



Saint Ignatius of Antioch School Handbook 2021-2022

St. Ignatius of Antioch School

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Sischool.org

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St. Ignatius of Antioch

Mission Statement

St. Ignatius of Antioch Catholic School is committed to developing spiritual, personal, and academic excellence in all students, while incorporating 21st century skills to encourage life-long learning in a globally advancing society.

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MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As a parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. The primary purpose of a Catholic school education is twofold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
2. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
3. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
4. Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
5. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Partnership Between School and Family

Parental Responsibilities

Our school believes the education of your child/ren is a partnership between you and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require you to withdraw your child or children.

Students, parents/ guardians must accept and abide by all policies and procedures in order for the student to attend St. Ignatius of Antioch School.

The administration of the school reserves the right to amend, change or define any policies in this handbook at its discretion. These changes will be communicated through email communication and be posted on the school website.

Academic Offerings and Policies

Academic Responsibilities

Our school encourages all students to reach their fullest potential through the academic program. Students are responsible for the timely and satisfactory completion of projects, class work, and homework. Grades on tests and projects should be commensurate with the student's ability. A student who does not fulfill academic responsibilities will be placed on academic probation during which time the evaluation of the student's progress will be monitored by teachers and administration.

Conditions and Consequences of Academic Probation

- a. The parent(s)/guardian(s) and student will confer with the administration and the classroom teacher. The teacher will outline the student's program for improvement.
- b. The teacher will inform the parent(s)/guardian(s) of the student's progress. The process will follow the stated format:
 - parent/guardian contact
 - grades posted on Option C
 - periodic meetings with the student
 - report cards
- c. If the student is successful in meeting academic responsibilities, the student will be removed from academic probation and the parent/guardian will be notified.
- d. If the student is unsuccessful in meeting academic responsibilities, the administration will review the student's continued enrollment in the school.

Accreditation

St. Ignatius of Antioch School is accredited through the Middle States Association of Colleges and Schools.

Classroom Assignments and Placements

Teachers collaborate in each grade to determine the most beneficial placement for all students. Teachers' professional observations help guide assessment of where each child will best thrive. The observation and collaboration processes take considerable time and are carefully evaluated. The student's efforts are reviewed with the administration. Each child's welfare is treated with the highest regard. This process will be followed for each promotion list. **Parent requests will NOT be the determining factor for classroom placement of children.**

Class Participation

Students are expected to:

- be attentive and respectful to teachers, school staff, and volunteers
- show respect and concern for other students
- actively participate in class by responding orally or in writing as circumstances dictate

Closing Exercises

Participation in closing exercises is a privilege, not a right. The school can deny participation in closing exercises if, in the view of the school, the student's conduct, academic, or disciplinary records indicate that the privilege should not be extended.

Curriculum Modifications

The Office of Catholic Education established guidelines for modifying and adapting curriculum to meet the learning needs of all students. Saint Ignatius of Antioch School is committed to providing for the needs of individual students. Classroom Modifications are designed to provide adaptations to the curriculum so that high expectations are maintained for all students. The need for curriculum modifications is determined by educational/psychological testing administered by an agent of the Montgomery County Intermediate Unit or a privately engaged school psychologist. Parents/guardians join with the teachers and/or administration to develop strategies which will best help students achieve specific goals. Any student who receives modifications will have this noted on their report card. All goals and modifications are reviewed and agreed upon by the parent/guardian, teacher, and administration. A signed copy of the modification plan is kept in the student's file and is individualized for each year of instruction warranting modifications.

Graduation

Eighth grade students who have completed the prescribed course of study, and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the administration and the eighth grade teachers.

Homework Policy

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time is allowed for the completion of out-of-class

research assignments or projects.

Students have different capabilities and interests. It is difficult to denote a specific amount of time to be spent on homework assignments. The following is suggested for homework; this includes both written and study assignments:

Grades 1 and 2 -- 30 minutes

Grades 3 and 4 -- 60 minutes

Grades 5 and 6 -- 90 minutes

Grades 7 and 8 -- 120 minutes

The school realizes that students and subjects vary. The objective is not adherence to the time suggestions, but the extension of learning beyond class time. In the event of absence or suspension, all homework and missed assignments are to be made up. Effort will be made to have the assignments online for the convenience of families. Please check teacher websites and Google classroom pages for daily and ongoing work. If a problem arises, the teacher should be contacted.

Homework Illness Policy: For short absences students should make arrangements with classmates, check assignments online or obtain them when they return to school. Students will be allowed one make-up day per each day of absence due to illness. For long term absences, please contact the teacher.

Homework Vacation Policy: Parents are strongly discouraged from planning vacations during the academic year. While family time is certainly valuable time, interruption in the educational process can present difficulties for some children. However, when absences for vacations are unavoidable, the following policy will apply:

- Homework and/or class assignments will **NOT** be given prior to the start of the vacation.
- Upon return, all missed homework and class assignments will be given to the student. **The timeline for completion of this work will equal the number of days the student is out.** As an example, for 3 days away, the student will have 3 days to complete all missed work.
- All completed work must be signed by a parent/guardian and returned to the student's teacher

Preparation for Class

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete classwork and homework assignments will ultimately affect the student's effort grade on the report card. The daily performance of students is assessed by the teacher.

Progress Reports

Progress reports for students in Gr. 3-8 are available through Option C. Hard copies are not printed or sent home from school. Learning not only cultivates intellectual skills, but also responsibility for one's actions. We will issue a report for any of the following reasons:

- Neglect of study and/or written homework, classwork, projects and assignments

- Student not working to ability
- Failure to listen to and follow directions after repeated warnings
- Lack of responsibility handing work in on time or failure to return a test paper signed by parent/guardian
- Absence work not made up after a reasonable amount of time(See pg. 7)
- Carelessly completed class work after explicit directions have been given by the teacher
- Carelessly written or incomplete homework assignments
- Doing homework in class

Retention

Student progress is monitored throughout the school year. During the second trimester the teacher will contact the parent/guardian of a student who continues to experience difficulty to discuss the possibility of retention and support services. The teacher will schedule a follow-up meeting with the parent/guardian. If retention is indicated, the parent/guardian will receive an official notification which is to be signed and returned to the school administration. Promotion or retention is at the discretion of the administration in consultation with the teacher.

Please note that any student that earns less than a 70% general average in a subject is required to complete at least 10 documented hours of certified tutoring over the summer break to be reviewed by the administration on the first day of the new academic year.

Remedial Services

BCIU Services and Catapult

BUCKS COUNTY INTERMEDIATE UNIT ACT 89 / TITLE I

These programs provide remedial, corrective, or developmental skill reinforcement for the students of St. Ignatius of Antioch School. Students are considered for these programs based on their performance in the Terra Nova Test, assessments given by the BCIU, classroom teacher recommendation, and/or parental request. These services are coordinated with the classroom teacher to maximize learning potential.

Speech and Language Services

Speech and language services are provided via Act 89, through the BCIU. Children are selected to receive services when standards of sound production, fluency, language use, form, or content fall below normal standards for the child's age and ability. Referrals for evaluations are initiated by teachers, parents/guardians, or the children themselves. Evaluation and therapy are only provided following the consent of the parent/ guardian.

Reading and Math Services

Remedial services are provided via Act 89 for students on those days authorized through the BCIU. Students are considered for this program based upon classroom teacher recommendation, performance on the Terra Nova test, and informal diagnostic tests administered by the I.U. teacher. These services are

coordinated with the classroom teacher to provide the maximum benefit for the student. Service is only provided following the consent of the parent /guardian.

Counseling and Psychological Services

The Commonwealth of Pennsylvania provides counseling and psychological services through the BCIU. The school counselor provides quality service to the Saint Ignatius School community by consulting with the school administration, faculty, and parents/guardians regarding individual students. Both individual and group counseling are available to the students. The counselor recommends suitable referrals when needed.

After appropriate consultation, individual students are eligible for educational and psychological testing. The school psychologist consults with the administration, faculty, and parents/guardians to prepare for the testing procedure. Following the testing, the school psychologist meets with the student's parents/guardians to review the complete report. After parental permission is secured, the school psychologist shares recommendations with the school administration and the faculty in order to provide the student with the assistance needed.

Title I - Catapult

Learning Support Center- A staffed Learning Support Center is available for those students who need additional classroom support. In most cases, the Learning Support Teacher will push into the classroom. In some cases, the student(s) may be pulled out of the classroom for more intensive individualized instruction. To be eligible for the Learning Support program, a student must have testing, accommodations, modifications, a 504 or an IEP from a public district. Please contact the school administration for more information and detail of the program.

Student Grades and Materials

Report Cards

Report cards are available through Option C, three times a year to students in Grades 3 through 8. Grade 1 and Grade 2 students receive a Standards-Based Progress Report for all three trimesters, and Kindergarten students for the 2nd and 3rd trimesters. Portal opening dates for report cards are listed on the school calendar. There will be no report cards printed for trimester 1 and 2, but the final report card will be printed and distributed to all students on the last day of school. Each student is responsible for his/her own report card grade by satisfactorily fulfilling any or all of the following requirements:

- major assessments
- quizzes
- homework
- oral and written reports
- independent classroom work

- active participation in classroom lessons and activities
- group/individual projects

**Please see Retention regarding failures on Report Cards (see pg. 8)

Standardized Testing

Terra Nova Testing is administered in the Spring for Grades 3 through 7. Students take the Common Core with In-View Assessment. Results are communicated to parents by the Home Report. All data is examined by the staff and used to drive planning and instruction.

Student Books and Materials

Every student must carry books to and from school in a suitable book bag. **Book bags may not have wheels, and must be carried on the student's back.** Books, copybooks and materials are to be properly identified by name and room number. The student and parents/guardians must pay for all lost or damaged school books in full. A charge will be made at the rate at which the books were purchased. Students are expected to take care of personal belongings, books, and clothing. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation.

The school reserves the right to examine students' personal property and/or materials on campus if necessitated. There is no expectation of a right to privacy for the contents of a student's materials.

Issues of Administration, Records, Health and Safety

Accident / Illness at School

Accidents or unusual illnesses occurring at school are reported immediately to the Health Office/school nurse. When a student becomes ill, or meets with an accident, the parent/guardian is contacted. If the parent/guardian cannot be reached, the emergency contact will be called. Only basic first aid may be administered. Parents/guardians will be contacted immediately if there is any question regarding an injury.

Address Changes

Please notify the school office of home address, email address or telephone number changes.

Parents/guardians can at any time update their information through Option C. All changes are subject to approval by the administration.

Admission

Our school admits students of any race, color, national, or ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to its students. The school does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

The school endeavors to accommodate students with special needs as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances. The necessary forms and certificates

for admission are:

- Birth Certificate.
- Baptismal certificate (if not baptized at St. Ignatius of Antioch).
- Certificate of immunization that must be updated and available for confirmation. See Medical Records.
- Testing in some academic areas may be held for new incoming students in Grades 3 – 8.

Admission of Non-Catholics

The primary purpose of our school is religious education and faith formation. All students are responsible to participate in religious education classes and faith based activities. Likewise, non-Catholic students must participate in Eucharistic celebrations with their classes, but will not receive the Blessed Sacrament.

Communicable Diseases

No student, absent from school because of the conditions listed below, may return to school before the specified time period.

- Chicken Pox - Until all pox have scabs that are dried up
- Fever - Fever free for 24 hours
- Lice -After treatment is given and no nits are present
- Measles/Rubella/German Measles - 4 days from onset of rash
- Mumps - 9 days from onset of swelling
- Pink Eye - 24 hours after medication is started/no seeping is reported. A doctor's note must be presented upon returning to school stating that the student is on medication.
- Scarlet Fever - 24 hours after medication is started
- Strep - 24 hours on medication
- Whooping Cough - 7 days after medication is started
- Vomiting/Diarrhea - symptom free for 24 hours from the time it occurred
- Ringworm- Students may return to school 24 hours after medication has started.

Clearances

All parents are required to have the appropriate clearances on file in the school. It is a state law that all adults with any contact with children are to have the appropriate clearances on file. Parents/guardians without the proper clearances will not be able to attend field trips, attend classroom parties and volunteer at school functions. The link to begin the process to get the clearances can be found on the school and the parish website. All questions regarding the appropriate clearances please contact the parish office and ask for the Clearance coordinator.

Conferences

Formal conferences are scheduled during the first trimester. Students in grades 6-8 may be required to attend conferences with their parents/guardian.

Arrangements for parent-teacher conferences at other times can be made when deemed necessary for the benefit of the child. When requesting a conference, please email the teacher, state the nature of the concern so that the teacher can be prepared. The better the communication, the easier it is to direct your

child in his/her educational endeavors.

**Please note that teachers may not be interrupted during the school day.

Emergency Contact Forms

Information necessary to address student emergencies is collected through Permission Click and is required at the beginning of each school year.

Family Communication

Effective communication is the single, most important factor that assures a positive relationship between home and school. General communication will be sent home electronically through Option C. The Weekly Principal Update and associated flyers will also be posted on the school website. Parents/Guardians are required to be aware of all information communicated through the Principal's Update which is posted electronically on a weekly basis. Every family is expected to use the school website, sischool.org, as the main source of information. The website is updated regularly.

Teachers will update their Classroom pages weekly with information. Google classroom pages will have homework, classwork and assignments posted. Teacher updates will be sent at the teacher's discretion.

Drills/ Fire/Emergency/Crisis Drills

Fire drills are conducted on a monthly basis (weather permitting). The students are instructed to leave the building quickly and quietly when the alarm rings according to directions posted in each area. Protocol for Emergency/Crisis drills is reviewed and practiced annually. Lockdown drills are reviewed and practiced annually. Procedures for Drills and Crisis situations are located in each room in the building. Parents are required to abide by all school policies during a crisis situation.

All staff and volunteers must evacuate the building for any drill.

Legal Custody Issues

It is important for the school to have a current copy of any custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents/guardians are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions, and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

Medical Records/Immunization

The Commonwealth of Pennsylvania has mandated that all children entering Kindergarten or First Grade present documented proof that the following immunizations have been received:

DT (Diphtheria/Tetanus) - 4 doses - one after the fourth birthday

Polio - 3 doses

MMR (Measles, Mumps and Rubella) - 2 doses - one dose after 12 months

Hepatitis B - 3 doses - last dose after 6 months

Varivax (Chicken Pox) - 2 doses (or documentation of live disease)

After the basic series of 3 Oral Polio Vaccine, Diphtheria and Tetanus, boosters shots are due between four and six years of age. For students entering 7th grade, one dose of tetanus, diphtheria, acellular pertussis (Tdap) is required if it has been more than 5 years since the last tetanus immunization and one dose of meningococcal conjugate vaccine (MCV) is also necessary. Please inform the school nurse/health office, in writing, when boosters are given. Other immunizations may be required. **Students who do not have proof of immunization will not be permitted to attend school at St. Ignatius of Antioch School until those records are given to the school nurse**

Dentist and Physician Reports, along with an Elementary School Student Health History form, are required for students entering Kindergarten or any student entering from out of state. Subsequent examinations and forms are required from the Dentist in grades 3 and 7 and from the Physician in grade 6 (scoliosis exam is also due at this time.)

Medications

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, it will be administered by the nurse or in the main office. Parents/guardians are required to sign a medication authorization form, which is available from school or on our school website if the student must take medication at school.

Prescription and non-prescription over-the-counter medications must be in the original container with a note from the parent and physician to include: name of medication, reason for medication dosage, time of administration, and reason for medication. Medications may be sent in by the day or week. It is recommended that students not carry full prescription bottles to be taken back and forth daily.

Nurse

A registered nurse is provided by the Pennsbury School District on Wednesdays. During the week, a health room aide will be available in the nurse's office. Nurses do not replace the family doctor for medical/dental exam requirements. Please do not advise your child to seek the nurse to diagnose illnesses or injuries that occur at home.

The nurse is responsible for checking the height, weight, hearing, and vision of students annually, and for making a referral to parents if warranted. The nurse maintains all health records. Care given in the school is limited to first aid, in accidents or illness, until the parents can be reached. In an emergency, the nurse will arrange to have the student transported to the hospital.

If your child has a specific medical concern, please notify the homeroom teacher and the nurse. Medic-Alert bracelets are strongly recommended for any child with a medical issue. Emergency cards are kept on file for each student. Please be sure that we have up-to-date emergency numbers on file.

Please let the homeroom teacher know of any allergies in the event of a celebration, birthday party or a lunch situation.

Peanut, Nut Food and other Allergies

Please inform the Health office/school nurse and main office of all food allergies that may affect your

child(ren). Notify teachers of any and all allergies that may affect your child/ren.

Please read the label of any food you intend to send into school for the class. No food that either contains peanuts (or nuts of any type), or one that has been processed in a facility that also makes peanut products, may be distributed in school.

Release of a Child

A child will not be released to a parent/guardian who does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

Safety Regulations

The following safety regulations have been established to ensure the safety of our students:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before 8:00 a.m., at recess or lunch, or after dismissal unless a member of the school staff accompanies the student.
- No student may leave the school premises at any time without written permission. Every student must stay within the established boundaries when outdoors.

All visitors and volunteers must sign in at the front desk, and obtain a visitor's badge. The badge is to be worn for the duration of the visit. All visitors must produce a photo ID to enter the building.

Student Records

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child(ren) may be disclosed only upon written consent of the parent/guardian with legal custody.

Tuition Policy, Enrollment and Fees

Additional Fees

H&S does NOT require families to fundraise. The programs sponsored by H&S are funded by an annual assessment fee. For families with children in Grades K-8, the fee *per family* is \$50.00 For families with children ONLY in Pre-k, the fee is based on the number of days a student attends as follows:

Prek4 – Five or four full days: \$200

Prek4 – Three full days or all half days: \$100

Prek3 – \$100

Re-enrollment

Once enrolled at St. Ignatius of Antioch school, students will be automatically re-enrolled for the following year unless the parent or legal guardian makes us aware otherwise. A \$75.00 registration fee

will be applied to each family's FACTS account in February with no paperwork to complete.

Transfer

If a student is transferring to another school, parents/guardians should supply the school office with a permission form for release of records to the new school. School Records are sent directly to the school to which your child is transferring and are not released to parents/guardians. Records are not forwarded to another school until this form has been signed by a parent/guardian and all financial obligations have been met.

School Code of Conduct

Arrival and Dismissal Times

School begins promptly at 8:30 am. Students may enter the building after 8:00 am and should be in class no later than 8:30 am. Late passes will be given to students who arrive at school after 8:30 a.m. Dismissal begins at 3:15 pm. Please check the school website for days off and early dismissals.

We work in partnership with parents/guardians to enable each child to develop as an independent learner. Parents/guardians should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visits on particular occasions. Teachers are not available to conference with parents/guardians before school while children are present in the classroom.

Assemblies

The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

Attendance

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania.

a. **Absences** - The policies regarding this area are as follows:

- i. A student who has been absent from school, even for one day, is required to present a written note to the homeroom teacher.
- ii. A doctor's certificate is required for absence of an extended nature (3+ days).
- iii. If a child is going to be absent, or arrive late at school, a parent is required to call or email the school. Please leave a message on voicemail by 8am if calling. If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in or emailed, please expect a call from the school to verify the absence. Please help us in this endeavor by contacting us. Your child's safety and welfare are of great importance to us.
- iv. In the case of illness, a school official will contact the parents or adult whose name has been submitted to the office with an emergency phone number.

v. Any child who stays home without the parent's knowledge is liable for suspension. Any child who leaves school without permission will be suspended.

vi. Absences due to a funeral will be recorded except in the case of a parent, sibling or grandparent through the day of the funeral only.

vii. One absence due to a high school visit will be excused during the 8th grade year.

viii. 3 unexcused absences will result in a conference with administration to develop a plan to ensure all future absences are excused. Students who reach 6 unexcused absences (no notes on file) will then be referred to Child Services or the truancy offices in the county in which they reside.

b. Multiple Absences

Significant numbers of days absent from school have a direct impact on the academic success and future success of the student involved. We will make all efforts to work with students with prolonged illnesses or valid reasons for an extended absence. Students who have multiple absences reaching 20 days (excused or unexcused), will be placed on academic probation and an academic plan will be developed in conjunction with the teachers, counselors, and administration. Students reaching 25 days of absence (excused or unexcused) will be required to attend 40 hours of summer tutoring over the summer break before returning to St. Ignatius. Students who accumulate 30 or more days absent may be asked to withdraw from St. Ignatius of Antioch School.

c. Appointments

Student appointments should not be made during school hours.

d. Lateness

Tardy students must report directly to the school office for a late slip. An accumulation of **five** latenesses will result in an after school detention. Each student's lateness will result in a deduction of the student's effort grade.

Birthdays / Parties / Invitations

a. Birthday treats are welcome and must be scheduled with the homeroom teacher. Treats must not need refrigeration, heating or assembly. Please refrain from ice cream or frozen items, cake or oversized cookies that need cutting and distribution, items requiring the microwave or a hot plate, pizza, fast food or birthday party bags.

b. Selections include donuts, donut holes, cupcakes, fruit and juice boxes. Please supply napkins.

c. Do not bring balloons, flowers, or pets for a child's birthday or have them delivered to school.

d. The birthday acknowledgement in school is a treat not a party.

e. Parties at other times of the year like Christmas or Valentine's Day should follow the same rules as birthdays. All items brought into the classroom must have advance approval from the teacher.

f. Invitations to home parties may be distributed in school only if all children of the same gender are

invited, or if the entire class is invited. If all are not included, the invitations must be sent from home and may not come to school.

g. To ensure a quiet and academic atmosphere, school birthday treats can be shared with other staff members and teachers up to and including the 2nd Grade.

Computer Acceptable Use Policy

An Acceptable Use Policy, signed by both student and parent/guardian, is required annually.

a. Purpose and Goals

Computers are a valuable tool for education. Students, and all users of computer technology, have a responsibility to use these tools properly and in accordance with the school policy.

b. Responsibilities of User

With the right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such materials is impossible. The school will make every effort to discourage the appearance of such material; however, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources available online.

c. General Requirements for Use of the Internet

- All users are required to take simple Internet training from the computer coordinator.
- All users and their parent/guardian must sign a student access contract governing use of computer resources, which is provided by the school and set forth below.
- Use of stations is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited, if necessary.
- Transferring copyrighted material to or from the school without express permission of the owner may be a violation of Federal Law. The user must ensure that this does not occur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is forbidden. Any breach in this area will result in suspension with possible intent to dismiss.
- Email accounts through the school may be restricted and will be monitored.
- Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is **forbidden**.
- Use of the Internet for commercial gain or profit is not allowed.
- Users will not move, repair, reconfigure, modify or attach external devices, or load software on the system without the express, prior written consent of the school.
- The IT professional on site, as well as administration, has the right to monitor all computer activity

without prior notice to the user.

- Google Apps for Education accounts are established for student use within the @sischool.org domain to access Google Drive, Docs, Classroom and Calendar from any web device both on and off school property to allow sharing of files and documents with teachers and fellow classmates.
- The school may impose additional rules and restrictions at any time.

d. Discipline

Violators will be subject to suspension of computer privileges and/or further disciplinary action if deemed necessary by administration.

e. Student Rules

- For reasons of personal safety, students must never post or transmit personal information about themselves or other people. This includes name, address, telephone numbers, school address, social security number, etc.
- Students must not access or post material that is profane or obscene (e.g., pornography) or that advocates illegal acts, violence, harassment or discrimination toward other people.
- Students must not plagiarize works they find on the Internet.
 - **Plagiarism** is defined as an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author. This is **forbidden** and may result in disciplinary action by the teacher, which may include, but is not limited to, **detention and/or a failing grade on the assignment in question.**
- Students must not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they, through means of the Internet, harass or annoy other users via writing or photographs.
- Students must not knowingly or recklessly post or transmit information about persons or organizations that is false or private.
- Students must not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by other means.
- The illegal downloading of copyrighted software or other written works for use on home or school computers is prohibited. Engagement in cellular phone texting and online blogs such as, but not limited to, Facebook, Twitter, Snapchat, Instagram, etc. may result in disciplinary action if the content of the student's messaging includes defamatory comments regarding the school, the faculty, other students or the parish.

Violations of any of these rules may result in either or both of the following:

- Loss of Internet access privileges
- Disciplinary and/or legal action by the school, law enforcement or other involved parties.

f. Expectations for Parents/Guardians

As a professional learning community, there is an expectation of appropriate behavior by parents and/or

guardians at all school sanctioned events, which includes all parent meetings. There is to be no shouting and/or use of profanity. We, as a school community, rely on the mutual respect between our parents, teachers, and administration. If at any time during a meeting or school event, a parent's conduct is deemed inappropriate, the meeting will immediately be adjourned until a later date and/or the parent will be asked to leave.

Parents should not post disparaging, defamatory, malicious, or fictitious comments about the school or any member of the school community on social media. This may include, but is not limited to Facebook, Instagram, Snapchat, Twitter, etc. and may result in disciplinary action.

Disciplinary action to be taken by the administration may include, but is not limited to:

1. Contact from the administration regarding your social media posts
2. A formal conference regarding your continued violations of this policy
3. Disenrollment of your child(ren) from the school

Discipline

Discipline is a necessary reflection of the Philosophy of a Catholic School, which attempts to develop a fully committed Christian – a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to responsibilities and obligations to himself/herself and others.

- Discipline will be overseen by the school administration, but may consist of a board of teachers of various grade levels. The administration will be responsible for all matters of discipline, and may conduct meetings with teachers, students, and parents or guardians. The role of the administration will be to oversee disciplinary matters that may include, but is not limited to:
 - Bullying/Harassment
 - Cheating
 - Plagiarism
 - Truancy
 - Uniform Infractions
 - Effort/Behavior Infractions

The discipline code applies to students and parents/guardians in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

For the essence of the spiritual, academic, and social development of our students, our school establishes guidelines to promote a safe, effective learning environment. These guidelines are universal to the school. However, in an extra effort to support the development of our early-adolescents from grades 5 through 8, the following steps will be implemented:

1. Behavioral Infractions are noted by the written warning issued by a teacher or administrator. This warning is intended to assist the student with self-correcting steps toward accountability and improvement. The teacher will guide the student through the process. The infraction will be issued by the teacher through Option C and viewable by the parent/guardian on the day of the infraction. Parents/Guardians will receive a notice of the infractions from the lead teacher of discipline and will be expected to be aware of these infractions through their Option C account.
2. Acquisition of **three behavioral infractions** at any point in the academic year will result in

detention for students in grades one through eight. Detentions will be held on Monday afternoons from 3:00 pm to 4:00 pm. Transportation for students is the responsibility of the parent/guardian. Each student must be checked out by a parent/guardian. Behavioral infractions do not reset until the end of the academic year.

3. Acquisition of **four effort infractions** during one trimester will result in detention for students in grades one through eight. Detentions will be held on Monday afternoons from 3:00 pm to 4:00 pm. Transportation for students is the responsibility of the parent/guardian. Each student must be checked out by a parent/guardian. Effort infractions reset at the end of each trimester.
4. Within the time frame of one trimester, **three further behavioral infractions** or **four further effort infractions** resulting in a second detention will result in an **out of school suspension**. The length of the **out of school suspension** will be determined by the administration.
5. Within the timeframe of one academic school year, **two suspensions** will result in a formal conference of review with administration, and may result in a request to withdraw from the school.

Please note that in-school suspension, removal from school for the remainder of a school day, and expulsion can be a consequence for all students in any grade.

In-school suspension is sometimes an option in lieu of out-of-school suspension. The determination between the two lies at the discretion of the administration.

Detentions are **mandatory**. Any student that skips a detention will be required to serve an additional detention. Missing more than one detention may result in a parent conference and/or suspension.

Please note that any student that receives a “1” or “2” in Conduct or Effort in any trimester may be suspended from all trips, school events, assemblies, etc for the following trimester. This decision will be made at the discretion of the administration.

Student Council:

The purpose of Saint Ignatius's Student Council is to provide leadership and to serve and represent the school, student body, and community. Student Council will be made up of homeroom representatives in grades 5-7. Each homeroom representative will be elected by their respective homeroom at the start of each school year.

The executive council will consist of a President, Vice-President, Secretary, Treasurer, Fellowship, and School Spirit. These positions will be held by 8th grade students only and will be elected by students from grades 4-7 at the end of the previous school year.

Please note that students will be considered ineligible for Student Council positions if they have received two or more infractions in either Behavior or Effort during the previous school year. Prospective officers may also be required to receive teacher recommendations.

**Student Council members are expected to be examples for the student body at all times. As such, the administration of Saint Ignatius of Antioch School reserves the right to remove any student from Student Council for any disciplinary or academic concerns that may arise both inside and/or outside of school.*

Service Corps- Eligible 7th and 8th Graders can apply to be part of the Service Corps Organization.

Students in the Service Corps represent the school at all school sanctioned activities. No student who has more than three infractions or one detention may be part of the Service Corps. Students who received a 2 or 1 the previous year in conduct or effort are not eligible to join.

Field Day: Student Participation in Field Day activities is a privilege, not a right. Any student that incurs a suspension, or two detentions, may be withheld from all Field Day activities.

It should be noted that every effort is taken to follow a prescribed course of action in regard to consequences related to student behavior and responsibilities. However, each situation is handled on an individual basis taking all factors into consideration. **Comparisons should not be made.**

Serious infractions such as drug, alcohol, or weapons possession, or severe physical or moral conduct could result in the immediate removal of the child from school with the intent to dismiss.

Consequences of Daily Activity - Examples

The following list is an example of activities that require a response of an infraction and/or detention.

- a. Not prepared for class
- b. Improper behavior
- c. Cheating
- d. Disrespect
- e. Abusive language
- f. Forgery
- g. Invading the privacy of another's desk
- h. Gum chewing/eating in class
- i. Dress code violation
- j. Damaging any school, church or personal property
- k. Unsigned test papers/mark sheets
- l. Other – any other behavior that warrants attention not specified on the above list

Serious infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a bus, or at a school-sponsored function. Examples of serious infractions include, but are not limited to:

- a. Truancy
- b. Violent behavior
- c. Blatant disrespect for authority
- d. Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages
- e. Irreverence
- f. Vandalism
- g. Profane/obscene language or gestures or engaging in immoral conduct

- h. Possession of any item which may present a danger to others in school or out
- i. Cutting class/Leaving campus without permission from a school authority

Violent/Threatening/Harassing and Inappropriate Conduct

St. Ignatius of Antioch School is committed to providing a safe educational environment for all individuals free from all forms of improper threat, intimidation, hostile, offensive, and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. The school reserves the right to define inappropriate conduct.

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

Harassment/Bullying

The administration of Saint Ignatius of Antioch strives to provide a safe, positive learning climate for all students, and will not tolerate any act which:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an education program or activity or creates an intimidating, threatening, or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation, or religion.

Bullying refers to any overt act or combination of acts directed against a student by another student or group of students which:

- Is repeated over time;
- Is intended to ridicule, humiliate, or intimidate a student;
- Occurs in a school setting or during the school day on school property, on a school bus, or at a school-sponsored activity or event;
- Includes any intentional electronic, written, verbal, or physical act including but not

limited to:

- Written-intimidating/threatening and/or demeaning letters, notes, messages, or emails;
 - Verbal-intimidating/threatening comments, slurs, innuendos, or taunting;
 - Visual leering or gestures;
 - Physical-hitting, slapping, or pinching;
 - Making reprisals, threats of reprisal, or implied threats of reprisal;
 - Social isolation or manipulation of a student;
 - Engaging in implicit or explicit coercive behavior or to control, influence, or affect the health and well-being of a student; or
 - Any other behavior or act which has the effect of substantially interfering with a student's education, creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school.
- **Bullying, as defined in this policy, includes cyberbullying.**

****Please note the administration of Saint Ignatius of Antioch school may exercise its right to impose discipline upon any student that has been deemed to have violated this policy; even if the act or acts took place outside of a school setting if it interferes with the learning environment of a student or students.**

- School setting shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school including through the use of school owned devices. Furthermore, to the fullest extent permitted by law, the school shall have the right to impose school-based discipline for violations of this policy under circumstances where the school has legal authority/discretion to regulate off-campus conduct.

Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student or to a school employee:

1. Submission to such conduct is an explicit or implicit term or condition of an individual's participation in a school-related activity; or
2. Submission to or rejection of such conduct is used as the basis for academic decisions affecting that individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment, as defined above, includes, but is not limited to the following:

- Sexual flirtations, advances, or propositions;
- Sexually explicit or obscene jokes or gestures;
- Verbal or physical harassment or abuse of a sexual nature;
- Verbal comments of a sexual nature, sexual name calling, graphic or suggestive comments about an individual's dress or body;

- Sexually degrading words to describe an individual;
- Pressure to engage in sexual activity, repeated propositions;
- Repeated remarks to a person which contain sexual implications or suggestions;
- Unwelcome touching, pinching, patting, grabbing;
- Unwelcome body contact;
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Procedure for Reporting Harassment/Bullying

1. Any student who believes he or she is being subjected to sexually or otherwise harassing behavior or bullying by another person is encouraged to report the behavior or actions to a principal, teacher, staff member, and/or parent.
2. An incident report form will be completed and brought to the administration for review.
3. If the claim is substantiated, a meeting between the administration, the accused student, and the parents or guardians of that student will occur.
4. Disciplinary action may then be taken by the administration, which may include, but is not limited to:
 - a) Detention;
 - b) Suspension and/or probation; or
 - c) Expulsion

**Please note that the Saint Ignatius of Antioch policy for sexual harassment is prescribed in accordance with the Archdiocese of Philadelphia guidelines for Sexual Harassment.

Confidentiality

In all phases of the complaint resolution process, every reasonable effort shall be made to maintain the confidentiality and protect the privacy of all parties, consistent with the school's responsibility to investigate and address such complaints.

Expulsion /Dismissal from Saint Ignatius of Antioch School

- a. After two (2) formal suspensions, a student may be dismissed.
- b. An incident may warrant immediate dismissal. The school reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent/guardian to be inconsistent with school policy, the good of the school community or Catholic teachings.
- c. Parents/Guardians of the student will receive a formal letter of dismissal.
- d. No refunds on tuition or the weekly Church contribution will be given to families whose students are expelled from the St. Ignatius of Antioch School.

Serious Infractions, including but not limited to the following, may result in the immediate removal of a child from school with the intent to permanently dismiss:

- Misuse of communication devices in school, at home, or off premises that target any student,

teacher or staff member

- Alcohol and/or drug possession or use
- Weapon possession
- Blatant physical or verbal contact towards a student, teacher, or staff member
- Possession of materials or a display of actions deemed immoral by the Administration
- The administration has the right and authority to impose consequences in keeping with the mission and philosophy of the school in order to protect and preserve the well-being and safety of the school community

Dress Code/Uniform

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When children look and feel good about themselves, they act and work accordingly.

The following constitute a distraction and are **not** permitted:

- Colored nail polish
- Make-up
- Non-religious necklaces or rings
- Scarves or head coverings. Hair accessories are limited to barrettes, ponytail elastics, and headbands. No hair extensions, feathers, scarves, or thread wrappings are permitted
- Hair dye and tattoos

Additionally:

- Girls are limited to no more than 1 non-hoop, non-dangling, post earring in each earlobe. No part of the earring may extend below the earlobe. Extreme piercings are not permitted. Boys may not wear earrings.
- Girls may wear clear nail polish. Boys may not wear nail polish.
- Boys' hair must be neat with length not past the eyebrows or touching the collar. It also may not have any shaved lines or designs.
- Girls' hair must be neat and out of the face.
- Belts must be worn with pants or shorts by both boys and girls.
- All shirts without the banded bottom must be tucked in.
- Only the neckline of a plain white undershirt may be visible under the shirt.

Please visit the school website for a complete listing of school uniforms.

<https://www.sischool.org/uniform>

Cold Weather Policy- During the winter months when the temperature is forecasted to be below 25 degrees all day, *Winter Gym Uniforms* may be worn in place of the full winter uniform. Please use the local news and weather forecasts to make your decision. The school will not be responsible for emailing or posting this information.

Please Note: *If a student violates this dress code, it results in a dress code violation. A student that receives **three** dress code violations will then receive **one** effort mark.*

Dress Down Days: These days occur once a month. Participation is a privilege and is subject to proper attire. Midsections, backs and shoulders must be covered. Sleeveless tops must cover all undergarments. Scoop or V necked tops must not be so low as to expose cleavage. Pajamas are not acceptable at any time. T-shirts with words or images deemed inappropriate by school staff will be confiscated. Shoes must be flat and have a backing or strap at the heel for recess and stairwell safety. Students in Grades 4-8 may only wear shorts that pass the fingertip test, or fall slightly above the knee. Capris are also an option for girls. Any student in Grades 4-8 wearing shorts not of appropriate length or longer will be required to call home for a change or purchase Ignatius gym shorts that day. Skirt length requirements mirror those of the regular uniform. Leggings may only be worn with shirts of appropriate length covering to mid-thigh.

Emergency School Closings

We use option C, local news outlets and our social media pages to communicate with parents both during emergency dismissal situations and after regular school hours. Parents are asked to provide updated telephone and email contact information to support use of this system. After hours and before school closings will also be posted on the website.

For weather, we will adhere to the closing or late opening decision of the Pennsbury and Neshaminy School Districts. Saint Ignatius of Antioch does not make unilateral weather closing or late opening decisions. Please do not call the school to ask if we will close early. We will communicate this information to you via Option C, the school website and our social media page as soon as we have it.

Extended Care

Before and After-school care is available through the school's C.A.R.E.S. program from 7:00-8:00 am and/or 3:00- 6:00 pm. Please visit our website or contact the school office for information.

C.A.R.E.S is directed by a school faculty member and all fees are collected through the FACTS system.

- There is NO C.A.R.E.S on days of early dismissals.
- There is NO C.A.R.E.S. on days when there are early dismissals due to weather or emergency closing.
- There is NO AM C.A.R.E.S on days of a delayed opening due to weather.

Extra Curricular Activities

Clubs/activities available to students will be listed on the website, the school calendar, and information

will be sent home in the Weekly Update as applicable.

False Alarms

The family of the student/child responsible for a false fire alarm will be fined \$200.00. The child will also be subject to suspension and 10 community service hours. **The township charges the school \$200.00 each time a false alarm is activated.**

Field Trips

The purpose of class field trips is to broaden the intellectual, cultural, and social experiences of students. There will be no overnight field trips or activities. A parent/guardian must complete the official permission slip for the student to participate. Verbal permission cannot be accepted. Permission slips will be completed through an online site, Permission Click, in order to participate.

Students participating in field trips will utilize the transportation arranged by the school. Typically this is a chartered school bus or motor coach. While it is not encouraged, parents sometimes request they provide their own transportation for their child. Parents who do so must realize they are not considered chaperones and are acting independently of the school. These parents must make their own arrangements for admission and/or any fees that apply. Unless offered by the venue, no discounts or school rates will apply.

Students with chronic health issues will require a chaperone for all school field trips.

As costs for class trips are calculated on venue fees and transportation expenses, children who do not ride on school provided transportation are still responsible for the full amount of the trip. The St. Ignatius of Antioch Home and School helps defray the cost of school field trips. This is a significant investment by the Home and School and we are grateful for their support.

Students who elect not to participate in a field trip should report to school and will be assigned work which will be completed in another classroom. If students stay home on a field trip day, it will be marked as an absence.

A class trip is a privilege, not a right. Teachers, in consultation with Administration, reserve the right to restrict or deny student participation on any field trip. (Please see discipline section regarding field trip eligibility)

Parents/guardians who wish to be considered as chaperones must have all necessary clearance items on file with the school office.

Parents/Guardians will NOT be permitted to take home their child(ren) immediately following the field trip. All students will return to school and will be dismissed following the normal procedure.

As Archdiocesan policy states, all chaperones must agree to refrain from purchasing and/or drinking alcoholic beverages while chaperoning any student at any school activity whether on or off campus. Schools are held to a very high legal standard and those who are employed by and/or who volunteer their services in supervising children must avoid even the appearance of impropriety. We respect the rights of adults to drink alcohol but anyone who will not agree to refrain from exercising that right while supervising students at a

school activity will not be allowed to chaperone.

Home and School

Please check the website for ongoing information about this important organization. Home and School will periodically send out communications regarding special events and information. All families are encouraged to participate in Home and School events.

School Office Hours

The School Office is open on school days from 8am until 4pm. The office is open until 1:30 p.m. on early dismissal days.

Telephone Use

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with permission of the teacher and office staff. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans.

Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be given to the school office when necessary, and they will be given to the appropriate teacher.

Cellular Telephones/Handheld Electronic Games

Cell Phones should be turned off and in the student's backpack during the school day. Any use of the cell phones is prohibited during school hours. No students should have their phones out at any time. Phones will be confiscated and the parents will have to come into school to pick up the phone if these rules are not followed.

The use of a cell phone by a student to call or text while on a field trip may only be done with permission from the teacher or school staff member. Chaperones do not have the authority to grant this permission.

Additionally, the excitement surrounding field trips certainly includes the desire to take photographs as part of the experience. We recognize that in today's technological world, cameras are extinct and have been replaced by cell phones and devices. However, the "posting" of any student faces on Facebook, Instagram or similar sites is strictly forbidden. Parents have the expectation of privacy and safety for their children, and a posting of faces would be considered a direct affront to that expectation. A breach of this expectation will result in disciplinary action.

Should the child misuse the phone to place a call, send a text, etc. without permission, the phone will be taken from the student. Additionally, if the text message is of a nature not in keeping with the school code of conduct, such as bullying, harassing, or use of obscene language, the student will be immediately suspended from school. The school and its employees will not be responsible for cell phones.

Students may not text to ask for a pickup if ill. They must see the nurse and the parents/guardians will be notified by the nurse if the student needs to go home.

Handheld electronic games may be used only at indoor lunch recess at the discretion of the teacher and are the sole responsibility of the student. Games must be stored in backpacks until the acceptable use

time. The school will not replace damaged, lost or stolen items.

Apple/Smart Watches, iPods, watchband electronic games, and other items that may be distracting or disruptive to the learning environment are not permitted in school. Any items of this nature will be confiscated. Kindles or electronic books are permitted for use during those times designated for private reading.

Visitors

Visitors are welcome by appointment. To arrange for a visit, contact the school office. Graduates wishing to visit former teachers should email the teacher(s) prior to the visit to confirm arrangements.

Parents coming to school to bring forgotten articles or to relay messages are to come to the visitor's desk. Classes may not be disturbed for these reasons. All visitors must report to the visitor's desk and sign in the visitor's log when entering the building. This includes submitting an official government issued I.D. to the school. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

Volunteers and Clearances

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our students' families, which helps in building a strong learning community. Appropriate clearances must be on file to volunteer at school or chaperone field trips. It is mandatory that everyone who may plan to volunteer for even one event submits their official clearances with the rectory. The link to find the appropriate clearances can be found on the school and parish website. All necessary clearances should be sent to the rectory to be kept on file.

All homeroom parents will be selected randomly by the homeroom teacher from among those who sign up at the start of the academic year. Sign ups will be available at back-to-school night.

St. Ignatius of Antioch School has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA). A copy of the plan is available for your inspection at the school office during regular office hours. Inquiries regarding the plan should be directed to Acer Associates (856-809-1202), the school's asbestos consultant.

Lunch

Lunch Program/Hot Lunch

For the school year 2021-2022 all students must bring their lunch each day.

Cafeteria Rules

- Students are assigned lunch room tables and are not permitted to walk from table to table.
- Students are expected to walk in the Cafeteria when moving.
- Students are expected to keep their area clean and to pick up all trash.
- Students are not permitted to yell from table to table or use inappropriate language.

- Students are expected to respect the lunch monitors, the lunchroom staff and faculty members on duty.
- Students are to move in an orderly and quiet manner in and out of the Cafeteria.
- Students are expected to behave in a manner consistent with Catholic School and should refrain from any behavior that is contrary to the Catholic faith.

****No prepared food from outside vendors or restaurants is permitted at lunchtime.**

****Students are not permitted to bring in any glass containers or glass bottles with their lunches.**

Special Lunches SUSPENDED UNTIL FURTHER NOTICE

Occasionally during the school year special lunches will be offered to purchase from outside vendors. These special lunches are not mandatory and are planned as fundraisers.

Student Council Lunch SUSPENDED UNTIL FURTHER NOTICE

The first Friday of every month will be Student Council Lunch. Orders for the Student Council Lunch will be found online. No orders for lunch will be accepted the day of the Student Council Lunch. This is the primary fundraiser for the Student Council.

LUNCH SCHEDULES

Grades K-4: 11:45 am - 12:07 pm

Grades 5-8: 12:07 pm - 12:30 pm

The website lists all menus and ingredients under the Lunch Program.

Lunch Recess

All students are given time to be outside for lunch recess, weather permitting. Students are expected to follow all rules and to cooperate with the adults who are supervising recess. Students will have time to socialize and have physical activity. It is assumed that all activities are safe. Students are required to follow all set procedures for the end of recess.

If in the opinion of the adult in charge, parent or teacher, an activity is deemed unsafe or dangerous, the activity is stopped. Outdoor lunch recess is a privilege not a right and can be revoked if a student does not follow the basic code of conduct for Catholic students.

Transportation

Regular Transportation

In the beginning of the school year, parents are asked how their child(ren) will arrive at and leave school. Any change in transportation arrangements must be made in writing. Calls to school regarding transportation changes should only be made in case of a true emergency. Any changes to the normal routine of dismissal should be called in to the main office as soon as possible.

Busing

The local public school districts provide bus transportation for students. Parents should direct all concerns to their local school district's office. All parents will receive letters detailing the busing for their child/ren in August of each school year. The decision as to what bus company is contracted to service our school is up to the individual school districts. Transportation change requests must be submitted to the school districts by the school office. Children who ride the school bus are expected to behave in a safe and orderly manner at all times. Failure to do so will result in their being denied the privilege of riding the bus. Children must ride the specific bus as assigned by the school district of residence, and only that bus. Children may not ride another bus even within their own district. Arrangements for transportation to another student's home, for whatever reason, must be made by, and provided privately by parents.

Cars

Student Drop Off

Cars must use the designated drop off on the side of the school to drop off students. Drivers should pull up to the drop off doors, allow students to exit from the passenger side and pull away immediately, so other cars may pull forward to unload. Students should have school bags and lunches in hand when the car approaches the circle. Parents remain in the car. If there is no teacher visible in the drop off circle, students are either too early or late for school. Early students are to remain with the parent until the teacher reaches the top of the stairs. Late students should be driven to the office and signed in by a parent.

Student Pick Up

Students are brought outside through either the cafeteria or front doors of the school. Cars should line up in single lines facing the church \and wait for the students to be brought outside. Students will be brought to the cones and wait to be picked up by a parent or guardian. Cars will be dismissed by the teacher on duty. Cars may only leave by the designated exit when instructed by the teacher on duty.

For the safety of all, at no time should a parent pull around to pass a car ahead.

Walkers

Students who choose to walk should enter school through the side door located in the cafeteria. Late walkers must report to the office to sign in and receive a late slip.

Emergency Transportation

Late Opening Families living outside of the PSD should check their home district weather decision to determine morning transportation availability. Generally:

- If your home district is operating under the same opening schedule as Pennsbury, busing is provided.
- If your home district is not delayed but PSD or NSD is delayed, no busing will be provided. Students should be driven to school according to the delay timeline or reported absent if no car transport is available. Students are not marked absent in this instance.
- If your home district is delayed but PSD or NSD is not, students may be driven to school for a regular 8:00 am start or may wait for their district to bus according to the delayed start time. Students are not

marked late in this instance.

- Walkers and car riders are to adhere to the same delay schedule as the PSD or NSD. Students should not arrive at school before 10:00 am if we are on a 2 hour delay. All districts will provide transportation home at our regular dismissal time as long as the district was not closed for the entire day.

Early Dismissal

Individual public school districts determine if and when to close early due to weather or emergency. Parents are asked to confirm emergency dismissal transportation methods each year at Back to School Night. Students who are listed as bus riders in this instance will be dismissed according to the pickup time provided by their public school district. Generally, all car rider and walker dismissal will be near the time chosen by the Neshaminy or Pennsbury School District for its buses. All times will be communicated via Option C, Facebook, and our website. Please refrain from calling the school office with inquiries about early closures. We will let you know as soon as we know.

St. Ignatius of Antioch 2021-2022 Handbook Acknowledgement

Please review the school handbook with your child(ren) so that all the expectations of the school are clear and understood. Please complete this form on Permission Click no later than September 11th. Families who do not have the contract signed by the assigned due date risk having their child(ren) removed from the student rolls until the form is signed and returned.

Family Name: _____ Home Phone #: _____

By signing below I acknowledge that I have read and understood the content, requirements, and expectations of the 2021-2022 Saint Ignatius of Antioch Handbook. I have access to a copy of the policy and agree to abide by the policy guidelines as a condition of my enrollment or my child's enrollment at the school.

Student's Signature _____ Grade _____

Student's Signature _____ Grade _____

Student's Signature _____ Grade _____

Student's Signature _____ Grade _____

Student's Signature _____ Grade _____

Student's Signature _____ Grade _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

