

St. Isidore Catholic School
Diocese of Sacramento
Parent/Student Handbook
2018 - 2019



200 Clark Avenue
Yuba City, CA. 95991
(530) 673-2217
Fax (530) 673-3673
Preschool (530) 673-4200
Church Office (530) 673-1573

Planting Seeds of Faith and Knowledge
www.stisidoreschool.org

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*

Dear Parents,

On behalf of the pastor, the faculty and staff, School Advisory Commission and Parent Club Officers, I want to welcome you to our school. St. Isidore faculty and staff are dedicated to educating our students to be prepared for the challenges of our millennium, both spiritually and academically. We will continue to focus on compassion and respect for life and the teachings of Christ. Our Student Learning Expectations, found in this handbook outline our expectations for our students when they leave the 8th grade

Through my years as an educator I have taught at almost all elementary grade levels including preschool. When I accepted my first principal's position in 1987, I enrolled in the Educational Administrator's Master program at St. Mary's College in Moraga and received my degree in May of 1990 and Administrative Credential in May of 1993.

I have dedicated myself to the success of all catholic school's spiritually and academically.

St. Isidore School is a Catholic school - it is not a private school and it is not a "business". The main focus is to teach the faith. Students graduate from the school with a strong faith in God. They are caring, compassionate Christians who respect life and understand the dangers to the quality of human life in this millennium if we do not keep our focus on God.

The school is for all children. The staff believes in the basic goodness of every child and every individual's right and desire to learn. Catholic education will not only evangelize your child by bringing them closer to God, but also give them the skills, developed to their fullest ability, to move into high school and beyond.

By entrusting your child to our care, together we can build on the Christian values and foundations begun at home to mold your child into a complete Christian. Your child will learn the caring, the love, the compassion, and the forgiveness of Jesus.

Please take time to carefully review this handbook. It explains S.I. S. policies and procedures. You might want to keep it handy for references. Additions, if needed, will be added as the year progresses.

We believe that parents are the primary educators of their children. When parents and school work together, they truly provide the best possible education for the child.

Yours in Christ,

Barbara Genera, Principal

Table of Contents

	PAGE
Welcome Letter	3
Table of Contents	1
Important Information Regarding Enrollment and this Handbook	7
<ul style="list-style-type: none">• Scope of this Handbook• Parent/Student Handbook Agreement• Right to Amend• Good Standing and Continued Enrollment• Condition of Enrollment for Parents/Guardians	
About St. Isidore Catholic School	10
<ul style="list-style-type: none">• Mission Statement• Philosophy Statement• Student Learning Expectations• Accreditation• Non-Discrimination Policy	
School Structure and Organization	11
<ul style="list-style-type: none">• Board of Directors• Catholic School Department• Executive Director• Regional Director• Pastor• Parish Finance Council• Principal• Administrative Team• Faculty and Staff• Catholic School Advisory Commission (CSAC)• Parent Club	
Schedule	13
Admission, Registration, and Financial Policies	13
<ul style="list-style-type: none">• Partnership of School and Family• Admission Priorities• Probationary Admission• Age for Admission• Documentation Requirements	

- Physical Examination
- Immunization
- Application Process
- Registration Fee
- Tuition
- Other Fees
- Tuition Collection
- Financial Aid
- Cost of Education
- Other Enrollment Requirements
- Withdrawal

Extended Care 18

- Hours and Days
- Minimum Days
- Monthly Payment Plan
- Drop-in Rate
- Registration Fee
- Extended Care Program Policies

Communication 21

- School Contact Information
- Parent Contact Information
- Confidentiality
- Office Telephone Use
- Communication from the School
- Contacting Teachers
- E-Mail Use
- Deliveries and Forgotten Items
- Back to School Night
- Process for Conflict Resolution

Visiting the School and Volunteering 23

- Visiting the school
- Classroom Visits
- Volunteering Requirements and Guidelines
- Volunteer Code of ethics
- Field trips
- Volunteering Opportunities and Requirements
- Annual Fundraising Commitment
- Annual Hours Commitment

Curriculum 30

- Introduction
- Essential Core curriculum
- Enrichment Curriculum
- Modified Curriculum and Accommodations for Students with Disabilities
- Student Support Team
- Religion Classes, Sacramental Preparation, and Worship
- Altar Servers
- Sunday Liturgy/Family Mass
- Field Trips
- Textbooks
- Christian Service Program

Student Evaluation 33

- Parents as Primary Educators
- Standardized Testing
- Homework
- Homework Time Allotment Guidelines
- Missed Homework due to Absence
- Grading
- Grade Point Average (GPA)
- Conduct/Effort Codes
- Progress Reports
- Report Cards
- Parent Conferences
- Academic and Behavior Probation
- Promotion
- Retention
- Acceleration
- Honor roll
- Awards
- 8th Grade Promotion/Graduation

The School Day and Attendance 38

- School and Office Hours
- Arrival
- Dismissal
- Drop Off and Pick Up
- Walkers and Bike Riders
- Minimum Days
- Absences
- Tardies
- Excessive Absence and Tardiness
- Missed Homework due to Absence

Appearance and Student Uniform Requirements	42
<ul style="list-style-type: none"> • Introduction • Basic Uniform • General Dress Code and Uniform Regulations • Spirit Days • Uniform Holidays • Free dress 	
Health and Safety	46
<ul style="list-style-type: none"> • Immunization and Student Medical Examinations (referenced again) • Emergency Forms • School Insurance Coverage • Illness and Notification • Medications • Medication Forms • Illness at School, Injury, and First Aid • Students with Severe Allergies • Head Lice • Mandated Reporting • Harm to Self or Others • Parking Lot Safety • Severe Illness Outbreak 	
Emergency Procedures	51
<ul style="list-style-type: none"> • Emergency Care Plan • Emergency Drills and Events 	
Student Discipline	52
<ul style="list-style-type: none"> • General policy • Expectations • Academic Integrity • Behavior Guidelines • Right to Search • Interviews by Officials • Disciplinary Actions and Sanctions • Suspension • Reasons for Immediate Suspension • Expulsion • Disciplinary Records 	
Information and Communication Technology Policies	57
<ul style="list-style-type: none"> • Online Social Media and Networking Policy for Parents and Students • Acceptable Use 	

<ul style="list-style-type: none"> • Social Media Use • Use of Electronic Devices Owned or Issued by the School • Acceptable Use Pledge Covering Electronic Devices • Consequences for Violations of Information Technology Policies 	
Harassment and Bullying	61
Controlled Substances	63
Extra-Curricular Activities	65
<ul style="list-style-type: none"> • Diocesan events • Student Council • Social Events and Dances • Student Parties Outside of School 	
Athletics	66
<ul style="list-style-type: none"> • Athletics • Requirements for Participation • Fees • Transportation • Sports Physicals • Participation • Athletic Goals • Conduct of Players During Games and Practices • Conduct of Parents and Fans • Playing Time • Communication with Coaches • Uniforms • Parent Participation 	
Transfer, Custody, and Student Records	69
<ul style="list-style-type: none"> • Transfer of Students • Transfer of Students Because of Parental Behavior • Transfer Between Catholic Schools • Custody of Minors • Rights of Non-Custodial Parents • Students Not living with Legal Guardians • Access to Student Records 	
Miscellaneous Information and Policies	71
<ul style="list-style-type: none"> • Classroom Parties/Birthdays • Fundraising Guidelines and Restrictions for Students • Lost and Found • Lunch Program 	

- Cell Phone Use by Students

Forms

- 2018-2019 Parent/Student Handbook Agreement Form
- Volunteer Agreement Form
- Acceptable Use Pledge Covering Electronic Devices

Important Information Regarding Enrollment and this Handbook

SCOPE of this HANDBOOK

Enrollment at St. Isidore Catholic School is a privilege. Ongoing student status is subject to the school's academic and behavioral standards which may evolve and change over time. Decisions regarding academic matters (including but not limited to the issuance of grades), student discipline, and an individual's continuing status as a student at the school are within the discretion of the school administration. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the school administration. Questions about items contained in this handbook should be directed to the principal.

PARENT/STUDENT HANDBOOK AGREEMENT

Signing the Parent/Student Handbook Agreement Form is deemed an agreement on the part of the student and his/her parents/guardians to comply with all policies, rules, guidelines, and regulations of the school as outlined in the most current Parent/Student Handbook and in any subsequent updates or revisions of the handbook. Parents/guardians and students agree that St. Isidore Catholic School has the right as a private academic institution to make rules that require specific conduct on the part of the parents/guardians and students. Parents/guardians and students agree to comply with required conduct and to support the policies and procedures contained herein, and intend to cooperate fully with St. Isidore Catholic School and its personnel as educational partners. Students may not attend class or participate in any school activities until the agreement is signed.

RIGHT TO AMEND

St. Isidore Catholic School reserves the right to amend or waive provisions of this handbook when deemed necessary by the principal. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians and students will be notified in a timely manner. This handbook exists to foster the efficient operation of St. Isidore Catholic School. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school.

The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of St. Isidore Catholic School if the parent/guardian expects the student to remain in good standing with the school.

GOOD STANDING and CONTINUED ENROLLMENT

Students are enrolled at St. Isidore Catholic School on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this

handbook, whether on campus or off campus, unsatisfactory academic standing, or for other reasons that, in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community.

In order to continue enrollment at the school, a student must be in “good standing.” A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons, one whose record of conduct is at least satisfactory, one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of academic requirements and financial obligations. The school reserves the right to refuse registration or re-registration. When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student’s enrollment.

CONDITION of ENROLLMENT for PARENTS/GUARDIANS

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any Parent/Student Handbook and contract of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. Parents/guardians and students may not send or post content on email, text messaging, or social media (e.g., Facebook, Instagram, Snapchat, Twitter, etc.) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Sacramento and St. Isidore Catholic School. This includes expressing displeasure with the school administration, or with a teacher, staff member, student, or any authority at St. Isidore Catholic School and/or parish in regards to a policy, homework, assignments, or any school-related program.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If a difficulty impacts the environment of the school, the principal has the authority to intervene and work to determine an outcome.
5. These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events (e.g. extended care, licensed child care programs, athletics, field trips, etc.).
6. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook. Depending on the

severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

7. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action without a warning.

About St. Isidore Catholic School

MISSION STATEMENT

St. Isidore Catholic School is a faith community committed to learning and serving Christ. St. Isidore School was founded on Gospel values and empowered by the Holy Spirit; a Eucharist people in true service to God and His people. With families as primary educators, in partnership with St. Isidore, we serve as a bridge to the wider community of faith and focus on excellence in spiritual, academic and holistic development of each child to create a future based on the example and teachings of Jesus Christ.

PHILOSOPHY STATEMENT

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.

STUDENT LEARNING EXPECTATIONS (SLEs)

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

St. Isidore Students are children of:

Thought
Integrity
Generosity
Evangelization
Respect
Service

ACCREDITATION

St. Isidore Catholic School enjoys accreditation granted by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). These Associations are non-governmental, nationally recognized organizations whose members include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college/university is one

which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

NONDISCRIMINATION POLICY

St. Isidore Catholic School, in the Diocese of Sacramento, mindful of their primary mission to be witnesses to the love of Christ for all, admits students of any sex, race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. St. Isidore Catholic School in the Diocese of Sacramento does not discriminate on the basis of sex, race, color, national and/or ethnic origin, or disability in the administration of education policies, scholarships and loan programs, and athletic, and other school-administered programs.

School Structure and Organization

BOARD OF DIRECTORS

Catholic Schools of Northern Sacramento Valley (CSNSV), a fiduciary board of directors made up of Catholic laity under the governance of the Bishop of Sacramento, supervises the Catholic School Department (and specifically the Superintendent) in the delivery of the Bishop's vision for Catholic education. The CSNSV board has no direct supervisory or managerial role over individual schools.

CATHOLIC SCHOOL DEPARTMENT

The Catholic School Department (CSD) endeavors to support the mission of the Diocese of Sacramento in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The CSD is committed to the mission of the Church by supporting Catholic faith formation and academic excellence for all to ensure life-long learning and the development of responsible and compassionate citizens. The CSD is comprised of an Executive Director (Superintendent), a Chief Academic Officer (Associate Superintendent), a Director of Professional Development & Leadership Formation (Associate Superintendent), four Regional Directors (Associate Superintendents), a Chief Financial Officer, a WCEA Commissioner, a Communications Coordinator, and an Administrative Assistant.

EXECUTIVE DIRECTOR (SUPERINTENDENT)

The Executive Director oversees the entire program of the CSD.

REGIONAL DIRECTOR (ASSOCIATE SUPERINTENDENT)

A Regional Director is responsible for overseeing an assigned group of Catholic schools within the Diocese of Sacramento and works as a liaison between the pastor, principal, and the CSD.

PASTOR

The Pastor is the ex officio administrative officer of the parish school. As the Bishop is the chief pastor of the diocese, so is the Pastor the head of the parish; he is also responsible for all educational programs

within the parish. Just as the Bishop delegates school-related responsibilities to the Superintendent, so does the Pastor delegate the administration of the school to the Principal and the Regional Director.

PARISH FINANCE COUNCIL

The parish finance council assists the pastor in the administration of all financial aspects of the parish.

PRINCIPAL

The school principal is delegated by the Pastor and the CSD to serve as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe, traditional, Catholic learning environment that meets the approved curricula and mission of St. Isidore Catholic School.

ADMINISTRATIVE TEAM

Two members of the faculty, in addition to the vice principal and the principal, make up the Administrative Team. The functions of the Administrative Team include assisting the principal in specific delegated functions and receiving suggestions from teachers and presenting them at regular administrative or faculty meetings.

FACULTY and STAFF

The faculty and staff are selected by the principal in consultation with the pastor and the CSD. A directory of faculty and staff may be found on the school website.

CATHOLIC SCHOOL ADVISORY COMMISSION (CSAC)

The local Catholic School Advisory Commission (CSAC) consists of the pastor, principal, and nine to eleven members of the school or parish community, including a parent club officer and a rotating faculty representative. The CSAC works interactively with the Principal to fulfill the CSAC's consultative responsibilities regarding the school's Catholic Identity, parent engagement, strategic planning, facilities, marketing, and development activities; its role is collaborative and advisory only.

Parent 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.

Schedule

School hours are 8:00 A.M. to 2:45 for TK-4th, 3:00 for 5th-8th

- 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
- 2:45 P.M. Dismissal for grades TK-4th
- 3:00 P.M. Dismissal for grades 5th-8th
- 3:15 P.M. Final Bell, all students remaining on campus report to Extension.
- 6:00 P.M. Extension closes
- 12:00 P.M. Dismissal for all grades on 1st Friday of each month (extension available)
- 2:00 P.M. Dismissal for all grades on the 2nd, 3rd, 4th and 5th Fridays (extension available)

Admission, Registration, and Financial Policies

PARTNERSHIP of SCHOOL and FAMILY

St. Isidore Catholic School works with the parents in the faith formation of their children and continues the value development begun in the home. The school, however, has a mission to be a Catholic school and to form students in the Catholic faith. All students must participate fully in Religion class and other faith-formation activities subject to the restrictions by the Church upon full participation in the Eucharist by non-Catholics.

Acceptance to St. Isidore Catholic School is a privilege, not a right. Parents have a right to apply to St. Isidore Catholic School for admission of their child (ren), but the privilege of attending the school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education.

Because the Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child's faith formation. If the parents' public beliefs, values, and practices cause disruption of the school's educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied.

Acceptance into St. Isidore Catholic School is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate reasonable needs, if the needs of the child exceed the resources of the

school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

ADMISSION PRIORITIES

The order of priority for acceptance to St. Isidore Catholic School follows:

1. Continuing students in good standing at St. Isidore Catholic School who meet registration deadlines (students who do not meet registration deadlines may lose their priority standing).
2. Siblings of Catholic families attending St. Isidore Catholic School/Holy Angels Preschool
3. Siblings of non-Catholic families attending St. Isidore Catholic School / Holy Angels Preschool
4. New Catholic Families
5. New non-Catholic families

PROBATIONARY ADMISSION

All students are admitted to St. Isidore Catholic School on a probationary basis. Probation covers conduct as well as grades and general participation. The school administration may terminate enrollment at any time.

AGE for ADMISSION

- A child may be admitted to Transitional Kindergarten who is 4 years of age on or before September 1st of the current year; these children do not yet meet the age requirement or the social and/or academic requirements for the school's Kindergarten program.
- A child may be admitted to Kindergarten who is 5 years of age on or before September 1st of the current year; applicants must be developmentally ready, which shall be determined through appropriate screening.
- A child may be admitted into the first grade who is 6 years of age on or before September 1st of the current school year.

DOCUMENTATION REQUIREMENTS

At the time of initial registration, the school will require parent(s) to provide the school with copies of the student's birth certificate, baptismal certificate, social security number, and health records including an up-to-date immunization record.

PHYSICAL EXAMINATION

Every new student must have a physical examination report on file in the school office by the first day of attendance. The report must be dated within 18 months of entrance. Students may not attend class until this information is on file.

The school will require all children to submit proof of having received a health assessment during the 18 months prior to entrance into first grade. The principal may grant permission to extend this to 90 days after entrance.

IMMUNIZATIONS

Immunizations can be a complicated topic which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician).

The California Health and Safety Code sections 120325-120380 set forth current California law on this topic; a summary follows:

- Required immunizations for grades TK – 12 currently include the following: polio (OPV or IPV); diphtheria, tetanus, pertussis (DTP, DTaP, or DT); measles, mumps, rubella (MMR or MMR-V); hepatitis B (HepB or HBV); and varicella (chickenpox, VAR, MMR-V, or VZV).
- Students entering 7th grade are required to have Tdap (or DTP/DTaP given on or after the 7th birthday).
- The California Dept. of Public Health may require vaccination for "any other disease deemed appropriate."
- Public or private elementary schools are prohibited from admitting any child without documentation that the child has been immunized for the specified diseases, unless there is a documented medical exemption, based on attestation from the child's licensed physician that immunization is not safe, due to medical circumstance, such as family medical history.
- Regarding former exemptions for personal reasons, any student who, prior to January 1, 2016, had submitted a letter/affidavit of exemption on grounds of personal belief will be allowed to continue enrollment or be enrolled, without proof of immunization, but only until the child reaches the next "grade span." The statute specifies three grade spans: (1) birth to preschool; (2) kindergarten (including transitional kindergarten) through 6th grade; and (3) 7th through 12th grade.
- The school will be permitted to temporarily exclude a student who has not been immunized, if there is good cause to believe the child has been exposed to one of the itemized diseases, until the county or city health department is satisfied that the child is no longer at risk of developing or transmitting the disease.

Questions regarding immunizations should be directed to the principal. The following website provides thorough information: www.shotsforschool.org

APPLICATION PROCESS

New student applications are accepted in the school office (online on the school website beginning in January of 2019) and require a \$40 non-refundable application fee. Applications are considered incomplete until the application fee and all required documentation (see DOCUMENTATION REQUIREMENTS above) have been received. Applications remain on the waiting list throughout the school year for which the application is completed. Parents will be notified by mail regarding acceptance or non-acceptance.

APPLICATION INTERVIEWS, TESTING, or SCREENING

Placement tests may be administered to all prospective students. For TK and Kindergarten students, there will be a screening test completed by the staff before new students will be allowed to enroll. New students in 1st through 8th will be given a STAR test from Renaissance learning for placement before enrollment.

REGISTRATION FEE

This fee helps offset various costs including standardized testing, student insurance, classroom parent club fees, diocesan assessment, technology fee, a student planner, and textbook use.

- A non-refundable registration fee of \$300.00 for each student is due and payable upon registration; students will not be considered registered until the registration fee is paid in full.
- The registration fee for continuing students is due no later than July 1st; priority status for any student is forfeited if the registration fee is not received by the due date.
- ALL financial obligations for the previous school year, including fees due for the Extended Day and Preschool Programs and extra-curricular and co-curricular programs, must be paid in full, and all required work service hours must be completed and recorded before registration is accepted.
- Students transferring from another private school must have paid all fees at the previous school prior to registration at St. Isidore Catholic School.
- A penalty fee of \$40.00 per hour per family is added to the registration fee for unserved parent hours for the year ending at the time registration is due. Any amount due for fundraising obligation will also be added to the registration fees.

TUITION

Tuition rate for Parishioners:

1 child in school	\$4,430 per year
2 children in school	\$7,000 per year
3 children in school	\$8,760 per year

Parishioners are those who are registered Catholic members of St. Isidore Parish, attend Mass regularly, are active in the parish community life, and contribute financially to the parish. This status will be assessed regularly by the school and the parish staff. Failure to meet these criteria will result in the assignment of non-parishioner status and the assessment of the non-parishioner tuition rate. Those belonging to a neighboring parish must provide a letter from their pastor stating they are active members of the Church.

Tuition rate for non-parishioners:

1 child in school	\$4,980 per year
2 children in school	\$8,240 per year
3 children in school	\$10,860 per year

OTHER FEES

Athletic Fees

There is a nonrefundable \$40 fee per student for participation in first sport played; additional after-school sports will cost \$20 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.

Field Trips

Most classes plan one to two field trips during the school year. Cost for any field trip is the sole responsibility of the parent. If the parent experiences a hardship paying for the field trip and want their student to attend, they must contact the classroom teacher in a timely manner.

TUITION COLLECTION

Tuition is managed exclusively via the FACTS Management Company. Parents may select one of the following options:

- One payment: August 1, 2018 (full payment may be made no later than August 2018)
- Two payments: August 1 of 2018 & January 1 of 2019
- Quarterly payments: August 1 of 2018, November 1 of 2018, February 1 of 2019, and May 1 of 2019
- Ten payments: August 1 of 2018 – May 1 of 2019

If an account is in arrears for more than two months, a student may be excluded from class until the account is brought current. For special circumstances, arrangements must be made with the pastor and principal. All monies owed to the school must be paid before a student can enroll for the following year.

FINANCIAL AID

FACTS Management Company manages all applications for financial aid. Applications must be completed by May 1, 2018. Financial aid is only available for Catholic families registered at St. Isidore Parish of parishioners of our neighboring parishes who have a letter from their pastor.

COST of EDUCATION

Tuition and fees do not cover the actual cost of educating a child at St. Isidore Catholic School. Families whose financial situation enables them to pay the actual cost of education are encouraged to do so. Any amount paid above the stated tuition fee is a donation to St. Isidore Catholic School.

OTHER ENROLLMENT REQUIREMENTS

Families agree to fulfill the following additional commitment(s):

- 40 Parent Service Hours minimum total per family (20 general and 20 fundraising)
- Each family is expected to donate an item worth \$40 to the dinner auction
- Each family is expected to generate \$400 profit:
Examples include Jog-A-Thon, raffle tickets, World's Finest, Stephen's Farmhouse, and See's candy
- A penalty fee of \$40 per hour per family is added to the registration fee for unserved parent hours for the year ending at the time registration is due.
- A penalty will be charged for any profit not generated and added to the registration fees.

WITHDRAWAL

Two weeks' notice by parents/guardians is required before the withdrawal of a student. An exit interview must also take place with the principal. Tuition and monthly extension contracts are prorated by day. All other fees/obligations will not be prorated. The registration fee is non-refundable. The school reserves the right to withhold student records until all financial obligations have been settled.

Extended Care Program

The Extended Care Program at St. Isidore Catholic School provides professional care, supervision, homework support, and recreation and enrichment activities for the children of working families who desire both Catholic school education and supplementary day care in a Christian environment as an Extended Care Program of the school day. All policies of school, including the contents of this handbook, apply during the Extended Care Program which is only available to students enrolled at St. Isidore Catholic School for an additional fee.

HOURS and DAYS

The Extended Care Program is available before school from 7:00am to 7:45am and after school from 3:00pm to 6:00pm. The Extended Care Program operates only on regular school days and is not available on holidays, vacations, or in the summer months.

MINIMUM DAYS

The Extended Care Program is available on minimum days from 12:00pm (2:00pm) to 6:00pm for children enrolled in the program and for drop-in students. Minimum days are included in monthly rates. All children must bring lunches on minimum days as no lunch program is available unless otherwise notified.

MONTHLY PAYMENT PLAN

The monthly payment plan is designed for families who know they will be using the Extended Care Program on a regular basis. Rates are significantly lower than the drop-in rate and require a nine-month contractual commitment. Rates are calculated using 180 academic days, and payments are prorated over nine months, September through May. Credit is not offered for unused days, absences, or on days that the Extended Care Program is closed. Monthly contracts are handled through FACTS. All afternoon rates include before school care.

- Grades TK - 8 ~ before school only \$675.00 (\$75.00 per month)
- Grades TK - 8 ~ 3 – 4 pm daily \$1,150.00 (\$115.00 per month)
- Grades TK - 8 ~ 3 – 4:30 pm daily \$1,450.00 (\$145.00 per month)
- Grades TK - 8 ~ 3 – 5 pm daily \$1,950.00 (\$195.00 per month)
- Grades TK - 8 ~ 3 – 6 pm daily \$2,450.00 (\$245.00 per money)

DROP-IN RATE

Students who are not on a monthly Extended Care Program contract will be charged the drop-in rate, billed in ¼ hour increments, on a monthly basis. Drop-in Extended Care Program fees are due at the school office on the 1st of each month. Non-payment of Extended Care Program fees will result in removal from the Extended Care Program.

- \$7.00 per student per hour

REGISTRATION FEE

The registration fee covers the cost of materials and supplies for the extended program.

- \$30 for one child/ \$60 for two children/ \$75.00 for three or more children per family

EXTENDED CARE PROGRAM POLICIES

All policies of school, including the contents of this handbook, apply during the Extended Care Program.

- Any students on campus before 7:45am or after 3:15pm must use the Extended Care Program.
- Students are NOT allowed to wait unsupervised off campus before 7:45am or leave school unsupervised at any time to avoid signing in to the Extended Care Program.
- If a student remains at school after 3:15pm, he or she must be enrolled in the Extended Care Program. The teacher supervising dismissal will escort students not picked up by 3:15pm to the Extended Care Program. Parents will be charged the per student hourly rate if their child is not contracted.
- If a student has a reason to remain at school, such as tutoring, math lab, sports practice, or another *supervised* activity, his or her siblings may not remain at school after 3:15pm unless they are enrolled in the Extended Care Program.
- When students will be attending the Extended Care Program after these supervised activities, parents MUST inform the Extended Care Program Director via the office before attending the activities. The program is limited to those students who attend St. Isidore Catholic School.

- All children must be signed in and out by a parent or authorized adult each time they use the Extended Care Program (except those who are contracted after school or who are not picked up after school). Children will be released to authorized adults only (those listed on the emergency form).
- Every student attending the Extended Care Program must have the signature of a parent, guardian, or authorized person(s) on file to sign the student out. Any changes must be in writing, signed, and dated. NO EXCEPTIONS! Emergency cards MUST be kept current.
- The Extended Care Program staff is instructed to ask for picture identification from any parent or adult they do not recognize. For the protection of all the children, these rules are strictly enforced.
- Parents must not take children from the playground or other areas without notifying the Extended Care Program staff and signing out the children.
- Students who attend the Extended Care Program after school must check in immediately after school (or 12:15pm/2:15 on minimum days). Students arriving late are required to have a written excuse from their classroom teachers.
- The Extended Care Program must be notified by 3:00pm on the day that a student will be attending the Extended Care Program. In accordance with Diocesan Policy, students must either be signed into Extended Care Program or checked into an approved school activity. Students may not remain unsupervised on campus.
- If an emergency arises, and someone not listed on the emergency form needs to pick up a child, the Extended Care Program staff require written or verbal permission from the parents. Upon arrival, the individual will be asked to show picture identification.
- Time is based on the Extended Care Program Program's clock. After 6:00pm, parents will be charged a late fee of \$2.00 per minute. Parents are asked to pay this fee before their child re-enters the program the next day. After three instances of late pickup after 6:00 pm, parents must meet with the Director and develop a plan for pickup.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

Communication

SCHOOL CONTACTS

School Office: (530) 673-2217
Office Fax Number: (530) 673-3673
Holy Angels Preschool: (530) 673-4200
Extension: (530) 933-8931
Website Address: www.stisidoreschool.org

PARENT CONTACT INFORMATION

It is essential that parent/guardian contact information be kept current at all times on the emergency card in the school office and in SchoolSpeak.

CONFIDENTIALITY

Members of the staff will not divulge information concerning any student to anyone who does not have a clear “need to know.” In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child(ren) involved.

OFFICE TELEPHONE USE

- Calls for students during school hours are to be for emergency only and are to be left with the school secretary.
- Students may use the telephone for emergency calls only. The following are not considered emergencies: forgotten gym clothes, homework, lunches, or social arrangements after school.

COMMUNICATION from the SCHOOL

- The SchoolSpeak portal is the school’s primary mode of communication. This login-protected site is for parents to have access to announcements, week-at-a-glance calendars for the school and each class, sign-ups, forms, RSVP’s, lunch menus, grades, homework, and progress reports. Please check SchoolSpeak on a daily basis to receive the most up-to-date information and announcements.

CONTACTING TEACHERS

Parents must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents may make an appointment in person, leave a voice mail, or email the teacher directly. Messages will be answered within 48 hours. In the case of an urgent message, the office should be contacted. Parents and students should never call a teacher at home or on his or her cell phone.

E-MAIL USE

Email is a great means of communication which been embraced by schools as an effective way to communicate back and forth between parents and teachers. However, the impersonal face of email

unfortunately makes it easy to say things in such a manner that one would not use during a face-to-face meeting or in a personal phone call. The following guidelines govern appropriate e-mail use:

- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors.
- E-mail is not an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
- E-mail is an appropriate place to ask questions that require simple, direct answers.
- E-mail is not an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.
- E-mail should not be used to avoid a difficult situation; the people involved should be spoken to directly.
- E-mail messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
- E-mail should not be used when the sender is upset.

DELIVERIES and FORGOTTEN ITEMS

- Any deliveries to students such as lunches, books, athletic equipment, or homework must be made in the office and not the classroom. Items should be clearly labeled with student first and last name and grade level.
- Birthday presents, balloons, and gifts, etc., are not to be sent to the school office for any student; such items will not be delivered to the classroom but may be picked up by a parent.

BACK to SCHOOL NIGHT

A Back to School Night will be held within the first two weeks of school for all parents to attend. There will be one general meeting at which the principal will address all parents. At this time parents will sign up for various fundraising events.

There will also be another night where parents will attend individual teachers Back to School Nights in their classrooms for grades TK – 4th. Another night will be selected for a Junior High Back to School Night for parents of students in grades 5 through 8.

PROCESS for CONFLICT RESOLUTION

Disputes in schools are usually due to misunderstandings, differences in judgment, opposing interpretations of school policy, or perceived 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 respect, 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. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- If a conflict arises between a teacher and a student, a conference will be arranged with the teacher, student, and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
- The next level of appeal is to involve a vice-principal or dean of students, if applicable. A conference will be held with the parties listed previously.
- The final appeal at the local level is to the principal. In parish schools the principal will consult with the pastor who may be invited to a conference with all parties if he or the family so desire. Every effort should be made at this level to be sure that all parties are able to present their cases.
- After consultation with the pastor, it is the responsibility of the principal to render the final decision.
- In the event that irreconcilable differences remain, an appeal may be made to the Catholic School Department through the Regional Director only when all steps above have been followed. The Catholic School Department will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.
- Local advisory commissions (or School Boards) and parent organizations are NOT part of this appeal process.
- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/or the implementation of its philosophy and policies, the principal will recommend/require that the parent transfer his child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral, and the parents involved in the dispute must make every effort to resolve the dispute between themselves, and to keep it away from the school environment. Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent.

Visiting the School and Volunteering

VISITING the SCHOOL

- All visitors and volunteers must sign in at the school office upon arrival and sign out when leaving.
- Unaccompanied siblings who are not registered students of St. Isidore Catholic School are not permitted on campus during school hours without prior scheduling.
- Pets are not allowed on campus unless preauthorized.

CLASSROOM VISITS

- Parents/guardians are welcome to visit the classrooms of their children if prior approval has been obtained from the teacher and principal.
- Other children visiting classrooms must be cleared in advance with the principal and teacher.
- The principal reserves the right to refuse a request, in his or her discretion.

VOLUNTEER REQUIREMENTS and GUIDELINES

All parents, guardians, grandparents, relatives, or friends who wish to volunteer at school events, drive on field trips, help in the classroom, or volunteer at parish events where the school children are present, **MUST** be fingerprinted (fee due at the time of fingerprinting) **AND** have clearance through the Safe Haven Program. All volunteer coaches or aides over the age of 18 must be fingerprinted. The time frame for fingerprint results can be anywhere from 48 hours to a week. All results are sent to the Diocese. It is **REQUIRED** that this clearance be on file **BEFORE** anyone can volunteer in any capacity. Volunteering is a privilege granted at the discretion of the principal.

- Fingerprinting: The school office will provide forms and information regarding fingerprinting.
- Save Haven training: A link is available through SchoolSpeak to take this online training for identifying and preventing child abuse and neglect. Volunteers will submit a copy of the certificate of completion to the school office. Volunteers should contact the school office for assistance or more information. This training must be renewed every 3 years.
- Signed Volunteer Agreement Form
- Driving and Insurance Requirements:
 1. All volunteers who drive children for school-sponsored activities must be covered with auto liability insurance. Current volunteer driver information forms must be completed and left in the school office.
 2. The privately owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/ \$300,000.00 cumulative each loss or occurrence, bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.
 3. No vehicle larger than an 8-passenger vehicle may be used.
 4. The number of persons in a car should not exceed the number for which the car was constructed, and all children must wear a seat belt.
 5. Any child under 6 years of age or under 60 pounds is required to be transported in an age-appropriate car seat or booster seat.
 6. The school must have a copy of the driver's license and current proof of automobile insurance for any volunteer who will be driving students in connection with the school activity.
 7. Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed.
 8. Drivers may not bring siblings or younger children.

VOLUNTEER CODE OF ETHICS

Adults working with children/youth as part of the ministry of the Diocese of Sacramento must strictly follow the following rules and guidelines as a condition of providing services to the children and youth of the diocese. This Code of Ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth **will**:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Collaborate with other adults in service to children and/or youth;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact ;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;
- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and
- Cooperate fully with authorities in any investigation of abuse of children and/or youth.

Adults working with children/youth will **not**:

- Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth;
- Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21;
- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;
- Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
- Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
- Humiliate, ridicule, threaten, or degrade children and/or youth;
- Touch a child and/or youth in a sexual or other inappropriate manner;
- Use any discipline that unreasonably frightens or humiliates children and/or youth; or
- Use profanity in the presence of children and/or youth.

FIELD TRIPS

- Students must have a signed permission slip for each trip which is distributed by the students' teacher. No other signed form can be substituted, and no phone call authorization can be taken.

- Those transporting children must have completed the driver's insurance coverage form and follow the volunteer guidelines as listed in this handbook. The minimum age for a driver is twenty-one (21). Those driving or chaperoning may not bring younger children on the trip. Parents must drive site-to-site according to the field trip form and follow routes given by teacher; no detours or unscheduled stops may be taken.
- As students are representing St. Isidore Catholic School, they are required to wear the school uniform on all trips away from school unless the principal decides otherwise.

VOLUNTEERING OPPORTUNITIES and REQUIREMENTS

ANNUAL FUNDRAISING COMMITMENT-Preschool - TK – 8th Grade

All families will participate in fund raising to meet a certain level of tuition reduction credits. This program consists of selling items and purchasing or selling tickets. Parents will receive credit for the part that is considered to be the profit. (Profits shown are an estimate and may change at the time of sale.) Statements will be sent home periodically showing these credits.

Fundraising:

- \$200 by Jan. 11/\$200 by May 24th
- Preschool \$100 by Jan. 11/\$100 by May 24th

The following are included in this group:

1. Jog-a-thon - credit will be given for 90% of paid pledges
2. World's Finest Chocolates - credit will be given for 45% of sales
3. Stephen's Farmhouse Jam/Cookie Dough sale credit will be given for 30% of sales
4. Fall Festival raffle tickets – 90% of raffle tickets sold
5. Auction raffle tickets – 90% of raffle tickets sold
6. All tickets sent home - % of profit will be determined after the event.

All families will receive information about all of the above. **Any amount earned above that listed below cannot be used for hours or tuition credit. We hope that families will always go above and beyond what is required. There is always of option of buying out of selling items.**

ANNUAL HOURS COMMITMENT–Preschool - TK – 8th Grade

All families will be required to perform service hours to the school for tuition reduction credits. Statements will be sent home periodically showing credits for hours. A \$40.00 credit will be given for each hour of service.

T K through 8th grade families - 40 service hours for a total of \$1600.00 credit

Preschool families - 20 hours for a total of \$800.00 credit

- As a part of the admissions requirements, each family has agreed to fulfill 40 hours (20 preschool) 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** (10 hours preschool) of the minimum requirement must be earned by PHYSICAL participation in one or more Parents' Club fundraising events. Each hour will be equivalent to \$40.00 for a total of \$800. Preschool are required to participate in preschool fundraisers, not the fundraisers of the school

- **20 hours** (10 for Preschool) will be GENERAL HOURS. Each hour will be equivalent to \$40.00 for a total of \$800. Preschool can do their general hours in the preschool or in the school

Physical Fundraising Hours (20)

Fundraising Hours are divided as follows:

- 10 hours by Jan. 11 /10 hours by May 24th
 - Preschool - 5 hours by Jan. 11/5 hours by Mary 24th
 - Please note that families may do all of their hours in fundraising if they prefer.
1. All school families will be required to participate in the Dinner/Auction or Fall-Festival (5 hours per family) Families must contribute a minimum of 5 hours of service to one of these events. Parents who do not work on either event will be billed for the minimum hours required. Each school family must also provide one baked item for the Fall Festival and donate one item worth \$40.00 or a \$40.00 check for the Dinner/Auction. **These two requirements are in addition to the hour requirement.** Soliciting items for the Silent Auction can be used for hours - 1 hour will be given for items equaling a full value of \$100 if the item sells for that amount.
 2. Every family must complete the remainder of their hours in other fundraisers including but not limited to:
 - a. Cookie dough/jam sorting
 - b. Rummage sale
 - c. Tree sale
 - d. Jog-a-thon
 - e. Food Fair
 4. Chairs of all fundraising events will turn in hours completed by those who worked at the event. Credit will only be given for actual hours worked even if you signed up for an event and then was not needed. **Volunteers who do not show up for their scheduled time after being contacted by the chair will be billed \$40.00 for each hour they were scheduled to work. These hours cannot be made up at another fundraiser.**

General Hours (20)

Examples of General Hours are as follows:

- 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
- helping with lunch or yard duty

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. Donation of a single **MAJOR** item based on the selling price:

\$200.00+	4 Fundraising Hours
\$150.00- \$199.00	3 Fundraising Hours
\$100.00- \$149.00	2 Fundraising Hours
\$50.00 - \$99.00	1 Fundraising Hour

3. 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.
4. Working at a Parish/School workday earns an hour worked for an hour in General Hours.
5. Families must come to the school office and complete hour slips for all general hours completed

POINTS TO REMEMBER

- 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.
- 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.
- To receive credit for anything that was purchased for a school event, you must have the original receipts.
- Credit for silent auction items will only be given according to the amount the item was sold for beyond the \$40 request.

Non- Hour Earning items:

- ✓ Participating in food fund raisers such as Papa Murphy's, Jamba Juice, etc.
- ✓ For purchasing items at a Silent Auction or other fundraiser.

Coaches:

- Coaches will receive all of their general hours for coaching a team.
- Those who coach multiple sports may receive other hours as determined by the athletic director and the principal.

Grade Level Requirements:

Holy Angels Pre-School

Help with Dinner/Auction solicitation & package – Feb. 23, 2019

Coordinate Student-Teacher Appreciation Week of May 5th – 11th – 2019

TK /Kindergarten:

Help with Dinner/Auction solicitation & package – Feb. 23, 2019

Coordinate Student-Teacher Appreciation Week of May 5th – 11th – 2019

Host Teacher Luncheon together on Fri. Sept. 7th, 2018

Host Ice Cream Social in May

First Grade

Help with Dinner/Auction solicitation & package – Feb. 23, 2019
Coordinate Student-Teacher Appreciation Week of May 5th – 11th – 2019
Host Family Spaghetti dinner on Wed. Jan. 30th, 2019

Second Grade

Help with Dinner/Auction solicitation & package – Feb. 23, 2019
Coordinate Student-Teacher Appreciation Week of May 5th – 11th – 2019
Host Teacher Luncheon on Fri. Nov 2nd, 2018
Provide set-up/Decor for Spaghetti Dinner on Wed. Jan. 30th, 2019

Third Grade

Help with Dinner/Auction solicitation & package – Feb. 23, 2019
Coordinate Student-Teacher Appreciation Week of May 5th – 11th – 2019
Host receptions for First Holy Communion (date to be determined)

Fourth Grade

Help with Dinner/Auction solicitation & package – Feb. 23, 2019
Coordinate Student-Teacher Appreciation Week of May 5th – 11th – 2019
Host Teacher Luncheon on Fri. Feb. 1st, 2019

Fifth Grade

Help with Dinner/Auction solicitation & package – Feb. 23, 2019
Coordinate Student-Teacher Appreciation Week of May 5th – 11th – 2019
Host Teacher Luncheon on Fri. March 1st, 2019

Sixth Grade

Help with Dinner/Auction solicitation & package – Feb. 23, 2019
Coordinate Student-Teacher Appreciation Week of May 5th – 11th – 2019
Host Teacher Luncheon on Fri. May 3rd, 2019

Seventh Grade

Help with Dinner/Auction solicitation & package – Feb. 23, 2019
Coordinate Student-Teacher Appreciation Week of May 5th – 11th – 2019
Provide clean-up after Spaghetti Dinner on Wed. Jan. 30th, 2019
Host reception for 8th Confirmation (date to be determined)
Host 7th/8th grade class picnic in May

Eighth Grade

Help with Dinner/Auction solicitation & package – Feb. 23, 2019
Coordinate Student-Teacher Appreciation Week of May 5th – 11th – 2019
Provide desserts for Spaghetti dinner on Wed. Jan. 30th, 2019
Organize the Awards dinner before Graduation (date to be determined)

Curriculum

St. Isidore Catholic School embraces the vision of a Catholic educational philosophy. Christian values and traditions of the Catholic faith are integrated into the curriculum and all teaching/learning situations, within and beyond the classroom.

Guidelines for the curriculum at St. Isidore Catholic School are developed and implemented in cooperation with the Catholic School Department of the Diocese of Sacramento. The curriculum is carefully coordinated from Kindergarten through eighth grade. Teachers and school administration review and evaluate textbooks cyclically and sequentially according to specified curriculum areas to insure that Diocesan standards are met. In math and language arts, the school has adopted the California State Common Core Curriculum Standards; in science, next-generation science standards have been adopted. All other subjects will remain aligned to the California State Standards and Diocesan Religion standards. Further specifics regarding the curriculum can be provided by the principal.

ESSENTIAL, CORE CURRICULUM

St. Isidore Catholic School provides complete academic instruction in essential core curricular subjects: English/language arts, reading/literature, religion, mathematics, science, history/social studies, and physical education.

ENRICHMENT CURRICULUM

St. Isidore Catholic School students participate in various programs, depending on the grade level, in art, after school choir, and computer technology as an enrichment of the academic curriculum.

MODIFIED CURRICULUM and/or ACCOMMODATIONS for STUDENTS with DISABILITIES

- Students with identified learning disabilities may receive *reasonable* accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and principal.
- Students with identified learning disabilities who require that the curriculum be reasonably modified to meet their learning needs will have such modifications noted on grade reporting or transcripts with an “M”; however, such notification will not indicate the reason for the modification. A modified curriculum will be the result of collaboration with the family, teacher(s), and principal.

Families with students coming from a public school with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school; if a family wants the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system, they must enroll the student in public school. Catholic schools endeavor to work with the public school and the family to address whatever needs they can in terms of an IEP or 504 but are only required to implement *reasonable* accommodations.

STUDENT SUPPORT TEAM

A student support team is used to identify student needs and develop a plan to address those needs in order to assist individual students. A Student Support Team consists of the classroom teacher, vice-principal, parents, and the student, as appropriate. Intervention responsibilities are clarified for the school, parents, and the student.

RELIGION CLASSES, SACRAMENTAL PREPARATION, and WORSHIP

- St. Isidore Catholic School provides daily religious instruction (Catechesis) that educates children every year, at every grade level, in the four pillars of the Catechism of the Catholic Church: The Profession of Faith, The Celebration of the Christian Mystery, Life in Christ, and Christian Prayer. This age-appropriate approach invites students to discover the meaning and presence of God's activity in their lives and to encounter and know the faith of our Catholic Christian community.
- Students in 2nd Grade prepare for, and receive, the sacraments of First Reconciliation and First Eucharist during the school year.
- Students in 8th Grade prepare for, and receive, the sacrament of Confirmation during the school year.
- All students who receive sacraments must be baptized and active, participating members of the Catholic faith.
- Each school day begins with prayer in the classroom. Opportunities for community and personal prayer are offered throughout the school day (e.g., Assembly, Lunch Blessings, and Dismissal Prayers). Prayer services celebrating the church calendar are offered throughout the school year.
- Mass is celebrated as a school community weekly.
- Opportunities for the sacrament of Reconciliation are offered to students throughout the school year.
- TK, Kindergarten, First and Second Grades are taught weekly through the religion program – Catechist of the Good Shepard.

ALTAR SERVERS

Students in grades 3-8 are encouraged to serve the Parish by training to be altar servers. Parents will be notified about sign-ups and training session for them.

SUNDAY LITURGY/FAMILY MASS

St. Isidore School is first and foremost a ministry of St. Isidore Parish. Our mission is to educate our students forming their intellects and their virtues to the limits of their potential. But even before these aspects of our mission, our mission is to form their spiritual lives and attempt to make disciples of them all. While it is true that some of our students may not be Catholic, we nonetheless approach our mission from a Catholic perspective. Therefore, part of our regular life here at St. Isidore School is to be involved in the Mass and other sacraments. The School participates once a week in the daily Mass

(normally on Friday), but we must not limit ourselves to this. Our Catholic doctrine teaches us that the “Sunday Eucharist is the foundation and confirmation of all Christian practice. For this reason, the faithful are obliged to participate in the Eucharist on days of obligation, unless excused for a serious reason.”

Because of this Catholic teaching, St. Isidore School has the expectation that all of our families that are Catholic would fully practice Catholicism when away from the school and at home, which includes going to Mass every week and on all Holy Days. This expectation and the carrying out of it by our families contribute to the overall goal of creating a particularly Catholic culture at St. Isidore. A Catholic culture is an oasis from the desert of the culture of materialism and hedonism of our society. One excellent way of promoting our particularly Catholic culture here at St. Isidore School is to join together at the same Sunday Mass at least once a month at our Family Mass (usually the second Sunday of the month at 10:00 AM). Joining together at the same Sunday Mass once a month also affords us the opportunity to pray together specifically for our own needs as a school and to provide more awareness of our school to St. Isidore Parish’s parishioners. While this specific Mass might not always fit into an individual family’s schedule, it is highly encouraged for our families to regularly attempt to be present.

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 & 5:00 in Spanish

FIELD TRIPS

Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students. See also VISITING the SCHOOL and VOLUNTEERING.

TEXTBOOKS

Textbooks are provided by the school for students to use. Parent will be asked to replace any lost or destroyed text books. Students should always treat textbooks with respect. Teachers will instruct students as to which textbooks they may consume (write in).

CHRISTIAN SERVICE PROGRAM

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. Participation in the Student Service Program is an 8th grade requirement for graduation. Students in grades 5 through 8 will have a set amount of hours per trimester to complete in service. There will also be a class project during the year. This information will be given to parents at Back to School Night.

Student Evaluation

PARENTS as PRIMARY EDUCATORS

As the primary educators of their children, parents are expected to make frequent use of SchoolSpeak to monitor student progress and to take the initiative to contact teachers should they develop a concern.

STANDARDIZED TESTING

The Catholic elementary schools in the Diocese of Sacramento use a comprehensive, formative assessment program called STAR Renaissance. These assessments of Common Core standards are administered to grades K - 8 four times per year. They are criterion-referenced and indicate a student's mastery level of specific grade-level standards. In addition, students in grades 3 - 8 take the ACT Aspire test in the spring which provides predictive information on their high school/college readiness.

HOMEWORK

Homework is assigned for the purpose of applying and reinforcing concepts, skills, and values being learned in the classroom. Homework supports and enhances previously introduced material and is a valuable way of fostering good, independent study habits. Homework is an effective method for enrichment, as well as, extending the curriculum beyond school hours.

HOMEWORK TIME ALLOTMENT GUIDELINES

Actual homework time will vary by student; the amount of time provided to work on assignments during the school day, the instructional calendar, and individual use of time are factors impacting the amount of homework a student may have on a given day.

Homework will be assigned on a regular basis Monday through Thursday. Written homework is ordinarily not assigned over the weekends and/or holidays with the exception of assignments not completed and/or special projects. Homework time allotment guidelines per day for Catholic schools within the Diocese of Sacramento are as follows:

Grades 1 st and 2 nd	20-30 minutes
Grades 3 rd and 4 th	30-45 minutes
Grades 5 th and 6 th	45-60 minutes
Grades 7 th and 8 th	60-120 minutes

MISSED HOMEWORK DUE to ABSENCE

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.
- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for the pick-up of homework assignments.

- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.
- If a student must leave school prior to the last day of school, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

GRADING

The following academic grading scale has been adopted by St. Isidore Catholic School for essential curricular subjects in accordance with the Report Card Standards determined by the Catholic School Department of the Diocese of Sacramento:

GRADES TK, K, 1, and 2

Exceeds grade level expectations	5
Consistently meets grade level expectations	4
Usually meets grade level expectations	3
Below grade level expectations	2
Far below grade level expectations	1

GRADES 3-8

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

GRADE POINT AVERAGES (GPA)

Grade Point Averages are calculated as follows:

A, A-	=	4.0
B+, B, B-	=	3.0
C+, C, C-	=	2.0
D+, D, D-	=	1.0
F	=	0.0

CONDUCT/EFFORT CODE

Students are expected to be prepared for daily studies, to be diligent in their academic work, to be prompt in completing assignments, and to contribute to a positive learning environment within class. Each Trimester, students' conduct (Christian Citizenship) and effort (Work Habits) in Grades 1 through 8 will also be evaluated.

PROGRESS REPORTS

At a minimum, progress reports will be sent home at the mid-term of each Trimester for students in Grades 1 through 8.

It is the responsibility of the student and parent to inquire at progress report time as to the steps which should be taken to correct any deficiency. Families are reminded that the Progress Report is not a report card but rather an indication of progress to date in a specific area. Dates for progress reports to be sent home are indicated on the school calendar.

REPORT CARDS

Report cards are given in Grades TK-8 at the close of each trimester of instruction. Report cards or a form sent with the report are to be signed by the parents and returned to the teachers within three school days. Students who have been absent 10 or more days during a trimester may receive an incomplete in the subject areas affected.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held for TK – eighth grade at the half way point during the first trimester and again during the 2nd trimester for those specifically requested. There may be other times throughout the year that the parents or teacher deem a conference necessary. The student may be requested to be present at this conference. Parents are encouraged to take the initiative to keep themselves informed of their child's progress. Parents will be notified of their assigned conference time and are requested to notify the teacher as soon as possible if a change is needed.

ACADEMIC/BEHAVIORAL PROBATION

- If a student receives a grade below (C-) in academics, or if a student does not maintain a grade point average of (C) or higher on trimester report cards, she/he will be placed on academic probation.

- If a student receives unsatisfactory grades in either conduct or effort on trimester report cards, or consistently disrupts the learning environment of the classroom, she/he will be placed on behavioral probation.
- Students will remain on academic or behavioral probation until the next progress report or report card is issued. At that time, students who improve their academics or behavior to the appropriate standing will be removed from probation. If not, they will remain on probation and may be asked to acquire special remedial assistance. If a student does not remediate her/his academics or behavior after two grading periods, the school administration will reconsider her/his continued enrollment or re-enrollment.
- Students on academic or behavioral probation are ineligible for extra-curricular activities. Final end-of-year grading from the previous school year determines a student's initial eligibility status.

PROMOTION

- Elementary school students satisfactorily completing a grade's work and who are correspondingly mature shall be promoted to the next grade.
- Advancement on the high school level shall be determined by the successful completion of course work and acquiring the prescribed number of units.

RETENTION

If in the teacher's judgment retention is probable, arrangements for a conference with the teacher, parents, and the principal will be made as soon as possible.

ACCELERATION

Acceleration of the student may be cautiously granted on the recommendation of the teacher, at the discretion of the principal, and with the approval of the parent(s). The child's social and emotional maturity must be seriously evaluated whenever acceleration is considered.

HONOR ROLL (GRADES 4-8)

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 letter grades in all core academic subjects' received each trimester.

- In order to qualify for the "Pastor's Honor Roll", a student must achieve a 4.0 or better in all subjects with no A-s
- 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" in any subject area will disqualify a student from 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) and technology grades are not included when computing a GPA. But students must maintain a “B” grade in conduct and in all non-core subjects to be on any Honor Roll.

AWARDS

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 no more than two of each gift of the Holy Spirit per grade with the exception of the 8th grade. 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.

The following awards are available to eighth grade graduates:

- Mile Run
- St. Hubert Math Award
- St. Jerome Social Studies Award
- St. Albert the Great Science Award
- St. Peter Religion Award
- Kathy Burky-Heier Language Arts Award
- C.K. Chesterton Writing Award
- Salt of the Earth Award
- Edna Renzullo “Heart of Mary” Award
- Betty Wood Service Award
- Presidential Academic Excellence Award –Gold Level

Criteria are established by the President of the United States each year. The criteria includes an A minus or higher in each academic subject including Physical Education and conduct in the 6th, 7th, and 8th grades. It also includes scoring 90% or higher on standardized testing.

- Presidential Academic Excellence Award – Silver Level

Criteria are established by the President of the United States each year. The criteria includes a grade of B or better in each academic subject including Physical Education, as well as an A- or higher in conduct in the 6th, 7th, and 8th grades.

- Citizenship/Conduct Award

Awarded to students who earned an A- or higher in conduct in 6th, 7th, and 8th grades.

- Holy Spirit Awards

EIGHTH GRADE PROMOTION/GRADUATION

Graduation from the 8th grade requires the following:

- Achievement of a passing grade in all subject areas
- Completion and submission all assignments
- Return all school property in good condition
- Return of athletic uniforms (if any)
- Payment of all financial obligations to the school, including fines, by May 15th

Eighth Grade graduation marks an important transition from elementary and middle school to high school, but it should be remembered that this promotion should not eclipse graduation from high school. To mark the spiritual significance of the Catholic elementary and middle school experience, the Bishop celebrates a diocesan-wide Baccalaureate Mass at the Cathedral of the Blessed Sacrament for all of the eighth grade graduates. Each year, families of eighth graders will receive specific information regarding this very special event.

School graduation celebrations (activities and ceremonies) are a privilege reserved for eighth grade students in good standing. Students on either academic or disciplinary probation or whose school financial account is in arrears may not be allowed to participate in celebrations. Students who pose a disruptive influence will not be allowed to participate in the commencement exercises.

A graduation fee will be charged that helps to cover the costs associated with the many events surrounding graduation.

The School Day and Attendance

SCHOOL and OFFICE HOURS

School hours are from 8 am to 2:45 (TK -4) and 3:00 (5-8).

Office hours are from 7:45 am to 4 pm on regular school days. The office will be closed on all school holidays. Summer office hours will be posted.

ARRIVAL

Students may be on campus at 7:45 AM. Earlier arrivals must go to Extended Care. Students requiring additional supervision should be enrolled in the Extended Care Program. Any child on the school grounds before 7:45 AM will be sent to Extended Care and the parents/guardians will be billed for this service.

DISMISSAL

- All students must be picked up promptly after school unless they are to remain for athletics or other supervised activities. After 15 minutes, students will be sent to Extended Care for supervision, and parents will be billed accordingly.
- If students are taking part in an athletic or other after-school supervised activity and must remain for practice, game, or other event, they will be under the supervision of the coach or other adult supervisor. However, siblings who are enrolled at St. Isidore Catholic School cannot, and will not, be supervised by the coaches or other adults and must be enrolled in the Extended Care Program (with prior arrangements having been made with the director) for the period of time that the activity requires; parents will be billed accordingly.
- Written permission is required for all students leaving school without being accompanied by a parent (e.g., student is walking or cycling home, etc.).
- No student may leave the school grounds once he/she has arrived at school.
- In the case of early dismissal (i.e. dental or doctor appointment), parents must provide the office with written notice indicating the reason and the name of the person who will be picking the student up.
- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

DROP-OFF and PICK-UP PROCEDURES

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, parents will need to walk students into the office and sign them in.
- 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 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.

DISMISSAL/PICK-UP PROCEDURES

- 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!

WALKERS and BIKE RIDERS

Students who walk or bike to school must have written parental permission on file in the School Office. Students riding bicycles must wear helmets. Bicycles may not be ridden on school grounds but must be walked to and from the bicycle rack. Bicycles are not to be left at school overnight. The school is not responsible for bicycles left in the bicycle rack, and students are encouraged to use locks to secure their property. Students who walk or ride to school may not leave campus once they have arrived.

MINIMUM DAYS

Certain school days are designated minimum days; dismissal is at 2:00pm or 12:00pm. These days are noted on the calendar.

ABSENCES

- If a student is absent, a parent/guardian must notify the school before 8:30am on the date of the absence with the reason. If the office does not receive a phone call, parents/guardians will be contacted.

- Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., chicken pox, strep, lice, etc.) so that precautions can be taken and notifications sent home. Student confidentiality will be observed.
- A written excuse from the parent/guardian stating the reason for an absence must be presented to the office by the student upon returning to school.
- Medical/dental appointments are considered excused absences. Parents must send a note to the office prior to the appointment informing the teacher and the office that the student will be leaving the school premises or arriving late. Before leaving the school grounds and upon returning, the parent/guardian or designated adult must sign-in the student at the school office.
- A student must attend at least half the school day to be eligible to participate in any extracurricular activity scheduled that same day (e.g., athletic games, class parties, field trips, etc.).

TARDIES

- It is the responsibility of parents/guardians to see that their children arrive by 8:00am. A child is considered tardy if he/she is not in line or in the classroom by the 8:00am bell.
- The parent/guardian must sign-in the tardy student at the office; students must not be taken directly to the classroom. Students who are tardy must receive a tardy slip from the office prior to admittance to class.

EXCESSIVE ABSENCE and TARDINESS

- Excessive absence is considered a total of 18 days per school year.
- Excessive absence for reasons of illness will be handled on an individual basis.
- Excessive tardiness or absence will result in a parent conference with the teacher and/or principal. Persistent tardiness or absence may, at the discretion of the principal, result in decreased academic credit or disciplinary action including dismissal from school.
- Any student who is absent from school without a valid excuse or who is tardy in excess of thirty minutes may be considered truant. The principal may contact an appropriate government entity if there is concern regarding neglect.

ABSENCES AND MAKE-UP WORK

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days upon return to complete the missed work.
- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for the pick-up of homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's

progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.

- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing the way such absences will be addressed.
- If a student must leave school prior to the last day of school and a make-up period is no longer available, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

Appearance and Student Uniform Requirements

INTRODUCTION

Student dress, grooming, and personal cleanliness impact the image of St. Isidore Catholic School. It is a part of school tradition to wear uniforms to avoid class distinction and over-interest in fads. Besides representing school families, the clean, up-to-code uniform draws students' attention to community responsibility. A neat, clean, and tasteful appearance with well-groomed hair creates an atmosphere of confidence, respect, and learning. Moreover, it is an opportunity to uphold, reflect, and respect the dignity of the human person. In adhering to the St. Isidore Catholic School uniform and dress code, students practice the virtues of humility, modesty, obedience, and respect.

It is the joint responsibility of parents and students to see that the uniform and dress code of the school is carried out daily; it is the responsibility of the teacher and staff to monitor and report non-compliance. Every student is expected to be in proper uniform every school day unless otherwise authorized. The uniform should be neat, clean, and in good repair. Violations of any uniform, dress code, and appearance requirements are subject to school disciplinary sanctions.

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time.

Boys TK through 8th Grade

PANTS	<ul style="list-style-type: none"> • 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 <i>or</i> <i>jean-style</i> pants) • Uniform pants must be worn on all Mass days and full uniform days
SHORTS	<ul style="list-style-type: none"> • Navy blue twill shorts. (No cargo <i>or</i> <i>jean-style</i> shorts) • The shorts should be no longer than the top of the kneecap. • Fit appropriately at the waist, not oversized in any way.

	<ul style="list-style-type: none"> No bicycle shorts.
SHIRTS	<ul style="list-style-type: none"> White, red, or navy blue short sleeved, collared, two/three white button plain knit polo shirts with no tail. White, red, or navy blue long sleeved knit polo shirts may also be worn – as needed for cooler weather One white polo shirt w/school logo for Mass days and full uniform days One Tiger Pride T-Shirt (optional) Shirts are to be tucked in during school hours (not during recess time)
SOCKS	<ul style="list-style-type: none"> White, black or navy blue socks. White, black or navy blue ankle or sport socks (no logos) must be worn & visible at ankle.
SWEATSHIRT/JACKET	<ul style="list-style-type: none"> Blue crewneck sweatshirt with school logo. Navy nylon St. Isidore Catholic School jacket with logo
SWEATERS	<ul style="list-style-type: none"> Solid navy or white sweaters only

Girls TK through 8th Grade

SKIRT/ JUMPERS/ SKORTS	<ul style="list-style-type: none"> Navy blue or plaid Uniform skirts/skort. Uniform should be no shorter than 3 inches above the top of the kneecap. Skirts may not be rolled at the waist. K-4th girls may wear either the jumper/skirt/skort. Plaid skirt or jumper for Mass days and all full uniform days
PANTS	Navy blue twill pants. (No cargo <i>or jean-style</i> 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"> Navy blue twill shorts/skort. (No cargo <i>or jean-style</i> shorts) Shorts should be no shorter than 3 inches above the kneecap. Shorts should fit appropriately at the waist. No bicycle shorts at any time
SHIRTS	<ul style="list-style-type: none"> White, red, or navy blue short sleeved, collared, two/three white button plain knit polo shirts with no tail. (No shorter <i>length</i> or sleeveless polos) White, red, or navy blue long sleeved knit polo shirts may also be worn – as needed for cooler weather One white polo shirt w/school logo for Mass Days and full uniform days One Tiger Pride T-Shirt (optional) Shirts need to be tucked in during school hours (not at recess)
SOCKS and TIGHTS	<ul style="list-style-type: none"> White, navy blue or black ankle-high or knee-high socks or tights <i>with feet</i>. No <i>footless tights</i>. No logos must be worn, socks must be visible at ankle

SWEATSHIRT	<ul style="list-style-type: none"> Navy crewneck sweatshirt with school logo.
JACKET	<ul style="list-style-type: none"> Navy nylon St. Isidore Catholic School jacket with logo
SWEATERS	<ul style="list-style-type: none"> Solid navy or white only

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, open-toe shoes, 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.
- No distracting shoes such as with lights, buzzers, or skating, etc.

Jewelry/Hair/Make-up/Hats

- NO MAKE-UP IS ALLOWED, EXCEPT 8TH** grade girls may wear mascara.
- 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.
- Hairstyles are to be simple, clean, and neat. Hair must be its natural color with no highlights, no fads, distinct layers, or distracting hairstyles.
- Boys' hair must be out of the eyes, above the ears, and off the collar.
- Boys must be clean shaven (when applicable).
- The only acceptable forms of jewelry that may be worn at any time include a wristwatch (for boys or girls), one pair of matching stud earrings for girls only (to be worn one in each earlobe only), a holy medal, cross, or crucifix on a chain, a scapular that is worn inside the shirt or blouse (for boys or girls), or a medical alert necklace and/or bracelet when necessary (no other bracelets may be worn).

Items to Remember

- Red or blue shirts may be worn Monday through Thursday, but not on Friday MASS DAYS of full uniform days!
- Tiger Pride shirts are optional and can be worn on Tiger Pride Day.
- Tiger Pride means the students can wear their Tiger Pride shirt or another related school shirt with jeans – no other type of pants or shorts will be allowed on Tiger Pride Day.
- Shirts are to be tucked in the waistband of the shorts, pants, skirts or skort.

- 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. Uniform items need to be size-appropriate and may not be modified in any way (e.g., purchasing smaller sizes than are appropriate or hemming skirts, etc.)
- A student choosing not to comply with this will be given a written warning and lose conduct points. The second time the student 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.**
- **Only School Sweatshirts or School-related crewneck and hooded sweatshirts are permitted at any time – no other sweatshirts are allowed on campus unless the student is in free dress.**
- P.E. uniform shirts and shorts are required for **5th-8th 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.
- NO TATTOOS, permanent or washable
- All clothing should be marked clearly with student first and last name
- Only school uniform sweatpants may be worn for PE – sweatpants are never allowed on campus otherwise.
- Outer coats may be worn over the uniform while outside, but not in the classroom (sweaters or school sweatshirts only).
- No other clothing is allowed including Scout uniforms, Little Flower uniforms, or high school/college sweatshirts.
- If circumstances prevent a student from coming to school in uniform, a note must be sent to the teacher. The substitute uniform should be as similar to the uniform as possible.
- A student choosing not to comply with this will be given a written warning and lose conduct points. Students coming out of uniform a second time must call home for a change of clothes. Upon the third time the student will be sent home until the situation is rectified.

MASS DAY AND FULL UNIFORM DRESS REQUIREMENTS – ALL GRADES

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

GIRLS

- **Uniform plaid** skirt or jumper (**no skorts or shorts**) Skirts, jumpers, etc. must be 3 inches above the top of the kneecap.
- **White** polo shirt with school logo (tucked in).
- Solid blue or white sweater
- Blue CREW sweatshirt with school logo (required but *worn* 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).

BOYS

- Blue twill pants (**no shorts**).
- **White** polo shirt with school logo (tucked in).
- Solid blue sweater

- Blue CREW sweatshirt with school logo (required but *worn* as needed for cooler weather). No hooded sweatshirts or jackets of any kind are to be worn during the Mass.
- White, black or navy blue socks (no logos or adornments).

TIGER PRIDE DRESS CODE

Tiger Pride shirts are optional and can be worn on Tiger Pride Day. Tiger Pride means the students can wear their Tiger Pride shirt or another related school shirt with jeans – no other type of pants or shorts will be allowed on Tiger Pride Day. **Only Jeans without any type of holes or tears can be worn on Tiger Pride Day.**

UNIFORM HOLIDAYS /SPECIAL DRESS UP DAY

On certain days, the principal may call a uniform holiday. On these occasions, students need to be dressed in a manner consistent with modesty and follow any guidelines laid out by the principal for the occasion. Students in grades TK-8th may have a uniform holiday on their birthdays (must be approved by the teacher).

FREE DRESS

- Modesty and simplicity are guiding principles for free dress.
- No extreme fads
- Jeans in good repair (with no holes, intentional or otherwise) will be acceptable for casual “free dress” (not on “dress up” days or addressing the student body at Mass).
- Pants of any kind must fit appropriately (i.e. not skin tight, no spandex and no skinny jeans).
- Pants should be worn at the waist (no sagging).
- Halters, tank tops, or spaghetti straps are not allowed.
- No midriff shirts, loose baggy trousers, cutoffs, see-through shirts, or bike shorts are allowed.
- Objectionable clothing displaying images (e.g., alcohol, tobacco, drugs, controversial rock groups, or themes) are not allowed.
- Flat soled shoes only; NO BOOTS.
- Sandals are not allowed.
- Socks must be worn at all times.
- If there is doubt as to what is appropriate, a plain T-shirt (w/ sleeves) and jeans in good repair should be acceptable.

Health and Safety

IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS

Referenced in the ADMISSIONS section

EMERGENCY FORMS

Each family must have a completed emergency form on file in the school office. These forms must be kept up to date. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt; these contacts must be immediately updated on SchoolSpeak.

SCHOOL INSURANCE COVERAGE

All St. Isidore Catholic School students are covered by insurance for injuries incurred on the school grounds, during school-supervised activities, and to and from school and school-supervised activities. The registration fee includes coverage by the Myers-Stevens and Toohey Company for all students. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. This coverage is secondary to family primary insurance coverage. Insurance information is sent home the first week of school to familiarize parents with the coverage.

ILLNESS and NOTIFICATION

- Parents should notify school office personnel on the first day of a child's illness.
- Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.
- Students who are obviously sick or feverish may not attend school; a child must be fever-free for 24 hours before returning to school.
- A handwritten absence note from the student's parent or guardian is required upon the child's return to school.
- An absence of three or more days requires a doctor's note upon the child's return to school.

MEDICATIONS

- The school does not provide medications of any kind.
- Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the school office. If a student's condition potentially requires epi-pens for severe allergic reaction or inhalers, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.
- Prescribed or over-the-counter medications must be brought to the school office by the parent in the original container.
- Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to take the medication during school hours.
- If it is essential that medications be administered at school, these medications must be administered from the school office only.

- NO member of the faculty or staff in the school office is permitted to administer any medication without the following:
 1. A signed written statement from the parent or guardian of the child
 2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
 3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).
 4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or mis-administration of any kind.

MEDICATION FORMS

The school office can provide the appropriate medication forms that cover the above requirements. These forms must be updated annually. A new form MUST be completed by the physician and parent each school year if the need continues.

ILLNESS at SCHOOL, INJURY, and FIRST AID

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the student.

- Students who become ill or injured at school may not leave the school on their own; parents (or other designated adult on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.
- In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.
- If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

STUDENTS with SEVERE ALLERGIES

Families with students who have identified severe allergies should work with the school as follows:

- Provide written notification (health record) to the school of an at-risk student's allergies that pose a serious threat to the student.
- Confer with qualified school representatives to develop a plan that *reasonably* accommodates the at-risk student's needs throughout the school campus and facilities.

- Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
- Include a photograph of the student on the written form.
- Provide properly labeled medications and replacement medications, as required after use or upon expiration.
- Review policies/procedures with the school representatives, the child’s physician, and the student (if age-appropriate) after a reaction has occurred.
- Provide and update current emergency contact information.
- Educate the child in the self-management of his/her allergy including the following:
 - safe and unsafe foods and exposures
 - strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
 - symptoms of allergic reactions
 - how and when to tell an adult they may be having an allergy-related problem
 - how to read food labels (if age-appropriate)

HEAD LICE

Head lice (or pediculosis) is a common occurrence in elementary and middle schools. When it is identified, procedures that follow must be taken. The school understands that pediculosis may not be an indication of neglect or lack of cleanliness, and where possible, confidentiality will be observed.

- When a student has been identified as having nits and/or lice, the school will contact the parents/guardians to pick up their child for immediate treatment.
- The siblings of the infected student will also be screened.
- The classmates of a student identified as having nits and/or lice may also be screened.
- The student and family will receive information about pediculosis and instructions on treating their child and their home to remove all nits and/or lice.
- Upon return to school, the student will need to be screened at the school office by a school employee for nits and/or lice before being allowed to return to the classroom.

MANDATED REPORTING

St. Isidore Catholic School is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated “mandated reporters” by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

STUDENT THREATS OF HARM TO SELF OR OTHERS

St. Isidore Catholic School will treat student threats to inflict harm to self, to others, or to destroy property, very seriously. Practical jokes or offhand comments of a threatening nature will be considered

serious and will be investigated. Threats that are substantiated may result in disciplinary actions, up to and including dismissal.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designee.
- Threats of harm to self will be treated differently than threats of harm to others.
- The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
- If the threat is judged credible and serious, the principal will notify the following groups/individuals of the threat: parents, pastor, potential victims and their parents, the Catholic School Department, and the police or health care professionals as appropriate.
- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
- If the principal, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the principal will continue the student's suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis.
- In some cases, the nature and credibility of the threat is such that the principal may request withdrawal of the student, or expel the student, without possibility of returning to the school.

PARKING LOT SAFETY

Families are required to observe the following guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process:

- Drivers should not exceed 5 mph while driving on campus.
- Children are to exit/enter vehicles from the passenger side ONLY during the morning.
- Parents must not deviate from the prescribed drop-off and pick-up locations and procedures *even if it appears safe* as these have been carefully determined to keep students out of traffic lanes. See DROP-OFF and PICK-UP PROCEDURES in ATTENDANCE above.
- All instructions of supervising staff must be followed at all times.
- No traffic will be allowed on the playground during school hours except during the designated drop-off and pick-up times.

SEVERE ILLNESS OUTBREAK

If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures:

- Custodians will disinfect surfaces and door handles.
- Preschools may act independently from schools.
- Instructional Assistants may act as substitute teachers.
- Classes not part of the core curriculum may be cancelled and teachers of special classes may act as substitute teachers.
- School administration, office staff, and extension staff may act as substitute teachers.
- Classes may be combined.

Emergency Procedures

EMERGENCY CARE PLAN

The school's emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies.

- In the event of an actual school-wide emergency, the automated SchoolSpeak system will provide parents/guardians rapid notification by text message and/or email.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school—access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, St. Isidore Catholic School has arranged safe haven at the Church, across the street at Hillcrest Plaza, and Park Ave. School
- In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through SchoolSpeak emergency features and/or school emergency phone contacts.
- No student will be released until all St. Isidore Catholic School students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

EMERGENCY DRILLS and EVENTS

- **FIRE**
Fire drills take place regularly. The school will follow instructions of the Fire Department.
- **EARTHQUAKE**
An earthquake drill will take place periodically after fire drills once the students return to class. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.
- **LOCKDOWN/ACTIVE SHOOTER**

Lockdown drills will take place periodically. In event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents via SchoolSpeak as soon as possible. However, the safety of students is the primary importance; this may mean that the school needs to be made secure before parents can be contacted.

- **BOMB THREAT**
Law enforcement will be called and the school will follow their instructions. Parents will be notified when the school is instructed to do so.
- **FLOOD**
The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via SchoolSpeak.
- For any other emergencies, the steps of the Emergency Care Plan above will be followed.

Student Discipline

GENERAL POLICY

The values of Catholic education are the foundation for all interactions and relationships at St. Isidore Catholic School. A student is considered at all times and places a member of the St. Isidore Catholic School student body. This is an honor and privilege and therefore, students must be conscious of their actions at all times, whether on or off campus, including but not limited to, games, dances, rallies, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that stands in opposition to Catholic Christian values, on or off campus, toward anyone in the community, will be viewed as a very serious violation of the school's code of conduct. St. Isidore Catholic School reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school; such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

EXPECTATIONS

Students at St. Isidore Catholic School are expected to conduct themselves according to principles of Catholic Christian behavior:

- To be honest in all dealings with fellow students, teachers, and school personnel;
- To cooperate positively with fellow students, teachers, and school personnel;
- To respect always the person and the rights of all;
- To obtain permission from the proper authority for the use of any of the school facilities or materials (other than those typically used under staff supervision);
- To be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body;

- To be responsible for the care of all materials loaned to the student for the course of studies during the year; and
- To respect parish and school property at all times.

ACADEMIC INTEGRITY

Personal academic integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principle forms of cheating:

- Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.
- Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another's ideas and/or language, in part or whole, without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another's written work including sources off the internet or oral statements without proper citation.
- Knowingly enabling another student to cheat.

Sanctions for cheating are the discretion of the teacher (and, if necessary, the principal) and may include receiving a zero on the exam or work in question, loss of privilege, or suspension.

BEHAVIOR GUIDELINES

1. No gum is allowed on campus
2. Always be in correct school uniform.
3. Stay out of the office area during recess times.
4. Play approved games only. If in doubt, check with teachers/substitutes or yard duty supervisors.
5. Have a school bag/backpack in which to carry books to and from school.
6. Leave electronic devices at home (or with teacher), which include but are not limited to mp3 players, video games, CD players, headphones, cell phones, and electronic tablets. Parents are to call the office if they need to communicate with their child during the school day.
7. Do not bring toys (including trading or playing cards) to school, except when requested to do so by the classroom teacher. This includes any toy or object that can be used as a weapon, including, but not limited to, pocketknives, air guns, water pistols, paintball guns, slingshots, etc.
8. Never leave the school grounds without permission during school hours.
9. Walk at all times in the classrooms and hallways around the school.
10. Play only in designated areas of the playground and field.
11. NEVER play in the bathrooms.
12. Enter the classroom only with the permission of the class teacher/substitute or the principal.
13. Refrain from excessive talking during instructional time.
14. Avoid disruptive behavior, including physical injury or harm to persons or property or threat or attempt of the same.
15. Line up quietly after the bell rings and enter the classroom quietly.
16. Do not use rude, discourteous, or foul language.

17. Respect and care for personal and school property.
18. Follow directions.
19. Refrain from public displays of affection.
20. Show respect toward all school personnel.
21. Do not cheat or commit plagiarism on homework assignments, projects, tests, or written assignments.

RIGHT to SEARCH

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school's responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

School officials therefore reserve the right and responsibility to conduct, and a student must submit to, a search of his/her person, automobile, clothes, bags, cell phone, and electronic equipment when reasonable suspicion exists. A search of a student's person would occur only with appropriate supervision by a faculty or administration member of the same sex, and the school will notify the parents/guardians of the fact that the search was conducted. The school also reserves the right to search any area of campus and school property including all lockers and school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

INTERVIEWS by OFFICIALS

- Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.
- Before releasing a student for an interview, the school employee in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.
- The school employee in charge will inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason not to inform the parents/guardians. In all events, an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise.

DISCIPLINARY ACTIONS and SANCTIONS

The principal and other school personnel may interview students at any time for the purpose of investigation. Parents may not attend such investigations unless they are invited to do so by the

principal. The following sanctions may be imposed upon students is the sole discretion of the school in any order:

- Conduct referral notice either paper or email
- Parent and student conference
- Denial of specified privileges
- Campus Beautification
 - When assigning a campus beautification (during recess), the student wears an orange vest with either a glove and a trash bag or a mechanical grabber and a trash bag to clean up trash on our campus. The orange vest is to identify those with a CB to the person on yard duty.
- Detention: Students are assigned to after-school detention by a member of the faculty or school administration. Detentions are served after school on the day assigned or the day after only. During detention, a student may be assigned work to do around the campus. Detention takes precedence over any co-curricular or extracurricular activity. Written notification of all detentions will be given to the student. Failure to serve detention will result in additional disciplinary action.
- Probation: The principal may place a student on behavioral probation; the student and parent will be notified in writing of the reason for probation, resulting consequences and/or restrictions, the period of the probation, and how the probation may be ended.
- Suspension (see below)
- Withdrawal: Parents may be given the option to voluntarily withdraw their child rather than face expulsion.
- Expulsion (see below)

SUSPENSION

Suspension is a disciplinary action to be used at the sole discretion of the principal. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus but may be served on campus at the discretion of the principal. Suspension ordinarily should not exceed five consecutive school days. However, a student may be suspended from campus longer than this in certain circumstances which may include, but are not limited to, the following: awaiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents will be notified immediately and are expected to pick up the student as soon as possible; parents will remain involved in the process through verbal or written communication or conferencing. Suspension does not carry an academic penalty, and the student should keep up with classwork and homework.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

REASONS for IMMEDIATE SUSPENSION

At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension which may also lead to expulsion. This list shall not be considered as exhaustive:

1. Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
 - refusal to obey school rules;
 - refusal to follow directions;
 - refusal to answer when spoken to directly;
 - giving sharp, rude answers in a disrespectful tone of voice;
 - causing interruption in classroom procedures;
 - cheating, plagiarism, or dishonesty of any kind;
2. Language or behavior which is immoral, profane, vulgar, or obscene on or off campus;
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance or drug or vaping paraphernalia;
4. Injury or harm to persons or property or serious threat to same;
5. Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school;
6. Hazing;
7. Sale of any material on school grounds without proper authorization;
8. Unauthorized absence or continued tardiness;
9. Assault with, or possession of, a lethal instrument or weapon;
10. Serious theft or dishonesty;
11. Outrageous, scandalous, or seriously disruptive behavior;
12. Conduct at school or elsewhere which would reflect adversely on the Catholic school or church;
13. Not adhering to the internet use agreement, hacking into the school computer system, or viewing or attempting to view material through the internet that is deemed inappropriate per the Internet Use Agreement; or
14. Sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

EXPULSION

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the principal. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if he/she is not already suspended, and parents will be notified immediately. Conferencing will take place with the principal, parents, appropriate staff, and the pastor of the parish if he or the family so desire;

the student may be included for part of the conference. If a decision is made to terminate the student's enrollment, the parents may be given the option to voluntarily withdraw the student by a specified date. Otherwise, the student will be expelled. Full credit will be given for all work accomplished by the student up to the moment of withdrawal or expulsion.

DISCIPLINARY RECORDS

Disciplinary records are private documents of the principal and are kept separate from the student's cumulative file and will not follow the student beyond enrollment at St. Isidore Catholic School; they are not available to students or parents.

Information and Communication Technology Policies

ONLINE SOCIAL MEDIA and NETWORKING POLICY for PARENTS and STUDENTS

St. Isidore Catholic School recognizes that many different social networks exist on the Internet (Twitter, Facebook, and Instagram, among others). Millions of people, including students and parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents), necessitating the following standards of conduct for all individuals connected with Catholic schools.

ETHICS AND RESPONSIBILITY

When a Catholic school student or parent is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

- Any official organization of the school, such as CSAC, Parent Club, Boosters Club, etc., may only develop online media with the permission of the school administration. If approved by the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.
- Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive,

derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents, diocesan (school) employees, or parishioners.

- If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonable prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of St. Isidore Catholic School, or Parish, or the Diocese of Sacramento."
- Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the principal, pastor, or their designees.

PHOTOGRAPHS AND VIDEOS

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

St. Isidore Catholic School has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Catholic school activities, then students and parents must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the image should not be posted.
- If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.
- Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.

DISCIPLINE for the Policy above

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

ACCEPTABLE USE of TECHNOLOGY for STUDENTS

To ensure that all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the Internet, and all peripherals. No set of policies and procedures can provide rules to cover every possible situation. Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of computers and electronic devices including, but not limited to, iPads and other tablets, the wireless network, the network, the Internet, and all peripherals.

SOCIAL MEDIA USE

- Use of social networks at school may be limited by school personnel.
- Students who use social media must adhere to the discipline policies in this handbook, the Technology Use Policy, the Diocesan Online Social Media and Networking Policy for Parents and Students, and the Harassment and Bullying Policy.
- Students are reminded that they are always St. Isidore Catholic School students, both on and off campus, and that ALL electronic content is both public and permanent.
- St. Isidore Catholic School reserves the right, at its discretion, to review and/or request removal of any student's social media content. Failure to comply may result in disciplinary action.
- Permission of the school administration is required for the use of the school's name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or postings of such material on the Internet without permission may result in serious disciplinary action, including dismissal from the school.

USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL

- Electronic devices owned or issued by the school are to be used for academic purposes only.
- Students have no reasonable expectation of privacy in their use of the school's electronic equipment or network.
- The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student's electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access.
- All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled.
- All users may never move, change, or disconnect any of the hardware or wires/cables.
- Regardless where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.

- Use of technology on campus or at school functions or events is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection.
- All students must agree to abide by the following Acceptable Use Pledge.

ACCEPTABLE USE PLEDGE COVERING ELECTRONIC DEVICES

- I will use my iPad and my other electronic devices in ways that are appropriate, educational, and meet St. Isidore Catholic School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that my iPad and school computers used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of my iPad.
- I will never leave the iPad unattended, and I will know where it is at all times.
- I will protect my iPad by keeping it stored in the provided case at all times.
- I will never loan out my iPad or give my password to other individuals.
- I will not let anyone else use my iPad other than my parents or guardians.
- I will charge my iPad's battery daily and arrive at school with my device fully charged.
- I will keep food and beverages away from my iPad since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or iPad cover, or do anything to permanently alter the iPad in any way.
- I will not remove or deface the serial number or other identification on any iPad.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, case, and power cords in good working condition.

CONSEQUENCES for VIOLATIONS of INFORMATION TECHNOLOGY POLICIES

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions, including but not limited to, the following:

- Payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined by the network administrator and St. Isidore Catholic School administration.

- Removal of the student from a course of instruction, suspension, and/or expulsion from St. Isidore Catholic School.

Harassment and Bullying

St. Isidore Catholic School affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment/bullying. Harassment/bullying of or by any student is prohibited. Every school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

1. Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his or her social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/bullying. Part of any investigation into a charge of harassment/bullying will be to determine if the incident was a mistake, or something deliberate or repeated.

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct).

Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic;
- B. Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement;
- C. Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
- D. Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures.
- E. Cyber-Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material,

pictures, images, or attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

2. Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the principal, the person being harassed/bullied is to contact the pastor and the Regional Director or superintendent in cases of diocesan schools.
3. The following procedures are to be followed for filing and investigating a harassment/bullying claim:
 - A. Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
 - B. If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or to a member of the school staff, who will then report it directly to the principal. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken.
 - C. The student(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent practicable.
 - D. The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
 - E. Once the facts of the case have been gathered, the principal, in consultation with the Pastor and Regional Director (or Superintendent for Diocesan high schools), will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.
 - F. If a party disagrees with the decision, he or she has the right to appeal the outcome to the Catholic School Department of the Diocese of Sacramento. The

Department will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.

4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.
5. **REPRISAL AND/OR RETALIATION:** Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

Controlled Substances

St. Isidore Catholic School emphasizes a commitment to a positive, faith-based environment for learning and the continued good health and safety of its students. Therefore, students, on or off campus, may not be in possession of, under the influence of, and/or use controlled substances, look-a-likes, or paraphernalia, nor engage in solicitation or distribution thereof.

The term “controlled substance” for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, e-cigarettes and vapor products, or the intentional misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under this policy, at the discretion of the school administration. A full listing of drugs that are illegal under federal law can be found in the Controlled Substances Act (21 U.S.C. §§ 801, et. seq.).

The school expects parents and students to support all policies on the use of controlled substances:

- Parents/guardians and older siblings or family members are legally and morally responsible any time they provide to or allow the use of controlled substances by underage minors.
- Students may not possess, solicit, use, or be under the influence of controlled substances or paraphernalia, on or off campus, or at supervised or unsupervised activities or events.
- Students may not host an event where controlled substances are present or used.
- The presence of students any time controlled substances are used or distributed presumes some level of participation and may result in the same consequences as those using or distributing the substances.
- Students participating in any activities, real or pretend, involving paraphernalia or “look-alikes” associated with controlled substances may be subject to disciplinary action.
- Students may not sell or distribute any controlled substance on or off campus.
- Any student (or parent/guardian on behalf of a student) who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a controlled substance problem will be assisted in the spirit of counseling (unless the student is found to be using the counseling mechanism to avoid disciplinary action). However, this “spirit of counseling” will

require strict adherence to all policies regarding controlled substances; requirements will be handled on an individual basis.

- The presence of students at after-hours school events (such as school or parish fundraising dinners) where alcohol is served to adults does not constitute a violation of this policy.

Upon at least reasonable suspicion that a student has violated this policy, any of the following actions may be taken, as deemed necessary by the school:

- Parent(s)/guardian(s) will be notified.
- A search of the student's belongings (backpack, bag, clothing, electronic device, etc.), desk, locker, or cubby may take place.
- The student may be suspended from school pending an investigation.
- The student and parent(s)/guardian(s) will conference with the principal and/or other school officials.
- The student may be asked to be drug tested once or periodically at a location approved by the school; the cost of drug testing is the responsibility of the parent(s)/guardian(s).
- The student may be placed on a behavior contract which may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended by the evaluation, random drug testing, and any other provision deemed necessary by the school administration.
- The student may be suspended following an investigation.
- The school may ask the parent(s)/guardian(s) to withdraw the student.
- The student may be expelled
- Law enforcement and/or child protective services may be contacted.

DISCLAIMER: Nothing in the school's controlled substance policy should be construed to mean that, as a result of this policy, St. Isidore Catholic School has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.

Extra-Curricular Activities

DIOCESAN EVENTS – (PARTICIPATION AT ANY OF THESE EVENTS ARE DEPENDENT ON STAFF AND PARENT VOLUNTEERS)

- Academic Decathlon: a team-based academic competition (grades 6-8)
- Let the Children Come to Me: a team-based religion competition (grades 5-6)
- Mental Math Bowl: a team-based mental math competition (grades 1-5)
- Respect Life Workshop and Mass for student councils (grades 7-8)
- Speech Contest: an individual speech competition (grades 7-8)

STUDENT COUNCIL

- A student serving on Student Council may be relieved of his or her duties or position either permanently or for a stated time at the discretion of the principal.

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 6th through 8th grade. The president MUST be an 8th grader. Class representatives are selected from each grade (3rd-8th). Meetings are held *twice* 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 while following all of the rules and guidelines of the school including the dress code.

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 "F"s on a report card.
- 4.

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

SOCIAL EVENTS/DANCES

St. Isidore Catholic School sponsors supervised social events and dances to help students develop appropriate social skills in a Christian, Catholic context. Such events will be held on school or parish premises and are only open to students enrolled at the school. A fee may be charged. Rules and guidelines will be published prior to any event.

STUDENT PARTIES OUTSIDE of SCHOOL (not sponsored by the school)

Parents who may sponsor dances and/or parties outside of school time are asked that, if the party is to be advertised at school (e.g., invitations handed out at school), such parties are inclusive of the entire class. Parents and students are reminded that behavior rules and sanctions of the school apply.

Athletics

ATHLETICS

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.

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 a priority. Minimum grade requirements for participation in after school sports and activities are a “B” in conduct and a “C” average in 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 two hours per sport for help at tournaments and snack bars. This is covered in the Athletics Handbook.
- A student must attend at least half of the regular school day to participate in that day’s practices or games.
- Students on behavioral or academic probation are ineligible.
- Students not regularly attending practice sessions will not be allowed to participate in games.

FEES

There is a nonrefundable \$40 fee per student for participation in first sport played; additional after-school sports will cost \$20 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.

TRANSPORTATION

All students who require a ride to any school-sponsored sport activity must have a Pre-Authorized Driver form from their parent/guardians allowing them to ride with pre-authorized drivers. These forms will be distributed at the first meeting of the team. No student may ride in a car to or from a school-sponsored game with an adult who has not been pre-authorized by his/her parent/guardian.

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.

- 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.**

SPORTS

Fall - Boys Flag Football/Girls Volleyball/Cross Country/Soccer grades 2-6

Winter - Boys & Girls Basketball

Spring- Co-ed Track / Jr High girls' and boys' soccer

(Sports are subject to change depending on participation)

SPORTS PHYSICAL

Students enrolled in 1st – 8th grade who are planning to on participate in school sports are required to have a sports physical form completed annually by their physician. This form must be on file in the school office prior to the student participating in any sport game or practice. In addition, each family is required to attend a seasonal sport meeting before the child can participate.

PARTICIPATION

Participation in after-school sports is contingent upon the following:

- Availability of qualified volunteer personnel
- Try-outs, if deemed necessary by the coach
- Payment of the athletic fee
- Parental permission emergency form
- Student’s continuing satisfactory deportment both in school and on the team
- Physical examination form completed by physician, required yearly, prior to the beginning of participation in practice or competition
- A student must attend at least half of the regular school day to participate in that day’s practices or games.

ATHLETIC GOALS

- To build a community which strives to image Christ;
- To develop Christian spirit, school spirit, team spirit and personal acceptance;
- To instill Christian sportsmanship in the life-styles of the participants;
- To teach the participants the proper attitude towards winning, losing and competing with dignity;
- To develop acceptance and appreciation of others;
- To train, instruct and follow athletic/sport rules;
- To develop the students' physical abilities and coordination;
- To help form well-rounded students by fostering good health habits;
- To provide a Christian environment and outlet for youthful energy;
- To teach the positive value of athletic participation; and
- To show the necessity of practice, hard work, and time management.

These goals are founded upon the principle of the infinite worth of each person because he/she is created in the image and likeness of God.

CONDUCT of PLAYERS DURING GAMES and PRACTICES

Athletes are expected to conduct themselves appropriately at all games and practices. Athletes are expected to represent St. Isidore Catholic School in a manner that exemplifies good sportsmanship, pride, and respect. Athletes displaying inappropriate behavior will be removed from the game and face disciplinary consequences.

CONDUCT of PARENTS and FANS

- Parents and fans are expected to demonstrate good sportsmanship and respect for the coach, athletes on both teams, and other parents and fans.
- Parents should not offer coaching instructions to their children during a practice or game.
- Parents should not confront coaches with demands or complaints concerning strategy or playing time for their children during a game. Instead, parents are asked to observe a 24-hour cooling off period after a game before contacting the coach with a concern.
- All children are to be supervised by an adult during games and practices.
- Parents and fans must comply with requests from coaches, the athletic director, the principal, or other site-supervisors during a game or practice; if compliance is not demonstrated, the participants will be asked to leave the premises.
- Non-compliance with the above guidelines may place the enrollment of the students in jeopardy.

PLAYING TIME

Playing time is the prerogative of the coach who will follow league guidelines on this issue; coaches are encouraged to play every player as much as possible. Players cannot expect to play in games if they have not been attending practices and giving 100% effort throughout these practices.

COMMUNICATION with COACHES

- Players are to report all injuries to the coach as soon as possible.
- Students should express any concerns to the coach first before involving parents.
- If student concerns are not resolved after speaking with the coach, parents should contact the coach to express concerns.
- If resolution cannot be achieved, all parties should involve the athletic director.
- The principal should only become involved if none of these steps has achieved resolution. Decisions of the principal in athletic matters are final.

UNIFORMS

Sport uniforms must be turned in within a week of the last game of the season. Uniforms must be laundered and bagged, and the bag should be labeled with the athlete's name. Uniforms may only be worn during games and not during practice. Participants may lose their uniform fee deposit if uniforms are returned late, damaged, or dirty.

PARENT PARTICIPATION

All parents/guardians of athletes are required to sign up for work hours in the snack bar, at game entrance, or score keeping for league games/tournaments held at St. Isidore Catholic School.

Transfer, Custody, and Student Records

TRANSFER of STUDENTS

Students clearly unable to profit from the school by reasons of ability, serious emotional instability or other condition, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/ guardian(s) will be asked to transfer.

- The school will first make reasonable efforts to meet the needs of the student.
- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the principal in consultation with the pastor, teacher(s), and parent(s)/guardian(s).
- Every effort is made to assist the parent(s)/guardian(s) in finding other schools or agencies with facilities to help the child.

TRANSFER of STUDENTS BECAUSE of PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the principal and/or pastor may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school's policies. Parental interference in matters of school administration and abusive language toward principal, pastor, or teacher(s) are some of the reasons for recommending a transfer. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed.

TRANSFER OF STUDENTS BETWEEN CATHOLIC SCHOOLS

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss student performance, parent financial obligations, family involvement, etc.

CUSTODY OF MINORS

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

1. Normally, principals should ask one other adult (e.g. pastor, teacher, secretary) to witness the presentation of the authorization unless the principal is absolutely certain that the authorization is bona fide.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
4. In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized) .

RIGHTS of NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

STUDENTS NOT LIVING WITH PARENTS or LEGAL GUARDIANS

Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's approval in writing or a court order. The new location must meet with the school's approval. Students must reside with a responsible adult of at least 25 years of age; this does not include a boyfriend or girlfriend of the parent or guardian.

ACCESS to STUDENT RECORDS

Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children. Students, 18 years of age or older, have this same right of access.

- Permanent records may be withheld for non-payment of fees.
- Parent(s) may request an appointment during school hours to inspect and review the cumulative file for their children.
- The principal or other school staff member will be present for such a review.
- Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record. Parent(s) do not have a right of access to these records, nor do these records follow the student.
- Parent(s) may request and receive a copy of their child's permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time.
- The Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.

Miscellaneous Information and Policies

CLASSROOM PARTIES/BIRTHDAYS

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. Please notify the teacher and the office staff the day before you would like to bring in something. If notification is not given there is a possibility that the treats may be held in the office until after school.

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 until after school.
- **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 unless all students in the student's class are invited.***

FUNDRAISING RESTRICTIONS FOR STUDENTS

Students are not allowed to sell any items at school unless approved by the school administration. Examples of items that would be appropriate to sell would be Girl Scout Cookies, etc. Students may not do any trading of cards, etc. while at school.

LOST and FOUND

It is the responsibility of each student to take care of their own items. All lost items will be placed in a receptacle located outside the office. Students and parents should check to find lost items.

LUNCH PROGRAM

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 at the YCUSD nutrition office located near Gray Ave. School. A calendar will be posted at the end of each month showing next month's menu. Parents are to pre-pay lunches ahead of time. Parents come into the office to prepay lunches that will go onto your child's account. When the lunch account starts to get low, the office will call the parent to let them know.

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. no microwaves available to heat lunches). 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 brick planter in front of the office door. 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. Parents: please remove toys from fast-food restaurant meals.**

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 their homeroom 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.

2018-2019 Parent/Student Handbook Agreement

[Please detach, sign, and return by the first day of school – August 13, 2018]

When a family signs the statement below, it is understood by the parents/guardians and student(s) that they have read the current Parent/Student Handbook on file and agree to comply with all policies, regulations, and directives stated therein as well as any updates and revisions made to the handbook during their time of enrollment. Students may not attend classes or participate in any activities until this agreement is signed and returned.

By enrolling in St. Isidore Catholic School, all students and parents grant to the school the irrevocable and unrestricted right to use, reproduce, and publish photographs or video images of the student, for slide/video presentations, publications, advertising, brochures, or website(s), or any other purpose, and in any manner and medium, to alter the same without restriction, and to copyright the same. In granting this permission, parent and student also release the school from any and all claims, actions, and liability of whatever nature and relating to the use of said photograph(s), video(s), or related materials.

School administration reserves the right to amend this handbook as needed; notification of such amendments will be made to parents and students in a timely manner.

I have read and understand the information contained in the Parent/Student Handbook and agree to abide by the rules set forth therein.

Please *print* Family Last Name: _____

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature(s) (5th – 8th grade):

Date:

Volunteer Agreement Form

Diocese of Sacramento — Human Resources Services

Volunteer name (please print): _____

Parish / School location name: St. Isidore Catholic School

By signing this form, I acknowledge that I have chosen to volunteer at the Parish/School location named above, in the following capacity:

In connection with my volunteer service, I make the following express representations:

1. I understand and acknowledge that my time and services as a volunteer are being donated by me to the Roman Catholic Church, specifically the Parish/School location named above, without contemplation of compensation or future employment, and that I provide these services for religious, charitable, or humanitarian reasons.
2. I understand that as a volunteer I will earn no wages or benefits in connection with the volunteer services I wish to provide, and that I will not seek any such wages or benefits. I further understand that I will not be entitled to unemployment insurance benefits upon the discontinuance of my volunteer services (regardless of whether such discontinuance is initiated by me or by the Parish / School), nor will I be covered under the Parish's/School's workers' compensation insurance in the event I am injured while engaging in the volunteer services I will provide.

I acknowledge that I have read this agreement, have voluntarily signed it, and that no oral representations, statements, or inducements apart from the contents of this agreement have been made to me.

Date: _____

Volunteer signature

Date: _____

Volunteer signature

Date: _____

Authorized Parish/School Representative

Acceptable Use Pledge Covering Electronic Devices

- I will use my iPad and my other electronic devices in ways that are appropriate, educational, and meet St. Isidore Catholic School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that my iPad and school computers used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of school rules and/or provisions of this Handbook.
- I will take proper care of my iPad.
- I will never leave the iPad unattended, and I will know where it is at all times.
- I will protect my iPad by keeping it stored in the provided case at all times.
- I will never loan out my iPad or give my password to other individuals.
- I will not let anyone else use my iPad other than my parents or guardians.
- I will charge my iPad's battery daily and arrive at school with my device fully charged.
- I will keep food and beverages away from my iPad since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or iPad cover, or do anything to permanently alter the iPad in any way.
- I will not remove or deface the serial number or other identification on any iPad.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, case, and power cords in good working condition.

Signature of Student

Date