SAINT IGNATIUS LOYOLA REGIONAL SCHOOL

FAMILY HANDBOOK

2026-2027

Updated 11/10/2026

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SECTION I: ABOUT THE SCHOOL

MISSION STATEMENT

St. Ignatius Loyola Regional School is a vibrant community rooted in tradition. With faith in our hearts and love for others, we model Christ through our service and deeds. Our committed school family nurtures moral and spiritual values, develops discipline, and empowers our children to be strong leaders and good citizens. With faith in every child, we strive to ignite the love of Christ and aspire to excellence in all we do.

PHILOSOPHY

The administration, faculty, and staff of St. Ignatius Loyola School strive to develop a learning environment in which students grow in knowledge, increase in the appreciation of self, and respect in the uniqueness of the individual. A diverse atmosphere allows the student to be better able to meet the challenges of the world. Our Christian-centered program is designed to give the whole child the opportunity to flourish and to contribute to the quality of life.

The religious purpose of St. Ignatius Loyola School enables the students to expand their love of God based on the Gospels and teachings of the Catholic Church. Values and morals are taught and modeled in accordance with Catholic doctrine. Community service projects help the students put religious knowledge into practice.

A well-rounded curriculum provides the opportunities for spiritual, moral, intellectual, cultural, social, and physical development. Many experiences are provided for students which will enhance social maturity and growth through interaction with peers, school personnel, and community.

Mutual purpose and respect is the link between parents and teachers as we strive to enhance the educational process and cooperative spirit of learning necessary for students to develop to his/her potential.

In order for growth to take place, one must examine and discuss the values resulting from change. Teachers are evaluated on both a formal and informal basis. Students are also evaluated formally and informally through a variety of methods. Each teacher maintains his/her classroom in a manner representative of Catholic education. Classroom teaching consists of a combination of large and small group instruction, project sharing, and evaluation. Based on teacher observation, students receive individual assistance and enrichment material as needed.

The instructional program includes all basic expectations of the Commonwealth of Pennsylvania and the Diocese of Allentown. All textbooks are reviewed and selected from a list provided by the Diocesan Office.

Leadership in our school encompasses the pastor, the principal, and the faculty. Guidelines are provided by the Diocese of Allentown, Department of Education. Within our school, policy that is developed and formulated through consultation with our principal, pastor, and faculty is effectively implemented.

SCHOOL HISTORY

Saint Ignatius Loyola School opened on September 6, 1967 for students in grades 1 through 8 with Sister M. Perpetua, School Sisters of Saint Francis, as the school's first principal. Two expansions have been made to the original school taking the total classroom size from 8 rooms to its current size of 21 classrooms.

A Kindergarten was opened in the fall of 1979. Currently, the school provides education for students from Pre-K through eighth grade.

St. Ignatius Loyola Regional School is located in Berks County, Pennsylvania, in a middle to upper-class suburb of the city of Reading. Over the last five years, our school has become more diverse in terms of both ethnicity and socioeconomic status. The school graduated its 50th eighth-grade class after the 2016-2017 school year. We offer a history of tradition in the community and an outstanding academic program.

As a Catholic School, we believe:

- we provide a safe environment which brings out the best in each child enabling them to achieve their full potential.
- we respect the dignity of every person.
- collaboration between teachers, parents, and students promotes a new generation of Catholic leaders.
- every student is valued as a unique individual with God-given talents which they use to glorify God.
- students are inspired to see learning as a lifelong process.

Graduates of Saint Ignatius Loyola Regional School will strive to achieve the following:
Maintain their spiritual growth by:

- living their faith through good moral judgment based on the Commandments
- encouraging active involvement in their parish and community
- modeling Christ-like behaviors in all interactions with others
- knowing the difference between right and wrong and accepting consequences for their behavior

Maintain their academic growth by:

- being proficient in math, literature, English, social studies, science, technology, art, music, health and foreign language skills necessary to be successful in high school
- being able to identify and solve problems involving time management, organization skills, and study habits
- collaborating with other students in digital and non-digital environments to brainstorm and solve problems in real time

Maintain a healthy lifestyle by:

- taking care of self, mind, body, and hygiene
- being able to identify and solve problems of various types including, but not limited to, conflicts with peers, teachers and other adults
- setting high standards and achievable goals using and maintaining multiple media formats responsibly and ethically understanding the importance of leaving a positive digital footprint

SCHOOL STRUCTURE

St. Ignatius Loyola School
2700 St. Albans Drive
West Lawn, PA 19609

Principal: Mrs. Emilia Ward
School Phone Number: 610-678-0111
School Office Hours: 7:30 AM - 3:30 PM

BISHOP

Bishop Alfred Schlert

BOARD OF LIMITED JURISDICTION

Pastor - Reverend Thomas Bortz, Principal – Mrs. Emilia Ward, President - Mrs. Barbara Coffin, Board members - Mr. Theodore Bassano, Mrs. Suzanne Boylan, Mrs. Debra Case, Dr. Tom Mirabella, Mrs. Carol Noga, Dr. Rudy Ruth, Mrs. Carol Toomey, Dr. Carolyn Wood

PARISHES

St. Ignatius Loyola Parish
2810 St. Albans Drive
Sinking Spring, PA 19608

Pastor: Reverend Thomas Bortz
Assistant: Reverend George Ababio
Assistant: Reverend Guency Isaac

Parish Accountant: Mr. Terrance Dugan
Parish Phone Number: 610-678-3767

St. Francis de Sales Parish
330 North Church Street
Robesonia, PA 19551

Pastor: Reverend John Frink

Parish Accountant: Mrs. Christina Kopinski
Parish Phone Number: 610-693-5851

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

The primary purpose of a Catholic school education is two-fold: to form students in the teachings of Jesus Christ and the Catholic Church, and to strengthen the Catholic community in its faith.

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), Diocese, or Catholic religious community.

While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.

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.

In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding.

By signing the handbook policy agreement, 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.

TERMS OF ENROLLMENT

SECTION II: ADMISSION

ADMISSION POLICIES

Terms of Enrollment

St. Ignatius Loyola Regional School welcomes all admitted students and will take appropriate measures necessary to provide a structured and nurturing learning environment for all. It should be understood that all students and their parents are expected to uphold the rules and expectations outlined in this handbook and that students are to successfully perform the academic work required by the faculty to ensure satisfactory progress. Students attend St. Ignatius Loyola Regional School at the school's invitation. Continued enrollment is contingent upon favorable attendance, satisfactory academic performance, a positive attitude, and constructive behavior. A student considered to be in good standing is: (a) one who has not become subject to dismissal; (b) one whose record of conduct is satisfactory; and (c) one who has met all financial obligations to the school or made satisfactory arrangements with the school's administration. As members of the St. Ignatius Loyola Regional School community, responsible conduct and decisions are also expected outside of school as well as during all school-sponsored functions. Decisions relating to rules, regulations, procedures, discipline, or programs made within the administrative structures of the school are final. **All students are admitted on a probationary status**

for the period of one year.

Requirements for admission:

Age

A student who is four years old by October 15 is eligible for Pre-K. A student who is five years old by October 15 is eligible for Kindergarten. A student who is six years old by October 15 is eligible for first grade.

Required Documents: Registration and enrollment is now an online process and forms must be uploaded.

- Application form
- Birth Certificate
- Written immunization records
- Court ordered custody agreements (if applicable)
- Family Handbook Agreement Form
- Certificate of Individual Request for Loan of Textbooks and Instructional Material
- Parent release form to obtain previous school records (Grades 1-8)
- Baptismal certificate (if Catholic)
- If your child is accepted, there is a non-refundable fee due at the time of registration. Registration is not complete until the registration fee is paid and all documents, including immunizations, are complete.

Academic and Conduct Requirements

The principal shall review all documents required for application and registration as well as other information deemed appropriate to determine whether a student should be admitted to the school. Factors to be considered by the principal include, but are not limited to, the following:

- Proof of promotion to the grade to which the student is seeking entry
- Results of academic testing
- Any prior academic, conduct, or psychological records
- Students and parent's reasons for seeking admission to the school
- The prior identification of any IEP, 504, or specialized instructional or behavioral plan

It is the philosophy of St. Ignatius Loyola Regional School that students be placed in an educational environment where they will succeed. St. Ignatius Loyola Regional School may not be able to meet the educational needs of every student; therefore, not all students who apply will be accepted.

If the student is admitted to the school, the principal shall place the student at the grade level that is in keeping with the student's competence.

All students are admitted on probationary status. At times, a contract between St. Ignatius Loyola Regional School, the child and the child's parents will delineate continued enrollment at St. Ignatius Loyola Regional School. Should behavior problems surface and impede the academic and or social progress of the student or class, an alternative educational program may be required. Admission is on the recommendation of the administration after the review of the necessary documents.

Admission of Transfer Students

In addition to the above requirements, transfer students must sign a transfer of records for St. Ignatius Loyola Regional School to collect the following from all previous schools:

- Current report card
- Permanent record

- Standardized testing
- IEP, 504, or other academic/behavioral plans
- Conduct/behavior
- Health records
- Recommendations from previous teachers, principals, or counselors

A satisfactory academic and conduct record from the prior school is essential. Transferring students will be accepted on a probationary basis for a period of one year to ensure a satisfactory incorporation into the academic and behavioral code of the school.

Attendance of Non-Catholic Students

The Catholic school serves a variety of purposes, including the spiritual, academic, social, and physical development of the students. In the Diocese of Allentown, the primary purpose of the Catholic school, including those schools that have a substantial non-Catholic enrollment, is religious. We offer a complete Catholic religious education program and make every effort to develop faith in all the students so that they live a full Christian life. In imitation of the Lord Jesus who welcomed the children, St. Ignatius Loyola School welcomes all children, Catholic and non-Catholic. Our Catholic school has much to offer academically, spiritually, and morally. We believe that non-Catholic children can, in turn, enrich the school by their presence, interest and participation, and by sharing with the school community their own religious traditions.

As a condition of registration in St. Ignatius Loyola Regional School, the student and the student's parent(s)/ guardian(s) commit the student to attend Religion classes, to fulfill the requirements for this subject, and to attend religious functions offered as part of the school program.

Non-Catholic students may be admitted to St. Ignatius Loyola Regional School if:

- Adequate facilities and space are available without denying the admission of eligible Catholic students.
- In the case of transfer, the student's academic and disciplinary records are satisfactory.
- The reason for entrance or transfer is valid.
- Parent(s)/guardian(s) agree by enrolling their child to permit their children to attend Religion classes and religious functions that are offered as part of the school program.
- Parent(s)/guardian(s) commit themselves to accept and to promote the philosophy, goals, objectives, and regulations of the school as they appear in the school's handbook

At times of increased interest of parents in the religious and academic programs of St. Ignatius Loyola School, the following admission guidelines have been adopted and are in effect. Enrollment status will only be valid upon receipt of registration forms and fees.

1. Current students: students *in good standing*, who are presently enrolled in our school in grades Kindergarten through Seventh; parishioners, non-parishioners, and non-Catholics, will be guaranteed re-enrollment status upon receipt of re-registration forms and fees by the due date. All tuition from the previous school year must be paid in full.

2. New students: Acceptance into the general Pre-Kindergarten and Kindergarten program will be based on chronological age and the policy below. All students are admitted on a probationary status for the period of one year.

    A. Siblings of students who are presently enrolled in our school, grades Kindergarten through Eighth, and whose parents are active members and financially support St. Ignatius Loyola Parish or St. Francis de Sales Parish in Robesonia.

B. New Kindergarten students, including those who attended our preschool, whose parents are members of the parish of St. Ignatius Loyola or St. Francis de Sales.
C. Siblings of students who are presently enrolled in our school who are non-parishioners of St. Ignatius Loyola or St. Francis de Sales or non-Catholic.
D. Children whose parents are non-parishioners of St. Ignatius Loyola or St. Francis de Sales Parish.
E. Children whose parents are non-Catholic.

3. Transfer students: New students in grades one through eight will be accepted on space availability, satisfactory educational and health records, and receipt of all forms and fees. All students are admitted on a probationary status for the period of one year.

If full capacity has been reached in any class, all new students will be placed on a waiting list until class capacity for the next school term can be evaluated. Acceptance into Pre-Kindergarten and Kindergarten will be based on readiness screening.

SECTION III: ACADEMIC PROGRAM

ACADEMIC POLICIES

General Curriculum

St. Ignatius Loyola Regional School is fully accredited by the Middle States Association of Colleges and Schools. St. Ignatius Loyola Regional School follows the curriculum set by the Office of Education for the Diocese of Allentown. The Allentown Diocese curriculum guidelines based on the PA state standards are located on https://www.adschools.org under Academic Excellence and Curriculum Standards.

Religious Formation

The curriculum centers on the study of Catholic Doctrine, combined with the constant effort to inspire consistent growth in a solid prayer life and living a faith-filled life.

Liturgical Celebrations

Liturgies during the school day include weekly Mass, Holy Day Masses (school uniform must be worn at Holy Day Masses), and other prayer services. Each class prepares at least one school Mass per year. Students in grades 2 through 8 receive the Sacrament of Penance during the school year at school Penance services. We encourage parents to receive this sacrament with their child(ren) frequently in their home parish. Students participate in visits to the Blessed Sacrament, Forty Hours in September, weekly Advent wreath candle lighting during Advent, the Stations of the Cross, prayer, fasting and almsgiving during Lent, and May Procession in early May. Parents are encouraged to attend liturgical celebrations. Non-Catholic students will attend all liturgical celebrations and participate as permissible.

Sacramental Preparation

Each parish schedules its own preparation for the Sacraments. Children in the 2nd grade prepare for First Penance and First Communion; in 7th-8th grades for Confirmation. Parents of children who are receiving these sacraments share with the priests and teachers the privilege of preparing their children for these sacramental experiences.

BOOKS AND MATERIALS

Covering of Books

All textbooks are to be covered. A laminated book cover or Book Sox may be used for hard-covered texts. Workbooks are to be covered with clear contact paper. This will help in prolonging the life of the book.

Book Bags

All books should be carried in a book bag to and from school.

Lost Books

When a book is lost or damaged, it is the responsibility of the student to pay for the lost or damaged book (whether classroom or library book). If a classroom book is lost or damaged, another book will be issued for the child's use for the remainder of the year after payment is received.

Damaged or Lost Chromebooks/Devices

When a device is damaged or lost, it is the responsibility of the student to pay for the damage or replacement. Student will receive a replacement device once payment has been made.

Supplies

Every grade receives a supply list and the list is available on our school website over the summer. It is the family's responsibility to provide the supplies needed per grade for their children throughout the year.

Student Academic Responsibilities

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 homework assignments will result in a consequence appropriate to the grade level.

Class Participation

Students are expected to:

1. Give attention and respect to their teacher through active listening at all times
2. Show respect and concern for other students by a willingness to share and to take turns
3. Actively participate in class by responding orally or in writing as circumstances dictate
4. Use Chromebooks or iPads **only** when directed to do so by the teacher

Student Progress Monitoring

FACTS is the program utilized for reporting to the school community. Families are issued individual student access account codes and secure passwords for each registered student. The families may access the student's grades online through the website. Student Progress Reports are available online to families at approximately mid-trimester, and report cards are distributed at the end of each trimester.

Grading Policy

Criteria - A student's grade is based on the following criteria:

- Quiz and test grades
- Special projects
- Participation/Meeting Expectations in class
- Completion of homework assignments

Marking Codes for Major Subjects

Exact numerical grades are shown the subject areas:

95 – 100 Excellent	75 – 84 Average
90 – 94 Very Good	70 – 74 Below Average
85 – 89 Good	69 & Under Failure

-Subheadings

A plus sign (+) in the subheadings indicates significant improvement.

A minus sign (-) in the subheadings indicates a need for improvement.

Marking Codes for Health/Arts/Skills/Conduct and Effort

O Outstanding	I Improving and not yet satisfactory
VG Very Good	N Needs Improvement
G Good	U Unsatisfactory
S Satisfactory	

Marking Codes for Christian Values

S Satisfactory	N Needs Improvement	U Unsatisfactory

Homework policy

Homework, an extension of school experiences beyond the classroom, includes written and study assignments. Its purpose is to reinforce skills taught in the classroom, to develop study and memorization skills, to encourage reading for information, and to develop creative ability, critical thinking and special talent through a project assignment.

Students are responsible for the completion of homework assignments. If an assignment is carelessly done, incomplete, forgotten, or "left home", the child is responsible for the completion of that work. When an assignment is not completed on time, students in grades 3-4 will receive a homework notice. At the teacher's discretion, the student will then be allowed to complete the assignment at home under parental supervision or through arrangements made by the teacher. Students in grades 5-8 may be issued a demerit for incomplete assignments, and will be required to complete the assignment during recess. All students should be responsible for completing their assignments on time. The next morning or before the class period, the student must give the teacher the completed assignment and signed homework notice/demerit.

Homework assignments from one class are not to be completed in another class, unless free time is given.

Missed Assignments and Assessments due to Absence

Students are responsible for making up missed work and tests when absent. Missed assignments will be made up at the discretion of the teacher; missed assessments must be completed within one week of the return to school.

Incomplete or missing assignments will be recorded as "missing" in the gradebook which will be calculated as a zero and are subject to late penalties which can result in a failing grade. The work must be submitted satisfactorily or the student may have to complete a summer program to advance to the next grade level.

Students may not be excused from physical education class unless they have documentation from a doctor (MD or DO). Reasonable accommodations may be made for students with minor injuries that did not require a physician's immediate attention; however, a note from the parent is required. If more than one class is missed in a trimester without documentation from a physician, the lack of participation will be reflected in the student's grade. If a student is not cleared for physical education class in school, the student may not participate in CYO or other school athletic activities.

Academic Probation

Occasionally, despite intervention on the part of the school, a student may not be able to demonstrate mastery of the curriculum and achieve passing grades. When this lack of progress is a result of the student not fulfilling his/her academic responsibilities, the student will be placed on academic probation. A student who does not fulfill his/her academic responsibilities in an academic trimester will be placed on academic probation for a period of time designated by the administrator. If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment in the school. If the school requires the student to receive academic support and intervention, and the parent refuses those supports and interventions, the school reserves the right to make decisions regarding the continued enrollment of the student.

Report Cards

Report cards are issued in December, March and June. Parents are asked to sign the envelope and return it to school within a week of issuance. Progress reports are available to view on FACTS in the middle of each trimester. The school will communicate to families when they are available to view.

Student Recognition (honor roll)

Students will earn this academic award if they meet the following criteria:

Grade 3 Principal's Award

Students in grade 3 can be eligible for recognition into the Principal's Award for good academic achievement. Students must meet the academic guidelines and have a satisfactory in conduct, effort, and all minor subjects. Recognition is given each trimester.

Intermediate and Junior High Grades 4 – 8

1st HONORS – General average of 90, 90 or better in all major subjects; religion, mathematics, reading, English, social studies and science. Students must have at least a satisfactory grade in all minor subjects, and in conduct and effort.

2nd HONORS – General average of 85, 85 or better in all major subjects; religion, mathematics, reading, English, social studies and science. Students must have at least a satisfactory grade in all minor subjects, and in conduct and effort.

Students who are chronically late will not be eligible for honors.

Accelerated Math Programs

Students must meet the criteria in order to be placed in accelerated math. Students will not be placed in accelerated math solely by parent request. The criteria for admission to this program include:

- 90 overall Mathematics average for the year
- Highly Proficient or Advanced level in the final Math Benchmark
- Enrollment into the Accelerated Math Program is not permanent. Periodic evaluation will be used to determine continued participation.

The final decision regarding placement of students in the accelerated math program is made by the administration in conjunction with a recommendation from the student's math teacher. Students must meet the performance standards in order to remain enrolled in accelerated math.

Promotion or Retention

A student is promoted if the student has achieved a proper balance of academic, social, physical, and emotional development. Report cards will be issued each trimester to inform the parent/guardian of the student's progress.

Communication with parents will occur after each trimester if there are failing grades, and a discussion of intervention or possible retention will be initiated at that time.

Retention is at the discretion of the administration in consultation with the teacher. Older students, who cannot achieve passing grades for the year, may be required to attend a summer program.

Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation after all financial obligations have been met. Participation in graduation is a privilege, not a right. The school has the right to deny any eighth-grade student from participating in graduation exercises if, in the view of the school, the student's conduct, academic or disciplinary record indicates that the privilege should not be extended. The administration will determine procedures for graduation exercises. In keeping with the policy of the Diocese of Allentown, closing exercises for the Eighth Grade are kept simple with concentration on the religious aspect of the event. Awards and diplomas are presented following the Eucharistic Liturgy.

Class Placement Requests

The following criteria are used for placement of students in respective classrooms: teacher recommendations, student personality, ratio of girls to boys, and heterogeneous academic grouping. Should there be a compelling circumstance or consideration of which the administration is not aware, please provide these specific and articulable concerns, in writing, to the principal, **NOT** to your child's teacher. No specific classroom placement requests will be considered for the following school year if made after the last day of school.

SECTION IV: PROTOCOLS

ARRIVAL AND DISMISSAL

Pre-Kindergarten

Student drop-off (after 7:35 AM) and student pick-up (according to assigned schedule) – will be at the gym entrance at the back of our school. Older siblings will use the gym entrance as well.

Kindergarten

Student drop-off (after 7:35 AM) and student pick-up (starting at 2PM according to assigned schedule) – will be at the gym entrance at the back of our school. Older siblings or Pre-K students will use the gym entrance as well.

Arrival Grades 1-8

Student drop-off (after 7:30 AM) will be at the St. Albans entrance in front of our school. Siblings of Pre-K or Kindergarten students should be dropped off at the gym entrance.

Dismissal Grades 1-8

Dismissal will begin around 2:27 PM in the following order:

Bus Riders will be dismissed in the order in which the buses arrive. Students are to use only the bus to which they have been assigned. Public school districts will not transport any student not originally assigned to their bus.

Walkers will be dismissed from the main entrance around 2:27 PM.

Car Riders will be dismissed at 2:30 PM. Please follow directions listed in the Transportation Section of this handbook. Students whose rides are not parked in the lot at this time will return to the building and await being signed out by a parent.
If it is necessary to pick a child up earlier than the times listed, please report to the office and the child will be called.

In order to expedite dismissal, all parents are to remain at their cars. Students should walk directly from the school building to their assigned spot.

ATTENDANCE

Excused Absences

Illness, quarantine, doctor's appointment, death in the family, school related absences, "take your child to work day", absences prearranged with the principal and those due to exceptionally urgent matters are cause for excused absences. However, the child is still marked absent for the time he/she is not in school. A student's parent or guardian must provide a satisfactory written explanation for the student's absence. The student must present this note to the homeroom teacher upon return. All absences will be treated as unexcused until the school receives a written excuse explaining the reason(s) for an absence.

> Any student who is absent from school due to illness or injury for 3 or more consecutive days must provide a doctor's note to return to school.
>
> A doctor's excuse must accompany the absentee note in the following situations, whether the child is absent only one day or more than one day: Communicable Diseases - Measles, Whooping Cough, Respiratory streptococcal infections, Scarlet fever, Strep throat, Mumps, Impetigo, Pinkeye, Ringworm, Scabies, Mononucleosis

If a request to send homework home is needed, it must be made **before 8:30AM**.

Illness

If your child is not feeling well in the morning, DO NOT SEND your child to school. A child must remain fever free **without the use of medication** for **24 hours** prior to returning to school. Any child who has vomited or has a fever **must** stay home. A sick child in school becomes more susceptible to other illnesses.

Appointments – Please limit appointments during the school day, as they negatively impact academic time.
When a child has a doctor or dentist appointment during the day, please follow this procedure:
1. Send a note to the homeroom teacher
2. Come to the office to sign the child out of class
3. Upon return, come to the school office with the child to sign them into school

If a child will be arriving late in the morning due to an above-mentioned appointment, please notify the school office the previous day, during the evening (please leave a message) or call the office by 8:15 AM.

Unexcused Absences

Absences are unexcused if they fail to meet the criteria of an excused absence. Students who are chronically absent for other than serious health reasons will not be permitted to participate in any extracurricular activities, field trips or other activities deemed eligible by the school administration.

A student is *truant* if the student has incurred *three* or more school days of unexcused absences during the current school year. A child is *habitually truant* if the child has incurred *six* or more school days of unexcused absences during the

current school year. Students who are absent from a school for 10 consecutive school days shall be dropped from the active membership roll and reported to the student's public school district of residence.

Students who are absent for 10 days or more will require a doctor's note for subsequent absences to be considered excused. Chronic absence from school without a diagnosed illness may be viewed as truancy and could result in notification of the proper authorities. An elementary student who accumulates twenty (20) or more unexcused absences for the year may not be promoted to the next grade.

Lateness

When a child is late (after 7:55 AM), a parent must accompany their child to the school office. The parent must sign in the child. Chronic lateness will result in an administrative review of the situation. Late bus arrivals do not constitute a late arrival.

Early Dismissal

No student may leave school without permission. Early dismissals should be limited, as they negatively impact academic time. If a student must leave school during the course of the day, the parent or guardian must provide a written request for the student's release. The parent/guardian or authorized representative must come for the student and sign the child out of school in the office. Students will only be released to authorized individuals. See *Release of a Child*

Vacation Policy

A Temporary Absence (Trip) Form must be completed and submitted prior to the vacation. **Vacations are unexcused absences** unless they have been approved prior to the trip. Assignments are given when a student **returns** from a vacation. Assignments will not be given in advance, only upon return to class with specific due dates. All work must be completed within one week of returning to school.

Release of Child

All students must have a student release form on file. Students will only be released to persons listed on the Student Release Form.

Change in Transportation

If there is a change in your child's mode of transportation, please notify the office and the teacher by email or phone call **prior to 1:45 PM.**

Review or Transfer of Records

St. Ignatius Loyola Regional School will transfer student records directly to the receiving school. If a parent wishes to review their child's official file, the request must be made in writing twenty-four hours prior to the review.

SECTION V: RULES AND EXPECTATIONS

CODE OF CONDUCT

We the faculty, parents and students will strive at all times to be an example of a good Catholic Christian. We will follow the doctrine and teachings of our Church always mindful that Christ is with us in our daily life. In following Christ's example to treat all people and self in a dignified fashion, we promise to uphold the following code of conduct.

The list of behaviors which violate the school code of conduct is by no means all inclusive. It is impossible to designate a given infraction and give it the same weight under all circumstances. The administrator is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

The responsibilities of students:

1. Making positive contributions to the St. Ignatius Loyola Regional School that will generate an atmosphere of respect, responsibility and reverence.
2. Maintaining reverence at all times whenever prayers are recited, using God's name in prayer and with respect at all times. Maintaining respect and reverence while participating in the Liturgy and treating all religious items with respect.
3. Showing respect for our country and those who have given their lives for our country by properly and respectfully pledging allegiance and singing our National Anthem.
4. Making an earnest effort to do his/her best work on a consistent basis.
5. Respecting and obeying the instructions of the administration, faculty, and staff; following all policies of the school community.
6. Accepting responsibility for his/her actions.
7. Attending school daily and being on time and prepared for classes and school functions.
8. Being aware of written and orally communicated rules and regulations for student behavior and knowing that student conduct must be in accord with those regulations.
9. Following the uniform dress code (see Uniform Code).
10. Showing respect for school and personal property by taking proper care of all items
11. Respecting the rights of others, including the right to receive an education in an orderly and disciplined atmosphere free from verbal, physical or sexual harassment. Respecting the individuality of all people. This includes appearance, character, ethnicity, social status, and abilities.
12. Knowing that disrespect in attitude, word, or action, as well as indecent language, written or spoken, will not be tolerated.
13. Demonstrating integrity and honesty in all aspects of human life.

Academic Misconduct

Academic misconduct is considered conduct that undermines the academic integrity of St. Ignatius Loyola Regional School and includes, but is not limited to, academic dishonesty, plagiarism, improper use of AI, and falsification.

Academic Dishonesty

During assessments/examinations, academic dishonesty includes, but is not limited to:

- Taking or receiving information from a fellow student
- Stealing, buying, receiving, selling or transmitting any portion of an assessment/examination

Outside of examinations, academic dishonesty includes, but is not limited to:

- Allowing another student to copy any portion of one's own work
- Using unauthorized aid of any kind
- Stealing, buying, receiving, selling or transmitting coursework of any kind

Plagiarism

Plagiarism on papers, projects or any assignment prepared for a class includes, but is not limited to:

- Omitting quotation marks or other conventional markings around material quoted from any printed source
- Paraphrasing or quoting a specific passage from a specific source without properly referencing the source
- Replicating another person's work, in whole or in part, and submitting it as an original work
- Submitting work previously used to fulfill new academic requirements
- Purchasing material of any kind and representing it as one's own work

Falsification

Falsification of a school document includes, but is not limited to:

- Unauthorized signing of another person's name to an official form or document
- Unauthorized modification, copying, or production of a document to mislead the reader
- Citing a source that does not exist
- Falsely attributing ideas or information to a cited source that does not contain that material

A student who knowingly assists in any form of academic misconduct will be considered as equally responsible as the student who accepts such assistance.

A student who engages in academic misconduct will earn a failing grade for the assignment and be subject to other disciplinary measures outlined in this handbook or determined by the administration. The student may be required to re-submit acceptable work.

Items not Permitted in School

The list of items not permitted in school includes, but is not limited to: guns, replica of guns, any weapon or replica of weapons, illegal drugs, medications, narcotics, tobacco, vapes, inhalants, alcoholic beverages, or pornographic materials

Bullying/Harassment Policy

The Secretariat for Catholic Education (Office of Education) for the Diocese of Allentown is committed to providing a caring, friendly, safe and respectful environment for all students, employees, volunteers, and visitors of our schools. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Therefore, acts of harassment, hazing, intimidation, and bullying (including cyber bullying) are unacceptable behaviors and are prohibited in our schools. (See St. Ignatius School website for ACT form to report bullying)

Bullying, cyber-bullying, harassment, intimidation or hazing constitute conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and embracing Catholic environment. This behavior is against

the fundamental tenet of "Love your neighbor as yourself," and destroys respect for the dignity of the student, undermines the Christian identity of the school and deprives the student of a safe and caring learning environment.

Definitions

For purposes of this Policy, the following definitions shall apply:

Bullying – **repeated use** by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that:

- Creates a hostile educational environment
- Substantially interferes with a students' education benefits, opportunities, or performance
- Causes physical or emotional harm to the individual or damage to their property
- Places an individual in reasonable fear of harm to him/herself, or of damage to his/her property
- Including but not limited to physical intimidation, assault, extortion, oral or written threats, slurs, innuendo, teasing and putdowns, demeaning comments, cartoon drawing, graffiti, pranks, name calling, threatening looks, gestures or actions, cruel rumors, false accusation, social isolation, flashing a weapon, taunting/ridiculing, stalking, and relationship undermining.

For the purpose of this Policy, whenever the term "Bullying" is used it is to denote either bullying or cyber-bullying.

Cyber-Bullying – Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by phones, texts, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages, apps or social media sites.

Cyber-Bullying shall also include the creation of a webpage, blog, or any social media in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying. Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

- Harassment, hazing, intimidation – acts, words or other behaviors, by an individual or group against another individual or group characterized by:
    - Intent to harm.
    - Intensity and duration over a period of time.
    - An interpersonal relationship where there is an imbalance of power, not mutual or intentional provocation by the victim.
    - Inflicting physical or emotional harm or discomfort or damage to the person's reputation and/or relationships.
    - A level so severe, persistent, or pervasive that an intimidating or threatening education environment is created or the orderly operation of the school is substantially disrupted.

Name-calling – the use of language to defame, demean or degrade individuals or groups.

Prohibitions

Bullying, harassment, hazing, intimidation and name-calling are prohibited:

- On school grounds owned, leased or used by a school;
- On property immediately adjacent to school grounds;
- At any school-sponsored or school-related activity, function or program whether on or off school grounds;
- At a school bus stop;
- On a school bus or any other vehicle owned, leased or used by the school
- Through the use of technology or an electronic device owned, leased or used by a school or any personal devices.

Name-calling, banter, etc. cannot be rectified or overlooked by a dismissive phrase such as “just kidding” or “no offense, but”, etc.

Bullying, harassment, hazing, intimidation, and name-calling are also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in questions:

- Create a hostile environment at school for the individual.
- Infringe on the rights of the individual at school.
- Materially and substantially disrupt the education process or the orderly operation of a school.

Discipline and Remedial Action (see ACT - Actions Change Things - on school website)

The response to those who commit one or more acts of bullying, harassment, hazing, intimidation or name-calling should be determined based on the totality of the circumstances. In all cases, the principal will be responsible to determine if a bullying offense occurred, or did not occur.

- Initiate immediate talks with the bully or bullies.
- Talk with the Target student(s) and his/her parents/guardians.
- In determining the appropriate response to students who commit one or more acts of bullying, school administrators should consider:
    - The development, maturity levels, and/or special learning needs of the parties involved
    - The levels of harm
    - The surrounding circumstances
    - The nature of the behaviors
    - Past incidences or past or continuing patterns of behavior
    - The relationship between the parties involved
    - The context in which the alleged incidents occurred

Bullying should be reported immediately; the school cannot investigate issues of which it is unaware. Depending on the severity of the incident, or the series of incidents, the administration may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising the students involved, exclusion of parents of involved students (victim and offender) from school premises and school-sponsored activities to prevent extension of conflict, providing staff support for students when necessary, contacting mental health professionals for counseling, reporting incidents to law enforcement, in school/out of school suspension or expulsion, loss of privileges in school.

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

The following list is only a guideline for the classroom teacher and administration in the issuance of demerits/infractions. Discipline is decided on an individual basis taking into consideration age and context. The discipline categories do not cover every possible situation. The faculty and administration reserve the right to determine inappropriate and unacceptable behavior.

CONDUCT WHICH COMPROMISES SAFETY		
Behavior	**Grade**	**Consequences**
Running in the building or parking lot	K-3	First offense: verbal warning Subsequent offenses: student must stand alone for several minutes at recess
	4-8	First offense: verbal warning Subsequent offenses: demerit
Unsafe play: putting oneself or others at risk of harm or injury as determined by the supervising adult.	K-3	First offense: removal from situation Subsequent offenses: parent communication, demerit, detention, restorative consequences
	4-8	First offense: removal from situation Subsequent offenses: communication with parent, demerit, detention, restorative consequences
Students may not wander the building, leave the building, or leave the campus without the permission of the teacher or administrator.	K-3	First offense: wandering will be a verbal warning, leaving the building will be immediate notification to parent and restorative action Subsequent offenses: demerit, detention, or removal from school
	4-8	First offense: wandering will be a verbal warning, leaving the building will result in immediate notification to a parent and detention* Subsequent offenses: parent communication, demerit, detention, or removal from school *Leaving the building without permission will result in detention

INTERFERING WITH LEARNING		
Behavior		**Consequence**
Not prepared for class: not having proper supplies or books for class.	K-2	If habitual, parent communication will occur and/or teacher discretion
	3-8	If habitual, parent communication will occur and work must be completed at another time, demerit may be issued.
Missing or Incomplete homework and assignments	K-2	K-2: Immediate communication with parent and an agreed upon resolution
	3-5	Homework Notice (3 Homework Notices in one subject will result in a demerit) work should be completed at home and returned with the notice, if not then the work will be completed during recess
	6-8	Work will be completed during recess.

Disturbances in class/playground/lunchroom: inappropriate disruptions	K-3	First offense: Removal from group Subsequent offenses: Removal from group and communication with parent
	4-8	First offense: Demerit Subsequent offenses: Detention
Misuse of property: Student engages in low-intensity misuse of property	K-3	First offense: Communication with parent explaining the infraction-parent must sign and/or respond Subsequent offenses: Communication with parent, demerit and/or replacement of property if damaged
	4-8	First offense: Warning Subsequent offenses: demerit, detention and/or replacement of property if damaged
Disrespect/Defiance: low-intensity, socially rude or dismissive messages to adults or staff	K-3	First offense: Communicate with parent Subsequent offenses: Communication with Parent, demerit, detention
	4-8	First offense: Communicate with parent, demerit Subsequent offenses: Communicate with parent, demerit or Restorative Consequence

Misuse of cell phone	K-3	Students are NOT permitted to have a cell phone at school.
	4-8	First offense: removal from student, demerit and will be returned to student at the end of the day with parent communication. Subsequent offense: removal from student, demerit/detention and parent must pick up device.
Misuse of school electronic device	K-3	First offense: suspension of use Subsequent offenses: suspension of use, demerit and/or detention
	4-8	First offense: suspension of use, demerit Subsequent offenses: suspension of use for longer period, detention
Disrespect/Defiance: student engages in refusal to follow directions, talks back, or delivers socially rude or dismissive messages to adults or students. The student's non-compliance may compromise the safety of self or others.	K-3	Conversation with student/demerit/detention depending on severity of event
	4-8	Detention/Suspension
Forgery	K-3	Communication with parent
	4-8	Demerit/detention and communication with parent
Academic misconduct- academic dishonesty, cheating, plagiarism, and falsification	K-3	Communication with parent
	4-8	Communication with parent and detention (student will redo the assignment in detention)

CONDUCT WHICH VIOLATES THE RELIGIOUS MISSION OF THE SCHOOL		
Behavior	**Grade**	**Consequence**
Physical contact/aggression: Student engages in non-serious, but inappropriate physical contact	K-3	Parent communication and restorative consequence
	4-8	Parent communication, demerit/detention and restorative consequence
Hands on other person (student or adult), or another person's property	K-3	Parent communication, demerit/detention/restorative consequence
	4-8	Parent communication, demerit/detention/restorative consequence
Physical contact/aggression: Student engages in inappropriate physical contact such as kicking, pushing, slapping or hitting with an open hand, poking with objects, or biting.	K-3	First offense: Communication with parent, detention or restorative consequence Subsequent offenses: Suspension
	4-8	First offense: Communication with parent, demerit, detention or restorative consequence Communication with parent, detention or suspension depending on severity, and restorative consequence
Inappropriate language/Gestures – use of profanity or inappropriate gestures	K-3	Communication with parent, removal from group, restorative consequence
	4-8	Detention and communication with parent
Spreading rumors Name calling	K-3	Restorative consequence
	4-8	Lunch detention and restorative consequence
Intimidating or exclusive behavior Unwanted teasing	K-3	Demerit, restorative consequence, communication with parent
	4-8	First offense: Demerit, restorative consequence, communication with parent Subsequent offenses: Lunch detention/after school detention, restorative consequence, communication with parent
Irreverence at Mass or other liturgical activities.	K-3	First offense: verbal warning Subsequent offenses: demerit
	4-8	Demerit or detention depending of severity Possibility of impact to religion grade
Inappropriate displays of affection	K-3	Conversation with student and/or parents
	4-8	Communication with parent, demerit/detention

Bullying: any repeated or pervasive intentionally harmful gesture, graphic, written, electronic/technological, or verbal communication, or physical or social acts directed at another student	K-3	Substantiated bullying will result in detention/suspension/expulsion depending on severity Communication with parent
	4-8	Substantiated bullying will result in detention/suspension/expulsion depending on severity

CONDUCT THAT VIOLATES OTHER SCHOOL POLICY		
Behavior	**Grade**	**Consequence**
Dress code violation: any infraction of the uniform dress code	K-3	Communication with parent
	4-8	First offense: verbal warning, communication with parent Subsequent offenses: a demerit will be issued

Violation of the technology policy (see Family Handbook Responsible Use policy)	K-3	Loss of Chromebook or iPad for a time to be determined
	4-8	Loss of Chromebook for a time to be determined

DAMAGING/AGGRESSIVE/ABUSIVE BEHAVIOR		
Behavior	**Grade**	**Consequence**
Abusive language/Gestures – high intensity, inappropriate, profane/obscene, abusive language, or gestures with the intent to be abusive as determined by the faculty and administration.	K-3	Communication with parent, detention/suspension/expulsion depending on severity
	4-8	Communication with parent, detention/suspension/expulsion depending on severity
Serious threats of harm to others	K-3	Suspension and completion of mental health assessment
	4-8	Suspension and completion of mental health assessment
Harassment: high-intensity 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.	K-3	Suspension
	4-8	Suspension

Vandalism/Theft – destruction, defacing, or theft of parish or school property.	K-3	Detention/Suspension
	4-8	Detention/Suspension
Violent behavior – any fighting or behavior with the intent to cause significant physical injury.	K-3	Suspension
	4-8	Suspension
Possession and/or use of illegal drugs, medications out of compliance with school policy, narcotics, tobacco, inhalants, alcoholic beverages, or pornographic materials.	K-3	Detention/Suspension/Expulsion
	4-8	Suspension/Expulsion
Possession of any item which may present a danger to others.	K-8	Expulsion

HOMEWORK NOTICE/DEMERIT ACCUMULATION	
Accumulation	**Consequence**
3 homework notices (in one subject over the course of the trimester) K-5	Demerit
3 demerits	Detention
3 behavioral detentions	Parent communication and if a third behavioral incident occurs it will result in a one day suspension
Greater than 3 behavioral detentions	Parent communication and consequence to be determined by the administration and student's continued enrollment will be reviewed

Demerits/Detentions

If a student receives a demerit/detention, the form must be signed by a parent, and returned the next day to the teacher/staff member who issued the demerit, unless acknowledged via email or phone.

Detentions

The procedure for serving detentions for behavior problems or other school violations will be as follows.

- When any type of discipline problem begins, the teacher will notify parents immediately, either by phone or in writing with a detention form.
- The student is required to stay after school on the assigned day that the detention is issued. Grades 2 – 3 (2:45 PM to 3:15 PM), Grades 4 – 8 (2:45 PM to 3:45 PM). Failure to stay may result in the issuance of a second detention.
- If the situation for which the detention was issued does not improve, a conference will be held with the principal, teacher, parents and student. At this conference, steps will be discussed to prevent a recurrence.
- Detentions based on demerits are cumulative throughout the year and will affect the conduct grade on the report card.
- Multiple detentions could result in a loss of activity, Saturday detention, school suspension or expulsion.

Suspension

Formal suspension is a serious disciplinary action taken by school administration against a student whose actions

constitute a major disciplinary infraction and are contrary to the good order or safety of the entire school community. Suspension is a major step toward possible dismissal. **Suspension from school means suspension from all school related and CYO activities and events**.

The common good of the entire school community needs to be valued by all. Choices that infringe upon this must be dealt with in a fair and just manner.

Serious or severe infractions may include but are not limited to suspension or dismissal and apply when students are on campus, on a bus, or at any school-sponsored function, including CYO events.

Self Harm

Self-harm, or suspected self-harm will be addressed with the student, the student will be screened and parents will be notified immediately. The student cannot return to school without a note from a qualified professional stating that the student does not pose a risk to self or others.

Threats of Harm

When the principal receives a report from a student, teacher, and/or parent that a particular student has made a threat of harm, this matter may be referred to the local law enforcement agency. 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 will be required to have psychological or psychiatric clearance before returning to school.

In the event of complaints regarding threats of violence or harassment, one or more of the following steps will occur:

- Phone call to parent for an immediate meeting
- Detention
- Probation
- Suspension from school
- Suspension from school until counseling can occur
- Notification of proper authorities
- Expulsion

Depending on the type and severity of the incident, and the grade level of the student, the steps of action may not occur in the sequence above.

Disciplinary Probation

Disciplinary probation is a means by which the faculty and administration can closely monitor a student's success or challenges. The administration reserves the right to implement a behavior contract outlining expectations of behavior and the consequences of noncompliance. The length of disciplinary probation will be determined by the school administration.

Dismissal from School or Expulsion (Office of Diocese of Allentown is involved)

1. Ordinarily a minimum of two suspensions during the academic year may lead to a student dismissal. In certain incidents, the seriousness of the offense may warrant immediate dismissal.
2. A student is given an indefinite suspension pending a thorough investigation. Dismissal from school is not formalized until the investigation is complete, allowing time for discussion, inquiry, and evaluation by the administration and any law enforcement agencies which may be involved in the investigation.
3. Tuition and fees will not be refunded if a student is dismissed.
4. The school reserves the right to dismiss any student from school because of the actions of parents or guardians that are in opposition to the school code of conduct or the mission of the school. Harassment of employees or students by parents or guardians may result in the dismissal of the student(s).

CONDUCT AND DISCIPLINARY ACTION SUMMARY

The above discipline categories do not cover every possible situation. St. Ignatius Loyola Regional School faculty and administration reserve the right to determine inappropriate and unacceptable behavior.

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.

The administration reserves the right to discipline students for ***off-campus conduct***, if that conduct is in any way associated with teachers, staff or students of St. Ignatius Loyola Regional School, where the behavior is contrary to Catholic teachings, or could bring disrepute, embarrassment, or disruption to the school.

Parents are expected to support school personnel in matters of discipline and comply with disciplinary action. The administrator is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

SAFETY

Monitoring and recording both inside and outside of the building occur at all times. All doors are locked during the hours of 7:55 AM – 5:30 PM while school is in session. All visitors must enter the building by the main office, sign in and procure a name label, which must be worn and visible at all times.

If a parent needs to see a teacher after school hours, an appointment must be scheduled after 2:45 PM.

The parking lot on St. Albans Drive is closed between the hours of 9:00 AM - 2:00 PM to provide an area in which the students can play safely. Volunteers who are in the building during this time period should use the lot on the Van Reed Road side.

Safe Environment and Circle of Grace

One of the mandates of the Charter passed by the United States Conference of Catholic Bishops is that preventive measures be put into place to ensure the safety of our youth. With this mandate in mind, we have implemented a Children and Adolescent Protection Program in our schools. The purpose of the program is to help children improve self-reliance and master personal safety skills – all while reassuring them that most people are kind, safe, and committed to their well-being. The age-appropriate material has been prepared according to the teachings of our faith and is taught once a year. **By signing the handbook policy agreement and enrolling in St. Ignatius Loyola Regional School, parents/guardians consent to having their child(ren) participate in the lessons.** If you choose to opt out of these lessons, you **must** fill out **this form** and return it to the office by **September 30th**.

Safety Drills

Safety drills are required by the Diocese of Allentown and are an important safety measure. At the sound of the alarm or other designated signal, it is essential that everyone in the building act according to the procedures, quietly and quickly. Silence is mandated during drills, so students can hear directions from the faculty, staff, and administration.

Emergency Closings/Delayed Openings

Information about weather related emergency closing, delayed openings, or early dismissals will be communicated by text/email/phone via the school parent alert system and will be reported to WFMZ.

In the event of emergency closings, please discuss (**prior** to any inclement weather) with your child(ren), how they will go home from school in case of an early dismissal. We suggest making arrangements with a relative, neighbor or friend. Extended Care will **not** be available for weather related early dismissals or closings.

If your child rides a bus, please follow the delay start schedule for your school district, unless otherwise notified by your district's transportation office: *Example*: regular pick-up 7:20 AM, 2 hr. delay - 9:20 AM

Again, when a delay is announced for St. Ignatius Loyola Regional School, follow your school district's bus schedule. If St. Ignatius School is open but the child's school district is closed, the child does not need to report to school. On the child's return to school, an absence form listing LACK OF TRANSPORTATION is necessary.

Emergency Crisis Plan

In accordance with Diocesan directives and our own crisis management plan, we have established a contingency plan to deal with the recent increase in security levels mandated by our government. All doors will be locked at 7:55 A.M. Parents picking up or dropping off students after this time should ring the buzzer for access.

In the event of a crisis please follow the guidelines below.

- DO NOT call the school. Please wait until information can be supplied to you via the school parent phone alert, text or email. The reason for this request is to allow the phone lines to be open for any emergency instructions that might be relayed by local officials.

- Specific protocol will be communicated with parents, as needed.

Should circumstances dictate, and we would remain in school for an extended period of time, steps have been taken to ensure an adequate supply of food and water.

Students with asthma, who require an inhaler should have it with them at all times.

Please be assured that we are taking all steps necessary to ensure the safety of our students.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Diocese of Allentown

St. Ignatius Loyola Regional School Acceptable Use Policy for Computing and Internet Access

The following is a summary of the Acceptable Use Policy for Computing and Internet Access at St. Ignatius Loyola Regional School. The complete policy may be found online at the school website (www.stignatiusvikings.org) or in the school office.

The Technology Teacher will provide age-appropriate training for students who use the school Internet facilities with regard to safety on the Internet, cyberbullying awareness and response, and appropriate computer behavior. All student users must abide by the terms of all software licensing agreements and copyright laws. (All communications and information accessible via the network should be considered to be private property.) USERS WILL BE MONITORED AT ALL TIMES. Violation of the following will result in the user being barred from using the computer.

a. Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration.

b. Copying programs to or from St. Ignatius Loyola Regional School computers and/or network systems, without the express, written consent of the school.

c. Abusing computer equipment.

d. The willful introduction of computer “viruses” or other disruptive or destructive programs into the computer and/or network, or into external computers and/or networks.

e. Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism. A student may only change his or her password by consulting Ms. Bayerle.

f. Sending harassing, obscene and/or other threatening communications electronically, otherwise known as "Cyberbullying", is prohibited.

Internet Access-Terms and Conditions

The purpose of accessing the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. All use of the Internet must be in support of education and research, and consistent with the educational objectives of St. Ignatius Loyola Regional School. Each user is personally responsible for this provision at all times when using the network.

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All users must use appropriate language at all times.

Because use of the Internet will be in support of education and research, and consistent with the educational objectives of St. Ignatius Loyola Regional School, the Internet will not be used by students for email, chat rooms, shopping, or any other commercial activities or product advertisement. However, students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and chat rooms; cyberbullying

awareness and response will also be covered.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. St. Ignatius Loyola Regional School has taken precautions, which are limited to known sites, to restrict access to controversial materials. A filtering system has been installed to prevent access to questionable sites. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. St. Ignatius Loyola Regional School and the Diocese of Allentown firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with educational goals.

St. Ignatius Loyola Regional School makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Ignatius Loyola Regional School and the Diocese of Allentown will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non- deliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the system is at the student's own risk. St. Ignatius Loyola Regional School denies any responsibility for the accuracy or quality of information obtained through its services.

AI Policy: At St. Ignatius Loyola Regional School, the use of Artificial Intelligence (AI) is encouraged at the teacher's direction and discretion as a valuable educational tool to enhance learning experiences and foster creativity. Students may interact in consultation with AI-powered applications and platforms provided by the school, which are designed to support their academic growth and engagement. (It will be used as a tool to guide them, it will not be used as a tool to copy and paste information.) However, it is essential to ensure responsible AI usage. Students must respect the privacy and safety of themselves and others, refraining from sharing personal information with AI applications or engaging in harmful, inappropriate, or malicious activities. Teachers and staff will monitor AI interactions to maintain a positive learning environment. Additionally, students are encouraged to develop critical thinking skills by understanding AI's limitations and potential biases. The school promotes the ethical use of AI and fosters a culture of inclusivity, ensuring that technology remains a valuable tool in the pursuit of knowledge and discovery while respecting the rights and well-being of all individuals in our school community.

ELECTRONIC DEVICES AND CELL PHONES

Protocol for Cell Phone Possession and use of Cell Phones in School

The administration of St. Ignatius Loyola Regional School believes the wisest course is to permit students to bring cell phones to school with a number of conditions.

- All cell phones and smartwatches must be turned-in to the classroom teacher upon entering each morning. The cell phone/smartwatch will be returned at the end of the day. Students have no need of a private phone while in the school building.
- Cell phone use is not permitted in the classrooms, hallways, or on school grounds by students.
- Students may not use their cell phone or smartwatch to make/receive calls, send/receive texts, record audio, video, take pictures, play music, or post to social media during school hours, unless directed by a teacher. For this purpose, the school day is defined as from 7:30 AM until 2:30 PM.
- For students in the after-school program, phones must be off until the time of pick-up.
- The taking of pictures or video of any faculty or staff members is forbidden without their expressed permission. The same policy applies to taking pictures of students without parental permission.
- Harassment, bullying, or threatening of persons via cell phone is forbidden whether during school or after school hours.

A school official who hears a phone ringing or sees a phone/smartwatch in use during school time will confiscate the student's phone/smartwatch. The phone/smartwatch will be returned at the end of the day and communication to the parents will be made. For subsequent offenses, the cell phone/smartwatch will be confiscated and a parent will be required to

retrieve it in person.

St. Ignatius Loyola Regional School reserves the right to search the contents of the cell phone or electronic device if it is brought on school property. Students may not communicate the need to be picked up from school via cell phone during school hours; a call of this nature will come from the school office or nurse. If a student must make or receive a phone call during the day due to an emergency, the office phone will be used. Please do not communicate changes in transportation via your child's cell phone. All changes in transportation **must** be communicated through the school office.

Those who violate any rules regarding cell phones/smart watches will be subject to disciplinary action and may forfeit their privileges of bringing them to school.

UNIFORM DRESS CODE

Saint Ignatius Loyola Regional School Uniform Information

Girls Grades 1-4
Fall/Spring Uniform Requirements
(August, September, October, April 15 to the end of the year)

Option #1
White school logo polo shirt (long or short sleeve)
Plaid or navy slacks, or Navy walking shorts
Navy or white socks
Black, brown or blue dress shoes

Option #2
White or light blue round collar blouse
Plaid jumper
Knee socks or tights, white or navy
Black, brown, or blue dress shoes

Winter Dress Code
(November, December, January, February, March, April 1st-14th)
Plaid jumper, or plaid or navy slacks
White or light blue round collar blouse (long or short sleeve)
Navy V-neck, sweater, or ¼ zip must be worn
Knee socks or tights, navy or white
Black, brown, or blue dress shoes

Girls Grades 5-8
Fall/Spring Uniform Requirements
(August, September, October, April 15 to the end of the year)

Option #1
White or blue banded school logo polo shirt
Plaid or navy pants, navy walking shorts, plaid skort or skirt
Knee socks with skort or skirt, navy or white Navy or white socks with shorts
Black, brown, or blue dress shoes

Option #2
White or light blue oxford blouse (long or short sleeve)
Official plaid skort or skirt
Plaid or navy pants
Knee socks with skort or skirt, navy or white
Black, brown or blue dress shoes

Winter Dress Code
(November, December, January, February, March, April 1st-14th)
Official Plaid skirt or skort; navy or plaid slacks
White or light blue oxford blouse (long or short sleeve)
Navy V-neck, sweater, or ¼ zip must be worn
Knee socks or tights, navy or white
Black, brown, or blue dress shoes

Gym Uniform

Any St. Ignatius Loyola School T-Shirt or Sweatshirt
Navy shorts with St. Ignatius Loyola School logo (shorts must be at least fingertip length)
Navy sweatpants with St. Ignatius Loyola School logo
Sweatpants MUST be worn during winter dress code. (November 1st to April 15th)
Socks and Sneakers

Additional Dress Code Requirement

1. Shoelaces must be tied for safety reasons, and no heels larger than 1 ½ inches. No open-toed shoes.
2. Jumpers, skirts and skorts may be no more than 2 inches above the knee.
3. Pants are to be straight leg, dress pants, No fad pants. Belts must be worn with pants, shirts must be tucked in.
4. Girls may wear hair ribbons, barrettes, etc., that are small and inconspicuous and complement the uniform.
5. Only white t-shirts may be worn under the polo or oxford.
6. Uniform code is gender-specific and will be enforced as such.
7. Sweatshirts are not permitted to be worn in school with the school uniform.
8. On a Holy Day, school uniforms **must** be worn (no gym uniforms). Dress down passes may NOT be used on these days.
9. Shirts must be tucked in at all times, unless wearing a banded shirt.

Boys 1-8

Fall/Spring Uniform Requirements

(August, September, October, April 15
to the end of the year)

Option #1
White or blue banded school logo polo shirt
Navy pants or navy walking shorts
Belt
Navy or white socks
Black, brown, or blue dress shoes (no sneakers or work boots)

Option #2
White or light blue oxford (long or short-sleeved)
Navy pants
Navy necktie
Belt
Navy or white socks
Black, brown, or blue dress shoes.
(no sneakers or work boots)

Winter Uniform Requirements

(November, December, January, February, March, April 1-14)

White or light blue Oxford (long or short sleeve)
Navy V-neck, sweater, or ¼ zip must be worn
Navy tie
Navy pants
Belt
Navy or white socks
Black, brown or blue dress shoes (no sneakers or work boots)

Gym Uniform

Any St. Ignatius Loyola School T-shirt or sweatshirt
Navy shorts with St. Ignatius Loyola School logo (shorts must be at least fingertip length)
Navy sweatpants with St. Ignatius Loyola School logo
Sweatpants MUST be worn during winter dress code. (November 1st to April 15th)
Socks and Sneakers

Additional Dress Code Requirements

1. Shoelaces must be tied appropriately for safety purposes.
2. Shirt tales must be tucked in unless wearing a banded shirt.
3. Top button of oxford must be buttoned, and the necktie should be worn appropriately.
4. Only white t-shirts may be worn under polo and oxford.
5. Pants must be worn at the waist and not at the hips.
6. Uniform code is gender-specific and will be enforced as such.
7. Sweatshirts are not permitted to be worn in school with the school uniform.
8. On a Holy Day, school uniforms must be worn (no gym uniforms). Dress down passes may NOT be used on these days.

Hair Styles

Boys: NO FAD hairstyles. Haircuts are to be neat and trimmed properly. Hair is not to go beyond the collar, below the ear, or touch the eyebrows. At the junior high level, no facial hair is allowed.
Girls: NO FAD hairstyles. Braids are allowed. No bandanas are allowed. All hair must be natural looking.

Jewelry

With the uniform a watch, simple necklace, a chain with a medal is permitted. Bracelets may be worn but must be limited to one per wrist. Please keep to small post style earrings, since large hoops, etc. can present a safety hazard. Earrings on boys are not permitted. Girls may wear only one earring in each earlobe.

Makeup

Makeup is not allowed to be worn by the students through fifth grade. In grades 6-8 girls may wear makeup, but it must be natural looking. If the makeup is noticeable, then it is too much. False eyelashes, colored nail polish, fake nails, and French manicures are not permitted. If questions arise, the administration will have the final say.

Kindergarten
Girls

Option #1
White school logo polo shirt
Plaid or navy slacks, or navy walking shorts (Aug-Oct and April 15 until the end of the year)
Navy or white socks
Black, brown or blue dress shoes

Option #2
White or light blue round collar blouse (long or short sleeve)
Plaid jumper
Knee socks or tights, navy or white
Black, brown or blue dress shoes

Boys

Option #1
White school logo polo shirt
Navy pants or navy walking shorts (Aug-Oct and April 15 until the end of the year)
Belt
Navy or white socks
Black, brown or blue dress shoes

Option #2
White or light blue oxford (long or short sleeve)
Navy pants
Belt
Navy or white socks
Black, brown or blue dress shoes

Gym Uniform

Any St. Ignatius Loyola School T-shirt or sweatshirt.
Navy shorts with St. Ignatius Loyola School logo (shorts must be at least fingertip length)
Navy sweatpants with St. Ignatius Loyola School
Sweatpants MUST be worn during winter dress code. (November 1st to April 15th)
Socks and Sneakers

Pre-Kindergarten

Any St. Ignatius Loyola School T-shirt or Sweatshirt
Navy blue gym shorts
Navy blue sweatpants
Socks
ONLY Sneakers that do NOT need to be tied are allowed

****Please mark all sweatshirts and other outer clothing such as jackets, mittens, hats, backpacks, lunchboxes, etc. with your child's name.**

Uniforms may be purchased from the following businesses:

- Flynn and O'Hara School Uniforms www.flynnohara.com

When questions arise, the administration will have final say.

Dress Differently Days – *These are intended to be fun, spirit-filled days, but modest and proper attire for school must be maintained.*

GIRLS:
Shorts, skirts or skorts are permitted during "Fall/Spring Uniform" (until October 31), but must follow uniform guidelines (skirts no more than 2 inches above the knee, shorts must be fingertip length). Tank tops, spaghetti straps, halter tops, etc. are NOT permitted. All tops MUST have a sleeve (long or short). No torn jeans are allowed. Leggings must be worn with a long shirt.

NO flip flops or sandals are to be worn.

BOYS:
Shorts are permitted during "Fall/Spring Uniform" (until October 31), but must be fingertip length. Tank tops are NOT permitted. All t-shirts MUST have a sleeve (long or short). No torn jeans are allowed.

NO flip flops or sandals are to be worn.

When questions arise, the administration will have final say.

TRANSPORTATION

Bus Transportation

The students must obey, respect and cooperate with the bus drivers, teachers or any person assigned to supervise any part of the school transportation program. If a student receives three bus slips for misbehavior, the bus privileges will be suspended. If the school administration or bus company determines the misbehavior is serious, the student may be immediately suspended. Continued infractions of behavior may warrant that the student loses his/her busing privileges entirely. Parents will be expected to provide transportation for any pupil whose privileges have been suspended.

School administration reserves the right to remove a child from the bus at any time for unsafe or unruly behavior.

Car Transportation

PARKING LOT RULES AND REGULATIONS

St. Albans Drive parking lot is closed from 9:00 AM - 2:00 PM for the safety of the students who are outside at recess. Anyone coming into the school during these hours must park in the Van Reed Road parking lot, or in a legal parking space on St. Albans Drive.

Parking is strictly ***PROHIBITED*** in the Fire Lanes near the school.

The parking lot on the Van Reed Road side is strictly for the use of the district school buses, from 7:00-8:10 AM. ***DO NOT USE*** this lot for dropping off car riders.

Morning Drop Off
Car Riders 1-8

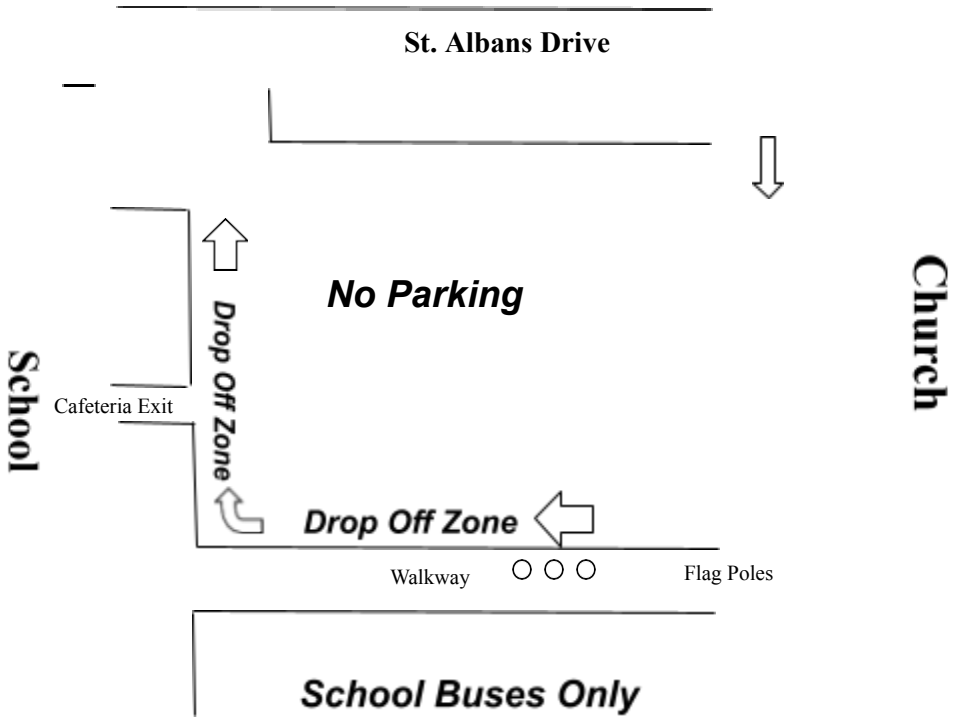
- No student may enter the building prior to 7:30 AM, unless due to parent work commitments and prior arrangements have been made with Administration.
- Students who are driven to school must be dropped off on the St. Albans side of the parking lot and enter the doors closest to the kitchen. Parents are asked to pull up as close to the start of the drop off zone as possible. If there is a line, students SHOULD be dropped off ANYWHERE IN THE DESIGNATED AREA (there will be signs indicating the area). Students should exit on the driver's side of the car.
- Only students may enter the building at this time; any parent or guardian who needs to come into the building must sign in at the main office. (This should be done only for special circumstances, such as dropping off a project or birthday treat.)
- There is no parking in the lot. If parents/guardians need to get out of their car for any reason, they should park along St. Albans Drive along the sidewalk closest to the school. Please do not use this area to drop off students.

Kindergarten

- Kindergarten students (and siblings) will be dropped off at the gym entrance between 7:35 and 7:50 AM.

Pre-Kindergarten

- Pre-Kindergarten students (and siblings) will be dropped off at the gym entrance between 7:35 and 7:50 AM.



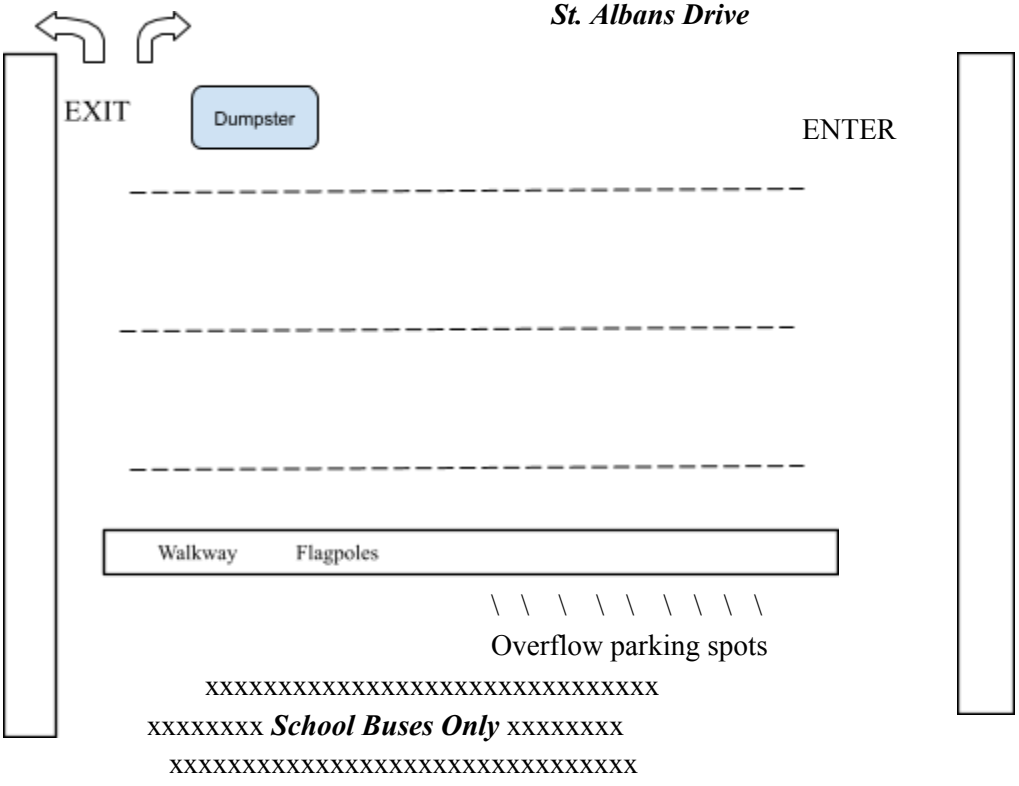
Afternoon Pick Up

Pre-K -Kindergarten

- Pre-K and Kindergarten students (and siblings) will be dismissed from the gym entrance according to a pre-set schedule.

Grades 1-8

- All families will be given a specific parking space which will be their space for the entire year. Please contact the office if you need a parking space.
- Parents/Guardians should stay in their car, not come to the doors to meet their children.
- Students will walk out by grade levels to their designated parking spot.
- All parents/guardians who are picking up their children must be in their assigned space in the parking lot. (Park so you can pull out the space.) **No one should be parked on the street**.
- Park in the overflow spots after the flagpoles on the Van Reed Road side if you arrive after 2:30 PM.
- Students whose rides are not parked in the lot will return to school to wait and will need to be signed out by an adult.
- Parents/Guardians will not be allowed to enter the building until after 2:45 PM, at this time any parent/guardian who does enter the building needs to sign in at the school office.
- Any child remaining after school must either be enrolled in the Extended Care Program or be under the supervision of a teacher or another adult. Students may NOT stay at school unsupervised waiting for sports to begin.



SECTION VI: STUDENT SERVICES

STUDENT HEALTH

Medical Records

The Commonwealth of Pennsylvania and the Diocese of Allentown mandates that all children entering the Kindergarten or First Grade present documented proof that immunizations have been received. This information can be found on the Pennsylvania Department of Health website under immunizations.

School Nurse

School Nurse - The Wilson School District provides a nurse to us one day a week. In emergency situations a nurse from the closest school is readily available.

Medical Forms Needed - State Regulations require that physical examination forms must be filled out by a doctor for students in kindergarten and sixth grades. A dental examination is required for kindergarten, third, and seventh grades. A physical and a dental examination is required of all new students.

Communication of Health Concerns

Parents should notify the school of any serious physical problems or disabilities their child may have and of special treatment or care needed to be given in an emergency. Emergency cards are on file for each student. It is important to keep information current.

Student Exclusion from School

Students, staff, and volunteers who are suspected by a physician or school nurse of having a communicable disease, infection or condition, will be excluded from school until verification is made that the criteria for readmission have been satisfied. More information can be found here.

Immunizations

No child may be admitted to, or permitted to attend a non-public school unless the child has received the immunizations as required by the Pennsylvania law Article XIV, Public School 1949. (List can be found here.)

Written proof of immunization, signed by a physician or other health professional, is required for every student. Students who are exempted from immunization due to medical contraindications must present to the school written confirmation from their private physician or treating agency.

Students enrolled in PreK must be current with the CDC recommended schedule. Documentation of the Pennsylvania mandated immunizations and updates is required prior to the start of the school year. If your child's immunizations are up-to-date and on file no action is needed.

Medication Policy

A student who must take medication during the day needs to follow these procedures. Only a school nurse can dispense medication. A nurse from Wilson will come as needed for daily prescribed medications.

When it is necessary for a student to receive ANY medication (including over-the-counter medications) at school,

1. Parents must complete the form "Authorization for School Medication Administration" which requires both parent and PHYSICIAN signatures. Copies can be obtained from the school nurse. MEDICATION CANNOT BE GIVEN UNTIL BOTH PARENT AND PHYSICIAN WRITTEN PERMISSION IS OBTAINED. PARENTS MUST PROVIDE ALL MEDICATION INCLUDING TYLENOL.

2. PARENT MUST HAND DELIVER the medication (with authorization form) to the school office in the labeled prescription container and/or original over-the-counter container. (Upon request, most pharmacists will provide two labeled containers for a prescription, so that one can be brought to school containing the number of doses required to be administered during school. The parent/guardian or adult designee will count and note on the container the number of pills brought to school.)

Accident or Illness

Depending on the severity of an accident or illness, emergency services may be called. If parents or guardians cannot be reached, the designated emergency contacts will be called.

Food Allergies

If a student has any food allergies, the school must be notified; the allergy(ies) will be noted in the student's file in the office, noted on FACTS, and shared with appropriate staff. Epi-Pens or inhalers will be stored according to need.

Lunch and Snacks

Tray lunch can be purchased each day in our cafeteria for $5.00. This price includes lunch and a beverage. A calendar listing of meals is sent home monthly (menus are subject to change without notice). A-la-carte items can also be purchased; items include pizza, hot dogs, chicken patties, salad, ice cream, Tastykakes, and soft pretzels.

Students pay for lunch through a LunchTime account. More information on the LunchTime program can be found on the school website under "Parents".

The Diocese of Allentown prohibits any form of lunch shaming for unpaid meal charges by employees, volunteers, or students. Lunch shaming is defined as "discriminating against or stigmatizing children whose family account has outstanding credit or insufficient funds to pay for meals." School employees will exercise sensitivity and confidentiality in serving students with insufficient or negative meal accounts. No school employee will subject a student to embarrassment or ridicule based on the balance in his or her meal account. If a student's meal account is inadequate to pay for a meal, the school will provide a full meal to the student and parents will be notified. If the balance exceeds $40, the student will be given essential food items only (entree, beverage). No school employee may deny a meal benefit to any child as a disciplinary action. Schools will contact parents and guardians prior to the end of the school year to inform them about outstanding meal charges. Unpaid Lunch fees may be loaded into STS management for collection.

LEARNING SUPPORT

The Learning Support Program offers individualized or small-group instruction to students with support plans, (IEP's) Individualized Educational Plans or students who require additional or specialized instruction. It is also utilized by students as a quiet place for testing, to receive assistance while testing, and for access to materials that better suit their learning styles and capabilities.

SCHOOL COUNSELOR

The aim of the school counselor is to address the needs of a student in a way that is specific to the individual. Students will be encouraged to acknowledge and embrace their important role in our school, society, and the community. Students with learning disabilities will be encouraged to embrace their strengths and utilize the tools they possess to succeed within academia. If a school counselor has to meet with a student, parents will be notified.

GOVERNMENT SERVICES

Act 89 provides us with Remedial Reading (K-3) and Speech Therapy (K-8) through the Berks County Intermediate Unit #14. Children also benefit from Title I Services for reading.

Act 90/195 provides us with instructional materials, workbooks, textbooks, duplication masters, and testing materials to accompany the textbooks.

Act 372 provides bus transportation.

EXTENDED CARE PROGRAM

The Extended Care program is being provided for students enrolled in full-day Pre-Kindergarten through grade 8. This program will follow the school calendar.

- Extended Care - 2:30 PM - 5:30 PM
- Cost: $100.00 per week
- Daily arrangements can be made in advance. The daily rate is $20.00 per session.
- A late fee of $10.00 per day is charged for any child picked up after 5:30 PM.
- The program offers educational and recreational activities.
- A $45.00 registration fee per child per year is required.
- Extended care fees are separate from monthly tuition. (Checks made payable to St. Ignatius Parish or paid on STS)
- Enrollment forms are available in the school office.
- In the event of an early dismissal because of inclement weather, there is no extended care.
- If the school has an 11 AM dismissal, there is NO Extended Care.

SECTION VII: PARENTS AND THE SCHOOL

RESPONSIBILITIES OF PARENTS/GUARDIANS

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first educator of the social virtues essential to any well-ordered society.

Active cooperation of parents and guardians is expected and required as follows:

PARENT CODE OF CONDUCT

Just as we expect faculty and staff to treat our students in a Christian manner, St. Ignatius Loyola Regional School also expects parents/guardians to treat persons in the school community in a way that is Christ-like. Parents/Guardians may not conduct themselves in a manner that is detrimental to the reputation of the school or sow discord among the school community. This includes in-school and at school-sponsored events, CYO events, as well as in the school/parish community, outside the school/parish community, and in an online environment. Posting defamatory or negative statements about the school or school personnel by email, text or on social media is considered conduct inconsistent with the mission of the school. Non-compliance may result in exclusion from school events or the dismissal of their children from St. Ignatius Loyola Regional School.

CUSTODY OF CHILDREN BY PARENTS

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. It is the responsibility of the custodial parent to provide a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents 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. The school may require parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition. A copy of this agreement will be kept on file in the school office.

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. The school is required to provide only one set of school grades, notices, and other related educational materials. The school is not required to hold separate meetings for parents. It is the responsibility of the parent/guardian to communicate such information to each other. 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 of children enrolled at St. Ignatius Loyola Regional School must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This agreement is placed in a confidential file. In instances where never-married, separated, or divorced parents/guardians do not have a court ordered custody agreement in place, both parents are treated as custodial parents.

The school voluntarily complies with the provision of the Buckley Amendment: “Non-custodial parents will be given access to unofficial copies of student records and staff will be available to discuss the student’s records, unless a Court Order providing otherwise is filed with the school.” Parents must forward a copy of all court orders to the school office.

SCHOOL COMMUNICATION

Family Communication

The school will send regular updates of school news (in newsletter format from SIL Communications). More timely/critical information will be sent as a parent alert through FACTS.

Submitting Announcements

Organizations/groups can email information to the school for inclusion in the school news mailing.

Parent Contact of Teachers

Faculty and Staff should not be called at home. Parents should either call the school and leave a message for the teacher or can email the teacher directly. Teachers will respond to messages in a timely manner.

Conferences and Appointments

Teacher Conferences -The teachers are available to meet with parents to discuss their child's progress. Please arrange to meet with your child's teacher by using one of the following procedures.

A. By telephone - a message can be left in the office for a teacher to contact you to arrange a meeting
B. By note - a note sent directly to the teacher to arrange a conference. Please arrange all conferences in advance.
C. By e-mail – e-mail the teacher requesting an appointment (teacher e-mail addresses can be found on the stignatiusvikings.org website).

Conferences will be held after progress notices are issued in the first trimester.

Principal Conferences - Conferences with the principal should be made in advance by calling 610-678-0111. Conferences can also include ideas and suggestions to help improve the quality of education at St. Ignatius.

FORGOTTEN LUNCHES AND OTHER BELONGINGS

It is vitally important to instill responsibility in your child to remember all belongings when going to school. However, in rare instances, something is forgotten. In these instances, please bring the item to the office. The office staff will distribute the item to the student when appropriate.

TUITION

All Tuition payments are coordinated through our financial platform STS (Simple Tuition Solutions). Upon registration, all families are required to create an account on STS and choose a payment plan.

Families can choose from three options for their Payment Plan:

- **Annual Payment Plan**: Full payment due by June 30th

(If this option is selected, a 2% Pay in Full Discount will be applied for the first child, K-8 only)

Annual STS Fee: $0

- **Semi-Annual Payment Plan**: Two Payments, due in June & December

  Annual STS Fee: $10

- **Monthly Payment Plan**: Payments budgeted over 12 months (June through May). Payments will automatically be withdrawn from your account on a monthly basis.

  Annual STS Fee: $40

Tuition must be paid in full each year by May 30th. We appreciate your cooperation in making payments promptly as it helps us to meet our operational expenses. A tuition and fee schedule will be published annually.

Parental Tuition Contract

- When a student withdraws during the school year, tuition must be paid for the full weeks in which the child attended school. All fees are NON-REFUNDABLE.
- There is a $30 fee for a check returned to us because of insufficient funds. Additional fees may occur from the bank and will be the parent's responsibility.
- Full tuition payments must still be made during any emergency shutdown where students are required to learn virtually. Payment of tuition is your responsibility.
- If your financial status changes in any way, please contact the Tuition Coordinator or Business Manager to discuss possible assistance before deciding to transfer your children. Confidentiality regarding your financial needs is guaranteed. If payments are due and an emergency arises preventing you from paying your tuition on time, please contact us to discuss the matter. Communication with the school is extremely important and gives evidence of good will to satisfy tuition obligations.
- Tuition is not refunded for days absent, quarantine, or in the event of a school shutdown in response to a crisis or emergency.

All tuition must be paid in full by May 30th

Fees:

The following annual fees will be charged, per student, to your payment plan. These fees are non refundable.

Kindergarten - 8th
Registration Fee: $75 per child
Technology Fee: $250
Book Fee: $75

Pre-Kindergarten:
Registration Fee: $100
Activity Fee: $50

Parish Tuition Rate:
In order to qualify for parish tuition rates, families must be a registered member of a local Catholic parish.

Non- Catholic Tuition Rate:
Non- Catholic tuition will be assessed to families who are not Catholic or are not registered, nor active, in a local Catholic parish. We are not able to offer the subsidized tuition rate to non-parishioners.

Tuition Assistance/Financial Aid:

Please keep in mind that you may be eligible for tuition assistance through the Education Income Tax Credit program (EITC), Tuition Angel and other funds established for St. Ignatius Loyola Regional scholarships. All families seeking tuition assistance must fill out the Financial Aid application on STS and submit it and all supporting tax documents prior to the deadline of April 15th. There is an application fee for this application.

It is important that all families know that we recognize the sacrifices our families make to provide a faith-based education and we are committed to working with all families.

Tuition Delinquency:

Tuition is considered delinquent after 30 days past due. If tuition is not paid and delinquency continues past 90 days, students will not be permitted to remain enrolled. If financial difficulties arise, please contact the Tuition Coordinator or Business Manager right away to make other alternative payment arrangements. Communication with the school is extremely important and gives evidence of good will to satisfy tuition obligations. Tuition accounts not in good standing could impact a student's ability to participate in non-academic activities and school trips.

Eighth Grade and Withdrawing Students:

Tuition and fee obligations for withdrawing students must be paid in full before the office will complete and transmit academic records to another school. Tuition and fee obligations for eighth-grade students must be paid in full one month prior to graduation. *Eighth-grade families in arrears will not have their child/children participate in graduation ceremonies or receive a diploma until all tuition and fees are satisfied*. Eighth grade and withdrawing students whose tuition and fees are not paid in full will have all academic records withheld until all financial obligations are met.

SCHOOL FUNDRAISERS

WALK-A-THON

Every year St. Ignatius students participate in Walk-a-Thon for Catholic Education to help raise money for our school. Walk-a-Thon is a fun event that not only raises money for our school but supports growing minds and bodies through exercise.

We love to feature our Corporate Sponsors and Family Sponsors on our annual Walk-a-thon t-shirt that students and faculty wear!

INSPIRE

The Inspire Dinner and Auction is one of the school's most successful fundraisers. Parents, faculty members, and friends gather together for an exciting evening as they bid on hundreds of items and

services donated by generous businesses and individuals in our area. All funds raised by Inspire go directly to the general budget and any emerging needs benefiting the school and our students.

The mission is to supplement the ability of St. Ignatius Loyola Regional School to offer a high-quality, faith-based education to any family wishing their children to attend the school.

ORGANIZATIONS

HOME AND SCHOOL ASSOCIATION

The function of the HSA is to organize and conduct fundraising activities to purchase items that aid in the educational, physical, nutritional, and environmental needs of our students; to encourage and coordinate service-oriented projects; and, to assist in the financial support of materials for educational enrichment as recommended by teachers.

C.Y.O.

The St. Ignatius Loyola CYO is committed to developing healthy minds, bodies, and souls among our parish youth by providing opportunities to grow in their Catholic faith and develop a life of virtue.

The Catholic Youth Organization of St. Ignatius Loyola Parish, Sinking Spring, PA provides extracurricular activities to all the youth of the parish. The goal of these activities are to further the total human development of our youth as good Catholic Christian men and women and as good citizens of our country.

School Advisory Board

The purpose and function of the board are to advise the pastor of St. Ignatius Loyola Parish and St. Francis deSales Parish and the principal of St. Ignatius Loyola Regional School on matters related to strategic planning, budget and advancement. Members of the community comprise the board.

VOLUNTEERS AND CHAPERONES

The number of parent volunteers, who help us each day, blesses our school. Your cooperation is required in the following areas:

1. Dress Code – Please dress in a respectful and professional manner when helping our students. You serve as a special role model to them. Business casual is considered appropriate.

2. Please sign-in at the office when you arrive. During your stay you are asked to display your visitor badge, so you are readily identifiable to anyone who sees you. Your badge includes your name and indicates your compliance with the Safe Environment protocols. When you leave, please sign out in the office.

3. All volunteers must complete the requirements established by the diocese in order to volunteer in the school. These policies can be found below and on our school website.

4. The Diocese of Allentown also requires all volunteers to attend a program entitled "Protecting God's Children". This program is mandatory. Dates and times are available online.

5. Volunteers are limited to – two at a time, per classroom under normal situations; any changes with this number need to be approved by the administration.

Volunteer Requirements

The United States Conference of Bishops' Charter for the Protection of Children and Young People mandates that every diocese implement Safe Environment programs for all children, parents, and adults. The principal purpose of this Charter is to ensure a safe environment for the children of each diocese.

Here in the Diocese of Allentown, a number of steps have been taken in order to implement these guidelines pertaining to reconciliation, healing, accountability, and prevention of future acts of abuse. The Diocese has more information regarding Youth Protection at their website: https://www.allentowndiocese.org/

Below is a link to the requirements necessary to volunteer at St. Ignatius Loyola Regional School and Parish. All forms and certificates should be submitted to the school office.

For information and assistance contact our Safe Environment Coordinator:
Debbie Pilliod
Rectory: 610-678-3767
Email: sec@stignatiusreading.org

Requirements for volunteers

SECTION VIII: STUDENT LIFE

EXTRACURRICULAR ACTIVITIES

FIELD TRIP POLICY

Field trips are for educational, cultural or social purposes. Each class is permitted two (2) field trips per year (this does not include administration-planned trips such as concerts at the Sovereign Performing Arts Center or bonding activities with Berks Catholic High School.)

Field trips are planned so a child will derive the maximum value from them. The teacher plans these trips after consultation with the principal. Field trips are **not optional** since they are planned to take the place of the structured school day. Students are responsible for the cost of these trips. Bus transportation is the preferred mode of transportation.

The number of chaperones is dependent on the discretion of the teacher and the security needs of the students (based on the age of the students and the location of the trip). There is to be only one chaperone per family, per trip. If the number of interested chaperones is greater than the needed number of chaperones, these names will be picked by lot. Since chaperones will be asked to be responsible for a certain number of students, siblings are not allowed to attend. Chaperones must not leave the location of the trip and must remain responsible with students in their care at all times.

All chaperones **must** be up to date on all requirements for volunteers! (Requirements are listed in Section VII and can be found on the school website.)

A student can be excluded from a field trip due to behavioral issues. Non-compliance with tuition can also result in a student not being permitted to attend a field trip. The administration and teacher maintain the right to cancel any field trip due to behavioral, academic, health or safety issues.

Student Council

The St. Ignatius Loyola Student Council allows students to learn about leadership while helping to represent fellow students. The council shares students' ideas with school faculty and establishes service projects as appropriate.

An executive council, president, vice-president, treasurer and secretary, are elected by all students.

Representatives are elected by their homeroom peers.

Academics/Fine Arts:

Band (grades 4-8)
Create + (grades 4-8)
CYO Kitchen Kapers (grades 6 - 8)
CYO Declamation (grades 7, 8)
CYO Art Contest (grades 6 - 8)
School Choir (grades 4-8)
Science Club (Science Explorers and Super Science)

Volunteer Opportunities:

Altar Servers (grades 4-8)
Volunteer Opportunities
Student Council

ATHLETICS (CYO)

Athletic Association

The St. Ignatius Loyola CYO is committed to developing healthy minds, bodies, and souls among our parish youth by providing opportunities to grow in their Catholic faith and develop the life of virtue.

Our CYO provides extracurricular activities to the youth of the school and parish. These activities are ordered to further the total human development of our youth as good Catholic men and women and as good citizens of our country.

Athletic Program

Boys Baseball
Boys & Girls Basketball
Cheerleading
Boys & Girls Cross Country
Girls Softball
Boys and Girls Track
Girls Volleyball

Eligibility

Students are eligible to participate in St. Ignatius CYO programs if they are members of St. Ignatius Loyola Parish or St. Francis de Sales Parish and they attend school at St. Ignatius or are in Religious Education Program at either of the above-mentioned parishes.

Social Activities Sponsored by CYO

Dances
Halloween Event
Roller Skating Party
Easter Egg Hunt
Movie Night

BIRTHDAY AND OTHER CELEBRATIONS

No party invitations will be allowed to be distributed at school unless distributed to the entire class. A directory will be compiled by the school; parents can use the directory to send invitations.

A student may bring in a treat for his/her birthday as long there is enough to share with the class. Due to potential allergy issues, please reach out to the homeroom teacher before planning a birthday treat.

SECTION IX: PRE-KINDERGARTEN ADDENDUM

ADMISSION POLICY

Acceptance into the Pre-Kindergarten program will be based on the following order of preference:

1. Siblings of students who are presently enrolled in our school, grades kindergarten through 8th, and whose parents are active members and financially support St. Ignatius Loyola Parish or St. Francis de Sales Parish in Robesonia.
2. Siblings of students who are presently enrolled in our school who are non-parishioners of St. Ignatius Loyola or St. Francis de Sales or non-Catholic.
3. Children of parishioners of St. Ignatius Loyola Parish or St. Francis de Sales Parish in Robesonia.
4. Children whose parents are non-parishioners of St. Ignatius Loyola or St. Francis de Sales Parish, but are members of another Catholic parish.
5. Children whose parents are non-Catholic and whose siblings do not attend St. Ignatius Loyola Regional School.

When the Pre-Kindergarten class reaches full capacity, applicants will be placed on a waiting list and contacted should an opening come available.

ATTENDANCE

Pre-K students should report to school on the days for which they have registered no later than 7:50AM. If the student will be absent, the teacher should be notified as soon as possible via Class Dojo. A parent or guardian must drop off and pick up Pre-K students.

DROP OFF AND PICK UP

Morning Drop-Off

Pre-K students (and siblings) will be dropped off at the gym entrance at the rear of the school between 7:35 and 7:50 AM.

AM and Afternoon Pick-Up

Pre-Kindergarten students (and siblings at 2:30 PM) will be dismissed from the gym entrance at the rear of the school according to a pre-set schedule.

Late Arrival

If your child arrives after 7:50 AM, they will need to be signed in at the front office. Please park in the parking lot at the front of the school and walk them into the office; there you will be directed to sign them in.

Early Departure / Change of Transportation

The teacher should be notified about a change of dismissal plans as soon as possible in writing. A note in the folder or sending a Class Dojo message are acceptable. **Do not** notify by email as this may not be seen in time.

TOILET TRAINING POLICY

Students enrolled in St. Ignatius Loyola Regional School Pre-Kindergarten program are expected to be independent in toileting prior to the start of the academic year, but the faculty and staff understand that children sometimes have accidents. Children should have a complete spare change of clothes in their backpack AT ALL TIMES in case of an accident.

BEHAVIOR AND DISCIPLINE

In Pre-K we believe in rewarding good behavior. Students are encouraged to make good choices throughout their day. They are rewarded for good choices with stickers and happy faces. When they have earned 5 good days, they will be able to pick something special from the prize box. Happy faces are never taken away for “poor choices”.

FOOD

All Day Pre-K students are asked to pack a lunch and an afternoon snack. Pre-K **does not** go to the cafeteria.

CONFERENCES

Pre-K conferences will be held in December or as needed.

UNIFORM

Any St. Ignatius Loyola School T-shirt or Sweatshirt
Navy blue gym shorts
Navy blue sweatpants
Socks
ONLY Sneakers that do not need to be tied are acceptable

**Please mark all sweatshirts and outer clothing such as jackets, mittens, hats, backpacks, lunchboxes, etc. with your child's name.

SECTION X: Policy on Gender Ideology

The Catholic Church celebrates the equal and intrinsic dignity of every human person, and we affirm that each person has received from God a natural, unchanging sexual identity as male or female. As a Catholic school, we uphold what has been revealed to us through Sacred Scripture that "God created mankind in his image; in the image of God he created them; male and female he created them" (Genesis 1:27). This fundamental truth about human beings, accessible to reason, was rea;irmed by our Lord Jesus Christ within the context of His teaching on marriage (Matthew 19:4; Mark 10:6). In championing the dignity of the human person, we uphold the basic truths of sexual complementarity and di;erence between men and women as willed by God in His loving plan for human sexuality and marriage.

Moreover, we believe that all our students must be treated with love and respect in accord with their human dignity. We want all our students to be safe, healthy, truly happy, and to flourish as the young man or woman God created him or her to be. Our Catholic school is dedicated to providing an environment that is consistent with these principles and that nurtures our students' understanding of the goodness which they possess.

If a student is questioning his or her sexual identity as male or female, our school is committed to guiding him or her in truth and charity. If a student were to bring this issue to the attention of an employee, volunteer, or other adult associated with the school, the Principal must be immediately informed. Then the Principal will inform the Chaplain / Pastor and the student's parents / guardians immediately, as they are the child's primary educators and caretakers. The school is committed to the student's overall well-being and can connect the family with appropriate resources for their child, including information on counselors and professionals that reflect Catholic teaching on this matter. The school's Chaplain / Pastor and counseling services are always available to help in this regard as well. As a school, we will lovingly accompany our students and families in these di;icult situations.

The school will not affirm a change of gender for any student, whether social or physical, as this distorts the gift of the student's sexual identity and is contrary to his or her dignity as a human person. Our school will refer to students only by the names and pronouns that are in accord with their biological sex. This applies to all communication, including interpersonal interactions at school, written messages, and o;icial school documents, such as diplomas and academic transcripts.

With respect to experiences and protocols within the school that di;erentiate between sexes (e.g. use of restrooms, adherence to uniform dress code, involvement in athletic teams), students are expected to act and participate in accord with their biological sex. To ensure the Catholic identity and mission of the school, the Administration reserves the right to make enrollment decisions based upon this policy.

For situations that are not specifically addressed in this handbook, the school's approach will be to adhere to the official teachings of the Church, respect the unchanging reality of each student's biological sex, and to treat each person in a manner consistent with that reality, while always having compassion for students and their families. To learn more about what the Catholic Church teaches about Gender Ideology/Transgenderism, please consult The Person and Identity Project: personandidentity.com

SECTION XI: FORMS

MEDIA RELEASE OPT-OUT: If you do not consent to having your child photographed, videotaped, or interviewed by the media, you will need to file an opt-out form which can be obtained through the school office. Please be aware that your child will be excluded from group photos of the class, yearbook, and school public performances in order to protect your child from photographs or video recordings. This opt-out form must be **received within the first 5 days of the school** year start date. Otherwise, by signing the handbook agreement form, you consent to the photographing and videoing of your child.

PHOTOGRAPH AND MEDIA OPT-OUT FORM

If you DO NOT give permission for your student to be video recorded, interviewed, photographed for news media or give the right to reproduce, copyright, publish, circulate or otherwise use any school pictures and video of your child produced by the Diocese of Allentown and St. Ignatius Loyola Regional School, sign below and return this form to the school office within the **first five (5) days of school.** (This applies to the current school year only. Please fill out a new form each school year if you do not want your child's photo or video published.)

Current Year: 2026-2027

STUDENT NAME	GRADE	STUDENT NAME	GRADE
STUDENT NAME	GRADE	STUDENT NAME	GRADE

Please note that if your student participates in public events (such as a sporting event or drama production that is open to the community) the school has little or no control over photographs taken by media, other parents or community members attending the event and cannot be held accountable for the publication of events open to the public. School liturgical or special events may also be livestreamed.

☐ I wish to have my child included in the yearbook only.

PARENT/GUARDIAN SIGNATURE	DATE

POLICY AGREEMENT

There have been revisions made to the Family Handbook for the 2026-2027 school year. Copies of the Family Handbook and Responsible and other policies can be found on the school website. If you do not have access to the internet and would like to request a print copy, please visit the school office.

By signing this document, I/We affirm I/We have accessed a copy of the 2026-2027 Family Handbook and have carefully read and understand the policies, procedures, and regulations of St. Ignatius Loyola Regional School, including, but not limited to: the Memorandum of Understanding, Student Release, Waiver of Liability, and Indemnity, academic policies, student and parent responsibilities, dress code, transportation policies, athletic policies, disciplinary regulations, and technology and media releases. I/We hereby express agreement with these policies, procedures, and regulations. I/We accept them as conditions for the enrollment of our child/children in St. Ignatius Loyola Regional School. I/We 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 St. Ignatius Loyola Regional School.

St. Ignatius Loyola Regional School reserves the right, in its sole discretion, to add, revise and/or delete school policies before, during and after the school year.

STUDENT NAME	GRADE	STUDENT NAME	GRADE
STUDENT NAME	GRADE	STUDENT NAME	GRADE

PARENT/GUARDIAN SIGNATURE	DATE	PARENT/GUARDIAN SIGNATURE	DATE