



St. Isidore Catholic School  
2011-2012 Parent-Student Handbook

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Planting Seeds of Faith And Knowledge  
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This handbook was revised in August 2011 and supersedes all previous handbooks.

*Note: Italicized Portions of This Handbook are New to this Year's Printing*

Dear Parents, Students, and Friends of St. Isidore Catholic School,

St. Isidore Catholic School provides a Catholic atmosphere where children are instructed, motivated, and guided by the traditions, principles, and ideals of our Church and country. As a ministry of the parish, we are committed to providing a quality education with an emphasis on the Catholic gospel values. The faculty and staff, together with you, the parents, create a partnership to achieve this goal.

In order to facilitate this partnership, the Parent-Student Handbook has been revised to enable you to find answers to questions on the day-to-day operations of St. Isidore Catholic School. Please keep the Parent-Student Handbook available during the school year. If you are unable to find an answer, please call the office for help.

While the handbook has been recently revised, it is impossible to cover every aspect of school life that may come up during the school year or to address future issues and trends. The school reserves the right to change, alter, delete, add to, or otherwise amend this handbook without notice.

Thank you for choosing St. Isidore Catholic School for your child(ren). Our mission is to help each child develop his/her unique qualities in a loving and caring faith-filled environment. With your support, this will be our best year yet. God bless you.

Mrs. Karen B. McDonald  
Principal

### **CATHOLIC EDUCATION**

*Catholic education is an expression entrusted  
by Jesus to the Church He founded.  
Through education, the Church seeks to proclaim the Good News  
and to translate this proclamation into action.\**

More than any other program of education sponsored by the Church, the Catholic School has the opportunity and obligation to be unique, contemporary, and oriented to Christian service: unique, because it is distinguished by its commitment to the threefold purpose of Christian education and by its total design and operation which foster the integration of religion with the rest of learning and living, contemporary because it enables students to address with Christian insight the multiple problems which face individuals and society today; oriented to Christian service, because it helps students acquire skills, virtues, and habits of heart and mind required for effective service to others. All those involved in a Catholic school—parents, pastors, teachers, administrators, and students—must earnestly desire to make it a community of faith which is indeed "living, conscious, and active."\*

*\*from: To Teach as Jesus Did*

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**Forms to use when needed:**

Request for Medication to be Taken During School Hours

**Forms to fill out and return:**

Parent/Student Family Agreement (parents and students)

## 1.0 Personnel

### 1.1 Staff

Pastor	<i>Rev. Miguel J. Silva-Garcia</i>	
Associate Pastor	<i>Rev. Arlon M. Vergara</i>	673-1573
Principal	Karen McDonald	202
Kindergarten	Diana Kuhn	210
Grade 1	Kristina Walsh	211
	<i>Toni Watson</i>	
Grade 2	<i>D.J. Ashby</i>	<i>212</i>
Grade 3	Helen Munoz	213
Grade 4	Edna Renzullo	214
Grade 5	Patricia Vichi	215
Grade 6	<i>Eileen Rodrigues</i>	<i>216</i>
Grade 7	Sean Schneider	217
Grade 8/Asst Principal		
	LaRae Leion	218
Office	Felisa Vedder	243
<i>Algebra/IT</i>	<i>Tim Nicholson</i>	
Music	<i>Tami Henry</i>	
Kindergarten Aide	Nicole Calderon	
First Grade Aide	Terri Wanless	
<i>Second Grade Aide</i>	<i>Sara Baggett</i>	
P.E.	<i>Jerry Bettencourt</i>	
Extension Director	Christy Kettmann	203
Extension Support	Judy Wright	
	Christina Hall	
	<i>Christina Danzero</i>	
Pre-School Director	Amy Allsup	673-4200
Pre-School Teachers	Crystal Goudie	
	Kristen Cole	
Pre-School Aides	Ann Bogdanoff	
	Kathryn Pureco-French	
Maintenance	Jose Luis Barajas	
<i>Campus Minister</i>	<i>Susan Burky</i>	
<i>Library</i>	<i>Amy Hernandez</i>	

Office Phone, Attendance (530) 673-2217

Church Office Phone (530) 673-1573

Preschool (530) 673-4200

## **2.0 Mission Statement/School Philosophy**

### **2.1 Mission Statement**

St. Isidore Catholic School, an integral part of the educational ministry of St. Isidore Parish, serves students from Preschool through 8<sup>th</sup> grade. Our school's purpose is to provide those in our parish and surrounding communities who embrace our philosophy of education, with a program of Catholic religious instruction along with the highest quality of academic curriculum and physical education. This educational process aims to integrate the Christian values of our Catholic Faith into the total life of the student. The culmination of this educational process is a well-rounded person who is capable of becoming a responsible and contributing member of the faith and civic communities.

### **2.2 School Philosophy**

St. Isidore Catholic School is dedicated to educating the whole child. Our aim is to promote the spiritual, academic, and physical growth of each individual student in a positive environment. The goals of the school are stated in and reflected in the Mission Statement and the Student Learning Expectations. The goals are implemented at each individual grade level by specifically planned and articulated Diocesan Standards, which are addressed with grade appropriate programs, lessons, and activities for mastery of basic skills.

### **2.3 School-Wide Learning Expectations**

As a school community, these are the expectations our students are to learn through the active participation at St. Isidore Catholic School:

The St. Isidore students will exhibit the following qualities:

#### **Active Christians who -**

- Serve God and man following the Gospel message
- Incorporate prayer in their daily life
- Participate in the Sacraments
- Demonstrate basic knowledge of Church history, the Catholic Faith, Church teachings, and Scripture

#### **Life Long Learners who -**

- Demonstrate a desire for learning
- Have a strong foundation in fundamental skills
- Work independently and cooperatively
- Actively participate in their community

#### **Integrated Individuals who -**

- Take responsibility for their actions
- Demonstrate self control
- Recognize their own strengths and areas for growth

### **Effective Communicators who -**

- Articulate ideas with confidence and poise
- Listen to the ideas and opinions of others with respect
- Express written thoughts accurately with the use of proper grammar and mechanics
- Are skilled in the use of nonverbal communication

### **Critical Thinkers who -**

- Use problem solving skills to find solutions
- Research and evaluate information
- Welcome a diversity of ideas
- Adapt to change

## **3.0 Admissions Policies**

### **3.1 Admission**

St. Isidore Catholic School follows the policies of the Office of Catholic Schools of the Diocese of Sacramento.

### **3.2 Kindergarten Admission**

It is the policy of St. Isidore Catholic School that a “readiness” screening be administered to all prospective students. Though first priority for admission goes to students whose sibling(s) are already in attendance at this school, passing this readiness test is essential for kindergarten admission. This is to ensure successful educational growth for the student. If, after *a child is screened* for kindergarten, another year of preschool or a transitional kindergarten program is recommended, the student will be welcomed to our kindergarten the following year. However, if these recommendations are not followed, we cannot assure the student a place in first grade the following year. The acceptance or non-acceptance of these students is the direct responsibility of the principal and/or the pastor.

### **3.3 Age of Admission**

A child who is five years of age by December 2 may be admitted into kindergarten. A child who is six years of age by December 2 and has completed kindergarten may be admitted into first grade. *The birth date of acceptance will change for the 2012-2013 school year.* The principal approves placement.

### **3.4 Admission Priorities**

- First priority is given to those who have brothers/sisters already enrolled in the school or have been enrolled in Holy Angels Pre-School for at least one year.
- Second priority is given to students whose families are registered parishioners and who participate actively in St. Isidore Parish.
- Third priority is given to students who come from local parishes that do not have a school.

- Finally, transfer students and children of other parishes and faiths will be admitted if openings exist.

### **3.5 Transfer Students**

All transfer students will be admitted on a probationary basis and only with valid records from their previous school. In order to continue at St. Isidore Catholic School, the student must provide evidence of successful schoolwork and behavior.

Parent(s)/guardian(s) of a transfer student who is experiencing difficulty will be contacted by the principal. Parent(s)/guardian(s) should notify the principal, in writing, if a student is transferring to another school during the school year.

### **3.6 Placement Tests**

Placement tests may be administered to all prospective students.

### **3.7 Standardized Testing**

The standardized test that will be administered at St. Isidore Catholic School in the fall to grades 2-8 is the Iowa Test of Basic Skills (ITBS). It is essential that your student be present during the testing period because it is not possible for the ITBS to be administered at any other time.

### **3.8 Racial/Sexual Nondiscrimination**

St. Isidore Catholic School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. This school does not discriminate on the basis of race, color, gender, national or ethnic origin in administration of its educational policies, admission policies, scholarship program, and athletic or other school administered programs.

### **3.9 Required Current Immunization and Health Screening**

State law requires that all students have a health screening completed by a medical professional and have current immunizations *and that evidence of the health screening and immunizations is on file at the school*. The record submitted to the school must include at least the month and year immunizations were received. Students will be excluded from attendance at St. Isidore Catholic School if all records are not received by September 30th. **Seventh grade students *must have proof of final shots for hepatitis and D-tap (2011 requirement)*. See Section 11.0, Health Regulations.**

## **4.0 Attendance and Schedule**

### **4.1 Schedule of Classes**

School hours are 8:00 A.M. to 2:50 P.M.

7:00 A.M. Extension opens

7:45 A.M. Students (*who are* not in Extension) are allowed on the playground

7:58 A.M. The bell for the beginning of the school day will sound

8:00 A.M. School will begin

*9:50 – 10:05* A.M. Recess – Grades 6 – 8

*10:05 – 10:25* A.M. Recess – Grades K - 5

*11:50 AM Recess (ending at 12:20)*

*12:20 PM Lunch period*

*12:35 PM Lunch period ends.*

2:50 P.M. Dismissal

3:05 P.M. Final Bell, all students remaining on campus report to Extension.

8:00 A.M. to 12:00 Noon Minimum day (4 hours of instruction)

## **4.2 Closed Campus**

St. Isidore Catholic School maintains a Closed Campus policy. Students are **not to leave the school grounds** except in the company of their parent/guardian. During the school day, parents or other authorized adults must sign out students before they are allowed to leave campus. It is the responsibility of the parent or guardian to inform the school of custody status and keep the school updated, in writing and in person, of subsequent changes and arrangements.

All people entering the campus **MUST** sign in at the main office and obtain a visitor badge before proceeding to the area where they are going to visit or work. All visitors must return to the office to sign out and return their visitor badge prior to leaving the campus. **See Section 16.2 Campus Visitors/Visiting Parents.**

## **4.3 Early Dismissal**

- Unless ill, a child who is leaving school must wait in the classroom until notified to come to the office upon arrival of a parent or guardian.
- The parent or guardian will report to the school office and sign the child out on the Early Dismissal Register.
- If the student returns to school again that day, he/she must report back to the office.
- Parents are not to go to the classroom unless directed by the office staff. Teachers are not authorized to release students to parents who come to the classroom without first being notified by the office.
- Dental and medical appointments, when unavoidable, are considered excused.
- Students who are not in school for a minimum of four hours will be considered absent for the day; unable to receive perfect attendance; and will be unable to participate in afterschool activities.

## **4.4 Absences/Tardiness/Truancy**

Regular school attendance is an important part of our program. All vacations and pleasure trips are to be scheduled during vacation days and not during school days. **Additionally, all dental and medical appointments should be scheduled before or after school.**

### **Absences: CA Educational Code 48205**

Children who are sick (i.e. fever or vomiting within the last 24 hours) before leaving home in the morning should **NOT** be sent to school that day, as they are contagious and frequently unable to participate fully in school activities. The student must stay home for 24 hours without any symptoms, absence of fever and other **symptoms without over-**

**the-counter fever or pain medication before attending school. See Section 11.2, Health Regulations.**

#### **Truant Pupils: CA Educational Code 48260**

Any student who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor (Principal).

#### **4.5 Reporting an Absence.**

If your child will be missing school for any reason, the parent/guardian is to call the office to report the absence. For your convenience the voicemail system is available 24 hours a day. For the safety of your child we will call if we don't hear from you. **THIS IS IMPORTANT.** We are required to verify all absences.

#### **4.6 Returning from Absences.**

State Law requires a written excuse whenever a child is absent or tardy over 30 minutes. ***Make sure your child brings a signed and dated excuse to the teacher when he/she returns to school.***

A physician's note is required for a student returning to school following an extended illness. The physician's note should list any modifications to regular school activity participation. Any medications to be taken at school must be registered with the school office. Medicine registration form is on line and at the end of this handbook.

**4.7 Completing Class Work.** Class work missed (or its equivalent substituted by the teacher) because of absenteeism must be completed satisfactorily in order to meet requirements for promotion or graduation. It is the student's responsibility to obtain, complete and return to teacher all missed work. Students have one day per day of absence to complete homework.

**4.8 Absence as a Cause for Retention.** Thirty-nine days of absenteeism during a school year constitutes **reasonable cause** for retention. This may be interpreted also as thirteen (13) days per trimester. After missed work in all classes has been completed, report cards may be distributed. In order to meet requirements for promotion, all class work missed because of absenteeism must be completed satisfactorily.

## **5.0 Arrival and Dismissal Procedures**

### **5.1 Arrival/Drop-off Procedure**

- For safety reasons, children *are* not to be dropped off before 7 A.M. without prior arrangements. Students who arrive before 7:45 A.M. are to be **signed in by their parent at the Extension room.**
- All students are to arrive **before** 8:00 A.M. in order to make the 8:00 A.M. bell. If you are running late, do not drop your child in an insecure area.
- Children are to be dropped off at the side school gate and proceed directly to the playground, dropping off their belongings at their classroom.

- Before school, cars are to enter by way of Clark Ave., at the far driveway past the rectory and church office. Proceed around the parish hall to the drop off spot by the school side gate.
- The parking lot in front of the chapel/preschool (to the right of the school office) is for PRE-SCHOOL DROP OFF/PICK-UP.
- Parents parking with their upper grade students are to park on the left side of the office or in the back parking lot by the Parish Hall. Note: The left side of the office usually congested during both drop-off and pick-up.
- Parents wishing to walk their child to class may do so after parking **OUT OF THE WAY OF THE DROP OFF LANES**. Hold your child's hand and cross cautiously to the school grounds.
- Before school, all students are to wait on the recess grounds and not linger near the classrooms or in front of the school.
- Students are under the supervision of the morning Extension supervisor.
- At the bell, students are to freeze, wait until the whistle is blown and then walk to the line up area for Morning Prayer at their grade numbers near the building housing the lower grade bathrooms, Tiger's Den and Ball Room.

## **5.2 Dismissal/Pick-up Procedure**

- Cars are to enter the far driveway past the rectory and church office and proceed around the Parish Hall to the pickup area. Parents are requested to stay in their cars while waiting for the students who will be walked to the pickup area by their teacher. The teachers dismiss the children to the car.
- Children are not permitted to go to the parking lot unless accompanied by an adult. Parents wishing to walk in to pick up their child may park in the back parking lot and **out of the way of the pick-up lanes**. Hold your child's hand and cross cautiously.
- Please, never ask your child to meet you in front of the church, in the parking lot, or any other out-of-the-way place on campus. Children, for their safety, need to be within view of the school staff.
- Students walking or riding their bicycles must have a written note on file in the school office verifying parent permission. Students must let their teacher know when they are leaving the school grounds.

***PLEASE BE PATIENT- THE SAFETY OF OUR STUDENTS ALWAYS COMES FIRST!***

## **5.3 Students Remaining After School**

- Regular dismissal time is 2:50 P.M. Children will be supervised by teaching staff until 3:05 P.M. Children must be picked up by that time as there will be no supervision after that time except through Extension Program.
- School rules dealing with dress, manners and safety are in effect afterschool, at practices, tutoring, clubs, etc.
- Children who are in an athletic program and must remain for practice need to have adult supervision from their coach or check into the Extension Program until the Coach arrives.

- Adult supervision needs to be provided for students involved with a clubs, tutoring or other after school activities.
- Enrolled siblings of those students participating in after school programs need to be supervised through the Extension Program. There is a charge for Extension program.

## **6.0 Curriculum**

St. Isidore Catholic School’s curriculum centers around the message of Jesus as found in Scripture and in the tradition of our Catholic Church. This message is experienced within the school’s faith community and reflected in the content of the school’s curriculum, most importantly in the teaching and learning strategies used to help students integrate this message into their lives.

The school curriculum develops an understanding of and practice of Catholic Christian culture, faith, and values, which are integrated into the traditional academic disciplines.

### **6.1 Curriculum Offerings**

Religion/Family Life  
Physical Education  
English/Writing/Grammar  
Reading/Literature

Mathematics  
Social Studies/History  
Science/Health  
Vocabulary/Spelling

Other subject offerings in Music, Art, Foreign Language, Computer and Library time are handled in grade level groups and depend on the opportunity of resources.

### **6.2 Texts and Educational Series**

St. Isidore Catholic School uses Saxon Math in pre-school through eighth grade. Math in the middle school grades is instructed in ability groups. The classroom teacher teaches preschool through 5th grade in the self-contained classrooms. Our Science program is McGraw Hill. Our Language Arts Program in Kindergarten through Fifth grade is California Treasures published by McGraw Hill. Middle School is using novels, grammar supplements and cross-curriculum vocabulary to meet the State and Diocesan Standards. In Religion our school is using Sadlier’s We Believe and supplementing with retreats, prayer services and service projects.

### **6.3 Physical Education**

At St. Isidore Catholic School we consider physical education to be an important part of a student's total education. The physical education curriculum emphasizes the student’s skill development, knowledge of rules, sportsmanship, cooperation, participation, following directions and the development of a positive attitude toward movement.

### **PE Grading**

Grading in physical education is based upon the student's growth and development in the above stated areas. In grades K - 4 students will be graded using “S” and “U”. In grades 5th-8th students will be graded using letter grades.

## **PE Dress Requirements**

All students are required to participate actively in physical education classes unless they are excused via a written note from the proper authority for a medical or other legitimate reason. The dress requirements for physical education are as follows:

- **K – 3rd Grades:** Wear athletic shoes, boys wear uniform pants or shorts and girls may wear pants, shorts or a skirt. If wearing a skirt, shorts must be worn under the skirt. All students must participate.
- **4th – 8th Grades:** The required uniform consists of: athletic shoes and socks, appropriately fitting St. Isidore T-shirt and Navy P.E. shorts. A student may wear their properly fitting St. Isidore sweats with their P.E. shorts underneath on cooler days. P.E. attire must be clean and in good condition.

Students who have physical education on NON-UNIFORM DAYS are responsible for being properly prepared for class.

Two periods per week are provided for all grades (K-8). Students who need to be exempt are to present a written statement from a physician stating that such activity would be injurious to his/her health. Such a student, however, will be required to attend class as a spectator/score keeper or participate in modified P.E. in line with the physician's recommendations.

## **6.4 Library/Computer Lab**

### ***Library:***

The classroom teacher schedules the library for Grades K through 8; not all teachers have a set library time. Parent help is needed to make those visits possible. Parents are needed to check out, return, and shelve books plus tidy up the library. Each of the classrooms has an extensive library of books for their students; books are checked out from their teacher. If a book is lost or damaged beyond repair, the student must pay the full cost of the book. Parental cooperation in helping students care for the library/classroom books is appreciated. The fee for books turned in late is a can of food for the parish food locker.

### ***Computer Use:***

Computer time is held within the classroom and handled by the classroom teacher. The use of computers is integrated into the daily curriculum.

Students will be required to sign a pledge for using the library, the computers and for accessing the internet. Parents are required to sign the contract before students are able to check out books or gain access to the internet. These forms will be handed out as the students are being introduced to the materials during the first few weeks of school.

Donations of working, up-to-date computers are welcome. With the dramatic changes in computer technology, it is suggested that your donation of an out-of-date computer be taken to a store holding a "buy-back" program then donate the gift card or recycle the computer parts at the RECOLOGY E-Waste station at no cost. With systems upgrades and newer processors, it is costing time, talent and treasure to keep the aging computers alive. If your computer is in up-to-date condition the donation is welcome; please talk with your classroom teacher or the technology staff member.

## **6.5 Enrichment**

Special school programs, guest speakers, resource person(s), and multimedia materials in the classroom enrich the basic curriculum. Students are invited to join the Academic Decathlon, speech contest, spelling contests and others if they are in the correct grade level. Book Clubs, Toastmasters, Scouts, piano lessons, choir/voice lessons and other programs are welcome by the students and parents. There is a charge for some of these activities through the presenter. (All presenters or facilitators are screened through the Diocesan Safe Environment Policy.)

If you would like to help to facilitate a club for the school please contact a teacher, assistant principal or the principal. Parent support is needed for these programs and parent hours are given.

## **7.0 Homework**

### **7.1 Purpose of Homework**

Homework is given to supplement and reinforce class work. Much good can be accomplished if parents foster systematic study habits in an environment free from distraction. Homework assignments are not always written, and we ask that equal attention be given to research, daily reading, and memorization. Look through your child's finished work, and when asked to sign, do so only after you have thoroughly checked the work. Parents should encourage independent study. If you feel that your child does not understand the independent work, help the teacher by sending a note explaining the difficulty. This allows the teacher to see the errors and re-teach the skill needed. Homework assignments should be neatly done and handed in on time. Homework will not normally be assigned on nights of school-wide events such as Back to School Night.

### **7.2 Recommended Daily Homework Time**

Kindergarten	10-15 minutes
Grades 1 and 2	20-30 minutes
Grades 3 and 4	45-60 minutes
Grades 5 and 6	60-90 minutes
Grades 7 and 8	90-120 minutes

**In addition, all grades 1-8 should read for 30 minutes each day.**

### **7.3 Incomplete, Missing, Forgotten Homework**

Excessive incomplete/missing assignments will affect a student's grade, per class policy. Homework, notebooks, and/or worksheets should be completed consistently. If there is a valid reason for a student not to complete homework, this should be explained in a note to the teacher. The missed homework will be made up at the discretion of the teacher or grade level group. Students in grades 3 – 5 who do not turn in homework in on time may be assigned afternoon detention. Students in grades 6 – 8 who do not turn in homework on time may be sent to lunch time study hall. Missing homework or materials may result in a Homework Notice being sent home for parents' signature. Excessive problems will be handled with a parent conference or phone call with the

teacher. Teachers are able to support students with information and development of organizational and study skills. Please contact your classroom teacher.

#### **7.4 Tutoring**

Opportunities for extra help in school work and tutoring in specific subject areas will be provided by the classroom teachers for 30 minutes after school on one afternoon each week. Tutoring is excellent source of academic support and is offered at no extra cost to students as a service of the St. Isidore faculty. Students are encouraged to take advantage of this service if they need extra help in understanding specific subjects or assignments or find *they are* falling behind in their studies.

#### **7.5 Dropping Off Items at School**

To minimize classroom interruptions, any forgotten article brought to school during class time must be delivered **to the office**. Provision is made by each teacher to have class mail checked and items picked up after each recess. The children will not be allowed to call home from the school office when they have forgotten an assignment. **All persons who wish to come onto school grounds must report to the office first.**

## **8.0 Student Progress, Evaluation and Awards**

### **8.1 Grading Key/ Score Equivalent**

The grading key for each grade is standardized throughout the Diocese of Sacramento.

#### **Grades 4 through 8 Grading Scale**

96 - 100%	A	Outstanding
90 - 95%	A-	
87 - 89%	B+	Above average achievement
83 - 86%	B	
80 - 82%	B-	
77 - 79%	C+	Average achievement
73 - 76%	C	
70 - 72%	C-	
67 - 69%	D+	Minimum achievement
63 - 66%	D	
60 - 62%	D-	
0 - 59%	F	Below minimum achievement

**Kindergarten through 3<sup>rd</sup> grade (Third grade will receive letter grades during the last trimester.)**

S (+/-) Satisfactory

U Unsatisfactory

5 = Exceeds grade level expectations

4 = Consistently meets grade level expectations

3 = Usually meets grade level expectations

- 2 = Below grade level expectations average
- X Parent/Guardian supervision and help needed
- + Demonstrates exceptional effort
- N/A Not applicable
- M Modified program-Academic program has been temporarily modified by the teacher with parental permission

Report Cards are subject based. Students will receive an overall grade for the subject and comments on subject areas. Students will receive grades in character/Christian development.

## **8.2 Progress Reports**

To assure sufficient communication between home and school regarding a student's academics and/ or conduct, progress reports are given at mid-trimester. Parents keep the progress report. Further communication will follow if improvement is not shown. If parents have questions on the progress report, they are asked to make an appointment to speak with the teacher. *For online records viewing please read section 8.4 below.*

## **8.3 Report Cards and Parent Conferences**

Report cards are given at the end of each trimester. A report card will be given only to the student to whom it belongs or to the student's parent or guardian. Students who are not present on the day report cards are distributed are to pick up their report cards on the next school day. Report cards will not be distributed before the scheduled distribution day or before the last period of the distribution day.

There is a required Parent/Teacher conference for all grades near *Report Card* time during the first trimester. Middle School may have student-lead parent conferences, helping the student to be able to express their academic progress with their parents; the grade level teacher will be at the conference to help with the process. If a middle school parent wishes to meet with more than the grade level teacher, accommodations can be made to have the requested teachers present at a conference; advanced notice and changes in conference time will be needed, call the office to set up the conference.

Parent Conferences can be held at any time during the school year if needed. Teacher, administrator or parent may suggest conferences. Teachers are on duty with students and school programs before school, during recess and lunch and directly after school; please do not walk in on a teacher. Most of our teachers would like to receive an email or phone call to schedule a conference so that *they* are able to give their full attention to the matter you wish to discuss. If there is an emergency, the office can help you obtain time with the teacher.

## **8.4 Online Academic Information**

St. Isidore Catholic School subscribes to an online academic management system known as Option C. Attendance, hot lunch, school and classroom calendars and, for grades 4 – 8, assignments and grading information is tracked using this system. Parents are provided access codes and log-on codes in order that they may view their child's classroom information. Teachers in grades K-3 will provide classroom activity calendar information for parent viewing. In grades 4-8, teachers will also provide assignment and

grading information. This information is to be used in addition to progress reports, parent conferences, communication with teachers and report cards to help understand how a student is progressing in his/her academics. Teachers will endeavor to update this information on a weekly basis.

## **8.5 Honor Roll**

To recognize the academic achievement of the students who earn good grades, there are three honor roll categories: Pastor's Honor Roll, A Honor Roll and B Honor Roll for students in grades 4-8. The Honor Roll is the AVERAGE of all core academic subjects' letter grades received each trimester.

- In order to qualify for the "Pastor's Honor Roll", a student must achieve a 4.0 or better in all core subjects.
- In order to qualify for the "A" Honor Roll, a student must achieve an AVERAGE of 3.5 or better.
- In order to qualify for the "B" Honor Roll a student must achieve an AVERAGE of 3.0 or better.
- To maintain the high academic standard of Honor Roll, earning a grade of "F" or "U" in any of the core subject area will disqualify a student from Honor Roll. A "U" in **any** subject area will **disqualify** a student **from** Honor Roll.
- A student receiving a C, D, or F in Christian Citizenship (Conduct) will not qualify for Honor Roll.
- Translating the letter grade into its numerical value then adding these numbers together and then dividing by the number of classes involved compute the Grade Point Average (GPA).
- The average calculated is not rounded up when determining Honor Roll. (i.e., 2.99 does not round up to 3.00 and does not qualify for the B Honor Roll).
- Christian Citizenship (Conduct) grades are not included when computing a GPA.

Core subjects included in Honor Roll grading are:

Religion/ Family Life	Mathematics	Social Studies/History
Science/ Health	Reading	Vocabulary/Spelling
English/Writing		

## **8.6 Recognition/Awards**

### **Good News Awards for Positive Citizenship**

At the end of each month, the whole school will honor a Student of the Month from each grade. These are students who exemplify outstanding initiative and creativity in their responsibilities, a positive Catholic Christian attitude, and high levels of cooperation with their classmates and teachers. These awards are given at the first Morning Prayer Assembly of the month.

### **"Gold Slip" SLE Recognition**

A gold slip, given and signed by a teacher/supervisor may be given to students who are demonstrating the School-Wide Learning Expectations.

### **Year End Awards**

#### **Holy Spirit Award– Kindergarten –Eighth Grade**

The most important award of the school year is the Gifts of the Holy Spirit. These awards are based on Christian Witness and Christian Ideals. Through His Spirit, God gives us these gifts at Baptism. Our part is the acceptance and then expression of these gifts that God has generously given us. On the last day of school those students who have most often shared these gifts with their school and community will be recognized, not all students will receive Holy Spirit Awards, there is only one of each gift of the Holy Spirit per class. The Gifts of the Holy Spirit are as follows:

WISDOM enables us to have a vision beyond scholastic achievement, to have common sense that brings together book knowledge and life knowledge. Most often it enables us to have sense of humor.

UNDERSTANDING is the gift that we recognize in someone who listens and demonstrates this by a rich sensitivity toward people and events. A person who is understanding and guides others in learning.

KNOWLEDGE is scholastic achievement in that it is expressed by someone who pursues learning with a sense of Christian achievement and growth.

COUNSEL is the gift by which we know what to do in a given situation, especially those situations which are difficult. Often counsel is exemplified in the person who is a peacemaker, who is respected by others for honesty and good judgment.

FORTITUDE is expressed by the student who perseveres in all aspects of their life. This is the person who never stops trying to do their best.

FIDELITY (also known as piety) is faithfulness to the Gospel message, that we love and serve one another without being constantly asked or reminded.

RESPECT (expressed in the Old Testament as Fear of the Lord) is the gift of gentleness. This means being gentle with all the gifts of God -- people, ideas, and creation.

### **Sportsmanship Award – Kindergarten – 8th**

We encourage and award those students in each physical education class who consistently demonstrate their sportsmanship. This means playing hard and fair, following rules and instructions, graciously winning and losing, and supporting teammates and opponents. These students are recognized for their sensitivity toward others, and their ability to keep sports and games in their proper perspective. The recipients of this award demonstrate Christian values in team and individual sports. The name(s) of the student(s) selected in each class for their sportsmanship appears on the plaque in their classroom.

### **National Junior Honor Society (NJHS) – Middle School**

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship in the students of secondary schools.

### **California Junior Scholarship Federation (CJSF) – Middle School**

CJSF is a statewide organization that fosters high standards of scholarship, service, and citizenship on the part of students of California's public and private middle schools (seventh and eighth grade). Each semester a student has to qualify to be part of the chapter of CJSF at their school.

### **Eighth Grade/Graduation Awards**

- Mile Run

- Math Award
- Social Studies Award
- St. Albert the Great Science Award
- Kathy Burky-Heier Language Arts Award
- Salt of the Earth Award
- Bette Wood Award

### **8.7 Retention**

Retaining a student in a grade for a second year requires careful consideration. A teacher must demonstrate that the repetition of a grade would be beneficial to the student. Students may be retained no more than once in the same grade. Parents will be informed during at the second trimester if their child may/will be retained. Our retention policy follows the Diocesan Retention Policy DSB 5325.

### **8.8 Placement**

St. Isidore Catholic School follows the Diocesan Placement Policy Number DSB 5320. “If a student’s academic performance is below grade level and he/she is unable to be promoted, the student may be “placed” in the next grade. Placement in the next grade is for students who have not met the academic criteria for promotion to the next grade, but for whom retention is not a feasible option.”

## **9.0 Athletic Programs**

### **9.1 Athletic Program**

At St. Isidore Catholic School, we believe that participation in after-school athletics is a privilege and a positive developmental experience for those who choose to compete. Our philosophy, supported by teachers, parents, and students who work as coaches and officials, promotes participation, cooperation, fair play, and skill development for all athletes. Diocesan expectations are for coaches to be fingerprinted and be trained in First Aid and CPR certified. It is important that coaches have a fundamental knowledge of the sport they are to coach and follow the philosophy and procedures of the school. If you are interested in helping our athletic program by coaching or refereeing the various sports, please sign up in the School Office or speak directly with the Athletic Director. A separate handbook is currently being revised covering student/parent involvement in the sports program and will be handed out at a parent meeting for each sport.

### **9.2 Requirements for Participation**

We compete with other private and public school teams in our area in order to offer our athletes a quality athletic program. All students in grades 5 - 8 may participate, if they meet the following requirements:

In order to participate in the Athletic Program, students **must**:

- Keep academic grades as a priority. Minimum grade requirements for participation in after school sports and activities are a “B” in conduct and a “C” average in core academic subjects. Teachers, coaches, and the athletic director will check requirements regularly. Participation in sports is to supplement the academic program, not supplant it.

- Student-athletes must put forth 100% effort at practices. Participation in the program requires attendance at all practices and games. Team members must attend practices, unless excused by a written note from home.
- Players, parents and other participants must present themselves at all times as respectful Christians and citizens. Membership on the team requires acceptable behavior, as well as good sportsmanship.
- Parents are expected to be active participants in team and Booster Club support, *giving five hours for help at tournaments*. This is covered in the Athletics Handbook.

### 9.3 Fees

There is a nonrefundable \$30 fee per student for participation in first sport played; additional after-school sports will cost \$15 each. Fees will be collected at the time Athletic Agreements are returned. All sport uniforms are the property of the school and must be returned or replaced at the end of the season. Detention and/or tutoring time must be served prior to sports practice or game. Tuition must be current in order to play.

### 9.4 Transportation To/From Games

Volunteers must provide transportation to and from “away” sports games. Drivers must have all of the needed insurance forms for the current year on file in the School Office. If there are not enough drivers for a game or a meet, the trip will be cancelled.

- Parents of non-playing students who qualify to provide transportation for field trips may also receive General Hours for transporting athletes.
- Contact the coach or Athletic Director if you are willing to provide transportation.
- Parents who do not qualify to drive students for field trips may provide transportation for their own child to games/meets.

**\*See Field Trips for other student and driver expectations.**

### 9.5 Sports

Fall	Boys Flag Football/Girls Volleyball
Winter	Boys & Girls Basketball/Boys Wrestling
Spring	Co-ed Track

**Note: See Section 19, Uniform Requirements, for information on the wearing of sport and activity clothing during school week.**

## 10.0 Emergency Procedures

### 10.1 Emergency Cards

With the child’s safety and well being in mind, it is most important that an Emergency Card is filled out each year. Phone numbers and designated guardians must be up-to date. Be sure all pertinent information is up to date (i.e. phone numbers, child’s allergies, required medications, etc.) and that **current custody documents are on file with the principal.**

Parents or Guardians should not send persons whose names are not on file on the Emergency Card to ask for the release of their child at any time. For your child's safety, release will not be granted.

**Any change in address or phone number must be made known to the office and it is the parents' responsibility to do so.**

Emergency personnel will be called if parents or emergency contacts cannot be reached. Parents will be required to pay for any expenses incurred in the event that emergency services are necessary.

### **10.2 Emergency Preparedness Plan**

A full emergency plan has been prepared so that in the event of a disaster or emergency all conceivable actions that can be taken to ensure the safety and welfare of the students and staff will be implemented. Full emergency plan procedures are located in each classroom and the office. If a parent wishes to review the full procedure, please ask for the plan at the office. Revision of the plan and procedures takes place yearly or as needed.

If an emergency does occur, the school is aware of its role in working cooperatively with the community. The objective of the plan is to give aid to victims, save lives and protect property. It is the intent of this plan to make people aware of how to act and react before, during and after a situation. The faculty and staff review and up-date the emergency plan yearly. Each teacher instructs his or her students in the procedures at least once each trimester.

### **10.3 Emergency/ Disaster Procedures**

School grounds will be closed and students will be kept at school until a parent or authorized individual can reach them. A command post will be set up in the safest area of the campus at the time of the disaster. Anyone picking up children must report to the command post, where he/she will be informed of the student's location. The child/children may then be picked up but must be signed out before leaving. This procedure will be adhered to very strictly. No student will be allowed to leave with unauthorized person/persons.

Parents and unassigned faculty and staff present on campus at the time of a disaster should report to the Disaster Coordinator.

### **10.4 Emergency Dismissals**

Certain situations may require releasing students from school or relocating them from the school site to another location. The Principal, Assistant Principal or staff designee will authorize such actions ONLY in times of extreme emergency. All possible attempts to notify parents/guardians as to the situation will be made as soon as possible.

Emergency dismissals may be made at any time by the principal, assistant principal, pastor or administrative representative when a serious condition such as sickness, accident, emergency, home conditions, etc., warrants. If an emergency occurs outside of school hours, please listen to your radio station for instructions on school closure.

**Note:** As a general rule, St. Isidore Catholic School will follow procedures similar to public schools in the area.

In the event of a natural disaster, the faculty and staff of St. Isidore Catholic School are prepared to care for students. All children will remain at the school under the teacher's guidance until his/her parent or designated adult arrives to care for his/her child. No child will be released to walk or bike home unless in the company of a parent or designated adult.

Fire drills are held once a month for all students and any adults on the school grounds. Earthquake and lock down drills are conducted regularly.

### **10.5 Relocation Procedures**

Certain situations may require releasing students from school or relocating them from the school site to another location. The Principal, Assistant Principal or staff designee will authorize such actions **ONLY** in times of extreme emergency. All possible attempts to notify parents/guardians as to the situation will be made as soon as possible.

The main goals in choosing a relocation site are human safety and comfort. The students, teachers and staff will be moved to a site closest to the school that is out of harm's way. St. Isidore Catholic School will relocate to the following sites if necessary.

1. Fire Drill Area
2. St. Isidore Church      222 Clark Ave.      (530) 673-1573
3. Hillcrest Plaza      230 Clark Ave      (530) 329-2212

Should the situation be one where none of the above locations will suffice, a location will be chosen and communicated to all necessary parties. It may become necessary to transport students and staff using the local bus company.

### **10.6 Notification of Parents in Case of an Emergency**

- The school will initiate phone trees to notify parents of a situation or any pertinent information. The school is working to develop a quick response email procedure. When this is finished it will be one of the ways parents will be notified.
- Sample message for the phone tree method is: "This is (Caller's Name), from St. Isidore Catholic School, calling to inform you that due to (type of emergency), we must evacuate the school. The children are (being transported by/or walking) to (location and address). Please pick your child(ren) up as soon as possible."
- Parents should **NOT** call the school so that the school telephone can be used for emergency calls.
- Parents should **NOT** park within a one-block radius of the school so that emergency vehicles can use the streets.
- Parents **WILL NOT** be allowed to pick up their child(ren) until every child in a class is accounted for and will only be released to parents or persons listed on the child's emergency sheet.

## 10.7 Parents' Responsibilities Before Disaster Strikes

- Discuss with your child the possibility of a disaster, preparing them in the event that you may not be able to come for them right away.
- Instruct your child that above all they must not try to walk home or leave the school grounds for any reason.
- Keep school emergency cards up-to-date. Your child will **not** be released to anyone whose name does not appear on the card.
- Keep your child's medical history updated as to any condition requiring special care (example: heart condition, seizures) or for allergies, especially foods and medications. A list of students with specific allergies and medical problems will be kept in the disaster center as a reference. Each child should know his/her own medical conditions such as allergies.

## 11.0 Health Regulations/Student Medications

### 11.1 Entrance Regulations

It is required by the State of California that each child upon enrollment in the 1<sup>st</sup> grade present satisfactory evidence that he/she has received specific health screening and evaluation within the previous two years. Hepatitis B *and D-tap* shots are required enrollment in 7<sup>th</sup> grade. Parents may request an exemption to this requirement in writing.

### 11.2 Illnesses

**Students must be kept home for 24 hours after all symptoms are gone. The student needs to be able to function in the classroom and outside for the school day. Please, keep a sick child at home; other families do not want your child to spread the cold, flu or cough.**

If a student becomes sick during the day, a phone call will be made to the parent to pick up the child as soon as possible. If it is suspected that your child has the swine flu masks will be worn by the student and caregiver. The child will be isolated until the parent arrives. St. Isidore Catholic School is unable to give any medication to a child unless the family supplies it.

### 11.3 Prescription Drugs and Over-the-Counter Medicines

Any pupil who, during the school day, is required to take, medication prescribed by a physician, may be assisted by the school secretary or other designated school personnel if the school receives:

- A written statement from the parent or guardian of a child and a written statement from the physician detailing the method, amount, and schedule by which such medication is to be taken are submitted to the school office.
- Medication must be in an original pharmacy container.
- All medication must be brought to and kept in the school office, including inhalers.
- Please use the Medication sheet provided by the school (back of handbook or on the website) when sending medicine to school for a student to take during the

day. This sheet gives your permission, physician instruction and dosage information for the medicine.

The school will dispense over the counter medication brought in by the student's parent or guardian, such as cold medication or pain relievers (including cough drops), if a completed form from the parent/guardian with complete instructions and a signature is on file. **All medication must be in its original container.**

Medication may also be administered to a student by a parent/guardian or someone delegated by the parent/guardian to do so.

#### **11.4 Communicable Diseases**

The school office should be notified immediately in the case of any contracted communicable disease. Please check with your physician if any of the following illnesses are present. The student will be allowed to return to the classroom after producing a note from his/her doctor documenting effective treatment of any of the following. The only exception to be made for a doctor's slip is Head Lice.

These may include:

**Chickenpox** – Students may not return until seven (7) days or longer after the appearance of the first outbreak of vesicle (crusts are contagious). If new vesicles continue to appear, this may mean not returning to school until 24 hours after the last vesicles have made their appearance and a doctor has given clearance (checked for scabbing, in some cases).

**Conjunctivitis** – (Pink Eye) Students with a bacterial infection may return to school 24 hours after active treatment has been started by a physician. For viral conjunctivitis, a student may return when the eyes are clear.

**Erythema Infectiosum** – (Fifth Disease) A viral disease with a fever to 102. The face shows a “slapped cheek” appearance, and the “lacy” rash follows on the trunk and extremities. Child should not return to school until the rash appears, as at this point it is thought the disease is no longer contagious. **Note:** Fifth Disease can be dangerous to the fetus of pregnant women who develop the disease.

**Head Lice** – Infections with lice and mites are treatable with the following over-the-counter drugs: NIX, RID, or TRIPLE\_X. The student must be louse and nit free before a return to the classroom is allowed, and must be checked by school personnel before returning to the classroom. *Note: Nits ½ inch from the scalp are nearly always hatched and do not indicate an active reinfestation.*

**Impetigo** – This disease is highly contagious and no child will be permitted to return to school until appropriate systemic antibiotic therapy has been started or until they are free of disease. The infected area should be covered if it is oozing. They may return to school 24 hours after appropriate systemic antibiotic therapy has started.

**German measles** – Students may not return until a clinical recovery of a minimum of six days from the onset of rash.

**Mumps** – Students may not return until asymptomatic, or released by a physician, with a minimum of nine days of exclusion.

**Pinworms** – A student diagnosed with pinworms should not return to school until 24 hours after appropriate treatment has started.

**Ringworm of Scalp and Body** – Ringworm is highly contagious by both direct and indirect contact, and children before the age of puberty are highly susceptible to it. Therefore, any student diagnosed with ringworm will not be allowed to return to school unless a doctor has placed him on an effective therapeutic regimen. The affected areas must be covered.

**Strep Throat** – the student will be readmitted 48 hours after appropriate treatment has started and 24 hours after the fever has subsided.

**Important: Please notify the school if there is any change in your Emergency Card information.**

## **12.0 Discipline and Conduct**

St. Isidore Catholic School strives to create an emotionally and physically secure campus. Initiative is rewarded, self-control is fostered, and personal responsibility for one's actions is expected. Positive moral training enables students to make appropriate choices in a nurturing environment.

### **Discipline Code**

We, the faculty of St. Isidore Catholic School, believe that all disciplinary action has a three-fold purpose:

- to support the right of all children to learn
- to reinforce respect for self and others
- to encourage values and develop self-control

Discipline in the Catholic School is an aspect of moral guidance. The purpose of discipline is to promote character training and to provide a classroom environment conducive to learning. Discipline is not an end in itself, but a means through which the student may become a self-disciplined person. It is toward building this attitude of responsibility and self-mastery that all disciplinary measures are aimed. The students at St. Isidore Catholic School are responsible for following the policies stated in this handbook. Students are to respect and insure the safety of others.

Every student has the right to a safe learning environment. Every student shall be treated with respect and kindness. Every student shall treat others with respect and kindness. Every student has the right to attend a school that is free of discrimination or harassment. Students' actions and attitudes are to reflect the Catholic/Christian orientation of the school. To accomplish this, all students are to recognize their individual responsibility and obligations:

- Students are to obey all classroom and school rules and demonstrate appropriate behavior at all times.
- Students are to show respect at all times to teachers, yard supervisors, teacher aides, library volunteers, hot lunch volunteers, visitors and all others whom they come in contact, as well as fellow students.

### **12.1 Harassment (Bullying) Policy and Procedure**

St. Isidore Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest, in person or online**) face detention, suspension, and/or expulsion.

#### **Definition of Harassment/Bullying**

- Verbal harassment including jokes, epithets, slurs, including racial or ethnic slurs, negative stereotyping, and unwelcome remarks about an individual's body, color, physical characteristics, appearance, or talents, references such as "honey," "hunk," or "sweetheart," etc., questions about a person's sexual practices, and patronizing terms or remarks. Verbal harassment includes inappropriate remarks made on the Internet.
- Physical harassment such as physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact, staring at a person's body, and threatening, intimidating or hostile acts.
- Visual harassment such as offensive or obscene photographs, calendars, posters, cards, cartoons, drawings and gestures, display of sexually suggestive or lewd objects, unwelcome notes or letters, and any other written or graphic material that denigrates or shows hostility or aversion toward an individual, because of a protected characteristic, that is placed or circulated anywhere in the workplace.

#### **12.2 Confidentiality**

Information concerning any harassment complaint shall be treated confidentially and consistently with the diocesan legal obligations, the need to investigate, and the need to take disciplinary action if it is found that harassment has occurred.

#### **12.3 Time Frame for Responding to a Complaint**

Whether formal or informal, written or verbal, a complaint of harassment can be stressful for all concerned. For this reason all complaints will be investigated without delay.

#### **12.4 Reprisal and/or Retaliation**

Anyone who retaliates against an individual who reports harassment will be disciplined. Anyone who retaliates against an individual who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a complaint of harassment will be disciplined. Submission of a harassment complaint or report shall not affect that individual's employment, grades, work assignments, etc.

#### **12.5 Conduct/Behavior Rules**

In a pleasant atmosphere of study and work, students are taught acceptable patterns of behavior through motivation. Our faculty strives to teach self-discipline rather than impose discipline on the students. The reinforcement of the ideals of self-discipline in your home will be the measure of our success at school. Each member of St. Isidore Catholic School is expected to treat every person with respect and courtesy. In order to

accomplish this we ask that the following rules be observed.

1. **Everyone is to speak and act** courteously to others. All members of the St. Isidore Catholic School community are to treat each other with respect, seeing Jesus in our neighbor.
2. **There shall be no public displays of affection between students on campus at any time, or during school hours, during after-school activities, sports, field trips, or other school-sanctioned activities.**
3. **Students are to walk in the breezeway *and walkways*.** During class time students using the breezeway/*walkways* should be quiet so as not to disturb any classes or those working in the School Office. Before school, at recess and at lunchtime, students should be in the supervised play areas only. Students are not to walk on the grass between the two classroom wings. Students are not to walk in planting beds.
4. **Students are to clean up after themselves and their schoolmates**, keeping the campus and classrooms neat and clean. Students are to place garbage and all paper trash in proper containers.

## 12.6 Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

## 12.7 Conduct and Behavior Consequences

A Conduct Detention notice is given after classroom or playground management procedures have been unsuccessful. A Conduct Detention notice is signed by the teacher and given to students who do not observe school rules, are disrespectful to classmates and/or adults including bullying, are continually disruptive in class, or demonstrate reckless behavior on the school grounds. This also includes other forms of conduct inconsistent with the standard of student behavior for the reasonable peaceful order and safety of the school community.

- Detention will be served during lunch period. If repeated disciplinary detentions occur, a Saturday detention may be imposed. A fee of \$50 per hour for student supervision will be charged for Saturday detentions.
- **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**
- Detention students will discuss their incorrect action and set a plan to change behavior; this will become a contract with the Detention teacher.
- Detention students will have a service project to complete during subsequent lunch periods.
- The following additional disciplinary procedures may be necessary if deemed warranted by the school administration: Meeting with Principal, Parent and Student, Behavior Contract, Suspension, or Expulsion.
- Students may be suspended or expelled for a single major infraction on or off campus during school-related activities as per Diocesan Policy #5650 and 5660.

- Parents have the right to appeal a suspension or expulsion first to the principal, next to the pastor, then written appeal to the Assistant Superintendent.

### **Suspension**

Students who are given an in-school suspension will be required to report to school each day and work in another classroom. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

### **Expulsion**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Isidore Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

## **12.8 Other**

### **Blogs**

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

### **Bullying and Cyberbullying**

St. Isidore Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

### **Weapons or weapon-like items**

Students are not to have or use any items as a weapon. The item will be taken away and disciplinary action taken. This includes but is not limited to knives, sticks, light pointers, etc.

## **13.0 Religious Education**

### **13.1 Opportunities for Prayer and Faith Building**

#### **School Liturgy**

Each *Wednesday* and on Holy Days of Obligation, students prepare the liturgy, and classes are responsible for preparation of masses on a rotating basis. Prayer services will also be scheduled to celebrate various feasts and holidays. Families are invited and encouraged to attend Church with the students on these days. On Holy Days of Obligation students will also attend mass if we are in session. Please refer to school calendar.

#### **Daily Prayer**

Each grade has daily prayer and religion class as a part of its schedule.

### **The Mother of God**

Mary is honored by our students throughout all Liturgical Seasons, but especially during the month of May. A crowning ceremony is held in May.

### **Preparation for Sacraments**

Children become part of God's family through the Sacraments of Initiation. In this diocese, it is customary for children to be baptized at an early age. Typically, our students receive the Sacrament of Reconciliation and Eucharist in the 3<sup>rd</sup> grade and Confirmation in the 8<sup>th</sup> grade. Please note that these Sacraments will not be administered to your child merely because he/she is a member of the 3<sup>rd</sup> or 8<sup>th</sup> grade classes. You must request this privilege for him/her. Parent classes are a mandatory part of the Sacramental Preparation Program. Baptismal Certificates are required as a part of registration for sacraments.

### **Other Children**

If you have an older child who has not received these Sacraments and you wish him/her to do so, arrangements must be made with the *Pastor and Principal* before the end of October.

### **Reconciliation Services**

Students in grades 4-8 have at least two Reconciliation Services celebrated throughout the school year, usually in the liturgical Seasons of Advent and Lent. Individual reception of the Sacrament of Reconciliation is available at these times. As the primary educators, parents are expected to assume responsibility for more frequent reception of the Sacrament of Reconciliation for their children.

### **Altar Servers**

Students in grades 4-8 are encouraged to serve the Parish by training to be altar servers. Parents will be notified about sign-ups and training session for them.

## **13.2 Sunday Liturgy/Family Mass**

All parents of our school children are encouraged to attend Sunday Mass with their children. The children are taught that Mass is the most important part of Catholic worship and they are asked to actively participate in the Mass. The home must reinforce what the children are learning in school or there is a contradiction in the teaching and living of our faith. FAMILY MASS is noted on the school's monthly calendar. ALL families (Catholic & Non) are asked to attend; Catholic students are to actively participate in mass responses and signing. **On Family Mass Sundays, students who attend the school family Mass in full school uniform will receive a coupon for non-uniform dress the following Tuesday.** *If your family belongs to another parish or church, please have an index card signed by your church's pastor with your child's name and the date. Your child is to have worn the school uniform to the services.*

### **St. Isidore Church has Masses at the following times:**

- Saturday 5:30 p.m. English 7:00 pm Spanish
- Sunday 8:00 a.m., 10:00 a.m. & 5:00 p.m. English; 12:00 & 2:00 Spanish
- Reconciliation Thursday 7:00 pm

## 14.0 Extension Program

St. Isidore Extension Program supports and supplements the family by providing a safe and comfortable environment for children before and after school hours.

Only those enrolled in St. Isidore Catholic School may participate in this program. The extension program tuition is the sole support of this program, as the school or parish does not subsidize it. Contracts must be signed within one visit of attending extension. Registration fees are to be paid at enrollment.

### 14.1 General Procedures

Before school students need to be signed in by the parent, students will have quiet play until the supervisor decides to go out to the playground. After school students are sign in after dismissal is over. Parents need to sign students out of Extension each evening. There is an added fee for late pick-ups.

### 14.2 Hours

- Regularly scheduled school days: 7:00 A.M. - 7:45 A.M.; 3:00 P.M. - 6:00 P.M.
- Minimum days extension schedule: 7:00 A.M. – 7:45 A.M.; 12:00 P.M. – 6:00 P.M.
- Closed on holiday breaks: Thanksgiving, Christmas, Easter and the last day of school.

### 14.3 Snack

Snacks will be provided for the Extension students through donations that can be counted as parent club GENERAL hours.

### 14.4 Departure from Extended Care

One of the most important regulations of Extension concerns the child's departure from the school grounds and the program. If your child is signed in to Extension, **YOU MUST SIGN YOUR CHILD OUT**. Parents/guardians are expected to come to a member of the Extension Staff and **SIGN** the designated Extension Book.

**NOTE:** Extension Personnel will not permit a child to leave with an undesignated person. You must notify the staff in advance **IN WRITING** or have a permanent request on file.

### 14.5 Change of Clothes

**All students will be required to remain in their uniform during extension hours unless the day was deemed FREE dress/*non-uniform* on the school calendar or if directed by Director.** Girls may remove their skirt/jumper if appropriate shorts are worn.

### 14.6 Behavior

Students are to conduct themselves within the established school policies regarding Christian conduct and behavior. The Extension Program operates within the established

school rules and policies, and children are expected to have good behavior. If a student's behavior is not within the school guidelines, the student will be dismissed from Extension on a temporary or permanent basis.

### 14.7 Cell Phones

*Students who have cell phones must turn them into the basket at Extension sign-in desk. Students are not to use cell phones while at Extension. Parents should call the Extension phone if they need to get a message to their child, 673-2217 x203. If a student is given permission to use his/her cell phone, use of the cell phone is limited to the bench area outside the Extension room only.*

### 14.8 Fees

The registration fee of \$30 per student with a maximum of \$75 per family that is used to cover the cost of equipment and supplies. This fee is due at the time of Extension registration and will not be added to the first monthly extension bill. Students must be registered in the Extension program to use this service.

#### Monthly Cost – per family:

- Up to 5.99 hours/month..... \$ 25.00
- 6 to 10.99 hours/month..... \$ 50.00
- 11 to 20.99 hours/month..... \$ 75.00
- 21 to 40.99 hours/month..... \$110.00
- 41 to 60.99 hours/month..... \$150.00
- 61 to 80.99 hours/month..... \$180.00
- 81 to 100.99 hours/month..... \$200.00
- 101to 130.99 hours/month..... \$250.00
- 130+ hours/month ..... \$280.00

Hours are billed on a block system. **There is no need for families to pre-determine/pre-purchase hours.** Families using the extension program will be billed accordingly each month. Hours do not carry over.

If payment is not received, use may be denied until payment is received. Students will be denied registration in the Extension program at the beginning of the school year if the prior year's fees have not been paid.

## 15.0 Financial Policies

### 15.1 Registration Fees

**For returning families:** The registration fee, payable in June, reserves space for a student for the next school year. Tuition fees must be current before a student can be reregistered for the following school year. Registration fees are non-refundable unless St. Isidore Catholic School denies the student's admission or an affordable financial assistance amount is not reached. This fee includes but is not limited to: textbooks, educational technology, Diocesan Student Assessment, Instructional Resources, Diocesan Assessment, and Student Insurance. Registration fee for the 2011-2012 school

year Early Bird (before June 8, 2012) \$250, after June 8, 2012, TBD. Registration fee for the school year 2012-2013 will be announced when the school budget is completed in early May.

**For new families:** The registration fee is separate from tuition. This fee is an annual per student charge *and must be paid before the end of the current school year*. Registration fees are non-refundable unless St. Isidore Catholic School denies the student’s admission or an affordable financial assistance amount is not reached. This fee includes but is not limited to: textbooks, educational technology, Diocesan Student Assessment, Instructional Resources, Diocesan Assessment, and Student Insurance. Registration fee for the school year 2012-2013 will be announced when the school budget is completed in early May.

**15.2 Tuition**

Tuition is the main support of the school but does not cover all school expenses. Tuition is paid monthly over an 11-month period, July through May. Tuition costs are determined according to the number of children enrolled from one family. Tuition payments are made through the 24 Tuition program unless arrangements are made with the school office in advance.

- Families of students who transfer into St. Isidore Catholic School are responsible for payment of all fees. If a student is accepted to St. Isidore Catholic School during the first six weeks of the school year, tuition will be charged for the full year. If they enter after the sixth week, then tuition will be prorated.
- If more than one person will make tuition payments, the school **must** have a signed tuition contract from each party.
- Families are expected to keep their account(s) current. Accounts of families of 8<sup>th</sup> grade students must be paid in full before May 1<sup>st</sup>.
- School and P.E. uniforms, sports fees and uniforms, school supplies, sixth grade science camp, field trips and graduation fees are not included in tuition or registration. (This list is not considered exhaustive and may be modified without further notice.)
- All families are expected to complete volunteer hours of 20 general hours and 20 physical (fundraising activity) hours in addition to financial obligations.
- Tuition is set for the following school by the school administration and Finance Committee chairman each year in early May.

**Tuition Fees**

	Parishioner	Non-Parishioner	Non-Participating (no parent hours)
1 Child	\$ 4331	\$ 4467	\$5,610
2 Children	\$ 8133	\$ 8934	\$11,220
3 Children	\$11,399	\$13,401	\$16,830

## **15.2a Definition of Parishioner and Non-Parishioner**

### **Parishioner**

- Catholics registered at St. Isidore Church or other local Catholic Church
- Regularly attend mass at St. Isidore Church or other local Catholic Church
- Consistently contribute financially to St. Isidore Church or another local church, which gives support to St. Isidore Catholic School through a donation.  
Completed and signed application for parishioner status is required from church office
- Guardian paying tuition is a registered member of a Catholic Church in their town.

### **Non-Parishioner**

- Families who attend religious services of a different faith.

## **15.3 Tuition Payments**

Families are required to enroll with the 24 Tuition Management Program. Payments are debited from the assigned bank account on the designated date each month, July through May. In June, a voided check will be requested to register a student for the next academic school year. Any changes in bank accounts for the purpose of tuition payments **must** be communicated to the school office and 24Tuition 15 days in advance. If a second check/payment is returned for insufficient funds, cash or a money order will be required for further payments.

## **15.4 Financial Assistance**

St. Isidore Catholic School maintains a financial assistance program for families needing assistance. Applications for financial assistance are made available through FACTS, an online tuition assistance information program.

## **15.5 Early Withdrawal**

If a student withdraws prior to the end of the academic school year a 14-day written notification, available through the administration, must be submitted. Families are responsible for all current and past due fees at the time of notification.

## **15.6 Books, Furniture, and Equipment**

If books, furniture, computer lab equipment, school desks, or any other school property is damaged or destroyed by a student either accidentally or deliberately, the student will be fined. Students will be charged for damage (\$25) or loss of textbooks or library books (replacement value). Students deliberately damaging textbooks or other school property will have other consequences or fines levied as appropriate.

# **16.0 General Information**

## **16.1 Hot Lunch, Lunch and Snack**

St. Isidore Catholic School, in conjunction with the Yuba City Unified Nutrition Program, offers hot, nutritious lunch including a salad bar five days a week for all students, except minimum days. Applications are available in the school office for free or reduced lunches and are processed by the Nutrition Program. Lunches may be purchased on a monthly basis at the cost of \$55.00 for 20 lunches. There is no increase in hot lunch fees this year. Parents will be notified when their account needs to be

replenished. A monthly menu is sent home near the end of each month. The ordering occurs during morning classroom attendance, students are asked if they are to have hot lunch or have brought their own.

**It is the responsibility of the student to request a lunch as he or she arrives late to school (tardy or medical appointment). If a student is going to be late, for any reason but stills desires a hot lunch that day please call the office before 8:30 am to order one, after that time we are unable to add any orders.**

**Other Food information:**

- Most students have a snack at the morning recess. This should be nutritious and not need to be refrigerated or heated.
- Students can bring a sack or lunch box to school with their lunch (no refrigeration available). Be sure to put the student's name on the lunch box or bag. **No glass containers. NO SODA *OR ENERGY DRINKS* for any age group. Water or flavored drinks are best.**
- If you are bringing a forgotten or late lunch, place it on the white bench. Be sure the student's name is on the bag or box. Students check the area for their lunch or are called by the office.
- If your child has a food allergy, be sure to inform the classroom teacher and put the information *highlighted* on the emergency card.
- For the sake of safety, **all students, when eating or drinking, need to be seated.** This includes small candies. When students are playing or walking around the campus, they should NOT be eating or drinking anything.
- **Gum, sunflower seeds, peanuts or any shelled nut** are not to be brought to school at any time. Gum is not to be chewed on campus. This also applies to school activities that take place in the evening and on the weekends.
- *No soda or energy drinks are to be consumed by students during school or extension hours. This includes fast-food restaurant meals and classroom parties.*

**16.2 Campus Visitors/Visiting Parents**

**ALL VISITORS MUST CHECK IN AT THE OFFICE, OBTAIN A VISITOR'S BADGE AND WHEN LEAVING, SIGN OUT AT THE OFFICE. PARENTS WISHING TO VISIT THE CLASSROOMS MUST MAKE PRIOR ARRANGEMENTS WITH THE TEACHER AND FOLLOW ALL OTHER CAMPUS VISITATION GUIDELINES.**

- If you have arranged to be on campus during the school day, please stop by the office to sign in and pick up a Visitor's Badge. This helps us know who is on campus, and where you are in case of emergency. The Visitor's Badge also lets others know that the School Office is aware of your presence on campus.
- When you are finished visiting the campus, please return the Visitor's Badge to the School Office and sign out. This practice is to ensure the safety of students, faculty and visitors.

### 16.3 Classroom Interruptions

If you are picking up a student for an appointment, sharing, or dropping off items, please go directly to the School Office and the staff will help you. Please do not interrupt the teacher or class during the school day unless an appointment has been made for you.

### 16.4 Classroom Treats, Birthday Treats and Surprises

It is always nice to have special surprises; however, surprises tend to disrupt the general flow of the classroom. Therefore, it is important that the classroom teacher and the office staff be notified before any intended surprise. If this is not complied with, the "surprise" will have to remain in the School Office. A written note to the teacher would be helpful to make sure that communication is clear.

#### **Treats should be taken directly to the OFFICE.**

- Please limit the treat to one food item (cookie, cupcake, ice cream) and one drink (no soda) per student.
- *Ask the teacher if there are students with any food allergies and plan an alternative snack for that student.*
- Any questions regarding treats or surprises please contact the School Office.
- In the spirit of fairness to all, gifts and flowers from student to student are not to be given at school.
- We ask that surprises, such as "birthday balloons" or "flowers", be delivered no earlier than 2:30 p.m.; the item will remain in the office during the day.
- **Please do not include gum, lollipops, soda *or energy drinks* in treats.**
- *Birthday or other party invitations are not to be handed out at school.*

### 16.5 Child Abuse

Administrators and faculty are required by law report child abuse or suspected child abuse to the Child Protective Services.

### 16.6 Field Trips (Students are to wear their RED school logo shirt)

**A field trip is a privilege and students whose behavior indicates that they may not represent the school in a positive manner while on the field trip, or does not permit others to positively benefit the most from the field trip, will lose the privilege of attending.**

With permission of the principal, teachers with the help of volunteer room parents schedule field trips. Every field trip has a specific goal clearly related to the curriculum. **ALL STUDENTS MUST TURN IN A SIGNED PARENT CONSENT FORM** prior to participation in the field trip.

- **PERMISSION SLIPS MUST BE TURNED IN TO THE TEACHER AT LEAST 24 HOURS BEFORE THE FIELD TRIP.** Each student participating in a field trip must have a permission slip signed by the parent/guardian which is returned to the school **by the date indicated.** **A student who does not submit the permission slip by the due date will be unable to participate in the field trip. Handwritten *or faxed* notes or phone calls will not be accepted.**

**Drivers going to or returning from a field trip are not to stop to buy treats, snacks or lunches for the children in their car.**

### **Field Trip Drivers and Volunteers:**

**All parents who drive on a field trip must have the following on file with the school office before driving on a field trip: fingerprint clearance, Safe Environment training, current driver's license, and current car insurance with adequate liability coverage.**

- **Drivers are expected to transport to and from the destination without stopping for personal reasons or special treats. This is important because Diocesan insurance DOES NOT COVER unplanned stops. This means that all drivers are to drive directly to and from the designated place. There are to be no stops, leaving early, or leaving the group except for emergencies. If there is a reason to stop, the driver needs to call the office or teacher in charge of the field trip.**
- Children who are under 60 lbs. and/or under 6 years old must be transported in a car seat, as required by law.
- Each child must wear a seat belt.
- Siblings may not attend school field trips.

### **16.7 Special Services**

The following special services are available to our students through the local school districts:

- Speech assessment
- Support in reading and math for eligible students in grades K-8
- Psychological testing - teacher/parent/guardian referral

Teachers or parents may ask for a referral for assessment if there is reason to be concerned with the academic or physical development of a student. A parent meeting will be conducted with the teacher, principal and public school personal to review the information and develop the best possible learning program for the student.

### **16.8 Textbooks**

**All textbooks must be covered with a brown paper bag or book socks in Middle School Books are to be carried to and from school in a book bag/backpack. A replacement fee will be charged for books that have been lost (replacement value) or defaced or damaged (\$25) in any way.**

### **16.9 Electronic Devices**

No electronic devices are allowed on school grounds at any time, Extension Program included. These devices will be confiscated and parents will need to claim them at the school office.

### **16.10 Cell Phones**

Students are not permitted to carry cell phones *during school or Extension hours, during which time students* will turn off and store the cell phone in the office or in the Extension room. Children are not to text message, make calls, *take* photos, or use cell phones during school *or Extension* hours *unless given permission to do so by a school staff member. If permission is given to use a cell phone, use is limited to the area*

*immediately outside the school office (principal's bench) or the Extension room (bench area).* If a student needs to make an *emergency or urgent* call, *school personnel will typically give permission to use the school phone and not a cell phone.* If a parent needs to reach a student by phone, *call* the school. Cell phones used *by students without staff permission* during school *or Extension* hours will be confiscated, and parents will need to claim them at the office. Repeat offenders will have their phones confiscated for 30 days.

### **16.11 School Phone**

The telephone in the school office is NOT at the disposal of the students, except in case of an emergency. It must be kept available for school business. Forgotten books, homework, lunches, permission slips, etc, DO NOT constitute an emergency. Students will not be allowed out of class to call home for any of these reasons. In extenuating circumstances, a child will be permitted use of the telephone. Please anticipate needs for the day so your child does not require the use of the telephone.

### **16.12 Fingerprinting and Shield the Vulnerable**

All parents (credentialed teachers, police and fire officers, doctors, military included) who volunteer to work directly with students (classroom, coaching, recess duty, drop-off line monitoring, tutoring, etc.) need to have fingerprint clearance and complete Shield the Vulnerable Training. Forms for fingerprinting are available in the school office. Costs for fingerprinting are at the individual's expense. Shield the Vulnerable training is available on line at [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org); click "Diocese Sign Up: Adult" tab and follow the instructions. Bring the certificate to office when you finish.

### **16.13 Faculty Meetings**

Monthly faculty meetings are held on the first Friday of each month. On these days, students are dismissed at 12:00 noon; Extension Program is available. The faculty greatly appreciates the lunches that the room parents facilitate for each of these monthly meetings.

Teachers will have a weekly meeting on Tuesdays from 3:05 to 3:30 P.M. No tutoring will be held and teachers will not be available to meet with parents during this time.

### **16.14 Lost and Found**

Please make sure that your child's name is placed on sweaters, jackets, lunch pails, and book bags. All lost and found articles are placed in the office and may be claimed from there. Unclaimed articles will be donated to a charitable organization at the end of each quarter.

### **16.15 Use of Student Photo Images**

St. Isidore Catholic School reserves the right to use student pictures in publications and on the school's website. Notify the principal in writing if you do not wish your child's picture to be used. Students are not to bring cameras to school without permission of teacher or principal. Students are not to upload images of classmates without permission of those students.

## 17.0 Parents: Primary Educator

St. Isidore Catholic School administrator and faculty believe strongly that the parent is the primary educator of the child. St. Isidore staff will work with parents to support the parent in understanding the academic and religious education being taught to our students and help in any manner to allow the relationship between the child and parent is stronger and more meaningful. Parent education in study skills, teaching methods and techniques, reading and math support and religious information can be presented in order to make homework a more enjoyable time.

### **Catechesis and Spiritual Formation – The Heart of a Catholic School**

As a Roman Catholic ministry in the Diocese of Sacramento, spiritual formation and religious development permeate everything we do at St. Isidore Catholic School. The best way to teach religion is by living it. A child can learn his/her faith in school, but “there is no place like home” for a child to live the faith. Before a child is to have faith implanted in the heart, the child must have external signs to follow. The normal and necessary sign for a child is the witness of his/her own family. **PARENTS ARE THE PRIMARY FAITH EDUCATORS.** When a child sees the faith of the parents and that they are happy in goodness, this living faith will be transmitted to the child. This will furnish the child with the reason for believing what is taught in formal religion classes in school. Living as a Christian will have meaning for the child in proportion to the example of his/her parents and other caregivers.

## 18.0 Student Involvement

### 18.1 Student Service

A vital aspect of the Catholic faith is community outreach. St. Isidore Catholic School provides outreach opportunities to its students. One way we do this is through our Student Service Program. *Sixth, seventh and eighth grade students are required to participate. Participation in the Student Service Program for these students is a requirement for graduation.*

### 18.2 Student Council

The purpose of our Student Council is:

- To encourage leadership and teamwork
- To give the students an opportunity to voice their ideas through their representatives
- To develop skills in self-government
- To encourage a high standard of academic achievement
- To foster school spirit through loyalty, friendliness, helpfulness and good sportsmanship

Officers are elected from the 7<sup>th</sup> and 8<sup>th</sup> grade. The president **MUST** be an 8<sup>th</sup> grader. Class representatives are selected from each grade 3-8. Meetings are held *monthly* with the Student Council advisor. Participants are considered to be a representative of St.

Isidore Catholic School, and as such are expected to maintain exemplary behavior and Catholic Christian citizenship at all times.

The following academic requirements must be met and maintained throughout the school year by Student Council Officers:

1. Officers must maintain a “B” (3.0) grade point average; with no grade lower than a C (2.0).
2. Officers must maintain a “B” (3.0) grade or higher in Christian Conduct.
3. Officers must receive no “U”s or “F”s on a report card.

NOTE: Any infraction of the above may result in the Officer being removed from office.

## **19.0 Uniform Requirements**

**(Mass Dress Requirements are listed after the regular uniform requirements)**

### **19.1 Boys’ Uniform Requirements**

**Regular School Day Dress  
Boys Kindergarten through 8<sup>th</sup> Grade**

PANTS	<ul style="list-style-type: none"> <li>• Navy blue twill pants. The pants should fit appropriately at the waist, not oversized or too tight in anyway, and have no excess at the foot. (No Cargo Pants)</li> </ul>
SHORTS	<ul style="list-style-type: none"> <li>• Navy blue twill shorts. (No Cargo Shorts)</li> <li>• The shorts should be no longer than the top of the kneecap.</li> <li>• Fit appropriately at the waist, not oversized in any way.</li> <li>• No bicycle shorts.</li> </ul>
SHIRTS	<ul style="list-style-type: none"> <li>• White short sleeved, collared, two/three white button plain knit polo shirts with no tail.</li> <li>• White long sleeved knit polo shirts may also be worn – as needed for cooler weather</li> <li>• One white polo shirt w/school logo for Mass Days</li> <li>• One red polo shirt w/school logo for field trips.</li> <li>• Shirts are to be tucked in during school hours (not during recess time)</li> </ul>
SOCKS	<ul style="list-style-type: none"> <li>• White socks.</li> <li>• White ankle or sport socks (no logos) must be worn &amp; visible at ankle.</li> </ul>
SWEATSHIRT/ JACKET	<ul style="list-style-type: none"> <li>• Blue crewneck sweatshirt with school logo.</li> <li>• Navy nylon St. Isidore Catholic School jacket with logo</li> </ul>

### **19.2 Girls’ Uniform Requirements**

**Regular School Day Dress  
Girls Kindergarten through 8<sup>th</sup> Grade**

SKIRT/ JUMPERS/ SKORTS	<ul style="list-style-type: none"> <li>• Uniform skirts/skorts.</li> <li>• Uniform should be no shorter than 3 inches above the top kneecap.</li> <li>• Skirts may not be rolled at the waist.</li> </ul>
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	<ul style="list-style-type: none"> <li>• K-4<sup>th</sup> girls may wear either the jumper/skirt/skort.</li> </ul>
PANTS	Navy blue twill pants. (No Cargo Pants) The pants should fit appropriately at the waist, not oversized in anyway, and have no excess at the foot.
SHORTS/ SKORTS	<ul style="list-style-type: none"> <li>• Navy blue twill shorts/skort. (No Cargo Shorts)</li> <li>• Shorts should be no shorter than 3 inches above the kneecap.</li> <li>• Shorts should fit appropriately at the waist.</li> <li>• No bicycle shorts.</li> </ul>
SHIRTS	<ul style="list-style-type: none"> <li>• White short sleeved, collared, two/three white button plain knit polo shirts with no tail. (No shorter <i>length</i> or sleeveless polos)</li> <li>• White long sleeved knit polo shirts may also be worn – as needed for cooler weather</li> <li>• One white polo shirt w/school logo for Mass Day</li> <li>• One red polo shirt w/school logo for field trips.</li> <li>• Shirts need to be tucked in during school hours (not at recess)</li> </ul>
SOCKS and TIGHTS	<ul style="list-style-type: none"> <li>• White, navy blue or black ankle-high or knee-high socks or tights.</li> <li>• No logos must be worn, socks must be visible at ankle</li> </ul>
SWEATSHIRT	<ul style="list-style-type: none"> <li>• Navy CREW<i>neck</i> sweatshirt with school logo.</li> </ul>
JACKET	<ul style="list-style-type: none"> <li>• Navy nylon St. Isidore Catholic School jacket with logo</li> </ul>

### 19.3 Shoes for Boy and Girls

There is no special type of shoe required with the school uniform, however,

- All shoes must be worn with socks.
- NO sandals, *moccasins, slippers, slipper-like or* slip-on shoes may be worn for safety reasons.
- Keep in mind that all the shoes must be appropriate for the type of activity in which the student is participating.
- Appropriate athletic shoes should be worn during physical activity, such as for recess and soccer, basketball, volleyball, or baseball.
- Students wearing shoes that have been deemed unsafe and not suitable to wear for obvious safety reasons will be asked not to participate.
- Boots of any kind may not be worn (cowboy, hunting, dress, Uggs etc).
- Shoes will be tightly fastened, laced or Velcro.

### 19.4 Jewelry/Hair/Make-up/Hats

- For the sake of safety **girls will not be permitted to wear earrings which are hoops or which dangle**. Earrings that do not dangle, but are large (as determined by the administration) and could potentially get caught on something will not be permitted. It is not acceptable for girls to wear more than one pair of earrings at a time. The one set of earrings when worn shall be worn only in the lobe of the ear.
- **NO MAKE-UP IS ALLOWED, EXCEPT 8<sup>TH</sup> grade girls may wear mascara.**
- **It is not acceptable for boys to wear earrings of any type at anytime,**
- **Any hair style, hair color, jewelry, colored nail polish\*, or other makeup or style which is deemed inappropriate by the administration will either**

be removed or changed by the student if the student is to continue attending St. Isidore Catholic School. **\*Only clear nail polish may be worn.**

- If jewelry or hats become a distraction for the student or others in the class, the student will be asked to remove the jewelry or hat.
- Hats may be worn outside when needed and if the hat is appropriate for the environment. Hats are to be worn correctly (brim or visor facing in front). No hats are to be worn *indoors*.
- **Boys' hair is not to be spiked at all or when in a normal standing position the hair length MUST NOT TOUCH the top of the shirt collar.** The hair is to be **above** the ears and not hanging in the eyes. A “regular boys’ hair cut”.
- Red shirts may be *worn Monday, Tuesday, Thursday, or Friday but not on Wednesday* MASS DAYS!

### 19.5 Items to Remember

- Red shirts MUST be worn on field trips unless notified by teachers.
- Shirts are to be tucked in the waistband of the shorts, pants, skirts or skort.
- Proper socks *that cover the ankle* per uniform code must be worn on Free Dress/*non-uniform* Days.
- Girls may not wear nylons to school unless permission has been given by the administration.
- If a student’s uniform is too large or too small or in any way fits inappropriately, the student will be asked to rectify the situation.
- A student choosing not to comply with this will be sent home until the situation is rectified.
- Uniform is to be clean and neat.
- **In the classroom, students are to wear only their uniforms. *School-related crewneck and hooded* sweatshirts are permitted – no *other* sweatshirts or jackets *are permitted*.**
- P.E. uniform shirts and shorts are required for **4<sup>th</sup>-8<sup>th</sup> grades**. Optional P.E. sweatpants are available. (See P.E. requirements)
- *Clothing, backpacks, hats and all other personal items are not to have skulls, skull and crossbones, or any improper or suggestive language or pictures.*

### 19.6 MASS DAY DRESS REQUIREMENTS – ALL GRADES

All students will be attending Mass weekly (**EVERY WEDNESDAY** at 8:30 am).

#### GIRLS

- **Uniform (plaid)** skirt/jumper/skort (**no shorts**) (long pants may be worn for cold weather). *Skirts, jumpers, etc. must be longer than the student’s fingertips while the arms are held to the side.*
- **White** polo shirt with school logo (tucked in).
- Blue CREW sweatshirt with school logo (required **BUT USED** as needed for cooler weather). No hooded sweatshirts or jackets of any kind are to be worn during the Mass.
- White, navy blue or black socks or tights (no logos or adornments).

- *On Wednesday Mass Days students may change into shorts at recess.*

## **BOYS**

- Blue twill pants (**no shorts**).
- **White** polo shirt with school logo (tucked in).
- Blue CREW sweatshirt with school logo (required *but used* as needed for cooler weather) No hooded sweatshirts or jackets of any kind are to be worn during the Mass.
- White socks (no logos or adornments).
- *On Wednesday Mass Days students may change into shorts at recess.*

### *First Friday of the Month Mass Requirements for 8<sup>th</sup> Grade Boys \*\*\*\*\**

*Eighth grade boys **MUST** wear long sleeve white dress shirts tucked into navy uniform pants with a NAVY blue tie. Eighth grade may attend First Friday masses – notice will be given ahead of time.*

## **19.7 Free-Dress or Non-Uniform Days**

Students will have Free Dress Days throughout the year (see the monthly calendars) and on Student Council Fun Days. Students are expected to dress appropriately for school on these days.

- Shorts/skirts/skorts should not be shorter than 3” above the knee at ALL times whether during FREE Dress or their school uniform.
- **No sandals are to be worn, students are not to go bare footed at school**
- Jeans may be worn providing they are neat, clean, hemmed, and not frayed or torn.
- The following are *not to be worn* on campus: halter tops, tops showing stomachs, spaghetti straps, any clothing item shorter than 3” above the knee, spandex of any type, “sagging” pants, tight pants, muscle shirts, T-shirts with inappropriate logos, two or more pairs of socks, nylons, and flip-flops.
- We ask that parents/guardians and students use their good judgment when deciding what is appropriate attire for school.
- If a student’s Free Dress Day clothes are too large/baggie or too small/tight or fit inappropriately, the student will be asked to rectify the situation by calling a parent/guardian and asked to bring a change of clothing.
- If you are not sure about what you are going to wear, check first with a teacher or in the office. (**WHEN IN DOUBT, CHECK IT OUT.**)

## **19.8 Brownie and Cub/Boy Scout Uniforms**

Brownie and Cub/Boy Scout uniforms may be worn to school in place of school uniforms on the day when the Brownie and Cub/Boy Scout troop meets with the following restrictions:

- The *entire* Brownie or Cub/Boy Scout uniform is to be worn; and
- If the Brownie or Cub/Boy Scout meeting occurs on a Full Uniform Day, the student must be in Full Uniform.

## **19.9 Costume/Fun Days**

On fun days when students wear costumes, they should be in good taste and appropriate

for Catholic school and be age appropriate for the student wearing it. (See “Free Dress Day” guidelines for further information.)

### **19.10 Labeling of Clothes**

Please clearly label your child’s uniform and other possessions. It is important that sweaters, shorts, skirts, shirts, sweatshirts, jackets, lunch boxes, etc. be labeled; we cannot return lost uniform items, unless we can identify the owner.

### **19.11 Uniform Responsibilities**

- In order to enforce the uniform code we need your help. It is your child’s responsibility and your responsibility to make sure that they attend school daily in proper uniform.
- If for some reason your child cannot be in uniform, the School Office must be notified before the child comes to school.

Parents/Guardians will be called when their child comes to school out of uniform without prior notification and asked to bring in the appropriate uniform.

## **20.0 Technology and the Internet**

Providing this service promotes educational excellence by facilitating resource sharing, innovation, and communication.

Access to computers can make available material that may not be considered of educational value in a school setting. St. Isidore Catholic School takes precautions to restrict access to questionable materials. Students are educated about responsible computer use and site-control software is utilized.

### **20.1 Privilege**

Access to the Internet is a privilege, not a right. St. Isidore Catholic School retains the right to review any material on user stations and revoke student privileges. The school administration and teaching staff will deem what is inappropriate use, and their decision shall be final. Examples of inappropriate use includes, but is not limited to: transmission of unlawful information on the network, improper access, misuse of information/files, and the use of obscene, abusive, or otherwise offensive or objectionable language in either public or private messages. Parents, please investigate what your children have online.

All St. Isidore students must be aware of the following expectations of those who choose to publish or post to a web log or websites (such as Myspace.com, Friendster.com, Yahoo, MSN, etc.) newsgroups, e-mail lists and other forms of online communication. If you choose to identify yourself as a St. Isidore student, you may not represent yourself or our school community in a manner that negatively reflects the St. Isidore tradition, mission, philosophy and behavioral expectations.

You may not publish or post St. Isidore information, including but not limited to, the use of logos, logo wear, team/club photos or images, or reference to employees. Further, you may not post comments, or pictures of a fellow student without their knowledge and

permission. You are legally responsible for the content you post. This means that you or your family may be held personally liable for defamation, liable, obscenity, etc.

## 20.2 Plagiarism and Copyright

Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or works of others and presenting them as though they were original to the users. Users will respect the right of copyright owners. Copyright infringement occurs when an individual reproduces a work that is protected by a copyright without permission of the copyright holder. Users will cite works in an appropriate format.

## 20.3 Computer Use & Care

*Students may not change the settings on any computer in the lab or on the cart. If information is to be saved, it must be saved following the Computer Lab guidelines. Only software provided by the school may be used in the Computer Lab. Do not eat or drink while working on the computers.*

## 20.4 Vandalism

Vandalism will result in cancellation of privileges. User may be held responsible for the monetary costs that are incurred for repairs and/or replacement. Vandalism is defined as any willful or malicious attempt to harm or destroy data and/or hardware. This includes, but is not limited to, the uploading or creation of computer viruses.

# 21.0 Parent Involvement/Communication

## 21.1 Communication

**Office Hours:** The school office is open during regular school days from 7:30 am to 3:30 pm Monday through Friday and by appointment. The office does not have regular hours in the month of July.

<b>Phone Numbers:</b>	School Office	673-2217
	Fax	673-3673
	Extended Day Care	673-2217 ext 203
	Holy Angels Preschool	673-4200
	Church	673-1573

**Telephone:** Students may use telephones for emergency calls ONLY. They may NOT use the phone to call home for forgotten P.E. clothes, homework, field trip permission slips, lunches, etc. It is our goal to teach them how important it is to be responsible.

**Bi-weekly Parent Envelope:** Bi-weekly parent envelopes will be sent home from the School Office every other Wednesday. Any school organizations and individuals who wish to have articles in these communications are asked to submit their items a few days before distribution. The principal must approve all notices prior to distribution.

*This year we are starting the conversion to email format newsletter.*

**Calendar:** A monthly calendar is distributed in the parent envelope and can be found on the web page *and on Option C*.

**Webpage:** The school web page [www.stisidore-yubacity.org/isidoreschool.html](http://www.stisidore-yubacity.org/isidoreschool.html) is useful to find up to date information regarding the school. Please let us know if something needs our attention.

## 21.2 Meetings

**With the Principal:** The principal has an open door policy. However, the principal's schedule, which includes meetings and appointments both on and off campus, may be such that a meeting with her may need to be scheduled at a later time. *The principal is teaching two classes this school year, call for an appointment to be sure the principal is available.* Appointments may be arranged by emailing, calling or visiting the office.

**With teachers:** Teachers are available for appointments after school Monday through *Friday. (Tuesday at 3:05 to 3:30 teachers have a meeting to attend.)* In addition, most teachers can meet in the mornings by appointment, if necessary. However, teachers often need the morning for preparation time. Please email or call the teacher in advance to schedule an appointment.

**Formal Parent-Teacher Conferences:** At the end of the first *trimester* formal Parents/Guardians-Teacher Conferences will be scheduled. On these days a minimum day schedule will be followed with conferences scheduled in 20-minute increments from 1:00 to 4:00 pm. When there is a need, a second formal Parent/Guardian-Teacher Conference will be scheduled, or may be requested by a parent or guardian. Please notify the teacher and the School Office if you are unable to keep a conference appointment.

## 21.3 Parents Club

The purpose of this organization is to provide educational, financial, social, recreational and spiritual services to support St. Isidore Catholic School and to create an appreciation of Catholic education for the greater welfare of the school's children. Also, this organization assists the pastor, principal, teachers, staff and *School Advisory Board* in developing a closer working relationship between the home, school and parish community. Parents are welcome at all meetings. Meeting times are on the school calendar.

### Annual Hours Commitment

- As a part of the admissions requirements, each family has agreed to fulfill 40 hours of service time each school year at St. Isidore Catholic School. It is each family's responsibility to turn in their hours to the office written on the form found in the office.
- **20 hours** of the minimum requirement must be earned by PHYSICAL participation in one or more Parents' Club fundraising events.
- **20 hours** will be GENERAL HOURS. The following are examples of work that may be counted towards GENERAL HOURS:
  - attending Parents' Club General meetings
  - working on school projects at school; driving for field trips
  - working on school projects at home or in the classroom
  - working in the school's sports program or Student Council activities
  - donations to the school or to Parents' Club fundraisers
  - babysitting for another parent permitting them to work at school

- **REQUIRED** obligations at COMMUNITY CARNIVAL held in the Spring:
  - Baking 2 cakes (2 General Hours for 2 cakes).
  - Work one shift in each of child’s class booth(s).
  - Work a shift for the Parents' Club portion of the Carnival.

**EARNING HOURS**

1. An hour of service is worth an hour of participation credit. In addition: One GENERAL hour for each hour of attendance at Parents' Club General Meetings. If both husband and wife attend, they each receive credit (the time is doubled).
2. You will not receive hours for attending a Parents' Club fundraiser (i.e. Golf Tournament or Auction). **However**, if you bring additional people to one of these two fundraisers you may earn one GENERAL HOUR for each guest.)
3. Donation of a single **MAJOR** item:

\$125.00+	5 General Hours
\$100.00 - \$125.00	4 General Hours
\$75.00 - \$99.00	3 General Hours
\$50.00 - \$74.00	2 General Hours
\$25.00 - \$49.00	1 General Hour

4. Baking for school events or Parents' Club fundraisers is worth one General Hour for baking two-dozen cupcakes, 3 dozen-cookies, one cake or one pie.
5. Working at a Parish/School workday earns an hour worked for an hour in General Hours.
6. When donating items to the Rummage Sale only large items such as a couch or a large appliance (refrigerator, television) may be applied (considered) for hours.

**POINTS TO REMEMBER**

- HOURS NOT WORKED WILL BE CHARGED AT \$50 PER HOUR.
- No family may give hours that they have earned to any other family. The purpose is for the school to benefit from each family's effort and talents, not to have a few people do all the work.
- Families may have a relative/close friend help fulfill these hours with approval from Principal.
- Each family will be notified at the trimester as to the number of Physical and General Hours the Annual Hours Committee has recorded for the family. See the calendar for the final day to turn in completed hours.
- Raffle tickets are sent home for some of the fundraisers with the request that a family either purchase them or try to sell them to others. Keep in mind that the family is monetarily responsible for the tickets. If the tickets are not sold, the letter accompanying the tickets will explain the date by which the tickets must be returned to the school. **REMEMBER**, if the tickets are not returned by the given date, the family is monetarily responsible for them.

**EACH PARENT/GUARDIAN IS RESPONSIBLE FOR TURNING IN  
THEIR OWN PHYSICAL AND GENERAL HOURS  
TO THE SCHOOL OFFICE BY THE END OF EACH TRIMESTER!**

**21.4 Catholic School Advisory Commission (CSAC)**

This Board, as the direction setting body of our school, looks to provide a climate where faith can grow. The Board is supportive of the policies of the Bishop and Diocesan Board of Education. No policy of this Board shall become binding without the approval of the Pastor/Principal. Neither the Board as a whole, nor any individual member, shall formally entertain or consider communications or complaints until they have been first referred to the teacher, principal and the pastor. Individual members have status as Board Members only when acting formally as members of the Board while it is in session, or when specifically entrusted by the Board to carry out definite assignments.

**21.5 Dispute Resolution Process**

Disputes often arise in schools due to misunderstandings, differences in judgement, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place and before entering this process. For example, a dispute with a teacher must involve an attempt to resolve the difference with the teacher before beginning this process, and before contacting the principal.

**Procedures**

**Step One:** In the event that the situation cannot be resolved to the mutual satisfaction of either party through open and honest discussion, the dispute shall be presented within ten (10) calendar days of the incident that caused the dispute to the person most directly responsible for the matter involved in the dispute. For example, a parent complaint regarding a teacher's homework policy should be taken directly by the parent to the teacher for resolution.

**Step Two:** Disputes concerning school policy or unresolved disputes concerning school personnel shall be referred within ten (10) calendar days of the incident that caused the dispute, or within ten (10) calendar days of the presentation described in Step One above to the Principal for his or her review and decision. If the dispute is concerning an employee, the Principal shall advise the employee of the nature of the complaint. The employee shall be given ample opportunity for explanation, comment, and presentation of facts as the employee sees them. The principal shall conclude his/her review of the dispute and render his/her decision within ten (10) calendar days of the referral described in this Step.

**Step Three:** If the dispute cannot be resolved in Step Two, the complaining party within

ten (10) calendar days of the Principal's decision in Step Two may present the dispute to the Pastor for his review and decision. The Pastor shall conclude his review of the dispute and render his decision within ten (10) calendar days of the referral to him described in this Step. This step does not apply to Diocesan high schools.

**Diocesan Review:** If the dispute cannot be resolved at Step Three, any party to the dispute, within ten (10) calendar days of the Pastor's decision at Step Three, may petition the *Director* of Catholic Schools in writing for his/her review of the dispute. The *Director*, at his/her sole discretion may decide to review or not review the dispute in question. If the Superintendent chooses to review the dispute, he/she shall render any advisory recommendation to the Pastor in writing within ten (10) calendar days of receiving the written petition.

Items attached to this handbook to be signed and returned on Back-to-School Night:

**Signature Page (both parents and students sign)**

Use when needed:

**Medication Permission Form (Over-the-Counter and/or Prescription)**

### **Right To Amend Parent/Student Handbook**

The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

The Catholic School Advisory Commission, St. Isidore pastor and St. Isidore administrators reserve the right to amend this handbook.

*Providing quality Catholic education since 1955*

**St. Isidore Catholic School**  
**Request for Medication to be Taken During School Hours**  
**This form must be renewed each school year**

<b>To be completed by parent for all medications and OTC medicines</b>
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Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of medication	Dose	Time(s) to be given	Number of days
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I request that my child, named above, be assisted in taking the prescribed medication at school by authorized persons. I agree to comply with the school's policies and procedures. I have provided the medication in its original container and labeled as above.

Date	Daytime telephone number	Parent/Guardian signature
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**To be completed by a licensed physician for PRESCRIPTION MEDICATIONS**

Name of medication	Purpose of medication		
Date Prescribed	Dosage	Frequency	Duration

Precautions, special instructions, possible side effects, comments:  
 \_\_\_\_\_  
 \_\_\_\_\_

The student named above, for whom this medication is prescribed, is under my care.

Print name of physician	Signature of Physician
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Date	Telephone number
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**Staff is Required to Log Medication When Administered**

St. Isidore Catholic School

**PARENT/STUDENT FAMILY AGREEMENT AND  
SIGNATURE VERIFICATION FORM**

**PLEASE RETURN THIS FORM TO THE SCHOOL ON  
BACK-TO-SCHOOL NIGHT**

**We have read and agree to comply with the contents of the St. Isidore Catholic  
School Parent/Student Handbook for the 2011-2012 school year.**

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**PARENT/GUARDIAN SIGNATURE**

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**PARENT/GUARDIAN SIGNATURE (for two parent household)**

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**STUDENT SIGNATURE**

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**STUDENT SIGNATURE (if more than one child is enrolled)**

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**STUDENT SIGNATURE**

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**STUDENT SIGNATURE**

**DATE:** \_\_\_\_\_