

**MISSION STATEMENT OF
ST. IGNATIUS PARISH**

We, the Community of Believers of St. Ignatius Catholic Church, are committed to the celebration of the Gospel of Jesus Christ. Gifted by the Holy Spirit, we are called to continue our Catholic Christian Heritage through faith-filled liturgies, hospitality, evangelization, Family Life, and life-long education. With God's grace we will build up the Body of Christ, by sharing our time, talents, and treasures with our community, our Diocese, as well as the people throughout the world.

**MISSION STATEMENT OF
ST. IGNATIUS SCHOOL**

St. Ignatius Catholic School will provide a Christian education through the cooperation of our families, the primary teachers of our children. Guided by the Holy Spirit, the love of God, and Christ-like living, St. Ignatius is committed to nurturing all children through a strong formation of faith, academic excellence, and compassionate discipline.

PHILOSOPHY STATEMENT

The ultimate goal of St. Ignatius is to evolve a committed, educated Catholic who enthusiastically proclaims and lives the Christian life and who is loyal to both God and self.

Through the grace of God, cooperation of our families, and dedicated staff we believe that all students will achieve their individual potential.

Therefore, St. Ignatius School aspires to engage the whole person: heart, mind, soul, and body.

**ST. IGNATIUS CATHOLIC SCHOOL
PARENT TEACHER GUILD**

Members are:	President:	Mrs. Shanna Bowden
	Vice-President:	Mrs. Rose Hanson
	Secretary:	Mrs. Jane Bielas
	Treasurer:	Mrs. Diane Mucciante

All parents/guardians with children enrolled at St. Ignatius School are members of the PTG. The goals of the PTG are to develop a mutual understanding between parent and teachers, provide support and resources through fundraisers and social gatherings, and to share ideas and suggestions that will assist in the continual improvement of the school. All families are *expected* to become *active* members of the PTG business meetings, which are held on the second Tuesday of each month (September - June) at 7:00 P.M. in the school clubroom.

ST. IGNATIUS PARISH/SCHOOL FACULTY

Mrs. Amy Rabeau, Principal
Miss Natalie Gajewski
Sister Jean Karen Woloszyk
Miss Maggie Wilson
Miss Tricia Schell
Mrs. Cathy Gilmet

Reverend Arthur Duchnowicz, Pastor
Amy Chojnacki, Parish Secretary
John Heinzl, Custodian
Pamela Bullock, School Secretary
Ceil Dembny, Custodian
Sarah Mulka, Pianist

<i>SCHOOL OFFICE HOURS:</i>	<i>7:45 A.M. - 3:15 P.M.</i>
<i>TEACHER HOURS:</i>	<i>7:45 A.M. - 3:20 P.M.</i>
<i>STUDENT HOURS:</i>	<i>8:00 A.M. - 2:55 P.M.</i>
<i>LUNCH HOUR:</i>	<i>11:10 A.M. - 11:50 A.M. (Grades 6-8)</i>
<i>LUNCH HOUR:</i>	<i>11:30 A.M. - 12:10 P.M. (Grades 1-5)</i>

ADMISSIONS

TUITION

St. Ignatius Catholic School tuition payment plan will be administered by FACTS Tuition Management Program for the 2011-2012 academic year. The FACTS Program provides a simple, convenient, secure and completely confidential method of payment.

Tuition for the 2011-2012 school year is \$2400 for one child and \$3000 per family. A book fee of seventy (\$70.00) dollars and a technology fee of ten (\$10.00) dollars for each student will be added to your first payment in August.

FACTS administration fees are per family and vary depending on payment options selected. The following payment options are:

- You may choose to pay in full on Aug. 1st at the school or through FACTS
- FACTS 10 month payment plan (Aug. – May) Payments of \$240 for one child or \$300 per family due the 5th or the 20th of each month
- FACTS 12 month payment plan (Aug. – July) Payments of \$200 for one child or \$250 per family due the 5th or the 20th of each month

Automatic payments can be made from a checking or savings account or from a variety of credit cards including MasterCard, American Express, or Discover. There is a \$41 yearly enrollment cost that will be paid by St. Ignatius if you choose to pay by automatic transfer or credit

card. An additional service fee of 2.5% per payment will be charged for credit card transactions to the enrolling family. Personal checks are also accepted. If paying by check, the enrollment cost is \$45 and must be paid by the enrolling family.

Family accounts are reviewed monthly. Families in arrears of a month's payment will receive notification reminders. Unexpected circumstances delaying a timely payment of tuition must be made known to the Pastor or Principal by phone or personal contact and followed by an explanatory letter.

Catholic, practicing, and registered families in need of financial assistance can apply for our Guardian Angel Tuition Assistance Program by following the FACTS link on our website or by picking up the forms from the school office. An outside source will be evaluating the forms to determine need. **Remember, no child will be turned away because of economic hardship. We will do all we can to work with parents who value Catholic, Christian education.**

**School tuition is not considered part of your church support donations.*

REGISTRATION POLICY

Registration for an upcoming school year is accepted in the following order:

1. Families with students currently enrolled at St. Ignatius School.
2. St. Ignatius parishioners currently not having students in St. Ignatius School.
3. Students from other Catholic parishes.
4. All others.

Registration is held in the school office during the month of May for the upcoming school year. Forms are provided in the school office. A family's registration for a new school year is not considered complete and effective until the previous year's tuition and fees have been paid in full or satisfied through the School Grant Program. In addition, a copy of each child's birth certificate, immunization records, Social Security number, and Baptismal record (if applicable) must be on file in the school office.

ACCIDENTS/INJURY

In the event that your child is involved in an accident at school, or at any school sponsored activity, emergency first aid will be administered by school authorities. Accident Reports will be documented in writing by the teacher, coach, or school agent in charge of the activity. In the event of serious injury, the school will contact the parents. If parents cannot be reached at home or work, the authorized person listed on your Emergency Form will be contacted should it be necessary to send the child home.

ADDRESS CHANGE

It is imperative that we have an up-to-date address and phone number for you and the individuals you authorize on the Registration Forms. Please call the office if changes need to be made.

APPOINTMENTS

Should you find it absolutely necessary to schedule appointments during class hours, please notify the school by note. Parents coming to school for dismissal of a student are to go to the office to sign the student out. Please do not go to the classroom. Students will be called to the office over the intercom. Likewise, when dropping a student off, parents should report to the office and sign the student in.

ATTENDANCE AND EXCUSES

It is the shared responsibility of the school and the home to assist students to develop desirable habits of attendance and punctuality. The only excused absences are those due to illness of the student, death in the family, a doctor or dentist appointment, or whenever the principal considers that exemption from attendance is in the best interest of the student or the school.

If a student has been absent for 25% or more of the grading period, the teacher will withhold grades for that period unless the work has been satisfactorily made up. This can jeopardize their success in that class.

Students are expected to make up all school work missed during absences. Teachers will assist students with excused absences in making up work. Students must initiate this effort immediately upon their return to school. Arrangements for a missed test will be made with their respective teachers. Students who have unexcused absences will not be permitted to make up their missed work. They will receive "no credit" for that time missed. We encourage regular attendance at school. If a child is ill, he/she should be kept home. Call the office by 8:30 A.M. when the child is absent. Upon return to school after any absence, the student is required to present a written note unless a phone call has been made by a parent to the office. Notes are kept on file in the office.

Students are expected to be in their class and ready to begin the school day by 8:00 A.M. Students are considered tardy if they are not in class by 8:00 A.M. When a student is tardy, they lose valuable learning time in the classroom and also interrupt teaching that is in progress when they enter the room. Regardless of the reasons, students who accumulate more than (5) tardies per grading period from any class, jeopardize their success in that class and may lose course credit.

Student daily attendance will be marked as follows:

1. The school day begins at 8:00 A.M. and dismisses at 3:00 P.M.
2. If a child arrives after 10:30 A.M. he/she will be marked a half day absent.
3. If a child leaves before 1:30 P.M. he/she will be marked a half day absent.
4. Perfect attendance will be awarded at the end of the year to those students who were neither absent nor tardy for the year.

BAND

Band instruction is at the Rogers City High School and is offered to students starting in the sixth (6th) grade. Band students need to be dropped off at Rogers City High School. The school bus will

bring students back to St. Ignatius School after band. Students participating in the band program are expected to abide by the following rules:

1. Remain in the program, once signed up, until the end of the semester (a semester includes two marking periods).
2. Work up to ability in all academic areas.
3. Display appropriate behavior at all times - on the bus and in the class.

BICYCLES

Students in grades one through eight may ride their bicycles to and from school during the months of August, September, October, April, May, and June. Students in grades one and two must be accompanied by an older student or an adult. A permission form, signed by the student, their parents, and the principal must be on file in the office before riding privileges will be granted. Riders must agree to walk their bicycle when on school property, follow all bicycle safety procedures, and yield to all pedestrians. The same rules are applicable to roller blades.

BIRTHDAY CELEBRATIONS

Birthday treats are not necessary, but may be brought at any grade level. When you are having a birthday party for your child and you are inviting **all** the girls in the class, or **all** the boys in the class, or the **entire** class, birthday invitations may be distributed at school. If you are inviting only a few children from the class, the invitations are **not to be brought to school**. Flowers or gifts will not be delivered to students during the school day.

CODE OF CONDUCT

St. Ignatius School adheres to the policy of “zero” tolerance in matters of violence and harassment of persons, and vandalism of school/church property. Violence and harassment show disrespect to persons; vandalism expresses disrespect for that which belongs to another person or institution. Violations of this policy will result in disciplinary action, up to and including, expulsion from school.

Students, both individually and in groups, shall comply with school regulations and shall recognize the authority of the teachers. Disobedience or open defiance of the teacher’s authority shall constitute cause for disciplinary action. When, in the judgment of a teacher, an individual or group effectively challenges his/her authority to conduct meaningful instruction in a classroom through disruptive acts, abusive language, or threats of bodily harm, a teacher shall report such activity at once to the administrator who is empowered to institute appropriate corrective and/or disciplinary action.

Discipline

The basic philosophy behind our discipline code states that in order for learning to take place, each teacher has a right to teach and a student a right to learn. Any behavior that interferes with either of these rights is considered disruptive and unacceptable. From a Christian perspective, our educational process is four-fold. It takes into account the spiritual, mental, emotional, and physical aspects of the total person. This is why each student’s effort and conduct marks are considered part of their total achievement. For any success in our educational efforts, we must continually

work with the triangle of parent, teacher (school), and student. It is our hope that with this cooperative effort, we will all benefit.

Repetitive behaviors which may result in lunch or after school detention:

1. Disruptive classroom learning
2. Disrespectful/argumentative
3. Excessive noise in halls
4. Littering
5. Gum chewing
6. Minor classroom behavior problems
7. Chronic failure to complete assignments
8. Disruptive behavior at Masses/assemblies
9. Throwing snowballs

Lunch Detention:

- A. Student will serve the detention the day of the offense or the following day in the school office. Up to five days of recess may be lost.
- B. Discussion will take place concerning the offensive behavior.
- C. Alternative ways of solving behavior problems will be explored and student may be asked to write an apology letter.

After School Detention:

- A. Call will be made to parent(s) of student prior to detention
- B. Discipline form will be sent home with student for parent signature
- C. Form must be signed and returned the next day before the student returns to school
- D. Detention will be served from 3:00 P.M. – 4:00 P.M. on Mondays, Tuesdays, Wednesdays, or Thursdays
- E. Student will not be allowed to do homework during this time. Student will assist the custodial staff with cleaning.

Suspension

Each school, realizing its obligation to the students, must extend a reasonable effort to assist students to adjust to the social and academic requirements of the school environment. Decisions to suspend should follow only after other means of motivation have failed and/or circumstances of crime, scandal, immorality, disruption, or safety necessitate suspension.

In reaching such decisions, consideration must always be given to the welfare and Christian development of the individual student and the practical common good of the entire student body.

Behaviors which may result in suspension:

1. Bus Violation (serious misconduct on a bus)
2. Disrespectful to teacher or staff member
3. Major classroom disruptions
4. Swearing – use of profanity/obscenity
5. Cheating
6. Damaging another person's property (student is responsible for paying for the cost of the repairs)

7. Damaging/defacing school property (student is responsible for paying for the cost of repairs)
8. Fighting – The definition of what constitutes a fight and the duration of the suspension shall be determined by the principal and communicated to the parents.
9. Forgery
10. Bullying
11. Harassment
12. Public action which brings disrespect to St. Ignatius Catholic School
13. Theft
14. Any disturbing behavior that clearly falls outside of the mission and philosophy of St. Ignatius Catholic School.

In-School Suspension (1-3 days):

- A. Student is segregated from student body
- B. Student is expected to complete daily work in silence by themselves
- C. No participation in field trips, assemblies, dances, school sport practices or games, nor attendance at any St. Ignatius School or sport function will be allowed for the day(s) of In-School Suspension

Out of School Suspension (1-5 days):

- A. The school is not allowed on school grounds during this time period
- B. Student is responsible for getting and making up missed assignments after they return to school
- C. Credit for assignments will be determined on a case-by-case basis
- D. No participation in field trips, assemblies, dances, school sport practices or games, nor attendance at any St. Ignatius School or sport function will be allowed for the day(s) of the Out of School Suspension

Expulsion

Expulsion is defined as the permanent dismissal of a student from the school within a given school year. There are two (2) general situations which can lead to expulsion:

1. When the moral or physical well-being of the student body, school or staff is endangered.
2. When there is a prolonged and open disregard for school policies, authority, or habitual truancy.

The expulsion of a student from a Catholic school is such a serious penalty that it hopefully will be rarely invoked. In most cases, the principal should use available means to discover the cause of a student's problem. The principal should attempt to utilize remedies such as suggesting that parents refer the student to a guidance clinic, physician, or priest if such remedies are likely to resolve the problems.

There may, however, be situations where immediate expulsion of a student from the school is appropriate. These situations include, but are not limited to, the following:

- a. Actions gravely detrimental to the moral and spiritual welfare of any school or church personnel, volunteers or students.
- b. Assault, battery, or any threat of force or violence directed toward any school or church personnel, volunteers or students.
- c. Use, sale, possession, or control of narcotics or illicit drugs on or about school/church premises.
- d. Use, sale, possession, or control of alcoholic beverages on or about school/church premises.
- e. Vandalism of school/church property.
- f. Possession or control of any weapon or other dangerous instrument on or about school/church premises.
- g. Any criminal behavior.

COMMUNICATIONS

A monthly school newsletter (Iggie Update) and any necessary memos or information on community activities such as scouts, sports, clubs, etc. are sent home with the youngest child. Classroom letters and Friday folders also serve as a vital link between home and school. In grades one - eight, each student is given a personal planner in order to keep track of daily assignments and projects. The planner can be used as well by parent and teacher, to monitor student effort and communicate daily/weekly progress and expectations. All families are encouraged to become actively involved in the school. Suggestions for improvement, constructive criticism, and positive comments are always welcome. Concerns regarding policy or the general operation of the school should be addressed to the principal. The protocol for resolving grievances regarding classroom issues is to be handled as follows:

- 1. All parental inquiries and/or complaints are to be directed first to the specific teacher involved in verbal or written form. If written, it must be signed.
- 2. Irresolvable issues between parent and teacher then need to be fully addressed by the principal.
- 3. After sufficient time has elapsed to address issues, the protocol for grievances then proceeds to the presiding pastor.
- 4. Severe concerns and/or highly critical issues are reserved for the Diocese of Gaylord Superintendent of Catholic Schools.

CONFERENCES

Parent/teacher conferences are routinely scheduled at the end of the first marking period (usually in conjunction with the public school). Individual conferences are encouraged and may be called by either parent or teacher whenever necessary. If a conference is desired, parents must call the office for an appointment.

CURRICULUM

St. Ignatius School strives to engage the whole person; heart, mind, soul and strength. A strong academic curriculum is supported by a Catholic heritage of faith and an emphasis on Christian family values. All aspects of student formation (intellectual, spiritual, psychological, physical, and social), are evaluated in light of how the mission of the school is to be lived out. Those families wishing to enroll at St. Ignatius must be willing to accept the standards, values, and regulations of the school. The curriculum is in keeping with Diocesan guidelines and the Michigan Association of Non-public Schools accrediting directives. Ongoing assessment and continual improvement is necessary to St. Ignatius School's continued certification. The core curriculum consists of:

- | | |
|-------------------|----------------------------|
| 1. Religion | 5. Science |
| 2. Language Arts | 6. Physical Education |
| 3. Mathematics | 7. Fine Arts |
| 4. Social Studies | 8. Basic Computer Literacy |

All students, regardless of their religious affiliation, are expected to participate in Religion classes, school liturgies, and religious services/functions.

DRESS CODE

At St. Ignatius School, we recognize that a student's appearance reflects their pride in themselves, their school, and their community. A dress code fosters a sense of community and helps provide an environment favorable for learning. Therefore, all students at St. Ignatius Catholic School will abide by the following dress code:

1st - 8th Girls

Polo Shirt

- White, Light Blue, Navy Blue, Yellow or Gold
- Long or short-sleeved
- Solid color only

Oxford/Peter Pan Blouse

- White, Light Blue, Navy Blue, Yellow or Gold
- Long or short-sleeved

Mock or Standard Turtlenecks

- White, Light Blue, Navy Blue, Yellow or Gold

Sweaters/Vests/Crewneck/Sweatshirts/Fleece

- White, Light Blue, Navy Blue, Yellow or Gold
- Sweatshirts must be worn with a collared shirt or turtleneck
- No hoods, lettering or zippers

Pants/Skirts/Skorts/Jumpers/Capris/Shorts

- Khaki or Navy Blue
- No cargo, spandex, leggings, sweat-pants or parachute pants

- Skirts/Skorts/Jumpers can be blue/gold plaid

Stockings (tights, knee highs, socks)

- Navy Blue or White

Shoes

- No open toe or back; no flip flops

1st - 8th Boys

Polo Shirt

- White, Light Blue, Navy Blue, Yellow or Gold
- Long or short-sleeved
- Solid color only

Oxford Shirt

- White, Light Blue, Navy Blue, Yellow or Gold
- Long or short-sleeved
- Must be tucked in

Mock or Standard Turtlenecks

- White, Light Blue, Navy Blue, Yellow or Gold

Sweaters/Vests/Crewneck/Sweatshirts/Fleece

- White, Light Blue, Navy Blue, Yellow or Gold
- Sweatshirts must be worn with a collared shirt or turtleneck
- No hoods, lettering or zippers

Pants/Shorts

- Khaki or Navy Blue

- No cargo, spandex, leggings, sweat-pants or parachute pants

Socks

- Navy Blue, Khaki or White

Shoes

- No open toe or back; no flip flops

*** Students are encouraged to wear their “BEST” dress code attire on Mass days. This could include skirts and jumpers for girls, and dress shirts with solid navy or blue/gold plaid ties for boys.**

Only St. Ignatius logos are allowed on shirts, sweaters, and sweatshirts on dress code days.

Logo wear may be purchased at:

Rogers City Screen Art (989) 734-4029

1. Clothing must be neat, clean, without stains or tears and of reasonable size to fit the child.
2. Skirts, skorts, culottes, walking shorts, jumpers and dresses must have a hem line that is three inches (3") or less from the floor when in a kneeling position. Slits/kick pleats cannot exceed the 3" limitation.
3. Straight cut bottom shirts may be worn outside slacks or skirts. Shirrtails must be tucked into waistbands.
4. Bare midriffs (male or female) are not allowed.
5. Hair must be neat and clean.
6. Students must not have visible piercing or tattoos except for pierced ears. Jewelry should be simple and not detract from the uniform.
7. The following items are **NOT** allowed to be worn within the classrooms: hats, head scarves, bandannas, overcoats, jackets, and camouflage clothing.
8. Shoes and socks must be worn at all times. Outdoor footwear cannot be worn in the classroom or gym.
9. Students involved in sports are to dress in accordance to the dress code unless the coach and principal agree to a change.
10. On “Jeans Day,” the dress code is relaxed, but all clothing must depict self-respect and decency. No violence, drugs, or alcohol labeling permitted.
11. On “Jeans Day,” nylon wind suits, sweat suits, denim (any color) and regular attire will be allowed.

If students are not in compliance with the dress code, the following actions will occur:

First Offense - A friendly dress code reminder will be sent home.

Second Offense - A copy of the Dress Code from the school handbook will be sent home and parents will be called.

Third Offense - The parent/guardian will be called to bring a change of clothing for the student.

Should questions arise concerning any provisions of the dress code, it is understood that the school principal has the responsibility and authority to decide such issues.

DROP-OFF/PICK-UP PARKING PROCEDURES

For the safety of our students, please enter the school property at 5 mph or below and observe that speed limit at all times on school grounds. Vehicles must enter the south driveway adjacent to the parish office and school playground and proceed around to the drop-off/pick-up area. If other cars are in the student drop-off/pick-up area, do not pass them. Once they have completed drop-off/pick-up and drive away, the next car(s) can move into the area.

It is preferred that students not be dropped off any earlier than 7:45 A.M. Students arriving early are to wait in the school lunchroom until the principal dismisses them.

PROCEDURE FOR PICKUP AT DISMISSAL:

1. It is preferred that students not be picked up early at dismissal. Please notify the office if extenuating circumstances dictate that you must pick your child up early (between 2:30 P.M. and 3:00 P.M.). Please park on Third Street and come to the office to sign your child out.
2. **No car may park between the office driveway and the bus loading zone at the back entrance of the school.**
3. Students will be dismissed to cars only after the bus has departed.
4. Parents who wish to come into the school at the end of the day may park in a **marked space**, preferably one closest to the church in order to give the bus as much clearance as possible.

*Students who ride bikes to and from school are to **walk** their bikes while on parish grounds and sidewalks.

GRADING SYSTEM

The following marking system is used in grade one:

S+ Means your child made an unusual growth spurt during the quarter

- S Means your child maintained a steady acceptable rate of growth during the quarter
- S- Means your child needs assistance to grow in this area during the coming quarter
- N Not progressing satisfactorily

The following grading scale has been adopted in grades two-eight:

A	= 95-100	C	= 79-82
A-	= 93-94	C-	= 77-78
B+	= 91-92	D+	= 75-76
B	= 87-90	D	= 72-74
B-	= 85-86	D-	=70-71
C+	=83-84	F	=(69 or below)

GYM RULES

- Adult supervision is required at all times. Students are never to be left unattended.
- Gym shoes must be worn at all times - no street shoes permitted.
- Hard balls, footballs, and baseballs are prohibited.
- Basketballs are to be used for shooting only.
- Food, candy, and drinks are not allowed in the gym, only in the foyer near the snack machine or in the clubroom.
- No gum
- Report all accidents involving persons or property to the school principal.
- Enter and exit stage by way of the stairs. No sitting on or jumping off the edge of the stage
- No dodge ball is permitted.
- No standing on benches or chairs is permitted.
- No sitting on the kitchen counter ledge is permitted.
- Turn all lights off when gym class is completed.

FIELD TRIPS

Permission slips must be signed by parents or guardians for students to go on field trips with their class.

FIRE, TORNADO, AND LOCKDOWN DRILLS

In accordance with state law, St. Ignatius Catholic School will hold eight fire drills, two tornado drills, and two lockdown drills during the school year.

When the fire alarm sounds, all students should exit the building in an orderly manner. Walking quickly and quietly, they should proceed to the nearest designated exit and continue walking to the assigned class meeting area or space.

A message over the P.A. System will signify a tornado drill. All students should exit their rooms to the designated area and sit quietly on the floor next to an inside wall. Students should cover their heads and remain seated until the all-clear is sounded.

A message over the P.A. will signify either an inside or outside lockdown. Teachers will follow the proper procedures to ensure student safety. No students shall be released to parents in the event of a real emergency. Parents will be contacted at another location to pick-up their child. All teachers are expected to discuss and practice these procedures with their students at the beginning of the school year.

GUM

No gum is allowed in or on the premises of St. Ignatius Parish/School. If a student chooses to break this rule, they will lose three (3) recesses.

HEALTH CARE AND SAFETY

We are required by the Health Department to submit a weekly report in illness. Whenever your child has a communicable disease, it should be promptly reported to the school office. Your cooperation is valuable.

If your student is well enough to be in school, he/she is well enough to participate in all school activities including liturgies, music and physical education. If for moral or medical reasons it is felt that a child should be excused, prior discussion and arrangements must be made with the school office. A written note from a parent is necessary if activity must be curtailed. Students do not leave the premises without permission. If your child becomes ill during the day, you, or the person designated on your child's Emergency Form will be contacted. A student may not leave due to illness without notifying the office.

Medications

The general procedure is for school personnel not to dispense any medicine to students. If your child is taking prescription medications and he/she needs it while at school, the following guidelines will be followed:

- A. A written prescription from the child's physician accompanied by the written authorization of the parent.
- B. Medication, in the original container prescribed by the doctor, may be conveyed to school directly by the parent or transported by transportation personnel (bus driver) at parent request. This should be arranged in advance. Medication may not be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- C. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time for taking the prescribed medication.
- D. We cannot dispense medication to your child unless these steps are followed. (This includes cough drops, creams, and over-the-counter medications such as Tylenol, etc.)

Asthma Inhalers

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity if the following conditions are met:

There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler and the building administrator has received a copy of the written approvals from the physician and the parent/guardian.

Immunizations

All students must follow the Michigan Public Health Code (P.A. 368) regarding Immunization. Parent will be required to show proof of immunization for their children.

Blood Borne Pathogens

As a precautionary measure concerning blood borne pathogens, we may notify parents to bring in a change of clothing in the event of exposure to body fluids (blood, urine, vomit, etc.).

HOMEWORK

Homework is assigned on a regular basis in order to review and reinforce the work done in school. Achievement cannot be attained without study. Parents should help their child understand that the study and review of assignments are needed for practice, as well as the further development of classroom instruction. The amount of home study should be approximately as follows:

Grades 1-2	20-30 minutes
Grades 3-4	30-45 minutes
Grades 5-6	45-75 minutes
Grades 7-8	60-90 minutes

Daily homework time does not include long-range assignments or projects. In most instances, students will need parental guidance with time management skills. All children vary in their abilities to perform any task. Parents should provide proper conditions in the home, and, as far as possible, a specific routine or time span in which work for school can be done. In grades two-eight, each student is given a personal planner in order to keep track of daily assignments and projects. Parents are expected to show an interest in their child's homework, and to provide only the kind of help that encourages them to succeed on their own merit.

HONOR ROLL

We have an Honor Roll Program to recognize students in grades four-eight, who achieve high academic results and conduct themselves in an appropriate manner for our Catholic school.

Honor Roll is as follows:

Outstanding achievement - all A's
A's in all subjects and B's or better in conduct.

"A-B" Honor Roll

All grades must be A's or B's, any combination, with B's or better in conduct as well.

HOT LUNCH PROGRAM

St. Ignatius Catholic School participates in the federally subsidized Hot Lunch Program. Costs for meals are:

Grades 1-8

Full Lunch	\$1.55
Salad Bar only	\$1.00 (does not include milk)
Milk	\$0.40
Students who qualify for Reduced Price	\$0.40
Students who qualify for Free	\$0.00

Adults

Full Lunch	\$3.30
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Families who qualify for free or reduced meals are encouraged to fill out an application. All information remains strictly confidential. Families may obtain an application from the School Office when school starts or whenever their financial circumstances make them eligible. Return applications in a sealed envelope marked "Meal Application."

Meal money is to be enclosed in an envelope clearly marked with student/family name. We ask that you put \$25.00 on your child's account to start off the year. *All checks must be made out to Rogers City Schools.* When the balance on your child's account is low a note from the office will be sent home. We ask that you send in a check as soon as you are notified. Thank you.

LIBRARY

Students in grades one-eight are assigned a weekly library period. Students may check out books from the library and are reminded of the special care that they should give to the books. A fine is charged for all books that are not brought back to the library on time. There is also a fine for damaged or lost books.

The library exists for the use of all of our students in order to support the instruction and learning taking place in the classroom, provide for personal intellectual growth, promote interest in good literature, and to assist students in learning how to use reference materials.

LOST AND FOUND

Lost items are put in the "Lost and Found" box in the hallway and may be reclaimed there. Such articles will be held for the school year and then given to a charitable organization. Children finding possession of others are asked to turn them in at the office.

PLEASE MARK ALL CLOTHING, ESPECIALLY TENNIS SHOES, MITTENS, GLOVES, HATS, AND JACKETS. OUR LOST AND FOUND OCCASIONALLY REACHES GIGANTIC PROPORTIONS!

MASSES/LITURGIES

School liturgies are held weekly (usually on Wednesdays). Holy days and special feast days are also observed. Students are given an active role in the liturgy as greeters, lectors, altar servers, cantors, choir members, and gift bearers. Students are encouraged to wear their "BEST" dress code attire on Mass days. This could include skirts and jumpers for girls, and dress shirts with solid navy or blue/gold plaid ties for boys. All parishioners and family members of school children are invited to attend our school masses.

OFFICE HOURS

The school office is managed by the secretary from 7:45 A.M. - 12:30 P.M. and from 1:30 P.M. - 3:15 P.M., Monday through Friday. The school answering machine is closely monitored and all messages will be promptly returned.

PARTNERSHIP AGREEMENT

Parents/Guardians of students are required to sign an Agreement of Partnership with St. Ignatius School prior to the student(s) attendance at school.

PERSONAL PROPERTY

Students are advised to keep all money, jewelry and other valuables on their possession at all times. Students are advised against bringing large sums of money to school. The school cannot assume any responsibility for these items if lost or stolen.

Skate shoes, portable CD players/radios, hand-held video games, etc., are not to be brought to school. These are high risk items for loss or theft. If a student has a special need for such equipment and must bring that to school, he/she should take it to the school office for safe-keeping. In addition, all cell phones must be turned off and may not be used during school hours.

If a theft of personal and/or school property occurs, it should be reported to the school office immediately.

PLAYGROUND RULES

During recreation and play, it is expected that students show respect to each other and adults by:

1. Giving all students the opportunity to participate in games
2. Taking time to apologize and make amends if someone's hurt
3. Taking the corrections of adults positively and with a cooperative attitude

Outdoor Recess Rules

1. Play on designated playground areas within sight of supervisors.
2. Respect the rights and feelings of others (NO pushing, fighting, teasing, or foul language.)
3. OBEY the supervisors, the first time a direction is given.
4. Rough play of any kind is not permitted i.e. "chicken", red rover, tackle, football, wrestling, martial arts fighting, etc.

5. Use the play equipment properly.
6. Football, soccer, and softball are played on the large field at the top of the hill.
7. NO food, drinks, candy or gum are allowed on the playground except on special occasions.
8. Snow pants and boots are required to play in the snow.
9. Students are not to re-enter the building until the bell rings.
10. When the bell rings, play time is OVER. Line up quickly and quietly.

Indoor Recess Rules

1. Indoor recess is held in the gym. Activities are at the discretion of the principal.
2. Indoor voices - NO screaming or shouting.
3. The stage, stage stairs, ballroom, storage room, and locker room are off limits.
4. The bleachers are for sitting only.
5. You must have permission to leave the gym.

Outdoor and Indoor Recess Discipline Plan

1. Verbal warning
2. Time out
3. Send student(s) to the office
4. Conference with principal and/or parents
5. In school suspension, out of school suspension or expulsion according to Diocesan Policy.

PRAYER

Since we want to teach the students the importance of prayer, we will have classroom prayer in the morning, at lunchtime, and before dismissal. This provides opportunities to use different prayer forms.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

To release students during the school day, requests are made to the teacher in writing and approved by the school principal. A student who is leaving during the school day is picked up from the school office by the parent/guardian or authorized person.

Parents who wish to take their child out of school for several days because of family matters should discuss this and the child's progress with the principal and teacher. The final decision rests with the parents. Work must be made up upon return.

School Song

We have the spirit no one can beat,
Whether in victory or in defeat,
We will keep our spirits high,
We want the trophy so let's try!
Win all the games and play fair and square,
Come on you Iggies and show that you care,
St. Ignatius counts on you so get in the game and fight!

Fight! Fight! Fight!

SEXUAL HARASSMENT POLICY

It is the policy of the Diocese of Gaylord and St. Ignatius School to make every effort to provide an educational environment that is free from all types of harassment. This policy applies to the actions of all faculty, staff, and students at St. Ignatius School, as well as others who may be in a working relationship with the school. The Diocese of Gaylord and St. Ignatius School are open to and respect any/all complaints brought under this policy.

At St. Ignatius School, every individual should be treated with dignity and respect. Faculty, students, staff members, and anyone else who works and/or visits the school are entitled to work/attend school in an environment free from discriminatory practices, including sexual and other forms of harassment. All will be held by standards of conduct which ensure that the school is free from sexual and other forms of harassment.

Students are expected to treat all individuals with respect and dignity. Thus, inappropriate sexual behavior or comments, which are directed at faculty, students, or other staff members, will not be tolerated.

The school will investigate all complaints of harassment in a confidential, professional manner. Appropriate action will be taken when warranted. Individuals involved in any allegations will be given due process. However, it should be noted that individuals who are found in violation of this policy, will be subject to appropriate disciplinary action, up to and including suspension and/or expulsion from school.

A complete copy of the Diocese of Gaylord Sexual Harassment Policy is on file at the school office and is available for review.

SHOES

Students are required to have two pairs of school shoes. This includes one indoor pair for the classroom and a separate outdoor pair to come and go from school and for the playground. Outdoor shoes should be left in the hall under the coat rack when not in use. Classroom shoes may be left in the students' room when not in use. Skate shoes, flip flops, and open toe and back shoes are not allowed.

SNACKS

A morning break time will be provided each day for grades one-five. Nutritious snacks are encouraged, such as: fruit, yogurt, granola bars, crackers, etc. Cookies, chips, or other sugary treats should not be a regular snack item.

SNOWBALLS

Throwing snowballs is not permitted on the premises of St. Ignatius Catholic School.

TECHNOLOGY

ACCEPTABLE USE POLICY AGREEMENT AT ST. IGNATIUS SCHOOL

As a computer/technology user, I understand that my ability to use a computer has the potential to enhance my education and provide me with skills that will help me in the future. The privilege of using a computer bears some responsibilities. I agree to abide by the following rules so that I may continue to use the technology available to me at St. Ignatius School.

1. I will not play games on the computer or use the computer resources for anything other than academic activities unless a staff member of St. Ignatius School has granted permission.
2. I will not waste supplies such as paper, printer cartridges and disks provided by the school.
3. When I am working at a computer, I will not disturb other computer users.
4. I will not copy programs onto disks or onto a computer.
5. I will not download anything from the Internet onto the hard drive or a disk without permission.
6. I will respect the privacy of others by not opening, reading or otherwise tampering with their files or documents.
7. I will respect all laws of the United States, its individual states and foreign countries in regard to copyrighted material.
8. I will not attempt to gain unauthorized access to system programs or computer equipment.
9. I understand that all school rules and policies that apply to student behavior also apply to all computer users.
10. I will not install a password of any kind onto any computer or program.
11. I will not alter, delete or install any software on the computers.
12. I will use the Internet for school related educational purposes only.
13. I will not access, submit, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal materials, nor encourage the use of any controlled substances via the computer.
14. I will not use my personal e-mail unless a member of St. Ignatius School has granted permission.
15. I will never enter a chat room.

16. I will respect my safety and the safety of others (including St. Ignatius School and any of its students or staff members) by not revealing any personal or impersonal information through the use of technology. This would include but not be limited to addresses, phone numbers, photographs, etc., without proper authorization from the school staff.
17. I will use the computers available at school in an acceptable way. I will not vandalize the software, hardware or any component of a computer or any other piece of technological equipment.
18. I will not deliberately introduce a virus to any form of technological equipment.
19. I will only use authorized computer disks. I will not use a disk from outside the school or parish until it has been virus checked by the school and authorized for use in the school or parish.

Access and use of the Internet, local area networks, computers, and other technologies are a privilege for the user. I have read and understand the rules for use of this privilege. I accept the terms, conditions, and regulations of this agreement. Violations of these rules will have consequences in compliance with the student handbook and any other school/diocesan policy, with the school reserving the right to exercise discretion based on the severity of the offense.

Misuse or abuse of a computer could necessitate the suspension of computer use. Technology users not abiding by the Acceptable Use Policy in this handbook will be subject to the disciplinary action listed below, as well as, corrective/disciplinary action by the principal.

1. Minor violations of the Acceptable Use Policy, such as accessing an e-mail account, will invoke a verbal warning. A second minor violation will be suspension of computer use for a length of time determined by the principal.
2. More serious violations of the Acceptable Use Policy, such as accessing inappropriate Internet sites or other users' files, will cause suspension of computer use for a length of time to be determined by the principal.

TEXTBOOKS

Students will be held responsible for the care and return of books issued to them. Textbooks must be covered at all times to insure good conditions for the life of the book. If a textbook is damaged or lost, the student is responsible for the cost of replacing it.

TRANSPORTATION

The Rogers City Area Schools provide a bus shuttle (A.M. and P.M.) between the loading/drop off site at the public school and St. Ignatius School. Transportation is also provided throughout the day for those students who take instrumental music at the public school. *It is a privilege to ride the bus.* Students must follow all directions of the driver and obey all bus rules. Discipline is handled jointly by the bus driver, principal, and Rogers City Area Schools director of transportation. Final

authority, however, for all bus related decisions, rests with the public school director of transportation. *Parents wishing students to ride the bus to a stop other than the normal bus stop must send written notice to the office.*

TREATMENT OF ANIMALS IN SCHOOL

1. Individuals bringing animals into the school must receive prior permission from the building principal. Animals may not be transported on school buses.
2. Domesticated felines, canines and ferrets must be inoculated against rabies before a student brings them to school. Prior verification of inoculation must be provided.
3. Caged domesticated mammals such as hamsters, gerbils, guinea pigs, rats, mice, rabbits, and chinchillas may be brought to school when permission has been granted. Live mammals obtained from the wild are not to be brought in school except as a part of a professional wildlife presentation. Staff and students should be aware that foxes, skunks, raccoons, squirrels, and bats may pose serious health risks to humans through transmission of rabies and parasites.
4. Teachers must assume primary responsibility for the humane treatment of any animal in the classroom. Animals must be appropriately housed, humanely cared for, and properly handled.
5. If animals are kept in the classroom on days when classes are not in session, the teacher must make arrangements for their feeding, care, and safety. Animals should not be placed in the care of students without proper direction on their care and handling.
6. For students who seriously object to dissection, an alternative assignment should be given. This must not have a negative effect on the student's grade or reduce credit for the class.
7. Animal experiments which use painful stimuli to modify that animal's behavior are not allowed.

VOLUNTEER CONFIDENTIALITY

In the course of working with students in classroom settings, school activities, or accompanying students on field trips away from the school, volunteers may occasionally develop their own opinions or insights, or become aware of possible sensitive information regarding students or their families. Any such opinions, insights, or information should be held in confidence by the volunteer.

If the information potentially involves abuse or other harm to the student or others, the volunteer should convey the information to the Principal immediately. When in doubt as to the nature of the information, the volunteer should discuss the information with the Principal.

VISITORS

1. Parents and grandparents are welcome to visit at any time, but should report to the office first and sign-in. Classroom visits should be prearranged with the classroom teacher.
2. Other visitors must get permission from school administration and the teacher at least one day prior to visitation.
3. Visitation will not be allowed during the two weeks at the beginning and end of each school year, or any one day preceding a vacation period.

WEAPONS

Weapons are not allowed on the premises or immediate vicinity of St. Ignatius Catholic School. The following is the official weapons policy for all Catholic Schools within the Diocese of Gaylord:

1. A “weapon” is an object which can be used to threaten or injure another. It includes, but is not limited to, “dangerous weapons”, as defined by the State law, which includes a firearm, dagger, dirk, stiletto, knife with blade over three inches long, pocket knife opened by mechanical device, iron bar, brass knuckles or laser pointers.
2. “School premises” includes the school building and the adjacent grounds, including, but not limited to, parking lot, playground, student lockers and busses.
3. “Immediate vicinity” of the school means within a block radius of the school, and any off-premises school activity site.
4. A “firearm” means:
 - a. any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action or an explosive;
 - b. the frame or receiver of any such weapons;
 - c. any firearm muffler or firearm silencer; or
 - d. any destructive device.

Rules:

1. Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon upon school premises or in the immediate vicinity of the school will be immediately removed from classes pending investigation.
2. A search may be conducted to verify the suspicion or clarify the discovery. The search may include, without prior warning, an inspection and search of student’s pockets (the student empties his/her own pockets), book bags, purse, lunch pail, locker, automobile, or any other items the student has in his/her possession or control. Questioning for the same purposes may include questioning by the principal, a member of the administration team, a school teacher, the pastor/pastoral administrator, or any other person acting on behalf of one of these individuals.
3. If a student refuses to cooperate or interferes with a search, said refusal to cooperate or interference will result in disciplinary action, up to and including expulsion from school.
4. The student will be detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises or in the immediate vicinity of the school. Depending on the nature of the weapon, the local police department may be notified.
5. Any student found to be in violation of the school’s weapon policy is subject to disciplinary action, up to and including expulsion. Any student determined to have brought a weapon to school shall be expelled for a period of not less than one year. The rule regarding expulsion can be modified by the school principal or superintendent on a case-by-case basis whenever, in the principal’s sole judgment:
 - a. the weapon was not possessed by the student for use as a weapon;
 - b. the weapon was not knowingly possessed by the student;
 - c. the student did not know or have reason to know that the object constituted a dangerous weapon;
 - d. the weapon was possessed by a student at the suggestion, request or direction of a school or police authority;

- e. mitigating circumstances justify other disciplinary action besides expulsion.
6. If an injury occurs in school, on school premises or in the immediate vicinity of the school, as the result of a weapon, the principal and teachers shall endeavor:
- a. to have students remain calm and avoid panic;
 - b. to notify the police, the pastor/pastoral administrator of the parish/inter-parish school;
 - c. to secure the school, and
 - d. to notify and consult with the Superintendent of Catholic Schools for the Diocese of Gaylord. The Superintendent will, in turn, notify appropriate offices in the Diocesan Pastoral Center.

The principal may use discretion to keep non-school persons out of the school and/or retain students in the school until police have completed their investigation.

WINTER WEAR

Please ensure that your child is properly dressed for cold and wet weather. Boots, hats, and gloves must be worn during inclement weather. Boots and snow pants are required for all children who wish to play in the snow.

PESTICIDES

The Michigan Department of Agriculture has two new points of compliance that we should be aware of with regard to any use of pesticides in or around our schools. Please share this with your maintenance personnel.

- A. All schools are required to send the attached "Advisory to Parents" home within the first thirty (30) days of school. Fill in the blanks and send home in August or with the next set of school materials.
- B. If your maintenance people use pesticides that are not pre mixed or pre packaged, they will need to become Certified Pesticide Applicators through a certification class and process. They should contact the Dept. Of Agriculture, (517) 373-1087, if they are using pesticides whose contents are mixed together on site or are dispensed in a container other than the original, such as a pump sprayer. Commercial contractors are required to provide written notice of when they spray. Keep a copy of this. Send written notice home to parents who request notice on the Parents Advisory.

ADVISORY TO PARENTS

As required by the Michigan Department of Agriculture

Dear Parent/Guardian:

As part of St. Ignatius Catholic School's pest management program, pesticides are occasionally applied. You have the right to be informed of any pesticide application made to the school grounds or buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please complete the information below and submit to the school office.

Name: _____

Address: _____

City: _____, MI _____

Phone: _____

You may also contact our school office at 989-734-3443 if you have any questions regarding this notice.