

Fr. Sauer Academy



Student & Family Handbook

2020-2021

ST. IGNATIUS COLLEGE PREPARATORY

Mission Statement

St. Ignatius College Preparatory is a Catholic, Jesuit school serving the San Francisco Bay Area since 1855. Through a rigorous and integrated program of academic, spiritual, and co-curricular activities, St. Ignatius challenges its students to lead lives of faith, integrity, and compassion. Student are enriched by a diverse and loving Christian community and are called to become life-long learners who develop their individual talents for the greater glory of God. With a commitment to intellectual excellence, leadership, service, and justice, we strive to be men and women for and with others, responding courageously to the opportunities and challenges of our time.

FR. SAUER ACADEMY

The Fr. Sauer Academy is a 6th–8th grade middle school that is part of St. Ignatius College Preparatory. We offer a private, Catholic, Jesuit education to young men and women who have great promise and financial limitations. Based upon demonstrated need, families will receive aid for the full cost of the Fr. Sauer Academy.

In the Jesuit tradition, the Academy is concerned with development of the whole person. We aim to meet all needs and to provide opportunities for academic, social and spiritual growth.

Mission Statement

The Fr. Sauer Academy seeks to prepare students from under-resourced communities to be successful at St. Ignatius College Preparatory, in higher education, and beyond. In partnership with families, the Academy will provide

access to a Catholic, Jesuit education so that students may develop their gifts and talents in a loving community for the greater glory of God.
Fall 2020

Dear Parents, Guardians, and Students of the Fr. Sauer Academy,

We are delighted to welcome you to the Fr. Sauer Academy and St. Ignatius community. This Student/Parent Handbook will offer inspiration, information, and guidance as we work together to provide the best opportunities to develop students of conscience, compassion, and excellence in the context of an inclusive and loving community.

Our students are students of St. Ignatius and should consider the St. Ignatius Student/Parent Handbook as an important guide for their personal formation, academic success, and safety. This handbook serves as an addendum to the SI Student/Parent Handbook to provide information and direction for the students and families of the Fr. Sauer Academy.

As members of the Fr. Sauer Academy, *we believe that...*

- ❖ *God is in all things.*
- ❖ *Students are successful when families and educators are a team.*
- ❖ *We are people for and with others.*
- ❖ *All students can and will learn to their fullest potential.*
- ❖ *All children are entitled to a safe, empowering and rigorous school environment.*

Because our beliefs are best shown to others by our daily actions, Fr. Sauer Academy students and educators are expected to demonstrate the follow actions in their daily living:

Persist Love Lead Unite Serve Seek

On behalf of the faculty, staff, and administration of St. Ignatius, we extend to you our wishes and prayers for a safe and happy school year.

Sincerely,

Theresa Bayze
Fr. Sauer Academy Director

Michelle Levine
St. Ignatius Principal

Fr. Sauer Academy Administration, Faculty, and Staff

Fr. Edward Reese, SJ	President
Ms. Michelle Levine	Principal
Ms. Theresa Bayze	Director
Mr. Jamal Baugh	Outreach Director, PE and CYO Director
Mrs. Deyanira Robles	Administrative Assistant
Mr. Alex Eby	Faculty, 6 th Grade Homeroom Teacher (Math)
Mr. Connor Geraghty	Faculty, 8 th Grade Homeroom Teacher (SS)
Ms. Audrey Gomez	Faculty (Science)
Mr. Calvin Nickelson	Faculty, 7 th Grade Homeroom Teacher (ELA)
TBA	Counselor, Wellness Teacher
Hart Ayoob, '16	Teacher's Assistant, Alumni Volunteer Corps
Megan Crowley, '16	Teacher's Assistant, Alumni Volunteer Corps
Richard Matthews, '15	Teacher's Assistant, Alumni Volunteer Corps
Alexandros Paras, '17	Teacher's Assistant, Alumni Volunteer Corps
Andrew Stranahan, '14	Teacher's Assistant, Alumni Volunteer Corps
Emmanuele Tonna, '16	Teacher's Assistant, Alumni Volunteer Corps

Non-Discriminatory Policy:

St. Ignatius College Preparatory, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, religion, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at the school. St. Ignatius College Preparatory does not unlawfully discriminate on the basis of race,

color, religion, and national and/or ethnic origin, age, sex, or disability in the administration of educational policies, admissions policies, studentships and loan programs, and athletic and other school-administered programs.

Parent / Guardian Participation

The Fr. Sauer Academy believes that students are successful when families and educators are a team. Therefore, the school requires that parents/guardians be involved in all aspects of school life: monitoring academic work, attending all parent/guardian-teacher conferences, attending parent community gatherings, volunteering, and communicating in a timely fashion, etc. The parent/guardian of each student must sign a form acknowledging receipt of this handbook before the student can begin the academic year. Failure to abide by the policies set forth in the Handbook will adversely affect the school's ability to retain a family's student.

STUDENT POLICIES

Note: This document captures *in spirit* the regulations and policies of the Fr. Sauer Academy. Obviously, no such document can spell out every rule or expectation. Therefore, the handbook will be interpreted and amended at the administration's discretion as necessary.

I. ATTENDANCE

A. Daily Attendance

To achieve their educational goals, students must attend school each day and be punctual. All students must arrive at school no later than 8:10 AM. **If a student is to be absent, the Parent/Guardian should notify the Administrative Assistant no later than 7:30 AM. When the student returns to school, he or she should also bring a note signed by the Parent/Guardian explaining the absence.**

1. Parents may call Ms. Robles, the Administrative Assistant, at (415) 731-7500, ext. 5030, email drobles@siprep.org, or send a message to Ms. Robles using the ClassDojo application.
2. Absences harm academic progress. Parents/Guardians are asked to avoid unnecessary absences or early departures.
3. **Students are responsible for checking with teachers to learn about missed work and for making it up in a timely manner according to the teacher's requirements.**
4. Repeated excused or unexcused absences will result in a meeting with the Fr. Sauer Academy Director to make a plan for improving student attendance. Further truancy issues could result in dismissal from the Fr. Sauer Academy and St. Ignatius College Preparatory. If a student misses more than five days

per grading period, he or she is liable to be dismissed from FSA/SI. Students who have more than five (5) absences due to extraordinary circumstances may submit a written petition to the Director of the Fr. Sauer Academy explaining the reasons for the absences and requesting to continue enrollment. The administration shall be the sole one to determine whether a student may continue to be enrolled, even if medical verification is provided. The administration is the sole one to determine whether any other grave reasons warrant continued enrollment.

B. Arriving Late to school- Tardy

A student is late when he or she is not present in the Student Commons by 8:10 AM for breakfast. If students are dropped off late, they must bring a note from the driver explaining the lateness.

- ❖ Arriving late to school will harm academic progress. Parents/guardians are asked to also avoid late arrival at school by timely arrival at the bus stop or drop off at school.
- ❖ If a student is habitually tardy, more than 3 times, the student will receive an in-house detention, to be served during Sports Practice or Electives. If the student continues to be tardy (more than five (5) times in a grading period), the student and the parent/guardian must meet with the Director to solve the problem. Habitual tardiness could result in dismissal from the Fr. Sauer Academy and St. Ignatius College Preparatory.

C. Early Departure

Students must be picked up promptly at dismissal or bus drop-off times unless other arrangements are in place.

1. **Students leaving school early must bring in a note signed by a Parent/Guardian explaining the reason for the departure. The note must state specifically who will be picking up the child and the Parent/Guardian must come into the main FSA school office to sign out the student.**
2. Students will not be allowed to leave with any other person. The school must have written permission from the Parent/Guardian to release a student into the care of a non-custodial adult, and we will check the ID upon pick-up. Please assist us in keeping your student safe.

II. TRANSPORTATION

In order to ensure that students achieve their learning goals through daily attendance, students will be offered, when possible, FSA transportation to/from school each day through a bus operated by CYO Transportation. The bus is extended to students who live more than 3 miles from the school and where there is a lack of public transportation available. All students must be at their FSA transportation pick-up site at the scheduled

time. Drivers are on a strict schedule and will leave the pick-up site when scheduled. *Students who arrive late to the pick-up site will need to schedule other transportation to school that day.*

A. Morning Pick-Up

1. The bus will depart the stop one minute after the scheduled pick up time in order to ensure timely arrival at school of all students.
2. In the event that a student misses the bus pickup in the morning, their parent/guardian must find alternate transportation to school. Students should arrive at school no later than 8:10 AM. If a student arrives later than 8:10 AM, they will be considered tardy.

B. Afternoon Drop-off

1. In the afternoons, parents/guardians should arrange for their student to be picked up on time at the bus stop.
2. If a student regularly walks home by themselves, the parent/guardian should complete a form to indicate the safe route the student will walk.
3. If the student will be walking home or to another location approved by the parent/guardian, the office should be notified before 3:00 PM.

C. FSA Transportation Conduct

Student and driver safety is our primary concern. Disruptive conduct in Fr. Sauer Academy CYO bus will result in automatic disciplinary action including temporary or complete loss of the privilege to take FSA transportation, possible suspension and, in severe or repeated cases, the student will be liable to dismissal from the Fr. Sauer Academy and St. Ignatius.

III. ARRIVAL AND DEPARTURE FOR STUDENTS NOT USING FSA TRANSPORTATION

- A.** Students should not arrive at school before 7:20 AM or later than 8:10 AM. When they arrive, they should proceed immediately to the high school Student Center. After 7:30 AM they can walk to the FSA open classroom and then to breakfast in the Commons at 8:00AM.
- B.** Regular dismissal time for the Morning Schedule from school is 12:05PM. For the Afternoon Schedule the dismissal time is 3:30. Students who have not been picked up within 10 minutes of the dismissal time will wait to be picked up in the designated drop-off area at the high school gymnasium entrance.

IV. MESSAGES

Messages for students during the school day should be left with Ms. Robles via phone (415.731.7500 x5030) or via email (drobles@siprep.org). If the matter is urgent, and Ms. Robles is not available, please contact the main office of the school (415.731.7500,

option 0). Parent(s)/Guardian(s) should not expect to be able to pull their students out of class during the school day, as this is disruptive to student learning. The school has only a limited number of phones and phone lines. We can only deliver phone messages to students in cases of actual emergencies. If a student is not using Fr. Sauer Academy transportation, please make prior arrangements with your student so they know who is picking them up, etc., and communicate that to Ms. Robles.

V. SCHOOL CALENDAR

The school calendar will be distributed at the beginning of the school year. More detailed information about special events will be sent home with students in their Friday Folders and via email. The calendar is available on the web site: www.siprep.org/academy.

VI. VACATIONS AND EARLY DISMISSALS

Except in the case of emergencies, the school will always inform Parents/Guardians of these times in advance

VII. DAILY SCHEDULE

AM/PM SCHEDULE: ½ CLASS OF 6TH, 7TH, AND 8TH GRADES

	Monday	Tuesday	WED	Thursday	Friday
AM BUS ARRIVES 8:00					
8:30-9:20	6 th : SS 7 th : ELA 8 th : Math	6 th : SCI 7 th : Math 8 th : SS	W I N d c a t a y What I Need day	6 th : SS 7 th : ELA 8 th : Math	6 th : SCI 7 th : Math 8 th : SS
	20 minute break			20 minute break	
9:40-10:30	6: Math 7 th : SS 8: ELA	6 th : ELA 7 th : SCI 8 th : Religion		6: Math 7 th : SS 8: ELA	6 th : ELA 7 th : SCI 8 th : Religion
	20 minute break			20 minute break	
10:50-11:40	6 th : PE 7 th : Art/Wellness 8 th : SCI	6 th : Religion 7 th : PE 8 th : Art/HSPT		6 th : Wellness/Art 7 th : PE 8 th : SCI	SPORTS
LUNCH: 11:45-12:05					
AM BUS LEAVES AT 12:10					
	MORNING GROUP A				

	Monday	Tuesday	WED	Thursday	Friday
PM BUS ARRIVES 11:50					
LUNCH: 11:45-12:05					
12:10-1:00	6 th : SS 7 th : ELA 8 th : Math	6 th : SCI 7 th : Math 8 th : SS	W I N d c a t a y What I Need day	6 th : SS 7 th : ELA 8 th : Math	6 th : SCI 7 th : Math 8 th : SS
	20 minute break			20 minute break	
1:20-2:10	6: Math 7 th : SS 8: ELA	6 th : ELA 7 th : SCI 8 th : Religion		6: Math 7 th : SS 8: ELA	6 th : ELA 7 th : SCI 8 th : Religion
	20 minute break			20 minute break	
2:30-3:20	6 th : PE 7 th : Art/Wellness 8 th : SCI	6 th : Religion 7 th : PE 8 th : Art/HSPT		6 th : Wellness/Art 7 th : Religion 8 th : SCI	SPORTS
PM BUS LEAVES AT 3:30					
	AFTERNOON GROUP B				

Wildcat **WINS**day= "What I need"- time that is dedicated to enrichment and choice
Examples: Electives, tutoring, Reading Nook, Sports, Field trips, guest speaker series, counseling, Support Services, etc.

AM/PM SCHEDULE-Monday thru Friday

Group A: Morning Schedule

8:00	Bus arrives
8:05-8:25	Breakfast
8:30-9:20	1 st Period
9:20-9:35	Break
9:40-10:30	2 nd Period
10:30-10:45	Break
10:50-11:40	3 rd period
11:45-12:05	Lunch
12:10	Bus Departs

Group B: Afternoon Schedule

11:45	Bus arrives
11:45-12:05	Lunch
12:10-1:00	1 st Period
1:00-1:15	Break
1:20-2:10	2 nd Period
2:10-2:25	Break
2:30- 3:20	3 rd period
3:30	Bus Departs

*DISTANCE LEARNING SCHEDULE AND PROTOCOL

In the event of a prolonged ‘Shelter in Place’ response to any emergency, the FSA will continue with its’ regular schedule with students working with Teachers through Zoom classes in a synchronous manner. All Zoom meeting codes and times will be on the Teachers’ Canvas page, with instructions on how to join classes from home. Students

will also find all material, schedules for work to be done at home and other supporting documents on the Teachers' Canvas page. Parents will be sent all updated instructions for access to this material through their emails on record with the FSA.

VIII. MEALS

The Fr. Sauer Academy provides breakfast (AM Schedule only) and lunch for all students. Snacks are provided in the mid-morning and afternoon.

- A.** Parents/guardians of students with dietary restrictions or food allergies should notify the Director so that arrangements can be made with the Campus Food Services.
- B.** Students may bring a healthy lunch from home to school if they prefer. No candy, gum, chips, soda, or fast food should be brought to school by students. Such material will be confiscated and will not be returned. Students should all bring a refillable water bottle for daily use. Please make sure to write your name on your bottle.
- C.** Parents/guardians may not have food delivered to the school under any circumstance. The FSA will always have a variety of food for the children during the day and can make accommodations for students with food allergies.

IX. BIRTHDAYS AND CELEBRATIONS

Parents wishing to bring treats for their student's class for birthdays or other celebrations should check with the Homeroom Teacher beforehand. Birthday parties may not be celebrated in the classroom. Small goodie bags may be brought to school but will be distributed during morning or afternoon snack time. No cakes, balloons, pizza parties, etc. will be allowed.

X. ACADEMICS

A. Curriculum

Students will study English Language Arts (ELA), Math, Science, Social Studies (History/Geography), Religious Studies, PE, Wellness and other elective classes.

Students will also learn through guest speakers, special events, and field trips when possible. Any scheduled school-wide special events or field trips are mandatory for all students.

B. Expected Effort on Assignments

All classwork, assessments, distance learning assignments or homework are expected to be the of the highest quality. It is expected that all students will continuously produce their best work. Work that does not reach the Fr. Sauer Academy standards will be returned to the student and will need to be corrected and resubmitted. Students who fail to meet this standard habitually may be subject to a conversation and/or

further action at the discretion of the Director.

C. Doing school work at home

Students should expect to complete some work at home in order to prepare for success in high school. Distance learning classes and assignments are part of that work. Homework and work done at home through Distance Learning **must** be the student's own work unless the assignment specifically calls for cooperative work.

1. Copying any assignment is an Honor Code violation.
2. Students are encouraged to read at home each day for at least 20 minutes in order to improve reading skill and fluency.
3. The Academy strongly recommends that students not be allowed to have TV's in their rooms or access to video streaming and that cell phones are given to parents/guardians before bed.
4. It is the student's responsibility to see teachers about notes, assignments, etc. missed during absences. Work that is late, sloppy, or comes after unexcused absences may be graded down.

D. Assessments of Student Learning

Tests, quizzes, and projects to measure student learning will be given throughout the year in each subject.

Exams may be given at the end of Semesters and will be cumulative, beginning in 8th grade and, in certain subjects, in 7th grade. Students must come prepared for final exams! Final exams may require days of study.

All students will take the Measures of Academic Progress (MAP) Growth standardized test at least three times per year to measure their individual growth and their standing against national norms. Parents will receive the results of these tests in the Report cards at Parent-Teacher Conferences.

E. Grades

Formal grade reports are submitted four times a year. Two of these reports serve as progress reports. Reports cards and progress reports are either mailed home, emailed, or sent home in Friday Folders.

Grades earned at the conclusion of Semesters 1 and 2 and the Summer Session are final grades that cannot be changed. Each semester grade weighs equally toward the student's cumulative Grade Point Average (see below).

F. Grading System

The Fr. Sauer Academy uses the following grading system:

The following grading system will be used for all classes at the Fr. Sauer Academy.			The following grading system may be used for Math and English Language Arts, as part of the <u>daily assessments</u> .	
A+	97-100	4.0	Exceeding Standard	4.0
A	93-96	4.0	Meeting Standard	3.0
A-	90-92	3.7	Approaching Standard	2.0
B+	87-89	3.3	Not Yet Approaching Standard	1.0
B	83-86	3.0		
B-	80-82	2.7		
C+	77-79	2.3		
C	73-76	2.0		
C-	70-72	1.7		
D+	67-69	1.3	***Note that most students will receive a 2.0 or 3.0 in the Fall and Winter Trimesters as students will still be learning the material.	
D	63-66	1.0		
D-	60-62	0.7		
F	0-59	0.0		

G. Academic Probation

Traditional Grading System: When a student receives a grade point average below a 2.0, he or she will be placed on Academic Probation. The student will have the opportunity to improve his/her grades and move out of Academic Probation at the Director's discretion. Continual presence on Academic Probation could be reason for a student to be asked to leave the school.

Standards Based Grading: These scores are sometimes used for our Math and English Language Arts classes as part of the daily assessments. They are used to inform the aggregate score for the progress reports and traditional grading system reflected on the report card.

- H.** A passing grade must be achieved in all Core classes in order to be on track for graduation from the Fr. Sauer Academy. Any student who fails one or more classes and remains on Academic Probation for more than two quarters is subject to dismissal from the Academy.
- I.** Academic benchmarks must be maintained throughout a student's enrollment at the FSA. If the Faculty and Administration judge that a student is consistently working below his or her academic potential, and is unwilling to work toward academic success, the student may be dismissed from the FSA at the discretion of the Director.

Graduation Requirements for the Fr. Sauer Academy:

- ❖ Satisfactory completion of all core classes offered during all three years of enrollment at the Academy.

- ❖ Satisfactory completion of service hours conducted during all three years of enrollment at the Academy.
- ❖ Satisfactory demonstration of growth in the Grad at Grad characteristics of being Loving, Open to Growth, Religious, Intellectually Competent, Committed to Doing Justice, and Called to Leadership.
- ❖ Full recommendation for promotion to the ninth grade by the Faculty and Director of the Fr. Sauer Academy.
- ❖ Upon acceptance to St. Ignatius College Preparatory high school, it should be the intention of a rising 9th grader from the Fr. Sauer Academy to enroll at the high school and remain in the Saint Ignatius high school program for the following 4 years.

PARENT COLLABORATION AND EXPECTATIONS

A. Parent Community Meetings and FSA Celebrations

These important meetings or celebrations will be held most months to help parents/guardians and educators work together to further students' learning and growth. These meetings are required for each family. In the case of an emergency which prohibits parents/guardians from attending the meetings, they must contact the Director and arrange to meet at another time.

It is expected that all families are in attendance and are on time for the meetings. If a family misses more than two (2) parent gatherings, this could be reason for a student to be asked to leave the school.

B. Parent-Teacher Team for Student Academics

Parent/guardian and family involvement in a student's academic life deeply benefits the student. A positive relationship between school and family supports the student as he/she develops as a young adult.

With this in mind, the Fr. Sauer Academy **requires parents and guardians to attend the Family-Teacher Conferences scheduled in October and March and the monthly Parent Community Gatherings.**

Federal law requires employers to grant time for parents/guardians to make school visits. With advance planning, adults should be able to take time from work to meet with teachers. If you would like to come visit during the school day, please call Ms. Robles first. She can be reached at 415.731.7500 x5030 or via email (drobles@siprep.org).

C. Parent Volunteer Hours

Each family is encouraged to volunteer during the school year. Volunteer opportunities may be chaperoning field trips, organizing food for a parent

community meeting, volunteering with St. Ignatius community events, and helping with special projects and needs as determined by the FSA Director, faculty and staff.

XII. STUDENT CONDUCT

A. Overview

As members of this Christian community, all of our actions should reflect Gospel values of love and respect for ourselves and for each member of the Fr. Sauer Academy and St. Ignatius community. The fundamental norm is the commandment that we love God and our neighbor. Our goal is to treat each Fr. Sauer Academy student as an individual, and to respect him or her. The student, in turn, must assume responsibility for his or her actions. Our relationship must be based on trust and openness to the viewpoints of others; this includes respect for all cultures, races, genders, and nationalities.

Discipline and good conduct are essential to creating the environment in which students and teachers can pursue their goals at the Fr. Sauer Academy and St. Ignatius. The school expects students to conduct themselves at all times in ways that help the school be the best school it can be. Those whose actions consistently harm the school environment or the good reputation of the Fr. Sauer Academy may be dismissed. The Director, in cooperation with the Principal, determines admission, promotion and dismissal of students.

B. Restorative Justice Approach to School Culture and Discipline

At the Father Sauer Academy, we aim to utilize Restorative Justice philosophy and practices when approaching discipline and school culture. Restorative Justice aligns with the values and goals we hold for our students. The restorative approach to discipline focuses on prevention through relationship building and drawing on the collective strengths of the community to help individuals in trouble regain their footing in a nurturing environment with consistent classroom practices and high expectations. Our goal in using restorative justice practices, guided by our school counselor, is to help all students learn to resolve disagreements, take ownership of their behavior, and engage in acts of empathy and forgiveness.

Restorative Justice focuses on relationships rather than rigid rules and punishments. The focus of our conversations with students who behave inappropriately will be about repairing the relationship that was harmed as well as finding ways to make it right. This does not, in any way, negate the actions of others, but attempts to heal the relationships that might have suffered because of behavior that goes against the values of the school and the greater community.

C. Behavioral Expectations

Teachers, the Director, and students will discuss the daily school procedures as well as the behavioral expectations.

Students are expected to treat all people with respect, honesty, and politeness. Students must respect the rights, property, and feelings of others and of the school

and Church. Students must be truthful with adults and each other at all times.

Students should address faculty, parents, guardians, and all adult visitors to the school with friendliness and appropriate greetings. Adults should be addressed by their title (Mister, Misses, Ms., Doctor, Father, Sister, or Sir or Ma'am if the student is unsure of the last name).

D. Fr. Sauer Academy Honor Code

St. Ignatius College Preparatory and the Fr. Sauer Academy exist in order to provide an environment where Christian values are taught and practiced. The personal development of each student is deemed more important than the achievement of academic success. Personal integrity is essential for building community and promoting social justice.

Violations of the Honor Code include, but are not limited to: forging of adult signatures; cheating on homework/quizzes/tests/etc.; and being dishonest about unacceptable behavior.

Cheating in any form, i.e., plagiarizing an assignment, copying homework, cheating on an examination, test or quiz, or copying information from the Internet without appropriate citation, violates the philosophy of our school and will not be tolerated. Any student who cheats, copies homework, plagiarizes, violates testing procedures, or knowingly enables another student to cheat will receive a grade of zero for the exam, or work in question, and be subject to discipline.

When a student violates the Honor Code, the teacher will speak with the student and inform the Director. The Director will gather the necessary information from the teacher, speak with the student, and notify the student's parents/guardians of the incident. The Director's Office will keep records as to the number of Honor Code offenses.

Any incident involving an Honor Code violation could potentially render a student liable for suspension or dismissal. **A student who violates the Honor Code three times while at the Fr. Sauer Academy will have a dismissal hearing to determine their future standing as a student at the Fr. Sauer Academy.**

E. Unacceptable Behavior

Unacceptable behavior is activity which harms the school's environment as a place of Christian learning. Some types of behavior will be treated more seriously than others.

Counseling referrals, Restorative Justice conversations or other consequences may be assigned for the following Unacceptable Behaviors:

1. Missing or incomplete homework
2. Dress Code violations
3. Unexcused lateness to school or class
4. Unpreparedness for class

5. Rudeness/disrespect of faculty & staff
6. Disruption of class (talking, horseplay, food, etc.)
7. Disrespectful, rough or dangerous conduct in hallways, stairs, playground or student commons
8. Use of inappropriate items (See Section D, below)

The following types of behavior are more serious and will result in more serious consequences, including a detention, possible in- or out-of-school suspension, and dismissal from the Fr. Sauer Academy:

1. Obscene or bigoted language
2. Seriously threatening others
3. Bringing a weapon to school or school events (mandatory dismissal)
4. Serious and/or consistent disrespect for adults
5. Destruction of school or church property
6. Fighting or “play fighting”
7. Inappropriate physical contact with other students or high school students
8. Persistent or extremely serious lying
9. Leaving school or school events without permission
10. Skipping school or school events
11. Use or possession of drugs (including alcohol, tobacco and/or vaping) at or away from school
12. Behavior or language which damages the good reputation of the school
13. Misconduct on buses or any school provided transportation
14. Pulling false fire alarms
15. Stealing
16. Academic dishonesty (cheating)

F. Inappropriate Items

The following items do not help create an environment of Christian learning and should not be brought to school. The school is not responsible if these items are lost or stolen:

- A. Cell phones *
- B. *AirPods, MP3 players, iPads or other Tablets, hand-held computer games (like PSP's), headphones, etc.
- C. Reading material, magazines, etc. which violate Christian or Jesuit educational values.
- D. Toys of any sort (fidget spinners, silly putty, legos, etc.)
- E. Weapons of any sort.
- F. Valuable items or large amounts of cash.

* Cell phones and other electronic devices may not be used during school hours unless students are given permission by a staff or faculty member. Students needing to make phone calls during the school day may do so in the **Main office or Director's office**. Students are expected to turn a cell phone into the teacher at the beginning of the day to be safely stored and retrieved at the end of the day. Teachers will confiscate cell phones and other inappropriate devices when they

see or hear them. A student may pick up their confiscated items in the office at the end of the day after the first transgression. Thereafter, the cell phone and other devices will need to be left at home or left in the Main office. The use of a classroom phone, without direct permission from the Director of the school, is unacceptable.

G. Conduct at Church, Public Events, Plays, Speeches, etc.

Students at the Fr. Sauer Academy will have many opportunities to attend public presentations and to speak and perform in public themselves. This is a long-established element of Jesuit education. **Whenever students are gathered as a group, at school or away, the following behavior is expected:**

1. Unless students have been told to take notes, no books, pens, calculators, etc. should be brought to the event.
2. When they enter the church, theater, etc. students should move directly to their seats quietly, without fooling around.
3. Appropriate laughter, applause, etc. is polite. Rowdy cheering, whistling, etc. is insulting and impolite.
4. Unless the speaker asks for comments there should be no talking or whispering.
5. Students should exit in an orderly manner as directed.
6. Students must obey all directions from chaperones, drivers, ushers, etc.
7. Students should wear appropriate dress for these special occasions.

H. Discipline Process

1. Reflection Referrals

A reflection/referral will be issued to students who have continued to engage in unacceptable behavior after an initial and individual check-in. The purpose of the reflection sheet is to allow students time to reflect on issues, behaviors, or situations that adversely affect the classroom learning environment. After completing a reflection, the student will engage in a restorative conversation with an FSA staff member and make a plan of action to repair the harm caused by their behavior.

For less severe behaviors, reflection referrals will be given after:

1. Verbal Warning from Teacher
2. Additional Teacher Intervention (i.e. 2nd Verbal Warning; 1:1 Check-in inside Class)

3. Staff Member Check-In Inside Class (1:1 Check-in with Reflection Opportunity)

If a student is not ready to remain in class they will be instructed to go to the office and meet with the school Director, for further conversation and plan of action.

Any severe or major violation of school rules will automatically result in an office referral and reflection and parents/guardians will be called immediately.

2. Detention

Detention is assigned to students who have not have followed the school conduct policy (listed above) and have received three behavior reflections and/or referral to the Director. Parents/Guardians will be notified after the student's second reflection and can follow up with staff if they have any questions.

Detentions will be given to students after receiving three or more behavior reflections or committing a serious offense. Students will be detained after school for a 60-minute period on Wednesday or Friday afternoons between 3:30-4:30pm. Students must report to detention and no excuses will be accepted. This includes appointments and athletic events. Parents/Guardians will be required to come pick up their student from school and meet with a staff member to discuss their student's behavior. A student who fails to report to detention on the day assigned will automatically receive another detention day and may not be allowed to participate in field trips, athletic events, or other school activities.

At the Fr. Sauer Academy, one of our core beliefs is that Students are successful when families and educators are a team. The purpose of this meeting is to work as a team to create a plan that will support the student's behavior to ensure they are successful in and out of school. Our goal is to develop the whole person and help students build healthy relationships within the school. Through a restorative and reflective conversation, we aim to learn together in safe and respectful space, promote dialogue, accountability, and instill a stronger sense of community.

3. Formal Conferences

If students demonstrate an unwillingness to behave in an appropriate manner, they will participate in restorative practices to repair any harm caused by their actions. This may include letters of apology, mediation, formal conferencing, loss of privileges, and/or community service to the school. Students will be given an opportunity to share their perspectives of what happened and reflect upon their actions with an emphasis on how they will help to make things right. Parents/guardians will be notified as necessary by faculty and the division head.

The decision to remove a student from campus is made by the Director in consultation with the Principal and the teachers involved, and is used only in cases when other appropriate alternatives are ineffective. A student who is

suspended or removed from campus is not eligible to participate in school-related activities or after-school events during the term of the suspension. The terms of suspension can vary and will conclude with a re-entry conference with the student, parents/guardians, teacher involved, and when necessary, the Director of the school. If and when appropriate, aspects of disciplinary actions may be discussed with members of the student body. After consultation with all the involved parties, the Director of School may consider the student's continued presence at Father Sauer Academy to no longer be in the student's best interest or that of the school, and may choose to expel the student.

XIII. COMMUNITY SERVICE

Fr. Pedro Arrupe, one of the greatest Jesuits of the 20th century, said that the purpose of Jesuit education is to train students to be "men and women for and with others." To do this, the school will require students to do community service each year: as a class, during school hours in 6th and 7th grades; 10 hours during 8th grade, as a religion-class requirement. Students will be expected to behave as good ambassadors of the Fr. Sauer Academy while serving the community, and they may be asked to reflect on service experiences in writing.

XIV. FIELD TRIPS AND OTHER EVENTS

Field trips for educational and cultural enrichment, as well as recreation, will form an important part of a student's education. Good conduct while on these trips, and while traveling on trips, is important. Poor conduct will have serious consequences. Parents/Guardians should not schedule appointments for students during field trips and weekend events without consulting the school. Students who fail to bring in a completed permission slip for a field trip will remain at school rather than attend the event. Most permission slips go home and return to school via the Friday Folder.

XV. FIRE ALARMS, EARTHQUAKE DRILLS, EMERGENCY DRILLS, ETC.

Faculty and students should never assume that an emergency is "only a drill." Every alarm should be treated as though it were an actual emergency. Giving a false alarm is a crime and can endanger both firefighters and classmates and may prevent rescue personnel from getting to a true emergency in a timely manner. Any student who pulls a false fire alarm will be suspended and risks being dismissed from the school. Students must obey all adult directions given to ensure the safety of themselves and others during emergencies.

XVI. DRESS CODE

The Fr. Sauer Academy and St. Ignatius view the education of its students as its most important task. All aspects of school life must support this task. Therefore, just as the school requires that students wear specific clothing when playing a sport, appearing in a play or concert, etc., the school requires that students dress in a specific manner that contributes to the creation of a Christian learning environment.

Students will be provided with uniforms at the beginning of each year (2 uniform pants, 2 polo shirts, and 2 sweatshirts). Parents may purchase additional uniform khaki pants and navy-blue polo shirts online or at stores that sell uniform clothing, and they may purchase additional sweatshirts by sending \$35 to the Director.

Parents/Guardians should also be sure that students attend to matters of personal hygiene and grooming. All clothes must be clean and in good repair. Students must arrive to and leave school in uniform. Students may not change clothes after arriving or before leaving school without permission from the school.

The daily uniform will be khaki pants, a navy-blue colored polo shirt, and a sweatshirt with the Fr. Sauer Academy logo. (Uniforms will be distributed in August and must be worn on school days).

- Footwear—Closed-toe shoes and socks must be worn at all times. They can be white or black shoes (small amounts of color on the shoe are acceptable).
- Hair—Hair must be clean, combed and styled neatly. Facial hair is not allowed. Unshaven students will be asked to shave.
- Head Gear—Hats, caps, hoods, visors, scarves, and sports headbands are not allowed to be worn inside school premises, before, during or after school -- this includes lunch hours. The school premises include all parts of campus from the Jesuit Residence to the foyer of the North Gym complex. Students in violation of this policy will have the head covering confiscated.
- Jewelry—Excessive jewelry is not allowed. Only stud earrings can be worn (no hoops or dangles). Jewelry that interferes with classroom performance and behavior is not allowed. Students who violate this rule will be asked to remove the excess jewelry.
- No makeup or false fingernails are allowed. Nail polish of any color is prohibited.
- SI apparel may also be worn as outerwear, but not allowed as the uniform in the classroom. All jackets and outerwear need to be removed and stored away while in the classroom, unless directed otherwise by the classroom teacher.

The school administration reserves to itself the final word regarding the appropriateness of student dress and appearance.

XVII. BACKPACKS, BOOKS, AND TECHNOLOGY

The Fr. Sauer Academy will supply school supplies, books, workbooks, technology and many art and project supplies.

- A. All books and technology are **loaned** to students by the school and must be treated with care and respect. Families will be asked to pay for books or technology which are lost or destroyed.
- B. Students are asked to bring a backpack to school each day. School administrators may inspect or search backpacks at any time with or without students present.
- C. **Any student who steals another's books or school supplies or who intentionally mistreats books or other school property should be aware that by doing so he or she is risking losing his or her place at the Fr. Sauer Academy.**

XVIII. STUDENT HEALTH

A. Illness

Though school is important, students should not come to school when they are sick, especially if they can infect others. Parents are asked to notify the Administrative Assistant no later than 7:30 AM if their student will be missing school via a phone call or email. All absences must be accounted for between parents and staff.

If a student becomes ill at school, parents/guardians will be notified and, if necessary, the student will be sent home.

B. COVID-19

In the event that a student, family member or member of family circle becomes ill due to the Coronavirus, the school must be informed immediately. The student will remain at home for a minimum of two weeks as part of the quarantine protocol established at this time. Class material will be available through our Distance Learning protocol. After the two weeks away from school, and with conversation with family with established safety measures, the student can return to school and resume all school activities.

C. Medications

Parents/guardians must inform the office if their student needs to take any form of medication at school. Parents/guardians must write a note describing the medicine and its use, attached to any applicable prescription and/or non-prescription form. These notes and forms must be on file at the school. **All medications needed during the school day must be kept in the Director's office and administered there, with the exception of asthma spray medication. Medications must be given to the school in their pharmacy packaging and a Ziplock bag.** This includes cough drops. The only exception is asthma spray medication. With written permission of the parent/guardian, the student may carry this medication. A back-up unit should also be given to the office.

Faculty/Staff may not administer any medication (oral or topical, prescription or non-prescription) without written authorization by the parent/guardian.

D. Medical Emergency Forms

These forms are extremely important and must be accurate. In the interest of student safety, changes of address or phone numbers must be reported to the office as soon as possible. Parents/Guardians need to provide phone numbers where they and the Emergency Contact person can be reached **at all times** during the school day.

E. Special Coronavirus information will be distributed in August. Protocol sheet will also be sent home to all parents regarding student absence, reporting of illness, quarantine and contact tracing.

XIX. VISITORS, STUDENT SAFETY

***Parents/Guardians are always welcome at the school. Please call the school in advance so that we can plan for your visit. All visitors must check in at the office when they arrive on campus and must use the main entrance from 37th Avenue.

XX.

The Fr. Sauer Academy and St. Ignatius observes the Archdiocese of San Francisco Virtus Program. Copies are available on request.

XXI.

XXII.

**** Due to Coronavirus pandemic, parents and guardians are asked to refrain from entering the school building unless directed to do so. If a student needs to go home due to illness, the parent/guardian will be directed to call the FSA office when you arrive and a staff member will bring your student directly to the pick-up area.*

XXIII. COUNSELING

All students in the St. Ignatius College Preparatory community are assigned a personal and academic counselor each year. The particular role of the Fr. Sauer Academy Counselor is to provide services to meet the needs of the students. Each student is assigned a Counselor during each year of enrollment at the Fr. Sauer Academy/St. Ignatius. The St. Ignatius community makes a heavy commitment of time and resources to student counseling. Students who make regular use of the resources available through the counseling department normally find their school performance measurably enhanced.

Confidentiality Policy

There are four instances in which a counselor and/or teacher is legally bound to inform a parent and/or authority with information given during a counseling session: 1) when a student indicates he or she is going to physically harm himself or herself or jeopardize his or her life; 2) when a student indicates he or she is going to physically harm another or jeopardize another's life or has knowledge that another's well-being

is threatened; 3) when a student indicates he or she is being sexually, physically and/or emotionally abused; 4) when a student indicates he or she has committed a felony (i.e., selling drugs, stealing a car, etc.).

Adults (teachers, counselors, moderators, coaches, secretaries, trainers) in the St. Ignatius community who are aware of an alleged infraction of a school policy have a responsibility to report the information.

Saint Ignatius College Preparatory reserves the right to mandate therapy for students showing signs of depression or exhibiting behavior that is indicative of a mental health disorder and that is inhibiting the student's ability to function appropriately. Determining the ability to function appropriately will be at the discretion of the student's Personal Counselor and the Director the Fr. Sauer Academy.

XXIV. SPIRITUAL LIFE

St. Ignatius writes in the Spiritual Exercises that "Human beings are created to praise, reverence, and serve God our Lord, and by this means to save our souls." Though our student body represents a variety of faith traditions, we will often ask all students to pray together. Masses will be held approximately once a month. Student attendance is required. All families and friends of the school are invited.

XXV. ATHLETICS AND PHYSICAL EDUCATION

Sports and physical exercise provide important lessons in health, cooperation, self-discipline, and sportsmanship that can benefit students in many aspects of their lives and education. The Fr. Sauer Academy therefore encourages all students to participate in athletic activities as they are able.

Coaches of sports teams will explain to all students what clothes they should bring for their sports activities. Generally, our students will compete on teams in the CYO Athletics sports program. Uniforms will be distributed at the beginning of the sport season and must be returned when the season ends. Clean uniforms should be placed in a plastic bag, with the students' first and last name written on the bag. A \$25 fee will be charged to the family for any lost or missing uniform.

Physical Education class will be taught by a Fr. Sauer Academy Physical Education teacher. The goal of our Athletics Physical Education program is to promote the healthy growth and development of children. Regular physical activity in children and adolescents establishes a lifestyle of health and fitness. Youth can achieve substantial health benefits by daily moderate and vigorous physical activity. We know that regular physical activity in children promotes good health and fitness, two areas that the nation's children are struggling to achieve. FSA Athletics is committed to providing a platform of health and fitness through its Physical Education program.

XXVI. CO-CURRICULAR ACTIVITIES AND ENRICHMENT CLASSES

In addition to athletics, the Fr. Sauer Academy will offer many other activities to enrich the educational experience of our students. These will reflect the expertise and

interests of our faculty and volunteers, but all will serve to help students follow St. Ignatius of Loyola's admonition to find "God in all things." All students will be expected to participate in co-curricular activities and enrichment classes.

XXVII. STUDENT AMBASSADORS

St. Ignatius relies upon the generosity of its many benefactors to provide a fine education to the Fr. Sauer Academy students. In order to thank our community for their generosity and to help ensure the Fr. Sauer Academy's future, our students serve as our primary "Ambassadors" to the community. *All of our students are "Student Ambassadors"* and will learn how to welcome visitors to the school.

Students will have the opportunity to contact their tuition Sponsors and to share with them news of their progress at school. Students will also have the chance to meet many of the community leaders who support the school. The way students represent themselves to the community is vital. Periodic "Sponsor Letters" written by students are an important form of Student Ambassadorship. Quality written letters are expected.

XXVIII.

XXIX. FRIDAY FOLDERS

Each Friday students will bring home a folder (Friday Folder) containing messages from the school for parents/guardians. These messages are intended only for parents/guardians and ought not be opened by students. Parents/Guardians are asked to read the material carefully, and sign and return the enclosed the sheet. Folders must be returned to the school on the following Monday (or school day if scheduling is different).

XXX. THE SIX JESUIT CHARACTERISTICS, STUDENT OF THE MONTH AWARDS, IGNATIAN STUDENTS

As a Jesuit School, students are encouraged to grow in the Grad at Grad characteristics of being Loving, Open to Growth, Religious, Intellectually Competent, Committed to Doing Justice, and Called to Leadership.

In order to encourage our students to grow, we focus on our daily actions which we call our Values—Persist, Love, Lead, Unite, Serve, and Seek. Each month, a student who exemplifies the Fr. Sauer Academy Values will be given the Student of the Month Award.

At the conclusion of a students' education at the Fr. Sauer Academy, graduation awards will be given for the following areas: Valedictorian, Fr. Anthony Sauer Award, Service Award and Leadership Award. These are awarded to four 8th graders who demonstrate outstanding academic growth, conduct, professionalism, and the values of the Father Sauer Academy.