

ST. ISIDORE SCHOOL
FAMILY HANDBOOK

2008-2009

August 2008

PARENT AND STUDENT AGREEMENT AND CONTRACT

We have received and read the Faculty Handbook and agree to uphold and support the procedures and regulations for the community of St. Isidore School, including the Diocesan policies such as the Acceptable Internet Use Policy. We understand and agree to pursue the educational objectives and practices as stated in this Handbook and to observe and support the disciplinary code of the school. We also understand and agree to follow the Peanut-Free and Nut-Free policies and procedures as outlined in the Handbook.

PLEASE SIGN

Student Signature, Grade

Parents/Guardians Signature

DATE _____

Please return this form to school by August 20, 2008.

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PREFACE

The purpose of this Handbook is to communicate to families the policies of St. Isidore School. Our mutual dedication to these policies will facilitate positive community relationships. We offer a challenging academic program in a contemporary Catholic Christian setting. We strive to foster in all of our students a strong faith, the value of family, a commitment to excellence, a service-oriented attitude, and a positive self- image.

We recognize the fact that parents/guardians have the primary responsibility for the education of their children and that the school exists to help the family accomplish this task. By selecting a Catholic school, parents/guardians choose a special kind of education, one in which they have the right and responsibility to participate. At St. Isidore School, a student and his/her parents/guardians understand and agree to pursue the educational objectives and practices as stated in this Handbook and to observe the disciplinary code of the school.

The school can only build on what is offered in the home. Communication between the school and home is vital to the mission of forming a whole person. One of the unique advantages of Catholic schooling is the philosophy based on the Gospel of Jesus Christ and the teachings of the Catholic Church. Let us examine and be understanding and supportive of our respective goals and unite our endeavors. In this way, we will gain mutual understanding and cooperation while pursuing our common goal, to provide a quality, caring, Catholic education for all our students.

Pastor: Reverend Gerard Moran

Principal: Mrs. Jean Schroeder

Parish Center: 362-1915 School Phone: 837-2977

Kids Konnection: 820-7753 Fax Number: 837-2407

www.stisidore.org

ST. ISIDORE SCHOOL
Professional Code of Ethics
(Adapted from the NCEA)

We recognize that serving on the staff of a Catholic school is a commitment to ministry. Our role as a staff member implies a recognition and acceptance of the school's philosophy. We commit ourselves to recognizing the following rights of parents/guardians, as partners with us in the Catholic education of their children at St. Isidore School:

- The right to a clear witness of the Gospel message in staff and programs;
- The right to a school atmosphere free from disruption and conducive to the educational process;
- The right to know, to understand and to share in decisions that affect the education and discipline of their child;
- The right to educational programs and activities that enhance family life as well as the home-school relationship;
- The right to examine their child's school records;
- The right to be informed of school rules, regulations, and procedures;
- The right to have their child receive an appropriate, quality education;
- The right to confidentiality of school records and information;
- The right to be informed of their child's progress or lack of progress;
- The right for their child to attend a safe physical plant.

Parents' Code of Ethics

Parents/guardians of students at St. Isidore School acknowledge the unique partnership between school and family in a Catholic school setting. As partners in education, parents/guardians* at St. Isidore School agree to:

- Provide moral guidance in nurturing the spiritual foundation of the child;
- Model the behavior and attitude of Christ;
- Respect confidential issues that may arise during volunteer time at the school;
- Treat students, faculty, staff, administrators, and other parents/guardians with sensitivity and respect;
- Respect all decisions made by the administration and staff, both academic and disciplinary, and directly express concerns and questions to them;
- Assure that your child comes to school prepared both mentally and physically;
- Inform the teacher of any problems or struggles seen at home regarding homework or school life;
- Attend all parent-student-teacher conferences;
- Balance your child's athletic and after-school activities with school commitments;
- Abide by the guidelines set forth in this Handbook.
- Guardians will heretofore be referred to as "parents."

SCHOOL BOARD

St. Isidore School Board Mission Statement:

To advise and support the Pastor and Administration to promote a quality, caring, Catholic learning environment for the children and Parish community.

St. Isidore School Board acts as an advisory board to the Pastor and Principal. It is not legislative in nature. It gives support, clarifies educational goals, and monitors and supports the school's financial and capital planning as well as emergency preparedness. The Board consists of a President, Vice President, Secretary and six additional members who meet once a month. The members of the Board also attend Diocesan workshops and meetings. During the monthly meeting, time is set aside for questions/concerns and compliments to be addressed. If more time is needed, for a presentation or discussion, an individual should contact the President ahead of time to be put on the agenda, if appropriate. School Board vacancies are filled annually by election on the last Sunday of April. Any member of St. Isidore School or parish community is eligible to run for the School Board. The meetings are held on the third Tuesday of every month, unless otherwise posted, in the Parish Conference Room. They are open to the public and begin at 5:00 p.m. The minutes, agenda, and annual school budget are posted on the school website.

SCHOOL BOARD 2008-09

President Andrea Eubanks

Vice President Jack Harrington

Secretary Kim Bongi

Members: Jim Aberer, Paul Cowell, Harry Hendricks,
Joleen Lafayette, Liza Wallace, Lori Waidelich

Ex-officio Members: Fr. Moran and Jean Schroeder

Meets on third Tuesday of every month

PARENT TEACHER GROUP (PTG)

The PTG works as partners with the school administration to promote, coordinate, and support the spiritual and educational forces of the home and school. A membership fee provides the school directory as well as funding for various events and services. Involvement is offered to the parents through a parent education program, other events and fund raising activities. All families are encouraged to participate in PTG sponsored activities and efforts.

PTG 2008-09

President Sue and Roger Fernando
Vice President Sheila and Dave Ogburn
Secretary Debi and Tom Mescell
Treasurer Sheryl and Chris Guistolise

All parents are welcome to attend scheduled meetings. If you have a particular item to discuss, please contact the President in advance of the meeting.

FOUNDATION

The Foundation is dedicated primarily to the promotion of the intellectual, social, physical, and educational development of St. Isidore students by working for the long-term financial development of St. Isidore School. The corporation has been formed under the California Public Benefit Corporation Law. The Foundation meets on the fourth Thursday of the month except December. All parents are expected to be members. A yearly membership fee is collected in August.

President James Reget
Vice President Robert Canepa
Secretary Rich Beyer
Treasurer Kevin Duncan

Meets on the fourth Thursday of every month, except December.

SCHOOL SERVICE COORDINATORS

Each year two parents are chosen by the Administration to serve as

School Service Coordinators for one year. They assist the Administration in all the volunteer activities of the school day and coordinate the many events that enhance classroom instruction. They coordinate all room parent activities and other areas of school service. This year's Service Coordinators are:

Mrs. Trish Markey
Mrs. Carol Tagliaferri

SCHOOL HISTORY

The construction of our school building was started in 1957 as a facility for CCD programs. One side of the main corridor contained four classrooms for this purpose. For two years, St. Isidore loaned space to the public school district as service to the community while plans were being made to open our Catholic school.

In September 1962, the Sisters of St. Francis of Philadelphia provided a staff of four Sisters to open the school. The first eighth grade class graduated in 1967. The Kindergarten was started in 1982. The new lobby was built, along with additional resource rooms and a classroom in the fall of 1987. Thirteen classrooms were added for the 1997-98 school year.

St. Isidore School actively involves parents in the educational process. The faculty and staff strive to challenge the full potential of each student. The subject areas have been enhanced with programs in art, computers, foreign language, physical education, and music. The U. S. Department of Education in 1993-94 awarded St. Isidore the status of being a Blue Ribbon School. The school was nationally recognized as a school of academic excellence, and continues to promote high academic standards while providing a quality, caring, Catholic education for all our students.

ST. ISIDORE SCHOOL MISSION STATEMENT

St. Isidore Parish School is committed to providing a quality, caring, Catholic education for students. We respect and promote the dignity of the students in a safe, nurturing environment based on the Gospel values. We are dedicated to creating an atmosphere that supports

academic excellence and responsible citizenship through service to God and each other.

SCHOOL PHILOSOPHY

St. Isidore School is a Catholic elementary school that supports the belief that parents are the primary educators of their children. As facilitators of this process, we are committed to support and assist parents in preparing their children as Catholics for life in our complex, technological, and ever-changing world. We believe that this mission must focus and maintain our children's growth toward becoming educated, ethical, caring adults. We place emphasis on academic excellence, providing opportunities for the students to extend their abilities to reason and think in creative ways, to apply what they know to the world around them, and to work together for common goals. We recognize and respect the individuality and dignity of all members of the school community. Collectively we provide the tools needed for students to develop an awareness and application of Catholic principles, Gospel values, and spiritual growth necessary to prepare them for a life of faith-filled service.

SCHOOL-WIDE LEARNING EXPECTATIONS

Schoolwide Learning Expectations

St. Isidore Students are

Active Christians who

- understand and demonstrate the teachings of the Catholic Church
- live and share the Gospel values
- participate in the communal life of the church

- respond to social justice issues through stewardship to the church and global community

Lifelong Learners who

- exhibit critical thinking and problem solving abilities
- exercise time management and organizational skills
- research and analyze information effectively
- express creativity and individual learning styles

- are accountable and responsible for their academic growth

Effective Communicators who

- articulate written thoughts clearly and competently
- speak with confidence and conviction
- utilize active listening skills
- respect the ideas and opinions of others
- apply the tools of technology to everyday learning

Socially Responsible Citizens who

- accept the challenges of life as opportunities for growth
- recognize and celebrate diversity
- respect self, others, and the environment
- develop and maintain healthy habits of mind, body, and spirit
- respond to the needs of others with compassion

SPIRITUAL GOALS

* We will help our students recognize that the core of learning begins with an understanding of self as a child of God placed on Earth to fulfill a mission.

* We will commit ourselves to our students' faith development.

* We will act as witnesses of our faith and reflect Catholic values in our teaching ministry.

* We will encourage respect for God, self, and others and foster an awareness and appreciation of global diversity and concern for humanity.

OBJECTIVES:

* To uphold and offer daily instruction in the teachings and traditions of the Catholic Church.

* To provide opportunities for students to prepare for and participate in the Liturgy of the Eucharist, Sacrament of Reconciliation, Stations of the Cross, retreats, prayer services, and various kinds of prayer-- personal, communal, and liturgical.

* To participate in outreach projects that serve others and help build a sense of community and personal spiritual growth.

INTELLECTUAL GOALS:

- * We will support the parents as primary educators by working collaboratively and communicating with parents to support a positive, consistent plan of development for students.
- * We will provide an integrated curriculum that accommodates the individual learning styles of each student with its multiple options for learning.
- * We will commit ourselves to the belief that all students can learn at high levels and acquire the skills that will help them apply their knowledge in service to their families, local communities, and the world community.

OBJECTIVES:

- * To follow Diocesan curriculum guidelines and the California State Frameworks, both of which call for an integrated curriculum and a variety of teaching methods to accommodate individual learning styles.
- * To enrich the academic program by further integrating technology into the curriculum and emphasizing creativity, critical thinking, problem solving, and communication skills.
- * To utilize the resource specialist for testing, individual instruction, and outside referral.
- * To communicate with parents about their student's progress through trimester progress reports, phone calls, notes, goal-setting and other academic conferences.

SOCIAL GOALS:

- * We will help develop an awareness and acceptance in students of their responsibility to assume a positive and active role in the multi-cultural relationships of our country and the global community at large.
- * We will encourage students to become responsible members of a Catholic community through stewardship.
- * We will encourage students to reflect the Gospel values through their respectful interaction with each other.
- * To provide student activities for leadership and participation such

as holiday parades and celebrations, skits and talent shows, fund raising projects, spirit rallies, educational field trips, graduation events, and service projects in the community.

*To encourage students to contribute their services to their church and community by providing opportunities to participate in safety programs, preparing food baskets, visiting convalescent homes, giving to charities, raising funds for the homeless, working in soup kitchens, and making items to sell at the Christmas boutique.

PHYSICAL GOALS:

* We will promote physical fitness, individual skill development, and knowledge of various sports activities.

* We will encourage students' acceptance of their individual responsibility for lifelong health and safety.

OBJECTIVES:

*To provide a comprehensive physical education program which teach personal fitness and health, athletic and motor skills development, and good sportsmanship.

*To provide health screenings in vision, hearing, and scoliosis.

*To promote good health and well-being, and address the special health considerations of our students.

DIOCESE OF OAKLAND SCHOOL POLICIES

As a Diocesan school, St. Isidore upholds the following policies (pp.14-26) as set forth by the Diocese of Oakland School Department and copied from its Administrative Handbook.

Admissions: Non-Discrimination Policy

ADMISSIONS POLICY

"All Catholic schools shall adhere strictly to the Diocesan policy which prohibits discrimination against any student because of sex or racial background. Schools must not knowingly admit students if the intent is to avoid orderly implementation of public school district desegregation plans."

"Schools in the Diocese of Oakland do not discriminate on the basis of race, sex, color, or ethnic origin in the administration of educational policies, scholarship and loan programs, and athletic or other school-administered programs." (Diocese of Oakland Handbook)

Further, St. Isidore School will not discriminate against any applicant for admission or employment to educational programs or activities on the basis of color, national origin, age, or disability.

The following are criteria for admission and continuing enrollment at St. Isidore School:

1. A student must be five years of age by September 1 of the current school year to be eligible for Kindergarten.
2. Students must indicate through an evaluative procedure that academically and socially this placement is appropriate for them.
3. Parents enter into a contract with the school regarding the payment of tuition and other fees.
4. Annual evaluation of participation and financial contribution to the parish will be made.

Procedure For Admission:

1. Read the information packet, fill out registration, and return to school.
2. Receive approval from Pastor
3. Pass Evaluative Test
4. Principal Interview
5. Receive acceptance letter
6. Sign agreement and pay fees

St. Isidore School gives highest priority for admission to students of families actively participating and residing in St. Isidore parish. All first year students are on social and academic probation for the first year after admission. Class size is limited to 36 students.

NONRENEWAL OF STUDENT ENROLLMENT

If the administration determines that the school cannot serve the child, the child cannot benefit from its programs, or due to the repeated uncooperative or destructive attitude of the student or parent/legal guardian, the school maintains the right to not accept the child for continued enrollment. This decision should include consultation with the Pastor and the Superintendent.

PROCEDURES FOR RECOMMENDED TRANSFER

Students clearly unable to profit from the school by reason of ability, serious emotional instability, repeated uncooperative or destructive behavior, or the repeated un-cooperative or destructive attitude of parent/legal guardian will be asked to transfer when:

1. The school has explored means to meet the needs of the child;
2. There has been sufficient discussion with the parent/legal guardian concerning the child's condition or the parent/legal guardian's attitude;
3. The transfer is to take place at the end of a grading period; preferably at the end of an academic year.
4. The final decision is made by the Principal in consultation with the Pastor and Superintendent.

ABSENCE/TARDY

A student who has been absent is required to present a written excuse stating the reason for his/her absence and signed by the parent/legal guardian. These excuses shall be kept on file until the end of the school year.

“Excessive absence” is being absent from school for ten (10) days per trimester) or a total of thirty (30) days per school year. When the student arrives after recess she/he is a half (1/2) day absent.

“Excessive tardiness” is being late four (4) times a trimester or a total of twelve (12) times a school year. A student is **tardy** if she/he arrives after the time fixed by school policy for the beginning of the morning, afternoon, or any class session.

Excessive absence or tardiness, even if necessary and excused, may be grounds for decreased credit or disciplinary action. An accurate record of tardies and absences of a half (1/2) day or more shall be recorded in the school register.

CUSTODY AND RELEASE OF MINORS

No unauthorized organization, agency, or person may be allowed to assume custody of any student on school premises during school hours or immediately before or after school unless the assumption of custody is explicitly authorized in writing by the parent/legal guardian. In order to cooperate with child and family needs, the school should be informed of custody arrangements. The school may ask for a legal verification of these arrangements.

AIDS/HIV POLICY

The Catholic School in its role as Christian Educator extends charity and compassion to those who suffer from HIV/AIDS. The school has an obligation to safeguard the health of those who are well, therefore, while the following guidelines are generic by nature, each case must be treated individually.

Based on present, current evidence, casual person-to-person contact as usually occurs among school children appear to pose no risk.

Students with HIV/AIDS enrolled or seeking enrollment in preschool through twelfth grade shall be permitted to attend school in an unrestricted setting pursuant to consultations with student's physician.

In order to safeguard the students in our schools and in fairness to infected students, children who are unable or who lack control of their body secretions, who display aggressive behaviors, such as biting or have oozing lesions, may not be registered in our schools.

Very young children, such as pre-school or perhaps Kindergarten may fall in this category pending conference with their doctor and with parent/legal guardian.

Process for Handling Problem Cases

In case of disagreement on the extent of excluding conditions, the student's physician, the student's parent/legal guardian, the school principal and, where appropriate, the pastor shall discuss the total situation in light of the good of the child and the welfare of the school population and submit their conclusions to the Superintendent for a final decision.

Confidentiality

Mandatory screening as a condition of school entry is not warranted based on available data. Parents/legal guardians are not required to inform the school of HIV/AIDS. Records discussing HIV/AIDS status should be kept only if there is strict confidentiality. The number of personnel aware of the child's condition should be restricted to include only those needed to ensure proper care of the child and to detect situations in which potential for transmission may change. (American Academy of Pediatrics)

Complete privacy of the results of blood tests to ascertain probable antibodies of HIV/AIDS is protected by law in the Health and Safety Code, Section 199.20; Education of the Handicapped Act and Family Education Rights and Privacy Act.

(cf., Health Manual)

(cf., Disease Prevention Procedures, Appendix 3002)

(cf., Yard/Gym Supervision Procedures, Appendix 3003)

HARASSMENT POLICY

The schools of the Diocese of Oakland prohibit any form of unlawful harassment of students or employees; whether verbal, physical or environmental. It is a violation of this policy for any employee, agent, student, volunteer, or third party at a school site to harass a student or employee. Complaints may be reported to a school counselor, the Principal or Assistant Principal. Formal written complaints may also be filed at the office of the Principal or designee. A complaint does not have to be in writing in order to be investigated.

The schools of the Diocese of Oakland prohibit any form of sexual harassment of students whether verbal, physical, or environmental. It is a violation of this policy for any employee or agent of the Diocese to harass a student or a student to harass another student in a sexual manner as defined below.

Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as including but not limited to unwelcome sexual advances, requests for sexual conduct or physical conduct of a sexual nature directed toward a student under any of the following conditions:

1. Submission to, or toleration of, sexual harassment as an explicit or implicit term or condition of any services, benefits, or programs sponsored by the Diocese.
2. Submission to, or rejection of, such conduct is used as a basis for academic evaluation affecting a student;
3. The conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile, or offensive environment.
4. Submission to, or rejection of, conduct is used as the basis for any decision affecting the individual regarding benefits and services, sponsored by the Diocese.

Employee to Student Sexual Harassment

1. Employee to student harassment is prohibited at all times whether or not the conduct occurs on school property or at school sponsored events.
2. To prevent sexual harassment, amorous relationships between a student and an agent or employee of the Diocese are strictly prohibited.
3. Any employee or agent of the Diocese who participated in the sexual harassment of a student is subject to disciplinary action including, termination of employment.

Student to Student Sexual Harassment

1. This policy prohibits student to student sexual harassment in connection with any school activity at any time including, but not limited to, any of the following:
 - a. While on school grounds;
 - b. While going to or coming from school;
 - c. During the lunch period whether on or off campus;
 - d. During, or while going to or coming from, a school sponsored activity.

2. Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.

Retaliation

The Diocese forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report.

Complaint Procedure

The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the complaint procedure is contained in the Administrative Handbook for Catholic Schools, Diocese of Oakland, and listed below. Complaints may be reported to a school counselor, the Principal, or Assistant/Vice Principal. Written complaints may also be filed at the office of the Principal or designee. Complaints should be presented in written form to the Principal.

GUIDELINES FOR THE ADMINISTRATION OF MEDICATIONS AT SCHOOL, DIOCESE OF OAKLAND SCHOOL DEPARTMENT

Policy

- Schools may not furnish any medication
- Any distribution of medication requires parent/guardian authorization-- **this includes cough drops.**
- All prescription medication and aspirin require physician and

parent/guardian authorization

- All medications must be secured in the school office (Exception: Epi pens and back-up inhalers. See medications under **HEALTH PROGRAM** section of Handbook (see pages 51-55). Because of the risk of students sharing medication, no student may carry their own medications. Consideration will be given to a variance if the physician and parent document the following:

- Risk of not carrying medication
 - The student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately
 - Authorization forms should be maintained in the binder with the medication log.
 - The authorization form should be added to the student's file.
 - The medication log is to be maintained until three (3) years after the student would turn twenty-one (21) years of age.
 - Each school should develop a list of students requiring medication everyday, all year long.
 - Medications should be brought on educational field trips when necessary.
 - Glucose testing and insulin administration is to be coordinated by the parent/guardian in collaborating with the school Principal.
- All medications are to be returned to the parent/guardian at the end of the school year.

Procedure

1. Parent/guardian is to bring any medication to the office: this **includes cough drops**.
2. Authorization forms are to be reviewed for completeness (faxed forms from the physician or prescriptions are accepted. Staple the prescription to the authorization form).
3. Assure that the medications are in original containers and labeled with the name of the medication, dosage, name of child, and frequency of administration. Over the counter medications should be in original sealed packages with directions for administration.

4. Store medications in a zip-lock baggie labeled with student's name and frequency of administration.
5. An adult will assist and observe the student taking the medication (some students may use a nebulizer for asthma medication). If a student doesn't appear for a scheduled medication, the office will send for the student.
6. Notify the parent/guardian that day if a student required an "only if needed" medication/PRN while at school.
7. If the child uses an inhaler and has no relief or is having severe breathing problems, notify the parent/guardian immediately and consider calling 911.
8. Document the medication administration in the medication log.
9. Use of an EpiPen necessitates a 911 call, and may only be administered by school personnel.

St. Isidore School
Student Internet Acceptable Use Policy

We would like all parents to read Section A of this document carefully. In addition, for parents with children in grades four (4) through eight (8), please read and discuss Section B thoroughly with your child. Both you and your child should sign Section B in the appropriate places. This document must be on file with the school before your child will have Internet privileges.

We are very pleased to have Internet access to St. Isidore School and believe the Internet offers valuable, diverse, and unique resources to both students and teachers.

Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students' work/picture will not be put on the Internet without parent permission.

Students and teachers have access to:

- electronic mail communications with people all over the world;

- information and news from research institutions all over the world;
- public domain software and shareware of all types;
- discussions groups on thousands of diverse topics;
- many University library catalogs, the Library of Congress, government documents and thousands of databases.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The faculty at St. Isidore School has taken precautions to control access to controversial materials by being present at all times when students are on the Internet and by instructing students in the proper use of the Internet and electronic mail. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe however, that the valuable information and interactions available on the network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

Availability of the Internet to students at St. Isidore School rests upon the proper conduct of individual students who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities your child is about to acquire. If a student violates any of these provisions, future access to the Internet at St. Isidore School may be denied to that student. The signatures on this document indicate that you have read this document, discussed it with your child, and that you and your child understand the terms and conditions herein.

SECTION A – GENERAL TERMS AND CONDITIONS

1. **Acceptable Use** – The purpose of using the Internet in our school is to support education by providing access to unique resources and the opportunity for collaborative work. The use of school accounts must be in support of education and consistent with the educational objectives of St. Isidore School. Transmission of any material in

violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material and threatening or obscene material.

2. **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The faculty member in charge will deem what is inappropriate use and his or her decision is final.

3. **Network Etiquette** – Students are expected to abide by the generally accepted rules of network etiquette as outlined in Section B.

4. **Security** – If your child identifies a security problem on the Internet, he or she should notify a teacher immediately. Your child should not demonstrate the problem to other students. Students may not use another individual's account at any time. Attempts to log on to the Internet as anyone other than his or herself will result in cancellation of his or her Internet privileges. Any student identified as a security risk will be denied access to the Internet.

5. **Vandalism** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, network, or agency that is connected to the Internet. This includes, but is not limited to, the uploading of any computer viruses, attempts at gaining unauthorized access, or changing on-line materials without permission.

6. **Copyright** – Students are expected to abide by all copyright laws at all times.

SECTION B – STUDENT AGREEMENT

This section is to be read by students in grades 4 through 8 and discussed with their parent or guardian. Both parents and students must sign this document at the bottom. Please return this document to school.

1. Personal Responsibility

As a student at St. Isidore, I will accept personal responsibility for reporting any misuse of the network to the teacher in charge. Misuse is considered any message(s) sent or received that indicate or suggest racism, sexism, inappropriate language, etc. Misuse is also considered to be intentionally accessing any Internet site deemed inappropriate by the faculty at St. Isidore School.

2. Acceptable Use

My use of the Internet and electronic mail will be in support of educational research and/or knowledge as defined by the teacher in charge. I understand that “surfing” the Internet results in congestion on our school network which slows it down for others.

3. Network Etiquette

I will abide by the following rules of network etiquette at all times:

- a. I WILL BE POLITE – I will never send, or encourage others to send abusive messages.
- b. I WILL USE APPROPRIATE LANGUAGE – I realize that I am a representative of our school community. While I may be alone on the computer, what I write can be viewed globally. I will never swear, use vulgarities, or any other inappropriate language.

4. Privacy

I will not reveal my home address or personal phone number or that of any member of our school to anyone on the Internet at any time.

5. Electronic Mail

I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.

6. Security

I understand that security on our network is very important. I will never attempt to guess other users’ passwords at anytime. I

understand that to do so is a violation of my privileges. If I identify a security problem, I will notify the teacher in charge immediately.

7. Vandalism

I understand that vandalism is defined as any malicious attempt to harm or destroy other people's data within St. Isidore School and on the Internet. This includes, but is not limited to, the uploading/downloading or creation of computer viruses. I will notify the teacher in charge if I encounter vandalism of any kind. Any vandalism or failure to notify the teacher in charge of attempted vandalism will result in my loss of network privileges.

8. Copyright

I understand that to copy any other person's work on the Internet and call it my own is a violation of copyright law. This pertains to text, graphics, or sound. When using other peoples work, I will ask permission when possible and credit the author accordingly. The use of the Internet and electronic mail at St. Isidore School is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the above regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked and school disciplinary action may be taken.

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ATTENDANCE

Attendance: The hours of school are **7:50 A.M. - 2:50 P.M.**

The AM Kindergarten hours are: **7:50 A.M. - 11:30 A.M.**

The PM Kindergarten hours are: **11:30 A.M. - 2: 50 P.M.**

The hours of minimum days are: **7:50 A.M. - 12:15 P.M.**

Kindergarten AM and PM class both arrive at 7:50 A.M. and

leave at 12:15 on Minimum Days

Extended Care hours are: 7:00 A.M. until 6:00 P.M.

ABSENCE OR TARDINESS

Absence: Please call and notify the school office between 8:00 A.M. and 9:00 A.M. if your child is ill: do this by pushing #1 after you dial the school number. *A written excuse for any student absence (i.e. Illness, trips, doctors appointments), must be submitted when the student returns to school. (State of California Education Code).* Please report all communicable diseases to the Office Clerk. A student with a communicable disease must have a release from a doctor before returning to school. A note from a physician must be brought to the P.E. instructor if a child is not able to participate in P.E. classes.

Tardy: A student is **tardy** if not in assembly line when the 7:50 A.M. bell rings. Tardiness is recorded on the permanent record. If tardy, students must be signed in at the office.

Notification by Parents: When parents go out-of-town, they need to inform the Office Clerk of who is responsible for their child/children in their absence and leave phone numbers where these people can be reached in case of an emergency.

Doctor and Dentist Appointments: Please try to schedule appointments during the afternoon of minimum days or school vacation times to prevent students from missing class. If unavoidable, the student will be called to the office for dismissal and is to be signed out by the parents before leaving the school. Parents are required to request the doctor's or dentist's verification for admittance back to class. Parents are to sign the student back in when the student returns to school. Make-up tests and homework are to be arranged between the teacher and student/family as necessary.

Absences: Due to any reason other than illness or bereavement

during the 180 school days, absences are discouraged and jeopardize the continuity and success of the student.

Families should understand that any class discussion and direct teaching that takes place in the student's absence from class cannot be made up. The family should also acknowledge that the student may suffer a disadvantage on academic tests or other evaluations subsequent to their absence. In case of a family emergency the teacher and parents will discuss timely makeup of assignments.

BACK TO SCHOOL NIGHT

Back to School Night is held during the first month of school. There are two evenings scheduled for this purpose: one for parents of students in grades Kindergarten through fifth and another for sixth, seventh, and eighth grade parents. Each session will begin with a general assembly led by the Principal: if you must attend both evenings, you need only attend one of the general assemblies (the first 30 minutes). Most importantly, each teacher will meet with the parents to explain objectives, curriculum areas, grading policies, homework expectations, communication and discipline procedures, and social events.

BAND

The Band program is open to students in Grades 4-8. It meets before and after school from Monday through Thursday. Information concerning fees and requirements will be sent home in the Family Envelope in October.

BICYCLES, BLADES AND BOARDS, ETC.

Students must walk bicycles on and off the school plant. They must park and lock bicycles in bike rack area. Students riding bikes must wear helmets. **No roller blades or skateboards** are allowed on parish property at anytime.

BIRTHDAY CELEBRATIONS - CLASSROOM TREATS

Simple birthday celebrations may be allowed in the classroom and are at the discretion of each individual teacher. Teachers will

communicate their birthday policy at Back-to-School Night. Excessive parties, balloons, candy and distractions are not allowed. If a teacher allows food to be shared for birthday celebrations, the treat must adhere to our food policy and be selected from the Approved Food List, as listed below. Please note: home-baked goods and bakery goods are not allowed in the classroom with the exception of teacher-directed classroom parties or educationally based teacher-directed activities. Teachers will review the class party policy at Back to School Night. In order to avoid hurt feelings, outside of school party invitations may not be distributed at school or via the Family Envelope unless the entire class is invited.

ONLY PRE-PACKAGED FOODS AND ITEMS LISTED BELOW WILL BE ACCEPTED FOR IN-CLASS CELEBRATIONS. (Teacher-sponsored and school sponsored classroom events involving food follow separate, approved guidelines). **ONLY PRE-PACKAGED FOODS WITH THE SPECIFIED BRAND NAMES LISTED BELOW WILL BE ACCEPTED (no store label or other brand substitutions are allowed)**. Please note that as manufacturing practices are always subject to change, every food package will be read to ensure the highest level of safety for our students. **Items containing peanuts and tree nuts (nuts of any kind), are not allowed at school.**

FOOD ITEMS ARE TO BE CHOSEN FROM THE FOLLOWING APPROVED LIST:

DOUGHNUTS:

* **Christy's Doughnuts** - Approved provider - Diablo Rd. & Camino Tassajara locations.

PIZZA:

* **Mountain Mike's Pizza** - Approved provider - Hartz Ave. location. We will be given a special price of \$9.99 per Large 14" single-topping pizza with a minimum order of 3 pizzas for school/classroom celebrations. THANK YOU!

*** Domino's Pizza**

POPSICLES:

* **Dreyer's Fruit Bars:** Lemonade, Grape, Strawberry, Lime, Wildberry

* **Popsicle brand Popsicles:** "The Original Brand" Popsicle (yellow box) - Popsicles, Fudgsicles, Creamsicles, Fire-Crackers Sour

SWEET TREATS AND COOKIES:

* **Kellogg's Rice Krispies Treats** – 'The Original' type-in the blue box. (No mixed variety).

* **Back To Nature Cookies** – Classic Crème, Chocolate Chunk, Crispy Oatmeal

* **Nabisco Oreo Cookies** – Regular Oreos, Double Stuff, Milk Chocolate Covered Oreos, Uh-Oh Oreos, 12-pack packages of Mini-Oreos. (No Peanut Butter Double Stuff).

* **Nabisco Chips Ahoy Cookies** – Regular Chocolate Chip, Mini Chocolate Chip, Chunky, 12-pack packages of Mini Chips Ahoy (No Peanut Butter Chunky, no candy-coated).

* **Nabisco Lorna Doone Shortbread Cookies**

* **Betty Crocker Fruit Snacks** – Fruit by the Foot, Fruit-flavored snacks (ScoobyDoo, Looney Tunes, Animal Planet, Fairytale Princess), Fruit Gushers, Fruit Roll-Ups

* **Kellogg's Nutri-Grain Cereal Bars** – Raspberry, Mixed Berry, Strawberry, Blueberry, Apple Cinnamon

GRAHAM CRACKERS:

* **Back To Nature Cinnamon Graham Sticks, Honey Graham Sticks**

* **Nabisco Honey Maid Graham Crackers – Honey, Cinnamon**

* **Nabisco Honey Maid Honey Sticks, Cinnamon Sticks, Chocolate Sticks**

* **Nabisco Teddy Grahams** – Chocolate, Cinnamon, Chocolate Chip

BAGELS AND CRACKERS:

* **Sara Lee Plain Deluxe Bagels, Plain Mini-Bagels, Cinnamon-Raisin Bagels**

- * **Thomas' Plain Bagels**, Plain Mini-Bagels, Cinnamon-Raisin Bagels
- * **Pepperidge Farm Goldfish Crackers** – Original or Cheddar; regular or On-The-Go packs
- * **Back To Nature Classic Rounds crackers**
- * **Ritz Crackers** – plain, original type only (not Ritz bits, etc.)

MISCELLANEOUS:

- * **Precious Stringsters String Cheese** or Sticksters Cheese Sticks
- * **Yoplait Original Yogurt** (any flavor) or Yoplait Gogurt
- * **Jell-O brand gelatin** snack cups (strawberry, orange, raspberry)
- * **Jello-O brand Pudding** snack cups (vanilla, chocolate)

This list is reviewed regularly and is subject to change. Last updated: August 5, 2008

BOOKS

In keeping with our theme of honor and respect, textbooks should be covered and treated with care for the written word. Books must be

kept covered all year. Students/families are charged or fined, if books are lost or damaged. Note: Throwing backpacks and/or leaving books on the ground can result in considerable damage. Fees will be charged for such damages.

CARPOOL

At the conclusion of carpool (approx 3:10 p.m.) any student left will be walked to Kids Konnection. Please see Kids Konnection Addendum for fees, information and schedule.

CARPOOL PROCEDURES

In a sincere effort to accommodate all of our needs for a safe and efficient carpool, we have several viable options for you to choose from:

1. **Carpool lanes:** There are three carpool lanes: one for cars that have Kindergarten students, one for single family cars, and one for multiple family carpools. These three lanes enter the church

parking lot on the north side of the church and circle around to the school courtyard accordingly:

- a. Cars carrying Kindergarten students will pull up in front of the Kindergarten classrooms and then exit and **not** go through the courtyard: older students should be dropped off and/or picked up with the Kindergarten students.
- b. Single-family cars will drop off and/or pick up children along the south side of the church. Safety patrol and adult monitors will assist children into and out of cars and crossing the driveway.
- c. Multiple family carpools will go through the courtyard and pick up students in front of the junior high classrooms. Students are seated by grade: all students need to watch for their carpool.

2. Park to drop/ Park to pick up: Parents who need to drop off and/or pick up students may do so by following these procedures. Park your car in **any legal parking space** – i.e. the Parish Center, the street, but NOT at Kids Konnection. **You may not use the spaces on La Gonda next to the school, the green zone will be used for faculty parking.** If you park, you **must** get out of your car and chaperone your child/ren across La Gonda at the **office crosswalk**. Students will not be allowed to cross the street without an adult. The administration will monitor **the crosswalk**. **This option should help families with time constraints due to after school classes or appointments.**

NOTE: The green zone: The spaces available on La Gonda next to the school, the green zone, are reserved for faculty parking: due to the high school parking situation, as well as our new “backyard student facility,” more faculty parking is needed. *Students with injuries who need assistance and/or emergency situations should contact the Office for assistance.* **THERE IS TO BE NO DROP OFF AND/OR PICK UP IN THE GREEN ZONE OTHERWISE.** **Please understand that for the safety and well-being of our entire school community, families must follow our carpool procedures for the good of our community. The Principal will**

notify the family when procedures are not followed for the safety of the community.

Red Zone: Tickets will be given by the Danville Police

CELL PHONE

If you, the parent, feels it is absolutely necessary for your child to carry a cell phone to school for safety reasons, the phone must be checked in with the student's homeroom teacher at the start of each day.

If a student has a cell phone at any other time of the day, the cell phone will be confiscated. The parent must come to school, meet with the teacher, student, and principal before the cell phone can be returned. There will be a consequence.

CHILD ABUSE REPORTING AND OBLIGATIONS

In accordance with the Diocesan Policy and California law, all faculty and staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision or sexual abuse or exploitation of any student. In this very serious legal matter, the school will not contact parents in advance of making a report to legal authorities, which is the procedure followed in most legal matters. This is the clear intent of the law, based on the seriousness of the crimes listed above. Staff members are mandated to make such reports in the best interests of the affected child, and they do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigative review. All such cases must be brought to the Principal's attention.

CLASS/SCHOOL VISITATION

Parents and visitors are to enter the school by office doors only. **All visitors must first check in and sign the register in the school office and wear a Visitor's Badge.** Parents are welcome to visit but require prior planning to ensure that the visit does not interfere with

teaching activities. Permission to visit in a classroom must be obtained by contacting the Principal and the teacher. Parents working on the school grounds must also sign-in at the office before going to the library, gym, kitchen, etc., and must have Safe Environment Certification. All visitors must wear a visitor's badge while on school grounds.

COMMUNICATION

Communication between school and home is vital to student success and school harmony. Please contact the teacher directly should you have a concern or question. There are several ways to contact teachers: voice mail, note, and e-mail are the most viable. Teachers will emphasize the best way to contact them as well as how they will communicate with you (i.e. weekly or monthly bulletin, etc.) at Back to School Night. It is best to schedule appointments if the discussion should take place in person. Teachers are available before and after school for scheduled appointments. Scheduled appointments facilitate communication with the Principal and Vice-Principal as well. Parents are encouraged to check the student's academic planners in grades 4-8 and backpacks in grades K-3 for messages from school. Please check the front of the Directory for teachers' and staff voice mail numbers and email addresses. Please direct any grade level concerns to the teacher first. If more discussion is needed, contact the Administration to facilitate a positive resolution.

Family Address and Telephone Information

Please notify the office when there is a change in your address or phone number at home or at work, as well as cell phone numbers or pager numbers and email addresses. Also, notice should be given if there is a change of name or phone number of physician, dentist, or emergency care takers listed on each child's emergency card to ensure the child's well-being in an emergency

COUNSELING PROGRAM

The school provides two part-time school counselors. Teachers and parents may refer students to meet with the counselors. Parents must sign a consent form prior to a student meeting with a

counselor for the first time. Students may refer themselves as well. Pursuant to Civil Code Sec. 6924, a minor twelve years of age or older may be treated by the school counselor without parental consent if the school has a good faith belief that the following are true:

- a) The student is mature enough to participate intelligently in the counseling program;
- b) The minor would present a danger of serious physical or mental harm to self or others without counseling or the minor is the alleged victim of incest or child abuse.

CURRICULUM

Guidelines for St. Isidore School's curriculum are implemented according to the Diocese of Oakland Administrative Handbook. The total curriculum is carefully coordinated from Kindergarten through Eighth grade. All students at St. Isidore School have religion class daily. Faith development is presented through the study of Scripture and Church doctrine. Liturgies, prayer services and the Sacrament of Reconciliation and Communion are part of the school curriculum. Family life is an integral part of the religion curriculum in addition to a conflict-resolution and empathy training program. Students are encouraged to demonstrate Christian behavior and awareness of the needs of others by participating in a variety of activities provided by the school. Students in Grades 5-8 are required to do community service.

The curriculum includes:

Religion and Family Life

Mathematics

Language Arts (including spelling, vocabulary, grammar, writing, handwriting)

Literature

Science, Health, and Drug Education

Social Studies

Spanish

Computer Education

Art
Music
Physical Education

A complete inventory of all curriculum areas is in the office and is available to all parents. Teachers regularly provide a summary of skills and information covered in class, which is sent home in the Family Envelope and posted on the website. Our integrated curriculum assures that students are being prepared for real life situations.

DISASTER DRILLS AND PROCEDURES

Earthquake, fire and disaster drills are routinely scheduled throughout the school year. When an emergency occurs, all students and all adults present at school will immediately follow emergency procedures. The school has a comprehensive Emergency Plan. An evacuation drill will be practiced annually with students, faculty, staff and the need for parent pick up.

I. Evacuation Policy

After an emergency, the Principal or Vice-Principal will give a signal to evacuate the building. Students will go outside to assigned places in the designated assembly area after the exits have been checked and found clear of hazards. Parents working in the buildings shall also vacate premises.

Emergency procedures will be followed.

At the assembly area:

Teachers will take roll and report any injuries or special problems to the Principal or Vice-Principal

Students and staff will remain outside until the Principal gives the signal to return to class if all is safe.

II. Release Policy

All students will be retained at school until dismissed to the care of an adult who has been designated by the parent on the emergency form. No child will be allowed to go home alone.

Students will only be dismissed to an adult listed on the emergency dismissal card.

III. During and after the procedure:

Each child will be well cared for at school until picked up.

IV. Emergency Dismissal Procedure

Parents or designated adult on emergency form will sign child out.

DISCIPLINE: HONOR AND RESPECT

St. Isidore School faculty and staff nurture a strong foundation of respect. A goal has been set at St. Isidore School for creating and maintaining an atmosphere where optional learning can take place. The code of honor and respect should be observed by everyone.

Each classroom teacher sets her/his rules for a cooperative learning environment. We communicate to our students and parents a clear set of classroom procedures and consequences should these rules be ignored.

Each classroom teacher will present these procedures and consequences to his/her students during the first weeks of school and periodically during the school year. Parents will be apprised of these policies at Back-To-School Night.

If parents have concerns or questions about a particular teacher's discipline policies, they should contact the teacher to express these concerns.

The Principal is the final arbitrator in all classrooms of school disciplinary situations and will determine any serious disciplinary action that results in a student being asked to withdraw from St. Isidore School. ***Our discipline policy is designed to address individual student needs. Every situation is handled differently***

allowing the Holy Spirit to enter into our conversations to ensure we do what is best for each student.

**St. Isidore School
School-wide Discipline Policy**

“The goal of any disciplinary action must be to correct or change the behavior, to train the person and not to punish the person.” Based on this belief, the following policy outlines our expectations for student behavior at St. Isidore School:

We acknowledge and appreciate the efforts of our students to meet these expectations, and therefore we emphasize the positive consequences that our students enjoy by choosing to “do the right thing.” The positive results are both intrinsic and extrinsic. We acknowledge that students may not always choose to do the right thing, so we have included negative consequences and procedures that will follow negative behavior.

St. Isidore School Expectations, a.k.a. “The Be-Attitudes”

- **Be respectful** of yourself, other students, adults, and all property.
- **Be honest and accountable** for your thoughts, words, and actions.
- **Be aware of and thoughtful of others** around you in order to maintain a safe environment.
- **Be prepared to do your best** work and live out the Gospel values by serving others.
- **Be an active participant in our St. Isidore School community** by following school and classroom guidelines.

Positive Consequences for Demonstrating the “Be-Attitudes:”

- Enjoy a clear conscience while nurturing your Catholic faith and spiritual life.
- Enjoy greater self worth.
- Enjoy the respect of others and a sense of belonging.
- Enjoy being a positive role model.

- Enjoy a safe school environment.
- Enjoy good Conduct and Effort grades.
- Enjoy non-uniform* days.
- Enjoy Spirit Day activities.
- Enjoy class parties.
- Enjoy field trips.
- Enjoy extra recess time.
- Enjoy free time in class.
- Enjoy positive notes to bring home.
- Enjoy special duties and responsibilities at school.
- Enjoy treats (i.e. age/grade appropriate, etc.).
- Enjoy recognition at assembly.
- Enjoy Field Day!
- Enjoy membership in school clubs
- Enjoy school dances (grades 7 & 8).

* **NOTE:** Make-up and nail polish are not part of the Uniform Dress Code.

Negative Consequences

Negative consequences will be applied at one of two levels depending on the severity and/or frequency of the misbehavior. The two levels are dictated as follows:

- *Level 1: Immediate/Classroom Teacher. Any teacher may correct a student's misbehavior and issue a time out, an infraction, or detention consequence.*
- *Level 2: Administration and Teacher. This occurs when the same behavior is demonstrated and not corrected AND/OR to address more severe misbehavior. Suspension or behavior contract will possibly result with a meeting with the family.)*

Lower Conduct and/or Effort grades

- Loss of privileges (see list of Positive Consequences)
- Written and verbal reflection of behavior
- Corrective action (i.e. apologies, reparation, etc.)
- Conference with family and/or administration
- Plan/contract for improved behavior and/or probation

Possible disciplinary violations at school:

- *Lack of respect exhibited to teachers, staff, or fellow students
- *Disciplinary issue on the playground
- *Other behaviors that go against our Gospel values
- *Gum on school grounds
- *Out of proper uniform:
 - Shirts must be tucked-in.
 - No baggy pants or shorts
 - Belts are required for boys and girls in grades 3-8 with shorts and pants.
 - Shorts above knee
 - Skirts no more than two inches above the middle of the knee
 - Socks
 - Appropriate athletic shoes
- * Possession and use of personal stereos, i-pods, flash drives, laser pointers, cell phones, or computer games at school

(These can affect the student's Be-Attitude and/or Conduct grade.)

Suspension

The following behaviors may be cause for suspension:

1. Deliberate, willful disobedience or disrespectful gestures, or disrespectful verbal exchanges with teachers, staff, or fellow students.
2. Bringing profane or pornographic materials onto school grounds.
3. Using profane or foul language.
4. Physical fighting
5. Defacing school property or defacing the property of other students, or faculty or staff.
6. Leaving school grounds without permission
7. Cheating, lying, plagiarism or stealing while at school
8. Being in an unsupervised area.
9. Distribution of medication other than by school personnel.
10. Violation of the student Internet policy or personal technology policy.

Suspension may be an in-school suspension or at-home suspension. Parents will be notified by an administrator and given verbal details of the incident.

In-School Suspension:

Offending student will be removed from their daily classroom sites and supervised in another classroom on campus by an adult teacher, staff member, or teacher's assistant. The student will complete his/her classroom work assignments while at the alternate site. Students will not lose academic credit for the period of suspension.

At-Home Suspension:

Only after being assured that a student can be monitored by adult supervision during school hours will the Principal require in-home suspension. Students will be given all classroom work to be completed off campus and will not lose academic credit during the period of suspension.

Expulsion:

The following offenses committed by students while under the jurisdiction of the school are reason for expulsion in accordance with the procedures of the Administrative Handbook of the Diocese of Oakland.

1. Continued and willful disobedience (Education Code: 48903)
2. Open, persistent defiance of authority (E.C. 48903)
3. Habitual profanity or vulgarity (E.C. 489093)
4. Smoking, having tobacco, or matches; use, sale or possession of narcotics (E.C. 48903)
5. Willful cutting, defacing or otherwise injuring the property, real or personal, belonging to the school (E.C. 48909)
6. Stealing
7. Use, sale or distribution or possession of alcohol on or near school premises (Bus. & Prof. 25608)
8. Habitual truancy
9. Assault or battery, or any threat of force or violence directed toward any school personnel or student (E.C. 48903)
10. Uncooperative or destructive attitude of parents

11. Misconduct when other means of correction fail to bring back proper conduct (E.C. 48907)
12. Possession of any knives, guns, laser pens, or other forms of weapons (real or toy)
13. Any plagiarism. (See plagiarism policy)

Students' Personal Technology Policy

St. Isidore School does not permit students to use any personal technology item **during school, while on school property, or at school sponsored functions**. Personal technology items include but are not limited to: cellular telephones, walkie talkies, MP3 players, personal digital assistants, video games, CD players, and the like.

One exception would be for the use of calculators when authorized by the supervising teacher. All other exceptions must have prior written approval from the administration.

Students' personal technology items will be confiscated and returned to parents. A second offense may result in disciplinary action.

DISMISSAL

Outside dismissal for students is **2:45** P.M. Teachers will accompany the students out to the waiting area and assist with the supervision of dismissal. No food, drinks, games, playing cards, personal electronic devices, etc. are allowed during dismissal period. Students who are still remaining at **3:10** P.M. will go to Kids Konnection to wait for their parents.

* Students are not permitted to return to the classroom alone, at any time or during carpool.

Parents are asked to drop off and pick up students only in designated safety areas. The arrival and dismissal procedures have been established for everyone's safety. Please follow the directions of the faculty, staff and safety patrol in order to insure a safe arrival and dismissal. Drivers are not permitted to use cell phones use during

drop-off and pick-up. Law as of July!

DRESS CODE

Our dress code reflects the bond of our community. Deterring from the uniform deters from the strength of our school and parish community. Students are required to be in proper uniform each day.

In an emergency situation, if a student is not in uniform, a note of explanation must be written to the teacher. Uniforms are only to be purchased from Classic Design - (415) 661-4700. A uniform day is provided at school in August. The uniform is reviewed annually by the PTG and the administration for changes and updates.

Girls' Uniform:

Jumper

Grades K-3 (girls must wear leotardtype shorts under jumpers)

Skirt

Gr. 4-8 (Length must be no more than 2" above the middle of the knee)

Blouse or

White short sleeve peter pan

Knitshirt

Short sleeve - white, navy, or yellow uniform polo

Knitshirt

White long sleeve polo
Turtlenecks - Plain white long-sleeved turtlenecks may be worn in place of the knitshirt from Thanksgiving vacation until Easter for warmth. Plain white short sleeve t-shirt only under uniform polo - No writing /pictures

permitted.

Sweater Navy blue V-Neck cardigan
Navy blue V-Neck pullover
Navy blue V-Neck vest

Sweatshirt K-6 Navy with S.I. logo
Sweatshirt 7-8 Dark green S.I. logo

Shorts Dark navy pleated (before
Thanksgiving and after
Easter)

Pants Dark navy pleated

Belt ***Not required for gr. K-2:
mandatory for gr. 3-8.
Belts must be plain and
solid color of navy, brown
or black .***

Shoes ***Athletic shoes - Primarily
white. Must have laces or
Velcro closures. No
pictures, no lights, no
sounds or patterns
permitted. No slip on type
shoes.***

Socks White or navy: *must be
visible*
White or navy blue tights
are permitted for girls in
Grades K-8

Boys: Pants K-8 Navy blue twill or corduroy

Shorts	Dark navy pleated (before Thanksgiving and after Easter)
Belt	Not required for gr. K-2: mandatory for gr. 3-8. Belts must be plain and solid color of navy, brown or black .
Knitshirt	Short sleeve - white, navy, or yellow uniform polo White long sleeve uniform polo Turtlenecks - Plain white long-sleeved turtlenecks may be worn in place of the knitshirt from Thanksgiving vacation until Easter for warmth. Plain white short sleeve t-shirt only under uniform polo - No writing /pictures permitted.
Sweater	Navy blue V-Neck cardigan Navy blue V-Neck pullover Navy blue V-Neck vest
Sweatshirt K-6 Sweatshirt 7-8	Navy with new S.I. logo Dark green new S.I. logo
Shoes	Athletic shoes - Primarily white. Must have laces or Velcro closures. No

pictures, no lights, no sounds or patterns permitted. No slip on type shoes.

Socks

White and navy—must be visible

General

- Shirts and blouses must be tucked in ***at all times.***
- St. Isidore hats and visors are allowed outside anytime.
- ***Sweaters/sweatshirts are required for liturgies except in warm weather as permitted by the administration.***

Jewelry

- Earrings: One pair small posts no larger than 1/4” in diameter
- Necklace: One small (1”) cross or Christian religious medal
- Ring: One ring
- Watch: One wristwatch (with alarm and tone turned off): *students in grades K-2 should not wear a watch.*
- Bracelet: None
- Failure to follow the jewelry code will result in confiscation of excess jewelry. The student may claim the jewelry at the end of the school day.

Hair

- Hair must be clean and not extreme in style.
- Hair must not obstruct vision.
- ***Boys’ hair must clear eyebrows and earlobes, and neck and collar should be visible from the back.***
- ***Hair must not be colored artificially.***
- The following styles are ***not*** permitted: bleached or colored hair, excessive gel to spike hair, shaved heads or hair that requires constant attention. Mohawks or exaggerated styles are not permitted.
- If your child is allowed to have his/her hair highlighted,

bleached, or the hair color altered in any way during school holidays, the hair must be returned to its natural color when school resumes.

Make-up

Make-up, including colored lip-gloss, body or face paint, and nail polish is not to be worn at any time.

Non-Uniform Dress Day is regarded as a privilege and therefore the students are expected to dress appropriately. The general norms of good grooming should be followed.

- Styles should not be extreme, overly revealing and/or sloppy or baggy. No cleavage or midriffs can be exposed.
- *Athletic gear, sweats and/or jerseys are **not** permissible.*
- The decision of the Principal as to what is acceptable dress for any student is final. Those in violation will be asked to call their home to get acceptable dress and/ or lose the privilege of non-uniform dress in the future.

EDUCATIONAL FIELD TRIPS

Educational field trips are privileges afforded to students. Students may be denied participation if they fail to meet academic or behavioral requirements. Permission forms must be filled out and returned to school before students may participate in planned educational field trips.

EDUCATIONAL TELEMEDIA NETWORK

Each classroom is equipped to view educational television programming and special programs presented by the Catholic Telemedia Network

E-Mail Etiquette: Electronic mail is used for communication in addition to phone calls, letters, and face-to-face meetings. While e-mail is easy to send, provides a written record, and may seem to be the perfect form of communication, it does have some limitations: It is not always the most appropriate choice. Sensitive issues are best

addressed in person or by phone.

E-Mail Guidelines:

- Your child's name should appear in the subject line.
- Teachers will respond within 24 hours, as is expected when a phone message is left.
- Don't expect an immediate answer. In an emergency, contact the office. We do have severe issues on occasions and teacher time can be limited.
Teaching and managing a classroom is their first priority, not answering e-mails or returning phone calls.
- E-mails should be brief, informational, and/or used to confirm and clarify matters. Urgent issues and concerns should be handled in person by phone.
- E-mail should not be forwarded without permission and knowledge of all parties involved.
- No attachments will be opened, due to the possibility of viruses.
- Humor or chain letters are inappropriate.
- Refrain from sending a message to multiple recipients unless there is a very specific need for everyone to receive the message.
Information pertaining to your child is not a group concern.
- You are being entrusted with teacher e-mail addresses to be used ONLY within the St. Isidore School community. Do Not use, include, forward, or share these addresses with ANYONE without the permission of the teacher.
- All laws governing copyright, defamation, discrimination and other forms of written communication also apply to e-mail.

FAMILY ENVELOPE

On Wednesday the Family Envelope contents are put on the school website. These contents include the weekly newsletter from the Principal, calendar updates, information regarding curriculum, administrative policies as well as PTG, Foundation, and School Board notices. The youngest child in the family also receives the Envelope that contains Scrip order forms, field trip information, permission slips, and other such communications. Please return the Envelope the following day.

A school approved group who wishes a flyer to go in the Envelope must have the flyer pre-approved by the administration by Monday at noon prior to the distribution on Wednesday.

FAMILY LIFE

Students participate in Catholic family life studies. The goal of the program is to help students to develop healthy, wholesome Catholic attitudes toward all aspects of family life. Prior to starting the course, parents are to be notified of the course content and the books are sent home to be reviewed by the parents. A letter is sent home, and parents should return a signed letter to school. This letter is kept in a file.

FOOD

FOOD POLICY:

For reasons of safety and/or cleanliness, students are not allowed to have the following on school grounds: Gum, Peanuts, Nuts of any kind, Seeds, Glass containers, Caffeine and Carbonated Drinks.

St. Isidore School is a Peanut-free and Tree-Nut-free (All Nut-free) School. **IT IS OUR POLICY THAT NO PEANUTS OR NUTS OF ANY KIND BE ALLOWED ON CAMPUS (THIS INCLUDES ALL SNACKS, LUNCHESES, BIRTHDAY AND OTHER TREATS, SCHOOL EVENTS INVOLVING FOOD, OR OFF-CAMPUS SCHOOL-SPONSORED EVENTS AND OUTINGS).** We maintain this policy

due to the severe, life-threatening, emergent nature of the allergy as well as the increasing number of peanut and tree-nut allergies among our students and in the community.

LUNCH AND SNACK POLICY:

For the purposes of clarification, students who do not have a peanut or tree-nut allergy may bring foods to school for snack and lunch (breads, noodles, rice cakes, etc.) ***that may have been processed in a plant with peanuts or tree nuts, or may contain traces of peanuts or nuts.*** HOWEVER, NO FOODS CONTAINING ACTUAL PEANUTS OR NUTS OF ANY KIND ARE ALLOWED, NO PEANUT BUTTER IS ALLOWED, NO FOOD RESEMBLING PEANUT BUTTER IS ALLOWED (EXAMPLE: SOYBEAN BUTTER), AND NO CANDY IS ALLOWED.

CANDY POLICY:

St. Isidore School maintains a strict policy with regard to candy on campus: **NO CANDY IS ALLOWED TO BE BROUGHT TO SCHOOL BY STUDENTS IN SNACKS, LUNCHESES, FOR BIRTHDAY TREATS, OR FOR ANY OTHER TREAT.** Candy is allowed on campus for special occasions only and as **PROVIDED OR APPROVED BY THE TEACHERS OR THE SCHOOL** (holidays, incentive candy, Field Day). All candy must be selected from the teacher's Approved Candy List.

BIRTHDAY CELEBRATIONS AND CLASSROOM TREAT POLICY

Food brought to school for Birthday Celebrations, must be approved by your teacher and must follow the Birthday Celebration Policy. (See **BIRTHDAY CELEBRATIONS - CLASSROOM TREATS** section of handbook pages 31-33) and must be selected from the Approved Foods List outlined in that policy.

NOTE: Home-baked foods are NOT allowed. We no longer use the safe-cookie recipe.

FUND-RAISING POLICY FOR ST. ISIDORE SCHOOL

In addition to tuition, fund-raising is an important revenue source

for the school. Participation in the school's fund raising efforts is at this point voluntary, and the school encourages families to participate in school sanctioned fund-raising events. Revenue derived from fund-raising offsets tuition increases and funds capital improvement projects for our school. Fund-raising events may also benefit organizations or entities outside of the St. Isidore School community as outreach and service projects.

The Principal must approve all fund-raising events conducted by, through, or on behalf of St. Isidore School at least ninety days before the scheduled date of the event unless excused by good cause. An approved event flyer or brochure must specify that it is a school sanctioned fund raising event and must identify the recipient of the fund-raising revenues or goods.

At the discretion of the Principal, the school will limit the fund raising schedule. To apprise school families of these events and to encourage their participation, the school will endeavor to publish a list of fund-raising events prior to the school year, and will confirm these for each month as the year progresses.

GRADING POLICY

The administration and faculty of St. Isidore School seek to measure total student performance in class-work, homework, evaluative testing, class participation, and special projects. Therefore, written grades will be given in order to keep students and parents aware of student performance in grades 4-8. We expect the students will apply themselves according to their individual capabilities.

GRADING PERCENTAGES

A	95 - 100%	C	73 - 76%
A-	90 - 94%	C-	73 - 72%
B+	87 - 89%	D+	67 - 69 %
B	83 - 86%	D	63 66%
B-	80- 82%	D-	60 - 62%
C+	77 - 79%	F	BELOW 60%

Kindergarten receives a monthly Progress Report.

A grade of "A" is awarded to those students who perform outstandingly in tests, class work, class participation and homework. The student takes the initiative in their studies to exceed requirements and completes appropriate assignments in a timely manner following absences.

A grade of "B" is awarded to those students who perform based on test scores, daily work, homework, appropriate make up work because of absence and participation in class activities- all of which are done above average.

A grade of "C" reflects completion of the following minimal requirements: class assignments, tests, homework, class participating and make up work after absences.

A grade of "D" indicates frequent failure to complete class assignments, poor test results, inattentiveness in class and insufficient participation in class.

A grade of "F" is given where there is absolute refusal to complete assigned work, is not prepared for class and has insufficient assessment results.

GUEST SPEAKER

Guest speakers must be pre-approved by the Principal and wear a visitor's badge while on campus. They are asked to sign in at the school office.

HEALTH PROGRAM

General Student Health Policies

All required medical forms must be in the office before a student is admitted to class.

Every student must have the following on file in the school office by the first day of school.

1. A physical exam/medical history form completed by a doctor.
2. An immunization form from the doctor including month and day for the following immunizations required by law:
 - a. At least three polio vaccines (the last after the second birthday).
 - b. At least four doses of diphtheria/tetanus (DPT) the last dose after the second birthday.
 - c. One dose measles, mumps, rubella vaccines, separately or combined.

No student will be admitted to school in August without medical forms completed.

Any communicable disease must be reported to the Office Clerk immediately.

If a child has any type of seizure disorder, diabetes, serious allergic reactions, severe asthma, cardiac abnormalities, serious visual or hearing impairment, or other deficiencies requiring special considerations, parents must alert the teacher and Principal and provide appropriate instructions in writing. (See Special Health Needs Section).

Health Program Procedures

The health program is monitored by a Health Chairperson with consultative services available through the Diocese of Oakland and Contra Costa Counties: services are paid for in the tuition fees. These include:

1. Vision screening for all new students and Grades K, 3, 5, 7.
2. Audiometric testing for all new students and Grades K, 2, 5, 8.
3. Scoliosis testing for students in Grades 6, 7, 8.

The Diocesan Health Chairperson annually reviews student health records.

Trained personnel and volunteers administer vision, hearing, and scoliosis tests during the year. The School Health Coordinator(s) (Nurses or other Health Professionals) are responsible for the overall management of school health policies and procedures, maintaining student health records, overseeing compliance with Diocesan and state school health requirements, overseeing the provision of basic first-aid in the Health Office and coordinating the Health Plans of students with special health needs.

Parent volunteers who work more than 6 hours per month at school are required to have a TB and PPD test record on file with the school Health Coordinators/Nurse.

The school cannot guarantee that a trained person would be on the premises at all times. The school does not carry malpractice insurance. We advocate only the necessary first aid until the parent or medical emergency services can arrive.

MEDICATION - GENERAL POLICY:

Please see the section noted on page 20 of this Handbook for additional information as outlined by the Diocese of Oakland.

NO PUPIL shall be given medications (all medications, including cough drops) during school hours except upon the written authorization of the parent, and for prescription medication (including aspirin and pain relievers) the licensed physician who has the responsibility for the medical management of the student. Parents or guardians assume full responsibility for supplying all medication, including cough drops, for students. No medication may be brought to school by students. Parents will deliver all medication, including cough drops, to the school office. A Request For Medication Form for each prescribed medication (including aspirin and pain relievers) must be completed by the student's physician, signed by the parent or guardian, and filed with the school administrator. These forms may be obtained at the school office.

Prescription Medications must be in original containers and labeled with original label listing student's name, physician's name and phone number, name of the medication, dosage, frequency of administration and expiration date of the prescription.

Over the Counter Medications should be in original **SEALED**, unopened, packages with directions for administration. A physician's authorization is advised but not required for over-the-counter medications **EXCEPT** for aspirin and pain relievers (physician's authorization required.)

Medications should arrive to school in a ziplock-baggie labeled with the student's name and frequency of administration as per guidelines listed above. An adult member of the school staff will assist and observe the student taking the medication. All medications administered by school personnel will be recorded on a medication log.

MEDICATION - SPECIAL POLICIES AND PROCEDURES

EPIPENS, INHALERS, INSULIN

Insulin:

Glucose testing and insulin administration is to be coordinated by the parent/legal guardian in collaboration with the school principal and teachers.

Epipens and Inhalers:

Epipens and inhalers are secured in the front office and in the classrooms. They are located in secure locations and are readily accessible in the event of a medical emergency.

Use of an epipen necessitates a 911 call, and may only be administered by school personnel.

At St. Isidore School we have set forth policies, procedures, personnel training and strategic placement of epipens (and inhalers as applicable) for preparedness in the event that a student becomes anaphylactic or experiences respiratory distress. However, "in the

event that a student is seriously at risk without the epipen or inhaler on their person, consideration will be given for a variance” (Diocesan Administrative Health Manual) if certain, stringent conditions are met.

Epipens (with accompanying Benadryl) and Inhalers need to be brought to school by a parent/guardian, in a large baggie with the child’s name, grade and teacher written on the outside. Each epipen/inhaler baggie should include the medication in its original container/box with all of the required information as listed in the General Medication Policies, a copy of the Request for Medication authorization form, and a copy of the Individual Emergency Care Plan (also called the Emergency Action Plan). A photo of the child secured to the Emergency Plan is helpful.

Cast Safety Policy

A student with a fracture, or other serious orthopedic condition, may not return to school until the part is properly casted. A doctor’s note is required, and must include diagnosis, treatment, permission for school attendance, and specific instructions regarding limitations and precautions. Parents must provide written permission. For the first week of school attendance, the student will follow St. Isidore safety protocol. Comfortable, safe seating, and the company of friends will be provided.

Special Health Needs

All students who have any medical condition requiring regular medication, emergency medication, special considerations, special supervision or modifications to normal activities performed at school must have a Special Health Needs form signed by the parent annually. In addition, if applicable, an Individual Emergency Care Plan and Request for Medication forms need to be completed. We also require that parents of students with special health needs attend a Special Health Needs Meeting with the School Principal and Health Coordinators annually.

HOMEWORK

Teachers assign homework with great care for the purpose of reinforcing the learning that has taken place at school and fostering habits of independent study. Assignments are given with due consideration for students' varying ability levels. A home environment conducive to studying should be provided. Diocesan suggested daily homework times are:

- Grades 1-2 30-40 minutes
- Grades 3-4 40-60 minutes
- Grades 5-6 75-90 minutes
- Grades 7-8 90-120 minutes

Weekend homework will be given at the discretion of the teacher and may also be given for the purpose of making up work missed through absence or poor effort. Please see absence policy. Long range research assignments should be carefully planned so as to avoid last minute hurried efforts. Time lines with due dates are provided by the teacher to assist the student in appropriate time management.

Each teacher will communicate his/her policy of accepting late homework. All teacher policies will be presented at Back-To-School night and will appear on the Web page.

The academic planners are to be used in Grades 4-8 to record all homework assignments and other reminders. Teachers will check these for accuracy the first six weeks of school. Parents should frequently monitor information written in the student planner.

Note: In order to help our students learn the value of personal responsibility and organization, students may not retrieve items from the classroom after 3:30 p.m. without the presence of a teacher or an administrator.

HOT LUNCH/LUNCH PROCEDURES

There is a hot lunch program offered by Children's Choice and can be purchased on a monthly system. **It must be pre-ordered.** A limited number of lunches will be available for daily purchase: **payment by**

cash only. The order form is sent home in the Family Envelope. Milk may also be purchased for the entire year. Order forms will be online at Children's Choice website and also linked to our website. **Please do not bring fast food to school for your child.** Students should be responsible for bringing lunch to school. Please avoid bringing a late lunch for your child. This school is a Peanut Free Zone.

KIDS' KONNECTION

Kids' Konnection is a before and after school care program available to all students of St. Isidore School. Registration for this program is on a separate form and is required before a child can participate. Drop-in care is available, once forms are completed, by informing the office that day. The program offers supervised activities after school until 6:00 P.M. Tuition and fee schedule is available in the office. Fees are set into a schedule. Breakfast is available everyday from 7:00-7:40 A.M.

LEAVING THE SCHOOL GROUNDS

Before leaving the school grounds during school hours, students must have explicit written permission from her/his parents and present it to the school office. Failure to comply with this policy will result in suspension. Students who stay after school for sports or other activities may not leave the school grounds between the end of school and the commencement of athletic practice or school activity. Once a student leaves the school grounds they may not return unless accompanied by an adult.

LIABILITY

The school does not assume any liability for injuries received on or about school premises before or after school hours. School hours are 7:50 a.m. to 2:50 P.M. Students should not arrive on school grounds before supervision is available at 7:35 A.M. Students must never leave the grounds once they arrive in the morning. Students are to be picked up before 3:10 P.M. or checked in at the after-school program, Kids' Konnection. Students must be in a supervised area at all times during the school day.

LIBRARY

Our school library contains over 13,000 books for the use of our students. The library is open for student use during the school day scheduled by class. Students and parents are responsible to replace damaged or lost books. All books as well as payment for lost books must be turned in before the last week of school.

LITURGY

We attend the first Friday liturgies in school families. A liturgy schedule is given out in August on the school calendar for the year. During Advent and Lent, all school families attend Mass each week. Students are expected to walk quietly to and from church.

LOST and FOUND

All items belonging to students must have their name or identification clearly printed on the item. Items left unclaimed for more than a week will be donated to St. Vincent de Paul or another charity.

PLAGIARISM AND CHEATING

Cheating of any kind and plagiarism, will not be tolerated and will be considered a major disciplinary offense to result in serious consequences. The following definitions should be understood:

Cheat—verb; 1. To deprive of something through fraud or deceit; 2. To practice fraud or trickery; 3. To violate rules dishonestly.

Forms of cheating are bringing answers into the test room, copying from another student, sharing answers with another student, asking or telling other students what is on a test or quiz, copying or sharing homework, and using unauthorized notes or technology.

Plagiarize—verb; 1. To present the ideas or words of another as one's own. (The Merriam Webster Dictionary)

- **Copying verbatim**-this is the most common form and happens when an individual copies words, expressions, or

ideas directly from another source (such as a book or article, the internet, or another person) without giving proper credit to the author.

- **Paraphrasing**- this is when an individual borrows written ideas from a source and rewrites them in his/her own words, without giving proper credit to the author.
- **Using of an idea**- this is when an individual adapts an idea from another source without giving proper credit to the author or creators. This could happen, for example, when you are asked to write an original piece, such as a short story, and you borrow an idea from a movie, TV program, article, or classmate without acknowledging the original source
(www.asfm.edu.mx/mshs/depts/asfm_msplagiarism.htm).

All student work—class work, discussion, homework, projects, tests and quizzes—are used as assessment to evaluate the student’s understanding and skill level. Authentic assessment is only possible if students are responsible for their own work. Any form of cheating or plagiarism is grounds for disciplinary action. In order to help ensure authentic assessment, the following guidelines and procedures for evaluation (testing) will be expected of students and enforced by all teachers.

No verbal or non-verbal communication during a quiz or test.

Stay in your seat: no exceptions.

All books and materials must be in your desk: all materials in your desk must be neatly organized according to the teacher’s directions.

Keep eyes on your own paper at all times.

Cover your work—teachers will provide a piece of paper or folder for this purpose.

When finished, sit quietly until the teacher collects the papers. Do not begin other work of any kind: again, sit quietly (i.e., meditate, pray, read SSR book).

PROGRESS REPORTS

Formal progress reports are sent home halfway through each trimester to every student in Grades 1-8 to give an indication to the parents of the student's work and behavior at that time. Parents are required to sign them and return them the next day. See calendar for dates when students will bring home the progress reports. Informal progress reports may be sent home at anytime.

REGISTRATION

Registration for the next school year is held in March of the current school year. This pre-registration is for all returning families and includes a non-refundable fee. All tuition and other fees must be paid up to date before registration for the following year is accepted.

REPORT CARDS

Students in Grades 1-8 receive report cards at the end of each trimester. Please note the interpretation for the grading system on each card. Emphasis should be placed on effort and conduct. Parents are required to sign them and return them the next day. Conferences may be requested .

ROOM PARENTS

Room Parents are involved in assisting the teachers with volunteer activities, educational field trips, parties, and other functions delegated by the teacher.

SAFETY

All cars entering the schoolyard to drop off or pick up children are requested to drive slowly and with extreme caution. Drivers are requested to follow the directions of the traffic patrol students.

Please do not drop off or pick up students on La Gonda. For the safety of the students, please do not park in front of the church.

Driving on the schoolyard during the hours of 8:00 A.M.-3:00 P.M. is prohibited. Parking is available by the rectory and on the other side of the church. Cell phone use is prohibited in the carpool line.

SAFETY PATROL

Students participating in the safety patrol program are under the supervision and control of the Principal, Vice-Principal and the sixth grade teachers. They assist with arrivals and dismissals.

SCHOOL DIRECTORY

The School Directory and telephone tree are for school purposes only. No one outside of the school community should be provided information from the Directory without the authorization of the Pastor, Principal or Vice-Principal.

SCHOOL FAMILIES

A school family consists of students from each grade level, Grades 1-8. The eighth grader, the school family leader, promotes a sense of community and responsibility within the family unit. Students grow in the knowledge of those in other grades and develop a sense of Gospel Values and community.

SCHOOL PICTURES

School pictures are taken in September of every school year. Complete school uniforms including sweaters/sweatshirts are required for the pictures. There is a follow up day for retakes. Class pictures will be taken and are available for purchase. Graduation pictures are taken in the latter part of the year. Life Touch is the company that is servicing our contract at this time. Photographs of students may appear on the school Web site or in other publications. Parents who do not wish their children's photographs to be placed in public media must notify the Principal in writing at the beginning of the school year.

SEXUAL HARASSMENT POLICY

See the Diocesan of Oakland Philosophy and Guidelines.

SPECIAL ACADEMIC NEEDS

St. Isidore School provides a Special Academic Program to provide diagnostic testing for students experiencing academic challenges. The staff assists teachers by arranging conferences with parents, teachers, students and Principal or Vice-Principal to discuss the

learning style of the student. The Academic Needs Staff will help to provide and monitor a plan for the student that will accommodate the student's learning style. In some instances, the Academic Needs Staff will work with groups of students who need extra classroom assistance.

The Academic Needs Staff also assists with the standardized testing and coordinates the Kindergarten and new student assessment. Teachers are available to meet with parents and students regarding learning issues and concerns. We are currently working to enhance our program to meet the needs of the all students.

STUDENT COUNCIL

St. Isidore School has a Student Council who coordinates and organizes events and activities for the students under the guidance of a teacher as their moderator. The students from grades 4-7 elect the officers in the spring, and the elected officers are required to attend a Leadership Camp during the summer. Meetings are held on weekly basis. Student Council members must maintain a 1 or 2 in Effort and Conduct. A "3" in conduct or effort requires a Student Council member to give full attention to school and abstain away from Student Council.

Summer Academic Work

All students are expected to stay close to God, read and do math practice during the summer recess.

Teachers may identify special concerns and will require students to do work over the summer recess to enable the student to have a strong start to the new school year. Documentation of this summer requirement will be needed on/or before the first day of school to the Administration.

SCHOOL TELEPHONE SYSTEM

The phone system, which includes voice mail, allows for messages to be relayed promptly. When a parent needs to convey an urgent message to a student, please call the office and inform the Office

Clerk of the situation. If there is an emergency, dial 0 and the Office Clerk will assist the caller. Telephone trees are organized for every class and are to be used to convey school information only.

TESTING

The Iowa Basic Skills Tests are administered to all students in grades 2-8 during the end of September. This testing program, used throughout the Diocese of Oakland, covers reading, math, language arts, social studies, science, study skills, and listening skills. The test scores are used to measure a student’s progress and to evaluate and redefine the educational programs. A permanent record of the scores is placed on each student’s cumulative record folder. Testing in subject areas indicates student progress and is an important means of communication between home and school.

TUITION

The Pastor, Principal, School Board and the Finance Committee annually review the budget of the school in February and set tuition to meet expenses. Tuition is due on the 5th of each month. For each transaction that has to be re- submitted there is a charge of \$15.00. There are requirements for the IN parish tuition rate which reflect participation in the St. Isidore Church community. The St. Isidore Church envelopes are available at the rectory for St. Isidore parishioners. Tuition Assistance is available.

The status of **IN parish/ OUT of parish** is reviewed during the year by the Pastor. The tuition amounts for 2008 - 2009 are:

	<u>In Parish</u>	<u>Out of Parish</u>
1 child	\$5,815	\$5,905
2 children	\$11,045	\$11,225
3 children	\$15,410	\$15,680
4 children	\$18,900	\$19,265

Registration Fees:

1 child \$200
2 children \$375
3 children \$525
4 children \$650

If any family decides not to attend St. Isidore School, they are entitled to a full refund of any prepaid tuition if notification is given to St. Isidore School 30 days prior to the first day of school. If notification is given within 30 days of the start of school, the first month's prepaid tuition will be forfeited. If any family decides to remove their child/children during the school year, all paid tuition up to thirty days will be forfeited. Exceptions to this policy are at the sole discretion of the Principal.

VOLUNTEER ACTIVITIES

There are many activities that provide an opportunity for the parents to serve the school. They range from reading assistants to librarian helpers to yearbook photographers. Requests are made in the Wednesday Envelope for upcoming events. The School Service Coordinators organize all volunteer activities in the school. Parents are encouraged to attend and participate at the Foundation, P.T.G., and School Board meetings.

WASC/WCEA EVALUATION

WASC (Western Association of Schools and Colleges) accredits schools. WCEA (Western Catholic Educational Association) certifies schools. The purpose of the school certification and accreditation is to foster excellence in elementary and secondary education, encourage school improvement through self-study, and assure that the school has clearly defined and appropriate educational goals and objectives. The school is expected to have established conditions under which achievement can be reasonably met and appears to be reaching its goals. St. Isidore School received a full accreditation and certification in 2003. The committee returns

every six years and a yearly update is sent to the School Department and the WASC regional offices.

The date of the next visit is scheduled for March 11, 12, 13, 2009.

YEARBOOK

Parent volunteers with student assistants publish the Yearbook annually. It may be purchased for a fee and is distributed at the end of the year. During the year, parent volunteers assist with taking pictures of class and school events.

The Administration is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.