

I. GENERAL INFORMATION

A. Welcome to St. Ignatius School

To keep you well informed, we want to share this information about our school. This handbook contains information about the school, its programs, student services and parent organizations.

Rules and regulations are necessary to maintain a cooperative spirit, and to provide the best possible learning atmosphere for our students. Please read the section on student discipline together with your child(ren). Become familiar with the policies of the school, and conscientiously follow the directives outlined in the following pages so that we all aspire to a climate of learning and Christian living.

May your year be filled with personal growth, especially in ways that challenge the mind, build community, and draw us closer to our God.

The Staff of St. Ignatius School

B. The History and Traditions of St. Ignatius School

In November 1907, the Jesuits established St. Ignatius Parish in Portland in what was then the Archdiocese of Oregon City. The Jesuits had purchased a ten acre tract near Creston on the Mt. Scott street railway line and began construction of a combination school and chapel (costing approximately \$12,000.00), and a residence. Classes began September 21, 1908 under the direction of the Sisters of the Holy Names. The building was dedicated by Archbishop Christie. There were 33 girls and 29 boys in its first year.

In 1948 and 1950, much renovation was done on the building including the addition of new classrooms and improvements in the kitchen and hall. In 1953, the first unit of a new school was built under the direction of Father Henry Schultheis, pastor. This enlarged the classroom space to 12 rooms and the enrollment grew to 525 students.

In April 1960, seven new classrooms were added and the old school building and church were razed. By June 1962, dedication of new buildings included a new hall and cafeteria (erected on the site of the old church/school building) and the present parish office building. The razing of the old church and school building was a community effort involving many of the men of the parish. Several steel supporting beams originally in the old church now support the parish office carport and covered walkway. An interesting discovery during the razing was a bottle of wine encased in the walls of the original building. It was now over 50 years old and shared in celebration by those who labored to raze the building.

During the summer of 1997, the Jr. high Language Arts room and the adjoining storage room, traditionally called the "sweatbox", was converted to a 30 PC computer lab.

St. Ignatius is not an ordinary parish. It possesses a unique parish consciousness and oneness of spirit – the same spirit its original 60 members possessed.



**We welcome you in joining us
in celebration
over 100 years of educating
youth!**

St. Ignatius School Mission Statement

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

C. Parish Mission Statement

*We, the Roman Catholic community of St. Ignatius
Commit ourselves to live out and enrich our
Relationship with God in the Spirit of Jesus:*

By celebrating the Sacraments of our Church prayerfully;

*By fostering a Christian community based on the
Gospel values of love, mutual support and respect;*

*By proclaiming God's good news to all those who need to hear its liberating
message,*

*To those who are growing into the commitment it engenders
And to those who seek to renew their faith
by the challenge it offers;*

*By using our time and resources in the service of others
And in the promotion of peace and justice
Within and beyond our parish community.*

D. School Philosophy

We believe that the parents and staff at St. Ignatius School are called to participate in the Church's mission of education. This mission aims at the full development of the student as a person and enables him or her to realize the significance of their redemption. In this spirit we will:

- SPIRITUAL
 - encourage an awareness of each individual's worth.
 - impart the Catholic faith, doctrines and values that are appropriate to the level of each child.
 - enable liturgical self-expression and personal spiritual growth which build community through music, scripture reading, and prayer.

- INTELLECTUAL
 - create an atmosphere which encourages independent and cooperative learning and decision-making.
 - foster a desire to learn, and ability to be creative, and a sense of open inquiry.
 - teach the basic skills in academic areas.

- CULTURAL
 - promote a growing acquaintance with the cultural heritage of the church.
 - stimulate an awareness of the riches found in the cultural diversity of our community, nation, and the world.
 - develop an appreciation for, and skills in, the fine arts.

- SOCIAL
 - develop positive behaviors and interactions that encourage cooperation and respect for self and others.
 - guide the formation of conscience toward responsible decision-making.
 - recognize Christian responsibility to promote human dignity and to serve others.

- PHYSICAL
 - develop and maintain a positive self image through the realization that physical education is a life long endeavor.
 - instill an early sense of wellness based on the the enjoyment of physical activity.
 - encourage students of all skill levels to actively participate.

School-Wide Student Learning Expectations

We, the community of St. Ignatius Catholic School, are committed to working together to form self-confident, well-balanced individuals. We are committed to providing an educational environment that will strengthen the spiritual, academic, and social growth of each child and guide each child to meet his/her maximum potential.

St. Ignatius School graduates are:

Active Christians (AC) who:

- Have the self-esteem to model their faith
- Have a basic understanding of Catholic doctrine
- Recognize the importance of and actively participate in community service
- Want to know and follow God's will
- Are assets to the community
- Express and possess strong Christian values and beliefs
- Respect the sanctity of human life
- Participate in the liturgy and prayer
- Recognize the importance of family and church

Life Long Learners (LL) who:

- Possess a love of knowledge and learning, and a desire to acquire new knowledge
- Demonstrate a strong foundation in the basic knowledge and skills of the core subjects
- Are competent public speakers
- Demonstrate an ability to problem solve
- Are capable of using technology to communicate, learn, and interact globally
- Demonstrate the ability to gain content knowledge through research and questioning
- Have an awareness and basic understanding of other cultures
- Have an appreciation of the fine arts
- Possess strong study habits
- Are able to set reasonable goals and effectively work toward them
- Continually strive to achieve a higher level of learning
- Recognize learning occurs at school, home, church and in the community
- Possess self-respect, self-confidence, and self discipline
- Listen actively
- Are able to work cooperatively with others

Responsible Citizens(RC) who:

- Have a basic understanding of our democratic society and civic responsibilities
- Show respect for others, treat others with kindness, show compassion and empathy for others
- Are aware of global issues
- Make educated decisions and have the courage to act on these decisions
- Respect the environment
- Develop a strong work ethic
- Accept responsibility for their actions
- Are actively involved in community service
- Respect diverse opinions and the individuality of others
- Are able to lead or be supportive members of a group
- Resolve conflicts peacefully

Self-Aware Individuals (SA) who:

- Possess high self esteem
- Perform to the best of their abilities, both physically and mentally
- Know the value of life-long good health habits
- Understand and utilize their own unique gifts and talents
- Demonstrate good sportsmanship

E. Personnel

1. Archbishop

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

2. Department of Catholic Schools

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

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

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

3. Pastor

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

4. Principal

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

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

5. Faculty

The faculty (and students) of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

6. Secretary

The school secretary is responsible to the principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the principal's office.

7. Other Support Staff

Other staff is responsible to the principal for the efficient operation of the school and or the performance of duties according to their job description.

8. List of School Personnel

Pastor:	Fr. Chris Weekly, S.J.	223	
Principal	John Matcovich	234	jmatcovich@stignatiusschool.org

FACULTY

Kindergarten:	Phyllis Collins	257	pcollins@stignatiusschool.org
First Grade:	Brienne Schneider	248	brieschneider@stignatiusschool.org
Second Grade:	Kathy Downing	247	kdowning@stignatiusschool.org
Third Grade:	Eileen Cox	249	ecox@stignatiusschool.org
Fourth Grade:	Kristin Jost	251	kjost@stignatiusschool.org
Fifth Grade:	Sr. Chris Jordan, SNJM	250	cjordan@stignatiusschool.org
Reading Specialist:	LaVonne Larson	246	llarson@stignatiusschool.org
Sixth Grade:	Joel Turvey	252	jturvey@stignatiusschool.org
Seventh Grade:	Dan Beseau	253	dsbeseau@stignatiusschool.org
Eighth Grade:	Amy Jefferis	254	ajefferis@stignatiusschool.org
Social Studies/L.A.:	Jessie Heying	256	jheying@stignatiusschool.org
Music/Band:	Joseph MacKenzie	239	jmackenzie@stignatiusschool.org
Physical Education:	Ron Baglien	235	ronbaglien@stignatiusschool.org
Library:	Susanne Lohkamp	258	slohkamp@stignatiusschool.org
Computer Lab:	Kirk Auer	240	kauer@stignatiusschool.org

STAFF

Business Manager:	Judy Love	777-1491 x222	
Secretary:	Becky Kennedy	233	office@stignatiusschool.org
Development Director:	Jennifer Pinder	255	jenniferp@stignatiusschool.org
Custodian:	Rob Cotter	232	
Kindergarten Assist.:	Kathy Rogers	257	
Kitchen Manager:	Mary White	232	

It is a matter of school policy that the teachers' home phone numbers are not given out. Please call the office for an appointment or you may leave a message with the teacher's personal voice mail.

School Phone: 774-5533 School Fax: 788-1134 Office E-Mail: office@stignatiusschool.org

II. ACADEMIC INFORMATION AND STANDARDIZED TESTING

A. Conferences

1. Scheduled by School

Parent/Teacher Conferences are held in the fall and winter. Parents will be notified of the scheduling. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially. We expect all families to participate in the fall conferences, however, the winter conferences are at the request of the teacher or parent.

The school assumes each parent has equal rights to educational information unless documentation is on file.

It is a matter of school policy that teachers' home phone numbers are not given out. Parents, at all times, should send messages via voice mail or email at school if the teacher is not available to take your immediate call. We thank you for your cooperation in this matter.

Faculty and staff members are available every school day one half hour after school if a parent wishes to contact a teacher. However, please remember that the teacher on duty at the end of the school day is on the playground for the safety of the children, this is not an appropriate time for conferencing. During the school day, messages may be left with the school secretary or placed on the teacher's voice mail for a teacher to call a parent. These are attended to promptly by every teacher. If a conference is needed before the start of a school day, an appointment needs to be made in advance with the teacher.

If you have a question or concern, we ask that you please talk with your child's teacher first or go directly to the source. The proper procedure for addressing any concerns would be to first go to the teacher, then to the principal. If you are still not satisfied, consult the pastor or the Archdiocesan Schools Office.

2. Requested by Parent

Parents desiring longer conferences than those scheduled by the school, or parents who wish to meet with the teacher at times throughout the year, are encouraged to call the teacher to arrange an appointment.

3. Guidelines

Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary problems. Discuss difficulties in the classroom with the teacher first before bringing them to the principal.

B. Curriculum

Local curriculum development is the responsibility of the principal and faculty following the approved Archdiocesan guidelines.

C. Daily Schedule

SCHOOL SCHEDULE: Kindergarten through Eighth Grade

Classes begin: 8:30am/8:25am for Jr. High
Classes end: 3:10pm
Wednesday early dismissal: 2:10pm

PARKING, PICK-UP AND DELIVERY OF CHILDREN:

In the morning and after school you may drive up and drop off/pick up your child(ren) at the designated area or park your car and walk your child(ren) in to/out of school. Only Junior High students (6, 7, 8) are allowed to leave the designated area and walk to cars without a parent at the end of the day. Parents of younger children must meet their child(ren) in the designated waiting area. All cars should be off the playground before the start of school at which time the gates will be closed. There is no parking on the playground during the school day after 9am or before 3pm (2pm on Wednesdays).

If you are planning to bring your child late or pick them up early from school you will need to park on either SE 43rd or 45th Avenues . You are required to come into the school office to sign your child in and/or out for late arrivals and early dismissals. Your child may not sign themselves in or out.

BEFORE & AFTER SCHOOL CARE (VERMONT HILLS FAMILY LIFE CENTER CHILDCARE) hours are 7:00-8:20am and 3:10 (2:10 on Wednesdays) until 6:00pm. Students who are not picked up after school within 15 minutes of dismissal will be taken to Vermont Hills Childcare program for supervision. Parent's will then make payment to Vermont Hills Childcare for services rendered. Unless previous arrangements have been made with the office, we reserve the right to send students to "before and after school care" if they arrive too early or are not picked up by 3:25pm (2:25pm on Wednesdays).

DOORS OPEN AT 8:20AM DAILY

Students are required to utilize the VERMONT HILLS CHILDCARE program if arriving before 8:10am; otherwise, students should not arrive before this time. No supervision is provided before 8:10am. The school accepts no responsibility for liability to children who are left at school without supervision

D. Electronic Information/Communications

The mission of St. Ignatius School is to educate students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's mission of spreading the Gospel to all people.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to students from access in the form of information resources and opportunities for collaboration is critically important for learning.

E. Grading and Related Topics

1. Instructional Program

a) General

St. Ignatius provides a challenging academic program in solid basic studies in a traditional graded structure from kindergarten through eighth grades. Grades 2-5 are self-contained classrooms with a maximum enrollment of 30 students. Kindergarten and first grade are self-contained with a maximum enrollment of 25 students. The junior high (6-7-8) utilize teacher talents in a departmental structure which, in turn, helps ready students for high school. Both music and physical education are taught to all students by professionals in their field.

b) Religion

Daily religion classes, and a religious environment present throughout the school setting are the most important aspects of St. Ignatius School.

The sacramental life of the student is fostered by:

- Attendance at all school Masses
- Periodic class and group Masses
- Prayer in the classroom and para-liturgies
- Periodic Reconciliation liturgies
- Retreat experience for 8th grade students

Sacramental preparation is handled at the parish level with supportive instruction in school religion classes. Parent classes for Eucharist and Reconciliation preparation are offered during the course of the year through the religious education office. Call the parish office at 777-1491 for more information.

c) Field Trips

Field trips serve the instructional program by utilizing those educative resources in the community which cannot be brought into the classroom. Students who go on field trips scheduled by the school must have written permission from their parent or guardian. Transportation is by bus or private cars with insured parents as drivers and seatbelts provided for each student. All field trip drivers must have proof of auto insurance on file in the school office, have completed a Volunteer Background Check, have attended the Child Abuse Prevention training and all online training must be current.

d) State and Federal Benefits

We are eligible to receive funds from the No Child Left Behind Act.

e) Testing and Standardized Testing

Students in grades 3-8 take the Iowa Test of Basic Skills in the fall. Each student's SAT scores are sent home prior to the end of school. Parents may request other types of tests, such as academic or psychological testing, from the local public school district or outside providers.

2. **Homework**

The purpose of homework is to reinforce material already taught and to foster habits of independent study. A student is responsible for completing all assigned work on time.

3. **Progress Reports/Report Cards**

Reports are sent home at regular intervals; we are on a trimester schedule. In this way parents will be alerted to the successes or areas of improvement for their child.

4. **Supplies**

Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper, pens. [Please refer to grade level supply list.] Some supplies may need to be replenished throughout the year.

5. **Textbooks**

The Department of Catholic Schools and the Oregon State Department of Education determine the list of approved textbooks from which the school may select for each subject of the curriculum.

All textbooks should be covered at all times with regular, not sticky, paper or cloth cover. Lost books will be replaced at the parent's expense. Individual damages will be assessed at the end of the year and appropriate charges made.

F. **Graduation**

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Catholic education just completed.

Appropriate attire should be worn for the occasion: dress shirts and dress pants for boys; dress attire for girls is to be modest. The 8th grade teacher will provide specific information.

G. **Promotion**

1. **Promotion**

A student satisfactorily completing each grade's work will be promoted to the next grade.

2. **Placement**

In cases where a student has not sufficiently met the academic standard of a grade level (either due to ability or absences), the teacher may elect to "place" (and not promote) the student into the next grade.

3. **Guidelines for Retention of Student**

Recommendation for retention of students is made by the teacher in consultation with the principal and the parents and, if appropriate, with other advisory staff. Such decision is based on the total evaluation of a student's growth in all areas of development.

In all cases, the decision for retention rests with the principal.

III. ADMISSIONS AND WITHDRAWAL

A. Application Process

It is the primary goal of St. Ignatius School to educate children of Catholic families. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities which support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions. It also means that you intend to cooperate in helping to fulfill the aims stated in the school philosophy.

1. Admission Policy

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

2. Admission Priorities for Grades K-8:

When it is apparent from the number of registrants that classroom spaces will be exceeded, admission priorities will be as follows:

- Children of families who are members and formally registered at St. Ignatius parish and have other children currently in St. Ignatius School.
- Children of families currently enrolled in St. Ignatius School.
- Children of parents who are members and formally registered at St. Ignatius parish and currently have no children in school.
- Children of Catholic families outside of St. Ignatius parish with no other children already enrolled in school.
- Other children whose parents support the philosophy of Catholic education.

Final discretionary authority of admittance of a child meeting any of the above criteria shall be vested in the principal and/or pastor.

B. Entrance Requirements

1. Requirements for Kindergarten and First Grade

- Kindergarten children must be 5 years of age on or before September 1.
- First grade children must be 6 years of age on or before September 1.
- Registration takes place during the Winter and/or early Spring. Exact dates are publicized.
- Immunization Law: Oregon State law requires that all children 5-14 years of age either have the required number of shots for specific illness or get them within 30 days of school opening. Parents are also required to provide an immunization record or a medical or religious exemption for each child; otherwise, they may be kept out of school. The illnesses are polio, measles, German measles, diphtheria, whooping cough, mumps, tetanus and Hepatitis B.
- Birth and Baptismal certificates should be presented at the time of registration if the child is Catholic.
- Readiness Determination: Readiness for Kindergarten through 8th grade will be determined during the screening process, before registration is completed.

2. Criteria for Determining In-Parish/Out-of-Parish/Non-Catholic Tuition status:

All families meeting one of the following two criteria will receive In-Parish status, and per child tuition discount.

a) Criteria One

- The family is formally registered at St. Ignatius parish.
- The children are baptized Catholic and there is a copy of their baptismal certificate on file.
- The family has listed their parish and tithing envelope number on their registration form.
- The Parish form is completed and on file at the parish office.
- The family regularly attends Mass.

b) Criteria Two

- The family is formally registered in another Catholic parish.
- The children are baptized Catholic and there is a copy of their baptismal certificate on file in the school office
- The family has completed, with their pastor, a Pastor Agreement form stating that their parish will subsidize each student in the family by an amount determined by the Archdiocese.

All families not meeting the above criteria will be considered as either Non-Parish or Non-Catholic families and will pay the full tuition rate. Families must maintain criteria established by their parish in order to qualify for subsidized tuition. All families must be able to contribute a minimum of \$1,000.00 towards their child's yearly tuition, regardless of tuition assistance provided.

TUITION ASSISTANCE

Tuition assistance may be available to all St. Ignatius families. The Archdiocese of Portland also provides assistance to Catholic families on the basis of need. Need is determined by FACTS, a company utilized by both the Archdiocese and our school. Application forms for assistance are available in the school office during registration.

3. Transfer Student Process and Requirements

- All students transferring into St. Ignatius from another school will conference with the principal before official registration. He/She will spend 1-2 days at St. Ignatius school for an informal assessment before acceptance at the school is determined.
- Transfer students must present official certification of grade level. This is usually a transfer slip and a report card from the former school.
- Admission will be on a probationary status for a minimum of 90 days or until academic and behavioral performance is determined by teacher observation.
- It is the policy of St. Ignatius School not to admit students who are delinquent in the payment of past tuition at other schools. As part of the admission process, families of students applying for transfer from another Catholic or private school must provide full and accurate information regarding any unpaid tuition. Any unpaid balance must be paid or otherwise remitted at the other school prior to admission to St. Ignatius.
- If after enrollment, it is discovered that information about a child, which would affect his/her learning, has been omitted or misrepresented, and the school discovers that it cannot ethically meet the child's needs, the parents will be asked to withdraw the child.

4. **Withdrawal Process**

If a student should withdraw from St. Ignatius School during the school year, either by parental choice or school request, the following criteria must be met:

- Pay any tuition, library, extended care, or miscellaneous fees which may be outstanding at the time of withdrawal.
- When by parental choice an official "Withdrawal" in writing two weeks prior to actual date stating reason for withdrawal.

IV. ATTENDANCE

A. Excused Absences

Regular attendance is required of all students in order to support the academic climate of the school. All students enrolled in St. Ignatius School are expected to be punctual and regular in attendance. It is highly encouraged to schedule all appointments after school or on “no school” days. Absence from school will be excused if:

1. Absence was caused by illness
2. It is a case of an emergency
3. Funeral
4. Medical need
5. Satisfactory arrangements have been made with the principal in advance of the absence

B. Reporting Process

If a child becomes ill during the day, it is always to his/her benefit to go home. It is the responsibility of the home to provide transportation for this purpose. Be sure you have signed the EMERGENCY FORM in the registration packet with your name, home and work phone number, doctor and at least two people to be contacted if you cannot be reached. Should any care providers and phone numbers change during the course of the school year, it is the responsibility of the parent to communicate new care providers and new phone numbers to the school office.

After an absence from school a written excuse is required from home stating the date and reason for the absence, with the parent’s signature. Please call the office to report your child’s absence from school. If we do not hear from you before 9:30am a follow-up call may be made to check on the whereabouts of your child.

Parents are expected to give their full support to the school’s attendance policies. In the event a student or parent repeatedly fails to comply with the attendance policies, the principal may require the parent to attend a conference with the principal to discuss the matter. A family’s repeated failure to comply with the school’s attendance policies may result in the student’s suspension or expulsion at the discretion of the principal.

Leaving school before regular dismissal time requires a written request from the parents stating date, time, and reason for early dismissal request. Students must be signed out in the school office by an adult before leaving the premises.

Tardiness: A student is tardy if he or she is not present in the classroom at the time set for the opening of school at 8:30am. Students who are late are asked to report to the school office before going to class. Please have students arrive on time; tardiness disrupts the classroom and your child’s day. Late arrival to school require that the student be signed in at the school office by an adult before going to class.

C. **Doctor or Dental Appointments**

Parents are requested to schedule doctor/dental appointments outside regular school hours. We have several no school days and early dismissal every Wednesday to enable you to schedule doctor and dentist appointments at that time.

D. **Homework during Absence**

1. **Make-up Assignments**

If a student has missed school, he/she is responsible to find out the missing assignment(s) as well as the time frame in which to have it completed and turned into the attending teacher. Some circumstances or extended absences may warrant a decision on the part of the teacher(s) to excuse a student from a portion of assignments missed. This will only occur in exceptional cases after consultation with parents and teachers.

2. **Picking up Homework**

If a student is ill, parents may call in to pick up homework the day of the absence or to have it sent home with a sibling or friend. We ask that parents give the office ample time to get the message to the teacher, so that the teacher have ample time to put the homework together. Therefore, please call in the request for homework to the office before 9:30am of the day it will be picked up. Homework may be picked up no earlier than the end of the school day.

3. **Vacationing During School Days**

We highly discourage families from taking vacation during scheduled school days. There are 3 and 4 day weekends built into the school calendar to accommodate vacations. Missing classroom instruction has an adverse effect on your child's education.

Teachers are not required to preplan for students going on vacation. School work/ homework will not be given out in advance.

E. **Truancy**

A student who is absent from school without a valid excuse for a period deemed unreasonable may be considered a truant. Parents will be contacted.

V. DISCIPLINE

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance.

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

A. **Discipline Policies**

In order to provide an atmosphere suitable to learning, the teacher and administrator must maintain an environment which will facilitate the educational program. The student is responsible for attending school, applying himself/herself to the learning process and adherence to all applicable policies, rules and regulations of the school.

Continual misconduct of a student or negligence in responsibility toward the rules of the school will result in a phone call to parents of the student so that procedures may be worked out by parents, student and teachers to change the student behavior.

Corrective measures shall be exercised with firmness. All disciplinary measures shall be exercised with fairness and consistency in all classes. Procedures shall be flexible enough to allow for individual differences among the students. However, exhaustive efforts by the school expended on one individual shall end when these efforts fail to produce acceptable results.

1. Cell Phones/Pagers

No cell phones or pagers may be used by students at school. If brought to school they must remain in your child's backpack and turned off. If a student is found using a cell phone during the school day it will be taken to the school office. From this point on, the student will be required to turn it in each morning and pick up at the end of each day.

2. Dress Code

Uniforms are to be worn by students in all grades on all days unless otherwise stated. Sweatshirts other than the St. Ignatius sweatshirt are not allowed. If a student is out of uniform, he/she will be given a warning. Upon issuing a second warning, a parent will be called and the student will be asked to return home to change into proper attire. Please refer to "Dress Code" in this handbook for the complete uniform policy.

3. Illegal Substances

The use or possession of illegal substances on school premises or at school sponsored activities, including but not limited to tobacco, drugs, alcohol, and various type of inhalants is prohibited and is grounds for disciplinary action up to and including expulsion.

4. Leaving School Grounds During School Day

St. Ignatius has a closed campus requiring all students to remain on the school grounds from the time of arrival until school is closed or students are officially excused.

No student may leave the school grounds during school hours without the permission of the principal and written authorization of parents or guardian.

5. Littering and Gum Chewing

Gum chewing is not allowed while attending school. Students should respect the environment and use trash receptacles. Please do not litter.

6. Physical Restrain

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property or to prevent a student from harming him/herself, other students and/or school/staff property. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary for such purposes.

7. Search and Seizure

Lockers, desks, and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

8. Vandalism/Property Damage

Students and their parent/guardian are liable for all damage to equipment or school property.

9. Bicycles/Skateboarding

Students and adults are to walk bikes to and from the driveway onto the grounds. Skateboards and roller skates/roller blades are not allowed on the school grounds. This is a matter of safety for the large number of children on the playground before and after school. Bikes must be locked during the school day.

10. Loitering

Students may not loiter about the school or grounds after school hours. All students not picked up after school by 3:25/2:25pm will be sent to extended care at the parent's expense.

B. Discipline Stages

1. Actions and Responsibilities

St. Ignatius School endeavors to provide a climate which is appropriate for a Christian learning community and which assures the safety and welfare of the staff and students. Disciplinary actions are taken with the aim of correcting behavior patterns. Nearly all students respond satisfactorily to friendly encouragement, firm direction and understanding guidance. For those students who do not, and to protect the rights of our children, it is important that parents and students understand the consequences of misbehavior. There are certain responsibilities we all share in helping the students overcome behavior problems. If a student's behavior is directly related to an identified handicap, the school staff will take such conditions into account. A student who becomes involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the seriousness of the behavior problem, one or more of the following actions will be taken by the school staff. In the case of severe violation of the rules, the disciplinary action taken may extend beyond these guidelines.

2. Informal Talk

A member of the school staff will talk with the student to reach agreement regarding the student's behavior.

3. Loss of Privilege

The school administrator and/or teacher may notify the parent of privilege suspension. These privileges may include removing the student from playground, cafeteria, library and/or class participation.

4. Conference

A conference will be held with the student, the teacher, the administrator and other appropriate staff members to develop a plan for improving behavior. The parent may be contacted.

5. Parent Involvement

The parent will be informed of the problem area. A conference with the student, the parent and appropriate staff members may be scheduled. If a plan is developed to help improve the student's behavior, copies will be given to the student and the parent.

6. Detention

Detention after school hours is an acceptable disciplinary measure. Parents will be notified if a student is to be detained. The detention ordinarily will not exceed one hour.

7. Suspension

Suspension, the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the principal.

Suspension may be invoked for a sufficient reason and ordinarily, will be limited to a maximum of 5 school days.

a) Causes for Suspension

Any of the reasons listed for expulsion, with mitigating circumstances, is adequate cause for suspension of a student.

The student is excluded from the classroom and related non-public activities for a period of from 1-7 calendar days for a serious infraction. Parents will be notified and a conference between the administrator, student, parents, and other appropriate school staff will be conducted. (Recorded in the student's records.) The student and his/her parents must sign a contract in order to re-enter school after a suspension.

b) Class Exclusion

Class exclusion is a method of disciplinary action that denies a disruptive student the ability to attend a particular class, ordinarily for a period of two days or less. During this time of exclusion, the student is expected to work on classroom assignments while under the supervision of other teachers or staff members. The purpose of a class exclusion is to place disruptive students for periods of time, in an appropriate, supervised, in-school environment where student learning can continue.

8. Expulsion

Expulsion is the permanent exclusion of a student from a school.

Full credit will be given for all work accomplished by the student up to the date of expulsion.

Expulsion means the permanent exclusion of a student from a school. The reasons justifying expulsion from a Catholic school should be as serious as they are rare.

Expulsion from school will be the decision of the principal in consultation with the pastor. Notification of the expulsion will be given to the School Advisory Council. A written report containing reasons for the expulsion will be sent to the student's parents and the Archdiocesan Superintendent of Catholic Schools.

Various situations may lead to expulsion of a student from school. These include but are not limited to the following offenses:

- Acts which, in the judgment of the school, endanger the moral, academic, or physical well-being of the student body;
- Prolonged and open disregard for school authority;
- Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

C. Electronic Information/Communications Policy/Agreement

1. Appropriate Use Policy and Guidelines

St. Ignatius School offers on-line electronic information services including but not limited to the Internet services for students who participate in an orientation or training course. St. Ignatius School strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in our school. The school's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. St. Ignatius School will make reasonable effort to prevent students from misusing the information services. However, a student is also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected to the information services.

Listed below are the provisions of this agreement. If a student violates these provisions, access to information services may be denied and the student may be subject to disciplinary action.

a) Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Before using the electronic services each student will participate in an orientation or training course with an appointed St. Ignatius staff member as to proper behavior and use of the network. The school will develop guidelines on what is appropriate use for subject areas and/or classroom usage. The principal may remove a user at any time deemed necessary or appropriate. The administration, staff, or faculty of St. Ignatius School may request that the principal deny, revoke, or suspend specific users.

b) Personal Responsibility

The student will accept personal responsibility for reporting any misuse of the network to the appropriate authority (computer teacher, principal, teacher). Misuse may occur in many forms, but it includes using a program(s) or game(s), visiting web site(s), or sending or receiving messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, as well as violating provisions of Sections c, d or e listed on the next page.

c) Acceptable Use

The use of any information services must, in the judgment of St. Ignatius School, be related to student education and research in accordance with the educational goals and objectives of St. Ignatius School. The student is personally responsible for compliance with this provision at all times when using information services.

The student may not:

- a. Use, reproduce or transmit any material in violation of any federal, state or local laws. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret;
- b. Use the information services for any commercial or profit-making activity;
- c. Use the information services to advertise a product or for lobbying or other political purposes.

d) Network Etiquette and Privacy

The student is expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

1. Be Polite: - Never send, or encourage others to send, abusive messages;
2. Use Appropriate Language: - The student is a representative of the school on a non-private system which may be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
3. Privacy: - The student should not reveal his/her home address or personal phone number or the addresses and phone numbers of other students.
4. Electronic Mail: - Electronic mail (email) at school is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to school authorities.
5. Disruptions: - Do not use the network in any way that would disrupt use of the network by others.

e) Security

Security on any computer system is a high priority because there are so many users. If the student identifies a security problem, notify the computer teacher or staff in charge at once. Never demonstrate the problem to other users. Never use another individual's account or password. Any user identified as a security risk will be denied access to the information services.

f) Vandalism

Computer vandalism is the intentional harming or destroying of the school's computer hardware and/or the school's software and/or data of other user(s) or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism may result in the loss of computer privileges, and/or disciplinary action

2. Services

St. Ignatius School makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Ignatius School will not be responsible for any damages suffered while on this system. These damages may include but are not limited to loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or student errors or omissions. Use of any information obtained via the information system is at the student's own risk. St. Ignatius School specifically disclaims any responsibility for the accuracy of information obtained through its information services.

VI. EMERGENCIES

A. Emergency Information

In emergencies, information (such as emergency information) may be released to appropriate persons if it is necessary in the judgement of the principal or his/her designee to protect the health or safety of the student or other persons.

B. Emergency Information Card

The school has a file containing current emergency care information for each student. Each parent is responsible to annually update the following information and notify the school of changes throughout the year:

1. The name of the student, his/her home address, telephone and birth date;
2. The business addresses and telephone numbers of the parents/guardian, and the hours during which they will be at their place of work. If applicable, the cell phone and/or pager numbers of parents should be recorded;
3. The date of the latest tetanus immunization/booster;
4. The name of the family physician and dentist, office addresses and telephone numbers;
5. Name of medical insurance company and identification number;
6. Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication;
7. The parents' approval to send the student to a medical facility for emergency treatment should this be necessary;
8. The names of the persons to whom the student may be released.
9. The signature of responsible parent(s) or legal guardian.

C. Fire Drills/Earthquake Drills and Emergency Drills

We follow local policy and hold drills twice a month.

In some situations it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

1. Doors will be locked;
2. Drapes and/or blinds will be closed;
3. No one will be permitted to enter or leave the building;
4. Lockdown will continue until the school receives an "all clear" signal from emergency personnel.

Parents should not call the school so the phone will be available to emergency personnel.

VII. EXTENDED CARE/DAY CARE

Before and After School Care will be provided by Vermont Hills Family Life Center. For further information on registration and cost, please contact 503-452-8633.

VIII. FINANCIAL

A. Insurance

Student Accident Insurance basic coverage is now provided by St. Ignatius School and the Archdiocese to all students at no charge to families. Information on this insurance is sent home at the beginning of the school year.

B. Tuition

1. Determining In-Parish/Out-of-Parish/Non-Catholic Tuition...see page 13 for criteria.

2. Tuition Assistance

Tuition assistance may be available to all St. Ignatius families. The Archdiocese of Portland also provides assistance to Catholic families on a need be basis. Need is determined by FACTS, a company providing financial need assessment utilized by both the Archdiocese and our school. Application forms for assistance are available in the school office during registration.

a) Tuition Payment Options: tuition may be paid in any of the following ways.

- **Annual Payment Plan:** One annual payment may be made on the 1st of August, payable by cash, check or money order. Late payment fees and NSF fees will apply if payment is received after the 10th of the month and/or if checks are returned for insufficient funds.
- **Semi-Annual Payment Plan:** Two equal semi-annual payments may be made on the 1st of August and on the 1st of January, payable by cash, check or money order. Late payment fees and NSF fees will apply if payment is received after the 10th of the month and/or if checks are returned for non sufficient funds.
- **10 Monthly Payment Plan:** Ten monthly payments may be made on the 1st of each month from August 1 through May 1, payable by cash, check or money order. Late payment fees and NSF fees will apply if payment is received after the 10th of the month and/or if checks are returned for non sufficient funds.
- **12 monthly Payment Plan:** Twelve monthly payments may be made on the 1st of each month from July 1 through June 1, payable by cash, check or money order. Late payment fees and NSF fees will apply if payment is received after the 10th of the month and/or if checks are returned for non sufficient funds.

b) End of School Year Payment Policies:

In order to assist with the timely completion of all year end accounting, all tuition and other fees* must be paid no later than May 30th (unless payment is made by cash or money order) in order to receive report cards. If report cards are held, they will be mailed to the student(s) home when all fees have been recorded.

*Other fees include: library fines, damaged book and/or property fines, hot lunch payments, late tuition fees, NSF charges and fair share payments.

c) Fees:

Registration, textbook and other fees are evaluated and determined annually by the School Advisory Council. Registration fees per child must be paid at the time of registration in order to secure a seat in a given classroom. Registration fees will only be refunded if we are unable to place your child in our school.

4. Tuition Fees/Late Charge/Non-Payment

Tuition that is paid monthly is due on or before the 10th of each month. If the monthly tuition payment is delinquent, you will receive a late payment notice along with a late fee of \$20.00.

If the monthly tuition payment is not received within two weeks of the first notice, a second notice will be sent. If payment is not received by the end of the month, an additional \$20 late fee will be added.

All returned checks or NSF notices will carry a charge of \$25.00 in addition to the \$20.00 late fee. All late charges, returned check or NSF fees will be stated on late notices.

All tuition and late fees not paid by the last day of the school year including, but not limited to library fines, Fair Share payments, hot lunch payments, damages/lost book and/or property fines will result in the withholding of report cards until all payments/fees/charges have been satisfied. During the last two weeks of school, all fees must be paid with cash or money order.

It is not the intent of St. Ignatius School to deny Catholic education for financial reasons. However, with the greater percentage of cost per student derived from tuition, it is imperative that each family assume responsibility to keep payments current. Financial assistance may be available for families in need who meet stated criteria for such assistance. Parents are encouraged to look into the eligibility requirements and apply for such assistance.

IX. Medical

A. Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are head lice (pediculosis), chicken pox, mumps and measles.

Students who have restrictable diseases or conditions must be excluded from school.

Cases of lice infestation at school are common. If your child is discovered to have lice, you will be called and your child must be taken from school immediately, brought home and treated before he/she will be allowed back in school. Lice are tiny wingless bugs the size of a small seed. They are easily spread. Anyone can get them. Head lice are not known to transmit disease – just itching and annoyance. Please teach your children how to avoid them. Tell your child not to borrow or use other children's things; i.e., combs, brushes, hats, headgear, jackets or earphones. They should not share beds and personal items at home. If lice are detected, we will notify the class in which it occurred so that all parents may take preventive measures for their children. Preventive measures are the key to wipe out an infestation of lice. Parents need to take necessary steps to rid their child, home, car and clothes of lice to insure that a repeat of lice will not occur. Children may not return to school unless all nits (dead or alive) are removed. All children sent home with lice must be checked by school personnel before returning to class.

B. Immunizations

Students entering Archdiocesan schools must provide a signed Certificate of Immunization Status (CIS) form documenting either evidence of immunization or a religious and/or medical exemption prior to initial attendance.

St. Ignatius has a school nurse who oversees health services including vision and scoliosis screening. She visits the school upon need and keeps all health records current.

C. Medication

The school recognizes that administering of medication by the school to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription or non-prescription medication to school, on a temporary or regular basis under school supervision, in accordance with the Archdiocesan medication policy.

The parent, in writing, shall make all requests for the school to administer medication to a student. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written prescription. Instructions must include the dosage and length of time the medication is to be given. Liquid medication must include a measuring device for administering.

The school reserves the right to reject a request to administer prescription or nonprescription medication when, in the judgment of the school, the administration of such medication is not feasible.

This policy shall not prohibit, in any way, the administration of recognized first aid to students by school personnel in accordance with established state law.

The school must, by law, follow certain procedures with regard to medication at school. Medication of any kind is not to be provided by the school. **No medication will be administered by any school personnel without written direction of a parent or a guardian.**

Prescription medication requires a direct order signed by a licensed physician. Any medications brought to school will be stored in a designated place where students do not have access to them. **All medications must be in an original container or prescription bottle including over the counter medication.**

Parents must complete a medication authorization form available from the office before any medications may be given. Authorization forms must be received in the office each time a medication or its dosage has changed.

In accordance with Oregon law, students may not have any medication on their person, in a desk, school bag, or lunch kit. All medications, including aspirin, cough drops, eye, ear and nose drops, ointments, antacids, vitamins, and food supplements, etc. must be checked in at the school office and administered only by school staff. For the safety of all students there are no exceptions to this policy.

1. Medication Dispensation Guidelines

Prescription Medication

The following is required for: *"...any non-injectable drugs, chemical compounds, suspensions or preparations which are taken either internally or externally by a student under the instruction of a physician."*

- a. Written instructions from the doctor which include:
 - i. Name of student
 - ii. Name of medication
 - iii. Dosage
 - iv. Time and/or frequency of administration
 - v. Method of administration (e.g., mouth, nose, ear, etc.)
- b. It is recommended that the physician note any possible adverse reactions and action required. These instructions may be included on a prescription label or in separate written directions from the physician. "Take as directed" or "as needed" cannot be taken as specific direction.
- c. The authorization form must be signed and filled out completely by the parent or guardian.
- d. **All prescription medication must be in the prescription bottle and clearly labeled.** (If the student is also taking the medication at home, the medication can be issued by druggist in two separate bottles.)
- e. Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

2. Prescription Medication (Injectables)

The following is required for: "...any injectables for students who have severe allergic responses to insect sting, to other specific allergens and to students who are experiencing severe hypoglycemia when other treatment has failed or cannot be initiated.

- a. Written instructions from the doctor which include:
 - i. Name of student
 - ii. Name of medication
 - iii. Dosage
 - iv. Time and/or frequency of administration
 - v. Method of administration (e.g., mouth, nose, ear, etc.)
- b. The parent shall make the request in writing for the school to administer, as necessary, injectable medication (*medication administered by the intramuscular route*) to the student.
- c. The request must include written instructions of the doctor for the administration of an injectable medication to the student. (A prescription label on the original container of the injectable medication is deemed sufficient to meet the requirements for written physician instruction).
- d. Since the training of staff members to be authorized to administer injectable medication must be conducted under the supervision of a licensed physician or a nurse practitioner parents/guardians cannot train the designated school personnel in the use of injectables.

3. Non-Prescription Medication

The following is required for "...only commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics (pain relievers), decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids."

- a. Written instructions from the parent which include:
 - i. Name of student
 - ii. Name of medication
 - iii. Dosage
 - iv. Time and/or frequency of administration
 - v. Method of administration (e.g., mouth, nose, ear, etc.)
- b. **All non-prescription medication must be in original container or packaging.**
- c. Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

4. Parent to School Notification

Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pink eye, and/or head lice.

X. PARENTS

A. Classroom Interruptions

All visitors, including parents, must report to the office, sign in, and wear a visitor badge. All visitors/ volunteers must have a completed Volunteer Background Check on file in the office, have attended the Child Abuse Prevention presentations and all online training must be current. Classroom disruptions are kept to a minimum and learning time to a maximum.

B. Complaint/Issue Resolution

Concerns involving individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the principal. Finally, if the concern is still unresolved, the pastor should be contacted.

C. Family Cooperation/Removal of Students Resulting from Parental Attitude

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

D. Messages to Students

During school hours, all messages, lunches, etc. are to be taken at the office. Unless it's an emergency or pre-arranged with a teacher, we request that classrooms not be disturbed by visiting parents. If a message needs to be delivered, the secretary will do it at a time that is not disruptive to the class.

E. Parent-Teacher Organizations

1. School Advisory Council (SAC)

In the Archdiocese of Portland, all school councils are advisory in nature. A school advisory council participates in decision-making by formulating and recommending, but never enacting policy.

The purpose of the School Advisory Council is to develop and define policies which govern the operations of St. Ignatius School. The Council keeps current a five year plan, helps draft the operational budget, and generally is advisory to the principal.

Rev. Chris Weekly, S.J., Pastor
John Matcovich, Principal
Nick May
Joe Cortese
Fred Auger
Anna Donovan

Eileen Spillman
Scott Trantel
John Flynn
Pat Dieringer
Jan Ferguson-Bresee

2. **Parents Association**

The primary purpose of the Parent’s Association, in concert with the St. Ignatius School Advisory Council, is to support our educational mission by helping build a sense of community, assisting the school financially through various fund-raising activities.

Michele McKay, Co-President	Jill Trantel, Welcoming Committee
Michelle McElligott, Co-President	Mary White, Kristen Erickson &
Jolene Weber, Treasurer	Deniece Volker, Hospitality
Amy Jefferis, Faculty Liaison/Vice Principal	Lori Culley, Fair Share Coordinator
Kathy Koch, Secretary	Ronda Eikenberry, Uniform Exchange & Lost/Found

Fundraising Chairpersons:

Scrip: Aileen Cavalli-Smith

Jog-a-thon: Dan Sheets

Turkey Bingo: Michelle McElligott

Auction: Andrea Cortese

Family Bingo Night: Michelle McElligott

Pizzicato: Dana Hynson

3. **Foundation Board**

The role of the St. Ignatius School Foundation Board is to manage the school Endowment Fund. The Endowment Fund was established by the Foundation in 1984 as a non-profit 501c-3 to support the long-term financial stability of St. Ignatius School. All donations received through wills and bequests, annual appeals, and personal solicitations are added to the principle of the Endowment Fund in order to build the fund’s assets. From the proceeds of the Endowment Fund, The Foundation makes a donation to the school each year.

Steve Glenn, President	Margaret Barnes	Rachel Morris
Rose Hurner, Vice President	Anna Donovan	Vince Obradovich
Rev. Chris Weekly, S.J., Pastor	Jim Dorman	
John Matcovich, School Principal	Julie Frangipani	
Cecilia Baker, Treasurer	Jo Ann Grubb	
Nona Soltero, Secretary	Chris Machuca	

F. **Parties**

1. **In School/Out of School**

Celebrations are arranged with individual teachers. In Multnomah County, the health department regulates that treats be store-bought (unopened) and not home-baked. If a parent wishes to invite students to a birthday party for their child we ask that invitations not be passed out in school, but rather through the mail. We highly encourage parents to invite all the boys and /or all the girls in the class so that no one is excluded. You can imagine how deeply hurt children can feel when they know most of their classmates are invited to a party, but they are not.

If you wish to send treats for the class on the birthday of your child, please check with the teacher first about the best time of day.

STUDENTS MAY HAVE FREE DRESS ON THEIR BIRTHDAY

2. **End of the Year Party**

School sponsored graduation celebrations may be planned by the school and will be chaperoned by school related personnel. The school is not responsible for any other parties nor does it endorse or allow fund-raising for non school sponsored celebrations.

G. Releasing Students during the School Day

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. Ordinarily, the parent/guardian's authorization to release a student to a non-parent/guardian should be in writing.

An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. Always sign your child out at the main office.

H. Verification of Compliance

A written statement signed by the parent should be returned at the beginning of each school year. Such statement verifies that the parent is aware of and will comply with all regulations as written in the handbook. (See Signature Page at the beginning of the handbook) Please return to the school office.

XI. SAFETY

A. Asbestos Notification

Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. Both the public and private sectors have been dealing with the asbestos issue for many years. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) primarily to require school districts to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the U.S. Environmental Protection Agency (EPA) finalized a regulatory program which enforces the AHERA.

In compliance with the AHERA regulations, we had our school facilities inspected by an EPA accredited building inspector. During the inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of ACM in portions of the school facilities. It is important to note that these materials are in a form and condition that does not pose an imminent health threat to students, faculty or employees.

With confirmation of the presence of ACM, an Asbestos Management Plan was developed for our schools by an EPA accredited management planner. The Management Plan includes the inspection and physical assessment reports, the training program for our custodial and maintenance personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACM. Every three years, a reinspection by an accredited inspector must be conducted on all friable and non-friable known or assumed asbestos containing building materials (ACBM) to determine whether the condition of the ACBM has changed and to make recommendations on managing or removing the ACBM. The next scheduled reinspection is in September 2010.

During 2007-08, we conducted a periodic surveillance inspection every 6 months to check the condition of the remaining asbestos and to determine if any action is needed.

For further details on the locations of the remaining ACBM or on the asbestos activities, you are welcome to contact the office of Environmental/Property Management at the Archdiocese of Portland. All inquiries regarding the plan should be directed to him at 233-8355.

B. Earthquake/Fire/Emergency Drills

We follow local policy and hold drills at least twice a month.

C. School Closure

Notification

In the event of an emergency closing due to weather or unforeseen reasons, please listen to the announcement on the radio. St. Ignatius follows the decisions of Portland Public Schools in this respect. **DO NOT PHONE THE PARISH OFFICE!** Listen to KEX, KGW, or KXL or television channels 2, 6, or 8. The school answering machine will also have information you need if closure or late start is warranted. Trust your judgment and stay home if you feel the risk is too great to come to school. Please have an alternate plan if school should be let out for emergency purposes, i.e., children going home with someone who is able to care for them until you arrive home. In the event of an emergency during the school day, we will contact you by phone. Please keep in mind, we have only three lines in the office and it may take some time before we are able to contact all families.

D. Skateboards and Bicycles

Students and adults are to walk bikes to and from the driveway onto the grounds. Skateboards, roller skates and roller blades are not allowed on the school grounds. This is a matter of safety for the large number of children on the playground before and after school. Bikes must be locked during the school day.

Drop Off/Pick-up of Students

Students are not permitted in the building before 8:20am. The school grounds are supervised up to 15 minutes before and after school. The school accepts no liability for students who arrive before and stay after the supervised time.

No driving is allowed on the playground while school is in session, from 9:00am to 3:00pm/2:00pm on Wednesday. Please follow the "Parking Pick-up and Delivery of Children" instructions on page 10 of this handbook. The gates will be closed at the start of school.

DO NOT DRIVE ONTO THE DRIVEWAY BETWEEN DILLON HALL (GYM) & PARISH OFFICES

The parking spaces between the rectory and Dillon Hall are for St. Ignatius Faculty and Parish business only. We ask anyone visiting the school to please park on the street.

F. Weapons Policy

Ordinarily, any student in possession of a weapon will face disciplinary consequence up to and including expulsion from school.

Under Oregon law, the principal who has reasonable cause to believe that a person while at school or on grounds adjacent to the school is, or within the previous 120 days, has been in the possession of a firearm or destructive device must report the person to a law enforcement agency. For the purposes of reporting, a weapon is defined as but not limited to a firearm, a knife or similar instrument (other than an ordinary pocket knife –which school rules forbid), mace/tear gas/pepper mace, a club bludgeon or similar instrument, or a deadly or dangerous weapon.

XII. STUDENT ACTIVITIES

A. C.Y.O. CLUB:

Athletic Director:	Sue Schweitzer
Secretary:	Renee Dehen-Ramos
Treasurer:	Jenna Bass
Snack Shack Shopper:	Renee Dehen-Ramos
Snack Shack Open/Close:	Laura Spirlin
Individual Sports Directors:	Varies

Questions or concerns can be addressed to St. Ignatius CYO by email at stignatiuscyo@yahoo.com

ST. IGNATIUS C.Y.O. CLUB MISSION STATEMENT

The St. Ignatius Athletic Association and its resultant sports programs are grounded in the Christian principles that are the foundation of our school and parish. We endeavor to hold as foremost in all our programs the value of love of God, respect for oneself and others, hard work, commitment, good sportsmanship, integrity, competitiveness, teamwork, excellence and fun. Our programs will focus less on the need to win and more on the opportunity to learn, to teach, to encourage and to strive to reach one's full potential. Our goal is to provide the opportunity and the structure within which the children of our school and parish can learn the valuable lessons that come from competitive team sports played within a Christian community.

The C.Y.O. Club offers the following sports:

- It is required that you participate in fundraisers and working in the snack shack to keep costs down.
- A uniform deposit is charged

August—November	Girls Volleyball, Gr.3-8 Co-ed Hot Shots Basketball, Gr. 1-2 Boys Football: 3rd & 4th grade—Flag 5th-8th grade—Tackle Coed Soccer through Southeast Soccer Club (call for info.)	Estimated Fee: \$100.00 See: www.cyocamphoward.org
November—March	Girls & Boys Basketball, Gr. 3-8	Estimated Fee: \$100.00
October—March	Girls & Boys Swimming, Gr. 1-8	Estimated Fee: \$100.00
March—May	Girls & Boys track, Gr. 4-8	Estimated Fee: \$100.00

All sports registrations will be done online this year.

The C.Y.O. Club also offers a \$100.00 sportsmanship scholarship to be given to the outstanding boy and girl from the 8th grade class as voted by the coaches, teachers and principal. This will be awarded at the 8th grade awards evening in May.

The C.Y.O. Club meetings are on the 1st Tuesday evening of each month at 6:00pm in the Xavier Room in Dillon Hall. If you have any questions, ideas, or are interested in finding out more about the work of the Athletic Association, you are welcome to join us at these monthly meetings. Please email us at cystignatiuscyo@yahoo.com so we can add you to the agenda.

B. Dances

Dances sponsored by the Archdiocese and other Catholic Schools take place periodically. We will follow the guidelines established by the school that is sponsoring the dance. Students will be notified when a dance is scheduled. Dances are generally for 8th grade students. Occasionally there are dances for 6th-8th grade students sponsored by Youth Groups.

C. Field Trips

For each field trip the following information should be available:

1. Student Permission Slips;
2. Driver responsibilities (e.g., provide seatbelts for all passengers, follow planned route, do not make extra stops, dress appropriately, no use of any alcohol at any time);
3. Proof of Insurance;
4. Child Abuse training has been attended, all online training is current and Volunteer Background Check is on file in the school office.
5. Field trips serve the instructional program by utilizing those educative resources in the community which cannot be brought into the classroom.

D. Student Leadership

Student Leadership is a volunteer program available to junior high students. There is a limit of 30 students. The leadership group is responsible for producing the Gator Gazette (the student newsletter), working in the school store, and organizing assemblies. Student Leadership is advised by two teachers on staff. Meetings are held on Wednesday mornings before school. This is a year-long commitment. There are also times when students will meet on other days to prepare for special school events. Students are expected to be present at every meeting. Students are also expected to work in the school store a few times during each trimester. The school store is open from 3:10-3:25 on Tuesdays and Fridays. A Student Leadership polo shirt is available for purchase at the beginning of the year and is individualized for each student. Student Leaders may wear this polo on meeting days or assembly days as a part of the uniform.

E. Service Projects

Service to others is a core value in Catholic Social teaching. The school is involved in many service projects both at the classroom and school-wide levels. We will inform families of upcoming and ongoing projects, and encourage your support..

XIII. STUDENT EDUCATIONAL RECORDS

A. Review of Student Educational Records

Parents of students currently in attendance at St. Ignatius School may review the student's education records. Parents wishing to review student records should make written request to the principal to do so. An amendment to the student's education records may be requested, if the student's parents believe the contents are inaccurate. If the school concludes that the request is valid, the record(s) will be amended. If the school concludes that the record(s) need not be amended, the parent may place a statement with the record commenting on the disputed information.

B. Directory Information

St. Ignatius School has designated the following as directory information which the school may disclose without specific consent: The parents name, the student's name, address, telephone listing, photograph, date and place of birth, participation in officially recognized activities and sports, dates of attendance, awards received, and the most recent previous educational agency or institution attended.

A parent may elect not to have any or all of these items included in a school-related directory. Notice from a parent that he or she does not want any or all of these types of information included must be in writing to the principal of St. Ignatius School.

C. Emergency Disclosure of Information

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

XIV. STUDENT SERVICES

A. Lunch Services

Hot lunch is prepared at the school. Lunches must be ordered and paid for one month in advance. Mid-month each student receives a menu for the upcoming month, check which lunches they wish to purchase on both calendars, total the lunches for the month and parents write a check to the school for the total cost of all lunches and additional entrees and return the appropriate calendar and payment to the school office. Lunches are \$2.75 each with additional entrees \$1.00 each. We also offer a Junior lunch at the cost of \$2.00 per lunch. We recommend this smaller portion lunch for Kindergarten and possibly first grade students or anyone with a smaller appetite. This cost does not include milk. The cost of this program pays for the lunches, the cost of the cafeteria server and lunch supplies that are needed throughout the year.

If a student is sick or not at school the day they ordered hot lunch, if possible we will sell the lunch to another student who has forgotten theirs and give credit to the student who is absent, however if we are unable to sell the lunch, credit is not given. Please see the lunch menu bottom right corner for credit given each month.

Slips are sent home each month for those students who purchased a hot lunch during the past month when they failed to bring a lunch from home. Please remember that the school does not make money from this program so it is important to reimburse the school for lunches received.

B. Milk Program

Milk is provided by Alpenrose Dairy at \$.40 per carton. Both white and chocolate milk are available. Milk may be purchased on a month-to-month basis or on a daily basis.

A milk calendar is sent home at the same time as the lunch menu. The milk calendar is a half sheet so please look for it. Mark the days you would like your child to receive milk and return the calendar to school with payment. Your child is then given a card that is marked each day they receive milk.

C. Telephone

Students may not use the school phone except for emergencies. Phoning home for homework assignments, forgotten sports clothes and whether or not someone may come over and play after school does not constitute an emergency. Phone messages for students (unless it is an emergency) will be taken by the secretary and given to the student, if the call comes within reasonable time to transmit the message.

D. Lost and Found

Every article of clothing is to be marked with the student's name. Lost and found articles will be stored at the school (Cafeteria – Yellow shelves in the Northeast corner) for a short while. If articles are not claimed within a reasonable time, they are given to charity. Your child's name on the piece of clothing does not guarantee the return of their clothing.

E. Library

Our library operates on an automated system of locating books/reference materials and checking books in and out. It is a computerized system using a scanner over a barcode. The library is open five days a week for check out materials. REFERENCE MATERIALS MAY NOT BE TAKEN FROM THE SCHOOL BUILDING. Library books are checked out for a two week period and are always renewable. The due date is Wednesdays but students have until Friday to return them. If not returned, there is a \$.05 fine per day or the book is considered lost and the student will be charged the current price of the book. This library charge is non-refundable. We ask students to please be responsible in the care of their library books. Any student who owes a library fine in excess of one week will lose library privileges until the fine is paid. Any book that is damaged as a result of student use will carry a charge equal to the full replacement value of the book.

X. VOLUNTEERS

A. Volunteers

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school.

1. Child Abuse Prevention Training and Volunteer Background Checks

The Archdiocese requires all volunteers in any school program or activity to undergo a background check and complete training on recognizing and reporting child sexual abuse. Ordinarily any person with an adult criminal conviction is not eligible to serve. The school further reserves the right to decline to accept the services of a volunteer or to request a volunteer to withdraw from service in school activities whenever, in the judgment of the school, it is in the best interest of the school to do so. Adults who have not completed a background check and the Abuse Prevention training may not enter the school building beyond the office whenever children are present .

2. Volunteer Code

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Advisory Council and Committees, Parents' Association and Committees, fund raising events, Development program activities, classroom assistance to teachers, cafeteria/ hot lunch program, Room Parents, field trip assistants, and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Archdiocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.

Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by school principal and/or the pastor of the parish.

Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

3. Fair Share

The St. Ignatius School Advisory Council has agreed that all parents of St. Ignatius students must support the efforts of the Parent's Association as part of their commitment obligation to St. Ignatius. All parents are required to support the efforts of the Parents' Association, pledging 30 hours of work per family per year (15 hours for a single parent) in various fund-raising and service activities. It is also required for you to raise a minimum of \$350.00 (\$175.00 for a single parent) through the school fund-raising events. In addition, each family is required to support the Auction by procuring one item for the general Auction with a value of at least \$50. Dollar value of the procured auction item does not count toward the \$350.00 (\$175.00) fundraising total. Single parents are defined as those not having any spousal support, both in finances and in the raising of the child/ren. Divorced families, where both parents are still taking part in the upbringing and finances of the child/ren, are considered a two parent family under these rules and guidelines and will be subject to the same guidelines and rules as a two parent family. **If you wish to donate items or professional services to the school and want dollar value to go toward fair share commitment, you must receive prior approval from the principal.** This is done on a limited basis. The Fair Share year runs from May 1st through April 30th. Those who do not wish to participate in any fund-raising will then be required to pay the \$350.00 (\$175.00) directly to the Parent's Association for Fair Share dollars. For Fair Share hours not completed by the April 30th deadline a monetary amount of \$10.00/hour for the remaining hours will be paid to fulfill the commitment. Your registration is complete when you have filled out, signed and returned a sign-up sheet at registration time and fulfilled your commitment of 30 (15) hours and \$350 (\$175) in fund-raising money before April 30th.

For money to count toward your fair share dollars, it must benefit the St. Ignatius School Parents Association either through a fund raiser or direct donation. Funds donated to the school, but not directly benefiting the Parents Association do not count toward your fair share dollar commitment (Annual Appeal donations do not count toward fair share dollars).

FAIR SHARE RULES AND GUIDELINES

Please read the following information carefully.

The St. Ignatius School Advisory Council has agreed that all families of St. Ignatius students must support the efforts of the Parents' Association as part of their commitment to St. Ignatius School. This support is grouped into three categories: Fair Share Hours, Fair Share Fundraising and Auction Procurement:

I. Fair Share Hours

- 30 hours of work per family per year (15 hours for a single parent) in fundraising and service activities.
- 10 (5 for a single parent) of these hours must come from work at one or more fundraising events.
- St. Ignatius Parishioners and out-of-parish families may count hours donated to your parish toward your Fair Share Hours up to ten hours.
- Field trip helpers count straight hours for the duration of the trip. Gas expenses do not count toward fundraising dollars.
- Teacher, office, and library aides count straight hours. Anyone who accepts the responsibility is expected to honor their commitment for the entire year.
- Membership on boards or councils for either the school or the parish do count toward fair share hours, but not for the 10 hours of fundraising required.
- Coaches may count hours of practice as well as game time.
- Hours worked in a leadership role of a parish-or school-based scout event may count.
- Hours worked in the clean-up of Turkey Bingo and the Auction will count double.
- Up to three hours of Phon-A-Thon calling for the Annual Appeal count toward the 10-hour fundraising commitment.

II.

- Hours not completed by May 1 will be billed at \$10 per hour.
- The Fair Share year runs from May 1 to April 30 each year.
- Any extra hours (over 30) worked during the Fair Share year are not applicable toward the following year, but are GREATLY APPRECIATED, nor are they available to another family who has not fulfilled their hourly commitment.

NOTE:

It is the responsibility of all families to record and report Fair Share hours. Please find the orange fair share reporting form located in the back of your parent/student handbook. This form is the place to keep track of your regular fair share and fundraising hours. The form needs to be turned in to the school office by May 1. Any forms not turned in will result in a statement requesting payment of \$300 (\$150 for a single parent) for the 30 hours (15 for a single parent) not fulfilled.

Fair Share Fundraising Dollars

Each family is required to support the Parents' Association by raising \$350 during the course of the year (\$175 for a single parent). The following are the ways that the \$350 fundraising dollars can be credited to your family:

- Paid Jog-A-Thon sponsors
- SCRIP at the rate of \$4.00 for every \$100 purchased
- Turkey Bingo: Admission and raffle ticket purchase
- Annual Auction: Admission, table sponsorship and raffle tickets
- Raffle tickets at other school fundraising events (if applicable)
- Other fundraising events where the dollars go directly to the Parents' Association account.

NOTE:

Donations to the Annual Appeal do not count toward fundraising dollars. Items procured, donated or purchased for the auction do not count toward Fair Share fundraising dollars.

- III. **Auction Procurement:** Each family is required to procure an item for the auction with a value of \$50 or more. Procure does not necessarily mean purchase. The dollar value of this item does not count toward the Fair Share fundraising dollar amount. Failure to procure an item for the auction will result in a charge of \$50. If you are considering the donation of a buy-in item for the auction, please contact the auction committee chairs by February 1 for approval.

NOTE:

Donating an item for the class basket is optional and this item is over and above the auction procurement requirement. However, classes often hold a competition to encourage 100% participation. A voluntary donation to the class basket is truly appreciated and adds to the success of this part of our annual auction.

IN SHORT

Fair Share responsibilities are three-fold:

- 1) 30 hours (15 for a single parent), 10 (5 for a single parent) hours of which must come from fundraising activities that directly benefit the school.
- 2) \$350 fundraising dollars (\$175 for a single parent)
- 3) One procured item for the annual auction

While Fair Share is an obligatory program it should be perceived as an invitation to all to become more a part of the St. Ignatius School community, and an opportunity to have a greater role in your children's school life. Fair Share efforts support the school and the yearly contribution made by the Parents' Association helps keep tuition costs down and provides hundreds of hours of service to our school. We appreciate all of the parents who work hard to make this program successful.

ST. IGNATIUS SCHOOL – DRESS CODE

UNIFORM:

- Solid dark blue slacks or khaki color slacks for junior high (6, 7, 8 grades—not off white or brown)
 1. By slacks we mean “dress slacks” – no jean material or cords
 2. No extra pockets on front or back (cargo pants)
 3. No sewn on pockets (patch) or flaps over back pockets
 4. Should fit at the waist
 5. They are not oversized or tight (**no sagging**)
 6. Are free from extra colored markings (stitching) on pockets, zippers, etc.
 7. May be pleated or flat front
- White short or long-sleeved polos or turtleneck shirts with no logos of any kind or the St. Ignatius blue polo shirt (purchased at school).
 1. Polo shirts shall have square, plain collars – not rounded or laced
 2. Shall be long enough to tuck in, but not oversized or tight
 3. Should have at least two buttons
 4. No mock turtlenecks or cowl neck shirts
 5. No cap sleeves
 6. Sleeve length must be mid-arm (no more than 2-3 inches above the elbow)
- St. Ignatius sweatshirt or St. Ignatius fleece vests, worn with tucked in visible collared uniform shirt.
- Solid dark blue walking shorts may be worn in September, October, April, May and June only. Walking shorts are to be no shorter than 2” above the knee or longer than the bottom of the knee cap and must meet the same criteria as slacks. Sixth, seventh and eighth graders only may also include khaki walking shorts. (Again, cargo shorts are not allowed)
- Girls may also wear the St. Ignatius plaid jumpers, plaid skort or plaid skirts or navy blue skorts.
6,7,8 grade girls may wear the khaki skort .
 1. Jumpers, skirts and skorts must not be more than two inches above the knee
 2. There should be no pants/**leggings** showing under the hem of the garment
 3. Skorts should have a panel in front and in back (they look like a skirt). Dennis Uniform carries the uniform skort. However, a skort may be purchased at another store (Gap Outlet has carried a similar skort) if it meets the right criteria. All plaid must be the “Kirk” plaid purchased at Dennis.
- No visible undergarments
- Shoes must have straps or shoe laces, **no slip-ons or open-toed shoes**.

P.E. GYM SHOE POLICY: Shoes used by all students (K-8) for PE must meet the following criteria:

- Dedicated to use only in the gym during PE.
- Lace-up or Velcro (no slip-ons). Student in physical education need a supportive shoe that will stay on their feet! Velcro is required for kindergarten and strongly recommended for first and second grade unless your child has mastered shoe-tying.
- Shoes must have a non-marking sole designed for indoor hard-court use, such as those made for basketball, volleyball or tennis. Running shoes and more fashion oriented shoes (such as many Sketchers, Pumas, etc.) frequently have softer soles that leave smudges on the gym floor and will not be allowed. If you have questions regarding a shoe's appropriateness, you may want to contact Mr. Baglien at ronbaglien@stignatiusschool.org
- Shoes do not have to be brand new. They must have the soles scrubbed clean and be free from dirt, pebbles, or other debris.

P.E. UNIFORMS: grades 3-8 only

- St. Ignatius P.E. uniform (no sagging) - purchased at school.
- P.E. uniforms must be stored in a fabric bag (may be purchased at school)
- Deodorant for all students (no aerosol deodorant)
- CYO uniform sweats only

SUNDAY BEST/FREE DRESS

Sunday Best is allowed on the days of all-school Liturgies. “Sunday Best” refers to clothes that would be appropriate for Mass.

1. Dresses with sleeves (no shorter than two inches above the knee)
2. Skirts (no shorter than two inches above the knee)
3. Nice slacks – no athletic wear

---Sunday Best cont'd on back

4. Sweaters or shirts with sleeves; **no sweatshirts or camoflaug**. **No T-shirts.**
5. At no time should bra/undergarment straps be visible
6. **No jeans or leggings may be worn.**

Periodically, there are occasional “free dress” days where students are allowed to wear casual clothes in good condition – jeans included (no holes or frayed hems).

1. Tops must have sleeves
2. T-shirts must be appropriate (no alcohol, tobacco or inappropriate wording or pictures)
3. No tank tops or sleeveless tops of any kind for all grades, K-8.

Free dress for field trips is at the option of the principal or teacher.

- During the month of September, October, April, May and June, shorts of any color may be worn on free dress days. Shorts are to be no shorter than 2” above the knee or longer than the bottom of the knee cap.

OTHER RULES:

- Long pants/leggings are not to be worn under jumpers; however, P.E. shorts may be worn.
- Belts should be no wider than 1 inch.
- No jackets, vests or sweatshirts other than St. Ignatius sweatshirt/vest may be worn in the classroom.
- CYO or other team sweatshirts are not appropriate for classroom wear.
- Students may not wear shirts or sweatshirts with logos. (except on Free Dress days)
- Shirts worn under Polo shirts must be plain white (no writing) and tucked in.
- No blue jeans or denims may be worn unless a “free dress” day is announced.
- Socks must be visible with shoes on.
- No hats may be worn in the school building.
- Excessive make-up and jewelry are not permitted. No long or dangling earrings are allowed. The school reserves the right to ask students to remove make-up or jewelry or to change any clothing the school deems inappropriate.
- Eighth graders are permitted to wear the specially designed St. Ignatius eighth grade sweatshirt.
- No spandex or short shorts may be worn, ever.
- All tops, shirts and dresses must have sleeves.
- Shoes or sandals must have a strap or back (no flip flop style shoes/sandals) and must be worn with socks. No open-toed shoes.
- Hair color and style may not be distracting to others.

St. Ignatius sweatshirts, fleece vest, P.E. uniforms and St. Ignatius blue polo shirts can be purchased at the “Welcome Back Picnic”, on the first day of school before and after school, and after school for the first week. Purchases can be made in the school office after Labor Day.

THE SCHOOL PROVIDES A UNIFORM EXCHANGE

Infractions

Please note that your child is wearing the correct uniform before they leave the house each morning.

1. The first out of uniform infraction will result in a written warning sent home.
2. The second infraction you will be called and required to bring the appropriate uniform clothing before your child can return to class.

Uniforms may be purchased at the listed locations following the guidelines provided.

Dennis Uniform
105 SE Hawthorne Blvd
Portland, OR 97214
503-234-7431
www.dennisuniform.com

B.C. Graphics Inc.
3155 NW Yeon Ave.
Portland, OR 97210
503-239-7001
www.bcgraphicsonline.com

Sears
Sears.com
www.FrenchToast.com

J.C. Penney
JCPenney's.com

Target
Target.com

Gap/Gap Outlet
TheGap.com

SIGNATURE PAGE

Parent Agreement

I/We _____
(Parent(s) or Guardian(s))

have read the material in the St. Ignatius Student/Parent Handbook and agree to follow and uphold the school policies while my son/daughter is enrolled as a student.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student Agreement

I/We (Student Name(s)) _____

Have read the material in the St. Ignatius Student/Parent Handbook and agree to follow and uphold the school policies while enrolled at St. Ignatius School.

Signature _____ Grade _____ Date _____
(First student)

Signature _____ Grade _____ Date _____
(Second student)

Signature _____ Grade _____ Date _____
(Third student)

Signature _____ Grade _____ Date _____
(Fourth student)

Please sign and return to the school office by September 18, 2009