria Bello at mbello@st-ignatius-edu.org.

COMMUNICATION

Open, honest, and constructive communication is essential in creating a positive school environment. Various methods of communication exist at St. Ignatius Martyr Catholic School to communicate school business with families.

FAMILY PACKETS

The school makes use of a Wednesday Weekly folder system to share information from the office, calendar, and parish community. The folder should be returned each Thursday. Please read all communication carefully.

RENWEB

RenWeb is our SIS (student information system) to manage our student grades and attendance. Ren Web's Parents Web is a private and secure website set up for our school to allow parents to view academic information specific to their children, while protecting their children's information from others. Parents can use RenWeb to see their child(ren)'s grades, attendance, and conduct.

Parents must also use RenWeb to access our registration forms to register their child(ren) for the upcoming school year. If a parent does not have Internet capability to access Parents Web, please contact the front office.

PARENTSQUARE

St. Ignatius Martyr utilizes ParentSquare to communicate group-wide messages to parents regarding items such as: school wide events, assemblies, volunteer opportunities and sign-ups, sports and other extracurricular information and important dates. It provides a safe way for administrators, staff, groups and parents to connect and effectively communicate. Additionally, ParentSquare is equipped with a robust search feature for locating old messages.

ELECTRONIC CORRESPONDENCE

Teachers' school e-mail addresses are listed on the school website and in ParentSquare. Allow 24-48 hours for teachers to respond (excluding Sundays and school holidays). Occasionally, technical problems may prevent teachers from receiving e-mails. If a teacher has not responded to your email within 72 hours, please try to contact the front office.

St. Ignatius Martyr Catholic School cannot guarantee the security of the information submitted in your electronic correspondence. The parent or guardian acknowledges that information transmitted electronically (i.e. electronic mail or e-mail) to and from electronic mail addresses provided by St. Ignatius Martyr Catholic School is not encrypted or transmitted over a secure connection. St. Ignatius Martyr and its administrators, teachers, employees, or any authorized agent, do not guarantee, make any warranty, express or implied, concerning the privacy of information contained in such electronic communications during or after transmission. The parent(s)/guardian(s) acknowledges that such information could possibly be intercepted by third parties during transmission, and agrees that St. Ignatius Martyr Catholic School, its administrators, teachers, employees and agents are not subject to liability for any such interception of information.

SOCIAL MEDIA

St. Ignatius Martyr Catholic School maintains digital presence at the following social media sites: Facebook, Instagram and Twitter. The St. Ignatius Martyr Catholic School Facebook is maintained solely by the school, while the Instagram and Twitter accounts are combined with St. Ignatius Martyr Catholic Church. Special events and photos, school news and various reminders may be communicated to school families via the school's Facebook.

SCHOOL NEWSLETTER

The primary source for communication from the school is the weekly e-newsletter. Parents are responsible for reading information and staying informed about upcoming events and deadlines.

TELEPHONE

Parents who need to send a message to a student should contact the student through the school office. Telephone calls may be made to the school office at (512)442-8547 between 7:15am-3:30pm. Messages of an urgent nature will be delivered to the students. The office is not open on the weekends, holidays or the designated closure weeks in July.

The school nurse or office personnel will immediately make any calls with reference to accidents or illness of a student.

Students may not make telephone calls during school hours without permission from the school office.

SPECIAL APPOINTMENTS

If a parent wishes to make an appointment with the Principal concerning a policy of the school or any other matter, kindly phone or email beforehand and set up an appointment. Prior to requesting an appointment with the Administration regarding a specific classroom problem, please try to resolve the situation with the classroom teacher. If the meeting with the teacher has not resolved the situation, please contact the Administration for a team meeting.

Please refrain from conferring with a classroom teacher in the morning before school starts or right at dismissal time, and never during school hours. Email the teacher to set up an appointment to discuss your concerns. This will give the teacher time to prepare and, in the end, will prove to be advantageous to you and your child.

Parents are requested not to call the homes or cell phones of the faculty and staff. Please respect the privacy of our faculty and staff after school hours.

CONDUCT AND DISCIPLINE

GENERAL

The underlying principle of all behavior in our community is reflected in the Gospel: “Do unto others as you would have them do unto you. As a member of our community, the school expects every student to observe a code of conduct compatible with Gospel values.” An orderly environment permits the teachers and students to work together to promote a positive academic and spiritual atmosphere.

The school’s goals of discipline are:

- to provide the best possible teaching and learning atmosphere,
- to help each student achieve self-discipline,
- to help students develop a sense of responsibility for their own behavior, and
- to ensure respect for each member of the school community.

We are partners with parents in their children’s education. We notify parents of concerns about student life or behavior, even when off campus.

SCHOOLWIDE CODE OF CONDUCT

St. Ignatius Martyr Catholic School students are expected to conduct themselves in a manner consistent with our Catholic teachings and values, therefore all students, at their appropriate developmental level will:

1. Act with academic and personal integrity and responsibility.

- Obey all school and classroom rules and procedures.
- Accept responsibility for actions and understand consequences when given.
- Be present for all required activities unless officially excused by the administration.
- Arrive on time, prepared and ready to learn.

- Demonstrate good sportsmanship when engaged in all school activities.
 - Be prepared for class with materials and assignments.
 - Adhere to the uniform policy, including personal neatness and proper grooming.
 - Act respectfully at all school sponsored events, including, but not limited to excursions or field trips, athletic events both on and off the school campus, bingo, and other special events.
- 2. Respect and promote the dignity of all persons.**
- Act in a polite and respectful way to teachers, administrators and employees of the school.
 - Cooperate with other students, parents, teachers, staff members, and visitors.
 - Treat others with kindness in word and actions, and exercise good manners.
 - Preserve the privacy of others, and respect others' personal spaces.
 - Honor the dignity of fellow students, respecting their individuality and treating each with care.
 - Recognize the hurtfulness of all forms of harassment and bullying.
 - Play safely and consider the safety of others.
 - Allow other students to participate in activities.
- 3. Respect the policies of the St. Ignatius Martyr Catholic School and the rights of its students, faculty, staff and families both on and off campus, as well as the laws of the community.**
- Use school property and equipment in the manner for which they were intended.
 - Respect and protect personal school property, such as keeping textbooks clean and covered and preserving library materials.
 - Respect all areas of the church and school campus by keeping them clean, neat, and tidy (including, but not limited to the Family Center, playground, lockers, restrooms, hallways, church, etc.).
 - Use playground equipment for the purposes in which it was designed.
 - Respect the authority of lunchroom monitors, including displaying proper table manners, remaining seated and being courteous to others in the lunchroom.
 - Keep all electronic devices at home, such as, but not limited to cameras; video recorders; CD players, MP3 players, iPods; pagers, cell phones; radios; and tape-recording devices.
 - Refrain from any intended disruption of the classroom by keeping all forms of toys and games at home.

OFF CAMPUS CONDUCT

The administration of St. Ignatius Martyr Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. Any conduct (verbal, written or electronic) both in and out of school that reflects negatively upon the reputation of the school, its students, or its faculty will be subject to disciplinary actions. This includes but is not limited to bullying and items posted on blogs, social network sites, discussion boards, etc.

MISCONDUCT

Students are responsible for following the school's code of conduct. Behaviors that are considered misconduct include, but are not limited to, the following:

- Tardiness to any class without permission from the previous teacher, the school nurse or the

school office.

- Talking in class without permission from the teacher or any other disruptive classroom behavior.
- Non-compliance with classroom rules and expectations, including not following directions, inattention, or failure to stay on task.
- Chewing gum on the school premises.
- Uniform policy violations and dress code infractions at school or any school functions (including out of uniform infractions).
- Failing to maintain appropriate decorum in church or at Mass.
- Damaging another student's property.
- Displaying disrespectful arguing or disagreeing with a classmate.
- Gossiping.
- Engaging in horseplay.
- Not taking responsibility for actions or behavior (dishonesty), or refusal to comply or respond.
- Possessing or bringing electronic game devices, such as iPads, laptops and all other device, that allow electronic communication, such as Apple watches, on the school premises or on field trips unless an exception has been made by the teacher.
- Violating the school's computer Acceptable Use Policy.
- Stealing, lying or cheating, which includes forging signatures or grades, plagiarism and sharing or copying schoolwork.
- Discriminating behavior.
- Malicious mischief.
- Name-calling, bullying, hazing, harassing or otherwise showing disrespect to other students or to school employees, visitors, volunteers or any other persons.
- Engaging in cyberbullying – which includes using electronic technology, such as the Internet, social media apps, text messages, group chats, e-mail, blogging, or cell phones to target another student or group.
- Leaving school property without prior permission.
- Engaging in any inappropriate public displays of affection, including, but not limited to holding hands and kissing.
- Eating or drinking in classrooms, except for designated snack times (including water bottles) or educational purposes approved by the administration.
- Using rude or profane language and displaying profane signs or symbols.
- Inappropriate comments to other students, faculty or staff members.
- Physical violence or threats of physical violence directed at another student or a school employee, volunteer, visitor or any other person. This includes hitting, pushing, or any other intentional touching.
- Possessing or bringing pornographic or other inappropriate material on the school premises or at any parish or school function; this includes materials that may be dangerous or harmful to others or promote harm to others (i.e. recipes to build bombs).
- Possessing or bringing matches, lighters or similar items on the school premises or at any parish or school function.
- Possessing, transmitting, using or being under the influence of tobacco, alcohol or any controlled substance while on the school premises or at any parish or school function (a controlled substance is any drug listed in the current Federal Controlled Substance Act, alcohol or any alcoholic beverage, unauthorized abusable glue, aerosol paint or other chemical substance for inhalation, any other intoxicant or mood-altering or behavior-altering drug, or drug paraphernalia).
- Possessing, transmitting or using a weapon of any kind or other dangerous item while on the school premises or at any parish or school function.
- Terroristic threats.
- Vandalism of school, parish, or personal property.

DISCIPLINARY GUIDELINES

In order to facilitate a safe and respectful learning environment, we expect our students to conduct themselves in a manner that does not disturb the learning environment for teachers or peers. When these expectations are not met, teachers will follow a clear protocol to redirect students' behavior. Consequences will be assigned by the Dean of Students or the Principal.

Disciplinary action is designed not only to correct misconduct, but also to encourage and motivate students to become responsible, Christian citizens of the school community. To that end, the teachers and administrators use their professional judgment to determine appropriate disciplinary action based on the following:

- seriousness of the offense;
- student's age;
- grade level;
- ability and functioning level;
- frequency of misconduct;
- student's attitude; and
- effect of misconduct on the school environment.

The judgment of the administration will be the final determiner on any disciplinary action.

Disciplinary measures for grades PK3-4 are based on the conduct grade structure. Teachers in grades PK3-4 will use developmentally appropriate classroom procedures to handle disciplinary issues and will communicate these guidelines to students and parents at the beginning of each year.

Disciplinary measures for grades 5-8 are based on a demerit system that is in place to keep track of repeated offenses to identify patterns of behavior that need to be addressed. Refer to "Demerit System" section.

DISCIPLINARY MEASURES

When a student violates the teacher's expectations, the teacher tries to handle discipline within the classroom through verbal correction, redirection, counseling, and natural and logical consequences. When informal strategies are unsuccessful, the teacher may use several more formal methods, which may include any of the disciplinary measures listed below:

1. **Withdrawal of Privileges**—a time apart from classmates for a portion of a day. Examples might include but are not limited to lunch detention, one demerit, loss of recess time, and loss of field trip or class party attendance.
2. **Grading Penalty**—a lowering of the grade on school assignments or a test. Any student that cheats on a test by copying another student's work or sharing his/her work with another student receives a zero on the test. Parents are notified of any incidents of cheating.
3. **Detention** - An after-school detention may be issued in response to misbehavior and/or violation of school and/or classroom rules. Students who receive a detention are expected to serve that detention on the next scheduled day, except for Fridays. Detentions can be served Monday through Thursdays.
4. **Administrative Conference**—Should a student clearly violate specific behavioral, academic or

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

5. **In-School Suspension**—a period of time in school, but away from the classroom and other students for a day or more. In addition, the student is prohibited from participating in any extracurricular activities and from attending any school-sponsored activities during the suspension. During an in-school suspension the student must take all assigned tests and turn in all school assignments before being readmitted to class.

6. **At-Home Suspension**—a serious disciplinary measure that requires a student to remain apart from school for a period of one or more days. In addition, the student is prohibited from attending any school-sponsored activities (including extra-curricular activities). At-home suspension demonstrates that the student, because of his/her behavior, must be separated from the school community. The student must turn in all school assignments before being readmitted to school. Additionally, a behavior contract must be agreed upon and signed. A reasonable attempt will be made to hold a conference prior to a suspension to explain the situation and the specific requirements for the suspension. Upon returning to school, the student and parent must meet with the Principal. (*Diocesan Policy 320*).

7. **Expulsion**—the gravest disciplinary measure that requires the student to be dismissed from the school. Only the principal may expel a student, with consultation from the pastor. Students expelled from St. Ignatius Martyr Catholic School are ineligible for readmission at a later date. The student's transfer records will show that the student has been expelled for non-compliance with school rules and policies. The expulsion of a student is a last resort and is only used when the matter is serious and other corrective actions are not effective or appropriate. Expulsion is for the remainder of the year. (*Diocesan Policy 320*)

At the Principal’s discretion, consequences may not always follow the above prescribed order.

DEMERIT SYSTEM

Demerits are tools that are employed when infractions occur that require more than a brief verbal intervention or warning by staff. A demerit can be issued when any violation to the student code of conduct occurs. When a student receives a demerit, teachers/staff will submit the violation into the school database. Parents will receive an email communication and will have access to any documented demerits through RenWeb. The Dean of Students will keep track of all demerits, and they will be cumulative throughout the year. Students will be given ample opportunities to correct misbehavior; students who do not respond to corrective actions and continue patterns of behavior contrary to the expectations of the community will be subject to increasing levels of consequences.

DEMERITS	POSSIBLE CONSEQUENCES
5	Meeting with Administration, Teacher and Student Behavior contract signed by student and parents

6-10	Meeting with Administration, Teacher and Student Extracurricular participation suspended Possible Detention Assignments
11-15	Probation Contract In-School Suspension
15+	Meeting with Administration Out of School Suspension/Expulsion

ENROLLMENT CONTINUATION

Attending a Catholic school is a privilege, not a right. The Principal can, at any time, withdraw any student when such is in the best interest of the school. (*Diocese Policy 300*)

A student who leaves St. Ignatius Martyr Catholic School or any Diocesan Catholic school, under unfavorable terms, or who is requested to leave, will not be re-admitted to the school or another Catholic school in the Diocese of Austin without the receiving principal consulting with the former school. (*Diocesan Policy 300*)

SEXUAL HARASSMENT

The Diocese of Austin Catholic schools are committed to providing a safe, positive learning and working environment for staff and students. Sexual harassment will not be tolerated. (*Diocesan Policy 326*). The school believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment from another student, a school employee, volunteer or visitor. The school treats sexual harassment seriously and considers the full range of disciplinary options up to and including expulsion, according to the nature of the offense. All students are expected to avoid behaviors that are offensive and to stop behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student, school employee, volunteer or visitor.

A student that believes that he/she has been subjected to sexual harassment must bring the matter to the attention of the principal or report the incident via the STOPit app. If the principal is the subject of the complaint, the student must bring the matter to the attention of the pastor. The student must put the complaint in writing, including the date and the circumstances of the harassment. Students may receive assistance from their parents in writing their complaint. Notice of the alleged harassment is not official unless it is put in writing and delivered to the appropriate party for investigation.

Once a written complaint is received by the principal or pastor, it is investigated immediately. In determining whether the alleged conduct constitutes harassment, the totality of the circumstances and the context of the alleged incidents are taken into consideration. In addition, the alleged harasser and his/her parents are called for a conference regarding the alleged activity. A prompt determination is rendered by the investigating authority and corrective action or disciplinary measures, if warranted, is imposed promptly. If the complaining student is not satisfied with the findings, then an appeal may be made to the Office of Catholic Schools of the Diocese of Austin. Retaliation against the complaining student is not allowed. A student's complaint and the ensuing investigation remain confidential.

BULLYING

All students must respect and abide by principles of good, Catholic, moral conduct. All schools will teach students that bullying others, including teachers and other personnel, will not be tolerated in a Catholic school. Parents/legal guardians are expected to reinforce these standards at home. (*Diocesan Policy 321*)

Bullying behavior represents the exact opposite of Gospel values, and therefore will not be tolerated at St. Ignatius Martyr Catholic School.

DEFINITION OF BULLYING

Bullying is defined as:

- any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim;
- involves a real or perceived power imbalance between aggressor or aggressors and victim;
- is repeated over time or causes severe emotional trauma.

“Bullying” does not include ordinary teasing, horseplay, argument, or peer conflict. It is important to distinguish bullying from behavior that is rude or mean. Rude behavior is defined as inadvertently saying or doing something that hurts another person or their feelings. Mean behavior involves an intention to hurt someone emotionally or physically, but there is no repeated pattern of behavior or imbalance of power. Both types of behavior may require disciplinary intervention but are not considered to be automatically deemed “bullying.”

BULLYING SUBTYPES

- **Harassment:** Physical or verbal abuse of a person because of his/her race, religion, age, gender, disability or any other legally protected status (actual or perceived.) **Authorities will be notified by administration of harassment incidents, as necessitated by law.*
- **Cyberbullying:** A form of harassment or bullying that using electronic technology, including, but not limited to, the Internet, social media, text messages, e-mail, blogging, or cell phones.
- **Verbal Bullying:** Bullying through name calling, put-downs, or verbal threats.
- **Physical Bullying:** Bullying that involves physical contact (e.g., hitting, pushing, kicking). Grabbing of clothes and fighting is considered physical bullying.
- **Relational Bullying:** Bullying behavior that uses social means, such as the spreading of rumors or gossip and social exclusion in order to isolate or humiliate another.
- **Group Bullying:** Bullying behavior as a group that uses a pack mentality when harassing or bullying an individual.

Bullying behavior includes, but is not limited to, the following:

- Physical intimidation or assault against a person or group of people because of a perceived physical, economic, intellectual, cultural or racial difference.
- Derogatory name calling of an insulting or personal nature intended to offend another.

- Oral or written threats, including text messaging.
- Verbal abuse, including malicious teasing.
- Sending cruel, vicious, threatening or embarrassing online messages.
- Creating or using websites with jokes, pictures and/or videos ridiculing others to humiliate another.
- Threats that are intended to intimidate another; including threatening looks.
- Cruel rumors and false accusations.
- Demanding money, material goods or favors by means of threat or force.
- Ridiculing an individual because of physical, economic, sexual, intellectual, cultural or racial difference.
- Graffiti designed to intimidate or embarrass.
- Inciting others to commit acts of bullying.
- Using language that is intended to insult or discriminate against another based on a protected class.
- Deliberate exclusion or isolation of an individual or group by other students.
- Pressuring others to isolate or exclude someone as a friend.

REPORTING BULLYING OR HARRASSMENT

The following steps should be taken if someone alleges being the subject of harassment or bullying:

- Report the bullying to a teacher, staff member, Dean of Students or the Principal or on the STOPit app. Students, faculty/staff and parents are to report all allegations or believed cases of bullying, of any kind. Anyone witnessing or suspecting harassment/bullying has the obligation to report it to the administration. Persons who allege bullying by others should, to the extent possible, maintain evidence of the alleged bullying (for example, copies of cyberbullying statements or other evidence of other types of bullying).
- All allegations are promptly investigated. Allegations of bullying reported in accordance with this policy are taken seriously and will be appropriately investigated in a professional manner.
- The Dean of Students will meet with the student making the report and strategize possible solutions to the problem. Information will be treated with discretion and with due regard for confidentiality, both of the complainant and of the accused, with the understanding that information will be disclosed as necessary or appropriate to investigate allegations of misconduct and to take corrective action when this conduct has occurred. The principal and parents will be notified.
- If it is determined that the allegation involves an isolated or initial incident that does not constitute bullying, disciplinary measures set forth by this handbook will be handled by the homeroom teacher and/or administration.
- If it is determined that the allegation is defined as bullying, the student(s) engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on the severity and length of incident, parents will be notified, as well as other teachers who have the students involved in classes afterward. This will ensure that the incident does not continue when students proceed to the next class. If the bullying does not cease after the student has been disciplined, parents will be notified, and further action will be taken according to the school discipline policy.

- If the student and/or parents who reported the incident do not feel the intervention has been successful, a meeting will be held with the Dean of Students and the Principal to determine the next course of action.
- False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.
- The proper disciplinary action against any person found to be in violation of bullying will be determined by the Principal. (*Diocesan Policy 321*)

STOPit PROGRAM

St. Ignatius Martyr subscribes to the STOPit web program, where students can anonymously report the following via mobile apps, web forms, or phone calls: bullying, cyberbullying, inappropriate teacher/student relationships, violence/threats, weapons possession, drugs/alcohol, substance abuse, sexual harassment and intolerance/discrimination. As soon as the report is filed, it is shared with the school administration and an investigation is conducted.

ANTI-BULLYING POLICY

In addition to the above outlined steps, anti-bullying policy requires the following:

1. Teachers of St. Ignatius Martyr Catholic School students are expected to:
 - a. Teach their students about what constitutes bullying, effective strategies to avoid being bullied, and ways to report bullying.
 - b. Give their students opportunities to role play and practice the strategies taught to avoid bullying and to report incidents.
 - c. Teach their students strategies that can be used when students find themselves as bystanders to an incident. These strategies should also be practiced by the students under the guidance of the classroom teacher.
 - d. Have a designated area (Neighbor's Keeper box and e-mail) and method for students to report bullying and to leave messages discretely and anonymously for the teacher's attention.
 - e. Take every incident reported by the students. Student reports will not be dismissed as tattling. Every incident will be taken seriously. The teacher will determine if the report is unfounded or if further action should be taken.
 - f. Keep the Dean of Students and Principal informed on any and all issues perceived or actual.
2. Parents of St. Ignatius Catholic School students are expected to:
 - a. Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building principal or teacher in charge as outlined in grievance procedures of the school handbook.
 - b. Understand and support the school's anti-bullying policy and actively encourage their child to avoid bully behavior. This includes encouraging their child (after an

- incident) to respond to the situation by using non-bullying behavior.
 - c. Obtain anti-bullying information from teachers and /or principal if desired.
3. Students of St. Ignatius Catholic School should:
- a. Report incidents of bullying they witness to a teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident, or on the STOPit app.
 - b. Whenever possible, stand up for the student being bullied and refrain from joining in bullying behavior.
 - c. Treat others with the respect and dignity that is expected of any Catholic school student.
 - d. Take pride in their school environment and play an active role in creating a positive learning atmosphere for every student attending St. Ignatius Catholic School.

CONFERENCES

ADMINISTRATIVE CONFERENCES

Refer to Disciplinary Measures section.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are invaluable in bringing about a closer working relationship between home and school. Conferences give parents, students and teachers the opportunity to plan and work together for the success of the student. There are two regularly scheduled conferences in the school year—one in the fall semester and one in the spring semester. These two conferences are intended only for a short, overall review; serious concerns or matters that may require more time should be scheduled with the teacher for another time.

Teachers are available to parents on an individual request basis as well. Parents are encouraged to e-mail teachers at their school e-mail address or call the front office whenever they wish to discuss their child or schedule a conference. The school requests that parents refrain from seeking impromptu conferences with any teacher.

COUNSELING

While St. Ignatius Martyr Catholic School does not employ a counselor, there may be times when one can be made available to students through contracted services. The school administration will provide families with contact information when necessary, and/or when requested by the family itself.

CURRICULUM

St. Ignatius Martyr Catholic School curriculum is designed to comply with the objectives of the state curriculum, the Texas Essential Knowledge and Skills (TEKS). We offer a full-day curriculum for PreK-3 through 8th Grade.

Basic to the curriculum is the study of the following:

- Religion
- Language arts (reading, English, spelling, writing and library)
- Mathematics
- Science
- Social Studies
- Technology
- Music
- Art
- Physical Education
- Spanish

Students will be assigned to a homeroom teacher each year and will have other elective and core teachers assigned as students progress in grade levels. Students are expected to participate in all curricular areas.

VIRTUES PROGRAM

St. Ignatius Martyr utilizes the Dominican Sisters of Mary's Virtues Program in our school. The Virtues program will serve as a road map in the teaching our children the importance of living a virtuous life by understanding the four Cardinal Virtues (Prudence, Justice, Fortitude and Temperance) as well as the Theological Virtues (Faith, Hope and Charity).

Through interaction of this program, we will collectively provide the content needed to educate youth in discipleship and virtues by providing in-depth knowledge of the theological and moral virtues, as well as the corresponding gifts of the Holy Spirit. As educators and parents, we have a common goal and are called to help our children clearly understand how everyone is called to be a disciple of Christ, and that through a personal encounter with Him, each of us is gifted with interior happiness and true freedom.

St. Ignatius Martyr is excited to integrate this program into our school and to share how it will shape our view on life, God's plan and how interact with one another as a school community. We are excited to continue to develop this program and provide the in-depth knowledge of how the virtues will indeed continue to educate the mind and form the hearts of children.

CUSTODY ISSUES

Special legal considerations that affect the custody of a student must be given to the principal and are maintained on file with the school.

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, a school will provide the non-custodial parent with access to academic records and other school related information

regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide St. Ignatius Martyr Catholic School with a court- certified copy of the court order.

DRUG FREE CAMPUS

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

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

EMERGENCY PREPAREDNESS

CRISIS PLAN

The school maintains and routinely updates a comprehensive emergency operation plan to respond to any emergency which brings normal operations to a halt. (*Diocesan Policy 121*)

St. Ignatius Martyr Catholic School's written Crisis Management Plan covers emergencies that may arise at school and includes response procedures, emergency numbers, and other pertinent information. The Crisis Plan is available for review in the school office. All employees have been trained accordingly.

EMERGENCY DRILLS

St. Ignatius Martyr Catholic School strives to meet the moral and legal responsibilities involved in providing a safe school environment for our students, staff, and school facilities. In accordance with the State of Texas guidelines and the Diocese of Austin's approved Crisis Management Plan, the following procedures and practice drills take place throughout the academic year:

- Fire/evacuation
- Tornado shelter
- Lockdown/Lockout

These emergency drills are conducted periodically to ensure safety for the students. Each room clearly posts directions and exits. Students are expected to follow teacher directions for each

drill.

Fire/Evacuation Drills

Fire drills are carried out in accordance with the regulations of the State and City Fire Codes. During a fire drill, students are to file out of the buildings quickly and in silence, go directly to their assigned place out of doors and stand facing the school building. Anyone in the building at the time of a fire drill must follow school procedures. No student is permitted to leave school grounds.

Lockdown/Lockout Drills

At least two times a year, reverse evacuation and lock-down drills shall be conducted in accordance with the regulations of the school Crisis Management Plan. Teachers orient all students and classroom workers to follow drill procedures. No student is permitted to leave school grounds, nor will parents be allowed to enter the school building.

COMMUNICATION OF EMERGENCIES

In the event of an emergency involving a natural disaster (flood, earthquake or any other type of natural disaster) or a human-created disaster (acts of terrorism, hostage taking, etc.) parents and staff will be notified immediately via the Parent Alert system.

During school hours:

All children will be kept on the school property or relocated to a safe location nearby until a parent or a parent-designate picks them up. Once notified, parents should follow the guidelines below:

- Do not telephone the school. There are limited phone lines. They MUST be used to respond to the emergency.
- Please do not come to the school unless requested to pick up your child at school. Any emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the media and/or email.

Outside of school hours:

The Parent Alert message will inform you of whether or not to send your child to school.

EMERGENCY SCHOOL CLOSINGS

INCLEMENT WEATHER

In accordance with Diocesan guidance, our school will follow the inclement weather school closing or early-release decisions of the public-school district where our school is located, the Austin Independent School District (AISD). Parents will be notified through Smart Alert via ParentSquare.

OTHER EMERGENCIES

If the school closes for any other reason or other emergencies occur, parents will be informed via the Smart Alert System. Parents will also be informed via the Smart Alert System via ParentSquare of any emergencies that occur during the school day.

EXTRACURRICULAR ACTIVITIES

GENERAL

The school is proud to be represented by our students in a number of activities not required by the school curriculum. St. Ignatius Martyr Catholic School offers a variety of extra-curricular activities for students of all grades including but not limited to: Chess, Scouts, Kinderdance, Student Council and various outsourced athletic and music programs. Many of our programs are coordinated and run by outside vendors who require a fee to participate. For more information on any after-school program or school organization please contact the front office.

The following general rules and procedures must be followed for all extracurricular activities:

- All students are required to obey the school's code of conduct in all extracurricular activities.
- Students must remain with the activity sponsor at all times, even if the parents are late picking them up. Contact information should be exchanged between parents and activity sponsor.
- Students must follow the guidelines set forth by their sponsor.
- Parents must supervise non-participating family members at all extracurricular activities and practices.
- Parents are asked to drop off participants in extracurricular activities or practices no more than 5 minutes before the scheduled starting time of the activity or practice, and to pick up participants promptly afterwards

ELIGIBILITY

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

Eligibility for extracurricular activities is as follows:

- Students are required to be passing ALL classes (including electives and specials) with a grade of 70% or greater.
- Eligibility will be determined on a weekly basis.

- Students will be notified by their homeroom teacher weekly of their eligibility. If a student is ineligible to participate in extracurricular activities, the student is to contact his/her parents and notify parents of the change in status and make alternative after school pick-up plans. Administration will notify extracurricular of ineligible participants. It will be the director's responsibility to notify coaches, sponsors and/or other adult supervisors of extracurricular activities.
- Students remain ineligible to participate in extracurricular activities until they are given clearance by the teacher(s) whose class(es) they are failing.
- Any student who remains ineligible due to failing grades in the same class for two consecutive weeks will be required to attend mentoring.

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

NATIONAL JUNIOR HONOR SOCIETY

National Junior Honor Society (NJHS) for middle school is a local chapter of many nationwide societies that recognize students who exemplify the following characteristics: character, service, leadership, scholarship and citizenship. Students are inducted into the NJHS once a year. Students must have a cumulative GPA of 90%, fill out a questionnaire and then be selected by a panel of faculty members. Once in NJHS, a student retains membership throughout middle school; however, members must maintain the standards of NJHS or face a disciplinary panel. Being a member of NJHS is a prestigious honor for both the student and St. Ignatius Martyr Catholic School.

STUDENT COUNCIL

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

ATHLETICS

St. Ignatius Martyr School participates in the CAPPS league (Capital Area Private & Parochial Schools), fielding teams for volleyball, football, basketball, soccer, track, tennis and golf. Our CAPPS programs are for students enrolled in 5th through 8th grade. Here at St. Ignatius Martyr School, we also offer a 3rd and 4th grade program that functions as the main developmental and recreational program in our athletics roadmap.

Athletics are dependent on student participation. Parent consent forms, health forms and waivers of liability must be completed before students can participate during school hours.

Refer to the Athletic Handbook for specific information about school athletics.

FAMILY SERVICE HOURS

Family Service Hours are required of each family enrolled at St. Ignatius Martyr Catholic School. Parental involvement at St. Ignatius Martyr builds community and is vital to a child's

education. The partnership shared between home and school is valued in Catholic education.

Each family at St. Ignatius Martyr is **required** to complete a minimum of 20 family service hours. Of the required service hours, five must be in helping with the Fall Fest, School Gala or Bobcat Fun Run, and five hours must be in helping with class sponsored events. The student obligation of service hours is not included in this family service requirement. Families are encouraged to continue recording service throughout the school year, even beyond the 20 hours.

Any EIM certified adult family member, whether immediate or extended, may perform family service hours. A Family Service Hours Policy Agreement must be signed and submitted to the school office as part of each family's registration. Family service hours may be acquired in a number of ways, including but not limited to assisting classroom teachers, attending PTO meetings, chaperoning on field trips, participating in school fundraising events, and assisting the school library. No outside volunteer hours will count towards school requirement. Refer to Appendix B or the school website for a comprehensive list of service opportunities.

If a family has not completed the total 20-hour requirement by the due date (for 8th grade families, NO later than the start of final exams), the family is required to "buy out" the remainder of their hours at the rate of \$10.00 per incomplete hour. There is also a voluntary buy out of the service hours requirement at \$200 total.

If a family's situation makes completing service hours a hardship, an appointment should be made early in the school year to discuss options with the Principal.

RECORDING SERVICE HOURS

St. Ignatius Martyr utilizes x2Vol for service hour tracking and reporting. All volunteers must register for a parent account prior to logging service hours. This parent account is separate from your student's account. Instructions to register for the first time can be found on our school website under Parent Service Hours.

It is the family's responsibility to enter their hours throughout the year. Family service hours should be logged as soon as possible to ensure accuracy. Once service hours are submitted, x2Vol sends an automatic email to the person you list as a contact, so they can verify your attendance and service time. Your hours are not fully submitted until they are verified by the contact person. If you do not include an email for a contact person, there is no way for them to electronically verify your service. Contact persons are listed with service opportunities in Appendix B or on the school website.

FIELD TRIPS

Field trips are planned to enrich students' educational and cultural experiences. Parents must consent in writing to the field trip by signing the official school-issued permission slip or the

student may not attend the field trip. If the permission slip is not returned by the date set by the teacher, the student may not go on the field trip. Students must return a copy or a fax of the school-issued permission slip with a parent or guardian's dated original signature on it. No verbal or emailed permissions will be accepted in lieu of the school-issued permission slip. Students without permission slips will remain at school under supervision.

Participation in a field trip is a privilege that can be revoked by the school if the student fails to meet academic or behavioral requirements.

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

Parent volunteers are asked to assist the teachers in chaperoning the students during field trips. There should be an adequate number of chaperones. Due to insurance limitations, siblings of students may not attend a field trip with the parent volunteers.

Students are expected to return to school to finish out the school day and cannot leave early from the field trip site. Parents should not make stops outside of the planned field trip (i.e. fast food, gas, etc.)

FINANCIAL AID

A financial aid program is available for families who are in need of financial assistance in completing their tuition obligations. Families who need such assistance are encouraged to apply. Those seeking tuition assistance must complete an application on forms available online at FACTS online. A limited amount of tuition assistance is allocated each year. Families must apply for assistance each year. Receiving tuition assistance one year does not guarantee the same for the following year.

Any family who is granted financial aid must remain current on their tuition payments and applicable fees or risk having their financial aid immediately revoked.

FINANCIAL RESPONSIBILITY

TUITION

The annual cost of education at the school is determined by the Principal, Pastor, and the Parish Finance Council after consulting with the School Advisory Board. The tuition rate set at the time of registration continues throughout the school year and does not change. Current rates are

available on the school website at <https://school.st-ignatius.org/>.

Any family, regardless of tuition category, is expected to pay all tuition obligations and fees when due. Students with excessive delinquent tuition may be asked not to attend school until their family's account is current, and access to grades will be restricted until an arrangement has been made with administration. Failure to meet this responsibility may result in the refusal by the principal to re-admit a student for the semester following such failure. See also "Admission and Re-Enrollment."

Two tuition categories will be available for families:

- Standard
- Active Parishioner

The tuition category will be established at the time that the student is notified of acceptance for admission. The tuition category is determined by a parish's verification that the family is a participating member of the parish within of the Diocese of Austin.

The Active Parishioner tuition rate for St. Ignatius Martyr Catholic School is determined by a family's stewardship and active commitment to a Catholic parish in the Austin Diocese. To qualify for the Active Parishioner rate, families must submit a signed and completed Catholic Parish Verification form. Catholic Parish Verification Forms must be renewed annually.

A tuition discount is offered for those parents/guardians with more than one child attending St. Ignatius Martyr Catholic School. A detailed list of the discounts is available in the School Office or the school's website.

Consult your tax advisor if you are interested in using part of your 529 plan for tuition purposes.

TUITION MANAGEMENT

The school utilizes a tuition management company (FACTS) to process tuition payments and other incidental fees. All families must register with FACTS as part of the enrollment/re-enrollment process. With the exception of the registration fee, all tuition and other fees are paid through FACTS on the terms agreed to on your online FACTS application. No in-house tuition payments can be made.

The payment plan for each family is stated in the Educational Services Agreement. Tuition is an annual rate and may be paid in ten, eleven, or twelve-monthly payments, two semester payments, or one annual payment. Payments for the registered school year begin in July of that year. Tuition is non-refundable.

Each family will set up a FACTS Service Agreement. Tuition will be automatically withdrawn from an individual's bank account or credit card based on the agreed upon terms. The use of a debit or credit card will be assessed an additional fee. There is no fee if you set up with a bank account.

If balances are 30 days delinquent, families must make payment arrangements with the school. Failure to meet the special arrangements may result in asking families to withdraw their children from our school.

There is an annual, non-refundable administrative fee for enrollment in the FACTS program per family. This fee will be collected by FACTS – please do not make this

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payment to the school.

FEES

Administration, after consulting with the School Advisory Board, determine the amount of registration and other fees annually and announce these fees prior to re-enrollment. Re-enrollment and other fees are payable through FACTS Tuition Management and are not refundable.

Fees that are assessed during the school year:

- Non-refundable Application Fee, per student (new students only)
- Non-refundable Annual Registration Fee, per student
- Non-refundable FACTS administrative fee, per school family
- Technology Fee, per student
- Graduation Fee, per student (8th grade only)
- Fundraising Obligation Fee, per family (fee is only assessed if family does not participate in specified fundraising projects)
- Family Service Hours Fee, per family (fee is only assessed if family opts to buy out service hours, or if there are any outstanding hours by the deadline)

These fees do not cover field trips, After School Care, Athletics (basketball, volleyball, soccer, etc.) or other extracurricular activities. Current fee rates are available on the school website at <https://school.st-ignatius.org/>.

REGISTRATION FEE

A non-refundable registration fee for every student in grades PK-3 to 8 is required annually. The registration fee covers, but is not limited to consumable workbooks, use of hard-cover textbooks, insurance, FACTS and RenWeb maintenance, health screenings, TCCED Fees, and standardized testing. It is due and payable when you re-register your child or at the time of acceptance as a new student. All tuition and fees for the current year must be paid before re-registration is accepted for continued enrollment. New students will not be considered enrolled and have a space allotted until the registration fee is paid in full.

TECHNOLOGY FEE

A technology fee is assessed per student annually. The technology fee covers but is not limited to the purchase of new technology devices, computer software, computer expenses, fiber upgrade, technology need, internet fees and infrastructure services.

GRADUATION FEE

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

FUNDRAISING OBLIGATION FEE

In addition to tuition, families are required to fundraise \$300 per family. This fundraising obligation per family is satisfied by the following: monetary donations to the Bobcat Fun Run or School Gala or donating to the school general fund. Any monies spent on the purchase of donated items, purchase of school or parish event tickets, and purchase of raffle tickets, do not satisfy the fundraising obligation.

FAMILY SERVICE HOURS FEE

A minimum of 20 service hours must be completed per family every school year. Service hours will be verified electronically. A family may opt to buy out their service hours for \$200 a year. Any outstanding hours by the May deadline will be charged \$10 per hour via FACTS. See “Family Service Hours” section for more information.

FACTS INCIDENTAL FEES/LATE FEES

All St. Ignatius Martyr Catholic School families are required to have an account with FACTS Tuition Management for incidental fees. These fees, which can include monthly After School Care charges, library fines, tardy fines, athletic fees, yearbook and merchandise sales, are assessed and paid through each family’s FACTS account.

A late fee of \$30 per month will be assessed on a family’s account if their incidental billing account is not paid in full. Many of the charges applied to incidental billing are loaded on FACTS after services have been rendered. Payments made by credit card or automatic bank draft are processed through FACTS. Credit card convenience fees or bank charges are charged to the user’s account by FACTS.

In addition to bank or credit card fees for declined payments, FACTS will also assess a fee. FACTS will re-attempt to draw the payment on the next FACTS billing date. Example: If a payment was due on the 5th and declined, FACTS will re-attempt to put the payment through on the 20th.

If an automatic deduction is refused by the bank due to a lack of a sufficient balance, a fee will be assessed by FACTS in addition to any fees imposed by the bank. If a cancelled check fee is assessed to the school by a parent/guardian’s bank, the parent/guardian is responsible for the payment of that fee

RETURNED CHECK FEE

A returned check fee of \$50 will be assessed on all returned checks.

FUNDRAISING

St. Ignatius Martyr is committed to supporting appropriate fundraising efforts and encouraging student philanthropy through a wide variety of charitable efforts. Our two most important fundraisers are the School Gala and the Bobcat Fun Run. It is essential that every family participate in these events. Of the required service hours, five must be in helping with the School Gala or Bobcat Fun Run. The generous participation of the school families in

contributing to and volunteering for these fundraising activities is deeply needed and deeply appreciated.

Any community service project or fundraising proposal that includes soliciting the students, parents, alumni, and/or staff of St. Ignatius Martyr for financial contributions, or collection of goods, must be approved by the Principal.

Any school organization, groups, or classes may sponsor a fundraiser in accordance to the school fundraising guidelines. Refer below:

- Students may not engage in fundraising activities without this approval, either individually or as a club. The administration will work to prevent undue solicitation by ensuring fundraising projects are scheduled equitably throughout the school.
- A Fundraising Application must be completed and turned in to the Principal for approval. Forms are available at the front office and on the website.
- Allocation of funds must be designated on all distributed marketing materials for the fundraiser.
- Class sponsored fundraisers are limited to one fundraiser a semester (total of 2 per school year).

CHARITABLE GIVING

St. Ignatius Martyr enjoys a long history of philanthropic support from school families, grandparents, friends and area businesses. Their generous contributions have helped to ensure the continued development of our school. These charitable gifts help to supplement the school's operating needs, while allowing for a fully tax-deductible gift according to IRS regulations.

There are many ways to make financial gifts to the school including current gifts of cash or securities, employer matching gifts, and in-kind gifts. For those interested in donating to specific needs or in discussing options for planned gifts, please contact our Marketing & Development Director.

Tuition and fees related to initiating or continuing admission are not tax-deductible; however, donations to the school are deductible since St. Ignatius Martyr Catholic School is a 501 3(c) organization.

GRADUATION

GRADUATION REQUIRMENTS

All requirements set forth in the accreditation handbook for the Texas Catholic Conference Education Department must be fulfilled by each student before the formal status of graduation is conferred. If 8th grade students meet these requirements, they will be eligible for graduation from St. Ignatius Martyr Catholic School at the end of the school year. (*Diocesan Policy 301*)

Students who have failed three (3) or more classes may not be allowed to participate in the graduation ceremony. In addition, all financial responsibilities of the parent/guardian must be fulfilled before the student is allowed to participate in graduation exercises

The principal shall have the right to withhold certification of a student's graduation or provide transcripts of the student's academic record to other schools, or to issue a Certificate of Completion to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations or infractions against the school's code of conduct).

GRADUATION ACTIVITIES

Graduation, as well as all other activities associated with it, formally recognizes the completion of the St. Ignatius Martyr Catholic School's academic requirements. Participation in the graduation activities is a privilege, not a right; a student may be excluded from graduation activities for reasonable cause as determined by the principal.

8th grade students, who have passed all required courses, are in good standing with disciplinary issues, and/or who are being promoted to the 9th grade, will participate in the school's graduation ceremony. The 8th grade graduation ceremony is held in May marked by a special baccalaureate mass. The 8th grade homeroom teacher and/or homeroom parent will provide families with additional information regarding graduation in the Spring semester.

Diplomas will be awarded during the graduation ceremony once all academic, disciplinary and financial obligations are met.

GRADUATION ATTIRE

Students participating in the Baccalaureate Mass and graduation ceremony are required to comply with the following dress guidelines:

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

Female graduates will wear dresses; dresses should be of modest length but no longer than the length of the graduation gown length while standing. Dress shoes should be worn of modest height. If stockings are worn, they should be natural in color. Jewelry may be worn but must be modest in style and should not detract from the cap and gown.

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

HEALTH POLICIES

GENERAL

The school is staffed by a part-time school nurse. The school nurse and designated school personnel administer first aid in cases of injury or illness. Additionally, the school maintains 2 full time staff that are CPR/First Aid trained as required by the Texas Catholic Conference of Bishops Education Department (TCCB ED). The school health program exists for the treatment of minor cuts and bruises, and to confirm the illness of a student.

The school nurse performs the following duties:

- monitors the health of students by evaluating complaints of illness and administering first aid for minor injuries,
- coordinates vision, hearing and spinal screening as required by law,
- assists in health education in classrooms,
- maintains health files on each student, including health history, proof of immunization and health screening, and
- acts as the community health resource person for parents and teachers in matters of health and health education.

When the school nurse is not on site, the we will provide basic required school health services, and we will ensure that at least one staff member is trained and certified in First Aid and CPR.

The student's health is primarily and ultimately the responsibility of the parents, who are responsible for:

- Providing the school with all information pertinent to the health and well-being of their child
- Providing the school with information regarding immunizations as required by the state, local, and diocesan policy
- Taking necessary action, including retrieval of students, when school authorities report to a parent an illness or injury which occurs during school hours; (In a life-threatening emergency, the principal or the principal's designee will take appropriate action to obtain medical assistance for the student)
- Insuring that proper medical attention is sought for health problems that may be discovered on routine health screenings at the school (*TCCBED Health Manual pg. 26*)

EMERGENCY CARE

Families are responsible for providing current information to the school regarding home and/or work telephone numbers, cell phone numbers, physician and emergency persons' names and telephone numbers. This information is critical for the administration of emergency care in case of accident or medical emergency. St. Ignatius Martyr requires the designation of at least two names and emergency phone numbers, in addition to the parents, for the school's records. These designees are the only parties that may pick up a sick child from school in the event a parent is unable to do so, unless the school receives a written notice from a parent that designates another party to pick up the child.

The school requires that RenWeb reflects the most updated contact information throughout the school year. If a family needs to update or change their information, they should email the school office as soon as possible. The school nurse must be advised of all changes to a student's health information.

In the unlikely event that emergency first aid is needed, the school will contact, in the following order, these persons to seek additional emergency care: student's parents or legal guardian, secondary person listed on the student's emergency procedure card, and the child's responsible physician. When an ambulance is needed, EMS officials will transport the child to the hospital indicated by the parent on the emergency care form. (*Diocesan Policy 309*).

HEALTH RECORDS

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

HEARING, VISION AND SPINAL SCREENING

State law mandates vision, hearing and spinal screening. Screenings are done unless parents provide documentation from a physician that testing has been done and a written statement from the parents declining the school screening. When a student does not pass a screening procedure, parents are advised to consult their family physician for further evaluation. (*TCCBED Health Manual pg. 9*)

ILLNESS

The school nurse or designated school personnel notifies a parent when a student has any of the following: a fever of 100 degrees or above, severe nausea or stomachache, diarrhea, vomiting, injury requiring a doctor's care and/or care at home, a communicable disease (such as chicken pox, head lice, rashes, skin lesions or conjunctivitis), or any injury received to the head. Appropriate medication for a child's medical condition must be provided to the school nurse if there is a chance that this medication will be needed at school, e.g., Epi-pens for allergic reactions. This medication must be accompanied by a completed medication permission form.

For the protection of all students, the following guidelines will be used and children with one or more of the following symptoms will be sent home:

- Fever (100 degrees Fahrenheit or higher), or any condition that presents with fever, should be excluded from school until they are fever free for 24 hours without the use of fever suppressing medications.
- Vomiting should be excluded from school until they have not vomited for 24 hours without the use of suppressing medications.
- Diarrheal illness should be excluded from school until they are diarrhea free for 24 hours without the use of diarrhea suppressing medications.
- Suspected contagious disease such as pink eye, chicken pox, flu, strep throat, etc.
- General malaise (is too ill to remain in school).

If a student is home because of illness for more than three days, the school nurse may require a doctor's excuse to re-admit the student to school. (*TCCBED Health Manual pg. 28*)

INFECTIOUS/COMMUNICABLE DISEASES

The school makes every effort to control the spread of communicable diseases. Any student showing suspicious symptoms may be sent home as a matter of precaution.

Parents should notify the school within 24 hours if their child or any member of the immediate household has developed a communicable disease. Parents should notify the school immediately if the disease is life threatening. Return to school will be set in accordance with regulations for the illness or disease and/or a doctor's clearance letter.

IMMUNIZATIONS

Every student enrolled in a Catholic School in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. Parents are called to pick up their children if proof of immunizations is not provided to the school on or before the first day of class. Students who are not in compliance cannot attend school until the requirements are met. (*TCCBED Health Manual pg. 23*)

Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic Schools in Texas. (*Diocesan Policy 311*)

LICE

Students found to have head lice or exhibiting such symptoms must be removed from school immediately. If your child is found to have head lice, it is important to treat your child before he/she returns to school. Exclude your child from attendance at school until one day after his or her first treatment with a medicated head lice product (either over the counter or prescription). The school follows a "nit free" policy for readmittance. (*TCCBED Health Manual pg. 28*)

MEDICATIONS

Only medication which is necessary for a child to remain in school will be given by authorized school staff during school hours. Stock medications are not kept in the clinic. The parents are responsible for bringing all medications for their child to the clinic and for picking up unused medicines or they will be destroyed. If you have any health-related or medication questions, please contact the school nurse.

No medications can be in the student's possession. These medications include cough drops and aspirin. Exceptions will be made if a child needs to carry medication for life-threatening attacks. When these exceptions occur, all teachers of the student, as well as the office personnel, are to be made aware of the necessity by the parent prior to the first day of school each school year.

A student may take medication at school ONLY IF:

- a licensed physician, nurse practitioner, physician assistant or dentist has prescribed the medication, or a parent requests the administration of non-prescription medication (over-the-counter drugs);
- the parent/guardian delivers the medication to the school office or nurse (do not send with the child);
- the medication is delivered in its prescription container with a current pharmacy prescription label or, if
- the medication is over-the-counter medication, in the original labeled and sealed container (unopened);
- the school office personnel or clinic staff (or other officially designated staff members) administers the medication to the student; and the parent guardian completes and returns the appropriate forms to the school clinic authorizing a student to self-carry and self-administer medication through an epi-pen, inhaler, insulin pump, or glucose meter. (*Diocesan Policy 310*)

The school MAY NOT accept or administer any medication:

- that is not in the proper container, as described above;
- from the student or any person other than the parent/guardian;
- designated as experimental medication or dosages;
- designated as herbal, dietary supplements, or other nutritional aids which are not approved as medication by the Federal Drug Administration (FDA); with an expiration date that has passed;
- for which the school personnel, in their sole discretion, are not qualified or licensed to administer.

A student MAY NOT:

- carry any medication on their person or in their belongings, unless permission has been officially granted by the school for an inhaler, epi-pen, insulin pump, or glucose meter;
- give any medication to other students (this could result in expulsion).

The school WILL destroy or dispose of any medication that:

- a parent/guardian does not timely retrieve after the school has requested the parent/guardian to retrieve;
- is in a vial (for example, insulin) once started (opened) and not used in 30 days;
- has an expiration date that has passed.

OVER-THE-COUNTER SKIN PRODUCTS

All non-prescription and over-the-counter skin products are subject to the same guidelines as prescription medicines. These products include, but are not limited to, sunscreen, essential oils, scented sprays, and insect repellent. (TCCBED Health Manual pg. 31)

Sunscreen

Sunscreens are regulated by the FDA and are to be treated at school like any other medication, with the appropriate medication permission form on file in the school office. Sunscreen is not stocked at the school and will not be provided to any students.

Essential Oils

Essential oils are aroma compounds found in plants and are not FDA approved but are FDA-regulated. They are considered a branch of alternative medicine and are not to be used in school topically or by diffusion due to risk of allergies with students, staff and visitors.

Scented Sprays

Students should avoid the use of scented sprays due to risk of allergies with students, staff and visitors.

Insect Repellents

The risk of misuse or exposure to students allergic to the product far outweighs any potential benefit. Parents should consider reapplying a mosquito repellent if students are participating in after-school activities and will be outside in the evening hours. CDC recommends to “keep repellents out of reach of children and not allow young children to apply insect repellent to themselves.”

School employees and coaches are not to purchase or apply or provide insect repellent for students.

ALLERGY POLICY

St. Ignatius Martyr Catholic School recognizes that life threatening food allergies can be serious. In order to minimize the incidence of allergic food reactions, the school will maintain a system-wide procedure for addressing life threatening allergic reactions. The school nurse will maintain an Allergy Action Plan for any student whose parent/guardian and physicians have informed the school in writing that the student has a potentially life-threatening allergy.

The parent/guardian will be responsible for notifying classroom teachers and clinical staff about the nature and severity of the allergic reaction faced by the student on or before the first day of school. This notification will include an explanation of the severity of the health threat, a description of signs and symptoms, and what allergens to avoid. In the event of a severe allergic reaction (where there is no known anaphylactic history) emergency medical services will be called immediately. The school’s protocol for field trips ensures that the nurse will send with the teacher the student’s Allergy Action Plan and any medication ordered by the student’s physician.

EXCLUSION FROM PHYSICAL EXERCISE

All physical education excuses will be evaluated by the school nurse, which will be communicated to the Physical Education teacher. A parent’s note stating the reason for the non-participation (3 days or less) is required to excuse a student from P.E. classes. If the student will need to miss more than 3 days of P.E., a doctor’s note is required. The physician’s directive must indicate the exact nature of the student’s condition, activity restrictions, and duration. Students will be sent to the front office during the P.E. class.

They will remain there until they are cleared to participate again. Students who cannot go to P.E. will go to the front office for recess, as well. Directives must be renewed by the parent or physician weekly unless the student's condition is chronic. Parents' request for a child to be excused must state the exact nature of the child's problem. The nurse will contact parents if clarification is needed.

SPORTS PHYSICALS

Sports physicals are required annually at St. Ignatius Martyr for all student athletes. Forms are available in the school office or download the form on the school website: www.school.stignatius.org. Physical forms from your pediatrician are acceptable, as long as you complete the parent section on the school's health form as well. All student athletes must turn in a completed form prior to the start of practice. (*Diocesan Policy 315*)

ASSISTIVE DEVICES

Any student required to use any assistive devices (i.e. wheelchairs, scooters, walkers, canes, or crutches) must have a written note from a medical doctor with specific activity restrictions and instructions.

HOLIDAYS AND CLASS PARTIES

Classroom parties are allowed only for four (4) occasions during the year. The permissible parties are for Halloween, Christmas, Valentine's Day, and the year-end party. The Principal will announce any other parties in advance. The parties will be determined by the teachers and homeroom parents will be asked to help organize. Notification will be sent home to parents by either the teacher or homeroom parent.

Siblings may not come to parties with parents who are volunteering, unless it has been communicated to the homeroom parent and teacher. Parent volunteers are needed for supervision and will not be able to effectively supervise both siblings and classroom students. Homeroom parents will then establish the number of adults who will be needed to supervise the children and siblings. If parents come to classroom parties as visitors ONLY, siblings may come.

LIBRARY

The St. Ignatius Martyr library serves as a resource for students and faculty. It currently houses thousands of hardcover and paperback titles geared towards Pre-Kindergarten to 8th grade students, in addition to age-appropriate periodicals, books on tape, and reference titles.

All students and parents must sign a Library Use Agreement Form at the beginning of the school year.

CHECKOUT POLICIES

- Students are given the opportunity to check out books once a week.
- Books are lent out for a week and can be renewed for another week. Books in great demand may be recalled at any time or limited to shorter circulation periods.
- A new book will not be checked out until the current book is returned. Students are responsible for bringing their library books with them for each visit, so they can improve their reading skills.
- Books damaged or lost must be paid for by the student before any other materials may be checked out.

CHECKOUT LIMITS BY GRADE

- PreK and Kindergarten students keep the books that they have checked out in their classrooms
- 1st Grade students check out 1 book each week, adding a 2nd if/when they start the Accelerated Reader program.
- 2nd-8th students may check out up 2 books

FINES AND OTHER PENALTIES

1. For overdue books:

- a. Circulation books are \$.05 cents a day (excluding Sundays and holidays)
- b. Reserve books = \$1.00 an hour and \$.25 cents for the succeeding hours or \$3.00 a day for each full day (excluding Sundays and holidays).

If a student is absent, they do not need to pay an overdue fine, provided they return the book the day they return to school. However, they will need to inform the librarian if they have been absent. It is the student's responsibility to see that his/her books are returned, and fines paid.

2. For delinquent borrowers of reserve books:

- a. First offense: fine and suspension of borrowing privileges for one week.
- b. Second offense: fine and suspension of borrowing privileges for one month.
- c. Third offense: fine and suspension of borrowing privileges for the year.

The delinquent borrowers of regular circulation books will be given fines and suspension of borrowing privileges equivalent to number of overdue days.

Stealing books, periodicals or clippings from the library may result in the suspension of library privilege. Aside from this, the case will be referred to the Dean of Students or

Principal for further deliberation and disciplinary action.

DAMAGED/LOST BOOK POLICY

Students who take care of the library materials they borrow exhibit responsibility, civic mindedness, pride in themselves and pride in their community. The St. Ignatius Martyr librarian seeks partnership with parents and teachers to teach our students how to take care of borrowed books and return them on time.

Lost or damaged books must be paid for (the price of the book and a \$5.00 processing fee) before another book may be checked out. Damage may be caused by water bottle leaks, rain, food spill, scribbling & tearing by siblings and even dog chews, among other things. A book is considered lost when it is one month overdue. Money paid for a lost book will be refunded if the book is returned undamaged within a month. However, the overdue fine will be subtracted from the amount refunded. After a month, no refunds will be given. At this point, the book can be kept by the student, or donated to the library.

ACCELERATED READER

St. Ignatius Martyr Catholic School incorporates the Accelerated Reader (AR) Program into our reading curriculum. Accelerated Reader is a program designed to encourage children to read a wide range of books at all levels within their reading range.

This computer program helps teachers and librarians manage and monitor children's independent reading practice. Each student picks a book at their own level and reads it at their own pace. When finished, the student takes a short comprehension test over the book.

(Passing the test is an indication that the student understood what was read.) AR gives children, teachers, and librarians feedback based on the test results, which is used to help our students set goals and direct ongoing reading practice. Our school celebrates the successes of our students with their AR advancements and achievements.

Students and parents can access a list of AR book levels and learn if there is a test associated with a book at www.arbookfind.com.

LOST AND FOUND

Please label all items brought to school with student's first name, last initial and grade (clothing, outerwear, lunch boxes, backpacks). Any items found in the school building or on the school grounds should be placed in the Lost and Found area on the first floor. We do our best to return all labeled items to their rightful owners. The school is not responsible for lost or stolen articles. Parents and/or students should check for missing items regularly. Unclaimed items are donated to charity after a reasonable attempt has been made to locate the owners.

LUNCH

The Family Center is provided as a lunchroom for the student body. Attendance in the Family Center during the assigned lunch period is mandatory, unless prior approval was obtained from the faculty or administration. The teachers on duty will make all decisions during the lunch period.

LUNCH FOOD OPTIONS

St. Ignatius Martyr Catholic School utilizes the services of Haute Lunch for our hot lunch program. Students may choose to bring their own lunch from home, buy their lunch or supplement with a la carte items from Haute Lunch. The menu is available online on the school website or on the Haute Lunch website.

Parents are encouraged to establish an account for their child(ren) directly with Haute Lunch via their online portal. Students are not allowed to borrow or charge food on another student's account. St. Ignatius Martyr does not keep track of balances or payments.

LUNCHROOM RULES AND PROCEDURES

- Students are expected to demonstrate proper manners in the cafeteria.
- Students pray before proceeding to the lunchroom.
- Students will remain seated and use quiet voices at their tables.
- Students are responsible for disposing of any and all trash into the trash cans prior to departing the area.
- Students will remain at their tables and the teacher on duty will dismiss them when their eating area (tables and floor) is clean.
- No student may leave the cafeteria without permission.
- Carbonated drinks/sodas are not permitted.
- If a student forgets to bring a lunch from home OR if a parent cannot bring lunch to them, Haute Lunch will provide a lunch to the student. Parents will be billed directly by Haute Lunch.
- Parents may also drop off lunch for their child. The lunch must be properly labeled with the student's name and grade and placed at the designated table in the Family Center. No soda or carbonated drinks are allowed.
- Parents and family members are welcome to eat lunch with their children. "Guest Tables" are set up in the back of the Family Center for parents who visit at lunch. Refer to the school's visitor policy. Students may not bring friends with them to a guest table.
- Only students in grades 5-8 may bring food into the cafeteria that needs to be heated in a microwave oven. Popcorn may not be popped in the cafeteria microwaves during lunch. The microwave is for re-heating only and must not exceed a cook time of 4 minutes.

PARENTAL COOPERATION AND BEHAVIOR

In keeping with the Christian nature of the school, the very highest standards of conduct and courtesy are expected at all times, not only of the students, but also of the parents. As stated,

previously, the term “Parent” refers to the student’s parent or legal guardian. Parents are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school.

PARENT RESPONSIBILITY

The primary responsibility for the education of the children belongs to the parents. However, this responsibility is shared with the school as a matter of practical necessity. The greatest single factor in building a child’s intellectual, cultural, moral and spiritual attitude is the example you provide and practice in your home.

Parents are responsible for:

- Supporting school policy and the authority of the administration and teachers.
- Arranging appointments to meet with teachers. Pop-in conferences are not encouraged.
- Modeling and supporting your children’s practice of your family’s faith and traditions.
- Encouraging your children to complete all assignments.
- Insisting that your children obey the regulations and principles of good conduct.
- Following the policies and procedures stated in the handbook.
- Paying all fees on time.
- Reimbursing for any property destroyed (accidentally or intentionally).

PARENTS’ CODE OF CONDUCT

As members of a Christian community, St. Ignatius Martyr expects the very highest standards of conduct and courtesy of both students and their parents as well. Any student who does not abide by the school rules and regulations, or whose conduct is such that the learning process or behavior of the other students is adversely affected, may lose privileges, receive infractions or extra written assignments, confer with the teacher and/or administration, or receive a detention. He or she may also be suspended, expelled, or asked to withdraw from school.

These same standards apply to parents as well, and parental behavior may result in suspension or expulsion of the parents’ child(ren), **separated and apart** from the child’s conduct.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff, the school may take corrective action. Such corrective action may include, at the discretion of the principal, the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent’s access to school or parish property; dismissal of the parent’s child(ren).

St. Ignatius Martyr Catholic School does not tolerate abusive, coarse, rude or foul language by parents/guardians or students toward the school, its faculty, or staff associated with the school.

Please refer to the Parents’ Code of Conduct agreement at end of handbook. All parents must sign the agreement at the beginning of the school year. Failure by a parent to meet these standards may result in the parent being required by the principal to withdraw their child(ren) from the school.

PARENT AND SCHOOL CONCERNS

Parents and teachers must be in partnership for the school to successfully educate the students who are enrolled.

- The parent can expect to be treated with respect at all times and to have access to teachers and administration at mutually convenient times when concerns arise.
- Teachers and administrators can expect to be treated with respect at all times and to have access to parents at mutually convenient times when concerns arise.

Parents who have a concern should first contact the teacher directly. If a satisfactory solution is not reached, then a three-way conference of parent-teacher-principal will be scheduled. The student will be involved in most conferences and problem-solving decisions. This will enable the student to take ownership of his/her education and choices. A strong, cooperative partnership between home and school is an essential ingredient in effective education.

PARENT INVOLVEMENT

PARENT-TEACHER ORGANIZATION (PTO)

The St. Ignatius Martyr Catholic School's Parent Teacher Organization (PTO) includes all school families, faculty, and community. The PTO's purpose is to promote and support a family spirit among parents and students, to provide fundraising for the benefit of the school, to show appreciation for and support of teachers, and to welcome new students and parents. General meetings are held four times a year and are open to all school families. Additional information is available on the school website.

BOOSTER CLUB

The Booster Club provides support and assistance to the school's Athletic Director and promotes the athletic programs offered by the school. The Booster Club holds regular monthly meetings. Contact Athletic Director for more information or visit the school website.

SPIRITUAL LIFE

The school aims to provide the guidance, instruction and opportunities that help all children acquire Christian values. The total atmosphere of the school reflects Christian life and learning.

RELIGIOUS FORMATION

Religious formation and education are provided on a daily basis. This includes religious instruction, prayers at the beginning and end of each day and at lunchtime, schoolwide rosaries, and integrated value formation throughout the curriculum. Classes take turns

planning and leading the weekly school mass, and students are promoted to serve as altar servers, readers, and ushers. During the months of October and May, the Rosary is recited in honor of the Blessed Mother. During Advent and Lent, students participate in special prayer services such as Eucharistic Adoration and the Stations of the Cross. Additionally, the school participates in special services such as reconciliation

SCHOOL MASSES

The students experience many kinds of prayer. Throughout the year we have classroom prayers and scripture readings. As a school, we attend weekly Mass every Friday morning at 8:15 A.M. Parents and family members are always invited to attend. We ask parents to allow their students to sit with their classes during Mass, as it is part of their religion curriculum (learning parts of the Mass, proper behavior and responses, etc.). Classes rotate the responsibility of preparing the Mass. All students are to be on their best behavior while attending Mass and other liturgical services. Courtesy is expected of all students during any assembly program, and students are always to give guests and speakers a respectful welcome.

SACRAMENTAL PREPARATION

The sacramental life of the children of the Catholic faith is an important component of the religion/theology program at St. Ignatius Martyr Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts.

Second grade students baptized in the Roman Catholic faith will prepare for and receive the sacraments of Reconciliation and Eucharist. Parents and their child preparing for the sacraments are to participate in the workshops provided by the school.

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

YOUTH MINISTRY

The St. Ignatius Youth Ministry offers Christian fellowship, volunteer opportunities and social activities to students in grades 6, 7 and 8. This ministry is sponsored by the parish and is led by the parish youth minister. For more information, please visit the parish website.

RESOLUTION OF DISPUTES AND CONFLICTS

Every effort shall be made to resolve situations so that the education process can continue. Before differences become formalized grievances, both parties shall make every effort to resolve problems through open communication.

If a parent seeks resolution of a situation relating to a student, the following steps should be taken:

- The parent must first make a reasonable attempt to discuss the matter directly, charitably, and in person with such staff member.
- If the matter is not resolved to the parent's satisfaction at such a meeting, they must then contact the Dean of Students and/or Principal and request a meeting. The contact may be by email, and should briefly identify the nature of the problem, the staff member involved, and the parent's earlier attempts to resolve the problem.
- After discussion with the Principal, where the concern involves a teacher or other school employee, and no satisfactory solution is reached, the parent may request that the Principal set up an appointment with the Pastor. (*Diocesan Policy 324*)

SAFETY PRECAUTIONS

Because we take seriously the safety and health of all persons on our campus, the following prohibitions are enforced:

- St. Ignatius Martyr School is a non-smoking campus, both indoors and outdoors.
- Adults and students may not share restrooms. Adult restrooms are available at the front office or at the church.
- Children not enrolled in the school must be accompanied by a student, parent or chaperone at a school event. The student, parent or chaperone will be responsible for the child(ren) for the duration of their attendance of the school event.
- Parents on campus for a meeting or for volunteering in areas such as sports or liturgy set-up must keep their children under their direct supervision.
- According to Texas safety laws- A child under the age of 7 may not be left unattended in a motor vehicle for longer than five minutes. A child is considered supervised if accompanied in the vehicle by someone age 14 or older. St. Ignatius Martyr staff strongly discourages parents from leaving their children unattended in the parking lot for any period of time.

SCHOOL CALENDARS AND HOURS OF OPERATIONS

All schools in the Diocese of Austin are required to have a minimum of 180 days or 75,600 minutes of instruction in the school year. (*Diocesan Policy 119*). The principal/administration prepares the calendar each year. Early release dates, grade reporting periods, special meetings, student holidays, and other important information are recorded on the calendar each year. As some events are added/alterd throughout the year, additional updates are sent home via special communications. See the appendix of this handbook for a school calendar.

REGULAR SCHOOL DAY HOURS

PK-3rd grade school hours: 7:50 AM - 3:15 PM
 4th-8th grade school hours: 7:50 AM - 3:30 PM

The first bell rings at 7:50 AM. After 7:50 a.m. students must check in through the office and will be considered tardy.

EARLY RELEASE DAYS

These are the days throughout the school year when school is dismissed early. All children are released at noon. Please consult the school's monthly calendar to determine the exact dates of such early release days. Please be advised that there is no lunch period or After School Care on early release days.

ARRIVALTIMES

Supervision of early arrivals begins at 7:15 a.m. The school will not accept responsibility for supervision before 7:15 a.m., so please do not leave students on the school steps before a staff member or morning supervision volunteer arrives. As students arrive, they are to go immediately to the Family Center until 7:50am, at which time morning assembly will commence.

Although parents may walk students into the building, they are discouraged from walking students into the classroom in the mornings. In addition to Safe Environment concerns and consistency, students are working to prepare for their day while teachers are supervising and preparing as well. Impromptu meetings with teachers distract from their supervision of students and delay in the start of the school day. A quick note or an email may be a better choice for communication as there are fewer distractions and teachers can focus their concentration on your question or concern.

DISMISSALTIMES

Because of the danger to any of our children remaining unattended after school hours on the Church/School grounds have determined the following procedure for picking up children after school must be followed.

- Park in the Church parking lot.
- Come into the Family Center, no earlier than 3:10p.m., and wait until dismissal time at 3:15 p.m.
- Notify the teacher that you are taking your child/children.
- Escort your child/children to your car. Please supervise them carefully in the parking lot. Students enrolled in the After-School Care Program or in a school-sponsored extracurricular activity will be assembled at 3:30/3:45pm.
- After 3:45 p.m., no unattended children are permitted anywhere on the church/school grounds. All children are to be picked up within fifteen minutes of the end of the school day or extracurricular event.

SCHOOL OFFICE HOURS

The school office is open from 7:30 a.m. until 4:00 p.m. on every school day. The office may close earlier on an early release day, however. School business should be transacted between the hours of 7:30 a.m. and 3:45 p.m. Students and parents are not allowed entry to the

classrooms or lockers unless supervised by After School Care Staff.

SCHOOL DANCES

Several times a year, school dances for 6th to 8th grade students are hosted by various student groups or organizations. These opportunities provide our 6th through 8th grade students a chance to utilize their social skills in a safe, chaperoned environment. Each St. Ignatius Martyr student may bring only **one** guest to a dance, unless otherwise noted. The contact information for the guest must be provided on the school dance permission form and must be reviewed by administration. All school dances are closed to the public outside of the above policy. A St.

Ignatius Martyr student who brings a guest to a dance must sign in with the guest upon arriving at the dance and is responsible for the guest's behavior at the dance.

Good behavior will be required of all students and guests, and those not abiding by that will be required to leave a dance if, in the opinion of the school staff member in charge, his or her behavior is unseemly or disorderly. The Principal may deny the student permission to attend future dances.

In addition, administration requires all students and guests attending school dances to abide by the following guidelines:

1. EIM certified adult chaperones are to be present at all school dances. Students must obey, without question, the directions of the chaperones.
2. Harassing/bullying words or actions will not be tolerated.
3. Improper touch or provocative dancing will not be tolerated.
4. Students are to tell an adult chaperone immediately of any improper conduct.
5. Once admitted to the dance, a student may not leave the dance without a parent or authorized adult.
6. Inappropriate use of cell phone, including any and all social media, will be subject to disciplinary action per school policy.
7. School dances follow the out of uniform guidelines stated in the school uniform policy. Students who are inappropriately dressed according to the guidelines (and any other guidelines issued for particular themed dances) may not be admitted.

SEARCH AND SEIZURE

Lockers, desks and other storage spaces are school property and the school reserves the right to search them at any time. (*Diocesan Policy 323*) Dangerous weapons, illegal substances, cell phones and any possessions forbidden by the school handbook may be seized. If the principal or a teacher believes that a student is carrying any such items, the principal/teacher should ask the student for it. If the student refuses, the student may be asked to empty pockets, purses, book bags, etc. If the student still refuses, the principal/teacher will make the decision to either:

- gain possession of the article immediately if persons are in danger;

- request the parent/legal guardian come to school to conduct the search of the student;
- follow suspension and/or expulsion policies;
- call the local police department

The Principal or his/her representative may seize and retain any illegal or unauthorized item discovered on school premises or in the possession of a student, whether discovered as a result of the search and inspection or otherwise. Any substances or items confiscated by the school may be turned over to the proper authorities. These searches may be conducted from time to time without prior announcement and with the aid of the Austin police if necessary.

SOCIAL MEDIA & ONLINE ACTIVITIES POLICIES

STUDENT POLICY

Just as students are expected to behave in a manner befitting the mission and values of St. Ignatius Martyr Catholic School during school and school-related events, students must understand that those same expectations hold true for their behavior online and in the digital environment. Whether on campus or off, students are representatives of the school and the mission for which it stands. Therefore, online behavior is considered an extension of the responsibilities and expectations of the school, and any conduct unbecoming of a St. Ignatius student will be dealt with regardless of time or location.

The following guidelines are established:

- No use of offensive, inappropriate, mean or hateful speech will be tolerated, whether in a private or public forum.
- Never take pictures or videos of another person without their expressed consent. Do not post pictures or videos of other people without their expressed consent.
- Exchanging photographs or videos of a sexual nature is not only forbidden by the St. Ignatius Code of Conduct for students, it is a Class C Misdemeanor in Texas, and carries severe penalties. Such behavior may be cause for immediate expulsion from St. Ignatius.
- Any form of bullying, harassment, or disrespectful behavior online is strictly prohibited.
- Strict measures to protect your online reputation and identity should be taken, including:
 - Do not accept friend requests from people you do not know.
 - Never share personal information where it might be accessed by anyone you do not know.
 - Use the strictest possible privacy settings on all apps.
 - Remember that anything posted online, even if you think it is private, is part of the public record and may affect your reputation when it comes to applying for high school, college, or even jobs.

PARENT AND VOLUNTEER POLICY

Social media is a great way to promote our school. We have so many wonderful things we do here that we need to celebrate and to promote. All content which is published by the St. Ignatius Martyr Catholic School Website, Facebook Pages, Twitter Account, Google +, Linked In or other social media sites can then be shared on your own social media accounts. This provides St. Ignatius Martyr Catholic School with a tremendous amount of exposure and good will. We encourage parents and volunteers to engage in the following:

- Encourage participation and promote official St. Ignatius Martyr Catholic School events, activities, and programs
- Distribute or share advance notices of St. Ignatius Martyr Catholic School events and programs
- Encourage participation in fundraisers, food/clothing drives, and other events and initiatives.
- Inform St. Ignatius families, friends, alumni, and supporters about news, events or programs
- Recognize special achievements or accomplishments of St. Ignatius students, families and staff members

When on your social media sites, you may not engage in the following:

- Converse about St. Ignatius Martyr Catholic School business or private discussions in a negative manner
- Air grievances with fellow volunteers, school administrators, teachers, parents, students or other individuals.
- Use inflammatory or inappropriate language, or personal attacks of any kind with respect to St. Ignatius Martyr Catholic School.

When engaging on social media, you must carefully consider what you are posting as it may affect the livelihood of the employees and students at the school.

STUDENT CELL PHONES & TELEPHONE USE

CELL PHONES AND ELECTRONIC DEVICES

The school strongly discourages students from possessing cell phones and other electronic devices on campus and as such does not assume any responsibility for their loss of damage. Individual family needs should be discussed with administration.

Cell phones and other electronic devices may be brought to school under the following conditions:

- Electronic devices must remain in the student's backpack or purse in the off position during the school day (7:15 AM – 3:45 PM) and during any after school activity in which the student is participating.
- No electronic devices may be used for picture taking.
- Electronic devices may not be used for game playing, internet or email access or making purchases

- of any kind.
- In the event that a student in possession of a cell phone/electronic device is in After School Care or after school practices, the cell phone/electronic device is to remain in the off position and in the student's backpack or purse.
- At school events, including sports events, dances, scouts, etc., cell phones remain in the off position or the adult in charge of the event may insist that all phones be turned in prior to entering the event. Students must gain permission to contact their parents by the supervisor/coach/staff and do so in their presence. Cell phones are never used in restrooms and should never be turned on during school sponsored events.
- Even if the parent is present, students must follow the cell phone policy while on school grounds or at a school sponsored event until they have been released from the school's care.

If students are seen using cell phones or electronic devices during the school day, regardless of intent, the item will be confiscated, labeled with the student's name and turned in to the principal. After a \$15 penalty fee is paid, the phone/electronic device will be returned to the parent. On the second infraction, a charge of \$25 will be assessed before the item is returned.

Improper use of a camera phone, including the posting of pictures or videos taken at any St. Ignatius Martyr functions on Internet websites without permission, will lead to serious consequences.

Students who violate any of the rules regarding cell phones or other electronic devices may forfeit their privileges of bringing them to school and receive a disciplinary consequence. The consequences for misuse of the cell phone or other electronic device can include, but are not limited to, seizures, fines, retention or disposal. (*Diocesan Policy 323*)

TELEPHONE USE

The telephone in a teacher's classroom is for the use of the teacher only. Permission to use the office phone must be obtained from the teacher and relayed to the front office prior to the student's use. The office phone is a business phone and students will be permitted to use it as infrequently as possible. Parents may not call their children to speak with them; the front office will deliver a message.

STUDENT PROPERTY

BOOKBAGS AND BACKPACKS

Book bags or backpacks may be used by all students. The school retains the right to search bookbags and backpacks at the discretion of the principal or the pastor.

LOCKERS

Students in grades five through eight will be assigned a locker. Lockers are a privilege, not a right. They are to be treated properly, for example, do not overstuff. Students may only use

lockers at designated times. They are to be opened and closed gently. The locker must be kept orderly and the floor area around lockers neat at all times. Be courteous and aware of noise level when classes are in session.

TEXTBOOKS AND SUPPLIES

The school issues textbooks to the students. Textbooks are the property of the school. **All hardbound books are to be covered at all times. Students may not write in the textbooks or abuse them in any way.** Students are charged for the current price of lost or defaced materials. Students are to have the necessary supplies each day. A supply list is published annually.

TECHNOLOGY AND THE INTERNET

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

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

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

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

As with all forms of communications, e-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, or cartoons or the transmission or use of e-mail or

other computer messages that are sexually oriented constitutes harassment and is prohibited by St. Ignatius Martyr School. It is illegal for anyone knowingly to allow any telecommunications facility under their control to be used for the transmission of illegal material.

The Diocese of Austin Catholic schools are committed to provide an Internet safety policy which includes technology protection measures. The Children's Protection Act (CIPA) is a federal law to address concerns about access to offensive content over the Internet on school computers and other devices capable of accessing the Internet. The school's Technology and Internet Acceptable Use Policy meets and exceeds all requirements of CIPA. All parents will be asked to sign that they agree to uphold the acceptable use policy for technology at school, in school-related activities, and away from school. Students in grades 2 and above will be asked to sign as well. The Internet Acceptable Use Policy can be found in the appendix of this handbook. (*Diocesan Policy 331*)

TRANSFER/WITHDRAWAL OF STUDENTS

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

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

UNIFORMS

Students are required to observe the dress code fully and properly while they are wearing the uniform including recess, lunchtime, and between classes. **Students who are not wearing the proper school uniform will receive a Uniform Notice of non-compliance.**

We request parents guide their child in honoring the uniform policy and dress code on a daily basis. School administrators reserve the right to establish and modify the dress code. Administrators, faculty and staff members determine the interpretation of the dress code and are expected to enforce compliance to it. The Principal and/or Dean of Students will determine whether an item of clothing meets the requirements of uniform policy (clothing, hairstyles, accessories, etc.). The administration may call parents to bring a change of clothing when the administration feels a student is dressed inappropriately, either on a uniform day or a non-uniform day.

The principal is authorized to grant exemptions and/or reasonable accommodations to the standard dress code for religious practices, medical reasons or extraordinary circumstances. Such requests shall be made in writing and submitted to the principal for approval, along with

appropriate documentation. Students granted an exemption or accommodation must dress in the appropriate manner approved by the principal.

GENERAL REQUIREMENTS

- Students should dress in a manner that reflects personal pride and promotes school community. St. Ignatius Martyr Catholic School students should maintain modesty at all times. Attire should be neat and clean and fit appropriately; no excessively form fitting, baggy, tattered, or torn clothing is allowed. Fad clothing or extremes in dress are not considered appropriate.
- **Mass Days:** Students attend Mass weekly on Fridays, Holy Days, and other special days. All students are to be in their FORMAL uniform on Mass days.
- Girl/Boy Scout uniforms may be worn on meeting days.
- Students are expected to have hair that is of their natural color, and must be styled in a conservative, neat, and well-trimmed manner. Dyed hair, highlights or temporary hair coloring is not permitted. Radical haircuts, shaved lines or designs are not permitted.
- Boys' hair should be halfway down the ear, not touching the collar and not hanging in the eyes. Boy students in all grades must adhere to this hair length restriction, unless an exemption has been granted by the principal.

NON-UNIFORM REQUIREMENTS

- **Spirit Days:** Spirit days are designated on Mondays that are not Mass days. Students may wear the school logo T-shirt, Fun Run T-shirt or Fall Fest T-shirt with blue jeans or jeans shorts. T-shirts must be in good condition (not faded, no holes). Blue jeans must be in good condition (no holes, frayed hems, embellishments, etc.) Jean shorts must be regular and properly fitted shorts (no capris or cut-offs) and must be worn at the waist with hems no shorter than three inches above the middle of the knee and no longer than the bottom of the kneecap. If you choose not to take part in the Spirit Day, you **must** wear the school uniform. All policies with regards to school modesty will still apply.
- **Jeans Days:** Jeans Days are used as incentives for various volunteer events and announced by administration. Students may wear any shirt with blue jeans or blue jean shorts. Shirts must follow the Out of Uniform guidelines (no tank tops, halter tops, or shirts with inappropriate logos or art, etc.). Blue jeans must be in good condition (no holes, frayed hems, embellishments, or designs etc.) Jean shorts must be regular and properly fitted shorts (no capris or cut-offs) and must be worn at the waist with hems no shorter than three inches above the middle of the knee and no longer than the bottom of the kneecap. If you did not earn the Jeans Day incentive, you must wear the school uniform. All policies with regards to school modesty will still apply.
- **Out of Uniform Days:** Free Dress Days are periodically allowed by administration for special events. All policies with regards to school modesty will still apply, with specific emphasis on the following:

- No halter tops, bare midriffs, see-through, sleeveless, or low-cut tops, or tank tops.
- Shirts must cover waistline of pants.
- Shoes must not be open toe or heel. No flip flops, boots or sandals are permitted. Socks are always required.
- Appropriate length skirt, shorts or dress. Short shorts, and short skirts are not permitted.
- No ill-fitting garments (too tight or too baggy).
- No leggings, form fitting jeans, yoga pants or other tight knit pants unless they are worn under a long shirt or sweater that comes to at least mid-thigh length.
- Clothes or accessories which endorse alcoholic beverages, illicit drugs, or concepts contrary to the Christian character of the school are prohibited.

Students who abuse the privilege of non-uniform days will have the privilege revoked. If you choose not to take part in or have not earned the incentive of a non-uniform day, you **must** wear the school uniform.

Refer to Appendix F for Uniform Policy and Dress Code.

USE OF SCHOOL GROUNDS

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

St. Ignatius Martyr Catholic School intends to be a beacon of Catholicity and desires to make our facilities available for purposes which develop faith formation. The school building during the school day is for sole use of the children and faculty/staff. The school building acts as a community center after 6:00 PM each day for various church organizations and community groups. Permission for use of the school building must be requested through the Facility Scheduler on the parish website.

VISITORS

St. Ignatius Martyr Catholic School is a closed campus. Parent(s)/Guardian(s) wishing to visit must give prior notice to the school and secure a visitor's pass from the administrative office. All visitors entering the campus must enter through the main campus entry and will be viewed by both exterior and interior cameras. A picture ID must be provided prior to receiving a visitor's pass. Visitors are not permitted to go directly to a classroom, or to loiter on campus or in the parking lot. Visitors are to wait in the office for the person they wish to see. Students will not be released to anyone not on the approved check-out form or emergency listings.

VOLUNTEERS

Catholic schools depend on the consistent and loyal services of volunteers. Volunteers serve the school in many capacities, such as in the classrooms, office area, cafeteria, or as homeroom parents, etc. Anyone in the family, including students, siblings, grandparents, aunts, and uncles may assist in earning the family's service hours. All volunteers in any capacity must be EIM compliant. Please review Appendix B for service opportunities.

VOLUNTEER CONDUCT

As an adult on the premises of St. Ignatius Martyr Catholic School, your behavior toward the children and adults will set the tone for our students and will directly impact their view of school and confidence in themselves.

We ask that all parent volunteers to keep phones in pockets, purses, or their vehicle during their shift. Volunteers should never text another parent sharing information about his/her or another's child. If there is a message that should be conveyed to another parent, please inform a faculty or staff member. The office will communicate any immediate needs to the parents directly.

Please remember these important points when volunteering on campus.

- **Dependability:** The school relies on your support. We ask that you follow through on tasks by attending to scheduled times and please give notice of absence whenever possible.
- **Confidentiality:** You must respect the confidentiality of your relationship with the school. Your knowledge of St. Ignatius Martyr students is privileged information and may only be shared with responsible staff at St. Ignatius Martyr. A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress or problems at school are not for sharing in the community. Conversations between parents, teachers and students in the school are confidential. Volunteers should not discuss these conversations outside of school. Refer any concerns to the Administration.
- **Safety:** If a child shares anything that involves concerns about personal safety, please see a teacher or administrator at once.
- **Discipline:** You may not discipline. If needed, get assistance from the nearest faculty or staff member. If you cannot leave the situation, ask a nearby child to bring a faculty or staff member to you.
- **Fairness:** You are here for all of the students and must treat them all equally.
- **Follow the Rules Yourself:** e.g. if it is quiet time, please do not talk.
- **Injury:** Always report any incident in which a student has made contact with his or her head and another surface.
- **Volunteer Dress:** St. Ignatius Martyr has very detailed expectations for student dress. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of St. Ignatius Martyr and wear modest clothing while working in the school or during school activities. Volunteers are expected to have the same standard

dress code as teachers and staff.

ETHICS AND INTEGRITY IN MINISTRY

At St. Ignatius Martyr Catholic School, all employees, and all persons who volunteer at school in any capacity must first complete the on-line application. It is Diocesan policy that anyone who serves in ministry to minors or vulnerable adults must have completed a criminal background check and attended an Ethics and Integrity in Ministry workshop. The directive from the policies of the Diocese mentions many categories of volunteers affected by the policy, including youth ministry volunteers, classroom volunteers, leaders and volunteers of Catholic boy and girl scout troops, anyone serving in a program for minors hosted on school property, anyone transporting minors in vehicles, and anyone who fills a one-time need in ministry to minors or vulnerable adults.

The workshop must be retaken every three years, but the application process is completed only one time. The listing of dates and locations may be found at:

<http://www.austindiocese.org/offices-ministries/offices/ethics-and-integrity-ministry-office>

We encourage all adults in the school community to complete this process as promptly as possible in order to participate fully in the life of the school and to be prepared to help with needs we have for volunteers. The Diocese of Austin is placing more stringent rules and will not be making any exceptions for EIM certification. The classes are being offered in limited

APPENDIX A: 2020-2021 Dress Code and Uniform Policy

PREK3 - 3RD GRADE DRESS CODE - BOYS

Mondays through Thursdays, students are expected to be in Everyday Dress uniform, unless authorized by the Principal. On Fridays or other designated Mass days, students are to follow the Formal dress code. Formal dress code is still subjected to standard uniform rules.

PREK3 to 3rd GRADE EVERYDAY DRESS CODE		
Description	Color	Style
Tops	White or Hunter Green	<ul style="list-style-type: none"> - Polo (short/long-sleeved) with embroidered school seal ** Approved Polo Types include: Pique, Interlock, and Dry-Fit as sold by school preferred vendors ** - Shirts are to be worn with shirttails tucked in at all times and must not be oversized or undersized - - All undershirts worn must be a solid white
Tops (Outerwear)	Dark Navy or Hunter Green	<ul style="list-style-type: none"> - School logo sweatshirts (to be purchased on campus). - Sweaters/Cardigans with school logo (no embellishments) - Sweater Vests with school logo - Approved Outwear (Rain jacket/fleece/jacket/hoodie) with school logo ** Hoodies and hooded jackets <i>may not have the hood covering the head</i> while in the school building. Violation may result in not being allowed to wear a hoodie at school.
Pants Shorts	Dark Navy	<ul style="list-style-type: none"> - Regular or relaxed fit dress pants (no sweatpants and no leggings as pants). - Regular and properly fitted shorts (no capris or cut-offs) - Must be in good condition; free from fade, rips, tears, and holes. - Shorts must fit properly, and must be worn at the waist with hems no shorter than three inches above the middle of the knee and no longer than the bottom of the kneecap - Belt loops must not be cut off
Accessories (<i>shoes, socks, footwear</i>)	<p>Shoes: White and/or Black (<i>no checkered or stripe design.</i>)</p> <p>Socks: Solid white, navy or black</p>	<ul style="list-style-type: none"> - Athletic Shoes only (High tops, colored logos, lights, characters, open-toed sandals, clogs, backless shoes, wheels or other fads are not permitted.) Shoelaces must match the shoe color. Velcro is acceptable. - Crew Socks must cover and be above anklebone. No logos of any type

PREK3 to 3 rd GRADE FORMAL DRESS CODE		
Description	Color	Style
Tops	White	<ul style="list-style-type: none"> - Polo (short/long-sleeved) with embroidered logo ** Approved Polo Types include: Pique, Interlock, and Dry-Fit as sold by school preferred vendors ** - Shirts are to be worn w/shirt tails tucked in at all times and must not be oversized or undersized. - All undershirts must be a solid white.

Tops	Dark Navy or Hunter Green	<ul style="list-style-type: none"> - School logo sweatshirts. - Sweaters/Cardigans with school logo (no embellishments.) - Sweater Vests with school logo - Approved Outwear (Rain jacket/fleece/jacket) with school logo
Pants (<i>Shorts are not permitted</i>)	Khaki (<i>may not be worn on non-mass days</i>)	<ul style="list-style-type: none"> - Regular or relaxed fit dress pants (no sweatpants and no leggings as pants). - Must be in good condition; free from rips, tears, and holes. - Belt loops must not be cut off
Accessories (<i>shoes, socks, footwear</i>)	<p>Shoes: White and/or Black (<i>no checkered or stripe design.</i>)</p> <p>Socks: Solid white, navy or black</p>	<ul style="list-style-type: none"> - Athletic Shoes only (High tops, colored logos, lights, characters, open-toed sandals, clogs, backless shoes, wheels or other fads are not permitted.) Shoelaces must match the shoe color. Velcro is acceptable. - Crew Socks must cover and be above anklebone. No logos of any type

4TH – 8TH GRADE DRESS CODE - BOYS

Mondays through Thursdays, students are expected to be in Everyday uniform, unless authorized by the Principal. On Fridays or other designated Mass days, students are to follow the Formal dress code. Formal dress code is still subjected to standard uniform rules.

4TH to 8TH GRADE EVERYDAY DRESS CODE		
Description	Color	Style
Tops	White or Hunter Green	<ul style="list-style-type: none"> - Polo (short/long-sleeved) with embroidered school seal ** Approved Polo Types include: Pique, Interlock, and Dry-Fit as sold by school preferred vendors ** - Shirts are to be worn with shirttails tucked in at all times and must not be oversized or undersized - - All undershirts worn must be a solid white.
Tops	Dark Navy or Hunter Green	<ul style="list-style-type: none"> - School logo sweatshirts (to be purchased on campus). - Sweaters/Cardigans with school logo (no Embellishments) - Sweater Vests with school logo - Approved Outwear (Rain jacket/fleece/jacket/hoodie) with school logo ** Hoodies and hooded jackets may not have the hood covering the head while in the school building. Violation may result in not being allowed to wear a hoodie at school.
Pants Shorts	Dark Navy	<ul style="list-style-type: none"> - Regular or relaxed fit dress pants (no sweatpants and no leggings as pants). - Regular and properly fitted shorts (no capris or cut-offs) - Must be in good condition; free from fade, rips, tears, and holes. - Shorts must fit properly, and must be worn at the waist with hems no shorter than three inches above the middle of the knee and no longer than the bottom of the kneecap - - Belt loops must not be cut off

Accessories (<i>shoes, socks, footwear</i>)	Shoes: White and/or Black (<i>no checkered or stripe design.</i>) Socks: Solid white, navy or black	-Athletic Shoes only (High tops, colored logos, lights, characters, open-toed sandals, clogs, backless shoes, wheels or other fads are not permitted.) Shoelaces must match the shoe color. Velcro is acceptable. - Crew Socks must cover and be above anklebone. No logos of any type
Accessories (<i>belts</i>)	Black or dark navy	- Solid or Braided belt

4TH to 8TH GRADE FORMAL DRESS CODE		
Description	Color	Style
Tops	White	- Oxford shirt (short/long-sleeved) with embroidered school seal
Tops (Blazer)	Dark Navy	- Blazer with embroidered school seal
Pants (<i>Shorts are not permitted</i>)	Khaki (<i>may not be worn on non-mass days</i>)	- Regular or relaxed fit dress pants (no sweatpants and no leggings as pants). - Must be in good repair; free from rips, tears, and holes. - Belt loops must not be cut off
Accessories (<i>ties</i>)	Uniform Plaid	- Must be in good repair; free from rips and tears
Accessories (<i>shoes, socks, footwear</i>)	Shoes: White and/or Black (<i>no checkered or stripe design.</i>) Socks: Solid white, navy or black	- Athletic Shoes only (High tops, colored logos, lights, characters, open-toed sandals, clogs, backless shoes, wheels or other fads are not permitted.) Shoelaces must match the shoe color. Velcro is acceptable. - Crew Socks must cover and be above anklebone. No logos of any type. -Black dress shoes are permitted with appropriate rubber soles
Accessories (<i>belts</i>)	Black or dark navy	- Solid or Braided belt

PREK3 – 3RD GRADE DRESS CODE - GIRLS

Mondays through Thursdays, students are expected to be in Everyday Dress uniform, unless authorized by the Principal. On Fridays or other designated Mass days, students are to follow the formal dress code. Formal dress code is still subjected to standard uniform rules. Students may not wear makeup, nail polish or false nails.

PREK3 to 3RD GRADE EVERYDAY DRESS CODE		
Description	Color	Style
Tops	White or Hunter Green	- Polo (short/long-sleeved) with embroidered school seal ** Approved Polo Types include: Pique, Interlock, and Dry-Fit as sold by school preferred vendors **

		<ul style="list-style-type: none"> - Shirts are to be worn with shirttails tucked in at all times and must not be oversized or undersized - All undershirts worn must be a solid white
Tops (Outerwear)	Dark Navy or Hunter Green	<ul style="list-style-type: none"> - School logo sweatshirts (to be purchased on campus). - Sweaters/Cardigans with school logo (no embellishments) - Sweater Vests with school logo - Approved Outwear (Rain jacket/fleece/jacket/hoodie) with school logo ** Hoodies and hooded jackets may not have the hood covering the head while in the school building. Violation may result in not being allowed to wear a hoodie at school.
Pants Shorts	Dark Navy	<ul style="list-style-type: none"> - Regular or relaxed fit dress pants (no sweatpants and no leggings as pants). Pants worn only when freezing weather conditions are present. - Regular and properly fitted shorts (no capris or cut-offs) - Must be in good repair; free from fade, rips, tears, and holes. - Shorts must fit properly, and must be worn at the waist with hems no shorter than three inches above the middle of the knee and no longer than the bottom of the kneecap - Belt loops must not be cut off
Dress	Hunter Green	<ul style="list-style-type: none"> - Knit Polo Dress with embroidered school seal (<i>not allowed for Mass Days</i>) - Navy blue or black modesty shorts must be worn under dress
Skirts Skorts Culottes Jumper	Uniform Plaid	<ul style="list-style-type: none"> - Navy blue, white, or black leggings may ONLY be worn under skirts or jumpers. They must reach past the ankle bone covered by socks. NO skin must show between the bottom of the leggings and the top of the sock. - Navy blue or black modesty shorts must be worn under skirts and jumpers - All hems should touch the ground when in a straight-backed kneeling position with the culottes or skirt at the waist. Maximum hem length not to exceed an inch and a half below the bottom of the kneecap
Accessories (<i>shoes, footwear</i>)	Shoes: White and/or Black (<i>no checkered or stripe design.</i>)	<ul style="list-style-type: none"> - Athletic Shoes only (High tops, colored logos, lights, characters, open-toed sandals, clogs, backless shoes, wheels or other fads are not permitted.) - Flat heeled solid black dress shoes are permitted only with rubber soles (must be closed toed)
Accessories (<i>socks</i>)	Solid White, Black, or Dark Navy (<i>Uniform plaid lined bobby socks are permitted</i>)	<ul style="list-style-type: none"> - Crew Socks must cover and be above anklebone. No logos of any type - Knee High Socks (no embellishments)
Accessories (<i>hair bows, ties, clips, scrunchies, headbands</i>)	Solid Dark Navy, White, Hunter Green, Uniform Gold or Uniform Plaid	<ul style="list-style-type: none"> - Large dice, beaded braiding, or other non-conservative hair accessories are not permitted
Accessories (<i>jewelry</i>)	Silver or Gold	<ul style="list-style-type: none"> - The following is permitted: 1 watch, 1 plain gold/silver chain with one religious medal or cross, 1 ring and 1 pair of stud earrings, gold /silver that do not extend beyond the earlobes. - Hoop or multiple earrings, bracelets or anklets are NOT permitted.

PREK3 to 3RD GRADE FORMAL DRESS CODE		
Description	Color	Style
Tops	White	- Polo (short/long-sleeved) with embroidered school seal ** Approved Polo Types include: Pique, Interlock, and Dry-Fit as sold by school preferred vendors **
Tops	White	- Peter Pan Blouse (short/long sleeved)
Tops (Outerwear)	Navy or Hunter Green	- School logo sweatshirts only (<i>to be purchased on campus</i>). -Sweaters/Cardigans with school logo (no embellishments) - Sweater Vests with school logo - Approved Outwear (Rain jacket/fleece/jacket) with school logo
Jumper	Uniform Plaid	- Navy blue or black modesty shorts must be worn under jumpers - Navy blue, white or black leggings may ONLY be worn under skirts and jumpers. They must reach past the ankle bone and be covered by socks. NO skin must show between the bottom of the leggings and the top of the sock. - All hems should touch the ground when in a straight-backed kneeling position with the culottes or skirt at the waist. Maximum hem length not to exceed an inch and a half below the bottom of the kneecap
Accessories (<i>hair bows, ties, clips, scrunchies, headbands</i>)	Solid Dark Navy, White, Hunter Green, Uniform Gold or Uniform Plaid	- Large dice, beaded braiding, or other non-conservative hair accessories are not permitted
Accessories (<i>jewelry</i>)	Silver or Gold	- The following is permitted: 1 watch, 1 plain gold/silver chain with one religious medal or cross, 1 ring and 1 pair of stud earrings, gold /silver that do not extend beyond the earlobes. - Hoop or multiple earrings, bracelets or anklets are NOT permitted.

4TH – 8TH GRADE DRESS CODE - GIRLS

Mondays through Thursdays, students are expected to be in Everyday Dress uniform, unless authorized by the Principal. On Fridays or other designated Mass days, students are to follow the Formal dress code. Formal dress code is still subjected to standard uniform rules. Students may not wear makeup, nail polish or false nails.

4TH to 8TH GRADE EVERYDAY DRESS CODE		
Description	Color	Style
Tops	White or Hunter Green	- Polo (short/long-sleeved) with embroidered school seal ** Approved Polo Types include: Pique, Interlock, and Dry-Fit as sold by school preferred vendors ** - Shirts are to be worn with shirttails tucked in at all times and must not be oversized or undersized - All undershirts worn must be a solid white

Tops	Navy or Hunter Green	<ul style="list-style-type: none"> - School logo sweatshirts (to be purchased on campus). - Sweaters/Cardigans with School logo; no embellishments - Sweater Vests with school logo - Approved Outwear (Rain jacket/fleece/jacket/hoodie) with school logo ** Hoodies and hooded jackets may not have the hood covering the head while in the school building. Violation may result in
Pants	Navy	<ul style="list-style-type: none"> - Regular or relaxed fit dress pants (no sweatpants and no leggings as pants).). Pants worn only when freezing weather conditions are present. - Must be in good repair; free from fade, rips, tears, and holes. - Belt loops must not be cut off
Skirts Skorts Culottes	Uniform Plaid	<ul style="list-style-type: none"> - Navy blue or black modesty shorts must be worn under skirts and jumpers - Navy blue, white or black leggings may ONLY be worn under skirts and jumpers. They must reach past the ankle bone and be covered by socks. NO skin must show between the bottom of the leggings and the top of the sock. - All hems should touch the ground when in a straight-backed kneeling position with the culottes or skirt at the waist. Maximum hem length not to exceed an inch and a
Accessories (shoes, footwear)	Shoes: White and/or Black (no checkered or stripe design.)	<ul style="list-style-type: none"> - Athletic Shoes only (High tops, colored logos, lights, characters, open-toed sandals, clogs, backless shoes, wheels or other fads are not permitted.) - Flat heeled solid black dress shoes are permitted only with rubber soles (must be closed toed)
Accessories (socks)	Solid White, Black, or Dark Navy	<ul style="list-style-type: none"> - Crew Socks must cover and be above anklebone. No logos of any type - Knee High Socks (no embellishments)
Accessories (hair bows, ties, clips, scrunchies, headbands)	Solid Dark Navy, White, Hunter Green, Uniform Gold or Uniform Plaid	<ul style="list-style-type: none"> - Large dice, beaded braiding, or other non-conservative hair accessories are not permitted
Accessories (jewelry)	Silver or Gold	<ul style="list-style-type: none"> - The following is permitted: 1 watch, 1 plain gold/silver chain with one religious medal or cross, 1 ring and 1 pair of stud earrings, gold/silver that do not extend beyond the earlobes. - Hoop or multiple earrings, bracelets or anklets are NOT permitted.

4TH to 8TH GRADE FORMAL DRESS CODE		
Description	Color	Style
Tops	White	- White blouse (¾ length sleeves) with embroidered school seal
Tops	Navy	- Blazer with embroidered school seal

Skirts	Uniform Plaid	<ul style="list-style-type: none"> - Navy blue or black modesty shorts must be worn under skirts - Navy blue, white or black leggings may ONLY be worn under skirts and jumpers. They must reach past the ankle bone and be covered by socks. NO skin must show between the bottom of the leggings and the top of the sock - All hems should touch the ground when in a straight-backed kneeling position with the culottes or skirt at the
Accessories (ties)	Uniform Plaid	<ul style="list-style-type: none"> - Must be in good repair; free from rips and tears
Accessories (<i>hair bows, ties, clips, scrunchies, headbands</i>)	Solid Dark Navy, White, Hunter Green, Uniform Gold or Uniform Plaid	<ul style="list-style-type: none"> - Large dice, beaded braiding, or other non-conservative hair accessories are not permitted
Accessories (<i>jewelry</i>)	Silver or Gold	<ul style="list-style-type: none"> - The following is permitted: 1 watch, 1 plain gold/silver chain with one religious medal or cross, 1 ring and 1 pair of stud earrings, gold /silver that do not extend beyond the earlobes. - Hoop or multiple earrings, bracelets or anklets are NOT permitted.

APPENDIX B: Technology and Internet Safety Acceptable Use Policy and User Contract

St. Ignatius Martyr Catholic School (St. I.) believes in the educational value of electronic devices and services to support the curriculum and student learning. While on campus, students agree to access only the school's servers and the Internet by using the infrastructure and filtering system provided by the school.

By deploying a filtering system, (St. I.) will make every effort to protect students and teachers from misuse or abuse as a result of their experience with an information service. This places (St. I.) in compliance with Children's Internet Protection Act (CIPA). You and your child's signature will indicate acknowledgement, understanding and agreement to comply with this policy.

This policy applies to the following:

- School provided technology resources such as computers, tablets, one to one devices; and
- Student devices defined as, any device brought to school by the student with the school's and student family's permission. This includes but is not limited to "smart" phones, tablets, laptops, e-readers and other devices with Wi-Fi capability.

The following policies are guidelines for appropriate use of technology:

1. I understand that this is not an exhaustive list and agree to ask a teacher or designated authority if I have a question about what is a violation of technology acceptable use.
2. I recognize the use of (St. I.) technology is a privilege, not a right. Inappropriate use such as vandalism or intentional modification of system settings may result in immediate revocation of my technology privileges. I acknowledge that I may be financially responsible for computer or component misuse resulting in physical damage. I further acknowledge that the school is not responsible for technical support or physical damage to student devices.
3. I understand that technology use is for education to enhance learning of the designated curriculum. I will not access, store, or display non-educational material or inappropriate material, such as, obscene writings, drawings, or photographs, vulgarity, violence, gambling, etc.
I also agree not to post, store or display inappropriate language, or pictures that contain personal, prejudicial threatening, discriminatory, harassing, bullying or false content.
4. I understand that (St. I.) will use a CIPA Compliant Content Filter to block harmful materials. I agree (St. I.) administrators and/or the technology personnel may audit or monitor my system, data, files or network at any time. I realize that after prior notice files stored on the school's storage system may be deleted from the system.
5. I will not gain unauthorized access, including "hacking" or engage in other activities; such as attempting to log into another's account, use others' files without permission, attempt to learn others' passwords, disrupt computer systems by spreading viruses, installing unauthorized programs, threatening the safety of a person or engaging in any illegal activities.
6. I agree to safeguard my login and password information and will not give this information to other students. If I bring a student device, I agree to secure it with a PIN or password and provide antivirus protection, if available, for my device.
7. I understand that I am required to use the infrastructure or wireless access provided for students by (St. I.). If my device has a 3G or 4G data plan, I agree not to use it to access the Internet while on the school campus.

8. If the school provides email, I understand that I am required to use school email accounts provided by the school. Whether or not the school provides email, I agree not to use my personal email account while on school the school campus.
9. I understand that all electronic communications sent to me through the school provided email system is confidential and that my secure account must not be shared with anyone.
10. I understand that Google Apps for Education, other apps or software for student use are provided by (St. I.) any communication or documents created therein is property of (St. I.) and subject to all school policies.
11. I will respect resources by using the bandwidth on campus only as part of an assigned in-class activity:
12. I will not use instant messaging services such as texting or other forms of direct electronic communications such as electronic mail or chat rooms on campus unless they are part of an activity assigned by my teacher.
13. I will conform to safety and security measures when using electronic communications. I will not provide information about myself or others without permission of my parents, teachers, or the individual's permission. Personal contact information includes but is not limited to photos, addresses, phone numbers, email addresses, etc. I agree not to meet with someone I have met online without my parent's approval.
14. I will promptly disclose to my teacher or other school authority any message, file or display I receive that is inappropriate.
15. I will respect privacy by not re-posting a message sent to me privately without permission of the original sender. I will not post private information about another person.
16. I acknowledge copyright law violations with regard to software and Internet based content such as, but not limited to, downloading of copyrighted music, clip art, games, computer programs, web pages, etc. I will not plagiarize works that I find on the Internet or other resources such as books or files.
17. I acknowledge that cyberbullying is prohibited. I understand that no use of the Internet (in school or off campus) may be used for harassment. "Cyberbullying" is when a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another student using the Internet, interactive and digital technologies, web site postings, blogs or mobile phones. If I believe I have been a target of cyberbullying, I agree to print a copy of the material and immediately report this to my teacher or designated authority.

Parent/Guardian

As the parent of this student, I have read the Technology and Internet Safety Acceptable Use Policy for (St. I). I understand that technology access is designed for educational purposes. I understand that (St. I.) uses a CIPA Compliant Content Filter to block Internet access to harmful materials. However, I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold (St. I.) responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my student's use of school's technology resources is not in a school setting. I hereby give permission for my student to use the school's technology resources including the Internet. If my student brings a personal device to (St. I.), I agree that it meets the school's requirements and I hereby give permission for its use at (St. I.). Furthermore, I understand that (St. I.) is not responsible for damage or technical support to the student device. I certify that I have reviewed this information with my student.

APPENDIX C: Library Use Agreement Form

User

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

User's Name (please print):

User's Signature

Date

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

Parent/Guardian

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

Parent/Guardian Name (please print):

Parent/Guardian Signature

Date

APPENDIX D: Photo/Video Release Form

TO WHOM IT MAY CONCERN:

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

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

Parent/Guardian

Date

APPENDIX G - Parent Code of Conduct

As a parent, I am the person primarily responsible for the education and formation of my children. By choosing to send my child to St. Ignatius Martyr Catholic School, I am entering into a cooperative relationship with the administration and teachers of the school.

Therefore, I, _____

- Will continue to play an integral role in the education and formation of my child.
- Remember that as a parent, I am the first and foremost role model for my children and they will learn from my interactions with the school.
- Acknowledge that parochial schools are a significant expression of the teaching mission of the Catholic Church and function within its structure.
- Will become more knowledgeable about the mission of Catholic education as expressed in this school and as stated in this handbook.
- Recognize that Catholic school educators have the responsibility for the overall well-being of all students as the foundation of his/her decisions and actions.
- Acknowledge that our teachers and administrators are professionals dedicated to the education of our children based upon the ideals of the Catholic Church, the vision of our individual parish, and sound educational principles.

Therefore, I accept the following Parents' Code of Conduct when dealing with the school, its staff, volunteers, other school families and our children.

- I will treat the school, staff, teachers, volunteers, and parents with the same respect with which I expect to be treated.
- I recognize that teachers see children in a school setting, and therefore may witness different behaviors than parents do at home. Therefore, I will listen to the teacher and give great weight to their appraisal of student behavior and performance before rushing to judgment.
- I will set a good example in my own behavior by refraining from inappropriate language and actions.
- I promise to approach school staff and teachers politely and respectfully if I have questions about my children's rewards and selections or consequences given for misbehavior.
- I will especially show respect in front of my child and my child's classmates.
- I will follow the safety policies established by the school administration, including checking in as a visitor when on campus and not disrupting classroom time without prior notification.
- I will refrain from engaging in defamatory comments regarding the school, faculty, administration, other students, other parents, or our Catholic parishes, including but not limited to, those made on social media i.e. school Facebook page.
- If, after a conference with a teacher, I continue to disagree with that teacher's decision, I understand that I will take that disagreement to the Principal, for a resolution rather than continue the discussion with the teacher.

