

STUDENT HANDBOOK

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Mission Statement of St. Ignatius Loyola School

The Administration, Faculty and Staff of St. Ignatius Loyola School follow the mission to teach as Jesus did.

Students grow in their knowledge and love of God based on the Gospels and teachings of the Catholic Church. Opportunities are provided to increase the appreciation for self and respect for the whole personhood of each individual and development of gifts and talents.

Philosophy of St. Ignatius Loyola School

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.

The bond which exists among teachers is both spiritual and professional, and is fundamental in providing the students with a Christian role model. 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 as needed and in many cases, challenge material for enrichment.

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.

General Information



St. Ignatius Loyola School

2700 St. Albans Drive
West Lawn, PA 19609



Principal: Mr. Robert Birmingham
School Phone Number: 610-678-0111
School Office Hours: 7:30 AM - 3:30 PM

School Hours:

PreKindergarten

Three, Four or Five day program available

Full Days
8:15AM – 2:45PM

Half Days
8:15AM – 11:30AM

Kindergarten

AM Session: 7:55 AM - 10:50 AM
All Day: 7:55 AM - 2:30 PM

Grades 1 - 8
7:55 AM - 2:30 PM

*classes begin promptly at 7:55 a.m.

St. Ignatius Loyola Parish

2810 St. Albans Drive
Sinking Spring, PA 19608

Pastor: Reverend Thomas Bortz
Assistant: Reverend Stephen Isaac
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 Edward J Essig, M.Div
Administrative Asst: Christina Kopinski
Religious Education: Mrs. Mary Jo McGregor
Parish Phone Number: 610-693-5851

St. Ignatius Loyola School

I. ADMISSION POLICY

Due to the 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 PreKindergarten and Kindergarten program will be based on chronological age and the policy below (this does not guarantee in which session a student will be placed):
 - 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 financially support 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 will be placed on a waiting list.
 - E. Children whose parents are non-Catholic will be placed on a waiting list.
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 NEW STUDENTS TO OUR SCHOOL WILL BE PLACED ON A WAITING LIST UNTIL CLASSES CAN BE EVALUATED.

TENTATIVE PRESCHOOL AND KINDERGARTEN CLASS LISTS SHOULD BE ESTABLISHED BY APRIL 15TH.

-Non-Catholic Students

In imitation of the Lord Jesus who welcomed the children, St. Ignatius Loyola School welcomes all children, Catholic and non-Catholic. The 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, participation and by sharing with the school community their own religious traditions.

Religious Classes and Liturgical Functions – It is necessary that parents realize and accept the school's policy that religion classes and liturgical functions are part of the school program and are an integral part of the school curriculum.

Responsibilities of the Non-Catholic Student –

1. General Attitude – The child should understand, respect and be willing to actively support the philosophy and goals of the school, a community within the Catholic Church.
2. Attendance of Religion Classes – The child must be willing to attend religion classes since these classes are an essential part of the school's curriculum. Participation in these classes can be an ecumenical experience helping him/her to understand and respect the beliefs of others and to come to a better understanding and appreciation of his/her personal beliefs.

II. ABSENCE

-Daily Notification

When a child remains at home due to illness, it is necessary that the parent of the child notify the school office by 8:15 AM. Notification by the child's brother or sister is **not acceptable**. Direct communication with parents is specifically intended for the child's protection. An answering machine is available for you to call at a convenient time before 7:30 a.m.

-Written Excuses

The day a child returns to school, complete the absence form issued by the school office. Forms can be found on our website and additional forms are available in the office. Any notes not written on the school absence form will be returned for proper completion. The child is to give this form to the teacher.

-Doctors Notes

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

-Lateness

When a child is late, their parent must accompany their child to the school office. The parent must sign-in for the child. **Please note that lateness will exclude a student from Perfect Attendance at the end of the school year.** If a student has 3 unexcused latenesses, it will result in detention. An excused lateness includes physician or dental appointments. Exceptions are given to late busses.

-Appointments

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 into the office to sign the child out of class
3. on returning, come into 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.

-Emergency Situations

If an emergency arises and a child must be out of school for a few days - a special form must be obtained from the office. Assignments missed by the child must be completed when the child returns to school. ***FAMILY VACATIONS DO NOT CONSTITUTE AN EMERGENCY ABSENCE.***

-Illness

If your child is not feeling well in the morning, ***DO NOT SEND*** your child to school. A child must remain fever-(100° or higher) free for 24 hours prior to returning to school. Vomiting, fever, and upset stomachs will not suddenly go away once your child enters the building. A sick child in school becomes more accessible to other illnesses.

III. BOOK CARE

-Covering of Books

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

-Book Bags

All books are to be carried in some type of 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. After receipt of this payment another book will be issued for the child's use for the remainder of the year.

IV. BUSING

-School Districts

The following school districts provide transportation to and from our school: Wilson, ELCO, Wyomissing, Conrad Weiser, Governor Mifflin, Muhlenberg, Schuylkill Valley, Fleetwood, Tulpehocken, Reading, Cocalico. Other child care facilities that pick-up from our school are St. Albans Learning Center, Kindercare, Tutor Time, and The Goddard School.

Request forms for transportation are available in our school office. Time schedules are available through the district.

-Rules and Regulations

Any violation of these rules will result in a phone call to parents and a detention. In severe cases, students will be suspended from the bus.

The primary goal of the Public School Transportation Department is to provide safe, efficient transportation. The administration solicits your cooperation to help make this goal a reality.

Safety is everyone's business and the life of every student our most precious possession.

-Prior to Loading (On the road and at school)

1. Be on time at the designated school bus stop to keep the bus on schedule. Plan to arrive at the stop about five minutes before the bus is scheduled to arrive. Walk off traveled portion of the road facing the traffic.
2. Stay off the road at all times while waiting for the bus. Bus students should conduct themselves in a safe orderly manner while awaiting arrival of the bus. Exercise respect for private property while waiting for the bus.
3. Students should wait until their bus comes to a complete stop and the driver opens the door before moving forward to enter.

-While on the Bus

1. Keep hands and head inside the bus at all times.
2. Bus riders are not permitted to leave their seat while the bus is in motion.
3. Remember that loud talking and excessive noise creates unnecessary confusion which could divert the driver's attention and result in a serious accident.
4. Do not throw anything out of the bus window.
5. Absolute quiet must be maintained when approaching a railroad crossing stop and until the bus has completely crossed the tracks.
6. In case of a road emergency, students are to remain on the bus unless directed otherwise by the driver.
7. Keep books, packages, coats and all other objects out of the

aisles.

8. Bus riders should not tamper with the bus or any of its equipment.
9. Treat the bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
10. Help look after the safety and comfort of younger students.
11. Bus riders are expected to be courteous to fellow students, the driver, and patrol officers.
12. Assist in keeping the bus safe and clean at all times.
13. Eating on the bus, or playing radios or tapes is not permitted.

-After Leaving the Bus

1. Cross the road, if necessary, after leaving the bus (at least ten (10) feet in front of the bus), but only after looking to be sure that no traffic is approaching from either direction.
2. Be alert to a danger signal from the driver.
3. The driver will not discharge riders at locations other than approved designated bus stops.

-Extracurricular Trips

1. The above rules and regulations would apply to any trip under school sponsorship.
2. Students shall respect the wishes of the chaperone appointed by the school.

-General Procedure

1. Written permission from a parent must be presented to the teacher and principal if a student is to change the mode of transportation. Most transportation departments do not allow students to change buses for personal reasons.
2. Bus drivers are authorized to assign students to specific seats.

-Snow Emergencies

In the event of inclement weather, in particular snow and ice, please listen to one of the following radio or TV stations to learn of a "late start" or cancellation or visit our [Website](http://www.stignatiusvikings.org) www.stignatiusvikings.org.

WEEU - 830 AM	WRAW - 1340 AM	WRFY - 102.5 FM
WIOV - 1240 AM	WIOV - 105.1 FM	WFMZ Channel 69
WPVI Channel 6	WGAL Channel 8	

If your child goes by bus, please follow the delay start schedule for your school district:

Example: regular pick-up 7:20 AM, 1 hr. delay - 8:20 AM, 2 hr. delay - 9:20 AM

In the event of a two-hour delay for the school, the preschool and kindergarten will follow the **MODIFIED** schedule: Preschool AM session 10:15 - 11:45, PM session 12:30 - 2:15

Kindergarten AM session 10:00 - 2:30 (students will stay all day)

The radio announcement will say either 2 hour delay or 2 hour delay Modified Kindergarten & Preschool schedule. We will always use the modified schedule for a 2 hr delay.

Again, when a delay is announced for St. Ignatius School, **follow your school district's** bus schedule. If for some reason 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. This absence will not be counted in regards to a child's perfect attendance. In the event of an early dismissal due to weather, this will also be announced over the above radio stations. We would ask that you discuss with your child their transportation home from school in case of an early dismissal.

V. **CHILDREN'S LITURGY and SERVICES**

-Weekly Mass

Mass is celebrated every Wednesday at 9:00 AM.

Each class is responsible for preparation of the liturgy at least once during the year.

-Holy Days

Children's Mass is held on the day of the feast at 9:00 AM.

-Penance Services

Special services are held twice a year for the students during the seasons of Lent and Advent. Students are encouraged to frequently receive the Sacrament of Reconciliation on their own.

-Advent

Each Monday morning during the season of Advent, the students gather together for the lighting of the Advent Wreath.

-Lent

During Lent, students are encouraged to offer sacrifices for the missions. Stations of the Cross are held for the students on Friday at 1:15 PM.

-Weekly Visits to the Blessed Sacrament

Classes are encouraged to visit the Blessed Sacrament on Tuesday to pray for an increase of vocations.

-Forty Hours

Forty Hours is held in November during Thanksgiving week, to renew and increase devotion to the Blessed Sacrament, all students are encouraged to attend.

-May Procession

May Procession is held on the Monday following Mother's Day, in May, and takes place during the school day.

VI. **CLASS ASSIGNMENTS**

-The following criteria are used for placement of students in respective classrooms:

-Teacher recommendations, student personality, ratio of girls to boys, heterogeneous grouping and reading groups.

-For instructional purposes in Reading (Grades 4 – 8) and in Math (Grades 4 – 8), students are grouped according to ability.

VII. **COMMUNITY SERVICE**

-Students are encouraged to participate in various aspects of community service. This includes helping with parish functions, collecting funds for Birth Right, Multiple Sclerosis, St. Jude's Hospital and other mission activities.

VIII. CURRICULUM

-The curriculum at St. Ignatius School is varied and challenging. All curriculum guidelines can be found at Adeducator.org/domain/101

IX. DEMERITS AND DETENTIONS

A student will receive one demerit for any minor violation of the Discipline Code of Conduct. If a student accumulates three demerits, a detention will be given. A major violation to the Discipline Code of Conduct will result in an immediate detention. A form will be sent home for the parent's signature. This form should be returned the next school day.

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

1. When any type of discipline problem begins, the teacher will notify parents immediately, either by phone or in writing with a detention form.
2. 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 will result in the issuance of a second detention.
3. 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 reoccurrence.
4. Detentions, based on demerits are cumulative throughout the year and will affect the conduct grade on the report card.
5. Three detentions will result in a Saturday detention. Students will report to school on the indicated day in school uniform and will remain at school from 8:00-10:00 AM.
6. Five detentions will result in a school suspension and are cumulative throughout the school year.
7. Seven detentions in a given year could result in immediate expulsion.

-Zero Tolerance Approach To Threats Of Violence and Harassment

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

- Phone call to parent for an immediate meeting
- Probation
- Detention
- 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.

-Possession of Electronic Equipment

Cell phones will be collected during homeroom and returned to students at the end of the school day.

Students are not permitted to use cell phones, beepers, pagers, CD players, MP3 players, IPODS, etc., anywhere in school for any reason (including to place calls, to receive calls, to read/send text messages, play music, etc.) at any time during the school day. For this purpose, the school day is defined as from 7:30 a.m. until 2:45 p.m. Detentions will be issued to students in violation of this policy. In addition, phones, pagers, music players, etc., if seen during the school day will be confiscated and held until parents come to school to pick them up. If a student has a second offense, in addition to detention, the device will be confiscated and returned one week from that day to the parent.

X. DISCIPLINE CODE OF CONDUCT

In an effort to re-emphasize Christian values, the following Discipline Code of Conduct has been instituted.

1. To maintain a respectful silent composure in church, to genuflect with reverence, and to actively participate in the liturgical service always being mindful that it is the House of God.
2. To pray with reverence at all times whenever prayers are being recited. To use God's name in prayer and in respectful ways at all times.

3. To handle all religious items, i.e. the Bible, with respect and reverence.
4. To show 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.
5. To respect and obey all authority figures and rules, regulations, and policies of the school community.
6. To speak with dignity and respect when conversing with each other (avoid name calling, teasing, innuendos).
7. To respect the individuality of all people. This includes appearance, character, ethnicity, social status, and abilities.
8. To show respect for school and personal property by taking proper care of all items.
9. To show respect for human sexuality in language, dress, artistic work, and music.
10. To demonstrate integrity and honesty in all aspect of human life.

Students will be given two copies of the Discipline Code of Conduct. The student and parents are required to sign one form and return it to the homeroom teacher. Please retain the other copy for your files.

XI. DISMISSAL PROCEDURES

-Prekindergarten

Student drop-off and student pick-up – will be at the gym/prekindergarten entrance at the back of our school. Please park in a space and come into the classroom to pick up your child.

-Kindergarten through Eighth Grade

Dismissal will begin at 2:30 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 cafeteria entrances at 2:30 PM.

Car Riders will be dismissed from the lot on St. Albans Drive side only at 2:35 PM. Students who are not picked up by 2:45 PM will be sent back to a designated classroom. Parents must come into the office to have their child called. Please follow directions at the end of this handbook.

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 outside. This will help to eliminate confusion and crowds by the exits.

XII. EXTENDED CARE PROGRAM

-Extended care program is being provided for students enrolled in full day prekindergarten through grade 8. This program will follow the school calendar.

-After School Care - 2:30 PM - 6:00 PM

-Cost: \$50.00 per week

-Daily arrangements can be made in advance. Daily rate is \$12.00 per session

-A late fee of \$10.00 per day is charged for any child picked up after 6:00 PM.

-The program offers educational and recreational activities.

-A \$35.00 registration fee per child per year is required.

-Extended care fees are paid weekly. These fees are separate from monthly tuition.

(Checks made payable to St. Ignatius Parish)

-Enrollment forms are available in the school office.

-In the event of an early dismissal because of weather, there is no extended care.

XIII. FEES

-Registration Fee

- Prekindergarten-\$50.00 Registration fee and \$50.00 Activity fee.

- Kindergarten through Grade 8 -a charge of \$100.00 for one child or \$150.00 per family

THESE AMOUNTS ARE NOT DEDUCTIBLE FROM

TUITION NOR REFUNDABLE

-Technology Fee

Weekly computer classes are offered to the students in grades K - 8. The fee for new registrants is \$100.00 per child. For students who have been re-enrolled at St. Ignatius the cost is \$50.00 per child per year. This fee is used for the upkeep of the computers, Internet access and for purchasing software. Computer fees are due at the time of registration.

-Book/ Activity Fee

\$75.00 per student

THIS FEE IS NOT DEDUCTIBLE FROM TUITION NOR REFUNDABLE

ALL REGISTRATION FEES, COMPUTER AND BOOK/ACTIVITY FEES MUST BE PAID TO COMPLETE THE REGISTRATION PROCESS.

XIV.FIELD TRIP POLICY

The purpose of field trips is for the educational advancement of students. 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 Holy Name High School.)

Field trips are planned so a child will derive the maximum educational 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. In the event cars are used, car insurance information must be on file in the school office.

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.

All chaperones must complete the following items before the scheduled trip:

- Read and Sign the Diocesan Policy on Sexual Abuse**
- Read and Sign the Diocesan Policy on Code of Conduct**
- Complete and receive a criminal background check**
- Attend a “Protecting God’s Children” workshop**

A student can be excluded from a field trip due to behavioral issues. The administration and teacher maintain the right to cancel any field trip due to violation of this policy.

XV. GRADING POLICY

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

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

-Marking Code 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 Code 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 Code for Christian Values

S Satisfactory N Needs Improvement U Unsatisfactory

-Progress Reports - These special reports are issued to parents halfway into each marking period. These notices inform the parents of any difficulties the child may be having. They are to be signed and returned to the teacher issuing the notice. Conferences will be held to discuss ways to benefit the student.

-Report Cards - Report cards are issued four times a year. They are not to be returned, *only* the envelope is to be signed and returned to school as soon as possible. Report cards will not be issued if tuition payments are outstanding.

XVI. HEALTH CARE

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

-Medical Forms Needed - Physical examination forms must be filled out by a doctor for students in the kindergarten and sixth grades. A dental examination is required for kindergarten, third, and seventh grades. **THESE ARE STATE REGULATIONS**

-Medication - A student who must take medication during the day needs to follow these procedures. 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.)

-Insurance - The Diocese of Allentown provides coverage for accidents for all students enrolled in the parochial schools.

XVII. HOMEWORK

Students are responsible for completion of homework assignments. If an assignment is carelessly done, incomplete, forgotten, or "left home", the child is responsible for completion of that work. When an assignment is not completed on time, students in grades 3-5 will receive a homework notice. The student will then be allowed to complete the assignment at home under parental supervision. The **NEXT** morning or **BEFORE** the class period, the student must give the teacher the completed assignment and signed homework notice. If the work is not completed, the student must remain after school to complete the assignment with the teacher who gave the work. Students in grades 6-8 will be issued a demerit immediately if their homework is not complete. These students should be responsible for completing their assignments on time.

XVIII. HONORS PROGRAM

-Primary

Grades K - 3 "Principal's Achievement and Effort Club"
Students in the primary grades can be eligible for acceptance into the Principal's Club for good academic achievement. A student is also eligible if he/she indicates a desire to work hard and pay attention in class. Students must also have a satisfactory in conduct, effort and all minor subjects. Honors are given each quarter.

-Intermediate and Junior High

Grades 4 – 8

1st HONORS - 90 or better in all major subjects; Religion, Mathematics, Reading, English, Spelling, Social Studies and Science.

Students must have at least a satisfactory grade in all minor subjects.

2nd HONORS - 85 or better in all major subjects; Religion, Mathematics, Reading, English, Spelling, Social Studies and Science.

Students must have at least a satisfactory grade in all minor subjects.

XIX. KINDERGARTEN INFORMATION

Morning session will be 7:55 AM to 10:50 AM. The All day sessions will be from 7:55 AM to 2:30 PM. Students wear regular "dress or play" clothes for classes. Uniforms are not required. When the temperature is extremely warm, shorts are permitted. Sneakers or durable shoes can be worn. Sneakers are to be worn for gym class. Snacks are provided daily for your child. There is no additional cost for this service. This amount is included with tuition.

XX. LUNCH PROGRAM

Each day, a hot nutritional lunch can be purchased in our cafeteria for \$2.50 for students and \$2.75 for adults. 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, for example, pizza, hot dogs, ice cream, Tastykakes®, and soft pretzels.

Students pay for lunch daily as they go through the line. In an emergency situation, if a child would forget his/her lunch or lunch money, the kitchen staff will give a credit to him/her. Payment for the credit would be due the following day.

Hot Lunch for students including beverage \$2.75

Hot Lunch for adults including beverage \$3.00

Lunch Periods

1st lunch 11:00 AM - 11:30 AM
Grades 1, 2 & all day Kindergarten

2nd lunch 11:40 AM - 12:10 PM
Grades 3, 4 & 5

3rd lunch 12:20 PM - 12:45 PM
Grades 6, 7 & 8

XXI. ORGANIZATIONS

-School Advisory Board

The Advisory Board consists of parents, appointed by the pastors of St. Ignatius Loyola Parish and St. Francis de Sales Parish. The purpose of the board is to act in an advisory capacity to the administration. The board is a vehicle by which parents can voice concerns, share ideas and offer suggestions.

-Home and School Association

The Home and School Association is a parent group whose main focus is fund raising and providing educational and fun programs for the students. Volunteers are recruited for this association as vacancies arise.

-C.Y.O. Association

The C.Y.O. is a parish organization that provides funds for various activities that are available for all the children in our parish.

. Children are allowed to wear play clothes. Snacks will be provided.

XXII. SAFETY AND SUPERVISION

All the doors are locked during the hours of 8:00 AM – 3:00 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 ~~\$2.50~~ parent needs to see a teacher at dismissal time for homework, you must report to the office and wait until 2:45 PM. If you are coming to pick up your child, report to the office and your child will be called.

At recess time, 11:30 AM - 1:00 PM, please avoid using the parking lots since the children are outside. Teachers are available at each lunch period for supervision.

The parking lot on St. Albans Drive is closed between the hours of 10:00 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.

In picking up your child after school please use the lot on St. Albans Drive side. (The other lot is for bus pick-up only) We request your cooperation in using the traffic flow pattern on the parking lot.

***NO CHILD IS TO ARRIVE AT SCHOOL BEFORE
7:30 AM.***

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.

XXIII. SPECIAL PROGRAMS

-Remedial Services - Students who are in need of extra help in reading can be tested and receive remedial assistance through the Berks County Intermediate Unit.

-Gifted Programs are available to students who qualify through the local school districts.

-Psychological Testing is available for students to determine any special needs.

-Speech Programs are available for students through the public school districts.

-CYO Program (Catholic Youth Organization)
CYO offers students of the parish a variety of extracurricular events. Some of the events include:

Religious

CYO Mass	Grades 1 – 8
Religious Booklet	Grades 3 – 8

Cultural

Art Contest	Grades 6 – 8
Declamation	Grades 7 & 8
Kitchen Kapers	Grades 5 – 8

Other

Dances	Grades 6 – 8
Easter Egg Hunt	Grades Preschool - 5
Family Skating Party	Grades K – 8
Halloween Party	Grades Preschool - 5

Sports

Girls Volleyball	Grades 6 – 8
Boys & Girls Track	Grades 6 – 8
Boys & Girls Basketball	Grades 4 – 8
Cheerleading	Grades 7 – 8
Boys Baseball	Grades 6 – 8

XXIV. SUPPLIES

School supplies will be sold on a daily basis. On the first day of school, the teachers will inform the children of what supplies they will need. Some items are available at school and their costs are listed below. Please place all money in an envelope with your child's name, grade and items needed when ordering. Supply orders will be filled in the morning, not throughout the day. Items such as pencils, pens, rulers, and crayons etc. may be purchased outside of school.

KINDERGARTEN:

Copybook	\$1.25
Pencil case	2.50
Oversized pencil	.50
Scissors (1)	2.50
Portfolio (2)	5.00

GRADE 1

Copybook	1.25
Oversized pencil	.50
Homework assignment book	3.50

GRADES 2 - 3

Tablet	1.25
Copybook	1.25
Homework assignment book	3.25

GRADES 4 - 8

Tablet	1.50
Copybook	1.50
Homework assignment book	3.25

The following items will also be available:

Erasermate Pens (blue only)	.25
Pens (black, red, blue)	.50
#2 Pencils	.15
Eraser	.30
Pencil Top Eraser	.10
Ruler 12"	.50
Folder (2 pocket or clasp)	.55
Protractor 6"	.50

XXV. TEACHER CONFERENCES

-Procedure -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. Do not contact a teacher without setting up an appointment.

- 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 also be held the week report cards are issued. For the January report card, conferences will be held the week after Catholic Schools Week. Teachers will be available each afternoon from 3:00 PM - 4:00 PM

-Principal Conference's -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.

Math Copybook 1.50

XXVI. TELEPHONE USE

-The office phone will be accessible to students only in certain situations and with permission of the teacher or office staff. Please make all transportation arrangements in the morning before your child leaves for school. If a child is ill you will receive a call from our office.

XXVII. TEMPORARY ABSENCE POLICY

Due to the increased number of requests, the following policy has been adopted to better serve the needs of all students:

1. Assignments will be given in advance if the teacher feels it necessary including a project such as a journal or weekly spelling lesson.
2. On returning from the absence, arrangements must be made with the teacher for the student to stay after school to get all missed work.
3. All work must be completed within a one-week period.
4. If special tutoring sessions are necessary due to the absence from class, arrangements must be made with the teacher, regular tutoring fees may be charged.

XXVIII. TESTING

-Students receive quizzes and tests to determine their progress in each subject area.

-Mid-term exams are given in January and Final exams in May/June

-Other testing for student progress include the following:

-Cognitive Abilities Tests - an instrument to establish each child's natural abilities - Given to students in Grades 3,5 & 7 in the spring.

-Iowa Test of Basic Skills - a national test used to check and evaluate each student's achievement. Given in Grades 2 - 7 in the spring.

XXIX. TUITION

The operating budget of St. Ignatius School is based on tuition payments. We have contracted with the FACTS

Management Company to help us better plan how to use our financial resources and manage our tuition collection program. Families can pay their tuition bill in one of the following ways:

KINDERGARTEN – GRADE 8

1. Single Payment due June 1.

2% Discount is applicable to tuition of first child, K-8 only, if received on or before June 1.

2. Two Payment Plan due June 1, and December 1.

3. FACTS monthly payment plan. Payments budgeted over 12 months beginning in June. Payment will automatically be withdrawn from your account on the 5th or 20th of the month.

PREKINDERGARTEN

4. Single Payment due June 1.

No discount will apply to Preschool students.

5. Two Payment Plan due June 1, and December 1.

6. FACTS monthly payment plan. Payments budgeted over 10 months, beginning August. Payments will automatically be withdrawn from your account on the 5th or 20th of the month.

PLEASE NOTE: If you select option 3 or 6, you will be charged an administrative fee of \$35.00 from FACTS Management Company. (one fee per family)

XXX. UNIFORM DRESS CODE

-Students in prekindergarten and kindergarten please follow the dress code sheet in this handbook.

-For Grades 1 - 8 please follow the uniform dress code sheet in this handbook. Please purchase sturdy shoes for your child.

-Suggested suppliers of uniforms are:

McGinn School Apparel
12 South 5th Ave
West Reading, PA 19611
Phone: 610-939-1503

Flynn & O'Hara Uniforms
1876 Catasauqua Rd
Allentown, PA
610-231-3788

-Body Piercing/Tattoos - Any type of body piercing such as eyebrow, lip, tongue, belly button, etc., is not allowed. Tattoos are not permitted.

-Dressdown Days –

GIRLS:

Shorts, skirts or skorts are permitted during “Summer Uniform” time-period – until October 31, 2011, but must follow uniform guidelines (which is no more than 2 inches above the knee). Tank tops, spaghetti straps, halter tops, etc. are not permitted. All tops must have a sleeve (long or short).

BOYS:

Shorts are permitted during “Summer Uniform” time-period – until October 31, 2011.

Tank tops are not permitted. All t-shirts must have a sleeve (long or short).

NO flip flops or sandals are to be worn.

WHEN QUESTIONS ARISE, THE ADMINISTRATION WILL HAVE FINAL SAY.

-Hair Accessories – Girls may wear hair ribbons, barrettes, etc., that are small and inconspicuous and complement the uniform.

-Hair Styles

Boys: NO FAD hairstyles. Haircuts are to be neat and trimmed properly. Hair is not to go beyond the shirt 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.

Parents are asked to please monitor haircuts in this regard. All hair must be natural looking. When questions arise, administration will have final say in determining accordance with policy.

-Jewelry - With the uniform a watch, simple necklace, a chain with a medal or tie clip 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.

-Make-up - make-up is not allowed to be worn by the students through fifth grade. In grades 6-8 make-up is allowed but must be natural looking. **If the makeup is noticeable, then it is too much.** Colored nail polish is also not permitted. Clear nail polish is allowed.

XXXI. VOLUNTEERS

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. Office casual dress would be considered appropriate and we ask that you refrain from wearing jeans.
2. Please sign-in at the office when you arrive. During your stay you are asked to display your visitor label, so you are readily identifiable to any one who sees you. Please complete your label with your first name and last name and the date. When you leave, please sign out in the office.
3. All volunteers must sign a copy of the Diocesan Code of Conduct and Child Abuse Policy, USIS/Child Find. These will be available in the school office. If you already signed one during the last year’s term, it is not necessary to do so again. Please check with administration, if you are unsure.
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 will be announced.

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.

XXXII. WALK-A-THON

Each October, our school participates in this annual fundraiser. The purpose of this fundraiser is twofold: first, to raise money for the operational budget of the school, thus keeping tuition increases to a minimum and secondly to foster a spirit of cooperation for Catholic Education within the community.

Corporate sponsors are also a major part of this annual fundraiser. This financial assistance enables us to purchase items that are not part of the usual operational budget.

St. Ignatius Loyola School 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 situation please follow the guidelines below.

1. DO NOT call the school. Please wait until information can be supplied to you via the radio, school phone chain, or school website (www.stignatiusreading.org). 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.
2. If officials authorize the transportation of students, an announcement will be made in regards to an early dismissal. Parents who wish to pick up their children may now notify the school office (610-678-0111). Students will be dismissed only to parents or their authorized representative. (A phone call by the parent to the office to indicate who will be picking up their child will be necessary.) If a phone call is not received, students will be sent home by their

normal mode of transportation, with the exception of walkers. (ex. If a student is normally a bus ride, and no call is received, they will be sent home by bus.) A walker MUST be picked up by a parent or authorized representative.

- Parents picking up a child must first come to the main doors by the office to identify that they have arrived. Parents will not be allowed in these doors to prevent a breach in the airlock around the cafeteria; all students will be assembled in cafeteria as a safety measure. After notifying the office that you are here, your child will be taken down to the exit near the gym by a member of the emergency team so you may pick them up.

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

If your child is dependent upon any prescription medication, it would be wise to send a small supply to the school office. Students with asthma, who require an inhaler should have it with them at all times. Epi Pens can also be kept in the health room for an emergency.

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

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
Plaid or navy slacks, or
Navy walking shorts
White crew sock s
Dark dress shoes

Option #2

White or light blue round collar blouse
(long or short sleeve)
Plaid jumper
Knee socks or tights, white or navy
Dark 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 or Prescott red cardigan, V-neck sweater or vest with school logo
must be worn

Knee socks or tights, white or navy

Dark dress shoes

Girls Grades 5-8

Fall/Spring Uniform Requirements

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

Option #1

White school logo polo shirt

Plaid or navy slacks, navy walking
shorts, plaid skort or skirt

Knee socks with skort or skirt,
navy or white

White crew socks with shorts

Knee socks with skirt or skort
(navy or white)

Dark dress shoes

Option #2

White or light blue oxford blouse
(long or short sleeve)

Plaid skort or skirt, plaid
or navy slacks

Knee socks with skort or skirt,
navy or white

Dark dress shoes

Winter Dress Code

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

Plaid skirt or skort; navy or plaid slacks

White or light blue oxford blouse (long or short sleeve)

Navy or Prescott red cardigan, V-neck sweater or vest with school logo
must be worn

Knee socks or tights, white or navy

Dark dress shoes

Gym Uniform

Any St. Ignatius Loyola School or Berks Catholic
T-shirt or Sweatshirt.

Solid navy shorts, or navy shorts with St. Ignatius Loyola School or
black shorts that must have Berks Catholic High School logo.

Navy sweatpants with St. Ignatius Loyola School or black sweatpants that must have Berks Catholic High School logo.

Sweatpants MUST be worn during winter dress code. (November 1st to April 15th)
Socks and Sneakers

Additional Dress Code Requirement

1. Shoe laces must be tied for safety reasons, and no heels larger than 1 ½ inches. No open toed or open heeled shoes.
2. Jumpers, skirts and skorts may be no more than 2 inches above the knee.
3. Slacks are to be straight leg, dress slacks, No fad slacks.
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.

Boys 1-8

Fall/Spring Uniform Requirements

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

Option #1

White school logo polo shirt
Navy pants or navy walking shorts
Belt
Dress shoes
(no sneakers or work boots)
Socks

Option #2

White or light blue oxford
(long or short sleeve)
Navy tie
Navy pants
Belt
Dress shoes
(no sneakers or work boots)
Socks

Winter Uniform Requirements

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

White or light blue oxford (long or short sleeve)
Navy tie
Navy pants
Navy or Prescott red cardigan, V-neck sweater or vest with school logo must be worn
Belt
Dress shoes (no sneakers or work boots)
Socks

Gym Uniform

Any St. Ignatius Loyola School or Berks Catholic T-shirt or Sweatshirt.

Solid navy shorts, or navy shorts with St. Ignatius Loyola School or black shorts that must have Berks Catholic High School logo.

Navy sweatpants with St. Ignatius Loyola School or black sweatpants that must have Berks Catholic High School logo.

Sweatpants MUST be worn during winter dress code. (November 1st to April 15th)
Socks and Sneakers

Additional Dress Code Requirements

1. Shoe laces must be tied appropriately for safety purposes.
2. Shirt tails must be tucked in at all times.
3. Top button of oxford must be buttoned and tie should be appropriately worn.
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.

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 hoop, etc. can present a safety hazard.

Earrings on boys are not permitted.

Make-up

Make-up is not allowed to be worn by the students through fifth grade. In grades 6-8 make-up is allowed but it must be natural looking. If the make-up is noticeable, then it is too much. Colored nail polish is not permitted, fake nails and French manicures are also not permitted.

Additional Dress Code 7th and 8th grade only

Boys have the option of wearing either the Saint Ignatius Loyola uniform **OR** the Berks Catholic High School uniform. The Berks Catholic uniform consists of the choice of a Berks Catholic white or black banded polo shirt or white oxford shirt with the Berks Catholic tie, the band shirt may not be worn during the winter months. Khaki slacks, or gray slacks, belt and black or brown school dress shoes. Boys have the option of wearing a Berks Catholic sweater. Saint Ignatius and Berks Catholic uniforms may **not** be mixed and matched. For information about purchasing Berks Catholic uniforms, please visit their website at www.berkscatholic.org

Girls have the option of wearing either the Saint Ignatius Loyola uniform **OR** the Berks Catholic High School uniform. The Berks Catholic uniform consists of the choice of a Berks Catholic white or black banded short sleeve polo shirt or white button down oxford shirt, the banded shirt may not be worn during the winter dress code. Berks Catholic skirt of appropriate length, black opaque tights or black opaque knee socks, and black or brown school shoes. Girls may wear a Berks Catholic sweater. Saint Ignatius Loyola and Berks Catholic uniform pieces may not be mixed and matched. The long sleeve polo shirt may not be worn at any time. For more information about purchasing Berks Catholic uniforms, please visit their website at www.berkscatholic.org

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)
- White crew 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, white or navy
- 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
- Socks
- Black or brown dress shoes

Option #2

- White or light blue oxford (long or short sleeve)
- Navy pants
- Belt
- Socks
- Black or brown dress shoes

Gym Uniform

- any Saint Ignatius Loyola School
- or Berks Catholic High School T-shirt or Sweatshirt.
- Dark shorts with St. Ignatius Loyola School
- or Berks Catholic High School logo.
- Dark sweatpants with St. Ignatius Loyola School
- or Berks Catholic High School logo.
- **Sweatpants MUST be worn during winter dress code.**
- Socks
- Sneakers

Prekindergarten

Prekindergarten students may wear the gym uniform daily or choose from one of the kindergarten uniform options.

****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.fylnnohara.com
- McGinn School Apparel www.mcginnschoollapparel.com

**When questions arise the administration
Will have final say.**

PARKING LOT RULES AND REGULATIONS

St. Alban's Drive parking lot is closed from 10:00 am - 2:00 pm for the safety of the students who are outside at recess. Anyone

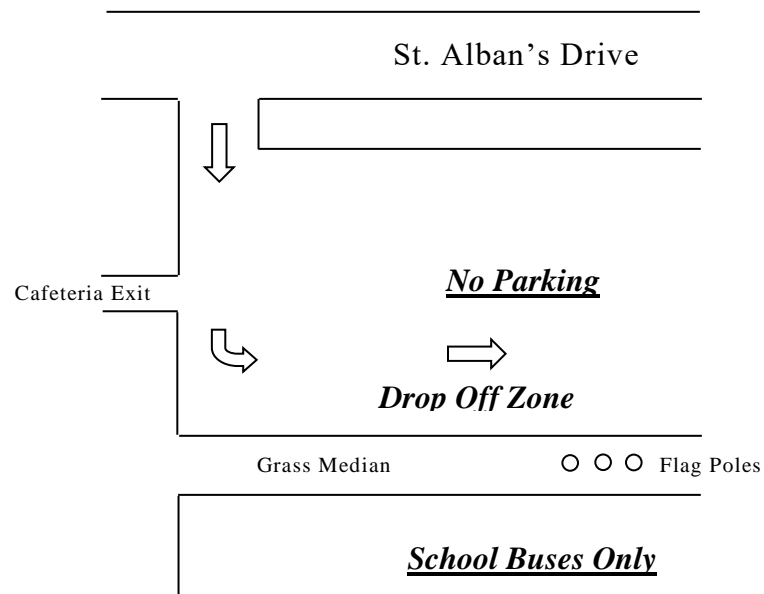
coming into the school during these hours must park in the Van Reed Road parking lot.

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. **DO NOT USE** this lot for dropping off or picking up car riders.

Morning Drop Off

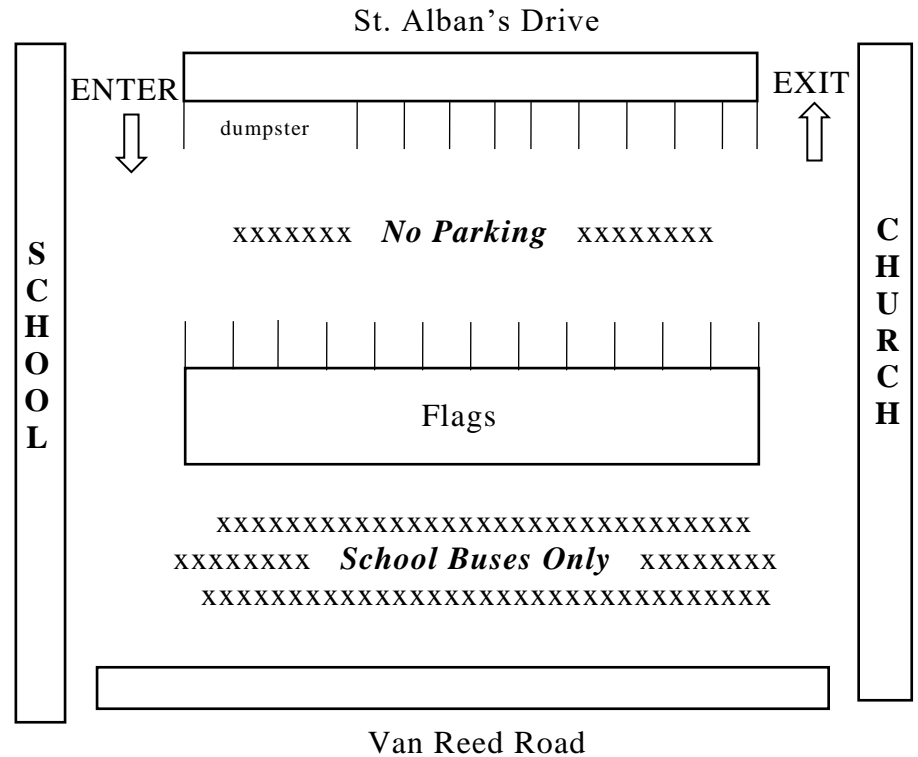
1. Pull into the lot as far as the Flag Poles. This will allow space for 12 vehicles and help avoid congestion on St. Alban's Drive.
2. Students should exit on the passenger side of the vehicle. (***Drop Off Zone***)
3. If you walk your child into school, please park in a space, either beyond the Flag Poles or by the fence. **Do Not Park in the Middle.**



Afternoon Pick Up

1. Please **BACK** into a space. This will allow for better visibility when the students are dismissed.
2. **DO NOT LEAVE THE LOT** until **ALL** students are back on the curb.
3. If you are talking to another parent, please be sure your children are in the car. (Several students have been running around other cars at dismissal time)
4. Please inform grandparents, etc. of this information.
5. If you park on the street, you need to walk over to the lot and personally escort your child across the street. (Wait by the curb at the cafeteria exit)
6. Kindergarten - 3 will be dismissed first, followed by Grades 4 – 8.

Anyone in violation of these rules will cause their child to be kept in the office until all other children have left.



The lot on the St. Alban's Drive side is for the use of students who come by car. Please use the following traffic pattern.

1. Pick up students **only** in the parking lot on the St. Alban's Drive side.
2. When waiting for your child in the parking lot, back into the parking space. This allows for better visibility when leaving the parking lot. Please **DO NOT PARK** in the middle row of the car spaces.
3. Enter the parking lot by the school and exit by the church.

4. Be considerate of other children. When your child is in the car, wait a few moments for **ALL** children to reach their cars. Please exit the lot **SLOWLY**.

A parent who is in constant violation of any of these rules will necessitate the detaining of their child until the rest of the students are dismissed.

Thank you in advance for your cooperation with these traffic procedures.