



# STUDENT & FAMILY HANDBOOK

**President: Mrs. Eavan O'Driscoll**

**Principal: Mr. Richard Darrell**

## MISSION STATEMENT & ENDS POLICY

St. Ignatius School empowers students in the South Bronx to become their best selves by creating a safe and nurturing community that fosters intellectual, spiritual, and social growth. St. Ignatius School is dedicated to breaking the cycle of poverty through education by providing a quality Jesuit education both in and beyond the classroom to children of deserving but underserved families in the community.

### **St. Ignatius School is committed to:**

- Creating an atmosphere where learning is exciting and valued;
- Developing an appreciation of how learning is the result of effort and commitment;
- Fostering intellectual, social, moral and spiritual growth in each student; and
- Instilling a belief in using one's talents in service for others.

### **Grad at Grad**

1. Students are academically proficient and prepared for high school and beyond.
2. Students are literate in reading, writing, speaking, and listening.
3. Students are able to think critically and solve problems.
4. Students are knowledgeable of the Five Jesuit Pillars: Loving, Open to Growth, Intellectually Competent, Religious and Committed to Justice.
5. Students are loved, valued, guided, and respected.
6. Students are responsible, respectful, and service-oriented leaders.
7. Students interact across diverse communities with social competence.
8. Students are appreciative of artistic and cultural values that enhance the human experience.

## PARENT AS PRIMARY EDUCATOR

The educational philosophy of St. Ignatius School is based upon the belief that parents are the primary educators of their children and that the school can provide significant enhancement to the home learning environment, but cannot replace it.

The purpose of this handbook is to familiarize you with the school, its philosophy, its rules, its curriculum program, and its activities. It is our hope that through mutual cooperation and through identification of goals between home and school, we help our students to develop their talents and abilities as well as to grow in their faith.

We request that you study the contents of our Student & Family Handbook and that you keep it as an available reference. The administration, faculty, and staff of St. Ignatius School look forward to collaborating with you in support of your child's growth and Jesuit education.

## ADMISSION POLICIES

The admission policy of Saint Ignatius School is designed to admit prospective qualified students who will most benefit from the mission and philosophy of the school. SIS is a neighborhood school that transforms the lives of its students through an excellent Jesuit education with the purpose of empowering those students, as they become men and women for others.

The admission process maintains the dignity and worth of each applicant and affords all students and families the opportunity to learn about the school programs and activities. Inclusivity is a central tenet in the policies, procedures and goals for student recruitment and enrollment at SIS. All information regarding the admission process is consistent and transparent at the onset.

The school recognizes and supports the rights of all qualified students and families to consider SIS as an option and respects the right of students to consider other educational options during the process. Admissions acceptance rates vary from year to year. Admission offers are needs based with priority given to qualified students based on economic need and residency in the Hunts Point neighborhood. The admissions process also takes into account the academic and/or social and emotional needs of applicants with prior educational records indicating required additional professional full time support for learning and/or specialized instruction. The educational needs of these students are very difficult to meet at SIS and are likely to interfere and negatively impact the instructional programming/processes of all students. As such, these applicants are referred to alternate programs where their needs can be better met.

## **NON-DISCRIMINATION POLICY**

St. Ignatius School admits students of any race, color, gender, or national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, religion, color, racial or ethnic origin in the administration of its education policies, admission policies, scholarship and other school administered programs. The school does not discriminate on the basis of a disability, if with reasonable accommodations, the student can meet the academic and behavioral requirements of the school.

## **FINANCIAL FEES**

St. Ignatius School is a tuition-free school in which each student receives an annual \$12,500 scholarship. However, each family is asked to pay a monthly participation fee to contribute to the educational process. The exact fee paid by each family is based on overall family income and will be reviewed annually by the school administration. Families are sent monthly reminders regarding participation fees, which are due by the 15<sup>th</sup> of the month. There is also a Summer Camp fee. NO CASH accepted: personal check or money order.

## **AGREEMENT OF ENROLLMENT**

The registration of a student at St. Ignatius School is deemed to be an agreement on his/her part, and on the part of his/her parents or guardians, to comply fully with all the policies, rules and regulations of the school. St. Ignatius School reserves the right to make revisions to its policies, rules and regulations. Parents and students will be given prompt notifications of such changes or additions. Observance of any such change is expected by all as soon as the change is made known to the school community. Failure to do so can result in dismissal.

**Students and family must complete and sign the scholarship agreement between parents, students and St. Ignatius School.**

## **PURPOSE AND LIMITATION OF STUDENT & FAMILY HANDBOOK**

When a parent enrolls their child in St. Ignatius School and signs the handbook acceptance form, the parent agrees to be governed by, abide by and follow its policies and procedures. This Handbook does not establish a contractual relationship between St. Ignatius School and its students or their families. This Handbook only serves to highlight St. Ignatius School's policies, practices, and procedures for your personal benefit and cannot be construed as a legal document of any kind. Any grievance procedure contained within this Handbook is strictly intended to provide all students and their families an opportunity to resolve grievances that may arise from time to time. Such procedures are not intended to represent the precise formula to be followed in every dispute which may arise.

# JESUIT CODE OF ETHICS AND DISCIPLINE

## **JESUIT CODE OF ETHICS**

It shall be an express condition of enrollment that the student behaves in a manner at all times, both on and off campus that is consistent with the Jesuit principles of the school as determined by the school in its discretion.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Jesuit principles of the school, as determined by the school in its discretion.

These Jesuit code principles include, but are not limited to the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, family events, field trips, etc).

The school reserves the right to determine which behaviors are determined contrary to our Jesuit Code of Ethics and to determine an appropriate consequence. The school reserves the right to determine, in its own discretion, when conduct is of such severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

## **STUDENT DISCIPLINE**

The essence of the Jesuit self-discipline is self-correction. The student must be free to choose one form of behavior or another, and to take upon him/herself the consequences of that chosen action. Respect, order and self-control are an outgrowth of good teaching at home and at school. A self-disciplined student is one who takes responsibility for his/her actions and has control over them. A student first learns self-discipline at home. The faculty will maintain good order and discipline at all times: the classroom, on school grounds, and at all school events. Ultimately, students are taught to adhere to the “golden rule” given to us by Jesus: “Do unto others as you would have others do unto you.”

Discipline in St. Ignatius School is to be considered as an aspect of moral guidance and NOT a form of punishment. The purpose of discipline is to promote pupil development, to increase a sense of awareness and sensitivity for others, to assist in the growth of inner discipline, and to provide an environment conducive to learning.

### **Discipline with Purpose**

Broad discipline rules that affect the daily living together of all members of the school community include these:

1. Respect yourself, others and things
2. Contribute to the learning environment
3. Follow school and classroom procedures

Each classroom teacher has adopted some version of these three rules. The teachers work with the children to make sure the rules are understood and the reasons for the rules are taught. Students learn that each adult may have different procedures to helping them follow the rules. Students are tested orally and in writing to ensure that they know and understand how rules “safeguard each person’s rights.”

In addition, each classroom teacher has an established Classroom Discipline Cycle that lists consequences for not following the rules. The Classroom Discipline Cycle is as follows:

#### **St. Ignatius School Classroom Discipline Cycle**

**Step 1** – Warning: Chance to Self-Correct – yellow

**Step 2** – Warning: Chance to Self-Correct – yellow - orange

**Step 3** – JUG Action Plan (requires parent review and signature): Document problem and what can be done for improvement with 30 minutes of reflection time during break - red

**Step 4** – Administrative Contact (Office Referral)

Note: Reaching Step 5 of the Classroom Discipline Cycle will start the Three-Step Administrative Discipline cycle.

Occasionally removal from the group is necessary to protect a student and/or the learning environment of the school. If possible, the adult who removes the child will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior.

If regaining control does not happen, the student will be sent to the Administrator’s office and the three-step Administrative Discipline Cycle will be set in motion. Reasons for immediate office referral include the “**Big Three**”:

- (1) Physical or Emotional Danger (e.g. fighting, throwing objects, bringing weapons, drugs or matches to school, making threats, leaving school without permission, sexual assault, gang affiliation)

- (2) Abuse in Words or Actions (e.g. harassment, making others feel unsafe or uncomfortable, bullying, extreme disrespect to another person, profanity, vandalism)
- (3) Out of Control Behavior (e.g. purposeful and consistent misbehavior, unwillingness to follow directions, repeated violation of classroom rules)

### **Three-Step Administrative Discipline Cycle**

#### **STEP ONE:**

- The student will be sent to the office with a notification of the reason for the referral.
- The student will complete a “Office Referral” reflection document.
- The student will meet with the appropriate Administrator and / or Counselor for discussion of the “Office Referral” document.
- If deemed necessary, the Administrator and/or the student will inform a parent of the incident by phone or note.
- The student will be held accountable for any plan developed.
- The Administrator will follow-up with the referring staff member as necessary.

**STEP TWO:** If a student who has already completed detention is sent to the Administrator again within the quarter or in extreme cases when the Administrator determines the seriousness of the action warrants starting at Step Two.

- The student will complete a “Wait Think Plan” document and meet with the Administrator.
- A conference with the teacher, parent, student and Administrator will be scheduled.
- A probationary contract will be drawn up listing actions that will be taken by each participant in the conference.
- The student may begin a 7 AM arrival at the school for the purpose of behavior correction. The student may no longer be eligible for field trips. These two consequences would be in effect until the Principal has contacted the student’s parents and the behavior has been corrected.

**STEP THREE:** The Academic Council comprised of faculty and staff members may make a recommendation to the Principal to remove the student from St. Ignatius School.

- The decision to terminate a student rests with the Principal.
- If termination is the decision, the student’s parent will be notified, the reasons for the dismissal will be given.
- Serious infractions such as possession of drugs or weapons or physical or moral misconduct could result in an immediate move to Step Three of this cycle.

#### **Students must observe the following disciplinary expectations at all times:**

1. Students are not allowed in the classroom at any time without adult supervision
2. Classrooms are places of study. Any disruptive behavior is unacceptable.
3. Gum chewing is forbidden on the school premises or at school functions.

4. The school grounds are to be kept clean and free from litter.
5. All students will be responsible for the protection and preservation of school property. Any damage to school textbooks, library books or school property is to be paid for by the person causing the damage.
6. Restrooms and drinking fountains are to be kept clean. Loitering or playing in the restrooms or halls is not permitted.
7. Quiet must be maintained at all times in the halls and on the stairs.
8. Students are expected to use polite language. Name calling, profanity, or obscenities are not allowed.
9. Radios, cameras, personal stereos, electronic games, iPods, iPhones, iPads, electronic equipment and other valuables are not permitted at school without proper authorization. When special permission is given, the school will not accept responsibility for the damage or loss of these items.
10. Gambling, buying, selling, or trading of any kind of items by students is prohibited.
11. Permanent markers are prohibited.
12. Cell phone use during school hours is prohibited. Confiscated cell phones will be sent to the Main Office and distributed back to the student's parents two weeks after confiscation.

### **DISCIPLINARY POLICIES**

*Failures of Good Order* – The following infractions of good order are examples of actions which are considered to be serious infractions and will be dealt with accordingly, which could also include dismissal.

1. Disobedience, disrespect, insubordination, or rudeness to a member of the administration, faculty or staff.
2. Language or behavior which is seriously immoral, profane, vulgar or obscene.
3. Possessing, selling, giving away, using, or being under the influence of a controlled, mood-altering substance on the campus, at school functions, or at a time and place directly involving the school.
4. Theft, graffiti or vandalism.
5. Possession of graffiti pens or markers.
6. Obscenities - oral, written or gestured.
7. Truancy- tardiness and absences.
8. Dishonesty of any kind, including cheating and plagiarism.
9. Possession of indecent books, pictures or objects.
10. Fighting, injury or harm to persons or serious threat of same.
11. Outrageous, scandalous, or seriously disruptive behavior.
12. Possessing, using, or threatening to use any weapon including all types of knives.
13. Membership in a gang or participation in a gang-related activity.
14. Conduct at school or elsewhere which would reflect adversely on St. Ignatius School and be detrimental to the reputation of the school or the Catholic Church.

### **SANCTIONS**



The following sanctions may be imposed on students:

**Detention:** Detention is held for a determined length of time either before or after school, during break or lunch, or on Saturdays. Detention takes precedence over any after-school activity. Detention must be served when assigned. Switches will be made only for very serious reasons, and students who “cut” detention are liable for serious disciplinary action (i.e., added days of detention, Saturday detention, suspension). Students who are repeatedly assigned detention may be suspended and/or placed on probation. The student will be readmitted to school after there has been a conference with the Administrator, the parents and the student.

**Suspension:** A student may be placed on suspension for serious misconduct, whether on or off the campus, or for serious misconduct after having been placed on probation. Suspension is the isolation of the pupil from some or all school activities. Thus, the pupil may be required to report to school during normal school hours, but be separated from his/her ordinary classes and be expected to continue school work on an independent or private study basis. In some instances, the pupil may be barred from school entirely. Except in unusual cases, the suspension should not exceed one (1) week. Suspension is ordinarily invoked to prevent disruption of the school environment and to assist the affected pupil in overcoming a disciplinary problem.

**Probation:** Parents will be notified that their son/daughter, because of relatively serious infraction of school regulations or of repeated minor incidents, has been placed on probation for a portion of the school year. If the parents wish to discuss the matter with the Administrator, they are requested to phone for an appointment. Students placed on probation may be required to re-apply for their St. Ignatius School scholarship.

**Expulsion:** This is the final and irrevocable dismissal of the student from the school. Expulsions incurred by misconduct of a very serious nature (e.g., theft or fighting) calling for immediate dismissal without suspension or by repetition of conduct leading to one or more suspensions.

The students’ interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

### **ANTI-HARASSMENT AND BULLYING POLICY**

St. Ignatius School is committed to provide a learning environment that is free from harassment and BULLYING in any form. Harassment of any student by any other student, lay employee, volunteer, or religious instructor is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

- **Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another person in person or through electronic media;
- **Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement;
- **Visual Harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures, text messages, websites, social networking sites, or through other electronic media, and
- **Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
  1. Submission to such conduct is made explicitly or implicitly as a term or condition of a student's academic status or progress;
  2. Submission to or rejection of such conduct by a student issued as a basis of academic decisions affecting the individual;
  3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

**Specific examples of sexual harassment include, but are not limited to:**

1. Making unsolicited sexual advances and propositions;
2. Using sexually degrading words to describe an individual or an individual's body;
3. Displaying sexually suggestive objects or pictures;
4. Telling inappropriate or sexually related jokes;
5. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

**It is the responsibility of St. Ignatius School to:**

1. Implement this policy through regular meetings, including professional development seminars with all administrators, faculty and staff, ensuring that they understand the policy and its importance;

2. Make all faculty, staff, volunteers, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
4. Strive to create a school environment free from discrimination, intimidation, or harassment.

**It is the student's responsibility to:**

1. Conduct himself or herself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the Principal;
5. If informed that he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

**Complaint Filing and Investigation Procedures**

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Principal or to a teacher who will report it to the Principal or to the President if the Principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another administrator if he/she prefers to do so.
2. The student alleging harassment may be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with all parties, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal, in consultation with the USA East Province of the Society of Jesus, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination/expulsion.

5. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

### **SANCTIONS FOR CHEMICAL SUBSTANCE USE AND ABUSE**

The following chemical substance policy will cover all school activities on and off campus:

- a. Selling any controlled, mood-altering substance (alcohol, drugs, etc.) may be dealt with by immediate expulsion from the school.
- b. Possessing or being under the influence of any controlled, mood-altering substance may be dealt with by immediate expulsion from the school.

## ACADEMIC LIFE

**Introduction & Philosophy of Academics at St. Ignatius School:** St. Ignatius School is an institution of academic excellence with a rigorous and supportive learning environment. The intention of St. Ignatius School is to prepare each student for entrance into a competitive high school and best suited college.

**Curriculum:** Students enroll in the following classes: Religion, English Language Arts-Reading and Writing, Social Studies, Math, Science, the arts and music. Students will also participate in clubs and elective classes.

**Academic Grading:** Each teacher establishes a grading policy for each individual class and is expected to fully explain this policy at the start of the academic year. It is the student's responsibility to be aware of the grading policy and requirements in a particular course. Grading policies will be given to the students on the first day of school. Should a student or parent wish to see or review a specific teacher's grading policy for a particular class, the teacher should be contacted. **The following general policies are in effect** across the school:

For Middle school:

Tests/Projects—40%  
Quizzes—30%  
Homework—20%  
Participation—10%

**Progress Reports:** Students receive progress reports during each quarter with current grades in all academic classes, as well as marks for conduct and effort. Parents are expected to review the progress report with the student and indicate receipt through the Wednesday folder.

**Report Cards:** Report cards are issued at the end of each quarter. There are four report cards issued per year.

**Academic Probation:** a student may be placed on Academic Probation if any grade in any subject falls below a 70% quarterly. A meeting will be scheduled with the student and parents, and a member of administration to determine a plan for academic growth. Students will be placed on probation and will be required to show improvement academically and in the areas of effort and conduct in the following marking period. The Academic Council will review and determine the student's standing at St. Ignatius School at that time. School privileges may be revoked, so additional time can be focused on academic improvement.

**Graduation Requirements from 8<sup>th</sup> Grade:** Students must successfully complete the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade upholding the expectations outlined by GSP to earn financial aid for high school.

**Cheating and Plagiarism:** Cheating and plagiarism (copying the work of others and passing it off as one's own) are forms of academic dishonesty which are inconsistent with the principles for which St. Ignatius School stands. These are considered to be major academic offenses and will be dealt with in accordance with guidelines set down by the administration. Students who are involved in such infractions, including violations of rules and policy set down by both the administration and classroom teachers which are intended to curb such practices, are subject to academic and disciplinary sanctions.

**The St. Ignatius School Honor Code:** Our Honor Code promotes trust in the SIS community, helps develop core values, and prepares you for the demands of High School and beyond. Your teachers and the SIS administration can help you understand the Honor Code, your responsibilities, and consequences when it is not followed. All students and families will sign an agreement at the beginning of the school year.

**Disciplinary Sanctions:** Any member of the faculty or administrator who has reason to believe that a student has violated any school policy may make reasonable inquiry including questioning the student(s) to determine whether an infraction has incurred.

## **HOMEWORK**

Homework will be assigned to students every day in every subject area. Homework is not optional; it is a critical aspect of learning and attending school. Each student is issued a St. Ignatius School planner/assignment book for recording homework assignments daily. One class period of "Help and Study Session" time is allotted daily for each student to work on his/her homework assignments and receive support from a staff member or volunteer. Students are expected to take homework assignments seriously. The completion of homework will be factored into the students' quarterly and final grades. If there are questions about the assignment or concerns about the amount of homework which is assigned, each student is encouraged to discuss this with his/her teacher. Parents are required to review the student planner/assignment daily to check on student progress.

Homework is an expectation for all classes. Students who struggle with homework must be responsible to communicate with their teachers their need for help. If good work habits are not developed at home where the parents are the primary educators of their children it may be determined that St. Ignatius School is not the correct fit for this student. When this issue has been addresses and the teachers and administration do not see progress a student may be asked to withdraw to find another school more suitable to his/her needs.

The teachers and administration will do everything possible to help the student. This help will only produce results if the student and his/her family are in agreement and are taking steps for improvement.

If a student is absent, he/she is still expected to complete all homework in a reasonable period of time after returning to school. Teachers will clarify homework policies to students in their courses. In most cases, students will be given one extra day to complete assignments missed while absent. Teachers will make every effort to gather materials and write down assignments for a legal absence. When possible, parents or guardians should make arrangements with teachers to come to the school to pick up assignments on the day the student is absent.

### **CARE OF MATERIALS & EQUIPMENT**

Each student will be provided with many of the reading books, library books, work books and text books necessary for a successful learning experience. These materials and equipment are valuable to the school experience. Each student must take responsibility for each of these items. Each must be handled with care by students to avoid damage or unreasonable wear. If the administration concludes that school property has been mishandled, lost or damaged by a student, then that student may be charged a fee to replace the item.

### **STUDENT RECORDS**

#### *Parents:*

If you are a parent of a St. Ignatius School student and you wish to review the academic records of your child, St. Ignatius School requests that you give the school 24 hours' notice (at minimum) to do so.

#### *Non-Custodial Parent/Guardian:*

If you are a guardian of a St. Ignatius School student and you wish to review the academic records of your child, St. Ignatius School requests to have a copy of the court order indicating your responsibility for the student/child and also a 24-hour notice (at minimum) to review the files.

MANDATORY SUMMER LEADERSHIP PROGRAM

Participation in St. Ignatius School's year-round program helps to assure academic success. All current students are **REQUIRED** to participate in the programs designed for their grade level. Promotion onto the next grade level is contingent upon success in the required summer programs. Failure to attend jeopardizes fall enrollment.

### **Summer Leadership Camp**

This program is an integral part of our mission. It provides an opportunity to participate in summer leadership camp at a minimal cost to the family. Students are **REQUIRED** to participate completely in the summer leadership camp program. Completion of appropriate health, lunch and financial aid forms is required in advance. Families are expected to complete these forms promptly.

Students are expected to comply with the rules set forth by the camp staff. St. Ignatius School administrators work in partnership with camp directors to ensure appropriate participation by all students.

## GENERAL EXPECTATIONS & PROCEDURES

All students at St. Ignatius School are required to comply with all rules and regulations found in this Student Handbook. The school expects its students to reside with parents(s) or approved guardian(s) while enrolled at St. Ignatius School.

### **ATTENDANCE**

All students are expected to be present at school daily, to be on time for school each day, and to be prompt in arriving for scheduled classes. This is essential if the student is to derive the full benefit of his/her education at St. Ignatius School.

Attendance is taken at 7:45 a.m. daily. Students may arrive as early as 7:30 a.m., but should not arrive at school before 7:30 a.m., because student supervision is not available before that time.

Any student arriving to school after 7:45 a.m. is tardy. Students who are late to class or tardy to school incur progressive steps for probation.

All routine matters concerning attendance are handled through the school secretary. Cases of non-routine nature will be referred to the Principal. If it is expected that a student will be absent for a prolonged period of time, the parent or guardian must immediately contact the Main Office to explain the situation. In the case of prolonged absences for medical reasons,

the school will assist the family in designing a plan. Parents are expected to meet with the Principal for any anticipated absences of more than 3 days.

### **UNEXCUSED ABSENCES**

Students and parents are expected to observe the published St. Ignatius School Calendar in matters of vacations and days off from school. In the event that a student is taken out of school for personal reasons, the parents and student must assume full responsibility for this action and for the academic consequences entailed. Neither the school nor the teachers can assume responsibility for special assignments, tests, etc., to make up for what is missed in class during this type of an absence. St. Ignatius School may be required to report any non-health related absence to The Administration for Children's Services. Students that have unexcused absences will be required to attend Saturday school or Friday afternoon make up sessions.

### **OFFICE PROCEDURE FOR ABSENCE AND TARDINESS**

If your child is absent from school or tardy to school, please follow these procedures:

- (1) The parent or guardian is to phone the school office (718-861-9084) between 7:45 am and 8:00 am to report any absence from school.
- (2) If a student is absent for multiple days, the parent must call each day.
- (3) Upon returning to school the student **must** present a note from the parent/guardian as required by state law containing:
  - (a) date or dates of absence
  - (b) date note is written
  - (c) reason for absence
  - (d) signature of parent/guardian.
  - (e) doctor's note (as explained below)
- (4) This note must be presented at the Main Office before 7:45 am on the returning day.
- (5) A student who is late for school or for any particular class during the day or who misses any part of a class (eg., medical appointment) must report to the Main Office and go directly to their current class. Please attach a Doctor's Note if required.

Failure to comply with any of the regulations concerning absence and/or tardiness may result in disciplinary actions. Two tardies or two absences per month qualify a student to attend Saturday School Detention. Five tardies or three absences or more per quarter will prevent a student from earning academic honors and may trigger the initiation of truancy procedures and jeopardize enrollment. In the case of questionable or non-health related absences, the administration may investigate and, if necessary, will ask public authorities (i.e. Human Services, truant officer, etc.) to become involved.



Medical, Dental or Special Appointments: If students must attend medical or dental or other special appointments during school hours, the student must present a note from his/her parent/guardian requesting that the student be dismissed from school for the appointment. The time of the appointment, name of doctor and phone number is to be clearly stated. **This note is to be presented to the Main Office before 7:45 a.m. on the day of the appointment or the student may be asked to cancel the appointment.**

When a student returns to school after an appointment, he/she must present a note from the doctor, dentist, etc. Most medical offices have a special form for this purpose. This note is to be presented to the Main Office as soon as the student returns to school. The student is responsible for any work missed during this time.

Please use early dismissal afternoons on Tuesdays and Fridays to schedule needed doctor or dentist appointments. This will contribute to the academic success of your daughter/son as they will not miss any of the academic program.

### **DISMISSAL**

The school day ends at 5:00 p.m. on Monday through Thursday and at 12:00pm on Fridays. If you plan to pick up your child from school, St. Ignatius School requests that you arrive at 5:00 p.m. to do so (12:00 p.m. on Fridays). If your child has not been picked up by 5:15 p.m. (or 12:15 p.m. on Fridays), we may need to send them to an after school program for pickup or contact the local authorities. There is no extended care program at St. Ignatius School.

### **TELEPHONE MESSAGES**

Telephone messages can be delivered to a student while at school if an EMERGENCY ARISES. Parents, guardians, and other persons are asked to communicate their daily plans to their child before their child leaves in the morning. Parents should not expect to contact their child by cell phone during the day because phones are collected in the morning for safe keeping in the Main Office.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

The Main Office of the school is to be notified immediately of any change of address and/or change of phone number of each student's parent or guardian. This is essential in order to keep school records accurate and in order to be able to contact the parents or guardians in the event of an emergency.

### **PERSONAL APPEARANCE / DRESS CODE& UNIFORM**

Students are required to wear a uniform every day at St. Ignatius School. This rule will be enforced by staff and faculty. Modifications to the uniform and dress code will be considered by the Administration if appropriate for cultural or religious reasons. Such requests should be presented to the Principal in writing. If there is a dress code violation, disciplinary actions may be enforced.

### **Boys Uniform Description**

- Khaki or navy twill uniform pants with **uniform** black belt
- White short sleeved uniform polo shirt with logo (before October 15 and after April 15)
- Blue short sleeved uniform polo shirt with logo (8<sup>th</sup> grade only before October 15 and after April 15)
- White long sleeved button down uniform collared shirt (October 15 – April 15)  
\*\*white T-shirt underneath the uniform shirt with no printing
- Navy V-Neck uniform pullover sweater with logo (October 15 – April 15) (may be required for Mass and Special Events)
- Navy V-Neck Cardigan Sweater with Logo (October 15 – April 15) (may be required for Mass and Special Events) 8<sup>th</sup> grade only.
- School uniform ties (October 15 – April 15) and for Mass and Special Events
- Black shoes or black low top sneakers (without mesh, logos, or colored stripes) (Adidas All Stars & Safe T Step sneakers are the only two allowed)
- Black or white uniform colored socks

### **Girls Uniform Description**

- Navy plaid wrap around uniform skirt, no more than two inches above the knee (required for Mass and Special Events)
- Khaki or navy twill uniform pants with **uniform** black belt
- White short sleeved polo uniform shirt with logo
- Blue short sleeved uniform polo shirt with logo (8<sup>th</sup> grade only before)
- Navy V-neck uniform pullover sweater with logo (may be required for Mass and Special Events)
- Navy V-Neck Cardigan Sweater with Logo (may be required for Mass and Special Events) 8<sup>th</sup> grade only.
- Black dress shoes or sneakers (without mesh, logos, or stripes) (Adidas All Stars & Safe T Step sneakers are the only two allowed)
- Navy or white knee high uniform socks or uniform tights

### **Boys and Girls Gym/Recess Uniform**

- Navy uniform shorts with school name
- Gold uniform T-shirt with school name
- Navy uniform sweatpants with school name
- Navy uniform sweatshirt with school name
- White athletic socks
- Black Sneakers (without mesh, logos, or colored stripes)

- **Only white t-shirts** may be worn under the uniform shirts
- Sweaters, skirts for girls, ties and dress shirts for boys are required for Mass and Special Events
- Shirts must be tucked in at all times with top button buttoned and tie pulled up completely.
- White Uniform Polo Shirts must be tucked in at all times with only the top button unbuttoned. All other buttons must be buttoned.
- Pants with a belt must be worn on the waist
- Holes in uniform should be repaired immediately
- Modified Dress includes shirts and pants that are clean and in good condition which fit properly, closed toed shoes, and shirts with sleeves. Clothes on Modified Dress Day should cover the parts of the body normally covered by the school uniform and should reflect our identity as a Catholic school.

### **Grooming**

- Students should be neat and clean shaven at all times.
- Hair should be the student's natural color and should not cover the student's eyes.
- Any form of dress or hairstyle that is extreme will not be permitted.

**Not allowed:** The following items are not to be worn at school: platform or high heeled shoes, sandals, open-toed shoes, slip-on or backless shoes; excessive jewelry (one necklace, bracelet or ring is allowed), make-up or nail polish (clear nail polish is allowed); fake nails, hats, lip gloss, gel shoes, perfume, cologne, scented body spray, scented lotion, gang related jewelry, gang related manner of wearing clothes or shoes, t-shirts with inappropriate slogans or pictures or sleeveless shirts. **One stud earring per ear is allowed;** no multiple piercings and no hoops or dangling earrings. Boys may not wear earrings or studs.

**NO Gum, food, candy or soda in the school building:** Eating is not appropriate in the school environment because it diminishes the student's ability to communicate effectively and represent him/herself maturely. Furthermore, discarded food can be damaging to property. Gum is not to be chewed on school property at any time (this includes breaks and lunch time and before and after school.) This also includes other properties when borrowed for school activities (including the recreation center, theatre, playground, church building, etc.) Additionally, gum is not allowed at school-sponsored events such as field trips and other off-campus activities. The consequence for violating this rule is that students will be required to pay a fine of \$5.00 to the school by the next school day. Funds collected contribute to the continued maintenance of the school property. Failure to observe this rule will result in the student having to attend Friday afternoon and/or Saturday sessions.

**Electronics:** For safety reasons, students are discouraged from bringing electronics of any kind onto campus, including personal music/video players like iPods, CD players, radios, cell phones and/or digital cameras. Any electronic devices, including cell phones, that are brought onto campus **MUST** be turned to the "off" position and turned into the Main Office or foyer closet by 7:45 am. Confiscated electronics will be sent to the Main Office and distributed back at the discretion of the Administrator.

## **WATER BOTTLES**

Students *are* allowed to have small water bottles at their desks with teacher consent. Students may drink water from these water bottles at break and with the teacher's consent. Students are responsible for any damage caused by water spillage. Students who drink beverages in class other than water will be fined \$5 as noted above.

## **SCHOOL PROPERTY**

Any student damaging, destroying or removing school property from the school is liable for repair or replacement of the property, in addition to any other disciplinary sanction determined by the Administrator.

## **FIELD TRIP POLICIES**

Student participation on field trips is a privilege, not a right. A student could be denied participation if he/she fails to meet behavioral requirements. A parent also has the right to refuse to let his/her child go on a trip. Parents should indicate this desire on the Field Trip Permission Slip form which will be sent home in the Wednesday Folder.

The policy of the Archdiocese of New York requires that completed and signed permission slips be on file for each field trip taken by the student. A new permission slip will be sent home before each trip. A 'blanket' permission slip cannot be used.

## **COMPUTER AND INTERNET USAGE**

Computers are available for student use on campus and most have access to the internet. To access the internet and computers on campus, a student must obtain school and parent consent by completing the St. Ignatius School Acceptable Computer Use Policy Agreement.

Use of computers and the internet is a privilege. Any use of the computers or internet that is in violation of St. Ignatius School's Acceptable Computer Use Policy Agreement will subject the student to disciplinary action and a withdrawal of this privilege. Students are strictly prohibited from using St. Ignatius School's name, initials, logos, pictures, or representations of the faculty, staff, or other individuals that, in the determination of the school administration, is degrading, lewd, threatening or inappropriate. Deliberate publication or posting of inappropriate material on the internet may result in serious disciplinary action including dismissal from the school. Illegal downloading on a school computer will result in the student losing the privilege of using computers and the internet on campus.

**Cyberbullying** is defined as willful and repeated harm inflicted on another person through electronic media. Any student who attempts to be harmful or cruel to another student or individual, in the judgment of the Administrator, by sending or posting offensive material (including words, pictures, or images) using, a cell phone, the internet, or other electronic device may be suspended from school, placed on disciplinary probation, or dismissed from

the school. Serious incidents may be turned over to law enforcement authorities for prosecution. *This policy will apply to behaviors on and off campus.*

### **PERMISSION TO USE STUDENT PHOTOS/VIDEOS**

During the first week of school, parents/guardians are asked to complete a consent form giving St. Ignatius School permission to periodically take photos/videos of students on campus or when participating in school sponsored activities for use on the official school website or in school publications. The school reserves the right to use any and all photos.

## GRADUATE SUPPORT PROGRAM

The Graduate Support Program is one of the most unique aspects of a St. Ignatius School education. Through this program, St. Ignatius School makes an extended commitment to students and families beyond eighth grade.

The following guidelines apply to graduates of St. Ignatius School and their families. All graduates are members and participants of the Graduate Support Program once they successfully graduate from St. Ignatius School.

### **Meetings**

Graduates must attend the required Graduate Support meetings during the academic year as set forth by the Graduate Support Director. It is the responsibility of all graduates to meet the following expectations:

### **Rules**

The following rules apply to graduates when at St. Ignatius School.

- No food, gum or drinks
- No electronics visible including iPods or cell phones
- Appropriately dressed and no hats

Graduates should only enter a room if an adult is present. Graduates may work in the space just outside the Graduate Support Center.

In addition, students are asked to comply with requests for photographs for use on the official school website or in school publications.

### **Parent Payments**

Graduates and parents are expected to pay close attention to deadlines for financial aid forms. Please inquire at the graduate's high school or with the Director of Graduate Support for details regarding financial aid deadlines. Parents of graduates may have increased payments incurred in situations where deadlines are not met.

# PARENT PARTICIPATION

## **PARENT-TEACHER COMMUNICATION**

Parent-teacher communication is an important factor in your child's education. We encourage parents/guardians to schedule conversations with teachers/administrators about your child's performance. It is important to stay in touch with the child's teachers. In order to keep you up to date on what is happening, a school calendar will be emailed to all families before the start of a new month.

Your observations at home are as important as teaching observations when it comes to your child's education. Be sure to let the teacher know about special occasions in your family or any changes that take place in your child's life (birth of sibling, death of a loved one, marriage, separation or divorce of parents, etc.).

While the resources within the school are excellent, there are occasions when the school suggests that a child have additional help, e.g., an evaluation (learning, psychological, speech/language, neurological, etc.). These suggestions are usually made by the teacher or the Counselor or Principal after consultation and after discussions with the family.

Parent cooperation is essential in a child's education. Current research shows that the more parents are involved in the educational process of their son/daughter, the better their child performs. Parental involvement includes:

- Attendance at the Parent-Teacher-Student conferences
- Showing interest in and checking on homework assignments
- Reading nightly with your son/daughter for forty to sixty minutes every day
- Participating in school events like Christmas, Open House, Assemblies, Catholic Schools Week, and Field Day
- Responding to communication made by the school
- Participating in Mandatory Parent Meetings
- Serving on the Parent Council
- Contributing monthly participation fees
- Volunteering in the school
- Recruiting new families to St. Ignatius School

## **MANDATORY PARENT MEETINGS**

Returning parents are expected to attend one evening meeting a month. These meetings are noted on the Family Calendar distributed at the beginning of the year. If a parent is unable to attend a scheduled mandatory meeting, this must be communicated to the Principal in writing before the meeting. If an emergency occurs, the parent must send a note to the Principal on

the day following the meeting. For any missed meeting, a follow-up meeting must be scheduled with the Principal for communication of the relevant information and the determination of consequences. If a parent is absent from mandatory parent meetings more than once, there will be a \$20 fine.

### **MONTHLY PARTICIPATION FEES**

Each family is expected to make a financial contribution to their child's education at St. Ignatius School. The fee paid by each family is based on overall family income and will be reviewed annually by the school administration, based on forms submitted by families. Prompt completion of these forms is expected. If a family faces particular hardship in paying the monthly participation fees, communication with the school administration is expected. The family should contact the Main Office for a financial assistance form. Requests will be considered on a quarterly basis by the school administration. If necessary, a meeting with the school administration will be scheduled to discuss an alternative plan for monthly participation.

Check or money order is the required method of payment for monthly participation fees and we encourage the use of the Wednesday folder for making these payments. Checks should be placed in a marked envelope before sending in the Wednesday folder with your student.

Payments are due the 15<sup>th</sup> of each month September to June. Payments made after the 20<sup>th</sup> of the month will incur a \$10 late fee.

### **PARENT EMAILS**

St. Ignatius School will NO LONGER distribute folders, sent home with your child weekly, normally on Wednesdays. Instead all information will be sent to parents via email. This information keeps parents up-to-date with school related issues and activities.

### **PARENT-TEACHER-STUDENT CONFERENCES AND COMMUNICATION**

Parents are always welcome to call the school to make an appointment with a teacher at any time during the year. There are three (3) scheduled mandatory parent/teacher/student conferences each school year. These are scheduled: (a) at the conclusion of the first grading period, (b) at the conclusion of the second grading period and (c) at the conclusion of the third grading period. An additional conference during the fourth grading period may be required for some students. These conferences allow the teachers, parents and students to review the report card together. This communication between parents, students and teachers is very helpful in setting a climate for cooperation between home and school and in letting the children know that parents are interested and actively concerned about their school life. Parents should convey to their children daily the value of education. Parents and students must attend all parent/teacher/student conferences. In some cases, parents and students will be required to come for specific conferences regarding student academic or behavioral progress.

## **PARENT VOLUNTEERS**

Opportunities for parent volunteers include chaperoning field trips, translating at parent meetings, providing child care for parent meetings, helping in the cafeteria and yard during recess and breaks, assisting at special events, and recruiting new families to St. Ignatius School.

## **CONFLICT MANAGEMENT**

If there is any difference of opinion between a teacher and a parent, we encourage parents to communicate with the Principal of St. Ignatius School about the issue. It is our school procedure that any such occasion must first be dealt with in a meeting between the parent and the teacher. St. Ignatius School encourages faculty and parents to resolve concerns and issues at the 'lowest level' possible. For example, parents should first bring the concern directly to the teacher for a discussion. Then, if necessary, the Principal should be consulted to help facilitate the discussion.

Parent/teacher meetings may be set up by telephone, letter or email. If the parent-teacher meeting has proven unsatisfactory, an appointment may be made with the Principal to further discuss the problem.

# SAFETY AND HEALTH

## **HUNT'S POINT NEIGHBORHOOD**

The Hunt's Point neighborhood of New York is home to many families with children, many social service organizations and other small businesses. It is also a place known for homeless persons sleeping on the streets, drug trades and prostitution. Safety can be a concern while living, working or attending school in Hunt's Point. Students and families are encouraged to be aware of their surroundings at all times. St. Ignatius School is not responsible for the health and safety of students while they are traveling to and from school. Therefore, St. Ignatius School staff and administration recommend that guardians/parents escort the student to and from school whenever possible.

## **CLOSED CAMPUS**

Students are to remain on the campus or in adult supervision off-campus as required for school-sponsored field trips or activities from 7:45 a.m. until 5:00 p.m. Monday, Tuesday, Wednesday and Thursday, and 7:45 until 3:30 on Friday.

## **CAMPUS SECURITY**



This campus is closed and cannot allow coming and going of students. Visitors are allowed. Students can leave escorted by an adult if they have early dismissal or specific written consent (signed by a parent/guardian) allowing them to leave unaccompanied.

### **VISITORS ON CAMPUS**

Visitors must be cleared through the Main Office and must wear a visitor's pass while on campus. Parents who come to school must check in at the office and may not go to classrooms unless they have a scheduled appointment with a teacher.

### **MEDICAL EXAMINATIONS**

In compliance with state law, each student at St. Ignatius School needs to have a health examination report on file.

### **CONTAGIOUS DISEASE**

Students whose absence from school is due to a contagious disease (e.g., Hepatitis, Chicken Pox, swine flu) may be asked to provide the school with a doctor's note before returning to the classroom, certifying they are able to return to school.

### **ILLNESS**

If a child has a stomach flu, sore throat, ear ache, nasal discharge, skin rash, eye infection or elevated temperature of 99.6 F or above, the child should be kept at home. If a child becomes ill during the school day, parents/guardians will be contacted at home or work. Parents/guardians are responsible to have their child picked up and taken home. The child will not be dismissed without an authorized adult to accompany him/her home. The parent or guardian must sign the child out at the school office. In no case should a student merely leave the campus if he/she becomes ill without reporting to the School Office. Students are responsible for work missed in classes that day.

### **IMMUNIZATIONS**

New York State Law requires that every child's parents present to the school proof of immunization from communicable disease. This information must be on file for every student in school. The Department of Public Health requires proof of immunity from: Polio, Diphtheria, Tetanus and Pertussis, measles, meningitis, mumps, and rubella, hepatitis B, Varicella (Chicken Pox) and Tuberculosis.

### **STUDENT HEALTH**

The School Administration should be made aware of any medical, physical or emotional problem of a student that may, in any way, affect his/her performance in school or school activities. Written notification to the administration must be made prior to the first day of school each year your child attends St. Ignatius School. Prior notification to the Administration concerning such matters, even though they may appear minor, can present possible misunderstandings at a later time.

### **SCHOOL EXCLUSION**

The following diseases require exclusion from school: scabies, pink eye, swine flu, chicken pox (not less than six days after eruption), German measles (five days after appearance of rash), and mumps (nine days and until all swelling is gone).

### **EMERGENCY FORMS**

It is of absolute importance that we have an emergency form on file for each family. The emergency forms should be filled out before the first day of school. If any information on this form changes during the year, the office should be notified, in writing, immediately. It is extremely important that the school be able to easily and quickly reach at least one parent or guardian at any time during the school day.

If a student becomes ill or is the victim of an accident during the school day, the Administrator, Main Office Coordinator, or teacher will contact the parent or person indicated on the family's emergency form. If the parent, family physician, or the adult listed on the emergency form cannot be reached, the paramedics will be contacted and the matter will be put into their hands.

### **CHILD CUSTODY**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

### **STUDENT MEDICATION POLICY**

When medication is needed by students during school hours, students may bring the necessary medication to the school secretary with a note from his/her parent indicating permission to take this medication. The medication must be in the original container, appropriately labeled with the name of the student/child and dosage. Any change in medication should be communicated to the school at once. A hold-harmless clause must be signed by parent/guardian and doctor and returned to school with the medication.

### **STUDENT MEDICAL EMERGENCY**

When a student experiences a medical emergency at school we will make contact with parents/guardians and emergency contacts if parents are not reachable. If no one is reachable we will take the appropriate action. Parents/guardians will be billed for any cost incurred by medical personnel.

### **INSURANCE**

All students will be insured by the Archdiocesan Accident Insurance during school hours and when participating in any activity related to school. Parents must supply the St. Ignatius School with a copy of the student/family medical insurance card with contact information detail before the first day of school.

### **STATEMENT ON CHILD ABUSE**

New York State law requires that all school employees and child care providers sign an agreement acknowledging their awareness of their roles as mandated reporters for child abuse. St. Ignatius School is legally required to comply with the Child Abuse and Neglect Reporting Act. All employees of St. Ignatius School are considered “mandated reporters” and are responsible to report suspected occurrences of child abuse or neglect to the proper authorities. In any investigation of suspected child abuse or neglect, all persons participating in the investigation of the case shall consider the needs of the child victim and shall do whatever is necessary to prevent psychological harm to the child victim.

St. Ignatius School holds periodic professional discussions and seminars about the topic of child abuse, and our administration and counseling staff are very aware of the many issues related to child neglect and abuse and the applicable laws.

Teachers and school employees are required by law to refer to The Administration for Children’s Services (ACS) any situation in which there seems to be “reasonable suspicion” of such abuse or neglect. This law exists to protect children.

It is St. Ignatius School’s desire to work with families and the ACS to the benefit of our students, should any such case arise.

### **FOOD PROGRAMS**

St. Ignatius School serves nutritionally balanced snacks and meals daily. Light breakfast is served each morning from 7:30 AM until 7:40 AM. The breakfast service will end at 7:40 AM. Assembly starts at 7:45 AM. Snacks are served in the afternoon on Monday, Tuesday, Wednesday and Thursday.

St. Ignatius School participates in the Federal Free and Reduced Lunch Program operated by the United States Government.

All students are mandated to participate in the program, unless special dietary restrictions preclude the students from eating the school provided lunch. A doctor's note is required noting dietary issues. Specialized lunch will need to be dropped off in the main office, upon student's arrival.

### **HEALTH CHAMPIONS**

St. Ignatius School students are provided many opportunities to gain knowledge of nutrition and fitness in order to make informed choices for lifelong health and wellness. St. Ignatius School students will enjoy activities which include nutritional education in curricular and co-curricular settings, fitness activities, and family support.

### **EMERGENCY PREPAREDNESS**

If the building must be evacuated due to an emergency, the student body and faculty will assemble in the recreation center area across the street from the school, located at 765 Manida St. To expedite the attendance process, students should form lines with their class teacher for that particular period.

Students will **not** be released from school after a major emergency. Parents or their designees must come and pick them up. Each family is required to submit a form which names appropriate family members or designees who may pick up students in the event of an emergency release. School is prepared to hold students for 24 hours. Students who have not been picked up after 24 hours will be taken to the nearest disaster aid center. A staff member will remain with the students at the center until all students have been picked up.

### **FIRE AND EVACUATION DRILLS**

Signs are posted to indicate the proper fire evacuation exit in the school. Students are to follow the directions indicated on these signs and also the directions given by the teacher in charge. Silence is to be observed during the entire time of the exercise, both leaving the classroom and returning.

### **ELEVATOR**

Use of the elevator is limited to visitors, faculty and staff members and students who are physically unable to use the stairs. Students who have sustained injuries which severely limit their mobility will be allowed to use the elevator while their injury prohibits their normal movement with permission from a staff member.