



# St. Ignatius

## College Preparatory School

### 2015-16

### **STUDENT HANDBOOK**

*Welcome to St. Ignatius College Prep, a lay apostolate dedicated to excellence in education with a strong foundation in the Catholic faith.*

*Please take the time to read through the contents of this handbook. It offers an abundance of informative details and series of guidelines for a successful approach to the school. A good knowledge of its contents will provide students and parents with a basic understanding of our expectations, daily operation, and those rules necessary to carrying out our mission.*

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## MISSION

The mission of St. Ignatius College Preparatory School is to actively seek, educate, and nurture young men and women to become intellectually competent, open to growth, religious, and committed to serving the people of God. In the tradition of St. Ignatius of Loyola, the founder of the Society of Jesus, the school is committed to the development of the whole person through a challenging educational experience of academic excellence, along with spiritual and religious formation. The school supports the role of parents as the primary educators and is dedicated to developing leaders who are conscientious, intelligent, morally courageous, and compassionate in service to others.

## TEACHING PHILOSOPHY

The school is committed to providing a supportive, nurturing environment in which students, teachers, and parents are able to flourish in the spirit of family. The curriculum is a comprehensive classical liberal arts curriculum which includes reading, writing, mathematics, sciences, history, geography, religion, fine arts, languages, and physical education, with an emphasis on mathematics and science. Teaching at St. Ignatius stresses development of independent thinking, skills, character, leadership, compassion, and respect for others and is enriched by individualized progression based on personal ability, interests and needs. Success is measured by academic mastery, character development, and development of individual strengths. Students come to know themselves and have confidence in their gifts.

St. Ignatius is distinguished by its remarkable faculty, small class size, and tutoring program which – in combination – allow each student to progress at their optimal rate in each subject. We prepare our students for advanced placement where available, and are pursuing implementation of the IB educational program.

St. Ignatius College Prep aims to educate all students to become self-disciplined, confident, and resourceful; to be able to think, judge and evaluate for themselves; and to understand and accept the responsibilities of freedom.

At St. Ignatius College Prep, we emphasize character development, good study habits, proper personal manners, and respect for others. We expect students to work diligently to make the most of their time at St. Ignatius College Prep. We promote the individual student's desire to learn and emphasize the active role he must take in his own education.

We believe in helping each student develop his/her own individuality; for it is while striving for ideals that students stretch their minds, hone their talents, stimulate their natural interests, and, in the process, learn who they are.

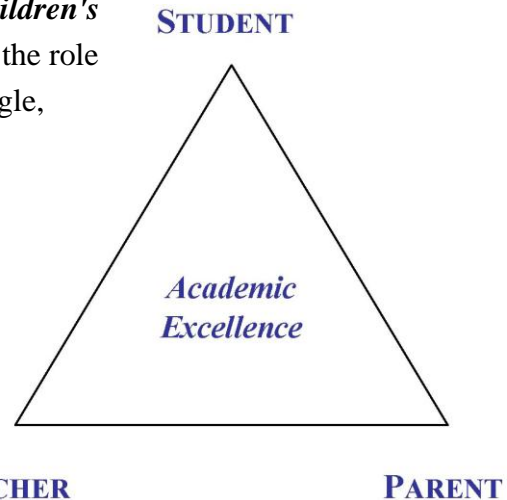
We focus not only on intellectual growth, but also on spiritual development. We adhere to the

truths of the Catholic faith.

St. Ignatius College Prep admits students of any race, creed, color, and national or ethnic origin to all the rights, privileges, programs, and activities made available to its students.

### **PARENT-TEACHER-STUDENT RELATIONSHIP**

*Parents have the ultimate responsibility for their children's education.* One of the ways we express this belief in the role of parents is something we call the St. Ignatius Triangle, which represents the combined efforts of parents, teachers, and students to achieve educational excellence. The St. Ignatius Triangle reminds us of the practical need for coordinated effort to achieve the highest possible success for students. More than this, it reflects the school's philosophical commitment to parents as the ultimate educators of their children.



When parents, teachers, and students work together, they reinforce one another, leading to optimum learning and character development in the students. At St. Ignatius, the parents and teachers respect each other's integrity and authority, and always support each other in the presence of other people, especially the students. The specific functions of the three parts of the Triangle may be described briefly as follows:

**The Students' Role** is to aim high, work hard, and achieve to the best of their abilities. St. Ignatius College Prep children take responsibility for their own studies and character building, and also contribute positively to the experience of all others in the school. Students contribute to school spirit and the learning environment of St. Ignatius, and are not merely served by it. They complement the work and dedication of their parents and their teachers. The student's attitude is essential to his success at St. Ignatius College Prep.

**The Teachers' Role** is to create a positive environment for learning, offering a high quality program of study and stimulating the students' efforts through encouragement and rewards for hard work. Teachers strive to use the students' unique talents to help them build character both in the classroom and beyond. They strive to communicate with the parents regarding students' progress in academic work and character development.

**The Parents' Role** is to be partners in the learning and growing process, fostering in their children the attitudes and work habits which lead to academic and personal success. They make school work a top priority and insist on diligent effort, supporting their children in times of difficulty and rejoicing in their successes. They are attentive to communications

from the teachers and work with the school in achieving a healthy and sound formation for their children. Parental support of the philosophy and the policies of the school can make the difference between success and failure.

### **PARENT-TEACHER COMMUNICATION**

There will be scheduled parent/teacher conferences twice a year. Please refer to the school calendar for specific dates. Parents or teachers may also choose to set up conferences at any other time during the school year. Because we respect the privacy of all involved, we ask that conferences not take place during class time or in the presence of other teachers, parents, or students.

Parents should discuss questions and concerns regarding academic issues with the appropriate teacher as soon as possible. Other issues should be discussed with the Principal. Enclose any notes to teachers of a private nature in a sealed envelope. Information regarding school activities and announcements are usually sent home with the student and will also be available on the internet at [www.iggies.net](http://www.iggies.net)

Parents are always welcome to visit classes. Please let the teacher know in advance of your desire to do such. We encourage parents to actively participate in the functions of the school. Since we do have many parents involved, we ask that any scheduling of events at the school be cleared with the Principal.

Report cards will be issued at nine-week intervals. Report cards are to be signed and returned on the Friday following their issuance.

### **TUTORING**

Each student can avail him- or herself of tutoring from 3:30 PM to 5:00 PM, Monday through Thursday (and at other times on request) to obtain assistance with homework assignments or for other academic purposes.

### **GRADING**

It is the firm intention of the board, principal, and faculty of St. Ignatius that each and every student should fully absorb the material taught in each and every academic class. To achieve this, the school employs selective admissions, individually paced instruction, small classes, and always-available tutoring. In addition, most courses are taught at a very advanced level, often equating to underclass college level. Under these circumstances, conventional curved semester grades would be impossible to compare with those awarded in public, parochial, or most other private schools. Therefore, a grading system based on the teacher's assessment of the student's progress as applied to a *conventional* lesson plan for each course title will be

utilized. In the event that a student progresses fully through more than one such titled course in a semester or year, credit and an appropriate grade will be awarded for all courses so completed without regard to the initial course assigned or the progress of other students in the same class. When the material covered meets AP course requirements, AP credit will also be awarded if the teacher awards the student a grade of B+ or higher.

For individual tests and assignments, each teacher is responsible for establishing a method and standard for grading. Questions regarding a test or semester grade should be addressed to the individual teacher. The teacher is the final authority in the matter of grades.

For more information, please read the school policy document: *Curriculum & Grading Policies of St. Ignatius*.

## THE CLASSROOM

The classroom is where our most important goal – learning – takes place. While we encourage a friendly and informal teaching environment, it is essential that we keep learning as our top priority when class is in session. Among other things, this means keeping distractions and wasted time to a minimum. In particular, St. Ignatius has the following policies regarding distracting devices, tardiness, and unnecessary classroom visits.

**Electronic Devices:** Students are not permitted to have electronic gadgets in classrooms during the school day. (See the CONDUCT section below.)

**Tardiness:** A late arrival distracts students and teachers alike and is discouraged. (See the CONDUCT section below.)

**Classroom Visits:** It is necessary to allow parents, and prospective students and parents to sit in on classes from time to time, but the school administration will coordinate these visits with teachers and schedule them to minimize any impact on the class. Classroom visits not authorized in advance by the administration are not permitted, and teachers will ask any such visitors to leave the classroom. No classroom visits will be authorized in the week prior to the Christmas break.

## STUDENT CONDUCT

At St. Ignatius College Prep importance is placed on character formation in the practice of the Theological (Faith, Hope and Charity) and the Moral (Temperance, Fortitude, Prudence, Justice) virtues. Each St. Ignatius student is expected to:

- Always be honest in all he/she says or does.
- Promote a positive image of St. Ignatius College Prep.
- Encourage other students to follow the conduct rules.
- Take responsibility for his/her own actions.
- Support extra curricular activities through participation.
- Treat all students with respect and charity.

St. Ignatius College Prep expects the highest level of courtesy and respect toward others at all times. Employ the Golden Rule: "Do unto others as you would have someone do unto you." Let Christian charity and reason be your guide.

At St. Ignatius we believe that in general all students are to be trusted and that good judgment is the rule rather than the exception. Rules and regulations are kept to a minimum, but the school community realizes that sometimes there are unacceptable behaviors and that the freedom experienced here should not to be interpreted as license. Therefore, any abuse of these freedoms by students must be appropriately dealt with. Punishments are consequences for inappropriate behaviors and are intended as a means for guiding students into proper behavior.

Consequences for misconduct will vary depending on the severity of the offence, as follows:

**There is no toleration for smoking, drinking or drugs.**

**Cheating:** Cheating challenges the integrity of the mission of St. Ignatius College Prep. and is a very serious matter. Students found cheating will receive a zero on the assignment or test and parents will be notified. St. Ignatius College Prep reserves the right to dismiss a student when it becomes evident that a student's misconduct or influence does not serve the best interest of the school and/or is a serious detriment to other students.

**Theft:** Theft is also a very serious offense and St. Ignatius College Prep reserves the right to dismiss a student for theft at the sole discretion of the Principal.

**Electronic gadgets:** Students are not permitted to have electronic gadgets in classrooms during the school day. These would include laptop computers, Blackberries, pagers, cell phones, MP3, CD, DVD, or tape players, radios, TVs, iPods, camcorders, electronic games, or any other device which would be considered a distraction from the class. Students in possession of any of these items on school grounds or on a field trip will have them confiscated. On the first infraction, the device will be returned to the student at the end of the day. On the second infraction, the device will be returned to a parent - on school premises and after arranging an appointment with the Principal. On the third infraction, the device will be held by the school until the end of the semester or for one month, whichever is longer.

Cameras are a special case. If used only between classes and on field trips, they will be allowed. They will be treated like other electronic devices, however, if used or not kept out of sight during classes.

An exception on field trips for camcorders, and cell phones may be allowed, but only if permission is granted in advance by the teacher. Also, if there is a compelling need for the student to have a cell phone at the end of the school day, the parents of a student may request

a special waiver agreement to be signed by a parent and the student. The agreement specifies that the phone is to be deposited each morning before class with the Principal and cannot be accessed or picked up until after school. A single failure to comply with the agreement will result in an automatic revocation of the waiver for one week. A second failure will automatically revoke the waiver for the remainder of the current semester.

**Tardies:** Late arrivals disrupt the classroom and are discouraged as follows: After four tardies within 90 days (all classes included), a student is required to attend a Saturday detention session. After two more tardies, a second Saturday session is required. Each additional tardy within the 90 day period will result in an additional Saturday session. If violations become chronic, the behavior will be considered a serious infraction and may result in an administrative action such as dismissal. (Parents: Not all morning tardies are the fault of students. Do not be guilty of making your son or daughter attend detention sessions!)

**Food:** Food and beverages other than bottled water are not allowed in any classroom except during lunch break and the afternoon snack break from 3:30 to 3:45. Also, no gum chewing is permitted on school property. Teachers will deal with infractions appropriately.

**Lockers:** All lockers should be kept clean and organized. No inappropriate material may be placed in the lockers. There will be periodic locker checks. Any disciplinary action may result in a phone call to the parents, a request to pick up their child or an action plan for improvement agreed upon by the teacher and parent.

**General Decorum:** St. Ignatius College Prep intends to provide an orderly environment conducive to learning and based on principals of student involvement and participation, personal responsibility, respect for others, good citizenship and demonstration of virtue. Students are to use courteous and respectful language at all times when speaking to teachers and fellow students. Crass, rude, or foul language is unacceptable in any context. Students should stand when an adult enters the room and greet guests with courtesy and respect. Pick up litter and do not litter yourself. The complete school uniform – including ties and shoes - must be worn while on school grounds.

**Public display of affection:** PDA is not permitted at any time on campus or at any school function.

**Detention/Absence Makeup:** There is a detention and class makeup system for tardies and unexcused absences. Detention consists of a special Saturday morning school session which begins promptly at 8<sup>AM</sup> and concludes at 11<sup>AM</sup>. It will be required on the Saturday after the detention is assessed or the absence occurs. There will be a charge to the parents of \$30 for each Saturday session to partially compensate staff for the Saturday time.



Academic or serious misconduct problems, which might lead to dismissal of a student, will be fully discussed between all concerned parties to produce a satisfactory result. If you have questions contact the Principal.

## **ATTENDANCE**

St. Ignatius asks that parents and students recognize the need for timely and regular attendance throughout the school year. Ultimately, the decision of school attendance lies with the parents; however, St. Ignatius feels that there should be some guidelines allowing for student accountability in the classroom, developing responsible, dependable young adults, and providing an environment in which instruction and learning can occur while leaving the parent in control of student attendance.

Students are expected to be present from 7:30<sup>AM</sup> to 5:00<sup>PM</sup>. Unless prior arrangements have been made, they may be dropped off no earlier than 7:15<sup>AM</sup>. and should be picked up no later than 5:15<sup>PM</sup>. No student is allowed to leave the campus during the school day without parental permission, and off-campus lunch travel is not permitted.

Absences, whether or not excused, may adversely affect the student's performance and their evaluation. Absences caused by sickness or unavoidable circumstances should be called in to the school office by 9:30<sup>AM</sup>. Absences at St. Ignatius fall into two categories: excused and unexcused.

**Excused absences:** An excused absence is any absence approved by the the parent or legal guardian of the student. However, when a student has missed more than seven sessions of any class in a semester, the school may withhold credit for the course or courses at issue.

In order for any absence to be categorized as excused, parents are required to call the school before 9:30<sup>AM</sup> *each day* when a student is absent. If this is not done, the absence will be considered unexcused.

The school requests a copy (after the fact) of written documentation of medical appointments when that is the reason for an absence. Some doctor's appointments, a common cause of early dismissal, are crucial, while others are not. Parents should take care that students understand that missing school is only reasonable (or allowable) when truly necessary.

When parents need to take students out of school early they must notify the office in advance in writing of the reason for leaving and the time of the student's departure. Students are not permitted to sign or write the notification letter, though they are allowed to deliver it. When parents come to pick up students for an appointment, they should pick them up from the office and sign the student out in the sign-out book. (Parents are asked not to pick up students at their classroom because of the disruption it causes.) If an emergency arises

during the day and the parent should need to take students out of school, the parent need only personally contact the school office.

**Unexcused absences:** Each day of unexcused absence will result in an automatic Saturday makeup session on the Saturday following the missed class(es). The parents of the student will be assessed a fee of \$30 as partial compensation for the faculty member required to supervise the session. At his discretion, the Principal may request a conference with the parents after any unexcused absence.

**Make-up work:** Parents and students should be aware that when a student misses classes for any reason the student is still responsible for homework assignments and any tests missed. *It is the student's responsibility to get the missed assignments from his/her teacher, from the web site, or from classmates.* Assignments and tests must be made up within a number of days equal to the duration of the absence plus one: e.g. a one day absence would result in having two days to make up missed work. When students are absent for reasons other than illness, they should coordinate with their teachers and do the work to be assigned during the absence in advance.

In cases of inclement weather, please tune in to Channel 5, or see their website for announcements of closing. You may also call the school and listen for recorded announcements regarding any cancellation.

## STANDARD CLASSROOM PROCEDURES

Math – Students should show their work when solving problems unless specifically told otherwise by the teacher.

Pencils & Pens – Only pencils may be used for math. Pens should be used for all other subjects.

Handwriting – Work may be typed. All term/research papers *must* be typed. The computer lab is available for students' use.

## FOOD

Each student should bring his own lunch and snack to school. Food and drinks are to be consumed only during the designated lunch period and afternoon break period.

All food and beverages are to be consumed only in the classroom designated for lunch. If food is left over, take it home or deposit it in the trash containers provided in the lunchroom area. All trash must be cleaned up and containers etc. returned to the kitchenette during the designated lunch break time. Do not leave any food or food containers overnight at the school. It is your responsibility to clean up after yourself: palm crumbs, wipe up drink

droplets from your place at the table, carry scraps to trash containers, etc. Remember this is your dining room away from home. Please bring your home manners daily. Students may bring a treat to share with their classmates for their birthdays.

### **LOCKERS**

Each student is responsible for his/her books and valuables and is assigned a locker to help organize and secure those items. Students must use school-provided locks and should keep the lock combination confidential. There is no charge for the first lock issued, but lost locks will be replaced at a cost of \$10. Students should not switch locks or lockers with other students. Students must use only school-owned locks; personal locks will be cut off and will not be replaced by the school. Lockers are the property of the school and are, therefore, subject to examination by the school.

### **ATTIRE**

Dress uniform must be worn on all field trips and any other occasions as specified by the Principal.

Uniforms must be kept modest, neat and clean at all times. We recommend that all clothing, backpacks and lunch boxes be labeled with the student's or family name. The length of the girls' skirts should be knee length. (A rule of thumb - when the girl kneels, her uniform should brush the floor). Students must always keep top buttons buttoned when wearing ties.

Hair should be neat and kept off the face. Boys are expected to be clean shaven and hair should be above the collar. Girls' hair accessories should be simple and in keeping with the uniform colors.

No earrings or chains are allowed for boys. No visible tattoos are allowed for any student. All students may wear religious medals or watches. Simple jewelry is allowed for girls. Make-up and nail polish (clear or pastels only) is allowed for girls provided it is in good taste. One pair of earrings is allowed for girls (no multiple piercings).

Any time a student is on campus during school days he/she is representing our school, therefore all students must be dressed in the appropriate school uniform (i.e., dress or P.E.). Venturing Crew may wear uniforms to school on the day of crew meetings.

St. Ignatius College Prep has contracted with Parker School Uniforms to provide our families with the required articles of clothing for students' uniforms. They are located at:

**1125 Oakland Blvd, Fort Worth, 76103 - (817) 446-0436.**

## **GIRL'S REQUIRED UNIFORM**

Skirt:	Grey flannel
Blouse:	White oxford (short/long sleeve)
Tie:	Striped school tie is required daily. A tie with the school logo will replace the striped tie when it becomes available.
Sweater:	Navy blue vest, cardigan, or sweater
Undershirt/Camisole (optional):	White, with no lettering (for cold days)
Socks:	Black, white, or navy anklets, bobby socks, knee socks, or tights. Pantyhose and cuffless socks are not allowed.
Shoes:	Any black dress shoes or black & white saddle oxfords. No pumps, platforms, sandals, boots, or canvas, nylon, athletic, or fabric shoes. No heels higher than 2½ inches high.
Accessories:	Hair ribbons consistent with uniform colors.
Jackets:	No jackets may be worn indoors. However, in very cold weather heavy coats or jackets may be worn to school. They must be removed and placed in lockers during school hours.
Hats:	No hats or caps are permitted on school grounds.

## **BOY'S REQUIRED UNIFORM**

Shirt:	Short/long sleeve oxford shirt, button down.
Undershirt:	White, with no lettering for cold days.
Blazer:	Navy (Required for dress occasions)
Sweater	Navy blue cardigan, sweater, or vest
Pants:	Grey dress slacks.
Tie:	Striped school tie is required daily. A tie with the school logo will replace the striped tie when it becomes available.
Belt:	Black leather
Socks:	Black, navy, or white
Shoes:	Black loafer or tie dress shoes (No boots, sandals, canvas, nylon, or athletic shoes.)
Jackets:	No jackets may be worn indoors. However, in very cold weather heavy coats or jackets may be worn to school. They must be removed and placed

in lockers during school hours.

Hats: No hats or caps are permitted on school grounds.

### **MARTIAL ARTS UNIFORM FOR GIRLS AND BOYS**

Shirt: White martial arts T-shirt

Shorts: Black martial arts pants

Socks: White or Navy

Shoes: Martial arts shoes

### **CASUAL DRESS DAY GUIDELINES**

At St. Ignatius College Prep, we expect clothing to be kept modest, neat and clean and in good taste. The following are examples of **unacceptable attire** for school attendance on "casual dress days."

Shorts\*, Cut-off clothing, Workout clothing, Bare midriff, Hip huggers, Low rise pants, Miniskirts, Sheer/see-through clothing, Tank tops, Clothing with holes/ragged edges, Halter tops, Beach clothing, Beach footwear, Boots, Spaghetti straps, Clothing with offensive terminology or graphics, T-shirts or sweatshirts with rock groups, movie, video game, or TV characters.

\*Only St. Ignatius PE shorts, or **mid thigh** or longer walking shorts are acceptable.

For skirt length, hair, jewelry, make-up and nail polish, normal school policy still applies. If in the opinion of the Principal the student chooses to wear unacceptable attire to school, the student may be sent home to change.

Due to the constantly changing nature of fashion, we will never be able to cover all the possible types of attire. We rely on the parents and students to carefully consider the *intent* of the dress code when selecting clothing to wear to school.

### **DRESS CODE FOR VENTURING AND OTHER SPECIAL EVENTS**

Adult Venturing leaders and adult staff will provide direction on appropriate dress for special events.

### **SCHOOL OFFICE AREA**

The school office is a multi-function area. It includes an office area for administrative staff, a work area for teachers, a staff lounge and kitchen, and a conference room intended for use by

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both staff and students. The area also contains office equipment occasionally needed by students. However, access to the area by students is allowed only under the following circumstances.

- The vestibule inside the entry doorway is always open to students.
- The office area is always closed to students without *prior* permission from adult staff. There is no “automatic” reason for a St. Ignatius student to enter the area, including use of the conference room or the copier. Prior, case-by-case permission is always required by all students for all purposes, whether or not an adult staff member is present. (If no adult is available, the student must wait until permission can be obtained before entering the area.)
- At no time are students permitted to consume or remove food or drink from the area without *prior* explicit, case-by-case permission from adult staff.

Students must have permission from adult staff to use the school phone. Students are not allowed to have cell phones on campus.

### **SCHOOL PROPERTY**

The St. Ignatius facility is the result of hard work and sacrifice. Therefore we must all exercise care in its stewardship. All students have a responsibility to care for the appearance and condition of it.

Computers must be cared for. No horseplay, abuse, or careless disregard of PCs or any other lab equipment.

Students should make or buy book covers for all issued texts. These books are expected to be maintained and kept in good condition.

Students are asked to keep all floors and grounds clean, and each student may be assigned a daily chore as his share in this effort. Please pick up papers, wrappers, etc. even if the item isn't yours!

You may be in different rooms during the course of the day. Please be a considerate guest in all rooms. Be sure that any materials borrowed from a room are returned to that room and that you have left things in the same or better condition when you leave a classroom. Remember not to touch the personal property of others.

### **LOST & FOUND**

The lost and found bin should be checked periodically by students. All items left too long may be sold, or donated.

## **MEDICATION**

Parents are required to notify the school in writing concerning any special medication prescribed for their children and the administration of it. All prescribed medicines will be kept in the office, with the exception of asthma inhalers which students may carry with them. Over the counter pain relievers (i.e., Tylenol or Midol) may be self administered if students have a permission slip signed by their parents on file in the school office.

## **TRANSCRIPTS**

Transcripts are the official record of each student and contain information about:

- Courses taken
- Semester grades for each course
- Numerical grades
- Credits earned
- Summer school courses
- Absences
- Standardized test scores

Two transcripts will be provided free of charge for each student. Additional transcripts will be provided for a fee of \$2.00 each. No transcripts will be provided until all financial obligations to St. Ignatius have been fulfilled.