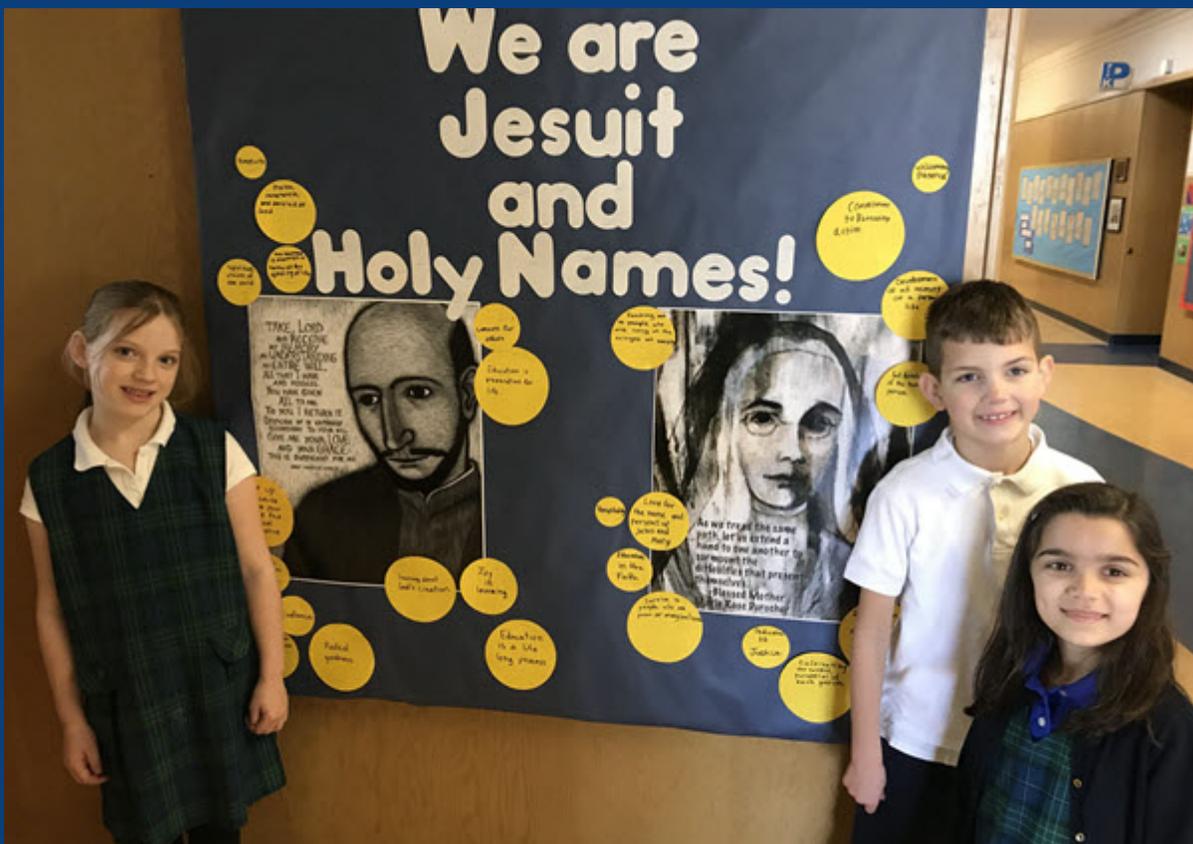




St. Ignatius Parish School



Student and Family Handbook

2018-2019

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Agreement & Signature Page

Please sign and return to the school office by October 1, 2018.

Parent/ guardian	I/we: _____ have read the material		
	(parent[s]/guardian[s])		
	in the St. Ignatius Student/Parent Handbook and agree to follow and uphold the school policies while my son/ daughter is enrolled as a student.		
	Signature:		Date:
	Signature:		Date:
Student	I/we: _____ have read the material		
	(student[s])		
	in the St. Ignatius Student/Parent Handbook and agree to follow and uphold the school policies while enrolled at St. Ignatius School.		
	Signature:		Grade: Date:

Welcome to St. Ignatius School!

Letter to Families

Dear St. Ignatius Families-

St. Ignatius is a Jesuit parish in the heart of Southeast Portland. Our school combines the traditions of the Holy Names Sisters and the spirit of a rigorous, values-based Jesuit education. St. Ignatius School works directly with parents to engage in shaping all aspects of a child's character: spiritual, intellectual, physical, and social. We have a distinct approach to education that blends a strong focus on traditional academic rigor with the exploration of areas in which our students can discover passion and success. We measure student performance both in the short term, and with an eye on the long-term impact our graduates will make in their world.

The St. Ignatius community is hardworking, welcoming, and loving. We believe that both the school and our families play an important role in making the world a better place for all people. At St. Ignatius we recognize and value the following:

- A close sense of community where families sharing the same core values raise their children and support one another
- A deep appreciation for the cultural and socio-economic diversity among the St. Ignatius community. Our students experience the rich mix of the world's people both in the classroom and on the playground, and learn to value and respect difference
- Serving others through our school's coordinated service learning program. The Jesuit and Holy Names tradition of working for social justice is alive in our school.

The purpose of this handbook is to inform you of the values, policies, and expectations of the St. Ignatius School community. Each family's active participation in supporting school programs and values keeps our school strong. Please get involved, share your ideas, and step forward into school leadership opportunities!

The rules and regulations outlined here help maintain a cooperative spirit in our school, and create the best possible learning atmosphere for our students. Please read the section on student discipline together with your child(ren), as your support is expected in following these school-wide standards. Parents play a vital role in creating and supporting a positive learning environment, and we look forward to working with you.

Thank you for entrusting your children to our teachers and staff.

Sincerely,

St. Ignatius School Staff

Mission Statement

We, the community of St. Ignatius School, in the tradition of Mother Marie Rose and St. Ignatius Loyola, provide a faith centered Catholic education, guiding God's children toward building a just and compassionate world.

School Philosophy

All members of the St. Ignatius community work together to form self-confident and well-balanced individuals. At St. Ignatius, we recognize our diversity, encourage its growth and embrace its strength. Our school program nourishes students' spiritual, academic, emotional, and social growth, helping individuals to see beyond themselves by reaching out and serving others.

St. Ignatius School Student Profile

The St. Ignatius community works together to form self-confident, well-balanced individuals. We are committed to providing an educational environment that will strengthen the spiritual, academic, and social growth of all students and guide them to meet their maximum potential.

EAGER MINDS

As St. Ignatius School students, we will:

1. Continually strive to achieve a higher level of learning.
2. Listen actively and express ideas with confidence.
3. Problem solve and work cooperatively with others.

BRILLIANT FUTURES

As St. Ignatius School students, we will:

1. Nurture self respect, self confidence, and healthy habits.
2. Utilize our gifts and talents by performing to the best of our abilities.
3. Maintain a joyful and positive attitude.



ENTHUSIASTIC SPIRITS

As St. Ignatius School students, we will:

1. Possess a confidence in sharing Catholic practices and traditions while respecting all faiths.
2. Understand the need for a just and compassionate world and be actively involved in service.
3. Recognize the value of Ignatian and Holy Names charisms.

PASSIONATE HEARTS

As St. Ignatius School students, we will:

1. Show respect, kindness, and empathy for all of God's diverse creation.
2. Accept responsibility for our actions.
3. Lead and be supportive members of our community.

Community Pledge

The students, teachers, and staff at St. Ignatius School make the following commitment to being a supportive learning community. By keeping to these commitments, members of the St. Ignatius School community will develop the faith, intellect and values to help build a just and compassionate world.

When I come to St. Ignatius School, I expect to:	To make this happen, I will:
LEARN all I can for success throughout my life	<ul style="list-style-type: none"> • Work to the best of my ability • Support my classmates and friends in their learning • Be a positive role model to others (particularly to members of my family group)
Be TREATED FAIRLY as part of a community that appreciates every person's gifts	<ul style="list-style-type: none"> • Treat others how I want to be treated • Be open to solving problems fairly • Accept responsibility for my mistakes • Forgive others who have hurt me • Reach out to help others through school service projects
Feel physically and emotionally SAFE AT ALL TIMES	<ul style="list-style-type: none"> • Follow school rules • Respect other people, respect others' feelings • Go to an adult for help if I see others being hurt or if I don't feel safe myself • Be responsible, personally and as a community member, for making St. Ignatius a safe and supportive place
Be RESPECTED for my beliefs	<ul style="list-style-type: none"> • Understand and appreciate other cultures, religions, and different ways of thinking • Say what I believe with kindness and respect • Listen to others with kindness and respect • Demonstrate my love of God in many different ways
ENJOY school	<ul style="list-style-type: none"> • Come to school with a positive attitude • Do my best and show confidence • Be a good friend who helps others reach their fullest potential

Leadership, Faculty, and Staff

Leadership Structure

Schools within the Archdiocese of Portland conform to the following leadership and decision-making structure.

1. Archbishop, Alexander K. Sample, rjohnson@archdpdx.org

The Archbishop, as chief pastor of the Archdiocese, has the responsibility not only for the spiritual formation of the people, but also for every other factor that contributes to the development of the Catholic community. As authentic teacher in the Archdiocese, he articulates faith for the people of God and calls them to the imitation of Christ. As chief administrator of the Archdiocese, he oversees the good order of the teaching mission. The Archbishop is the enactor of all Archdiocesan policy and the ultimate decision-maker assisted and represented by the Department of Catholic Schools.

2. Department of Catholic Schools, William Dygert, C.S.C., Ph. D., Superintendent, browe@archdpdx.org

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Department of Catholic Schools. The Superintendent of Catholic Schools heads the department.

The Department of Catholic Schools provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and guidelines approved for schools by the Archbishop. Schools are also expected to follow curricula guidelines.

In some special circumstances, decisions may need to be made by the Department of Catholic Schools that would ordinarily be made at the local level.

3. Pastor, Father Craig Boly, SJ, cboly@sipdx.org

The pastor, by direction of the Archbishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The pastor can render service and leadership to the parish or area school by acting as a religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the principal and the renewal or non-renewal of the principal's employment agreement.

4. Principal, Ms. Kelli Clark, kclark@sipdx.org

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. S/he understands the Catholic school as part of larger communities, both religious and secular. The principal collaborates with parish, area, and/or Archdiocesan personnel in planning and implementing policies, programs, and/or the use of facilities and grounds.

The principal is responsible for implementing school policies. He/she may amend the handbook as needed.

The principal of St. Ignatius School relies on the following local leadership bodies to provide input into the decision-making process:

a. School Advisory Council (SAC), Andrea George, Chair

See [Parent Leadership](#) on page 28 for details.

b. Parent Association, Molly Daudelin, Chair, ignatiusparents@gmail.com

See [Parent Association](#) on page 28 for details.

Faculty and Staff

Responsibilities

School administration	The principal is responsible for the day to day operation of the school. At times, the school has also named a vice-principal to assist the principal in carrying out these duties.
Faculty and staff	The faculty and staff of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.
Secretary	The school secretary is responsible to the principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the principal's office.
Other support staff	Other staff is responsible to the principal for the efficient operation of the school and the performance of duties according to their job descriptions.

Contact Information

School phone: 503-774-5533 | School fax: 503-788-1134 | email: school@sipdx.org

In accordance with school policy, teachers' home phone numbers are not published. Please call the office for an appointment.

Faculty/staff name	Extension	Position
Auer, Kirk	240	Computer lab
Beseau, Dan	253	7th grade
Boyle, Kristin	252	6th grade
Brobeck, Stephen	252	Physical Education
Chambers, Lisa	256	6-8th Language Arts
Clark, Kelli	246	Principal
Downing, Kathleen	247	2nd grade
Everett, Christy	257	Kindergarten
Frangipani, Julie	233	School secretary
Gray-Chrisan, Jody	255	Preschool/Extended Care
Jiminez, Genny	255	Preschool
Jost, Kristin	249	3rd grade
Lundgren, Gigi	—	Reading
MacKenzie, Joe	256	Music
McDermott, Rachel	258	Library
O'Brien, Gerry	257	Kindergarten aide
Pfeiffer, Gretchen	255	1st grade/preschool
Ramirez-Lopez, Samantha	—	Extended Care coordinator
Roberts, Steve	250	5th grade
Robinson, Christy	251	4th grade
Schultheis, Colleen	248	1st grade
Wimer, Jessie	254	8th grade

Supporting Academic Growth

St. Ignatius faculty and staff work in partnership with parents to support the faith, character and academic growth of every student. The following guidelines and policies help us work together to bring out the best in your children.

Parent/teacher communication	<p>The school assumes each parent has equal rights to educational information and input on their child's school experiences unless documentation limiting a parent's rights is on file in the school office.</p> <p>Faculty and staff members are available for 30 minutes before and after school for pre-scheduled parent meetings. Typically, this is one of the busiest times for teachers as they prepare for / wrap up the school day, so please be sure to schedule all meetings in advance.</p> <p>All teachers are accessible by school phone/voice message and email, which are checked regularly. All teachers can be emailed through SchoolSpeak as the primary tool of communication. School policy requires staff to respond to email messages within 24 hours on school days.</p> <p>Staff members' home or cell phone numbers are not published. All school-related communication should be conducted at school, or through school phone/voice messages or email.</p> <p>If a parent has a concern, it should be taken up directly with the teacher involved. If the issue is not resolved, the concern may then be taken to the principal.</p>	
Conferences	<p>Parent/teacher conferences are held midway through both the fall and spring grading periods. In the fall, conferences are scheduled for all students. In spring, they occur on an as-needed basis and can be requested by either the teacher or parent. Additional conferences may be scheduled on an individual basis at any time.</p> <p>*Students in grades three through eight are expected to accompany their parents to conferences.*</p>	
Curriculum	<p>St. Ignatius School follows archdiocesan academic standards, which are based on national and state standards in all subject areas. The Archdiocese of Portland coordinates regular ongoing reviews and academic curriculum updates. Adherence to the archdiocesan calendar for maintaining updated academic curriculum is monitored through the school's accreditation process.</p>	
Academic program	General	<p>St. Ignatius provides a rigorous academic program in basic studies, in a traditional graded structure, from kindergarten through 8th grade, as well as an ungraded preschool for 3 and 4 year olds. Preschool is a mixed age program with a maximum of 20 students. Grades K through 5 are self-contained classrooms with a maximum of 25 students in K and 1st, and 30 students in 2nd through 5th.</p> <p>The junior high (6th - 8th) is departmentalized with teachers covering their subject-area specialty: English language arts, math, science, and social studies. Junior high classes travel to each teacher for these classes, helping prepare them for high school.</p> <p>Students in all grades receive instruction from specialist teachers for music, physical education and health, and library. Technology is integrated across curriculum with the support of the technology specialist.</p>
	Religion	<p>Our Catholic faith is at the heart of everything we do at St. Ignatius School, and we take our guidance from the traditions of the Holy Names Sisters and the Jesuits. Students pray and participate in religion class every day. Religion classes are taught by the homeroom teacher where we can directly foster Christian values, kindness, and respect for others in each classroom community. Students' sacramental life is fostered by the following:</p> <ul style="list-style-type: none"> • Attendance at school Masses (3/month) • Periodic class Masses • Morning school-wide prayer • Daily classroom prayer • Reconciliation services • Retreat experiences for 8th grade students • School-wide and grade level community service projects <p>Sacramental preparation is handled at the parish level with supportive instruction in school religion classes.</p>
	State and federal educational programs	<p>St. Ignatius School participates in the federal Every Student Succeeds Act, receiving Federal funds to support services provided in the school. In addition, Catholic school students can qualify for special education services through their local public school district. St. Ignatius staff members work cooperatively with the public schools to facilitate delivery of these services to our students.</p>

Academic program (cont'd)	Testing	As part of the Archdiocesan school system, kindergarten through 8th grade students take the STAR standardized tests three times during the year. Student scores and academic growth are shared with parents. Parents may solicit other types of testing through their local school district or outside providers. St. Ignatius teachers will work collaboratively with these efforts.
	Homework	Homework is a valuable part of the learning process that reinforces material already learned, allows students to explore new concepts, and fosters good habits in independent study. Students are responsible for completing all assigned work on time.
	Grade reports	Student academic and behavioral progress is shared with parents using quarterly report cards. These formal grade reports are supplemented by regular parent-teacher communication and/or electronic progress updates throughout the grading period.
	SchoolSpeak	All teachers and office staff will use SchoolSpeak for grading and attendance. All parents will have a SchoolSpeak account. The Ignatian, the school calendar, and any other necessary information will be posted weekly on SchoolSpeak.
	Supplies	Each summer, the school provides families with a list of school supplies by grade level. It is the student's responsibility to have these basic supplies at school throughout the year. Please purchase only the supplies listed.
	Textbooks	The school provides all textbooks for student use. Textbook selection is made from a list of approved textbooks published by the Oregon State Department of Education and the Archdiocesan Schools Office. The cost of lost or damaged textbooks will be billed to the family.
	Field trips	Field study is a valuable part of the learning process that enhances and expands student understanding. All students attending school sponsored field trips must have written permission from their parent or guardian. Transportation is by bus, or in private cars with seat belts for each student. Younger students may be required to bring their own child booster seat. All field trip chaperones must have a current background check and Called to Protect child abuse prevention training information on file in the office. Drivers must also have proof of auto insurance on file.
Graduation	Each year St. Ignatius School celebrates the accomplishments of our 8th grade class with a simple and dignified graduation ceremony. Students dress in formal attire in keeping with the standards of the school dress code. Graduating students will receive a diploma verifying successful completion of course of study. On rare occasion, a student who does not meet our academic graduation requirements will instead receive a "Certificate of Completion".	
Promotion	Students who complete each grade's academic requirements will be promoted to the next grade at the end of the school year. If a student has not met the academic standards and is not ready to move on to the next grade, a recommendation of retention may be made by the teacher, in consultation with parents and the principal. The decision to retain a student is based on a holistic view of a student's growth in all areas of development and readiness to move on. Parents will be notified as early as possible, but no later than January of the current school year, if a child is at risk for retention. Students who attended St. Ignatius preschool will receive priority for kindergarten admission. Kindergarten readiness, however, will be determined by the teacher.	

School Schedule and Extended Care

Daily School Schedule

All grades, preschool through 8th grade, observe the following schedule:

School doors open	8:20 a.m.	
Classes begin	Preschool - 5th grade	8:30 a.m.
	6th - 8th grade	8:25 a.m.
Classes end	Preschool & kindergarten	3:05 p.m.
	1st - 8th grade	3:10 p.m.
Wednesday early dismissal	2:10 p.m.	

Extended Care

Extended Care before and after school is available for an hourly fee. See [Extended Care Program](#) on page 34 for information on rates and policies.

Supervision at School Pickup and Dropoff

- Teacher supervision on the playground each morning begins at 8:05 a.m. For safety reasons, students dropped off before 8:05 a.m. must be checked into extended care.
- Teachers will supervise the car line until approximately 3:20 p.m. after school (2:20 on Wednesdays). Students remaining after that time will be escorted to extended care, where they must be signed out by a parent.
- Walking permission slips must be on file in the office for students who walk home unescorted. We recommend that only middle school students are allowed to do so, and that younger students who walk are accompanied by a parent or middle school aged sibling.
- After school, teachers are only responsible for supervising students who have not yet been picked up by a parent or guardian. Parents picking up children are responsible for supervision in the school yard after school.
- While teachers are on car line duty, they are supervising students. Please do not ask them to conference with you at this time. Conferences may be scheduled on an individual basis at any time.
- The school is unable to supervise children who are not dropped off/picked up through the parking lot car line. **We strongly discourage families from picking their children up on the surrounding streets.**
- It is important to know who is in the building in case of emergency! If your child arrives at school late or needs to leave early, **you are required to sign them in/out in the log book in the office.** Students arriving late must present an admittance slip from the office to their teacher.

Student Health and Safety

General Health Policy

All reasonable measures will be taken to meet a student's medical needs while they are at school. Practices are in place to help keep students safe from harm and illness while they are at school.

Communicable Diseases

Many communicable diseases or conditions can be easily spread in a school setting. If a doctor diagnoses ***any*** contagious disease or condition, parents are required to notify the school promptly and keep their child at home. A doctor's note is required before the student may return to school. Parents should notify the school immediately if their child has been exposed to or has any contagious condition

Lice

If a student is found to have head lice, school staff will screen all students in that child's class for the presence of lice. School staff will verify that no lice or nits are present before the student may return to school.

Fever

Students suffering fever must remain fever-free for 24 hours, without medication, before returning to school.

Immunizations

Oregon State law requires that all children 5-14 years of age have either the required number of immunizations for their age or be immunized within 30 days of school opening. For details on immunization requirements in Oregon, see <https://www.oregon.gov/oha/PH/PreventionWellness/VaccinesImmunization/GettingImmunized/Pages/school.aspx>. In accordance with archdiocesan policy, a signed Certificate of Immunization Status (CIS) form must be provided before a student may attend school. This form documents either evidence of immunization or a religious/medical exemption. A qualified RN parent volunteer oversees immunization records and schedules student vision screenings.

Medication Policy

St. Ignatius School follows Oregon law and archdiocesan policy regarding medication at school. By law, medication of any kind (pain relievers, ointments, cough drops, sunscreen, vitamins, etc.) cannot be provided by the school. When medication is necessary, ***only medications required for the student to remain in school*** will be administered. All medications, both prescription and over-the-counter, must be stored and administered ***only*** through the school office. Students may not have any medication, prescription or over-the-counter, in their possession while at school, unless immediate access has been prescribed by a doctor. The office staff receives ongoing training in managing/administering medication at school.

All medication, including cough drops and sunscreen, must be delivered to and picked up from the school by a parent. Parents are responsible for notifying the school, in writing, of any changes in medication instructions.

All families must understand and agree to follow the school's Medication Policy if a student requires medication while at school.

Prescription Medication

Prescription medication must be in the original bottle. The following information must be submitted to the school office:

- Written, signed permission, and instruction from student's parent/guardian, including:
 - Student name
 - Medication name
 - Route
 - Dosage
 - Frequency and/or time medication is to be administered
- Written instructions from a physician, including:
 - Student name
 - Medication name
 - Route
 - Dosage
 - Frequency and/or time medication is to be administered
 - Any special instruction (included on a prescription label or in written separately by the physician)

Non-prescription Medication

Nonprescription medication must have the student's name affixed to the original bottle with manufacturer's label. The following information must be submitted to the school office:

- Written signed permission and instruction from student's parent/guardian, including.
 - Student name
 - Medication name
 - Route
 - Dosage
 - Frequency and/or time medication is to be administered

Severe Allergic Reaction

St. Ignatius School follows state and archdiocesan policies to meet the needs of students with severe allergic reactions.

Parents must notify the school of any known severe allergic reaction and provide a physician's safety plan. The school will either implement the safety plan (e.g., nut-free lunch tables or eliminating latex products from the school), or notify the parents if any aspect of the plan is impossible to implement. A reliable safety plan must be in place before the child attends school.

Emergency Drills and Student Emergency Kits

St. Ignatius School follows local and archdiocesan policy by conducting fire drills, earthquake drills, and shelter-in-place drills on a regular basis. At the beginning of each school year, each family is required to prepare an emergency kit including family information, non-perishable food and other supplies, according to guidelines provided by the school. Provisions will be available in the event students must remain at school for an extended period of time. Unused emergency kits will be returned to the student at the end of the school year.

Inclement Weather

St. Ignatius follows the decision of Portland Public Schools (PPS) regarding school closures due to inclement weather, unless school administration deems that decision inappropriate for St. Ignatius. All school closure announcements will be available in your local media, on the [school website](#), and the [St. Ignatius School Facebook page](#). Parents are encouraged to sign up for the FlashAlert system at www.flashalert.net.



NOTE

CHECK YOUR LOCAL MEDIA. PLEASE DO NOT CALL THE SCHOOL!

In the case of inclement weather during the school day, parents should monitor local media or internet for early closure announcements. If early closure occurs, children must be picked up as soon as possible to ensure teachers and school staff also get home safely.

It is ultimately the parent's decision about whether local roads are safe for driving. Even if school is in session, we encourage you to keep your child at home if you feel there is any driving or weather risk.

Asbestos Notification

St. Ignatius School facility has been inspected for the presence of asbestos containing materials as part of the 1986 Asbestos Hazard Emergency Response Act (AHERA), and follows the regulatory program established by the Environmental Protection Agency. The building is inspected twice a year, and an annual notification letter is sent to families updating them on the status of this program.

Admissions and Attendance

Admissions Policy

St. Ignatius School admits students of any race, sex, color, national and ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to all schools. We do not discriminate on the basis of race, sex, color, or national or ethnic origin in administration of educational policies, athletics, and other school administered programs.

A birth certificate and baptismal certificate (if Catholic) for each student must be provided to the school office at the time of registration.

Admission Priorities, K-8

When classes are at capacity, the following acceptance criteria will be used:

1. Children of families currently enrolled in St. Ignatius Parish School
2. Children of formally registered, active St. Ignatius Parish members, without children currently enrolled at St. Ignatius School
3. Children of Catholic families active in a parish outside of St. Ignatius, without children currently enrolled at St. Ignatius School
4. Children of families who support the values and philosophy of St. Ignatius School.

Within each of the categories listed above, students who attended St. Ignatius preschool will receive priority for kindergarten admission. Kindergarten readiness, however, is determined by the teacher.

Entrance Requirements

Preschool

Refer to St. Ignatius Preschool Entrance Requirements information, available in the front office.

Elementary Grades

Incoming kindergarten through 8th grade students will go through a screening process to determine admission and final placement at St. Ignatius School. For incoming first graders and above, the screening will take place as either a half or a full day visit. To qualify for admittance screening:

- Kindergarten students must be 5 years old by September 1
- 1st grade students must be 6 years old by September 1
- Screening placement for 2nd through 8th graders will be based on the grade attended at the student's previous school

Transfer Students

St. Ignatius welcomes transfer students at all grade levels, subject to the following guidelines:

- Grade placement will be accepted from the previous school, subject to confirmation by a screening process.
- Copies of the student's most recent report card and standardized testing results must be provided, if applicable.

- Students delinquent in the payment of past tuition at another school will not be admitted. However, St. Ignatius will work with the previous school and the family to ensure that all past due amounts are paid before the student enrolls at St. Ignatius.
- New 8th grade students will be accepted on a case by case basis.
- All students enter on a 90-day (minimum) probationary status until they have demonstrated acceptable academic and behavioral performance. This probationary period may be extended if necessary.
- If information regarding a child's learning or behavioral needs is withheld from school officials, and the school determines that these needs cannot ethically be met, the parents will be asked to withdraw the student.

Immunizations

For details on immunization requirements and documentation, see [Immunizations](#) on page 13.

Withdrawal Process

Enrollment at St. Ignatius School requires a commitment for the entire school year.

- If a family chooses to withdraw a child from the school, they remain obligated to pay the entire year's tuition. The remaining balance can be paid within two weeks of withdrawal notification, or scheduled payments can continue to be submitted through FACTS through the end of the year.
- If a withdrawal is initiated by the school, the remaining financial obligation will be pro-rated based on the number of days the child has attended school. Payment is due within two weeks.
- If a student withdraws for any reason, any outstanding library, extended care or miscellaneous fees must be paid, in addition to tuition, at the time of withdrawal.

Attendance

Students learn best when they are consistently at school. We ask all parents to make a commitment to regular and punctual school attendance in order to support strong academic gains for their children. When possible, please schedule appointments after school or on days when there is no school. If a student is absent, they will be given the same number of days they were absent to complete any missed work before it is considered late.

Excused Absences

If your child will be absent from school:

- Notify the school office by 9:00 a.m.
- Upon return to school, provide a written excuse to the classroom teacher.
- Notify the school if you would like homework sent home for your child. It will be available in the office at dismissal time, or you can request to have it sent home with another student.

Preplanned Absence

If you know in advance that your child will be absent, notify their teacher as soon as possible. Teachers are not able to provide homework assignments in advance, since it is not always possible to predict how much material will be covered during class time.

Illness During the School Day

When a student becomes ill during the school day:

- The school office will call parent(s) or emergency contact(s) using the phone numbers provided on the family's emergency form. It is the parents' responsibility to keep this information current.
- Parents are expected to pick up the child as soon as possible.
- The sick child will be isolated from other students and kept as comfortable as possible until they are picked up.

Tardies

Excessive tardies can have a detrimental effect on a child's education, as students often miss valuable opening instructions and may not have time to settle into the school day.

- Students who are not in the classroom by the 8:25 a.m. (8:20 a.m. for grades 6-8) opening bell will be marked tardy.
- Students arriving after the 8:25 a.m. bell must get a late slip from the office.
- In the case of excessive tardies, teachers will intervene with parents. For persistent problems, a parents' written commitment to arrive on time may be requested by the principal.

Truancy

Students with excessive unexcused absences may be considered truant, and the student may be required to withdraw from school.

Financial Information

Tuition and Fees

Registration, textbook, and other fees are determined annually as part of the school's budgeting process. The registration fee is assessed per child and must be paid at the time of registration to secure a spot for the upcoming school year. The registration fee will be refunded only if the school is unable to offer a spot for the child.



NOTE

Basic coverage for Student Accident Insurance is provided to all students by St. Ignatius School and the Archdiocese at no charge to families. Information about this insurance, and the opportunity to purchase additional coverage, is sent home at the beginning of the school year.

In-Parish Tuition

Families must meet the following criteria to qualify for in-parish tuition rates. Families are responsible for maintaining the criteria established by their parish in order to continue receiving the subsidized tuition rate.

St. Ignatius families	<ul style="list-style-type: none"> The family is formally registered at St. Ignatius Parish The children are baptized Catholic, with a copy of the baptismal certificate on file The parish form is completed and on file at the parish office
Families from other parishes	<ul style="list-style-type: none"> The family is formally registered at another Catholic parish which does not have a school The children are baptized Catholic, with a copy of the baptismal certificate on file The family has completed a Pastor Agreement Form at their parish stating that they are in good standing, and the pastor has agreed to subsidize each child's tuition expense at the rate set by the Archdiocese

Out-of-Parish Tuition

Any family that does not meet the criteria described under [In-Parish Tuition](#) will be classified as non-Catholic for tuition purposes. There will be no parish subsidy and families will pay the full posted non-Catholic tuition rate.

Payment Options

St. Ignatius offers a variety of payment options to meet families' needs. Tuition will be paid in full on or before August 5, 2018. No matter which option is chosen, late payment and NSF fees will be assessed by St. Ignatius School and/or FACTS Tuition Management.

Payment Plan	Installment	Payment due
6-month	2 equal installments	First installment: August 5, 2018 Second installment: February 5, 2019
10-month	10 equal installments	First installment: August 5 or August 20, 2018 Last installment: May 5 or May 20, 2019
12-month	12 equal installments	First installment: July 5 or July 20, 2018 Last installment: June 5 or June 20, 2019
Monthly installments are managed through FACTS Tuition Management's website.		

Tuition Assistance

All families are eligible to receive need-based financial assistance from St. Ignatius School, regardless of their tuition status. The Archdiocese of Portland also offers additional assistance to Catholic families. St. Ignatius uses FACTS Tuition Management Co. to assess/prioritize the level of financial need among all families. To qualify for financial assistance, families must apply through FACTS. Application information is available on the school website, or at <https://online.factsmgt.com/aid>.

If your level of aid, as determined by FACTS, is inadequate or your family situation has changed (due to job loss, health issues, etc.), please write a letter to the Tuition Assistance Appeal Committee and submit to Kelli Clark, Principal, as soon as your need is known. Requests will be reviewed confidentially by a three person committee unaffiliated with the school. We strive to ensure accessibility to Catholic education and our tuition aid resources are fully utilized each year.

Late Charges and End-of-Year Payment Policies

Tuition payments become delinquent on the 10th of the month in which they are due, at which time St. Ignatius charges a \$20 late fee. If payment is not received within two weeks, a second notice will be given and an additional \$20 fee assessed. All returned checks will carry a \$25 NSF fee in addition to any late fees. FACTS may also assess an additional late fee.

To assist with the timely completion of year-end accounting, all tuition and fee payments must be received no later than May 15th. This includes fees for overdue/lost/damaged library books, and any late or NSF fees. The school reserves the right to withhold grade reports until these payments are received.

Fairshare Requirements

The Fairshare program is a way to encourage families to volunteer at their school and parish, and it invites families to be an active part of our school community by encouraging friendships and camaraderie with others.

Fairshare Yearly Requirements

Fairshare dollars	<p>St. Ignatius families agree to support school fundraising activities through a \$350 Fairshare Dollar commitment (\$175/single parent households) each year. Only the Jog-A-Thon, Turkey Bingo, and the Auction count toward the Fairshare dollar commitment, which has been put in place to help ensure broad participation and the overall success of these events.</p> <p>Fundraising chairs will work with the school office to keep track of each family's Fairshare Dollar commitment.</p>
Fairshare hours	<p>St. Ignatius families make an annual commitment to participate in school and/or parish activities for at least 30 hours each year (15 hours/single parent households). Any hour served for the benefit of your parish or the school will count toward your Fairshare Hour commitment.</p> <p>Double hours are credited for cleanup after evening events.</p> <p>Families must track their Fairshare Hours and report them on the honor system. Fairshare hours must be completed and reported by April 30th to qualify for that school year.</p> <p>Unfulfilled hours will be billed at the rate of \$10.00 per hour, which must be paid by the end of the school year.</p> <p>For information on volunteer requirements, see Parent Volunteers on page 29.</p>
Auction procurement	<p>Each family will solicit the donation of one new item or service with a value of \$50 or greater for the Auction. These items are due no later than 30 days before the auction.</p>

Student Life

Student Activities

St. Ignatius provides its students with a well-rounded education that goes beyond religious and academic instruction.

Field Trips

See [Field trips](#) on page 11.

Service Projects

Service to others is a core value in Catholic Social Teaching, and an important part of the St. Ignatius School program. All students are expected to participate in classroom and schoolwide service projects. Regular field trip guidelines (see [Field trips](#) on page 11) apply during offsite service projects.

Student Leadership

Student Council

Student council is open to students in 7th and 8th grade who show satisfactory conduct and academic performance in all subject areas. Students campaign for office in the spring for service the following school year. Student council members are active in service and spirit activities in the school. Two teachers serve as advisors.

Yearbook

The yearbook is coordinated by a group of 8th grade students who meet weekly. A teacher serves as advisor.

CYO Sports

St. Ignatius offers organized sports opportunities through the Catholic Youth Organization (CYO) sports program. St. Ignatius CYO is a parish-run program that is open to parish youth, regardless of enrollment at St. Ignatius School. The CYO club has its own mission, leadership, program goals, and fees. The following sports are offered through the St. Ignatius CYO:

Season	Sport	Grades	
Fall	Girls volleyball	3 - 8	
	Hot Shots basketball	1 - 2	
	Boys football	Flag	3 - 4
		Tackle	5 - 8
Winter	Girls & boys swimming	K - 8	
	Girls & boys basketball	3 - 8	
Spring	Girls & boys track	4 - 8	

For more information, contact St. Ignatius CYO at stignatiuscyo@gmail.com.

Student Services

Library

Library books are checked out for a two week period and are renewable, unless reserved by another student. Books are due on Wednesday, but will not be marked overdue until Friday. A \$0.10 fine per day is charged for overdue books. Any student who owes a library fine in excess of one week will lose library privileges until the fine is paid. Lost or damaged library books will result in a charge for the full replacement value of the book. Fines and replacement costs are non-refundable.

Extended Care

For details on the Extended Care Program, see [Extended Care Program](#) on page 34.

Lunch Program

School lunches are ordered from an online menu at www.boonli.com, and they are paid for in advance.

Lunch Costs	
Full lunch	\$3.95
Extra entree	\$1.00
Milk (white or chocolate)*	\$0.30

*Per Multnomah County regulations, milk is provided to preschool students at no cost.

Since food is ordered and prepared in advance, we are unable to refund lunches for sick or absent students. If a student forgets to bring a cold lunch from home, a hot lunch may be charged and will be billed to the parent the following month.

Lost and Found

Please write your child's name on all clothing and personal items that come to school! The lost and found shelf is located at the bottom of the school stairs. Unclaimed items will be donated to charity.

Cell Phone Policy

Students may not use personal cell phones at school. Personal phones must be turned off and must remain in the student's backpack from the time a student is dropped off until they are picked up from school, unless instructed by a teacher. Cell phone use is not allowed in the schoolyard unless instructed by a teacher. Students who fail to follow this policy will be required to turn their phone into the office and pick it up at the end of the day. Students may use the office phone in an emergency, and parents may call the school and get a message to their child in case of an emergency.

Students may use their cell phones or devices for academic reasons if instructed by their teacher. A current personal electronic device permission slip must be on file in the school office.

Behavior and Expectations

Behavioral Guidelines

A core component of the educational process St. Ignatius School is learning to treat others with kindness and respect. We have intentionally created an environment that fosters these positive attributes in our children, and we support our students in making good behavior choices. When students fall short, we step in to guide them in making better choices in the future. The following guidelines have been put in place to help guide St. Ignatius students in making good behavior choices.

Type of Infraction	Example	1st Occurrence and/or Minor	2nd Occurrence and/or Moderate	3rd Occurrence and/or Serious	Continuing
Responsibility Behaviors that students should be able to manage on their own.	Gum chewing, dress code, etc.	Teacher will handle the issue within the classroom.	If necessary, the incident will be referred to the principal.	Parent and principal will be notified.	Student, teacher and parents meet to develop an Action Plan.
		Student makes amends to whomever was offended.			
Respect Members of the St. Ignatius community - students, teachers, parents - will treat each other with kindness and compassion.	Teasing, talking back, dishonesty, sexual harassment, vulgar language	Teacher or principal will address the issue, based on its severity of the incident.	More serious consequences will result, based on the severity of the incident. Parent will be notified.	Student, teacher and parents meet to develop an Action Plan. A behavior contract may be put into effect.	Mandatory behavior contract will be put into effect.
		Student makes amends to whomever was offended.			
		Note: When necessary, the student may be removed from the classroom or the school grounds.			
Safety St. Ignatius students have a right to feel safe at all times.	Fighting, relational aggression, stealing	Teacher or principal will address the issue, based on its severity of the incident.	More serious consequences will result, based on the severity of the incident. Parent will be notified.	Student, teacher and parents meet to develop an Action Plan. A behavior contract may be put into effect.	Mandatory behavior contract will be put into effect.
		Student makes amends.			
		Note: Serious safety infractions, or any time one student jeopardizes the physical or emotional safety of others, may result in the student being removed from school			
Technology Students and adults at St. Ignatius agree to always use technology in ways that support school values.	Cell phones, internet use, email, gossiping, cyber-bullying	Teacher will handle these issues within the classroom.	Student will not be allowed to have possession of electronic devices in school for a set period of time.	Student, teacher and parents meet to develop an Action Plan. A behavior contract may be put into effect.	Mandatory behavior contract will be put into effect. No electronic devices allowed at school.
		Student makes amends.			
		Note: St. Ignatius School accepts responsibility for actions that occur at school. Parents are responsible for their child's actions that occur outside of school. When outside actions impact school life, the school has the right to take action.			
Illegal Activities	St. Ignatius School will work directly with law enforcement if the need arises.				

The following policies and values will support school officials in implementing these guidelines.

Consistency	Consequences for student behavior will be fair and equitable, no matter who is involved. Similar incidents will result in similar consequences, no matter which students are involved.
Context	While school responses will strive to be consistent toward all, we also recognize that student behaviors occur within the context of the student's personal life and where he/she is within the discipline policy. Previous incidents, current life stresses, and other issues help define a particular student's actions. Flexibility will be maintained so that the school's response results in consequences that are differentiated to the individual student, incident, or age.
Counseling	If a student needs additional support in resolving behavioral issues, the school administration may request or require that the student, family, or both receive outside counseling services. This may be required for a student to remain in the school. The school has ongoing relationships with outside professional counseling services and will make recommendations to the family.
Appropriate decision-making level	Issues will be resolved at the appropriate decision-making level. Initial difficulties will be handled by the classroom teacher. If issues become more frequent or serious, parents and school administration will be brought in. Serious issues will immediately move to the administrative level.
Removal from School	When student actions are serious and/or threaten the safety of others, the student may lose the right to be in class or at school. A temporary removal will be considered a suspension, and could be served either at school by removal from class, or at home by removal from school. In either case, the student loses the right to be on school grounds for before or after school activities for up to 5 school days. A student may also be excluded from school permanently (expelled).
Grievance process	If parents disagree with a student consequence, they will address it with the individual who made the decision. If it cannot be resolved successfully, then it can be taken to that person's superior. The typical chain of command is to first begin with the classroom teacher, and then the principal. If still not resolved, the issue may be brought to the pastor, and then, if necessary, to the Superintendent of the Department of Catholic Schools.
Confidentiality	Disciplinary matters are considered confidential. Often the outcome or consequences of an incident may not be visible to others. When this occurs, it indicates that the school was successful in keeping matters confidential.
Age-appropriate consequences	Issues may be more or less serious based upon the age of the students involved. This will be taken into account when responding to incidents.
Classroom rules / behavior expectations	Each teacher develops his/her classroom rules to meet the developmental needs of the students and academic needs of the classroom. Expectations will, however, always be clearly stated with well defined outcomes and consequences.
Academic consequences	Failure to complete academic work during class or at home will primarily carry academic consequences that will impact a student's grade. Teachers may also address the behavioral component of a student who chooses not to complete an assignment by having the student do the assignment during recess or after school. This action is seen as an intervention to get the student back on track, but will not occur on a regular/ongoing basis.
Recess / Other Classes	Recess, activities, and other scheduled classes are important experiences for all students. A student may occasionally miss a recess to complete a missing assignment, or if in the teacher's judgment, student behavior warrants a need for time and space away from classmates.
Parent behavior	Parents and adults are expected to uphold the values of St. Ignatius School at all times - in the school, on the parking lot, at school events, and in personal/phone/electronic communications. Parental actions are both role models to our children, and representative of our school to the public. The school has the right to address problem behaviors with parents, up to and including asking a family to leave the school.

Parent Responsibilities

St. Ignatius School works in partnership with parents to support the faith, character and academic growth of our children. Parents are expected to support the educational process in the following ways.

Student Safety

Parents agree to follow school policies that have been put in place to protect our children's safety, which include, but are not limited to the following:

- Building access/security
- “Called to Protect” child abuse prevention program
- Background checks
- Visitor name badge requirement
- Dropoff and pickup safety procedures
- Field trip guidelines
- Photo release and social media posting

Classroom Interruptions

Limiting classroom distractions enhances all students' ability to learn. Messages for students must be left in the office for delivery to the classroom. Parents may not drop in to the classroom.

Releasing Students During the School Day

Parents must check in at the office when picking up or dropping off a student during the school day, and sign their child in or out. Do not send a child into the school on their own if they are arriving late or returning from an appointment. When picking up a child for a prearranged appointment, parents must send a note or email advising the teacher and office staff. The school will only release a student to a parent, unless written authorization to release the student to a non-parent or guardian has been received.

Parties

The school relies on parents' help to appropriately celebrate student birthdays. Students may have free dress on their birthdays (or half-birthday for students with summer birthdays) and bring a small store-bought treat to share with classmates. To protect the feelings of others, we ask that all classmates be invited to a party if the celebration will be discussed publicly and invitations distributed at school. The school is not responsible or liable for any non-school sponsored event that takes place outside of school. This includes graduation and end of the year gatherings. School staff will not chaperone such events, nor will fundraising at school for non-school events be allowed.

Complaint / Issue Resolution/Chain of Command

Disagreements or misunderstandings with a school staff member should first be addressed directly with that individual. If the issue is not resolved, it may be brought to the attention of the principal. If the disagreement remains, the issue may be brought to the attention of the pastor.

Family Cooperation / Parental Attitude

St. Ignatius School expects the same level of respectful behavior from parents as we do from our students. If a parent is not able to treat school staff or other families with respect, the family may be asked to withdraw their children from the school. St. Ignatius invites families to participate fully in the life of the school. We encourage you to find the ways that work best for you to be an active member of our school community.

Student Records

Review of Student Educational Records

Parents of currently enrolled students have the right to review their child's educational records by submitting a written request to the principal. If a parent feels that the records are inaccurate, an amendment can be requested. If the school concludes that the request is valid, the record(s) will be amended. If the record is not amended, the parents may place a statement with the record commenting on the disputed information.

Directory Information

The school office collects family information, including parents' and students' names, addresses, phone numbers, and email addresses, which is shared in the school directory. Parents have the right to keep any/all of this information private, and may do so by making a written request to the principal.

Emergency Disclosure of Information

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals, and other appropriate parties in connection with a health and safety emergency when it is deemed that knowledge of this information is necessary to protect the health and safety of the student or others.

Parent Leadership

School Advisory Council (SAC)

SAC is a group of community members that meet monthly to serve as an advisory body to the principal on business and policy-related decisions. This group is a conduit for bringing ideas and input to the principal before decisions are made, and in communicating these decisions to the community. The advisory council participates in decision making by formulating and recommending, but never enacting policy. The principal has sole responsibility for setting policy and managing the school. SAC is open to members of the school and parish community and others who have a passion for St. Ignatius School and particular skills to share. SAC embodies the following standing committees:

- Equity
- Finance
- Marketing
- Programs
- Facilities

The chair of the parent association is also a member of SAC.

Current SAC Members

Rev. Craig Boly, SJ, Pastor	Molly Daudelin, Parent Assoc. Chair	Simmi Singh Corcoran
Kelli Clark, Principal	Alanna O'Brien	Morgan Moore
Amy Costanza-Smith	John Henry Bourke	Alina Stevens
Andrea George, Chair	Kendra Seybert	
Norman Williams, Vice-chair	Shannon Capri	

Parent Association

The primary purpose of the Parent's Association, in conjunction with the St. Ignatius School Advisory Council, is to support a modern Catholic education, help build a sense of community, and assist the school financially through various fundraising activities.

2018-20189 Parent Association Officers

Molly Daudelin, Chair	Erica McKay, Turkey Bingo
Position open, Jog-A-Thon	Amanda Evenhus & Kari Shawen, Auction Chairs

School Fundraisers

Major fundraising events raise more than \$150,000 per year to help keep tuition costs affordable, and to support school programs. All fundraising income is budgeted and spent in the fiscal year in which it is earned. Responsibility for these fundraisers rests with the overall parent community. Parents and school families work at these events and receive the benefits of the money raised in the form of lower tuition rates. We rely on the commitment of ***all*** school families to do their part to ensure successful fundraisers. For information on Fairshare Dollars and Hours requirements, see [Fairshare Requirements](#) on page 21.

Foundation Board

The St. Ignatius School Foundation was established by a group of parishioners and parents as a non-profit 501(c)3 in 1984. The Foundation Board of Directors manages an Endowment Fund to provide a source of funding for St. Ignatius Grade School. Donations to the Endowment Fund are invested and never spent. The Board of Directors distributes a percentage of the earnings to the school. The current Foundation Board members include:

Current Foundation Members		
Jo Ann Grubb, President	Maureen Davis, Treasurer	Erik Linvog
Margaret Barnes, Vice President	Mike Baker	Janet McNicholas
Rev. Craig Boly, SJ, Pastor	Jim Dorman	Sue Schweitzer
Kelli Clark, Principal	Susan Gallagher	
Jeffrey Leslie, Secretary	Kris Holt	

Parent Volunteers

Volunteers are the heart of St. Ignatius School. We are grateful for the talent and energy that parents and community members share within the school, and we see the positive effect this has on our students.

Volunteering at St. Ignatius: Student Safety and “Called to Protect”

St. Ignatius School and the Archdiocese of Portland have policies in place to ensure that our students are not put at risk by the presence of volunteers working in our building. All volunteers working in the building must pass a criminal background check, and complete the “Called to Protect” training program on recognizing and reporting child sexual abuse. Adults who have met these requirements will have a volunteer name badge in the school office which must be worn whenever volunteering in the school building. Adults who have not passed a background check and/or do not have current “Called to Protect” status may not enter the school building beyond the main office when students are present, and may not volunteer with students in any capacity, including classroom events and field trips.

Volunteer Expectations

Volunteers working in the school are an extension of the school staff, and like staff members, must uphold the values of St. Ignatius School at all times. We rely on you to support our students' spiritual, moral, and academic development by being a role model in everything you do. We expect volunteers to resolve any disagreements peacefully, to maintain confidentiality of our students and their needs, and to not show favoritism in their interactions with students. If difficulties arise that cannot be resolved or if the volunteer is not being a positive role model, the school can limit or remove the person's ability to work within the school and/or its programs.

Dress Code

Overview

Families choosing St. Ignatius School understand that our dress code helps us achieve several outcomes for students. Being “in uniform” is expected to be a cooperative effort among parents, students and staff. Please review either the long version for the thinking behind the dress code, or the short version if you already understand the rationale.

Long version: Rationale	<ul style="list-style-type: none"> • The uniforms requirement sets a standard and expectation that students arrive at school ready to learn. • Students know from the moment they wake up that they will dress in uniform because they are going to school. It underscores our purpose together. • Participating in this culture cultivates and communicates discipline and self-confidence. It is a discipline to show up prepared each day. The uniform is a visible commitment to our purpose and readiness to be in the school environment. • Meeting this expectation to attend creates camaraderie and school spirit: YOU ARE A ‘GATOR!
Short version: Bottom line	Please ensure your child meets dress code each day. Faculty and administrators have the right to judge what is appropriate regarding student dress, and to enforce consequences for inappropriate dress.



NOTE

Many schools require one uniform from a specific buyer to ensure conformity. The detailed dress code at St. Ignatius is intended to grant as much support and flexibility as possible in selecting uniform items. The uniform exchange is offered multiple times a year by Parent Association, and is a great way to meet your uniform needs.

In all cases detailed in this section, students must observe a “no show zone” in their choice of clothing. The waistband must be high enough, and the shirt tail long enough that no skin shows when the student’s arms are extended over their head.

Policy Updates: 2018-19

Sunday best	Since mass will be offered for 3 out of 4 weeks of the month, uniforms will be required instead of “Sunday Best,” as in past years. Sunday Best may still be offered for extra special occasions.
School Spirit days	Students will be invited to wear “Gator Gear” (St. Ignatius branded items, CYO team shirts, Jog-a-Thon shirts, etc.) with jeans.
Ties!	Due to a student request, we have a new option for a tie. Bow tie or traditional – your choice!
Socks, tights and leggings	Socks, tights, and leggings must conform to dress code, in white, navy, royal blue, gray, or black.

Dress Code Options & Requirements

- [Standard Uniforms](#)
- [Sunday Best](#)
- [Free Dress](#)
- [P.E. Uniforms and Shoes](#)
- [Other](#)

Standard Uniforms

Shirts	All shirts must fit comfortably. Overtight or oversized shirts are unacceptable.	
	Polo shirts	<ul style="list-style-type: none"> • Solid white or royal blue polo (no navy blue) • Short or long sleeves (short sleeve: minimum 2" seam on the sleeve underside) • Any collar style • Long enough to tuck in (tucking in is optional)
	Button-down collar dress shirt	<ul style="list-style-type: none"> • Solid white
	Undershirts	<ul style="list-style-type: none"> • Solid white, no logos • Short sleeve, sleeveless, tank top or turtleneck under polo or dress shirt • Must be tucked in • Must not show anywhere but the neck
Tie (optional)	<ul style="list-style-type: none"> • Bow tie or traditional tie in Kirk Plaid or navy 	
Pants	All pants must fit comfortably. Overtight, oversized, or sagging pants are unacceptable.	
	Twill dress/uniform style pants	<ul style="list-style-type: none"> • Grades K-6 – solid navy blue (stitching must match) • Grades 6-8 – solid navy blue or solid khaki (stitching must match) • Rear pockets, hip pockets and flap pockets are all acceptable • No cargo pockets • No capri or rolled pants
	Corduroy uniform pants	<ul style="list-style-type: none"> • Grades K-6 – solid navy blue (stitching must match) • Grades 6-8 – solid navy blue or solid khaki (stitching must match)
Shorts	Twill dress/uniform style shorts	<ul style="list-style-type: none"> • Grades K-6 – solid navy blue (stitching must match) • Grades 6-8 – solid navy blue or solid khaki (stitching must match) • Hem must hit above the knee, but be no shorter than 2-inches above the knee
Jumpers/skirts/skorts	Uniform style jumpers, skirts and skorts	<ul style="list-style-type: none"> • Grades K-6 – solid navy blue or St. Ignatius Kirk plaid (stitching must match) • Grades 6-8 – solid navy blue, St. Ignatius Kirk plaid, or solid khaki (stitching must match) • Hem must hit between 2-inches above the knee and 2-inches below the knee • Shorts must be worn under jumpers and skirts, but must not be visible below the hemline • Form fitting leggings may be worn as an undergarment only <p>NOTE</p> <p> <i>St. Ignatius Kirk Plaid jumpers and skirts are purchased from Dennis Uniform.</i></p>
Sweaters	<ul style="list-style-type: none"> • Long sleeves • Solid white or navy blue • Uniform shirts must be worn under all sweaters, with collar visible • Optional: embroidered school logo 	
Sweatshirts	<ul style="list-style-type: none"> • St. Ignatius school sweatshirts in crew neck or half-zip style, with school logo • Uniform shirts must be worn under all sweatshirts, with collar visible • 8th graders may wear their specially designed St. Ignatius 8th grade class sweatshirt • CYO sweatshirts may be worn only on Spirit Days 	
Socks	<ul style="list-style-type: none"> • Solid white, navy, royal blue, gray, or black • No prints or patterns allowed • Socks must be worn no higher than the knee • Girls may wear form fitting, solid black, navy, white, or gray tights in place of socks • Socks must be worn at all times at school 	
Shoes	<ul style="list-style-type: none"> • No open toes • All shoes (including slip-ons) must have backs • Closed-toe flats or low heels with backs are acceptable • Boots of any kind are discouraged • Velcro shoes closures are encouraged in preschool, kindergarten and 1st grade (until the student can tie laces without assistance) • Students are encouraged to wear athletic-style shoes that allow for play during recess 	

Sunday Best

Shirts	<ul style="list-style-type: none"> • Must have sleeves • Collared shirts are preferred • No t-shirts, shirts with writing, or camouflage
Pants	<ul style="list-style-type: none"> • Dress slacks • No jeans or athletic wear
Shorts	<ul style="list-style-type: none"> • Any color • Must follow the standard uniform shorts style, pocket, and length requirements
Skirts/dresses	<ul style="list-style-type: none"> • Must have with sleeves • Any color • Must follow the standard uniform jumper / skirt / skirt length requirements • Form fitting leggings may be worn as an undergarment only
Sweaters	<ul style="list-style-type: none"> • Must follow the standard uniform sweater requirements
Undergarments	<ul style="list-style-type: none"> • Must not be visible (e.g., bra straps, etc.)

Free Dress

Students are allowed to wear casual clothes in good condition (jeans included) on “free dress” days. Students may wear free dress on their birthday or half-birthday (for summer birthdays). Free dress for field trips is at the discretion of the teacher.

Shirts	<ul style="list-style-type: none"> • Must have sleeves • T-shirts must be appropriate for a K-8 Catholic school (i.e., no reference to alcohol or tobacco, no inappropriate wording or pictures)
Pants	<ul style="list-style-type: none"> • Dress slacks • No jeans or athletic wear
Shorts	<ul style="list-style-type: none"> • Any color • Must follow the standard uniform shorts style, pocket, and length requirements
Skirts/dresses	<ul style="list-style-type: none"> • Must have with sleeves • Must follow the standard uniform jumper / skirt / skirt length requirements • Grades K-3 – form fitting leggings may be worn • Grades 4-8 – form fitting leggings may be worn as an undergarment only
Sweaters	<ul style="list-style-type: none"> • Must follow the standard uniform sweater requirements
Undergarments	<ul style="list-style-type: none"> • Must not be visible (e.g., bra straps, etc.)

P.E. Uniforms and Shoes

P.E. uniforms must be stored in a fabric bag, which may be brought from home, or purchased from the school or Sideline Designs. All students should bring deodorant (no aerosol). To protect the gym floor, students must have a dedicated pair of P.E. shoes that remain at school. Questions about gym shoes should be directed to the P.E. teacher.

P.E. Uniforms (grades 5 - 8 only)	<ul style="list-style-type: none"> • St. Ignatius P.E. uniforms are purchased from the school or Sideline Designs • P.E. uniforms should fit comfortably. Overtight, oversized, or sagging uniforms are unacceptable
Shoes	<ul style="list-style-type: none"> • Athletic style shoes with full backs that will stay on during active play • Soles must be non-marking • Previously used shoes are acceptable if the soles are scrubbed clean prior to use • Mark your student’s name inside each shoe • Velcro closures are required for all preschoolers, kindergarteners, and 1st /2nd graders who have not mastered tying laces

Other

Hats and hoods	<ul style="list-style-type: none"> • May not be worn in the school building and cafeteria
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Make-up	<ul style="list-style-type: none">• Worn by junior high students only• Should be lightly applied (at the discretion of teachers and administration)
Jewelry	<ul style="list-style-type: none">• Small post earrings only (no hoops or dangling earrings)• Other small jewelry is acceptable
Hair	<ul style="list-style-type: none">• Hair styles and colors must remain natural and non-distracting to others (i.e., bleached, dyed, tipped, or boldly streaked styles are not allowed. Nor are non-natural colors or unusual styles.)

Extended Care Program

Philosophy and Program

St. Ignatius School extended care program is designed to be a place where a child can play and grow in a safe and supervised environment. St. Ignatius Extended Care Program reflects the philosophy of St. Ignatius School and derives its existence from the school. All policies, rules and regulations that apply to St. Ignatius School also apply to the extended care program. Parents are expected to support all extended care program policies. The program is open only to current St. Ignatius School students.

The extended care program is designed to meet the needs of the child. At least two extended care staff members are always present when the program is open. Activities include:

- Snack/social time/play time
- Homework/study period
- Indoor/outdoor recreation
- Arts and crafts
- Special activities as planned

Contact Ms. Jody Gray-Chrisan, Extended Care Director with questions or concerns (jgray@sipdx.org).

Schedule

Extended care hours (preschool - 8th grade)	
Morning session	7:00 - 8:20 a.m.
Afternoon session	3:05 - 6:00 p.m.
Early dismissal afternoons	Time of dismissal - 6:00 p.m.
Staff meeting/professional development days	7:00 a.m. - 5:00 p.m.

Holidays, Snow Days, and Other Schedule Changes

The extended care program is not open on legal or school holidays, and it will be closed if the school is closed due to inclement weather.

The extended care program is open on staff meeting and professional development days when the school is closed. Regular hourly rates and policies apply.

Additions or changes to the school calendar may necessitate closure of the extended care program. Parents will be advised of any changes in as timely a manner as possible.

Fees and Billing

Standard Fees		
Registered students	Morning	\$7.50
	Afternoon	\$7.50
Non-registered (drop-in) students	Morning	\$8.50
	Afternoon	\$8.50

A non-refundable registration fee of \$25.00 per family is required with proper registration forms. All forms and fees are due to Samantha Ramirez-Lopez, Program Coordinator, by September 1, 2018.

As stated in the school handbook, students who are not picked up within 10 minutes of school dismissal will be placed in extended care. Any student checked into extended care by the staff after the 10-minute dismissal period will automatically be billed by the extended care program. Billing is based on one-hour increments.

All extended care payments must be paid electronically through FACTS Management on the 20th of each month. Cash and checks are not accepted. Hours and dues will be calculated by the fifth of every month, and each FACTS account will be adjusted to withdraw on the 20th for previous month's charges. If a family fails to register for extended care and a student is signed in as a "drop-in", the charge for the drop-in hour(s) will be automatically deducted from the families bank using their FACTS tuition account on the 20th of the month following the dates that the charges were incurred.

After Hours

Any time after 6:00 p.m., or earlier on special days listed, is considered AFTER HOURS. The AFTER HOURS fee is \$1.00 per minute per child, which will be billed with your regular monthly statement. If you are late more than 3 times, the rate increases to \$5.00/minute per child.

Parent Responsibilities

A PARENT OR AUTHORIZED ADULT MUST SIGN THEIR CHILDREN IN/OUT EVERY DAY. For our records and your child's safety, it is imperative that you sign IN in the mornings and OUT in the evenings.

Parents are responsible for the following:

- Prompt payment of fees
- Following sign in and out procedures
- Picking up children on time
- Notifying school office and program administrator in writing if anyone other than those listed will be picking up your child
- Notification of any health problems, including food allergies
- Notification of phone, email, or address changes

Snacks, Toys, and Personal Property

Snacks are provided each day by the extended care program.



NOTE

On noon dismissal days, students must bring their own lunches and drinks. Regular snacks will be provided.

Students are allowed to bring toys to extended care, and do so at their own risk with the understanding that they must share. Please do not allow your child to bring gaming devices, electronics, or toys of a violent nature. The extended care

program assumes no responsibility for broken, lost, or stolen items. Extended care reserves the right to restrict items which may be brought to school when necessary. All items must be marked with your child's name.