



**ST. IGNATIUS**  
**CATHOLIC SCHOOL**  
CLASSICAL EDUCATION



# St. Ignatius of Loyola Catholic School Family Handbook

**2022-2023**

*Mission:* We will meet the unmet demands of our students and families for a Catholic classical education to form a community of disciples of Christ.  
*Vision:* As a Catholic community, we will increase the number of virtuous leaders, thinkers, and intentional disciples of Christ working to rebuild our culture.



## Welcome to St. Ignatius Catholic School

Dear Families of St. Ignatius Catholic School,

Our St. Ignatius Catholic School community welcomes you and is truly blessed to have you as part of our school family. The Gospel comes alive in our joyful community, and we are privileged to help you, parents and guardians, as primary educators in helping form disciples of Jesus Christ.

This handbook is a guide for you to navigate our school. We seek to be clear in our mission and to incorporate it into all of our school policies.

When we see truth, beauty, and goodness, they point us to God who loves us and wants to shower us with grace. Our curriculum, instruction, and relationships are directing us to the Father, Son, and Holy Spirit.

We invite you to share your love of Jesus with your children. We ask you to share that love with your neighbor. We encourage you most of all to share your gifts with our school and parish communities. Parish life is an essential ingredient to growing in your faith. The Kaukauna Catholic Parishes support our school as a vital part of its mission with prayers and financial support. As a community of believers we can grow together to know, love, and serve Jesus and discern through the Holy Spirit what we are called to do so we can love the Father and reciprocate His love for us.

Peace and joy,

Nathan Vande Hey  
System Administrator/Head of School  
St. Ignatius Catholic School

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# **Diocese of Green Bay**

## **Mission, Vision, and Values**

### **Mission**

As friends and followers of Jesus, we are devoted to fostering households and communities of discipleship through the mission and ministry of the Catholic Church.

#### **Communities of Discipleship**

Discover Jesus. Follow Jesus. Worship Jesus. Share Jesus with others.

### **Vision**

We are missionary disciples striving to lead all people to the Kingdom of God.

### **Values**

#### **Explore Potential**

*We all have God-given potential. We work together to see the possibilities and the gifts each of us has been given in order to accomplish the vision and mission of the Church to evangelize and impact communities.*

#### **Connect to Inspire**

*We are able to accomplish more together than we can on our own. The connection we have with God and others creates growth and excitement.*

#### **Embrace People's Hearts**

*Each person is created in the image and likeness of God and is deserving of respect and honor. All of our interactions communicate the positive regard and appreciation we have for each and every person.*

#### **Empowered to Act**

*All baptized Christians are empowered to act according to the gifts given to them by the Father, through the Son, in the Holy Spirit. By living out the diocesan vision and mission of missionary discipleship, we are empowered to take responsibility to act.*

#### **Nurture Abundant Life and Growth**

*Life is a gift and we are charged by the Creator to protect it and to foster its growth wherever possible. We actively pursue life over death, potential over limitation, and light over darkness.*

## **St. Ignatius Catholic School Mission, Vision, and Core Values**

### **Mission**

We will meet the unmet demands of our students and families for a Catholic classical education to form a community of disciples of Christ.

### **Vision**

As a Catholic community, we will increase the number of virtuous leaders, thinkers, and intentional disciples of Christ working to rebuild our culture.

### **Core Values**

#### **Faith**

We are rooted in the tradition of the Catholic Church which focuses on nurturing a relationship with God through knowledge, prayer, and service.

#### **Academic Excellence**

We are committed to providing the finest instruction, resources, and support services available to enhance the growth and development of the future leaders in our global society.

#### **Social Responsibility**

We support one another, our community, and our world through active service, ministry and welcoming each person as a member of God's family.

#### **Integrity**

We promote a moral and spiritual code of conduct that has its strength in the Gospel values of our Catholic faith.

#### **Innovation**

We embrace change and work to create dynamic learning environments where individuals are challenged to reach their potential.

## **Right to Amend**

*The System Administrator, with the support of the majority of the Board of Trustees, retains the right to amend the St. Ignatius Catholic School Family Handbook for just cause. Parents/Guardians and students will receive prompt notification if revisions are made. This handbook is a guide, but not necessarily an all-inclusive one. Situations may arise which are not specifically named or covered in this handbook.*

## **Governance**

### **St. Ignatius Catholic School<sup>1</sup> Board of Directors**

The St. Ignatius Catholic School Board of Directors consists of the bishop of the diocese, the superintendent of the diocese, the pastor of the system school, the chairperson of the Board of Trustees, and the parish trustees. The system administrator and manager of the school business office also attend as non-voting members. This board is considered the corporate board of the system. During their annual meeting, this board approves the system's annual budget, the members of the Board of Trustees, and formally approves/renews the board of trustees' selection of system administrator.

### **St. Ignatius Catholic School Board of Trustees**

The St. Ignatius Catholic School Board of Trustees is made up of a group of lay individuals appointed by the Board of Directors. The Board of Trustees provides administrative advice to the system administrator regarding the catechetical and/or educational programs in the system. The Board of Trustees seeks to maintain a balance of individuals with a range of expertise including business, education, finance, fundraising, marketing and non-profit management. Parents of students in the school system as well as members-at-large from parish communities also make up the Board of Trustees. The Board of Trustees has limited jurisdiction and is responsible for the operation of the school system. Please visit the school website for current membership.

### **Internal Organization**

For a current listing of school personnel, please visit our school website.

### **School Policies**

In addition to the procedures outlined in the St. Ignatius Catholic School Family Handbook, St. Ignatius Catholic School abides by policies as set forth by the [Diocese of Green Bay Office of Catholic Schools Education Policy Manual](#) (2022-2023).

### **Accreditation**

In accord with diocesan policy (#2050), St. Ignatius Catholic School is accredited by Wisconsin Religious and Independent Schools Accreditation (WRISA), which utilizes the Wisconsin Catholic Schools Accreditation (WCSA) instrument in alignment with the NSBECS (National Standards and Benchmarks for Effective Catholic Elementary & Secondary Schools).

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<sup>1</sup> The full legal name of our school is St. Ignatius of Loyola Catholic School. For ease and in accord with general convention, we refer to our school as St. Ignatius Catholic School throughout this document.

## **General Contact Information**

### **St. Ignatius Catholic School**

220 Doty Street  
Kaukauna, WI 54130

School Office Phone: 920-766-0186  
Business Office Phone: 920-759-4508

Email: [office@stignatiuskaukauna.org](mailto:office@stignatiuskaukauna.org)  
Website: [www.stignatiuskaukauna.org](http://www.stignatiuskaukauna.org)

### **Kaukauna Catholic Parishes**

Holy Cross and St. Katharine Drexel  
112 W. 8th Street  
Kaukauna, WI 54130

Phone: 920-766-1445

Website: [www.kaukaunacatholicparishes.org](http://www.kaukaunacatholicparishes.org)

### **Kobussen Bus Company**

Phone: 920-766-0606

## **Calendar & Hours of Operation**

### **Calendar**

Please visit the school website to find both the 12-month printable calendar as well as the monthly events calendar, which is updated frequently.

### **School Hours**

<b>School Office Hours</b>	<b>Student Hours</b>
<p>School Days 7:30 AM - 3:30 PM on Full Days 7:30 AM - Noon on Half Days</p> <p>Summer Hours Vary <i>Please watch for communications annually.</i></p>	<p>3K: 7:40 AM - 11:00 AM on Full Days 7:40 AM - 11:30 AM on Half Days</p> <p>4K: 7:40 AM - 11:00 AM 7:40 AM - 11:30 AM on Half Days</p> <p>K-12: 7:40 AM - 3:10 PM on Full Days 7:40 AM - 11:30 AM on Half Days</p>
<b>Teaching Staff Hours</b>	<b>Business Office Hours</b>
<p>School Days 7:30 AM - 3:30 PM</p>	<p>School Days 7:30 AM - 2:30 PM on Full Days 7:30 AM - Noon on Half Days</p> <p>Summer hours vary.</p>

*Please note that all school offices will be closed on days when school and/or inservice are not in session. Additionally, all school offices close at Noon on early release days.*

# **School Closings and Delays**

## **School Cancellation**

St. Ignatius Catholic School, including Before and After Care, and all school sponsored co-curricular activities, will not be in session whenever the Kaukauna Area School District (KASD) closes due to inclement weather. Check with local radio and television stations for official school closings, or sign up for text weather alerts on your phone and choose KASD as your alert area. When possible, our school office sends a schoolwide email as well.

## **Non-Weather Related Emergency Closing**

Emergency closings may occur during extraordinary circumstances such as extreme weather, building related failures, public crisis, or other issues Administration constitutes an emergency.

## **Early Closing**

Each year, when you register your children via PowerSchool, parents/guardians are asked to indicate directives for your child(ren) in the event that school closes early due to inclement weather or for any other reason.

## **Delayed Start**

Should KASD announce a two (2) hour delay, St. Ignatius Catholic School will also follow suit and delay the start of the school day by two (2) hours. If a two (2) hour delay is implemented, students will arrive at school by 9:40 AM. However, Preschool and K4 WILL NOT be in session. Check with local radio and television stations for official announcements of delayed starts. In the event of a two (2) hour morning delay and you plan to drop off your child, the following applies:

- 9:30 AM - drop off
- 9:40 AM - bell rings to enter building
- 9:50 AM - class begins

## **Admissions and Registration**

St. Ignatius Catholic School adheres to the Diocese of Green Bay admissions policies (#5004 and #5005).

Catholic Schools in the Diocese of Green Bay are open to all students (per policy #5004). However, we are not simply a private or alternative school system. In consideration for enrolling their child(ren) in St. Ignatius Catholic School, a Catholic school in the Diocese of Green Bay, “parent(s)/adoptive parent(s)/legal guardian(s) shall agree that they 1) understand and agree that children in the school will be taught the teachings of the Catholic Church in their fullness, 2) accept a commitment to the stewardship way of life as practiced in their parish, 3) pledge their full cooperation with the system, school, and parish to prepare their child(ren) to be a disciple of Jesus Christ, and 4) will make every effort to supervise their child(ren)’s commitment to this agreement” (policy #5004).

Parent(s)/guardian(s) of students in St. Ignatius Catholic School must accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum.

### **Admissions and Non-Discriminatory Practice Policy**

St. Ignatius Catholic School, in compliance with the teaching mission of the Catholic Church and with Gospel values, extends an invitation of admission to all students. St. Ignatius Catholic School does not discriminate by sex, race, national origin, creed, or handicap in its educational programs or activities. A disability, either temporary or permanent, is not a disqualification of admission provided that with reasonable accommodation the school can meet the needs of the student.

### **Non-Catholic Students**

Non-Catholic students enrolled at St. Ignatius Catholic School are required to participate in all school activities and courses of study, and to participate respectfully in liturgies as allowed by the 1983 Code of Canon Law for the Latin Rite of the Catholic Church.

### **Admissions Age Requirements**

Students entering Kindergarten must be five (5) years of age on or before September 1 of the year entering, and six (6) years of age before September 1 for grade 1.

### **Admissions Preference**

The school gives admission preference, as necessary, in the following order:

- 1) Current students
- 2) Siblings of current students
- 3) Registered Catholic families of a Kaukauna Catholic Parishes (KCP)
- 4) Registered Catholic families of another local Catholic parish other than KCP
- 5) Non-Catholic families

## **Registration**

General registration for St. Ignatius Catholic School opens in January for the following school year. Please visit our school website to register online through PowerSchool Enrollment Express.

Families are encouraged to register early to secure their child(ren)'s enrollment and to allow adequate planning for the upcoming school year. Classes are filled on a first-come, first-served basis. When a class reaches capacity (as determined by Administration), registration for that class will close and additional registrants will be placed on a waiting list.

## **Transfers**

If a parent is planning to transfer their child(ren) out of the system, the school office should be notified by the parents in advance of the transfer. A student's records will be sent to the new school upon official written request by the parent or admitting school.

## **Withdrawal from School**

St. Ignatius Catholic School recognizes that parents/guardians are the primary educators of their children. Educating children is a partnership between our school and parents. If a parent/guardian wishes to withdraw from school, written notification is required.

If, in the opinion of St. Ignatius Catholic School Administration, the partnership between the school and parent/guardian is broken and deemed detrimental to the mission and/or wellbeing of the school, the Administration reserves the right to require the parent/guardian to withdraw his/her child(ren). This decision is prayerfully considered and not taken lightly.

## **Tuition**

St. Ignatius Catholic School is supported by our faith communities of the Kaukauna Catholic Parishes. Though the actual cost of educating a K-8 student is \$7,629 and the cost to educate a high school student is \$8,283, with parish support, the Wisconsin Parental Choice Program, gifts from our generous donors, and fundraising, we are blessed to be able to keep the cost of tuition affordable for all families. Fundraising is a shared responsibility of all school families for the common good of the success of the school. We invite and encourage all families to participate in fundraising efforts.

### **Tuition and Fees Schedule**

Please visit our school website for up-to-date information.

### **Tuition Payment Deadline and Obligations**

St. Ignatius offers two tuition payment options. Families can select payment in full or 10 monthly payments. If the monthly payment option is selected, the first payment is due on or before August 20th with the final payment being May 20th. Accounts that are past due will be charged 1.5% (18%/year) on the unpaid balance. All tuition payments are processed through the St. Ignatius Catholic School business office and can be paid via check, cash or credit/debit card. Payment arrangements can be made with the business office if one (1) of these options does not fit your needs.

### **Tuition Assistance**

Confidential tuition assistance is available for families of K-12 students. St. Ignatius Catholic School and Kaukauna Catholic Parishes are committed to providing a quality, Catholic classical education to all families who desire it, regardless of their financial situation. Tuition assistance applications are completed on our website with FACTS Management Company. Please contact our Business Office Manager for assistance.

### **Wisconsin Parental Choice Program (WPCP)**

St. Ignatius also participates in the [Wisconsin Parental Choice Program](#) (WPCP), which means you may qualify for free tuition. Enrollment dates for that program are typically early February through the end of April.

### **Scrip**

Please consider utilizing the Scrip program to help pay your school expenses. This is a great way to reduce your tuition and assist your parish at the same time. Scrip can be purchased at the Kaukauna Catholic Parishes Office or orders can be sent to school with students. Scrip purchased will be credited to your tuition account twelve times per year. Half of the Scrip credit goes to your tuition and the other half goes to the parish. Contact Kaukauna Catholic Parishes to set up a Scrip account.

### **Family Service Fees**

Families are billed the \$250 service fee (in August) at the beginning of the school year, and once hours are completed and turned in, your account is credited. Service hours are due by May 30th. Any unfulfilled service hours will be billed to families over the summer. Families may opt to pay a fee of \$250 in lieu of completing the required service hours. Please refer to the section on service hours for additional information.

# **Communications**

## **Parent Contact with School Staff**

Parents are strongly encouraged to communicate with school staff via email since this method provides documented details. Often, parent communications provide important after school instructions for school staff. Due to the busy nature of the school day, email contact assists staff in being able to review communications as needed. Parents/Guardians are asked to email both the school office as well as the homeroom teacher. If a concern arises, parents are advised to follow the procedures outlined in the Chain of Command section of the Code of Conduct.

## **Parent/Guardian Communications to Students During School Hours**

Parents/Guardians are asked to make every effort to communicate important messages with your child(ren) prior to the start of the school day. However, during the course of the day, situations arise and relaying important information to one's child(ren) is essential. If it is necessary to relay a message to your child(ren) during the school day, please call or email the office and it will be handled via the administrative assistants.

## **Weekly School to Home Communication**

Parents/Guardians will receive a weekly schoolwide St. Ignatius Family E-Newsletter during the school year. Holiday/Vacation breaks may alter the weekly publications. During the summer months, the newsletter will be delivered periodically. To ensure that all households receive these communications, parents must notify the school office if there is a change in email address.

## **Parent-Teacher Communication**

Each teacher manages communication with parents differently. Please make sure that your contact information remains updated in PowerSchool.

## **Academic Progress and Report Cards**

In addition to email and phone communication, parents may access PowerSchool at any time to view their child(ren)'s current academic progress. Report cards are sent digitally to parents approximately one (1) week after the end of the academic quarter.

## **Parent-Teacher Conferences**

Parent-Teacher conferences are held twice each year, generally in November and February. These opportunities for in-person communication are essential for ensuring the best education of your child(ren).

## **Online Opportunities for Feedback/Questions**

Feedback from parents, community members, prospective families, and others is vital to the overall success of our mission which is to build up disciples of Christ. On our school website you will find an opportunity to offer feedback, ask questions and leave comments.

# **Attendance**

## **Attendance and Absences**

St. Ignatius Catholic School adheres to diocesan policies (#5010, #50155), and Wisconsin State Statute 118.15 and 118.16.

Daily attendance and participation in class activities is essential to a student's joy and success in school. All students are to be present each day. Subject areas are typically taught in sequence. Thus, absences can create a significant challenge for students when they miss portions of the sequential lessons. Persistent absence is a very serious problem because it creates a genuine hardship for students and teachers.

Conversely, parents/guardians should not attempt to send children to school when ill. Students must be fever-free, vomit-free and without illness-related symptoms or the use of medications for 24 hours prior to returning to school.

## **Reporting an Absence**

Parents/Guardians are expected to contact the school office no later than 8:15 AM to report an absent student. Not following proper procedure will result in an absence being treated as unexcused.

## **Recording an Absence**

Staff must document and report absences, and any concerns must be brought to the attention of the System Administrator. Possible reasons for excused absences:

- Illness
- Death in the family
- Family emergency
- Quarantine
- Medical appointments
- Travel in poor weather
- Pre-approved family vacation
- Other excuses will be at the discretion of the principal

Other absences will be treated as unexcused.

Students who are present for a portion of the school day, but miss two (2) or more hours of instructional time (outside of lunch and recess), will be recorded as absent one-half day.

Students must be in attendance during the entire afternoon in order to participate in school sponsored athletic and co-curricular activities after school hours.

## **Excessive Absences**

Diocesan policy (#5015) states, "excessive absences (10 days or more per semester), whether they be anticipated, excused or unexcused, should be reviewed by a school administrator. If a student will be out longer than three (3) weeks with an illness, a

physician's order must give a reason why the student will be out, what can be expected of the student during the time out, a projected return date, and the physician's order must be renewed every 30 days if it is a prolonged issue. If a student is out for longer than a month, a release to speak with the doctor must be on file. Any absence that does not fit the guidelines of an excused absence is considered to be unexcused. The school administrator reserves the right to determine if an absence is to be judged excused or unexcused."

### **Truancy**

According to diocesan policy (#5015), "if a student has more than five (5) unexcused absences in a semester, the student will be considered habitually truant under [118.16\(1\)\(a\)\(c\)](#) of the Wisconsin State Statutes."

### **Tardiness**

Any student who arrives in the classroom after the designated time, 7:50 AM on regular days and 9:50 AM on days with a two (2) hour delay, is considered tardy. Additionally, if a student is absent for less than two (2) hours of instructional time, a student is also marked tardy. Tardiness is documented on student attendance records. Although a student can be considered "excused" and tardy (doctor appointments, etc.) or "unexcused" and tardy (oversleeping, etc.), no distinction is made on the report card. If a student's bus is late, he/she is not considered tardy.

### **School Work and Absences**

Students are responsible for all assigned work while absent. The amount of time provided for completed make-up work will be determined by the teacher according to the age and ability of the student as well as the type of work assigned. Additionally, parents/guardians can request – though advanced notice is required – to send absent work home with a sibling or make arrangements with the office to pick up schoolwork.

### **Vacations**

Parents/Guardians are asked to use holidays and other days when school is not in session for family vacations and other non-essential activities. If, however, a student is taken out of school for vacation, prior notification is required. Parents/Guardians can obtain a "Vacation Notice Form" from the office or download it from the website. While parents can submit a written request at least one (1) week prior to planned absence asking that homework be sent home in advance, teachers reserve the right to determine if any school work will be provided prior to the leave of absence.

## **Arrival and Departure Procedures**

### **Student Arrival Procedure**

When the 7:40 AM bell rings:

- Parents/Guardians of 3K students will walk their child into the classroom via door #8
- Parents/Guardians of 4K students are expected to stay on the playground with their child until the bell rings, saying goodbye before they enter the building via door #9
- Grades K-4 will line up outside of door #7 and wait for instruction to enter the school
- Grades 5-8 will line up outside of door #6 and wait for instruction to enter the school
- Grades 9-12 gather outside of door #2 and wait for instruction to enter the building

### **Student Dismissal Procedure**

All 3K and 4K students will be dismissed at 11:00 AM (11:30 AM on early release days) Parents/Guardians of 3K and 4K students will park on Sarah Street or in the designated stalls. Parents/Guardians will then exit their vehicle and pick up their child by door #7.

*4K bus students* will exit door #3 and be guided directly onto the bus by St. Ignatius Catholic School staff.

At 3:10 PM, students in grades K-8 will be dismissed in the following order:

1. All bus students in grades Kindergarten through grade 8 will exit door #3 and board their appropriate bus with the guidance of St. Ignatius Catholic School staff.
2. All other students, beginning with Kindergarten, will be dismissed in grade succession and will exit the school in the following manner:
  - a. Kindergarten - Grade 5: Exit door #7 on to the playground
  - b. Grades 6 - 8: Exit door #6 (dugout doors) on to the playground.

Chesterton Academy students will be dismissed at 3:15 PM, with bus students leaving directly after their classes conclude.

Please refer to [Car Transportation](#) for details on our parking procedure at school dismissal.

### **Bicycles**

Bicycles must be parked in the bike racks. It is recommended that all bicycles have locks and that they be used. The school assumes no responsibility for bicycles. For safety reasons, students must dismount from their bikes once they enter school grounds (including sidewalks surrounding the school grounds) and walk their bicycles to and from the bike rack. Students who ignore safety and courtesy rules while riding their bicycles will forfeit the privilege.

## **Vehicle Transportation**

- Vehicles DROPPING OFF students should enter school grounds from Sarah Street and follow the designated drive-thru lanes.
- The drive-thru lanes are specifically for students who do not need assistance getting out of the vehicle or into school.
- Vehicles in the drive-thru lanes are to drop off students and then continue to move through the lane and onto Sarah Street.
- Parking is not allowed in the drive-thru lane as drivers are to remain in their vehicle.
- Parents of Preschool and K4 students are to park in the designated parking stalls either along Sarah Street or adjacent to the church and walk their child to the building.

Additionally, please drop off students between 7:30 and 7:40 AM. Supervision will be provided during this ten minute window. Students are not allowed on school grounds before 7:30am without parental/guardian supervision. The Doty Street entrance is strictly designated for bus arrivals and departures, and for students with special needs.

- Vehicles PICKING UP students should enter school grounds from Sarah Street and wait in the designated drive-thru lanes.
- Vehicles in the drive-thru lanes are to continue to move through the lane and onto Sarah Street once their child(ren) is safely buckled in their vehicle.
- Parking is not allowed in the drive-thru lane as drivers are to remain in their vehicle.
- If a parent/guardian chooses to exit their vehicle, they are to park in the designated parking stalls either along Sarah Street or adjacent to the church.
- Street parking is available, however, no student should ever walk across the street without a parent/guardian escort.

Additionally, students in grades K-12 will be dismissed at 3:10 PM. Outside supervision on the playground will be provided from 3:10 to 3:20 PM. Unless prior arrangements have been made, students who have not been picked up will be brought to After School Care and parents/guardians will be billed accordingly. In this case, go to door #7 (Sarah Street) and press the button to pick up your child.

If someone other than a parent/guardian is transporting your child(ren) to or from school, please discuss the plans with your child(ren). Be sure to inform the driver about school drop off and pick up procedures. Further, it is required that if your son/daughter is to leave with someone other than who he/she typically rides with at dismissal time, parents/guardians must contact the office (with the exception of students in grades 9-12). It is helpful if an email is also sent to the homeroom teacher.

The school assumes no liability for non supervision of students outside of the designated times. Parents are therefore required to see that their children do not arrive at school before morning supervision or remain after dismissal supervision.

## **Bus Transportation**

St. Ignatius Catholic School works collaboratively with Kobussen Bus Company and the Kaukauna Area School District to provide bus transportation to our students. Bus routes, stops and eligibility are established not by our school, but by the Kaukauna Area School District and Kobussen Bus Company with respect to school district and parish boundaries.

Although conduct rules are established by the bus company, St. Ignatius Catholic School views the bus as an extension of the school and, therefore, expects students to follow the St. Ignatius Catholic School Code of Conduct (See Code of Conduct section). Proper behavior on the bus is essential to the safety of all riders. The bus company reserves the right to inform the school and/or parents/guardians of situations that involve misbehavior on the bus. Respect for authority and cooperation with the bus driver is expected of all St. Ignatius Catholic School students. The bus company reserves the right to suspend transportation to students if warranted.

Bus routes will run on early dismissal days for students in grades 4K-12. For additional information, please call Kobussen Bus Company at 766-0606.

## **Walking To School**

Any student walking to school will arrive on the playground on Sarah Street no sooner than 7:30 AM. Supervision will be provided from 7:30 AM-7:40 AM.

## **Changes to Regular Pick Up Routine**

- Changes to a student's schedule must be communicated with the school in the morning whenever possible.
- Parents/Guardians should remember to discuss changes with their children prior to the start of the school day.
- If a current bus rider would like to get off at an alternate bus stop (going to the home of another bus student), parents/guardians must first contact the bus company for permission and then notify the school office.
- If a student will be picked up by someone who does not typically pick up your child, parents/guardians must notify the school office.
- If students are going to walk to a destination after school and this is a break from his/her normal routine, parents/guardians in grades 3K- 8 must inform the school.

## **Student Appointments During the School Day**

Parents/Guardians are encouraged to schedule student appointments outside of school hours. If this is not possible, the most opportune times to schedule appointments are lunch, recess, or study hall. Students will be excused for appointments, however, all missed school work must be completed per teacher instruction. For your reference, the 2022-2023 lunch and recess schedule is as follows:

### **Lunch and Recess Times**

<b>Grade</b>	<b>Lunch Hour</b>	<b>Recess Hour</b>
K-4	11:10 - 11:35 AM	11:35 - 11:55 AM
5-8	11:35 - 11:55 AM	11:10 - 11:35 AM
9-12	12:00 - 12:38 PM	N/A

### **Procedure for School Day Appointments**

- Parents/Guardians must notify the school office via phone call, note or email preferably 24 hours in advance, when a student is to be picked up during school hours. Parents/Guardians are to email both the school office as well as the homeroom teacher.
- If anyone other than a parent/guardian is to pick up the student, the school office must be informed.
- Please note that students are not allowed to leave the building at any time during school hours without permission of their parents/guardians.
- When picking up a student during the day, parents/guardians are to use the main entrance (door #3). It is essential that parents/guardians avoid parking in the bus loading zone, in front of fire hydrants and in the playground area.
- Upon arrival, parents/guardians must enter the school to sign the student out in the school office. Parents/Guardians will then wait in the school lobby for their child.
- If the student is returning to school after their appointment, the parent/guardian must accompany their child into the building and report to the office to sign their child back in. The office will provide the student with a yellow attendance pass to present to their teacher for admittance back into the classroom.

## **Before and After School Care**

St. Ignatius Catholic Schools offers quality before and after school care for students in grades 3K - 5. Please visit our school website to read the [Before and After School Care Parent Handbook](#) for further information.

### **Lunch**

Hot lunch will not be offered at St. Ignatius Catholic School. All students are to bring a cold/bag lunch to school every day.

- **Milk.** Milk will be available for purchase for students. Families must sign up and pay (\$90/child) upfront at the beginning of the school year for the milk option for the entire school year. Sign up and payment via check or card will be available at Supply Drop Off/Meet Your Teacher Day and in the school office thereafter.
- **Microwaves.** Microwaves will be available in the cafeteria for student use.
- **Special Lunches.** We will occasionally have a special meal for lunch (pizza party, cookout, etc.).

## **Birthdays and Celebrations; Snacks and Treats**

*Birthdays* - Children truly are a gift from God. On your child's birthday, we celebrate and rejoice in the gift of your child. Birthdays are announced schoolwide. Students are welcome to bring a treat to school to celebrate their birthday. We ask that you notify the homeroom teacher and be aware of any allergies present in your child's class in advance.

*Holidays and Celebrations* - On occasion, teachers celebrate holidays or other special occasions with their students. This will be communicated to parents in advance.

*Snacks* - Students in 3K and 4K generally sign up to bring a snack for the class. Homeroom teachers will communicate with parents about this. Students in grades K-8 are asked to bring a personal healthy snack to school each day. Again, homeroom teachers will communicate with families about this.

*Food Allergies* - Parents/Guardians must indicate any student allergies within the "Health" section of "Student Forms" on PowerSchool.

## **Visitors on Campus**

Visitors must park on Doty Street across from the school and use the main entrance (door #3). Visitors may never make arrangements with students or staff to let them into the building via other doorways. Whenever possible, visitors should inform the school of their plans to visit prior to arrival.

All visitors entering the school building during school hours are required to check in at the school office. To ensure the safety of all, visitors will be instructed to sign in and wear a name badge indicating the purpose for your visit. It is also necessary that visitors sign out when exiting the building. For safety purposes, if school staff have any serious concerns, school staff maintain the right to refuse entry. Additionally, visitors are asked to be mindful of their health and therefore only come to our school campus when healthy.

## **Pets on Campus**

Pets of any kind are not generally permitted at school unless given special permission provided that no student or staff member's health or wellbeing is endangered by the presence of the animal. We also ask that parents who travel with their pets on school property do not allow animals outside of their vehicles.

## **Student Information**

### **Student Records**

In accordance with diocesan policies (#5020 and #5021), a permanent record of each student is kept on file at school. Student records are kept at the school in which the student is currently enrolled. Some records are kept electronically whereas others are in paper format.

Custodial parents/guardians who wish to view a student file must provide 24-hour notice to the school. Parents/Guardians may view the records in the presence of Administration or designee. Original records must not be removed from the school office. Student files contain:

- Transfer reports from previous schools (if applicable)
- Academic progress reports
- Kindergarten screening
- Attendance records
- Standardized test results
- Health and medical information

St. Ignatius Catholic School may withhold student records—consistent with law—in the case of minors, due to delinquent tuition/financial obligations and/or other lawful reasons. Further, Diocesan Policy #5020 states, “In the absence of a court order, the school will provide the non-custodial parent with access to the student records. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Upon graduation or transfer copies may be sent of current grade progress report or current grade information. Schools may request additional information. Court documents including custody papers cannot be sent without parent permission. Medical and health information shall not be transferred or released.”

When transferring to a different school, student records will only be issued upon receipt of a written request from the new school. All financial obligations must be met prior to the release of records.

### **Emergency Contact Information**

A student's emergency contact information must be completed via PowerSchool. If your emergency contact information changes during the school year or after completing registration for the current school year, it is extremely important that parents/guardians update that information on PowerSchool as soon as possible. If you are unsure about where to make the updates in PowerSchool, please contact the main office for assistance.

### **Student Media Release**

Abiding by diocesan policy (#5027), parents/guardians provide media consent annually through the “Media Release” form in PowerSchool. St. Ignatius Catholic School may take and use photography, video, or other forms of media of students, their names, and their likenesses for educational, promotional, or news purposes. Such media may be used in perpetuity and may be copied, copyrighted, edited, and distributed by St.

Ignatius Catholic School. News media, including representatives of television, radio, newspapers and magazines, also often are permitted on school property and may take photography, videography, etc. that may include your child. If a parent/guardian objects to a child participating in such media, parents/guardians must select "No, I do not want my child photographed or videotaped" within PowerSchool.

St. Ignatius Catholic School is not responsible for photos, videos, media, etc. taken or shared by other parents/guardians. There are some students' families who do not consent to sharing of photos/videos of their children; in Christian charity and respect, we do strongly encourage parents/guardians to ask parents/guardians of other children for permission prior to taking or sharing any photos, videos, or media of other children.

# **Student Health**

## **Illness and Injury**

St. Ignatius Catholic School does not have a school nurse and, therefore, our ability to accommodate illness and injury is limited. Whenever possible, minor injuries are treated with basic first aid. More serious injuries will require a parent/guardian to pick up the child. In extreme situations, the school may call 911, if necessary. In such an instance, staff will make every effort to contact parents/guardians using the emergency contact information on file. School personnel acting in good faith in providing emergency care, including the administration of medication, are immune from civil liability (See Wisconsin [Statute 895.48](#)).

Students who feel unwell during the course of the day and wish to rest may rest for one (1) class period or one (1) hour. If, after that time, the student is not able to return to class, staff will contact the parent/guardian or an emergency contact to come to school and get the student.

## **Communicable Disease**

Through the Diocesan registration process on PowerSchool, parents/guardians must complete a form entitled, "Immunizations." prior to admission. These requirements are waived only if a properly signed medical, religious, or personal conviction waiver is filed on the PowerSchool. Please contact the school office if assistance is needed.

All communicable diseases and health concerns, including but not limited to chicken pox, pink eye, and lice, must be reported by parents to the school office.

## **Medication**

In keeping with diocesan policy (#5070), St. Ignatius Catholic School abides by the following regulations with respect to student medications.

*Prescription Medications-* No medication shall be given to a student by any employee or volunteer of the school unless the following is completed/submitted:

- a written prescription<sup>2</sup> is provided to the school office
- the "Health" section of PowerSchool must be up-to-date
- The form entitled, "Administration of Medical Consent"

Moreover, school personnel are not permitted to administer any medication, including acetaminophen, ibuprofen, aspirin, cough drops, etc. unless the following is completed/submitted:

- the "Health" section of PowerSchool must be up-to-date
- The form entitled, "Administration of Medical Consent"

All prescription medication is to be provided in the original container with the following information:

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<sup>2</sup> The length of time for which a medication is to be administered shall be specified in the written instructions from the prescribing physician. Any change in dosage, time to be dispensed or discontinuance of medication must be in writing. These changes are to be at the request of the physician only.

- Child's full name
- Name of medication and dosage
- Time and quantity to be given
- Physician's name

Non-prescription medications must be provided in a labeled container with the same information as prescription medication. Please visit our school website to submit a pre-registration form using PowerSchool Enrollment Express. Upon submission, you will receive instructions from a St. Ignatius Catholic School administrative assistant to complete the registration process.

Medications will be dispensed by the administrator or designee in accordance with prescription. Only limited quantities of any medication are to be kept. These medications will be stored in a safe place not accessible to students and checked out only by a person designated to administer the medication. Accurate and confidential written records will be maintained for each student receiving medication. The administrator shall maintain a daily and up-to-date record of students requiring medication during school hours. The record includes the student's name, name of medication, dosage, time given, and signature of the person designated to administer the medication.

### **Allergies**

Parents/Guardians must indicate any student allergies within the "Health" section of "Student Forms" on PowerSchool. This includes allergies to foods, medications, latex, etc.

### **Athletic Physicals**

Students will receive this information from the athletic department.

## **Catholic Classical Curriculum and Instruction**

A Catholic classical education provides a rigorous curriculum that uniquely prepares students for success in all their future endeavors. Students exhibit an increased desire to learn, become analytical and critical thinkers, and communicate skillfully both verbally and in writing.

Our Catholic classical approach to education develops the whole person by honoring the way students learn through experience and authentic engagement with content-rich material. This approach both highlights the interconnectedness of core disciplines (math, science, history, and literature) and integrates the fine arts into those areas so as to demonstrate the way in which all knowledge and wisdom flows from the Creator, who invites us to know Him by experiencing and striving to understand His creations.

### **Great Thinkers**

Our children are capable of great thoughts! Throughout our curriculum, our teachers make use of time-tested instructional methods, including memorization, recitation, critical reading, and explicit instruction in writing skills.

Starting in grade 1, students will receive direct instruction in written communication according to the curriculum provided by the Institute for Excellence in Writing. This program provides rich instructional materials for students as they develop writing skills throughout elementary and secondary grades levels.

Developing all of these intellectual skills at age-appropriate levels both equips students with the ability to learn about God through the experience of His creation and establishes the necessary foundation for lifelong learning and success.

### **Virtuous Leaders**

In addition to learning about God and His Creation, our school community seeks to form students in the manner of appropriate relationship with all aspects of Creation through the development of natural and supernatural virtues. As discussed thoroughly in the [Code of Conduct](#), our school staff strive to serve as a consistent example of virtuous living so that our students might have good examples to emulate for leadership in their own lives. In addition, school personnel make use of “Conscious Discipline” in order to assist students in making good use of their own free will.

As active participants in their own education, child(ren) benefit from developing discipline and good natural habits that help them come to school excited each day and prepared to learn. As outlined in our code of conduct, we establish behavioral expectations for all students that embody respect for school personnel, respect for their fellow students, and respect for school property.

In order to establish a strong partnership with families in virtue development, we also ask families to complete [service hours](#) each year so that child(ren) experience another living example of respect for and service to the community. These service experiences

contribute significantly to the virtue development of child(ren), such that service to others becomes a natural part of virtuous leadership.

### **Intentional Disciples**

In addition to learning about God through Creation and serving Him in our neighbor, St. Ignatius Catholic School places the utmost importance on participation in the prayer and sacramental life of the Catholic Church. By means of regular exposure to supernatural grace, our students come to know the Holy Trinity more deeply. For example, a student can learn about St. Teresa of Calcutta or St. John Paul II, but that student cannot meet those influential saints in person. However, through the gift of Jesus Christ in the Eucharist and through His creation of the priesthood, we can meet God, experiencing Him directly through the sacraments.

For this reason, our program of formation integrates prayer and the sacraments into the daily life of the school. On Mondays, students attend Eucharistic Adoration, spending time with the person of Jesus Christ present in the Blessed Sacrament, for a developmentally appropriate period of time. For the remainder of the week, Tuesday through Friday, students in grades 3-12 attend Mass each day. On Thursdays, our entire school community participates in the celebration of Mass. Our formation program also builds the habit of personal prayer through schoolwide prayer each day as well as the development of prayer routines specific to each classroom, which might include the Rosary, prayers to Mary or particular saints, or silent meditation.

### **Enrichment Activities**

St. Ignatius Catholic School is highly intentional in its efforts to incorporate enrichment activities such as field trips, assemblies, and guest speakers that enhance our Catholic classical curriculum, align with our mission and vision, and ensure fidelity to the Church. Service projects, social justice activities, attending faith-based field trips, and learning from dynamic Catholic speakers are some of the ways we are committed to developing Catholic identity throughout the school.

Each field trip requires a field trip form signed by the parent/guardian. A phone call or email statement cannot be accepted in place of the proper form. A parent/guardian has the right to refuse student participation in a field trip. If a bus is required, families typically pay a bus fee.

Websites, movies, or television programs may, at times, be used to enrich a lesson. These will be used sparingly and will be educational in nature. Any movies that are not G-rated will be approved by the Head of School.

### **School Supply Lists**

Parents are advised to purchase supplies for the school year in advance. School supply lists are found on our website. All students in grades 2-12 are required to have an assignment notebook to aid in building strong organizational habits as well as to help hold students accountable for their own education.

## **Academic Measures and Reports**

The best measure of educational success is a joyful child who possesses humble self-knowledge of his/her own strengths and weaknesses, seeks the truth, desires learning for its own sake and strives to live as an intentional disciple. Not all of those outcomes are quantifiable. Nevertheless, teachers do provide grades and measures of academic progress via PowerSchool on an ongoing basis.

Grades may reflect completion or mastery of assignments or assessments. These indicators help teachers and parents understand the progress of each child toward a deeper understanding of the curricular content and a more complete development of critical thinking, problem solving and communication skills. Please contact your child(ren)'s teacher if you have any questions regarding grades or academic progress.

### **Report Cards**

Report cards are distributed digitally through PowerSchool approximately one (1) week after the end of each quarter.

### **Honor Roll**

Middle school students (grades 5-8) have an opportunity to achieve Academic Honor Roll each quarter. For the purposes of GPA calculation: A = 4.0, B = 3.0, C = 2.0, D = 1.0 and F = 0. Students achieve High Honors for a GPA ranging from 3.5-4.0. Students achieve Honors for a GPA ranging from 3.0-3.49.

### **Standardized Testing**

Per diocesan policy (#6011), we conduct annual assessments through MAP testing, starting in 1st grade. As necessary, in accord with policies for other programs in which we participate (e.g., Wisconsin Parental Choice Program), other standardized tests may be administered.

## **Student Support Services**

As we seek to rebuild our culture by forming great thinkers, virtuous leaders and intentional disciples, we recognize that each child is unique and endowed with special gifts. On occasion, individual students may require additional short-term or long-term support in order to develop necessary skills or understand curricular material. In those cases, students who do not qualify for an Individualized Educational Plan (IEP) may benefit from working with our education interventionist on staff.

## **Special Education**

All of God's children can benefit from a Catholic classical education. For this reason, St. Ignatius Catholic School maintains dedicated special education professionals to manage plans and provide support services for those students who qualify with IEPs from public schools. We are currently able to manage educational plans for students with speech impairments, specific learning disabilities, emotional behavioral disorders and other health impairments.

## **Philosophy Regarding Technology Use and Instruction**

St. Ignatius Catholic School is unapologetically proud of its classical pedagogy and Catholic values. A cornerstone of classical education is the emphasis on human interaction. In order to best engage in and retain this fundamental element of classical instruction, St. Ignatius Catholic School deliberately chooses to limit the use of technology both in the classroom as well as elsewhere on campus.

At St. Ignatius Catholic School, we intentionally value the use of physical books, physical handwriting (both manuscript and cursive), note-taking, physical games and activities, and the like, all of which we believe are best taught through teacher-to-student and student-to-student interaction (versus screen-to-student).

The benefits of a classical approach to learning which emphasizes the use of pencil to paper are countless. Through the physical act of writing, for example, the student brain is engaged with information in a multi-faceted manner, whereas computerized documentation can lack such significant engagement and tends to be more singularly focused on verbatim data entry. Additionally, paper and pencil applications are proven to increase memory function whereas an emphasis on screens may negatively impact creativity, attention, language development, sleep, behavior, and critical thinking skills.

At the same time, St. Ignatius Catholic School is fully aware that technology often surrounds the lives of our students and that a particular set of skills is necessary in order to prepare our students for 21st century citizenship, vocations, and careers. We elect to be intentionally cautious with technology and use it in our curriculum and instruction in a purposeful manner. Because St. Ignatius Catholic School uses technology as a *tool* rather than a *means* of education, we teach our students to use this tool to help them become *intentional producers rather than mindless consumers*.

While we elect to limit technology, we intend to provide our students with the necessary technology skills, knowledge, and understanding so our students will not only be literate and proficient users and producers of digital products, but also use technology as a tool to help us become disciples of Christ. Per our mission, we aspire to use digital products in a good and wholesome manner that will not only make our students disciples of Christ, but also, through global access, we aim to inspire our students to use technology to contribute to solving real-world problems, share that which is good, true, and beautiful, and, in turn, help others become disciples of Christ.

Beginning with keyboarding in grade 5, students learn the basic keyboarding skills that will be used in upper grades to develop documents, spreadsheets, and presentations.

In particular classes, especially in the upper grades, teachers often require students to use devices such as a Chromebook, calculator, etc. Our high school students are typically expected to type their essays. Therefore, we have devices available during the school day for school-related work. We teach our students to use their Catholic faith to create, publish, and critique digital products that reflect our Gospel values and social teachings. Additionally, to ensure that absent students stay abreast of their lessons, technology is often used for such communication.

## Athletic and Co-Curricular Activities

St. Ignatius Catholic School believes the maturation and development of our students is further enhanced and cultivated through participation in athletics and co-curricular activities. Current offerings are listed on the school website.

Information about athletics and co-curricular activities, including the "Athletic and Co-Curricular Code," are available on the school website and pertinent information is provided to students/families when students sign up for particular sports and activities.

## Service Hours

*"Faith in action is love and love in action is service"*  
St. Mother Teresa of Calcutta

### Family Service Hours

Regarding families of students in grades K-12, St. Ignatius Catholic Schools requires that collectively, a family serve 25 hours<sup>3</sup>, of which 12.5 hours may be in service to the Kaukauna Area Catholic Parishes. Families may opt to pay a fee of \$250 in lieu of service hours (see section on Family Service Fees under Tuition above). Families can log their service hours on the form entitled "Family Service Hours Form" found on the school website.

Parents/Guardians are asked to serve 25 volunteer<sup>4</sup> hours. Up to 12 hours may be completed at the parish of the parents/guardians.

<b>Examples of Parish Volunteer Hours</b>	<b>Examples of School Volunteer Hours</b>
Ministry activities	Chaperoning a field trip (up to 2 hrs/field trip)
Volunteering at Parish Picnics	Being an officer on the Home and School Committee (every hour counts)
Leading a Bible Study	Serving on the Welcoming Committee as a grade level parent leader
Selling Scrip	Leading a school sponsored club
Teaching a faith formation class	Volunteering to coach a school sponsored sport

### Parent Volunteer Committees

Parents/Guardians of St. Ignatius Catholic School manage two (2) ongoing committees. All parents/guardians are welcome to volunteer within these organizations. Information

<sup>3</sup> Concession duties and other duties as assigned by the Athletic Association do not count toward Family Service Hours.

<sup>4</sup> All volunteers at St. Ignatius Catholic School must complete VIRTUS training and complete a background check prior to volunteer service. Please see our website for more information.

about the Home and School Committee and the Welcoming Committee can be found on the school website.

### **Student Service Hours**

In keeping with diocesan policy (#5040) regarding age-appropriate participation in service projects and activities relating to living justice, students enrolled in grades 5-8 must complete eight (8) service hours each year. Service hours may be completed between June 1 and May 30 for the current school year.

Within the eight (8) hour requirement, students must complete at least two (2) hours in each of the following categories: Parish, Community and Family. Examples of acceptable service are listed on the service hour reporting form, found on the website.

Once the student has completed all eight (8) hours for the year, the student must complete the appropriate form, obtain adult signatures for service and return the form entitled "Student Service Form" to the school office.

Students who do not complete eight (8) or more service hours during the current school year will be ineligible to participate in athletic or co-curricular activities for the following school year until their service hours are completed.

Students graduating from the 8th grade in 2023 must complete and submit 24 approved service hours by April 30 in order to be eligible for the 8th grade class trip.<sup>5</sup>

Service hours are prorated for students who transfer into St. Ignatius Catholic School. For example, if a student joins our school for 7th grade, he/she would only be required to complete 16 service hours in order to participate in the 8th grade class trip.

At the high school level, we expect service to be a way of life for our students. Students perform service to the school community through participation in ministry at daily Mass. In addition, high school students are expected to serve as leaders within the school community by setting an example of great virtue and charity for younger students. Moreover, many high school students must complete service hours for their parishes or confirmation class requirements. For these reasons, there is no explicit service requirement for high school students at this time.

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<sup>5</sup> Starting in the 2022-2023 school year, students in the 5th grade will be required to complete 8 service hours each year. Those students must complete 32 hours of service prior to April 30 of the 8th grade in order to attend the 8th grade trip.

# **Safe Environment & Wellness Policies**

## **Our Promise to Protect**

The Diocese of Green Bay is committed to providing safe and secure environments for all people within the Diocese, including at entities such as St. Ignatius Catholic School. For additional information, please review the Diocese's safe environment policy, [Our Promise to Protect](#).

## **Reporting Child Abuse or Neglect**

In accord with diocesan policy (#5060), it is the responsibility of all employees and volunteers of St. Ignatius Catholic School to report suspicions of child abuse or neglect. Moreover, according to [Wisconsin Statutes 48.981 \(2\)](#), all school employees are considered mandatory reporters.

## **VIRTUS Requirements for Volunteers**

All St. Ignatius Catholic School volunteers are required to be VIRTUS trained and have a background check before generously offering their time to help at the school in any capacity. As with any school within the Green Bay Diocese, this training pertains to all parents, grandparents, relatives, parishioners, or anyone who would like to volunteer. See our school website for information on how to register for VIRTUS training.

## **Safe Environment Lessons for Students**

Every student enrolled in a Catholic school must receive education regarding safe environment issues. The Diocese asks that teachers incorporate three (3) lessons per year incorporating the following guidelines:

- Each human being is created in the image and likeness of God.
- Our bodies are sacred and holy.
- We are blessed with families and loving communities to help us grow.
- We must differentiate between safe, unsafe, and unwanted touch.
- Because each person is made in the image of God, each person must be treated with dignity and respect. This respect includes respectful privacy of our own bodies.
- The God-given gift of choice has consequences.
- Some actions or behaviors are wrong or sinful.
- Behavior or actions that harm self or others physically, psychologically, or spirituality are wrong.
- We must differentiate between good and bad play and avoid keeping secrets.
- Each of us experiences good and bad human relationships and friendships.
- Children and youth must be provided with basic information to enable them to be safe and protected by the adults in their lives.
- The task of keeping children safe is shared by families, extended families, their neighborhood and community, and their school and church.
- Children and youth must identify a number of trusted adults to go to for help.

## **Awareity**

The Diocese of Green Bay Office of Safe Environment has a web-based incident reporting tool called [Awareity](#).

Awareity is a comprehensive platform for reporting, tracking, and documenting incidents and concerns to the Diocese of Green Bay, making it simple and confidential to share red flag behaviors. For more information, visit the Awareity [page](#) on the Diocese of Green Bay website. Awareity does not report behaviors to civil authorities.

## **School Safety Plan**

In accord with Wisconsin statute 118.07, St. Ignatius Catholic School has and regularly updates a school safety plan, which includes plans for all evacuation and lockdown drills as required by state regulations. Administration conducts all such drills in accord with the school safety plan and state regulations. Generally, there is one (1) evacuation drill per month.

## **Code of Conduct**

### **Diocesan Policy Regarding Establishing a School Code of Conduct**

St. Ignatius Catholic School follows the Diocese of Green Bay Office of Catholic Schools Policy (#5141) entitled “Student Conduct/Discipline” which requires that schools establish a code of conduct of appropriate behavior.

### **Alignment to Mission, Vision, and Values**

*“The primary goal of education is to teach and to give the example of a virtuous life.”*  
*St. John Chrysostom*

*“Grant me, O Lord my God, a mind to know you, a heart to seek you, wisdom to find you, conduct pleasing to you, faithful perseverance in waiting for you, and a hope of finally embracing you.”*  
*St. Thomas Aquinas*

As members of our Catholic community, we have the witness of our beloved Saints to guide us in our relationships. Educators of St. Ignatius Catholic School strive to live the words of St. John Chrysostom in order to be witnesses to that which we are asking of our students, to be lifelong disciples of Christ. Through our lived mission and vision, as well as with our core values which include faith, academic excellence, social responsibility, integrity, and innovation, we entrust the Lord to guide us in all our undertakings, in particular as it relates to student conduct and all interpersonal interactions.

May the virtuous words of St. Thomas Aquinas resonate and remain with all of our students. With hearts and minds intentionally focused on doing the work of our Lord, we pray that our students will grow in virtue and someday experience His loving embrace.

St. Ignatius Catholic School staff are trained in the use of strategies to assist with accomplishing the mission and vision of our school. One (1) such approach is the use of “Conscious Discipline,” a program that helps teachers implement practical ways to assist students in making wise use of free will. Thus, teachers spend less time “policing” and more time teaching vital life skills in order that they form habits necessary for the life of a disciple of Christ.

### **Schoolwide Morning Prayer**

In an effort to establish a culture where Catholic values are an intrinsic part of the lives of our students, we turn to our Father in prayer at the start of each day. Our schoolwide morning prayer establishes a set of faith-based expectations for the day ahead, helps to preserve the learning environment for all students, and reminds our students to continually focus on the goal of being not only followers, but also disciples of Christ. Our schoolwide Morning Prayer is said over the intercom system daily and reads as follows:

*God, I ask you to help me to do my best today, to be Christ-like and accept responsibility for my words, actions, and deeds. With You as my role model, I ask You to help me to be virtuous by being kind, courteous, friendly, respectful, and welcoming with everyone I encounter.*

## **Behavioral Expectations**

An established set of behavior expectations is designed to maintain a collegial environment where all individuals are taught and encouraged to use our God-given right to free will wisely. Pre-K through grade 12 students are not yet fully formed and errors in judgment are to be expected from time to time. The following components have been developed to assist the student's understanding of our "Code of Conduct."

In accordance with our St. Ignatius Catholic School mission to ensure that we are best able to meet the unmet demands of our students and families for a Catholic classical education and to form a community of disciples of Christ, students are expected to abide by expectations as laid out in the following components within behavioral expectations.

1. Proper Use of Formal Titles and Names
2. Proper Use of Male and Female Identification
3. General Respect
4. Participation in a Bully-Free and Harassment-Free Environment
5. Uniform Code
6. Proper Use of Facilities Reflecting Privacy and Church Teachings
7. Proper Use of Common School Property
8. Understanding Vandalism, Theft, Damage to School Property, and/or Equipment
9. Proper Use of Technology
10. Understanding Cheating and Plagiarism
11. Understanding Prohibited Items
12. Understanding Serious Threats, Intent to Harm, Causing Serious Harm, Weapons, and Crimes

### **Behavioral Expectation #1: Proper Use of Formal Titles and Names**

Diocesan policy (#5046) requires that all students must address all adults by their proper titles (Mr., Mrs., Miss, Dr., Fr., Dcn., etc.) and surname as based on school employment documents. School personnel will address students by the original name with which the student was registered, and which often is to be found on the student's birth certificate (or its common derivative) and correlating pronouns (he/she and him/her).

### **Behavioral Expectation #2: Proper Use of Male and Female Identification**

The Catechism of the Catholic Church states in paragraph 369 that "man and woman have been created...in their respective beings as man and woman." As Catholics, we believe that men and women are created in the image and likeness of God and that all humans have value and dignity. As stated in diocesan policy (#5045), St. Ignatius Catholic School "shall respect the biological sex with which a person is born and shall apply all policies and procedures in relation to that person according to that person's biological sex at birth." The policy continues by stating

that the “Church teaches that our identities as male and female are part of God’s design in Creation, that our bodies and sexual identities are gifts from God, and that we should accept and care for our bodies as they were created.” Further, the policy outlines the following:

- “All persons will be addressed and referred to with pronouns in accord with their biological sex.”
- “All correspondence, documents, and records will reflect the subject person’s biological sex.”
- “All persons will use bathrooms and locker rooms that correspond with their biological sex while on Diocesan or Parish property.”
- “The Diocese also supports and encourages counseling for those who suffer from or are diagnosed with gender dysphoria by licensed counselors or other medical professionals who hold a correct Christian anthropology of the human person and who understand and adhere to Catholic teaching.”
- “While the Catholic Church does not support transgender therapies and/or surgeries that assist a person in “transitioning” his or her gender, the Church recognizes that appropriate medical care may be necessary in rare cases of true genetic or physical anomalies, such as hermaphroditism or intersex.”

Additionally, diocesan policy (#5045.2) outlines the manner in which students and parents are expected to live virtuously according to the teaching of the Church and thus, shall conduct themselves in accord with their biological sex at all times. This policy outlines the following:

- “A student diagnosed with gender dysphoria should not be denied admission to a Catholic school as long as the student and his or her parents agree that the child will abide with this policy.”
- “Respectful, critical questioning of Catholic teaching in the classroom is encouraged as long as its intent is to help the student progress toward greater awareness and understanding.”
- “All students and their parents will be addressed and referred to with pronouns in accord with their biological sex.”
- “All school correspondence, documents, and records will reflect the student or parent’s biological sex.”
- “Students will participate in competitive athletics in accord with their biological sex.”
- “Catholic schools will not allow, or otherwise cooperate in, the administration of puberty-blocking or cross-sex hormones on school property.”
- “All students will use bathrooms and locker rooms that correspond with their biological sex. Students who have been clinically diagnosed with gender dysphoria, however, may request the use of a single-person, unisex facility. Such requests will be assessed on an individual basis by the appropriate school administrator.”
- “A student of any Catholic school who insists, or whose parents insist, on open hostility toward, or defiance of, Church teaching, or who otherwise intentionally violate this policy, may be expelled from the school pursuant to this policy.”

### **Behavioral Expectation #3: General Respect**

Some examples of general disregard for behavioral expectations include interrupting, skipping in line, arguing, ignoring playground rules, etc.

Staff do their best to alleviate such behaviors. St. Ignatius Catholic School staff do their best to utilize preventative measures as a means of avoiding and reducing negative behaviors through the use of direct instruction, modeling, and sharing Gospel values.

Teachers use direct instruction to explicitly state expectations (for example, “At Mass, you are expected to...,” and “At Mass, you may not...”). Regular use of clear and direct communication is healthy and beneficial for all parties.

These measures lay the foundation necessary to avoid many behavioral issues. At times, however, despite our best efforts, students use free will unwise. Most of the time negative behaviors are minor, however, minor issues can become larger issues, especially when left unchecked.

### **Behavioral Expectation #4: Participation in a Bully-Free and Harassment-Free Environment**

St. Ignatius Catholic School is committed to making our school a safe and caring place for all students. We desire that our students treat others with respect and we do not tolerate bullying or harassment in any form. Our environment must reflect Catholic values in attitudes and actions at all times. St. Ignatius Catholic School adheres to the Diocese of Green Bay Bullying and Harassment Policy (#5160).

Bullying is defined as “deliberate or intentional behavior using words or actions, or electronic communication, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power.” Bullying behavior can be physical, verbal, or indirect.

Harassment is considered “systematic and/or continued unwanted and annoying actions of one (1) party or a group, including threats and demands.”

Hazing is “intentional or reckless engagement in any act which could endanger physical safety as part of participation in a group regardless of the willingness of the individual to participate.”

In addition, cyberbullying and sexting are classified under the Diocesan bullying/harassment policy as well. These topics are addressed later in this handbook in the section entitled, “Proper Use of Technology.”

Further, the Diocesan policy on bullying and harassment states that “all bullying/harassment behaviors are prohibited in school or parish buildings, property and educational environments as well as catechetical environments, including vehicles owned, leased, or used by the school or parish. Bullying/harassment behaviors are also prohibited on bus transportation for school attendance or field

trips. Educational environments include, but are not limited to, all activities under school/parish supervision.”

### **Behavioral Expectation #5: Uniform Code**

St. Ignatius Catholic School abides by diocesan policies (#5047 and #5048) regarding a uniform code. As stated in policy (#5048), “chaste behavior and modesty in dress and deportment is expected at all times on school/parish property and at school/parish events.” Students will be expected to present themselves in a manner that reflects their great dignity, the dignity of their vocation as students, and the seriousness of our collective task.

Further, policy #5047 states that “all students, staff, and faculty must follow the dress code expectations of their biological sex while on campus and while representing the school at outside functions.” *Further, nothing should be worn that is contrary to the St. Ignatius Catholic School mission.*

It is the responsibility of the students, parents, and staff to enforce the uniform code. Administration reserves the right to make the final interpretation of this uniform code. If any questions should arise as to what is acceptable, the clothing should be brought (not worn) in and Administration will make a determination.

St. Ignatius Catholic School institutes the following uniform code.

#### **Early Childhood (Grades 3K and 4K)**

Uniforms are not required for students in grades 3K and 4K, however, students shall be dressed in accordance with the above regulations.

Communications regarding early childhood attire will be shared by your child’s classroom teacher.

## **Grades K-8**

*Beginning in the 2022-23 school year, uniform supplier, French Toast, is the exclusive Kindergarten-8th grade uniform partner for St. Ignatius Catholic School 2022-23. Parents/Guardians can view the link to order uniforms, sizing guide, and FAQ section on our school website.*

### *Girls*

- French Toast branded purple polo with school logo (long or short sleeved)
  - If desired, long sleeved solid black shirts (with no visible logos on sleeves or collar) may be worn under short sleeved polos
- White blouse (if wearing a jumper)
- French Toast branded gray pants, shorts, skirts, skorts, or jumper
- French Toast branded black sweater (optional)
- Other
  - Athletic shoes or dress shoes with closed back, closed toe, and no heel
  - Acceptable legwear (with shorts, pants, skirts, skorts, and jumpers)
    - Black, gray, or white socks
    - Black or white tights/nylons
    - Black or white knee socks
  - Belts are optional. If wearing a belt, it must be a simple/plain black belt.

### *Boys*

- French Toast branded purple polo with school logo (long or short sleeved)
  - If desired, long sleeved solid black shirts (with no visible logos on sleeves or collar) may be worn under short sleeved polos
- French Toast branded gray pants or shorts
- French Toast branded black sweater (optional)
- Accessories
  - Athletic shoes or dress shoes with closed back and closed toe
  - Belts are optional. If wearing a belt, it must be a simple/plain black belt

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### **Additional Notes**

- Boys and girls may wear shorts from May 1– October 31.
- No skorts or jumpers in grades 7-8
- *Uniform* shorts are acceptable during Liturgy
- On school game/event performance days, school team members may wear school-sponsored team tops/jerseys (except at Mass) along with uniform approved bottoms. Students may change after Mass.
- *For the 2022-2023 school year only*, students may wear the purple polos previously purchased (with or without the school logo.)

## Miscellaneous

<u>Jewelry</u> <ul style="list-style-type: none"><li>● Post style earrings (no dangling earrings)</li><li>● No visible tattoos</li><li>● No body piercing</li></ul>	<u>Makeup</u> Girls in Grades 5-12 may wear: <ul style="list-style-type: none"><li>● Light concealer</li><li>● Foundation</li><li>● Eye makeup</li></ul>
<u>Hair</u> <ul style="list-style-type: none"><li>● Clean</li><li>● Neatly combed</li><li>● Out of the eyes</li><li>● Reasonable style</li><li>● Natural color/shade</li></ul> <p>Appropriate hairstyles and lengths are not to interfere with any students' study or be a distraction to a positive classroom environment.</p>	<u>Physical Education</u> <ul style="list-style-type: none"><li>● Athletic shoes</li><li>● Athletic shorts (no spandex)</li><li>● T-shirts (no cut off sleeves or midriffs)</li></ul>

Please Note:

- Hats, caps, bandanas, head scarves, etc. are not permissible to be worn during the school day unless prior approval from administration has been granted.
- Due to allergies and medical conditions, students are asked to refrain from using strong scents, perfumes, body sprays, and colognes out of respect for others.

### Spirit Wear Days (K-8)

The last Friday of each month is designated as "Spirit Wear Days." However, students may also choose to wear their regular uniform on these days.

Appropriate apparel include:

- Jeans and loose fitting athletic pants (no leggings or tight pants; no holes in jeans)
- "Spirit Wear" and "Fun Wear" tops previously purchased
- "Spirit Wear" offered during the 2022-2023 school year
- Beginning the 2022-2023 school year, new students will be given a "Spirit Wear" t-shirt

*In the past, there has been a distinction between "Spirit Wear" and "Fun Wear," however, going forward, we will use the term "Spirit Wear" to encompass both.*

Other special apparel days may be designated during the school year. Administration reserves the right to reschedule or cancel Spirit Wear Days at any time for any reason.

### **Outerwear**

In the interest of good health during the winter months, all students are expected to wear the following according to the weather:

- Boots
- Hats
- Mittens or gloves
- Snow pants as required by grade level

Students will have outdoor recess unless it is raining or if the windchill temperature is below zero degrees Fahrenheit.

### **Grades 9-12 (Chesterton Academy)**

For detailed information about Chesterton Academy's Uniform Code, please refer to the "*Chesterton Academy: Supplement to the St. Ignatius Catholic School Family Handbook*." This document is available online and is shared with high school families at the beginning of each school year.

Amendments to the uniform code may be made by Administration or the Board of Trustees.

### **Behavioral Expectation #6 Proper Use of Facilities Reflecting Privacy and Church Teachings**

St. Ignatius Catholic School abides by diocesan policies (#5048 and #5055), regarding the proper use of facilities. These policies are intended to ensure the privacy and safety of all students. As stated in the aforementioned Diocesan policies, "all students and visitors are to observe modesty when using changing facilities, locker rooms, showers, and restrooms and may only use facilities that conform to the individual's biological sex." Additionally, "no cameras, video recorders, cell phones, or any other electronic image or video recording devices may be used in the locker rooms at any time."

School facilities are dedicated to the mission of Catholic education and may not be used by any member of the school community or any external organization or individual for any purpose or cause that is contrary to Catholic teaching or otherwise opposed to the Catholic Church.

### **Behavioral Expectation #7: Proper Use of Common School Property**

It is essential that all property maintained by St. Ignatius Catholic School is kept in the best possible working condition and to ensure proper use and care of such property.

"Property," as the term is used in this section, is defined as, "any piece of equipment, furnishing, books, lockers, school supplies, building, or item leased, owned, donated, or otherwise in custodial care of St. Ignatius Catholic School." This description is not intended to be all inclusive, but to provide general descriptions of likely items that can be described as "school property." All St. Ignatius Catholic School community members must work together to maintain a safe and orderly environment.

Students are made aware of the value of our school property and the need to use it carefully. Those found to have accidentally or willfully neglected, misused, or damaged school property will be subject to disciplinary action, up to and including expulsion, as deemed appropriate by Administration. In addition, if school property and/or equipment is damaged because of negligence or unauthorized use, the person at fault may be held financially responsible.

*Books* - Some textbooks and other books are retained by the school and used for multiple years. Other books are consumable and utilized throughout the course of the year. Consumable items become the property of the student when issued. It is the responsibility of the teacher to advise students if books are to be used again in the future. Students should not discard, sell, or part ways with a book unless they have confirmed that it will not be used again. At times, faculty may request that books are covered in an effort to minimize the wear and tear of the books. If, at some point, the condition of a book deteriorates excessively due to improper care on the part of a student, the business office may determine that the book needs to be replaced at the family's expense. For more detailed information at the high school level, please refer to the "*Chesterton Academy: Supplement to the St. Ignatius Catholic School Family Handbook*." This document is available online and is shared with high school families at the beginning of each school year.

*Lockers* - Lockers/Cubbies are provided for students in grades 3K-12. It is expected that lockers are kept organized in order for students to promptly gather their necessary supplies, and thus reduce congestion in these areas. Instruments may be kept in a designated alternate space, as indicated by individual teachers. Students in Chesterton Academy are also supplied with a combination lock. Lockers may remain locked or unlocked at the student's own discretion. For more detailed information at the high school level, please refer to the "*Chesterton Academy: Supplement to the St. Ignatius Catholic School Family Handbook*." This document is available online and is shared with high school families at the beginning of each school year.

*Chromebooks* - St. Ignatius Catholic School does not issue Chromebooks to individual students. Rather, we house all Chromebooks on campus. Teachers will direct students to use a Chromebook during school hours as needed. Chromebooks are to remain on campus at all times. St. Ignatius Catholic School reserves the right to seek financial restitution for any loss caused through student carelessness or negligence. Restitution is limited to the replacement cost of the device and/or charging cord. Careless or negligent behavior may include, but is not limited to:

- Making the device susceptible to any more damage than normal "wear and tear"
- Spilling materials onto the device
- Dropping the device
- Slamming the device monitor with excessive force

- Closing the monitor over an object
- Exposing the electronic device to the elements, extreme heat, cold, precipitation, humidity, etc.
- Striking the device
- Losing the device
- Writing on or etching into the device

St. Ignatius Catholic School will not be responsible for damage or harm to any personal devices, files, data, or hardware brought to the school by students. St. Ignatius Catholic School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

### **Behavioral Expectation #8: Understanding Vandalism, Theft, Damage to School Property and/or Equipment**

The intentional and malicious destruction of, or damage to school property and/or equipment will not be tolerated. Any damage to the property and/or equipment of St. Ignatius Catholic School, Kaukauna Catholic Parishes, or any property during school hours or during a school-sponsored event is strictly forbidden. Penalties from Administration and/or law enforcement may result. Theft will be considered a serious breach of discipline and may also result in penalties from Administration and/or law enforcement. Whenever deemed necessary by Administration, legal authorities will be informed in order to determine if further legal action is appropriate.

### **Behavioral Expectation #9: Proper Use of Technology**

*Acceptable Use* - St. Ignatius Catholic School abides by diocesan policy (#5025), which is intended to ensure that technology use by students is consistent with the values of our faith community. St. Ignatius Catholic School also follows diocesan policy (#5166) regarding sexually explicit images and messages and utilizes Form 5165a as needed. In addition, St. Ignatius Catholic School adheres to diocesan policy (#5055) regarding the prohibition of cell phones and other devices in locker rooms. Finally, St. Ignatius Catholic School abides by diocesan policy (#5160) regarding cyberbullying and sexting.

Technology usage is intended for educational purposes only. All technology-related guidelines pertain to:

- The use of any or all school-owned devices
- The use of personally owned devices on campus or at school-related functions, whether on or off campus
- Internet usage both on and off school networks while on campus or at school-related functions

*Personal Devices* - All student-owned personal devices brought to St. Ignatius Catholic School will be turned off (including phones, laptops, tablets, e-readers, smart watches, and other devices) and turned in to their homeroom teacher at the beginning of the day unless as instructed by a teacher or staff for educational purposes or in the event of an emergency. These devices will be locked during school hours and returned to students at the end of the school day.

*Messages and Telephone Use* - During the school day, students are not permitted to leave class or receive messages without permission. All business will be conducted through the school office. A telephone is provided in the office if a staff member determines it is essential for a student to call a parent/guardian.

*Conduct as it Relates to Technology Use* - Just as students are expected to follow Christian principles for healthy, courteous, respectful and moral conduct offline, students are expected to abide by the same Christian principals online. See diocesan policies (#5025, 5166, 5055 and 5160) for further details. Students are expected to understand that school-provided filters and protections are a safety precaution, and they should not try to circumvent these when browsing the internet. The use of personal social media sites for enjoyment is prohibited on campus during instructional hours. Students must refrain from taking and posting pictures and videos at school during instructional hours. Students are to recognize that the use of school technologies is a privilege and treat it as such. Students may never use school technologies for illegal activities or to pursue information on such activities.

Misuse of technology while participating in school activities may result in disciplinary action. In the event that inappropriate behavior happens outside of the school, yet it pertains to school-related activities or St. Ignatius Catholic School students or staff and is brought to the attention of a staff member, an investigation will take place which may result in disciplinary repercussions at the discretion of the school. This is not intended to be an exhaustive list of behavioral expectations with regard to technology usage. Students should follow St. Ignatius Catholic School values and use good judgment when using school technologies.

#### *Cautious Use of Technology*

- Students should be careful not to share personally-identifying information about oneself or others (including phone numbers, addresses, social security numbers, birthdays, or financial information) over the internet without permission from a parent/guardian and/or a staff member.
- Students should use only trusted sources when conducting research via the internet and follow copyright laws for their use.
- Students are not to open or distribute files, programs, emails, etc. of unknown or untrusted origin. Likewise, students should not download, attempt to download, or run programs over the school network or onto school devices without express permission from a staff member.
- If a student believes a device the student is using might be infected with a virus, a staff member must be alerted immediately. Students must not attempt to remove the virus or download any program to help remove the virus.
- If a student sees a message, comment, image, or anything else online that makes him/her concerned for personal safety or contradicts Catholic principles, he/she must bring it to the attention of a staff member immediately. Students may never attempt to search for inappropriate content/images. Students may never distribute obscene, lewd, sexually explicit content/images or any material that contradicts Catholic principles.
- Students should never hack or access sites, servers, or content that is not intended for school use or violates our Catholic principles.

### *Social Media*

- Student use of social media is forbidden during the school day.
- Communication between students and staff on social media is not allowed. Students and staff may not communicate with or connect with each other while enrolled at St. Ignatius Catholic School unless the student and staff are family relatives.

*School Email Accounts* - St. Ignatius Catholic School has the capability of monitoring all email communication. School email accounts may be provided and the following shall be adhered to:

- Email accounts are to be used for the sole purpose of school related communications.
- Students must always use appropriate language.
- Students may not send spam or chain mail.
- Regarding non-school related matters, student-to-staff and staff-to-student communications are forbidden.

*Safeguards* - St. Ignatius Catholic School provides its students with access to the internet, including web sites, resources, content, and online tools. That access will be restricted and in compliance with CIPA (Children's Internet Protection Act) regulations. Internet browsing may be monitored and web activity records may be retained indefinitely.

*Internet Safety Plan* - St. Ignatius Catholic School makes a reasonable effort to ensure student safety and security online.

- We implement an effective internet firewall called CISCO Umbrella which secures our network from unauthorized access, hacking and other unlawful activities. It also allows us to effectively manage our internet access through category-based content web filtering, uses allow/block lists, and SafeSearch browsing enforcement.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- A content filtering platform, [www.cleanbrowsing.org](http://www.cleanbrowsing.org), blocks access to online pornography and malicious sites. The DNS filtering service protects our entire network. This free service is also available for in-home use.
- St. Ignatius Catholic School employs a qualified IT professional who, in addition to ensuring student internet safety, has access to student browsing history and documents, and obtains and retains student email addresses and passwords.

While our school employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. St. Ignatius Catholic School makes great efforts to ensure that technology use aligns with our mission.

Parents and students must sign the "Internet Use Agreement" on the PowerSchool Registration page.

See also "Cheating and Plagiarism" section as it relates to technology usage; and "Proper Use of Common School Property" section as it relates to technology usage.

### **Behavioral Expectation #10: Understanding Cheating and Plagiarism**

Academic cheating is defined as representing someone else's work as your own. It can take many forms. Some examples include: copying or sharing another's work, getting or purchasing a term paper or test question in advance, collaborating with another student during an academic exercise without the consent of the instructor, asking or paying another to do the work, or getting the information from an unauthorized source (such as the internet or an expert in the subject when these sources are not approved by the instructor).

It is important to realize that anyone who aids another in cheating is a participant in the deception and will be treated in the same way as the student who benefits from the work. Cheating is both a lie and a sin.

Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. The incorporation of another person's work into one's own requires appropriate identification and citations, regardless of how it was acquired. The following are examples of plagiarism when the source is not noted: Word-for-word copying of another person's ideas or words (even a three (3)-word phrase can be plagiarized), the fabrication of references (inventing or counterfeiting sources), the submission of another's work as one's own, and neglecting quotation marks on material that is otherwise acknowledged.

At times, parents and other family members may find themselves offering assistance to students. This is, of course, natural. However, parents are asked to be conscientious in the extent to which they provide assistance. It is essential to our goal of educating students that the work students submit for evaluation is entirely their own.

St. Ignatius Catholic School, and in particular, Chesterton Academy, takes cheating and plagiarism very seriously, and the penalties for cheating and plagiarism will be considerable. For more detailed information, please refer to the "*Chesterton Academy: Supplement to the St. Ignatius Catholic School Family Handbook*." This document is available online and is shared with high school families at the beginning of each school year.

### **Behavioral Expectation #11: Understanding Prohibited Items**

St. Ignatius Catholic School abides by diocesan policies (#5150 and #5165) regarding the prohibition of alcohol use during student activities and the prohibition of dangerous weapons or instruments. These are intended to ensure a safe environment for all students and employees. Additionally, no student may use, possess, sell, or distribute alcohol, tobacco products, vaping products, harmful products, or other substances on the campus of St. Ignatius Catholic School or during any school-sponsored event no matter the location. Likewise, no student shall use or possess drug paraphernalia on our campus or at school-sponsored events, whether on or off school premises, except medications prescribed by a physician. Additionally, any student who has consumed, is in possession of, or under

the influence of any of the aforementioned substances shall be prohibited from entering or remaining upon St. Ignatius Catholic School premises or at school-sponsored events, whether on or off of school premises.

### **Behavioral Expectation #12: Understanding Threats, Intent to Harm, Causing Serious Harm, Weapons, and Crimes**

St. Ignatius Catholic School takes very seriously any and all threats, intentions to cause harm, and criminal activity and abides by diocesan policy (#5165). St. Ignatius Catholic School Administration, along with law enforcement when necessary, reserves the right to determine if a situation is deemed a threat, an intent to harm, a serious harm/injury, a crime, or if an instrument is considered harmful or a weapon. Legal authorities will be informed if it is determined that legal action is necessary. Please refer to diocesan policy (#5035) for details regarding social workers and law enforcement on campus. Administration and/or law enforcement is the final arbiter of all issues related to student conduct.

### **Misconduct Summary Statement**

In addition to the aforementioned categories of infractions, any other misconduct that runs contrary to the mission of St. Ignatius Catholic School or the teachings of the Catholic Church is strictly forbidden.

### **Management Systems**

Often, classroom teachers develop creative, effective, and even fun and engaging systems of classroom management. At St. Ignatius Catholic School, we encourage the creativity of such initiatives. In accordance with the principle of subsidiarity, each teacher has the liberty to set his/her own classroom expectations and the authority to develop his/her own reasonable classroom management strategies so long as they do not contradict Gospel values or the St. Ignatius Catholic School Family Handbook. Additionally, our school also utilizes different behavioral management systems for different grades. In both our middle school as well as our high school, systems are in place to both encourage positive behavior as well as prevent and discourage negative behavior. Finally, St. Ignatius Catholic School uses some schoolwide behavioral management systems such as “Well Done Notes” as outlined below.

### **The Value of Praise**

*“Kind words are like honey, sweet to the soul and healthy for the body.”*  
- Proverbs 16:24

As Scripture teaches, kind words, positive body language (smiles, friendly demeanor, etc.), and other types of praise are “sweet to the soul and healthy for the body.” At St. Ignatius Catholic School, we believe that, as children of God, we are all predisposed with a God-given natural inclination toward goodness. We elect to affirm the good in our students and intend to provide a healthy balance of praise in order to feed that deposit of goodness which will not only increase our student’s intrinsic motivation, but will also communicate that we value each individual as a child of God.

### **“Well Done Good and Faithful Servant” Notes**

All staff at St. Ignatius Catholic School are encouraged to recognize positive, Christ-like words and actions. A schoolwide note of praise commonly referred to as “Well Done Notes” are available for staff to hand out to any student in any grade level they deem worthy.

### **Management System Examples (Schoolwide vs. Classroom/Grade Bands)**

<b>Schoolwide Management Elements (EXAMPLES)</b>
Well Done Notes
Conscious Discipline
Behavioral Incident Reporting Procedure
Detention and Suspension

  

<b>Classroom/Grade Bands Management Systems (EXAMPLES)</b>
Grade 5-6: Checkbook System
Grades 7-8: Virtue/Vice System
Grades 9-12: Demerit System

For detailed information regarding our middle school classroom management system, please refer to the *“Middle School Code of Conduct Supplement to the St. Ignatius Catholic School Family Handbook.”* Likewise, for detailed information regarding Chesterton Academy’s classroom management system please refer to the *“Chesterton Academy: Supplement to the St. Ignatius Catholic School Family Handbook.”* These documents are available online and are shared with students at the beginning of each school year.

### **Defining Terms Related to Classroom Management**

Several terms are often used ambiguously to refer to a variety of after-effects of a negative behavior. For instance, the terms “discipline” and “consequence” are often used interchangeably by many. Policies derived from the Diocese of Green Bay tend to refer to these terms in a non-specific manner as well. Rather, for clarity purposes, St. Ignatius Catholic School uses the following terms in the following manner:

#### **Discipline - Corrective Action**

At St. Ignatius Catholic School, discipline is defined as a corrective action intended to change a negative behavior. When a student uses his/her free will to cause disruption, staff are encouraged to use charitable instructions to correct students frequently, swiftly, and when possible, privately. This type of discipline helps students form habits necessary to be disciples of Christ. Additionally, by frequent correction of minor failings, educators hope to avoid more serious vices in the future.

Examples of discipline include:

<b>Undesirable Behavior (Example)</b>	<b>Discipline (Corrective Action) (Example)</b>
Offending another student	Staff member might direct offending student to the hallway to discuss empathy
Interrupting during class	Staff member might use his/her body language to address the offending student (offering a disappointing or stern look, etc.)
Blatant disrespect toward a teacher	Staff member might send student to Administration (where a penalty will likely be imposed)

### **Consequence - Natural Consequences and Imposed Consequences**

Natural consequences are not done to someone, but rather, are natural wounds resulting from personal choices. It occurs due to the unwise use of free will and can affect multiple parties.

Other times, the word “consequence” is used to indicate a “penalty” or a “repayment of debt.” At times, children behave inappropriately within our homes. Just as a parent may impose a “penalty” such as a “time out,” or writing a “sorry note,” similarly, staff members may find it helpful if a “penalty” is imposed as repayment of an offense. Consequences of this nature may be beneficial for both the offender as well as affected individuals. Examples of both natural consequences as well as imposed consequences are outline below:

<b>Undesirable Behavior (Example)</b>	<b>Natural Consequence (Example)</b>
Classmate offends another student	<ul style="list-style-type: none"><li>• Affected student may experience embarrassment, anxiety, frustration</li><li>• Witnesses may be offended as well</li><li>• Offending student’s soul is harmed</li><li>• Parents are disappointed</li></ul>
Repeated interruptions during class	<ul style="list-style-type: none"><li>• Classmates are distracted</li><li>• Learning is interrupted</li><li>• Student is harming his/her reputation</li></ul>
Blatant disrespect toward a teacher	<ul style="list-style-type: none"><li>• Learning is interrupted</li><li>• Student misses out on remaining lesson and is confused about an assignment he/she missed when he/she was told to go to Administration</li></ul>

Examples of imposed consequences include:

<b>Undesirable Behavior (Example)</b>	<b>Imposed Consequences (Example)</b>
Offending a student	Writing an apology note
Interrupting during class	Staying inside 15 minutes from recess
Blatant disrespect toward a teacher	Detention

## **Behavioral Incident Reporting Procedure Statement**

At St. Ignatius Catholic School, we emphasize the importance of the dignity of the human person as is reflected in the Gospel values. We do our best to impress upon our students to walk the path of Jesus in our thoughts, in our words, and in our actions. We encourage our students to strive to be the person God created them to be.

At times, a student strays from following the path of Jesus and makes the choice to disregard important school rules and/or treat others in unfavorable ways. The vast majority of behavioral issues at St. Ignatius Catholic School can be assessed and properly handled at the time and without the situation being elevated to an "incident." At times, however, certain situations may be deemed a behavioral incident. In such an instance, we utilize a behavioral incident reporting procedure to communicate with parents/guardians. It is our hope that, with the help of parents, who are the primary educators, together we can guide students toward following the ways of Christ.

The determination to identify a particular behavioral misconduct as an "incident" is made by both the reporting adult as well as a member of Administration. It is worth noting that repeated offense of a minor classroom disruption or general disregard for expectations can also be considered an incident. If a witnessing adult determines that a situation is likely to be considered an incident, the adult will follow the appropriate steps as outlined in this section. Additionally, parents are expected to follow the proper chain of command.

### **Chain of Command Statement**

With regard to communicating with parents about behavioral incidents and other concerns, St. Ignatius Catholic School *staff and parents/guardians* are asked to keep the students' best interest at heart and to be Christ-like in communication at all times. As problems arise, all community members are expected to follow the chain of command in resolving problems. With established plans and procedures in place and properly followed, St. Ignatius Catholic School strives to avoid the risk of emotional reactions and unnecessary escalation of problems. Instead, adhering to a chain of command leads all parties to a proper understanding of decision-making responsibility and layers of authority.

To be clear, except for extremely rare circumstances, concerns should always stay at the level at which they occur. Through a properly implemented chain of command process, staff members closest to the situation are given the necessary opportunity to be made aware of and understand the situation, as well as a chance to address the situation before an unnecessary or unhealthy escalation. Additionally, when parents/guardians address concerns with the immediate staff member closest to the situation, resolving the issue at hand is significantly more efficient.

Typically, when done with respect and Christ-like communication, following the proper chain of command not only results in an efficient resolution that is agreeable to all, but also provides Christ-centered perspective and insight, which in turn helps to avoid such problems in the future.

During any parent/guardian concern, the following chain of command will be enforced. Parents/Guardians are expected to communicate in the following order:

- Parents/Guardians are encouraged to bring their concerns to the staff member closest to the situation
- Generally speaking, parent/guardian concerns that are not resolved with the staff member closest to the situation should be directed to Administration
- Administration will assess the situation and assist the parent/guardian
- Administration will direct the parent/guardian to the system administrator if necessary
- The system administrator/headmaster will direct the parent/guardian to the pastor and/or Board of Trustees if necessary

Please note that should an incident be considered an emergency, staff will attend to the situation at hand and then follow outlined procedures when the situation is safe to do so.

Note - It is important to keep in mind that all information contained in the behavioral incident reports is confidential.

## **Outline of Behavioral Incident Reporting Procedure**

### **STEPS 1, 2 and 3**

**This portion is completed by the reporting adult as soon as possible (and within 24 hours).**

#### **Step 1 - Notify Administration**

- Reporting adult submits internal document notifying Administration of the situation.

#### **Step 2 - Administration Communicates to Reporting Adult**

- If Administration validates the incident, an email will be sent to the reporting adult instructing him/her to continue to step 3.
- If Administration seeks further clarification, Administration will follow up with reporting adult.

#### **Step 3 - Form 3A**

##### **(Student Behavioral Incident Report Notification to Parent/Guardian)**

- Reporting adult completes Form 3A for student's parent/guardian.
  - An email will be sent to the parent/guardian letting them know a completed form will come home today.
  - The completed form will be sent home with the student inside the designated envelope with a return envelope included.

#### **Step 3, Continued - Form 3B - Used only when applicable.**

##### **(Behavioral Incident Report Notification to Affected Student's Parent/Guardian)**

- Reporting adult completes Form 3B for affected student's parent/guardian.
  - An email will be sent to parent/guardian letting them know a completed form will come home today.
  - A completed form will be sent home with the student inside the designated envelope with a return envelope included.

In the event that the behavioral misconduct is classified as bullying or harassment, Administration will complete Diocesan form 5160a (for internal use only).

- Continue to Steps 4, 5 and 6 -

**STEPS 4, 5 and 6  
AFTER PARENT/GUARDIAN RETURNS FORM(S)**

**Step 4 - Parent/guardian Returns Form 3A/3B to Administration**

- If parent/guardian is satisfied, the situation is resolved and the procedure comes to a close.
- If not, Administration will proceed to step 5.
- Administration will provide an update to the reporting adult.

**Step 5 - Administration Arranges a Conference**

- Administration contacts parent/guardian within 3 business days to coordinate a conference.

**Step 6 - Student Conduct Conference (Form 6C)**

- Administration facilitates an in-person student conduct conference with reporting adult(s) and parent/guardian using Form 6C.
- If the situation is resolved, the procedure comes to a close.

**IF RESOLUTION IS NOT REACHED  
AFTER ADMINISTRATION FACILITATES AN IN-PERSON CONFERENCE**

- In rare situations, a resolution is not reached despite an in-person conference with Administration. In such a situation, a conference with Administration will be arranged.
- In the rare event that a resolution is not reached following that conference, Administration will provide further direction. At that point the parent/guardian may be asked to communicate with the pastor and/or Board of Trustees.

## **Detention, Suspension, and Expulsion**

### **Detention**

Detentions at St. Ignatius Catholic School are an opportunity for the student to reflect on his/her words and actions in the light of Christian ethics. Administration will be notified if/when a student is to serve a detention. Students may be asked to serve a detention either during their noon hour or after school.

For specific details regarding detentions in grades 7-8, please refer to "*Middle School Code of Conduct Supplement to St. Ignatius Catholic School Family Handbook*." For specific details regarding detentions in grades 9-12, please refer to "*Chesterton Academy: Supplement to the St. Ignatius Catholic School Family Handbook*."

### **Suspension**

Suspension is the short-term dismissal of a student from the school. Administration will make decisions related to if/when a student is to serve a suspension. Suspensions can be assigned to be served either in-school or out-of-school.

### **Expulsion**

Expulsion is the long-term dismissal of a student from school and is an extreme measure only used as a last resort. St. Ignatius Catholic School will abide by the diocesan policy (#5090) with regard to expulsion.

In addition, St. Ignatius Catholic School abides by the following policies which also reference suspension and/or expulsion:

- 5004: Non-Discriminatory Practice (Section IV: F)
- 5045.2: Gender Identity: Students (Section IV: H)
- 5166: Sexually Explicit Images and Messages (Section IV: G)
- 5165: Threats and Crimes (Section IV: E, G)
- 5160: Bullying/Harassment Policy (Section IV: C)
- 5141: Student Conduct/Discipline (Section IV: C, D, E, G, H, I, J)

### **Code of Conduct Accommodations**

For students with Individual Educational Plans (IEPs) or service plans, based on their disability and predetermined goals, accommodations to the code of conduct may be necessary.

## **Supplements to this Handbook**

In addition to this handbook, St. Ignatius Catholic School also provides the following supplements. These documents are made available to families via classroom teachers.

- St. Ignatius Catholic School **Early Childhood Parent Guide**
- **Middle School Supplement** to the St. Ignatius Catholic School Family Handbook
- **Chesterton Academy Supplement** to the St. Ignatius Catholic School Family Handbook
- St. Ignatius Catholic School **Before and After School Care Handbook**

## **Handbook Acknowledgement**

Each year, it is required that you, the parent/guardian, carefully read and discuss the contents of the St. Ignatius Catholic School Family Handbook with your child(ren). After doing so, and you and your child(ren) agree to comply with the policies and procedures set forth in the handbook, parents/guardians sign the PowerSchool form under the "Permissions/Agreements" section as a part of registering your child(ren).

However, due to the date that the 2022-2023 handbook is being released, the following form will take the place of the PowerSchool form for all families registered on or before September 1, 2022. Therefore, please sign and date the handbook agreement form (below). This signed document becomes a part of your child(ren)'s permanent record.

*Please note that this form will be provided at the Supply Drop Off Day and is available on our school website as well.*



## St. Ignatius Catholic School 2022-2023 Family Handbook Agreement Form

We, the undersigned, have received and read a copy of the 2022-2023 St. Ignatius Catholic School Family Handbook, and we agree to abide by the policies and guidelines contained therein as written.

Student Signatures:

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Parent/Guardian Signatures:

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Date: \_\_\_\_\_

*Mission:* We will meet the unmet demands of our students and families for a Catholic classical education to form a community of disciples of Christ.  
*Vision:* As a Catholic community, we will increase the number of virtuous leaders, thinkers, and intentional disciples of Christ working to rebuild our culture.