

ST. ISIDORE SCHOOL

PARENT AND STUDENT HANDBOOK

2019 – 2020



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435 La Gonda Way † Danville, CA 94526 † 925-837-2977 †
www.stisidore.org

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PRINCIPAL'S LETTER OF WELCOME

Welcome to St. Isidore School! The purpose of the St. Isidore School Handbook is to familiarize and inform students and parents/legal guardians of the policies of our school. Our mutual dedication to these policies will facilitate positive student, parent/legal guardian, staff, and administrative relationships. At St. Isidore School, we offer a quality, caring, academic, and Catholic environment based on the Gospel Values. We encourage and model Christ-like behavior. We foster in all of our students a family spirit, a commitment to excellence, and a positive self-image.

We recognize the fact that the parents/legal guardians have the primary responsibility for the education of their children and that the school exists to help the parents/legal guardians accomplish this task. By selecting a Catholic school, parents/legal guardians choose a special kind of education, one in which they have the right and responsibility to participate.

By the act of registering at St. Isidore School, a student and his/her parents/legal guardians understand and agree to pursue the educational objectives and practices as stated in this Handbook and to observe the disciplinary code of the school.

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

St. Isidore School is honored to be a ministry of the St. Isidore Parish.

Pastor:	Fr. Gerry Moran
Parish Center:	925-362-1915
Parish Web Site:	www.st-isidore-danville.org

Principal:	Mrs. Maria Ward
School Phone:	925-837-2977 Fax: 837-2407
School Web site:	www.stisidore.org

PURPOSE OF HANDBOOK

The provisions in this Handbook are designed to provide parents/legal guardians and students with information and guidance as to the procedures and rules of the school. The provisions in this Handbook are not a contract and impose no obligation on the school. This Handbook is not a part of the tuition agreement. The contents of this Handbook may be amended as necessary at the school's discretion and, if changed,

written notification of such changes will be provided to parents/legal guardians and students.

ABOUT ST. ISIDORE SCHOOL

PHILOSOPHY OF CATHOLIC EDUCATION FOR THE DIOCESE OF OAKLAND

The Catholic elementary and secondary schools within the Diocese of Oakland are the expression of the educational ministry of the parishes, religious congregations, and the Diocese itself. Under the authority of the Bishop, the schools share a common Christian vision, resources and responsibilities as they strive to serve the youth that are reflective of the diverse cultural, ethnic and economic population of Alameda and Contra Costa Counties. The Diocese and individual schools are committed to include the poor in Catholic school education.

The tenets and the tradition of the Catholic faith are an integral component of the philosophy and goals of each school. All facets of Catholic education contribute to the faith development of the students and reflect the commitment to teach and model Catholic principles founded in the liberating love of Jesus Christ and the Good News as proclaimed by the Roman Catholic Church in contemporary society.

The schools prepare youth to respect the sacred dignity of the person as an individual and as a responsible member of a community and also enable students to translate the Good News into action within a challenging and disciplined environment provided by caring and capable teachers.

Finally, schools acknowledge that parents, who have the primary responsibility for the moral and religious development of their children, are partners with the parishes and the entire Christian Community in the continuing education process. Together they participate in the development of the schools policies, curricula, and budgetary process based on Christian values within the constraints of the local school resources.

Consequently, Catholic schools are committed to provide:

- Activities that allow students to experience prayer and liturgy;
- Quality educational opportunities for students of varied academic abilities;
- Financial aid programs to assist those families unable to assume full financial responsibilities for tuition;
- Opportunities for students to serve others in order to fulfill the mandate of Gospel and demands of justice and to recognize that society requires the cooperation and contribution of each of its members.

HISTORY OF ST. ISIDORE PARISH AND SCHOOL

The parish of St. Isidore the Farmer was officially established on April 20, 1910. Its history dates back to the founding of Mission San Jose. When the parish was founded, Danville was the center of an agricultural area. For this reason "Saint Isidore the Farmer" was then chosen as the patron of the parish. Our little chapel to the right of the sanctuary is dedicated to his wife, Santa Maria de la Cabeza.

St. Isidore, the patron of this parish, was born in Madrid, Spain in the 12th century. For a greater part of his life, he was employed as a laborer on a farm near Madrid. He was a devout man, attended Mass daily, and maintained a spirit of prayer as he went about his work. He was favored with celestial visions, and it is said that angels sometimes helped him in his work in the field. He was canonized in 1622. For more information about our parish, please see our parish website at www.st-isidore-danville.org.

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

In September 1962, the Sisters of St. Francis of Philadelphia provided a staff of four Sisters to open the school. The first eighth grade class graduated in 1967. The Kindergarten was started in 1982. The new lobby was built, along with additional resource rooms and a classroom in the fall of 1987. Thirteen classrooms were added for the 1997-98 school year. The U. S. Department of Education in 1993-94 awarded St. Isidore the status of being a Blue Ribbon School. The school was nationally recognized as a school of academic excellence, and continues to promote high academic standards while providing a quality, caring, Catholic education.

MISSION STATEMENT

St. Isidore School is dedicated to educating children in the Catholic faith while providing a rigorous academic environment. We are committed to developing lifelong critical, creative thinkers, who actively serve the Church to enrich the community, communicate effectively, and achieve their highest academic potential.

PHILOSOPHY STATEMENT

St. Isidore School is a Catholic elementary school that believes that parents are the primary faith educators of their children. We are committed to supporting families in preparing their children to live as dedicated, compassionate Catholics in our diverse and ever-changing world. We emphasize academic excellence and provide opportunities for all students to think critically, collaborate effectively and act honorably. Our students develop a faith-filled foundation that is always centered on Gospel Values to recognize and respect the dignity of the human being.

ST. ISIDORE SCHOOL STUDENT LEARNING EXPECTATIONS

The following expectations are an integral part of the Kindergarten through grade eight curriculums. St. Isidore School graduates are:

F - Faithful Catholics who:

- Demonstrate knowledge of the teachings of the Catholic Church
- Model the Gospel Values daily
- Participate in prayer and liturgy
- Show respect for God's creation

A - Active Communicators who:

- Work cooperatively and collaboratively to improve learning
- Communicate thoughts clearly and respectfully
- Write and speak with clarity and confidence
- Listen attentively and compassionately

I - Innovative Learners who:

- Display creativity and curiosity
- Research and analyze information effectively
- Apply various resources, skills, and strategies
- Utilize the tools of technology responsibly

T - Trustworthy Citizens who:

- Exercise self-discipline and self-respect
- Respond compassionately to the needs of others
- Take responsibility for one's actions
- Impart social consciousness

H - Humble Servants who:

- Place others before oneself
- Assist the community willingly
- Exercise compassion and empathy
- Love God and others

PERSONNEL

BISHOP - BISHOP MICHAEL C. BARBER, SJ

The Bishop, the Chief Pastor of the Diocese, is officially responsible for all educational programs within the Diocese. This responsibility extends beyond the spiritual formation of his people and includes all those elements, which contribute to the development of the total Christian community.

The Bishop delegates comprehensive regulatory and general supervisory authority on school related matters by appointing a Superintendent. The Diocesan School Board is approved by the Bishop to function as an advisory board to the Superintendent of Schools and to the Bishop.

SUPERINTENDENT OF CATHOLIC SCHOOLS – KATHLEEN RADECKE

As an appointee of the Bishop, the Superintendent is responsible for reporting directly to the Bishop, or his delegate, and the Diocesan School Board in all matters affecting the Diocesan schools. S/he administers the operation of a School Department and oversees this department in the administration, supervision, and strategic planning for education in the schools of the Diocese.

The School Department provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the Principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and guidelines approved for schools by the Bishop. Schools are also expected to follow curriculum guidelines.

In some special circumstances, decisions may need to be made by the School Department that would ordinarily be made at the school level.

PASTOR – FATHER GERRY MORAN

The pastor, by direction of the Bishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The pastor can render service and leadership to the parish or area school by acting as a religious leader, community builder, and administrator, working together with the Principal, faculty, parents/legal guardians, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the Principal and the renewal or non-renewal of the Principal's employment agreement.

PRINCIPAL – MRS. MARIA WARD

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The Principal fosters community among faculty and students. S/he understands the Catholic school as part of larger communities, both religious and secular. The Principal collaborates with parish and/or Diocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds. The Principal is responsible for implementing school policies.

ADMINISTRATION

The Administration of the school consists of the Principal and Vice Principal who help guide, lead, and develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

FACULTY

The faculty of the school forms a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

ADMINISTRATIVE ASSISTANT

The school secretary is responsible to the Principal for the efficient operation of the school office and the performance of all secretarial, clerical, and other assigned duties related to the Principal's office with the utmost confidentiality.

OTHER SUPPORT STAFF

Support staffs are responsible to the Principal for the efficient operation of the school and for the performance of duties according to their job description.

BOARDS, COMMITTEES, AND ORGANIZATIONS

DIOCESE OF OAKLAND SCHOOL BOARD

A Diocesan School Board is appointed by the Bishop to act in an advisory capacity to the Superintendent and to himself. The responsibilities of the Diocesan School Board include: discussion of any major change in the operation or organization of a school; recommendation of policies affecting the standards of education, finance, salary scales for school personnel, and promotion of effective public relations on behalf of Catholic education.

ST. ISIDORE SCHOOL BOARD

The mission of the St. Isidore School Board is to advise and support the Pastor and Administration to promote a quality, caring, Catholic learning environment for the children and Parish community. St. Isidore School Board acts as an advisory board to the Pastor and Principal. It is not legislative in nature. It gives support, clarifies educational goals, and monitors and supports the school's financial and capital planning as well as emergency preparedness. Those who serve on Catholic school boards, both Diocesan and St. Isidore School Board, support an environment for the teaching of the Catholic faith, the building and experiencing of community, the serving of others and the opportunity for worship. They are called to model what they identify as the purpose of Catholic education. The St. Isidore School Board meetings are held in the Parish Center Conference Room on the third week of every month except December, unless otherwise posted. They are open to the public and begin at 5:00 p.m.

ST. ISIDORE SCHOOL PARENT TEACHER GROUP (PTG)

The Parent Teacher Group works to promote the spiritual and educational development of the children at St. Isidore School. It endeavors to develop a Catholic

community of parents and teachers, to deepen a love and support of Catholic education, to promote parental involvement in the education of their children, and to support the school through fundraising activities.

All families are encouraged to participate in PTG sponsored activities and efforts. All parents are welcome to attend scheduled meetings. If you have a particular item to discuss, please contact the President in advance of the meeting. Meetings are held the second Tuesday of every month at 8:30 a.m. except December.

ST. ISIDORE SCHOOL FOUNDATION

The St. Isidore School foundation was established in 1983 and its primary focus is to benefit St. Isidore School families who need temporary tuition assistance due to job loss or illness. Its donors, board and volunteers believe that a quality, faith-based education brings our children closer to Jesus Christ and lets them share their Catholic beliefs with others. Our students stimulate the life of our parish and community. They are our future and we are investing in them. The foundation is a 501 (c)(3) not-for-profit organization that created an endowment through donations that is free from the pressures of day-to-day school funding. Instead, the foundation's primary focus is on the long-term health of St. Isidore School by helping maintain a vibrant and diverse enrollment. The endowment is prudently managed by the Board and its outside money managers.

ST. ISIDORE SCHOOL SERVICE COORDINATORS/HOSPITALITY

The Service Coordinators are chosen for a two-year term by the Administration. They coordinate room parent activities and other volunteer opportunities.

ST. ISIDORE SCHOOL ROOM PARENTS

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

GENERAL INFORMATION

DAILY SCHEDULES

School Hours Grades K-8 TK	7:50 AM – 1:50 PM (Monday) 7:50 AM – 2:50 PM (Tuesday – Friday) 7:50-11:20 AM Class 11:30- 2:50 PM Class
Lunch Times	11:25-12:05 TK- Grade 4 12:25 – 1:05 Grades 5-8
Office Hours	7:30 AM – 3:30 PM (Monday - Friday)

EARLY DISMISSAL MONDAYS

Every Monday St. Isidore School will be dismissed at 1:50 PM. Early dismissal Mondays are given for faculty professional development, articulation, collaboration, catechetical development and in-service time.

MINIMUM DAY DISMISSAL

On minimum school days, all students are dismissed at 12:00 PM. Minimum school days granted by the Diocesan Department of Catholic Schools are designated for holidays and for in-service days.

EXTENDED CARE (KIDS KONNECTION)

Kids Konnection is a school program available to all students before and after school. Kids Konnection is open from 7:00 AM – 8:00 AM and 2:50 PM - 6:00 PM. Students who arrive before 7:30 AM need to go to Kids Konnection. See the Kids Konnection Handbook in the Appendix for program details.

PARENT INFORMATION

CODE OF CONDUCT FOR PARENTS AND LEGAL GUARDIANS

Parents/Legal guardians of students at St. Isidore School acknowledge the unique partnership between school and family in a Catholic school setting. Success depends on the quality and commitment of all who support the students at St. Isidore School. It shall be a condition of enrollment that the parents/legal guardians 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 expectations and principles include, but are not limited to, all school-sponsored programs, events, field trips and any policies, principles or procedures set forth by the Parent Student Handbook. As partners in education, parents/legal guardians at St. Isidore School agree to:

- Model the behavior and attitude of Christ;
- Provide moral guidance in nurturing the spiritual foundation of the child;
- Work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school;
- Take ownership of their child's behavior and exemplify the Schoolwide Learning Expectations;
- Respect all decisions made by the Administration and staff, both academic and disciplinary; directly express concerns and questions to them;
- Courteously express your concerns about the school operation and its personnel (This may not be done in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.);
- Respect confidential issues that may arise during volunteer time at the school;
- Treat students, faculty, staff, administrators, and other parents/legal guardians with sensitivity and professionalism.
- Adhere to all policies and procedures outlined in the Parent Student Handbook.

The school reserves the right to determine, at its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the parent/legal guardian and may result in the withdrawal of the student(s) from school. The school reserves the right to determine, at its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

SCHOOL-HOME PARENT COMMUNICATION

Parents/Legal guardians are responsible for retrieving information from the SIS Parent Portal website and E-Newsletter. The E-Newsletter contains the Principal's Letter, Announcements, Calendar, and other information. In addition to the E-Newsletter the oldest student in the family will receive a clear Family Envelope that contains SCRIP and other handouts that require payment or action. The Family Envelope needs to be returned EVERY week by every family. All flyers and other information sent home to families must be approved by the Principal and must be emailed or brought into the office. If students lose the Family Envelope, please inform the office so another one can be issued. A replacement fee may be charged for lost envelopes.

CLASSROOM VISITATION POLICY

Parents/Legal guardians and visitors must check in at the School Office before going anywhere on campus. All visitors and volunteers must sign the register and will be issued a visitor badge to wear for the duration of the visit. Do not disturb the classrooms unannounced. Classroom disruptions are kept to a minimum and learning time to a maximum. Parents/Legal guardians are welcome to visit, but require prior planning to ensure that the visit does not interfere with teaching activities. Permission to visit in a classroom must be obtained by contacting the Principal and the classroom teacher.

RELEASING STUDENTS DURING THE SCHOOL DAY

Students will be released only to a parent/legal guardian or to an individual authorized by the parent/legal guardian. The parent/legal guardian's authorization to release a student to a non-parent/legal guardian should be in writing. An ill student will be released only to a parent or authorized person as listed on the Emergency Health Information Form. Students need to be signed in and out of the school office.

ASSEMBLY AND STUDENT BODY EVENTS

Parents/legal guardians are welcome to attend events intended for the student body. Parents/Legal guardians who choose to attend need to be respectful of the rules guiding student behavior. Parents/Legal guardians should not use these events as a place to talk, meet, or gather in a manner that is contrary to the expectations of the students.

CONTACTING TEACHERS

Ongoing communication and cooperation between St. Isidore School and home is essential. Every attempt is made to keep the lines of communication open on all levels.

Contact your child's teacher for an appointment if there is a problem concerning academic progress, behavior, classroom procedures, or teacher-pupil relationships. All concerns should be shared directly with the teacher or staff. Concerns may be shared with the Principal afterward. Do not contact teacher, staff, or Principal at home. Anonymous communication will not be considered for action.

Note: Messages, email and telephone, will be returned within 24 hours (business days)

MESSAGES TO STUDENTS

Messages to students once the school day has begun can cause interruptions to student learning. The office will make every attempt to be sure a message is delivered before dismissal, however it cannot be guaranteed. Students not picked up by 3:10 PM from carpool will be sent to Kids Connection. **There is no need to call to inform students that they will be picked up late.**

LUNCH PROCEDURES

Late lunches should be placed on the lunch cart in the Bensen Center. *No parent/legal guardian is permitted to deliver a lunch to the lunchroom directly.* Students are instructed to check the cart for their lunch. Phone calls home for forgotten lunches are

not allowed. Students who do not have a lunch will receive an emergency lunch from the hot lunch program.

DELIVERING FOOD

Please do not bring any hot food items or fast food to school for your child, including McDonald's, Burger King, In and Out Burger, Taco Bell, Chipotle, and Panda Express. In the case that students receive these food items, they will be sent to the school office. We encourage parents/legal guardians to use our school lunch program. Vendors or other delivery services may not deliver lunches or other snacks. Food may not be delivered to groups of students for birthdays or other celebrations.

SOCIAL EVENTS/PARTIES

The teachers plan class parties in conjunction with the room parents. Classroom parties are to be simple and contained within the classroom. All food brought in for parties must be in accordance with the *St. Isidore School Food Policy*.

School sponsored graduation celebrations may be planned by the school and will be chaperoned by school related personnel. The school is not responsible for any other parties nor does it endorse or allow fund-raising for non-school sponsored celebrations.

OUT OF SCHOOL PARTY INVITATIONS

Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school.

BIRTHDAY CELEBRATION – CLASSROOM TREATS

We allow a simple celebration in the classroom for students' birthdays; however, such celebrations are at the discretion of our teachers. **Excessive parties, balloons, candy and distractions are not allowed.** If a family wishes to bring food to share with the class, please email the teacher in advance of the day. Approval must be obtained, and the food must adhere to the *St. Isidore School Food Policy* and must be selected from the **St. Isidore School Approved Food List** (see appendix). Please note: Home-baked foods are **NOT** allowed. Teachers will review their class party policy at Back to School Night. Teacher-sponsored and school sponsored classroom events involving food follow separate, approved guidelines as managed by our teachers.

PARENT ENGAGEMENT PROGRAM (PEP)

This program is developed to actively engage parents/legal guardians in the school community. Parents/Legal guardians are an integral part of the success of our school programs. **PEP Program runs from June 1, 2019 – May 1, 2020.** The form is available for download online on the parent portal.

PEP Requirements:

- 20 hours per family, per year
- 10 hours per single parent family, per year
- \$30 fee will be applied for each unfulfilled hour

Organization and Tracking:

- Principal - will be the policy maker and financial enforcer
 - Handles all individual inquiries or concerns
 - Financial obligations will be enforced by May 1, 2019
- PEP Coordinator - will organize and track hours
 - The parents in the PEP logbook kept at the school office must record PEP hours. **It is the parents responsibility to update their hours on a regular basis.**
- Office staff will be provided with a PEP information sheet and instructed to refer all inquiries to the PEP Coordinator.

PEP OPPORTUNITIES		
Auction	Foundation Crab Feed	Classroom Volunteers
Book Fair	Lunch Break	Room Parents
Christmas Boutique	Gift Wrap	Chaperone Field Trips
Hospitality	Newcomers	SCRIP
Lunch Room	Yard Duty	
School Nurse	Service Coordinators	

CYO is not a school event; therefore, those hours will not be counted toward the PEP Program. If PEP opportunities arise throughout the year that are not listed above, hours must receive prior approval by the Principal before they are counted toward PEP hours. St. Isidore School employees, School Board, PTG, Foundation members, Room Moms, and Auction are exempt from PEP hours.

GRIEVANCE PROCEDURES

Should a parent/legal guardian have a grievance about or with a teacher, the following procedure must be followed:

- If a parent/legal guardian has any grievance with or about a teacher the parent/legal guardian must first discuss the complaint with the teacher involved. This discussion shall take place with all parties present and never over the telephone or email.
- Should the matter not be resolved to the satisfaction of the parent(s)/legal guardian(s) or teacher, a “written notice” of complaint shall be forwarded within five business days by the parent(s)/legal guardian(s) or teacher to the Principal with a copy to all parties involved. This written notice should state that the parent(s)/legal guardian(s) met with the designated teacher and should also state the specific date and time of the meeting. A brief summary of the conference and outcome should be stated in this written notice.
- After review by the Principal, the Principal and teacher shall review and discuss the complaint at hand. A meeting shall then be scheduled between the parent(s)/legal guardian(s), the Principal, and the teacher to discuss the grievance.
- If there is a need to confer with the Pastor on any unresolved issue, the Principal shall notify the Pastor and a meeting shall be scheduled between the parent(s)/legal guardian(s), the teacher, the Principal, and the Pastor.

Should a parent/legal guardian have a grievance about or with the Principal, the following procedure must be followed:

- If a parent/legal guardian has a grievance with or about the Principal the parent must first discuss the complaint with the Principal. This discussion shall take place with all parties present and never on the phone or email.
- Should the matter not be resolved to the satisfaction of the parent(s)/legal guardian(s) or Principal, a “written notice” of complaint shall be forwarded within five business days by the parent(s)/legal guardian(s) or Principal to the Pastor with a copy to all parties involved. This written notice should state that the parent(s)/legal guardian(s) met with the designated Principal and should also state the specific date and time of the meeting. A brief summary of the conference and outcome should be stated in this written notice.
- After review by the Pastor, the Pastor and Principal shall review and discuss the complaint at hand. A meeting may then be scheduled between the parent(s)/legal guardian(s), the Principal, and the Pastor to discuss the grievance.
- If there is a need to confer with the superintendent on any unresolved issue, the Pastor and Principal shall notify the superintendent of any possible intervention.

If a parent/legal guardian does not follow the procedure stated above, the Administration will not hear the complaint. The parent/legal guardian and Principal will be advised to follow the established procedure. Parents/Legal guardians are to refrain from speaking about any teacher, staff, administrator, student, or other parent/legal guardian in a manner that violates the Code of Conduct. Spreading gossip about a situation resulting from a grievance is harmful to the Catholic community of the school. Parents/Legal guardians who maliciously spread rumors or purposefully malign the character or professionalism of the faculty or staff may be asked to leave the school. Parents/Legal guardians that use email, blogs, or other public forms of communication that negatively characterize the faculty, staff, or Administration or school population may be asked to leave the school. The campus should never be a place for gossip or the spreading of rumors.

FAMILY COOPERATION/REMOVAL OF STUDENTS RESULTING FROM PARENTAL ATTITUDE

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents/legal guardians. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents/legal guardians so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

ACADEMIC INFORMATION

RELIGIOUS EDUCATION

St. Isidore School is committed to fostering the development of the whole child. Our Catholic Identity and religious instruction is an integral and continuing element of the educational experiences of students in all grades and classes. Maximizing the wholesome influences of the Catholic classroom requires an approach that integrates the Catholic value system and moral convictions throughout the curriculum. Students receive formal religion instruction each day and actively participate in school liturgies.

SACRAMENTAL PROGRAM

Catholic students in second grade prepare for the Sacrament of Reconciliation and First Holy Communion. Older students who have not received these sacraments are prepared through the parish.

FAMILY LIFE/CHRISTIAN SEXUALITY

The Oakland Diocesan Catholic elementary school program in human sexuality is an integral part of the educational program planned for each student. The integration of Catholic values in human sexuality occurs as appropriate throughout the entire curriculum.

CURRICULUM

St. Isidore School curriculum development is the responsibility of the Principal and faculty following the approved Diocesan guidelines. Our curriculum follows the State, National, and Diocesan guidelines and offers an integrated and critical thinking approach to subject matter. Specifics for each grade level are explained at Back To School Night.

SUPPLIES

Students are responsible for obtaining and maintaining their own basic school supplies. This includes, but is not limited to, items such as pencils, paper, and pens. The supply list for each grade is listed on the school website. Some supplies may need to be replenished throughout the year.

TEXTBOOKS

Textbooks shall be selected in accordance with school policy developed by the Principal in close consultation with the faculty, and will be used to implement Diocesan Curriculum Guidelines.

All textbooks must be covered at all times with regular, non-sticky paper. Lost books will be replaced at the parent's/legal guardian's expense and there will be no refund if the book is then found. Individual damages will be assessed at the end of the year and appropriate charges made.

STANDARDIZED TESTING

St. Isidore School participates in the Diocesan standardized testing program, Enterprise STAR test, several times a year. Each student's scores will be sent home. The scores are used by the teacher as a diagnostic tool to most effectively adapt the academic program to the strength and needs of the current class. The *Assessment of Catechesis Religious Education* is given to grades five and eight, which helps assess the religious education program. Questions pertaining to these assessments should be directed to the classroom teachers.

RESOURCE PROGRAM

St. Isidore School's Resource Program provides diagnostic testing for students experiencing academic challenges. The staff assists teachers by arranging conferences with parents/legal guardians, teachers, students and Administration to discuss the learning style of the student. The resource staff will help to provide and monitor a plan for the student that will accommodate the student's learning style. In some instances, the resource staff will work with groups of students who need extra classroom assistance. The resource staff also assists with the standardized testing and coordinates the TK, Kindergarten and new student assessment. Teachers are available to meet with parents/legal guardians and students regarding learning issues and concerns.

ACADEMIC INTEGRITY

Integrity is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another, giving another student work to copy and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures.

ELECTRONIC INFORMATION/COMMUNICATIONS

St. Isidore School is committed to the integration and effective use of current and future technology to further the educational mission of the school, and the Church's mission of spreading the Gospel to all people. The Bishops of the United States have supported the use of technology as a means of evangelization.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to the preparation of citizens and future employees.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. St. Isidore School believes that the benefits to students from access in the form of information, resources, and opportunities for collaboration is critically important for learning. Each year parents/legal guardians and students of St. Isidore School must sign the *Telecommunications Responsible Use Policy* for use of the Internet.

CONFERENCES

Communications between teachers and parents/legal guardians is essential. Therefore, parents/legal guardians are encouraged to make an appointment with the teacher when necessary. Please contact the teacher to schedule an appointment ahead of time. Conferences are confidential and need to be held in private. All parties should be cognizant of the student when discussing their concerns. As policy, the teacher will return calls/emails within 24 hours (business days).

1. Fall Conferences

Conferences are held for 20-minute periods during the fall. Parents/Legal guardians are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially. Parents/Legal guardians desiring longer conferences than those scheduled, need to make an additional appointment to meet with the teacher at a different date/time.

2. Conferences Requested by Teacher or Parent/Legal Guardian

Teachers and or parents/legal guardians who wish to meet at times throughout the year are encouraged to make arrangements directly. Please email the teacher to make an appointment. **At no time, should a parent/legal guardian walk into the classroom without first scheduling an appointment with the teacher. We appreciate parents/legal guardians cooperating with our policy of making an appointment with teachers in advance.**

3. Guidelines for Meeting with Teachers/Staff/Administration

1. Please be courteous to the staff member, as you would expect him/her to be to you. Questioning the teacher's authority is not helpful in front of the student. If you have such a disagreement, please request a conference with the teacher privately.
2. Please try to be open to both sides of the story if a problem arises. Perception difference and information reported incorrectly can lead to unnecessary confrontations with the staff member and unwise decisions. Conferences will be terminated due to unacceptable behavior and rescheduled with the Administration in attendance.
3. Please follow the Grievance Procedures if issues arise.

GRADING DIOCESE REPORT CARDS

The Administration and faculty of St. Isidore School seek to measure total student performance in class work, homework, evaluative testing, class participation, and special projects. Therefore, written grades will be given in order to keep students and parents/legal guardians aware of student performance in grades 5-8. We expect the students will apply themselves according to their individual capabilities. In accordance with Diocesan guidelines, 90% of the subject grade will be comprised of summative assessments and twenty percent (10%) of the total subject grade will be formative assessments.

Grading Code – Grades TK-4

VG	=	Very Good
G	=	Good
72%		
S	=	Satisfactory
N	=	Needs Improvement
66%		
U	=	Unsatisfactory
62%		

Grading Percentages – Grades 5-8

A	95 - 100%	C	73 - 76%
A-	90 - 94%	C-	70 -
B+	87 - 89%	D+	67 - 69 %
B	83 - 86%	D	63 -
B-	80 - 82%	D-	60 -
C+	77 - 79%		

ACADEMIC PROBATION

Academic probation is handled on an individual case-by-case basis. Parents/Legal guardians will be given written notification by mid-year should there be a major academic issue that may prohibit the student from advancing to the next grade level.

HOMEWORK

The purpose of homework at St. Isidore School is to reinforce material already taught in the classroom and to foster habits of independent study. Assignments are given with due consideration for students' varying ability levels. A home environment conducive to studying should be provided. Diocesan suggested daily homework times are:

Grade Level	Suggested Minutes
Grades 1-2	20 minutes
Grades 3-4	30-45 minutes
Grades 5-6	45-60 minutes
Grades 7-8	60-90 minutes

Weekend homework will be given at the discretion of the teacher and may also be given for the purpose of making up missed work due to absence or poor effort. Each teacher will communicate his/her policy of accepting late homework at Back To School Night. If there are any questions regarding homework, please contact the teacher directly via email.

The academic planners are to be used in Grades 4-8 to record all homework assignments and other reminders. Parents/Legal guardians should frequently monitor information written in the student planner.

HOMEWORK DURING ABSENCE

Students are expected to continue their schoolwork if they are not in school. Students will be given the same number of days as they were absent to complete the assignment.

All homework requests are to be made via email to the teacher(s) by 10:00 AM. Assignments will be made available in the school office at 3:00 PM. Parents/Legal guardians and students may not go directly to the classroom to receive assignments before, during/after school, or during Faith Formation classes. Please Note: If

requested, siblings may pick up the assignments from the office. Additional questions or concerns about the homework should be made to the teacher directly.

HOMEWORK FOR PLANNED ABSENCES

It is at the teacher's discretion whether or not work will be provided in advance of the planned absence. Students will be given the same number of days as they were absent to complete the assignments upon his/her return to school, with EXCEPTION to long-term assignments. Long-term assignments are due on the date assigned or on the day the student returns to school.

JUNIOR HIGH LATE WORK POLICY

Any assignment turned in after the teacher collects the assignment is deemed late. The following policy includes absent work/make up tests that exceed the allotted number of days (See Homework During Absence). Work turned in after the assignment is due, will be penalized with the maximum points awarded as follows, with possible points further deducted for quality and content of work.

Day	Highest Possible Score	
1 Due Date	90%	If collected after the assignment was turned in on the day it is due.
2	75%	Assignment is worth a maximum 75%.
3 – 4	50%	Assignment is worth a maximum 50%.
5+	0	On day 5 the score is a 0. No work will be accepted after the 4 th day.

PROGRESS REPORTS (TK-3)

Formal progress reports are sent home halfway through each trimester to every student in grades K-3 to give an indication to the parents/legal guardians of the student's work and behavior at that time. Parents/Legal guardians are required to sign reports and return them the next school day. See calendar for dates when students will bring home the progress reports. Informal progress reports may be sent home at anytime at the teacher's discretion to inform parents/legal guardians of their child's progress.

PROGRESS REPORTS (4-8)

Parents/Legal guardians of students in Grades 4 - 8 are responsible for monitoring their child's progress through Schoology. Grades will be updated once per week at minimum. At progress report time, parents/legal guardians will review student's grades on Schoology, complete the *Progress Report Verification* form, and return it to the classroom teacher with the parent/legal guardian and student's signature.

REPORT CARDS

Students in grades 1-8 receive report cards at the end of each trimester. Please note the interpretation for grading system on each card. Emphasis should be placed on effort, conduct, and Schoolwide Learning Expectation (SLE) grades. Parents/Legal guardians are required to sign report cards and return them the next school day. Conferences may be requested. Students in Kindergarten receive an assessment report several times a year.

CONDUCT GRADING RUBRIC GUIDELINES

ONE	TWO	THREE	FOUR
<ul style="list-style-type: none"> Consistently on task Consistently attentive during class Consistently a positive behavioral influence during class Consistently respectful to others 	<ul style="list-style-type: none"> Usually on task Usually attentive during class At times requires behavioral correction during class Usually respectful to others 	<ul style="list-style-type: none"> Occasionally on task Occasionally attentive during class Frequently requires behavioral correction during class Often disrespectful to others 	<ul style="list-style-type: none"> Rarely on task Rarely attentive during class Requires constant behavioral correction during class Not respectful to others

EFFORT GRADING RUBRIC GUIDELINES

ONE	TWO	THREE	FOUR
<ul style="list-style-type: none"> Consistently comes to class prepared, with all supplies needed Consistently completes and turns in all assignments on time Consistently comes to class on time and/or is ready to begin work Consistently puts forth best personal effort 	<ul style="list-style-type: none"> Usually comes to class prepared, with all supplies needed Usually completes and turns in all assignments on time Usually comes to class on time and/or is ready to begin work Usually puts forth best personal effort 	<ul style="list-style-type: none"> Occasionally comes to class prepared, with all supplies needed Occasionally completes and turns in all assignments on time Occasionally comes to class on time and/or is ready to begin work Caught cheating or plagiarizing 	<ul style="list-style-type: none"> Rarely comes to class prepared, with all supplies needed Rarely completes and turns in all assignments on time Rarely comes to class on time and/or is ready to begin work Caught cheating or plagiarizing more than once

GRADUATION

1. Graduation Ceremony

Graduation from St. Isidore School is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed.

Graduation gowns will be worn for the Graduation Liturgy and Ceremony.

2. Graduation Requirements

Eighth grade students must complete all academic requirements with a passing grade of 1.7 in order to receive their diploma and final report card. All fees must be paid prior to graduation including tuition, Kids Konnection, PEP hours fee, textbooks, library books, etc.

3. Honor Roll

Eighth grade students who have a cumulative GPA of 3.5 and above qualify for the Honor Roll. Points are given for the following subjects: Religion, Literature, Mathematics, Science, Social Studies, Spanish, and Writing. These students are recognized at the Awards Ceremony in May.

PROMOTION AND RETENTION

1. Promotion

A student satisfactorily completing each grade's work will be promoted to the next grade level.

2. Retention

Retention is only appropriate for developmental readiness reasons, in grades K - 2. Possible retention discussions begin in January. Beyond those grades it should not be considered without an extraordinary reason and then only after consultation with the Superintendent. Both parent/legal guardian and teachers must consider the necessity of providing special assistance (e.g., tutoring, summer school, etc.) to the student in question or of directing the student toward some alternative program, which is more realistically suited to his/her needs.

ADMISSIONS AND WITHDRAWAL

It is the goal of St. Isidore School to educate children of Catholic families. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in activities, which support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel Values, and traditions.

ENTRANCE REQUIREMENTS

1. Minimum Age

To be admitted into Transitional Kindergarten a child must turn four by September 1st.

To be admitted into Kindergarten a child must be five years of age on or before September 1st of the current school year.

2. Records at Entrance

Students entering school for the first time are required to bring a birth record, a baptismal record (if applicable), and a record of state required immunizations.

APPLICATION PROCESS

Procedure For Admission:

1. Read the information packet, complete application on-line, and return copies of Birth and Baptismal Certificates and any other supplemental forms requested.
2. Pass Evaluative Test (readiness test)
3. Principal Interview
4. Receive approval from Pastor
5. Receive acceptance letter
6. Sign agreement and pay fees

ADMISSION PRIORITY

Admission will be granted in the following priority, if students are determined ready for our program.

1. Siblings
2. Children of registered St. Isidore Parish families*
3. Children of families registered in another parish (Special consideration is given to our sister parish, St. Joan of Arc in San Ramon.)
4. Non-Catholic family agreeing to participate fully in our religious activities.

*In order to be given parishioner status, a family must be registered in the parish at least one year prior to admission.

ACCEPTANCE

Parents/Legal guardians will be notified by mail of acceptance/non-acceptance for our program, or placed on a waiting list for future openings. All first year students accepted into St. Isidore School are placed on social and academic probation for the first year after admission.

RESOURCE PROGRAM

St. Isidore School provides a Resource Program to provide diagnostic testing for students experiencing academic challenges. The staff assists teachers by arranging conferences with parents/legal guardians, teachers, students and Administration to discuss the learning style of the student. The resource staff will help to provide and monitor a plan for the student that will accommodate the student's learning style. In some instances, the resource staff will work with groups of students who need extra classroom assistance. The resource staff also assists with the standardized testing and coordinates the Kindergarten and new student assessment. Teachers are available to meet with parents/legal guardians and students regarding learning issues and concerns.

Admission of transfer students with special needs will be dependent upon the school's ability to meet these needs. Formal evaluations and consultation with student's teacher or administrator from the student's current school are required prior to admission to St. Isidore School.

RECOMMENDED STUDENT TRANSFER PROCESS AND REQUIREMENTS

All financial obligations to previous school must be current.

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

1. The school has explored means to meet the needs of the child;
2. There has been sufficient discussion with the parent/legal guardian concerning the child's condition or the parent/legal guardian's attitude.

The final decision is made by the Principal, in consultation with the Pastor and Superintendent. The transfer may take place at the end of a grading period; preferably at the end of an academic year.

WITHDRAWALS

Parents/Legal guardian may choose to withdraw their student at anytime. If a student is not returning to St. Isidore School, parents/legal guardians must notify the school in writing 30 days prior to the student's last day.

If a family decides to remove their child during the school year, they may be entitled to a refund of any prepaid tuition after the first month's payment depending on the circumstances related to the withdrawal. If the withdrawal is midmonth, that month will not be refunded. **First tuition payments made in June and registration fees are**

non-refundable. The Finance Committee will evaluate any requests for refund and determine if a refund is appropriate. Families choosing to withdraw are responsible for all outstanding balances (i.e. library fees, Kids Konnection balances).

NONDISCRIMINATION POLICY

“The Church shares in the mission of Jesus Christ who called all followers to lead a just life. In fidelity to that mission, the Diocese strives for justice in employment practices. To this end, the Diocese promotes equal opportunity for all persons with regard to recruitment, hiring, training, transfer, promotion and separation from employment. Employment decisions are made on the basis of qualifications that meet the needs of the Diocese, and not on the basis of race, color, national origin, ancestry, sex, age, religion (except where ordination or religious belief or practice is determined by the Diocese, in its sole discretion, to be a qualification for a position), marital status or veteran status, sexual orientation, physical or mental disability or medical condition, or any other characteristic protected by law.”

ATTENDANCE

Regular attendance is required for all students in order to ensure student's success.

ABSENCE REPORTING PROCESS

Parents/Legal guardian's must notify the school office no later than 8:15 AM if their child will be tardy or absent from school that day. Follow the phone prompts given to record your absence. A **phone call must be placed to notify the school of absence.** Call (925) 837-2977 and **press 2** for the attendance line.

Parents/Legal guardians are expected to report all communicable diseases to the school office. A student with a communicable disease must have a release from a doctor before returning to school. A note from a physician must be brought to the P.E. instructor if a child is not able to participate in P.E. classes.

RETURN FROM ABSENCE

A written note stating the excuse for any student absence (i.e. illness, trips, doctor's appointments) must be submitted when the student returns to school; emailed notes will NOT be accepted. *Notification by Parents:* When parents/legal guardians go out-of-town, they need to inform the school office of who is responsible for their child/children in their absence. Parents/Legal guardians must provide phone numbers where the parent's/legal guardian's designee can be reached in case of an emergency. If the individual is not on the Emergency Card, then information needs to be provided and the designee will be asked to show identification.

EXCUSED ABSENCES-MEDICAL/DENTAL

Students arriving late or leaving early for medical or dental appointments will receive an excused absence only if dated forms are brought from the doctor or dentist office

stating the times the student spent there. The verified medical/dental forms are due upon the student's return from the appointment or the following school day.

EXCESSIVE ABSENCE

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

"Excessive absence" is being absent from school for six (6) absences per trimester or a total of eighteen (18) days per school year. When the student arrives after recess s/he is a half (1/2) day absent.

Excessive absence or tardiness, even if necessary and excused, may be grounds for decreased academic credit or disciplinary action.

HOMEWORK DURING ABSENCE

PLANNED ABSENCE

TARDY

A student is tardy if not in the classroom when the 7:50 A.M. bell rings. Tardiness is recorded on the permanent record. **If tardy, both student and parent must sign in at the front office. Student will be given a tardy slip to take to their classroom.**

EXCESSIVE TARDY

"Excessive tardiness" is being late four (4) times per trimester or a total of twelve (12) times per school year. A student is tardy if s/he arrives after the time fixed by school policy for the beginning of the morning, afternoon or any class session. Excessive absence or tardiness, even if necessary and excused, may be grounds for decreased credit or disciplinary action.

DRESS CODE

All students are required to wear a complete uniform unless otherwise noted by St. Isidore School. **ALL UNIFORM ITEMS MUST BE PURCHASED FROM CLASSIC DESIGN UNIFORMS (415) 661-4700.** In an emergency situation, if a student is not in uniform, a note of explanation must be written to the teacher. The uniform dress code is reviewed annually by the Administration for changes and updates. The enforcement of the dress code is the joint responsibility of the parents, students, teachers, and Administration. The appropriateness of dress and appearance at school will be left up to the discretion of the teachers and Administration.

GENERAL POLICY

- Students are expected to wear a clean, neat, and well fitting uniform that is properly sized and without holes, tears, rips or ragged hems.
- School sweatshirts or sweaters must be worn on Liturgy days and formal dress days when indicated. No other sweatshirt/sweater with other brand logos are allowed at any time unless specified.
- Shirts and blouses must be tucked in for Liturgy.
- Skirt length must be no shorter than two inches above the student's knee.
Three uniform alerts = wearing pants for the next 30 days. Any additional alerts would require student to wear pants the rest of the school year.
- "Sagging" of pants is not permitted. Pants must be worn at the waist with a belt.
- Hats and visors are permitted outside only, with exception of during prayer and the Pledge of Allegiance.
- When students are required to be in uniform, on or off campus, they are to be in accordance with these guidelines.
- When students are consistently out of uniform Administration reserves the right to provide an appropriate uniform and the student will no longer have the privilege of free dress for the remainder of the year.

GIRLS AND BOYS UNIFORM

SWEATSHIRT

- (TK-5) Navy sweatshirt with St. Isidore School logo
- (6-8) Dark Green sweatshirt with St. Isidore School logo

OR SWEATER

- Navy blue V-Neck pullover sweater
- Navy logo or Letterman Cardigan

OPTIONAL JACKET

- Navy fleece or windbreaker jacket

SOCKS

- Solid white ONLY with no visible logos
- Must be visible with shoes

SHOES

- Athletic Shoes- May **only** be navy blue, white, grey, or black.
 - o No other colors will be permitted on the shoe, such as on the logo, laces, sole, tongue, or any other portion of the shoe. Only the color navy is permitted on the shoe. No light blue, royal blue, or other like-blue colors.
 - o No $\frac{3}{4}$ tops or high tops
 - o No patterns or designs of any kind
 - o No pictures, lights, sounds, or rollers
 - o No boots
- Must have laces (white or the same primary color of the shoe (navy blue, white grey, or black) or Velcro closures.

JEWELRY

- *Necklace:* All students may wear a discreet silver/gold chain necklace with a small 1" cross or Christian religious medal.
- *Ring:* One only (simple and small).
- *Watch:* Grades (3-8 ONLY) no larger than 1" diameter. No Apple Watches.
- *Bracelet:*
 - o One small religious bracelet
 - o 1-3 handmade friendship bracelet(s)
 - o One rubber awareness bracelet (appropriate messages only)
- GIRLS ONLY - *Earrings:* One pair of small posts no larger than $\frac{1}{4}$ " in diameter. No dangling earrings.

HAIR

- Neat, clean, and moderate.
- Must be child's natural hair color (no highlights or hair dye).
- Must not obstruct vision.
- Girls: Headband must be worn properly on the top of the head and not across the forehead. Headbands should not exceed 2-3" or have any protruding attachments.
- Boys: Hair should clear eyebrows, earlobes, AND neck and collar should be visible from back
- No headscarves, feathers, Mohawks, shaved head designs, glitter, bead strings, or extreme styles.

GIRLS UNIFORM

SHIRTS

- White short- sleeved peter pan blouse (TK-3) OR
- Short sleeve knit shirt with St. Isidore School logo -white, navy, or grey (TK-8)
OR
- White long sleeved knit shirt with St. Isidore School logo (TK-8)

Optional:

- Solid white (no logos), navy, or grey turtleneck or crewneck may be worn under school polo (TK-8)
- Undershirt – Solid white (no logos) short-sleeved worn under school blouse/polo

JUMPER (TK-3 ONLY)

Round neck St. Isidore School plaid drop waist jumper with two box pleats. *Length must be no shorter than the crease at the back of the knee*

- Must wear leotard type shorts underneath – blue, black or white

SKIRTS (4-8 ONLY)

- St. Isidore plaid skirt with two box pleats
- No shorter than the back of the knee
- MANDATORY on Mass days
- MANDATORY – To wear leotard type shorts underneath – solid blue, black or white

SKORT (TK-5 ONLY)

- Navy skort – mid-thigh length and appropriate fit based on Administration's approval
- CANNOT be worn on Mass days

SHORTS (TK-8)

- Dark navy pleated or flat front twill walking shorts **from Classic Design**
- *Solid navy, brown, or black belt must be worn for grades (3-8)*
- (TK-5) permitted before Thanksgiving and after Easter only

PANTS

- Dark navy pleated or flat front pants **from Classic Design**
- Navy pleated corduroy pants
- Can be worn on Mass days

LEGGINGS OR TIGHTS - OPTIONAL

- Solid navy, white or black
- Can only be worn under skirt or jumper

NAILS and MAKEUP

- No artificial nails or nail polish
- No makeup of any kind is permitted (This includes face powder, mascara, colored lip-gloss, body or face paint, and nail polish.)

BOYS UNIFORM

SHIRTS

- Short sleeve knit shirt with St. Isidore School logo -white, navy, or grey (TK-8)
OR
- White long sleeved knit shirt with St. Isidore School logo (TK-8)

Optional:

- Solid white (no logos), navy, or grey turtleneck or crewneck may be worn under school polo (TK-8)
- Undershirt – Solid white (no logos) short-sleeved worn under school polo

SHORTS

Dark navy pleated or flat front twill walking shorts **from Classic Design**

- (TK-5) permitted before Thanksgiving and after Easter only

PANTS

- Navy premium corduroy pants **from Classic Design**
- Dark navy pleated or flat front twill pants

BELT (3-8)

Solid colored navy, brown, or black belt with average sized buckle

GUIDELINES FOR NON-UNIFORM DAYS

The faculty and staff of St. Isidore School reserve the right to determine whether a student's attire meets the established guidelines on uniform or "free dress" days.

Non-uniform dress days should be conducive to maintaining an atmosphere of learning. Students who arrive to school in clothing that does not meet the free dress guidelines will be sent to the office to call home for their uniform. **Uniform rules for makeup, hairstyles, and jewelry still apply for free dress days.**

SHIRTS

- Must be in good taste
- NO shirts that advertise, promote, or glamorize drugs, alcohol, tobacco products, or displays foul or sexually suggestive language or symbols
- NO halter/tank tops, muscle shirts, sleeveless shirts, spaghetti straps, bare midriffs, cutoff sleeves, bralettes, or see through fabrics

JEANS/PANTS

- Must be in good condition and properly fitted
- NO holes, tears, rips, or ragged hems
- NO sweatpants or yoga pants
- NO jeggings or leggings
- NO writing across the buttocks

SHORTS

- Must be in good taste. Must be the same length or longer than the uniform shorts. The inseam must be longer than 5 inches and hem is no shorter than 4" from the middle of the knee. Shorts must be worn at the waist – no sagging
- NO athletic/basketball shorts, short shorts, or bike shorts unless designated by the Administration
- NO holes, tears, rips, patches, frayed ends, cutoffs, or extreme styles
- NO writing across the buttocks

SKIRTS/DRESSES

- Must be in good taste. Length may be no shorter than 3" from the middle of the knee.
- NO mini skirts, tutus, or spaghetti strap dresses

SHOES

- No slippers, wheels, flip flops, platform shoes, high heels, or boot heels higher than 2 ½".

DRESS CODE FOR DRESS-UP/SPECIAL EVENT

On dress up days no jeans, athletic wear, shorts, or sweatpants of any kind may be worn, unless indicated by Administration. In addition, boys must wear collared shirts and girls may not wear shoes with heels or platforms that exceed 2 ½". All students need to adhere to the Non-Uniform Free Dress guidelines above.

The appropriateness of dress and appearance at school will be left up to the discretion of the teachers and Administration.

The following code is based on the Mission, Philosophy, and Student Learning Expectations of St. Isidore School and designed to foster faith, respect, personal discipline, and growth for all members of the St. Isidore School community. Our goal is to promote student success by providing universal expectations, school-wide consistency, promote a positive school climate, maximize time for student learning, and celebrate actions of good character and student accomplishments. The purpose of discipline is to provide a classroom conducive to learning, educate students to appreciate the importance of developing responsibility and self-control and build a sense of Christian community. Any question regarding school rules should be directed to the school Administration.

CODE OF CONDUCT

In order to meet the goal of a successful, welcoming, Catholic school environment, the following Code of Conduct will be in effect at all times. All St. Isidore School students are expected to conduct themselves in a manner that fosters a positive learning environment for everyone. This can be accomplished by three simple rules that every student can relate to and abide by:

- Be kind
- Be safe
- Be polite

SPECIFIC BEHAVIORAL EXPECTATIONS

The following expectations are standards that are designed to promote respect and responsibility in the classroom and school environment.

Students are expected to at all times:

- Model the Gospel Values.
- Show respect towards themselves, the classroom environment, classmates, faculty and staff, volunteers, and any adults on campus.
- Follow school expectations on campus.
- Be on time and prepared for class with necessary materials.
- Support other students and be a positive contributor to the learning environment.
- Be in compliance with the dress code.
- Model academic integrity.
- Abide by all standards stated in the *Telecommunications Responsible Use Policy*.

THE DOMAIN OF THE SCHOOL

St. Isidore School students are expected to model a code of conduct reflecting the school philosophy at all times. This includes all school events and activities, and extends beyond the physical boundaries of the school.

The school's jurisdiction with respect to conduct includes:

- At all times when the student is on school grounds
- At all times during the school day, both on and off school grounds
- At all officially sanctioned school-sponsored events
- Outside of the school day when the student's behavior reflects upon the school.

Note: The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well being of the school community. This covers when students are off of school campus wearing the school uniform, inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions and other technology related activities.

DISCIPLINE POLICIES

The Administration reserves the right to waive and/or deviate from, any and all disciplinary regulations for just cause at their discretion.

1. BULLYING AND CYBERBULLING

St. Isidore School attempts to provide a safe environment for all individuals. Continual verbal or written comments which tend to injure, degrade, embarrass, or threaten the safety, privacy, emotional well being, or respect of other students, school employees, independent contractors, volunteers, parents/legal guardians, and/or other individuals are taken very seriously. Students making such threats at any time **(seriously or in jest, on campus, at school functions, online, via mobile device, within the domain of the school, etc.)** face detention, suspension, and/or expulsion.

COMPLAINT PROCEDURE

Employees, independent contractors, volunteers, or students who feel aggrieved because of conduct that may constitute harassment-bullying in violation of this policy should, if possible, directly and immediately inform the person engaging in such conduct that such conduct is offensive and must stop. If the above is not an option or is not effective, one should express their concerns directly to the teacher. If above notifications do not change the behavior then notify the Administration.

If the complainant is an employee, individual contractor, or volunteer, he or she may, in the alternative, complain to the Director of Human Resources. If the complainant is a student, he or she may, in the alternative, complain to the Superintendent of Schools if the Principal is involved.

2. CELL PHONES/ELECTRONIC DEVICES

Students who bring phones or electrical devices to school are required to turn them in to the classroom teacher when arriving to class (with exception of E-readers). Teachers will hold on to all cell phones until the end of the school day. At dismissal, students are to put phones in their backpacks until off of school grounds. Students may not use

cell phones outside of front school gate. Cell phones and/or other electronic devices may not be used on the school grounds before or after school (including carpool times), unless a teacher or administrator has given specific permission for a warranted reason. Student cell phones or electronic devices are not permitted on field trips or at dances. A member of the Administration must check all E-readers.

3. CHEATING/PLAGIARISM/FORGERY

Cheating, attempting to cheat, plagiarism (such as, but not limited to, copying or sharing the work of another, giving another student work to copy, etc.) or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment or partial credit based on the teacher's discretion. Academic dishonesty will lead to other disciplinary actions such as detention, suspension, or expulsion.

Fraudulently using the signature or initials of another student, staff member, parent/legal guardian will lead to disciplinary actions such as detention, suspension, or expulsion.

4. LEAVING SCHOOL GROUNDS DURING SCHOOL DAY

No student may leave the school grounds during school hours without written authorization of parents/legal guardians and notification to the teacher or school office; this includes leaving campus before the conclusion of afternoon assembly.

Parents/legal guardians are required to sign students IN and OUT of school during school hours. Parents/Legal guardians MUST accompany their students to and from the school office. This includes leaving early from PM assembly or arriving late (past 7:50AM) to school regardless of time.

5. OUT OF UNIFORM

Students will be issued a *Uniform Alert* when inconsistent with uniform/non-uniform dress code. The *Uniform Alert* needs to be signed by the student's parent/legal guardian and returned to the homeroom teacher the following school day.

- Three (3) *Uniform Alerts* in a school year equals a detention.
- Four (4) *Uniform Alerts* in a school year equals a detention and student cannot participate in the next free dress opportunity.
- Five (5) *Uniform Alerts* in a school year equals a detention and student is not permitted to wear free dress for the remainder of the school year.
- Six or more *Uniform Alerts* in a school year will result in Administrative disciplinary action.

6. TOBACCO/DRUGS/ALCOHOL

The use, possession or exchange of illegal substances (whether or not for sale) on or near school premises or at school sponsored activities, including but not limited to tobacco, drugs, prescription drugs, alcohol, and various types of inhalants is prohibited and is grounds for disciplinary action up to and including expulsion. The use of matches, and lighters is prohibited.

7. TRANSITION CONDUCT

Students should walk quietly while in the hallways and office. Students are not permitted to cross La Gonda Way unsupervised. At no time should a student be in a classroom without a St. Isidore School faculty or staff member.

8. VANDALISM/THEFT

Damaging or attempting to damage school, staff, parent/legal guardian, and/or student property will result in a detention, suspension, expulsion, and/or police notification. Students and their parents/legal guardians will be liable for all damage to equipment or school property caused by the student. It is the responsibility of the parent/legal guardian to pay for property damages not to exceed ten thousand dollars (\$10,000) due to conduct by the student. Grades, transcripts or diplomas will be withheld until the damages are paid.

Receiving, taking, or attempting to take the property of others will result in detention, suspension, expulsion, and/or police notification.

9. WEAPONS/DANGEROUS OBJECTS

Possession, threat or assault with a deadly weapon and/or object, which can be used to cause harm to another, is strictly prohibited. These items include but are not limited to, knives, guns, dangerous objects, stink bombs, shocking devices, imitation or replica of weapons. Students who threaten, assault, and/or possess any form of weapon as listed above face detention, suspension, expulsion, and/or police notification.

10. OTHER disciplinary issues

The following will result in disciplinary action:

- Being disrespectful or defiant to school personnel
- Interfering with safety procedures
- Fighting, instigating fighting, or harming others
- Physical altercations and outbursts
- Engage in behavior or use language which is immoral, disruptive, profane, vulgar, or obscene on or off campus and on the Internet
- Assault or threaten violence on any school personnel, student, or volunteer
- Lying
- Misuse of technology (*See Telecommunications Responsible Use Policy*)
- Disruption of classroom environment that inhibits learning
- Behaving inappropriately during break and transition times, i.e. throwing food
- Chewing gum on campus
- Eating food or candy in the classroom during classes is not allowed without permission of the teacher
- Failure to attend detention
- Any other violation of good order and discipline which, in evaluation of the school staff, results in misconduct

DISCIPLINARY ACTIONS

The above mentioned violations, but not limited to, may result in a conduct referral, detention, probation, suspension, and/or expulsion.

1. CONDUCT REFERRAL

A *Conduct Referral* is a documented violation of a school rule. It must be signed by a parent/legal guardian and returned to the issuing teacher. Referrals are issued only after several other attempts to change behavior has been tried and have been unsuccessful. Upon receiving the 3rd *Conduct Referral* in a trimester, the student will receive a detention.

2. DETENTION

Detention may be issued for a breach of classroom and/or school rules. If a student receives a detention, he/she must have the slip signed by his/her parent/legal guardian and return it to the office. The student will report to the detention room by 2:50 PM on detention day. Detention will end at 3:50 PM. Detention is the Tuesday or Thursday following the day the detention is received. Detention is not considered a study hall; therefore, students may not do any homework or academic work during that time.

3. SUSPENSION

Suspensions will be used when other means of correction fail to bring about proper conduct, for serious misconduct, or for investigations of serious misconduct. No student will be suspended from school for more than five (5) school days at a time, unless exceptional circumstances exist, such as to complete an investigation when the student's return poses a threat to the safety of others. The student will be given the opportunity to make up work that was given during the time of the suspension.

Student suspensions may occur for the following reasons, but are not limited to:

- Leaving school premises without permission
- Disrespectful/harassing conduct toward students, teachers, or other adults
- Repeated failure to observe school rules or academic expectations
- Serious misconduct as determined by the Principal/Pastor

4. EXPULSION

Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. Prior approval of the Superintendent is required before expulsion can take place.

THE FOLLOWING MAY BE REASONS FOR EXPULSION:

The following offenses committed by students while under the jurisdiction of the school are reasons for expulsion.

1. Continued willful disobedience/consistent violation of school rules
2. Persistent defiance of school authority by any student or his/her parents/guardians
3. Habitual profanity or vulgarity
4. Use, possession or exchange (whether or not for sale) of tobacco, drugs or alcohol on or near the school premises or at school sponsored events
5. Vandalism to school property
6. Habitual truancy
7. Assault or battery, or any threat of force or violence directed towards any school personnel or students

8. Possession and/or assault with a deadly weapon and/or any object, which can be used to cause harm to another, including laser pointers
9. Theft
10. Verbal or physical harassment of any student, teacher or administrator

RECOMMENDED TRANSFER

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

1. The school has explored means to meet the needs of the student;
2. There has been sufficient discussion with the parent/legal guardian concerning the student's condition or the parent/legal guardian's attitude.

The final decision is made by the Principal, in consultation with the Pastor and Superintendent. The transfer is to take place at the end of a grading period; preferably at the end of an academic year.

SUSPENSION PROCEDURES

1. In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the Principal may remove the student from class, or the yard, etc. and contact the parent/legal guardian as soon as possible. In cases such as this, where the suspension has occurred, requirements as to due process as stated in Section b - below may be adhered to after the fact.

2. In all other cases where suspension is necessary, but no real or immediate danger to the health and welfare of another student or students in general or school staff exists, the following procedures should occur:

- a. NOTICE: This is satisfied by telling the student that they are going to be suspended; informing him/her of what school rule or regulation has been broken; and indicating to the student, by way of reference to the rule, that such violation warrants a suspension.
- b. EVIDENCE: This is satisfied by making the student aware of what information the Principal has which would lead the Principal to reasonably believe that a rule has been broken and that this student is the one who is responsible.
- c. OPPORTUNITY TO RESPOND: This means an informal give and take between student and Principal. In other words, "Do you have anything to say?" etc., and listening to his/her side. At this time the student will be asked to write down his/her side of the story from their perspective without coercion. The Principal may make a decision to suspend based on the student's written account, the evidence and the student's responses to the presentation of such evidence.
- d. PARENT/LEGAL GUARDIAN CONTACT: It is always necessary to inform the parent/legal guardian of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent/legal guardian might be

included in these steps so that the parent/legal guardian is aware of the total situation prior to the decision to suspend. When this is not possible, a parent/legal guardian has an absolute right to be informed of the specifics of the procedure within a reasonable time thereafter.

- e. **RIGHT TO APPEAL:** The parent/legal guardian may appeal the decision, first to the Principal and Pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedures have been followed and sufficient reason for suspension exists.
- f. **A WRITTEN RECORD** of the procedures followed in the case of the suspension (including the procedures followed after the fact in cases where immediate suspension is necessary) shall be kept in a file separate from the cumulative folder by the Principal.

EXPULSION PROCEDURES

CASES OF CUMULATIVE DISCIPLINARY DIFFICULTIES

1. The Principal or his/her delegate shall arrange a conference with the student and the parent/legal guardian who shall be informed of:
 - a. The pattern of conduct which at this time would lead the school to believe that expulsion is being contemplated.
 - b. The evidence upon which this assessment is based.
 - c. The right of the student at this time to present a statement or information in support of being retained.
 - d. What specific courses of action or improvement in attitude will be sufficient to the school's view so that expulsion will not be necessary.
2. If adequate improvement is not forthcoming within a reasonable time:
A second conference with the student and parent/legal guardian shall be arranged by the Principal or his/her delegate. At this time the procedures outlined above shall again be followed (a through d). After this conference, a final decision will be made by the Principal in consultation with the Pastor and Superintendent.
3. Written records of the various proceedings leading to expulsion must be on file.

CASES INVOLVING SERIOUS OFFENSES OR THREATS TO SAFETY

There is no requirement that the school follow progressive discipline. In cases involving serious offenses or threats to safety, which may include a possible criminal conduct or outrageous actions, the student is immediately suspended, the initial parent/legal guardian-Principal conference is dispensed with, and the process begins with the procedures outlined in paragraph 2 above. (In this case it would be a first conference with the parent/legal guardian.) This procedure should be followed where the continued presence of the student will, in the reasonable judgment of the Principal, pose a serious threat to the health and welfare of another student, or school personnel.

RIGHT TO APPEAL

The parent/legal guardian may appeal the decision, first to the Principal, then to the Pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedure has been followed and sufficient reason for expulsion exists.

CATHOLIC SCHOOLS DIOCESE OF OAKLAND STUDENT SEXUAL HARASSMENT POLICY STATEMENT

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

DEFINITION OF SEXUAL HARASSMENT

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

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

EMPLOYEE TO STUDENT SEXUAL HARASSMENT

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

STUDENT-TO-STUDENT SEXUAL HARASSMENT

This policy prohibits student-to-student sexual harassment in connection with any school activity at any time including, but not limited to, any of the following:

- While on school grounds;
- While going to or coming from school;
- During the lunch period whether on or off campus;
- During, or while going to or coming from, a school sponsored activity.

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

RETALIATION

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

COMPLAINT PROCEDURE

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

DIOCESAN PROCEDURE STATEMENT

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

ABUSE OF SCHOOL PERSONNEL

1. "Any parent/legal guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than ten (10) days, or both."
2. "Every person who, with intent to cause, attempts to cause, or causes, any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his/her duties, by means of a threat, directly communicated to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such threat could be carried out, is guilty of a public offense punishable as follows:
(1) Upon a first conviction, such person is punishable by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.
(2) If such person has been previously convicted of a violation of this section, such previous conviction shall be charged in the accusatory pleading, and if such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, s/he is punishable by imprisonment in the state prison."

"As used in this section, 'directly communicated' includes, but is not limited to, a communication to the recipient of the threat by telephone, telegraph, or letter."
Penal Code Section 71.

The Administration reserves the right to waive and/or deviate from, any and all disciplinary regulations for just cause at their discretion.

EMERGENCIES

Each year, St. Isidore School conducts regular fire, earthquake and lock down drills for the safety of our students, faculty and staff. Should it be necessary, the Principal in cooperation with the Department of Emergency Services, including local government agencies, will review and determine any additional actions that need to be taken.

EMERGENCY INFORMATION FORM

The schools student information system (SIS) containing current emergency care information for each student. Each parent/legal guardian is responsible to keep the information current during the year and to update annually. Forms will be sent home for verification of the below information and signatures of parent/guardian:

1. The name of the student, his/her home address, telephone and birth date;
2. The business addresses and telephone numbers of the parents/legal guardians, and the hours during which they will be at their place of work. If applicable, the cell phone and/or pager numbers of parents/legal guardians should be recorded;
3. The name of the family physician and dentist, office addresses and telephone numbers;
4. Name of medical insurance company and identification number;
5. Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication;
6. The parent's/legal guardian's approval to send the student to a medical facility for emergency treatment, should this be necessary;
7. The names of the persons to whom the student may be released;
8. The signature of responsible parent(s)/legal guardian(s).

Students can only be released to people listed on the emergency cards.

EARTHQUAKE

In case of a serious earthquake, students who have not been released into the custody of their parent's/legal guardian's designee according to the emergency form may be walked or be transported to the St. Isidore Parish north parking lot and St. Isidore field, which is St. Isidore School's designated approved shelter area.

SCHOOL LOCKDOWN

In some situations it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

1. Doors will be locked;
2. Drapes and/or blinds will be closed;
3. No one will be permitted to enter or leave the building;
4. Lockdown will continue until the school receives an "all clear" signal from emergency personnel.

Parents/Legal guardians should not call the school so the phone will be available to emergency personnel. Parents/Guardians will be notified by text if a lockdown has occurred during the day.

ST. ISIDORE SCHOOL DISASTER DRILL PLAN

EVACUATION DRILL

St. Isidore School conducts a comprehensive evacuation drill every two years to prepare faculty and staff, parents/legal guardians and students in the event that an earthquake or disaster was to occur.

STUDENT PICK UP PROCEDURES

- Your child will only be released to you and/or one of your contacts listed on your emergency form. PHOTO IDENTIFICATION WILL BE REQUIRED FOR PICKUP.
- Students will remain with their homeroom teachers in their class areas until staff picks them up and escorts them to their parent/legal guardian or designated pickup person.
- Depending on resources available, parents/legal guardians will receive updates via the text messaging system.

Pick Up Process

1. Entrance

Enter the parish grounds through the carpool entrance of the church. Cars will be directed where to park by school staff. All cars must park. Parents/Legal guardians choosing to walk-in and pick up your child, go to the Request Table. Do not go to the school office.

2. Student Request Table

Proceed to the Request Table to indicate who you are picking up. Runners will retrieve students from their classes and bring them to the Check Out Table.

3. Check Out Table

Students will be released ONLY to someone who is listed on their emergency forms. PHOTO IDENTIFICATION WILL BE REQUIRED AT THIS POINT.

4. Promptly, return to your car with students and follow the direction of parking staff. Exit at La Gonda. Right Turn ONLY permitted for exiting.

FINANCIALS

TUITION POLICY

The Pastor, Principal, School Board and the Finance Committee annually review the budget of the school and set tuition to meet expenses. Tuition is due on the 5th or 20th of each month, as designated by the individual, through the FACTS Tuition Management System. The tuition contract is available for download online. A \$30.00 return payment fee will process for each payment that is returned. The requirements for the In-Parish/Out-of-Parish tuition rate, which reflect registration and consistent participation in the St. Isidore Parish, are indicated below. In-Parish rates are applied to families who are registered and participating in the St. Isidore parish for one year or more, as well as those registered at St Joan of Arc. Out-of-Parish rates are applied to families who have not attended St. Isidore Church for one or more years, OR are registered in other parishes, OR are non-Catholics.

Tuition Rates for 2019 - 2020

Payments	In Parish	Out of Parish
1 Child	\$ 8,925	\$ 9,155
2 Children	\$17,135	\$17,555
3 Children	\$24,360	\$25,005
4+ Children	\$30,410	\$31,225

If any family decides to remove their child/children during the school year, they may be entitled to a refund of any prepaid tuition after the first month payment, depending on the circumstances relating to the withdrawal of the student. Thirty (30) day written notice prior to the student's last day is required. At the discretion of the Principal, and in cooperation with the Finance Committee, any request for refund will be evaluated and determined if a refund is appropriate.

TUITION ASSISTANCE

Tuition Assistance applications are available for Grades 1-8. The need shall be reviewed annually for each family requesting financial aid. Confidentiality is maintained throughout the process. The established procedures and criteria are on the application. The assistance is granted according to need.

Application to the Diocesan Elementary School Family Aid for Catholic Education (FACE) program is encouraged when applicable. Each school receives applications for FACE tuition assistance in the spring for the following school year. Contact the FACE office with any questions.

TUITION DELINQUENCY

Delinquent tuition is handled by the bookkeeper in consultation with the Principal. A fee is charged for delinquent tuition. The school reserves the right to do any of the following with regard to the payment of past due accounts or which no payment arrangements have been made:

1. Withhold report cards.
2. Deny a student enrollment for the following semester.
3. Deny a graduating student participation in graduation ceremonies and/or withhold a diploma.
4. Tdap for 7th grade.

INSURANCE

Student Accident Insurance coverage is optional, although encouraged.

MEDICAL

ST. ISIDORE SCHOOL GENERAL HEALTH POLICIES

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

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

- a. A physical exam/medical history form completed by a doctor.
- b. An immunization form from the doctor including month, day and year for the following immunizations as required by law:
 1. At least three polio vaccines (the last after the second birthday).
 2. At least four doses of diphtheria/tetanus (DPT) the last dose after the second birthday.
 3. One dose measles, mumps, rubella vaccines, separately or combined.
 4. Tdap for 7th grade students

No student will be admitted to school in August without medical forms completed. Any communicable disease must be reported to the office staff immediately.

If a child has diabetes, serious allergic reactions, severe asthma, cardiac abnormalities, seizure disorder, serious visual or hearing impairment, or other medical deficiencies requiring special considerations, parents/legal guardians must alert the teacher and Principal and provide appropriate instructions in writing at the beginning of the school year or when first diagnosed. (See Special Health Needs Section).

ILLNESS

If a child becomes ill at school, or is seriously injured, the office personnel will notify the parents/legal guardians or the chosen alternates. Please make sure your family emergency form is current and notify the school for any necessary changes. If parents/legal guardians or alternates cannot be contacted and school personnel judge that a doctor should see the child, school personnel will contact emergency services and/or dial 911.

COMMUNICABLE DISEASES

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are head lice (pediculosis), chicken pox, mumps, pink eye, pertusis, and measles.

Students who have restrictable diseases or conditions must be excluded from school. Parents/Legal guardians will be notified if there is a health concern reported. In addition, any student with a fever may not return to school until 24 hours after the fever is gone.

PARENT TO SCHOOL NOTIFICATION

Parents/Legal guardians should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pink eye, and/or head lice.

CHILD ABUSE OR NEGLECT

Child abuse is any act of commission/omission that endangers or impairs a child's physical or emotional health and/or development. This includes:

1. Physical abuse or corporal punishment
2. Emotional abuse or deprivation
3. Physical neglect and/or inadequate supervision
4. Sexual abuse and/or exploitation

School personnel are required by law to report any reasonable suspicion of child abuse.

A reasonable suspicion of child abuse means that "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience to suspect child abuse." (Penal Code Section 1166a)

Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

IMMUNIZATIONS

All students will be required to comply with the California Department of Public Health Grades TK-12 Immunization Requirements. Moreover, students who are not immunized who are enrolled as of January 2016, must be immunized by the time they reach seventh grade and all incoming Kindergarteners must be immunized.

Students entering the Diocese of Oakland schools must provide evidence of TB Screening upon entrance to the school. The Mantoux test is the only acceptable screening test and sixth grade students must have their Tdap immunization for the 7th grade school year.

MEDICATIONS

1. Administration of Medications at School General Policy

- Schools may not furnish any medications.
- All medication administration requires parent/legal guardian authorization.
- All prescription medications and aspirin require physician and parent/legal guardian authorization.
- All medications must be secured in the school office (Exception: back-up of inhalers and EpiPens may be secured in the classrooms, as well as the office).

2. Responsibility of Parents/Legal Guardians

- Parents/Legal guardians will assume full responsibility for the supplying of all medications.
- No medications may be brought to school by students.
- Parents/legal guardians shall deliver or cause to be delivered by an adult or an authorized employee of a pharmaceutical supplier any medication to be administered. The medication must be delivered to the office in original

containers and labeled with the name of the medication, dosage, name of child, and frequency of administration. Over the counter medications should be in original sealed packages with directions for administration.

- If a student requires Benadryl as a precaution for an anaphylactic reaction then that student must go home to be monitored.
- At the discretion of the Administration a student can be sent home after receiving any medication.

3. Medication – Specific Information

NO STUDENT shall be given medication (any medication, including cough drops) during school hours except upon the written authorization of the parent/legal guardian, and for prescription medication (including aspirin and aspirin-containing products) the licensed physician who has the responsibility for the medical management of the student. Parents/legal guardians assume full responsibility for supplying all medications for students. Medications may NOT be brought to school by students. Parents/Legal guardians will deliver all medication, including cough drops, to the school office. A *Request For Medication Form* for each prescribed medication (including aspirin and aspirin-containing products) must be completed by the student's physician, signed by the parent/ legal guardian, and filed with the school administrator. These forms may be obtained at the school office and are also available on the school website.

4. Prescription Medications

Medication must be:

1. In original containers and labeled
2. Original label must list student's name, physician's name and phone number, name of the medication, dosage, frequency of administration and expiration date of the prescription.

5. Insulin

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

6. EpiPens and Inhalers

EpiPens and inhalers are secured in the front office and in some cases, in the classrooms. They are kept in secure locations and are readily accessible in the event of a medical emergency. **Use of an EpiPen necessitates a 911 call, and may only be administered by school personnel.**

At St. Isidore School we have set forth policies, procedures, personnel training and strategic placement of emergency medications for preparedness in the event that a student becomes anaphylactic or experiences respiratory distress. However, "in the event that a student is seriously at risk without the EpiPen or inhaler on their person, consideration will be given for a variance" (Diocesan Administrative Health Manual) if certain, stringent conditions are met.

EpiPens (with accompanying Benadryl) and Inhalers need to be brought to school by a parent/legal guardian, in a large baggie with the child's name, grade and teacher written on the outside. Each EpiPen/inhaler baggie should include the medication in its

original container/box with all of the required information as listed in the General Medication Policies, a copy of the Request for Medication authorization form, and a copy of the Individual Emergency Care Plan (also called the Emergency Action Plan). A photo of the child secured to the Emergency Plan is also helpful.

7. Over the Counter Medications

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

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

8. Carrying Medication

Because of the risk of students sharing medication, no student may carry their own medications. In the event that a student is seriously at risk without the EpiPen or inhaler on their person, consideration will be given to a variance if the physician and parent/legal guardian document the following:

- Risk of not carrying medication
- The student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use.
- Glucose testing and insulin administration is to be coordinated by the parent/legal guardian in collaboration with the school Principal.

9. Aspirin and Other Over-the-Counter Drugs

The dispensing of aspirin will be treated as a prescription drug. No aspirin will be administered to students by any school personnel, without written authorization from the student's physician. Students requiring over-the-counter drugs (with the exception of aspirin) will be assisted by authorized school personnel. This shall be done in accordance with the parent's/legal guardian's instructions provided that a signed medication form is on file for the specific medication and all items listed above are in compliance.

HEALTH PROGRAM PROCEDURES

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

- a. Vision screening for all new students and Grades TK, 3, 5, 7.
- b. Audiometric testing for all new students and Grades TK, 2, 5, 8.
- c. Scoliosis testing for students in Grades 5, 7, 8.

The Diocesan Health Chairperson annually reviews student health records.

Trained personnel and volunteers administer vision, hearing, and scoliosis tests during the year. The School Health Coordinator(s) (Nurses or other Health Professionals) are responsible for the overall management of school health policies and procedures, maintaining student health records, overseeing compliance with Diocesan and state school health requirements, overseeing the provision of basic first-aid in the school office and coordinating the Health Plans of students with special health needs. Parent/ Legal Guardian volunteers who work more than 12 hours per month at school are required to have a TB and PPD test record on file with the school Health Coordinators.

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

CAST SAFETY POLICY

A student with a fracture, or other serious orthopedic condition, may not return to school until the part is properly casted. Students wearing casts must sit out at recess. They will have other safe game choices. A doctor's note is required, and must include diagnosis, treatment, permission for school attendance, and specific instructions regarding limitations and precautions. Parents/Legal guardians must provide written permission. For the first week of school attendance, the student will follow St. Isidore safety protocol. Comfortable, safe seating, and the company of friends will be provided.

SPECIAL HEALTH NEEDS

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

FOOD POLICIES

St. Isidore School is a **Peanut-free and Tree-Nut-free (All Nut-free)** school. It is our policy that **NO PEANUTS OR NUTS OF ANY KIND BE ALLOWED ON CAMPUS**. This includes **ALL** snacks, lunches, birthday, and other treats for school events involving food and off-campus school sponsored events, field trips and outings. We maintain this policy due to the severe, sudden, and life-threatening nature of these allergies as well as the increasing number of peanut and tree-nut allergies among our students and in the community. There may be consequences for students who bring nut products to school.

LUNCH AND SNACK POLICY:

For reasons of safety and/or cleanliness, students are **not allowed** to have the following on school grounds:

- Gum
- Candy
- Peanuts
- Nuts of any kind/Nutella products/Almond butter/or other like products
- Seeds
- Glass containers
- Caffeine/Energy Drinks
- Carbonated drinks

For the purposes of clarification, students who do not have a peanut or tree-nut allergy may bring foods to school for snack and lunch (breads, noodles, rice cakes, etc.) that may have been processed in a plant with peanuts or tree nuts, or may contain traces of peanuts or nuts. However, **NO** foods containing actual peanuts or nuts of any kind are allowed; **NO PEANUT BUTTER** is allowed; **NO** food containing peanut butter is allowed (Example: Soybean butter) and products containing actual nuts such as nut-containing granola bars are not allowed. Please note that as manufacturing practices are always subject to change, every food package must be read to ensure the highest level of safety for our students.

CANDY POLICY

St. Isidore School maintains a strict policy with regard to candy on campus: **NO** candy is allowed to be brought to school by students in snacks, lunches, for birthday treats, or for any other treat. Candy is allowed on campus for special occasions only and as provided or approved by the teachers or the school (holidays, incentive candy, Field Day). All candy on campus must be selected from the **St. Isidore School Approved Candy List** (see Health Coordinators or teachers for list).

BAKE SALE GUIDELINES

All food items need to be in compliance with the *St. Isidore School Food Policy*. Bake Sale items need to be individually wrapped in plastic baggies. Please complete the 'Food Event' form located on the clipboard in the health office.

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SAFETY

ALCOHOL /SMOKING POLICY

1. Alcohol will not be served or consumed on school premises during the workday or while children/students are present.
2. Alcohol will not be served by children/students.
3. Alcohol will not be served or consumed during any school-sponsored field trip by anyone.
4. The Roman Catholic Welfare Corporation is committed to a philosophy of good health, a safe working environment. In keeping with this policy, all school site buildings are 100% smoke-free at all times.

ASBESTOS NOTIFICATION

Notification of asbestos changes or activity is given to the St. Isidore School Community in October of a school year. The school is checked by the Diocese for safety in this area. Proper procedures are always followed.

BICYCLES, BLADES, AND BOARDS

Students must walk bicycles on and off the school plant. They must park and lock bicycles in the bike rack area. Students riding bikes must wear helmets. No roller blades, skates, scooters, skateboards or long boards can be ridden on parish property at anytime. Students who bring rollerblades/skates, scooters/skateboards/long boards to school must place them behind the teacher's desk or checked in with the school office during the school day. At the end of the day, students need to walk their item off campus before use. Students who do not follow the procedure will have their item confiscated and turned into Administration.

WEAPONS/LASER POINTERS

Possession and/or assault with a deadly weapon and/or any object, which can be used to cause harm to another, including laser pointers, will result in very serious consequences up to and possibly including expulsion. (See chart in Discipline Section)

Note: The school reserves the right to ensure the safety of each student. That may include searching items brought to school and school property such as backpack, desks, uniform, etc.

PLAYGROUND RULES AND USAGE

There are several areas of play at St. Isidore School. The TK and Kindergarten playground is located directly behind the Kindergarten building. Students in Grades 1-3 have a designated playground, located between the two primary wings. Students in Grades 4-8 use the courtyard and field interchangeably. No student is allowed to play outside the courtyard perimeter.

ST. ISIDORE SCHOOL CLOSURE

Notification will be given to parents/legal guardians through school text and Constant Contact if the need should arise.

SUPERVISION OF STUDENTS

The school does not assume any liability for injuries received on or about school premises before or after school hours. School hours are 7:50 AM to 2:50 PM. Students should not arrive on school grounds before supervision is available at 7:30 AM. Students who arrive before 7:30 AM are to go to Kids Konnection. Students must never leave the grounds once they arrive in the morning. Students are to be picked up by the end of school and off school premises within 20 minutes of dismissal. Students who are still on campus or were not picked up from carpool, will be checked in at the after-school program, Kids Konnection. Please see school calendar for scheduled dismissal times. Students must be in a supervised area at all times during the school day.

TRANSPORTATION

In a sincere effort to accommodate all of our needs for a safe and efficient carpool, we have several viable options for you to choose from: walking, carpool drop off/pickup, or park to drop/pick up. Parents/Legal guardians please do not put your students in compromising positions by having them not follow carpool drop off and pickup procedures. (i.e. asking them to meet you in the red zone, picking up/dropping off around the bend of school, run across the street, texting you on school grounds). Our students safety is of the utmost importance; therefore, the following guidelines need to be followed:

1. Students Who Walk From School

Permission to walk off campus at the end of the day is given during your registration session. Please let the office know if you need to change your decision throughout the school year. Students in grades 5-8 ONLY are permitted to walk from school by themselves. Younger students may not leave campus without an adult. Students must leave school premises immediately after dismissal. Please use the crosswalk in front of school and not by the church. This disrupts carpool procedures.

2. Carpool Drop Off/Carpool Pick-up of Students

There are three carpool lanes: one for cars that have TK/Kindergarten students, one for single-family cars, and one for multiple family carpools. These lanes enter the church parking lot on the north side of the church and circle around to the school courtyard accordingly:

- a. *TK Drop Off:* Cars carrying TK/Kindergarten students will pull up in front of the Kindergarten classrooms and then exit the courtyard. Do not go through the courtyard: older students should be dropped off with Kindergarten siblings.
- b. *TK Pick Up:* Cars can pull up in front of the TK/Kindergarten classrooms and then exit the courtyard at 1:50PM.

- c. Single-family cars will drop off and/or pick up children along the south side of the Church. Safety patrol and adult monitors will assist children into and out of cars and crossing the driveway.
- d. Multiple family carpools will go through the courtyard and pick up students in front of the junior high classrooms. Students are seated by grade: All students need to watch for their carpool.

All yellow placards with family last name need to be visible for faculty at afternoon carpool. All cars entering the schoolyard to drop off or pick up children are requested to drive slowly and with extreme caution. There will be an altered carpool routine on rainy days. Faculty and staff will direct traffic. Drivers are requested to follow the directions of the faculty and staff. Cell phone use is prohibited in the carpool line.

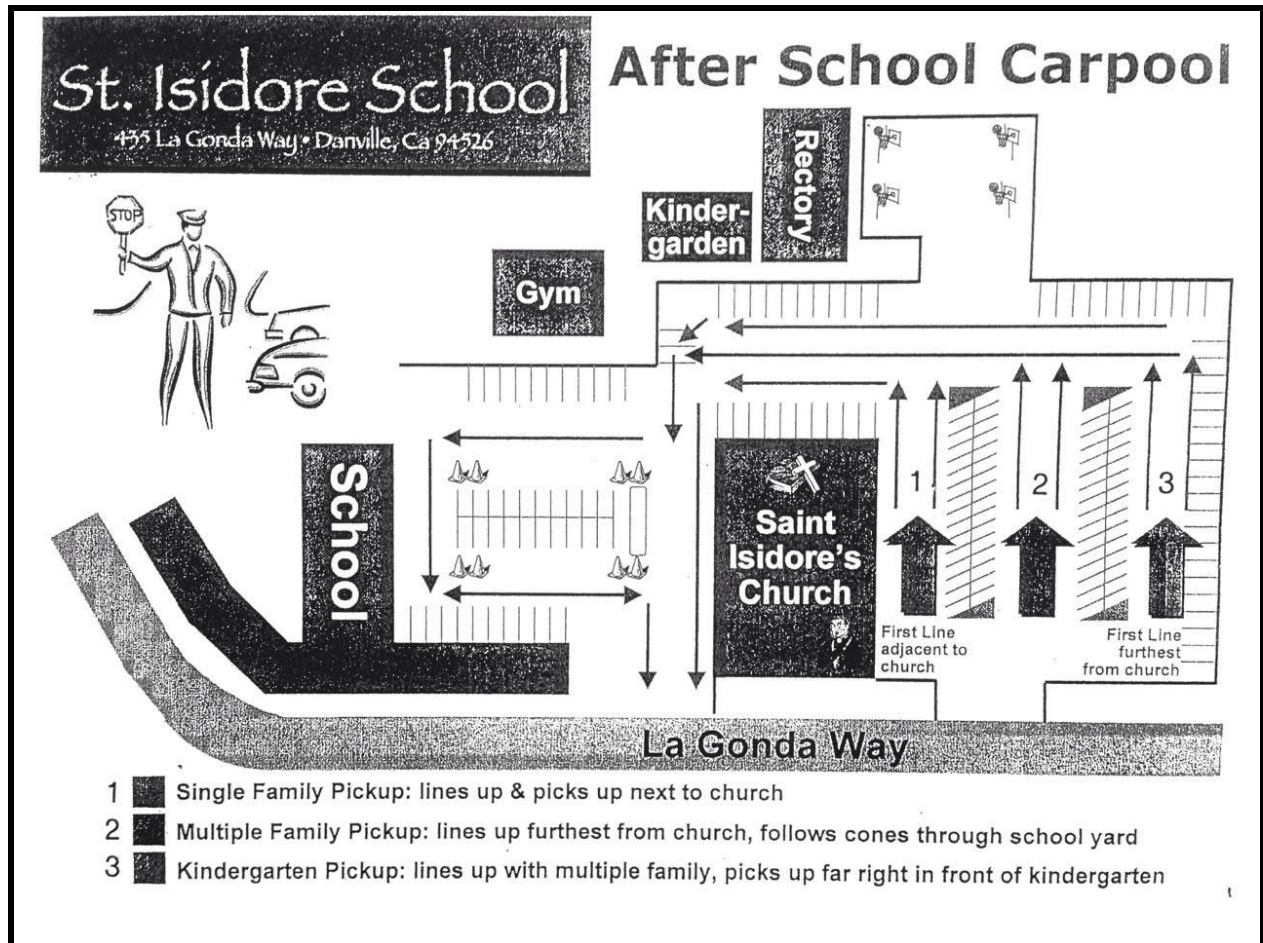
3. Park to Drop/Park to Pick Up

Parents/Legal guardians who need to drop off and/or pick up students may do so by following these procedures:

- **DO NOT** drop off or pick up students on La Gonda.
- For the safety of the students, please **DO NOT** park in front of the Church.
- Driving on the schoolyard during the hours of 7:30 A.M.-3:15 P.M. is prohibited.
- Parking is available on the north side of the Church.
- **The parking lot adjacent to the school (between the parish center and Kids Konnection) is reserved for Faculty and Parish Employees ONLY. Due to the number of staff members, these spaces need to remain available for their parking.**
- Students are not to be dropped off in the parking lot adjacent to the school. Please use the carpool lanes.
- Park your car in any legal parking space on the street or in the **church lot**.
- You MAY NOT temporarily park in a **Handicap Parking Zone or Red Zone**.
- The **Green Zone** spaces available on La Gonda next to the school are reserved for **20-minute temporary parking ONLY**. However, during morning drop-off and afternoon carpool, this area will be blocked with cones, in order to enable a clear view of students crossing the crosswalk.
- Parents/Legal guardians are not permitted to move the cones to park their car.
- Those choosing to park, must get out of the car and chaperone students across La Gonda and the office crosswalk. Students will not be allowed to cross the street without an adult.
- For the safety of all students, parents/legal guardians are reminded not to leave any child in the car without adult supervision.
- Students with injuries who need assistance and/or emergency situations should contact the school office for assistance.

Please understand that for the safety and well being of our entire school community, families must follow our carpool procedures. The Administration will notify the family when procedures are not followed.

AFTERNOON CARPOOL MAP



STUDENT ACTIVITIES

ALTAR SERVERS

Students in Grades 5-8 are given the honor and opportunity to altar serve. Students in Grades 6-8 will be trained to serve Mass of Resurrection Liturgies. The Religion Coordinator works with the parish staff to coordinate training and scheduling.

CYO

The parish organizes an extensive CYO program, which benefits St. Isidore School students and numerous parish students. See the parish website for more information

DANCES

One to two dances a year are available for students in 7th and 8th grade to attend. Students must have parental and school permission to attend. All students must follow the Code of Conduct required to attend dances and follow required dress code. Students who do not adhere to these policies will need to be picked up. Attendance at dances is a privilege, not an expectation. **Students who are absent from the school day are not permitted to attend the dance.**

FIELD TRIPS

All field trips must be educational. For each field trip all of the following information must be available:

1. Signed Student Permission Slips
2. Driver responsibilities (e.g., follow planned route, do not make extra stops, dress appropriately, no use of any alcohol at any time; no use of cell phones while driving.)
3. Provide verification of a valid, unrestricted California driver's license
4. Provide current automobile insurance coverage that includes \$100,000/\$300,000 in automobile liability insurance when private car transportation is used.
5. All chaperones for field trips must be screened per Megan's Law. Safe Environment Certification and fingerprint clearance will also be required.

Drivers must drive directly to the point of destination and follow the planned route with no side trips. Each passenger must wear a seat belt and when appropriate a car seat or booster per the California State Law. Parents/Legal guardians should not talk on cell phones while driving students.

Insurance and school policy dictate that only students enrolled in the class participating in the field trip may attend; no siblings may attend a field trip.

STUDENT COUNCIL

St. Isidore School has a Student Council that promotes a positive school community by following the Gospel Values, school unity, and spirit. They coordinate and organize events, activities and assemblies for students under the guidance of the Administration and Student Council moderators. The students in Grades 4-7 elect the members of the positions/committees in the spring. Student Council members are required to attend a Leadership Camp during the summer. In addition, members are required to follow all Student Council by-laws.

SERVICE PROJECTS

St. Isidore School is devoted to providing service to our parish and community groups. Several times throughout the year we sponsor school wide service opportunities, i.e. collecting food, clothes, and donations. In addition to school wide projects, students in Grades 5-8 need to complete 25 hours of service. Guidelines are outlined in the Service Hour packet distributed in the fall to students.

ST. ISIDORE SCHOOL FAITH FAMILIES

The school faith families meets once a month and consists of students from first through eighth. The eighth grade students are the family leaders who work with the younger students to help promote a sense of community and responsibility through fun activities.

During these meetings, students grow in the knowledge of those in other grades and develop a sense of the Gospel Values and community.

STUDENT RECORDS

REVIEW OF STUDENT EDUCATION RECORDS

Parents/Legal guardians of students currently in attendance at St. Isidore School may review the student's education records. Please give the school 48 hours notice.

PROCEDURES FOR CHALLENGING THE CONTENT OF THE RECORD

Challenges to the content of the record are concerned with the correction of data in the student record not with substantive decisions on the assignment of grades.

ST. ISIDORE SCHOOL DIRECTORY

Release of directory information (name, address, telephone number, email addresses) for student's families shall be **for school use only**. If a directory is to be developed for parent/legal guardian or other use, it must be done with the permission of those whose names are included. PTG generously prepares the yearly directory.

Permission to use any part of this Directory for mailing list purposes (e.g. home room list) must be granted by the Principal or pastor. Directory information must not be released to anyone without permission from the Principal or pastor.

EMERGENCY DISCLOSURE INFORMATION

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

STUDENT SERVICES

COUNSELING

The school provides counseling services for students with any social/emotional needs. The counseling services supports and advises administrators, teachers, parents/legal guardians, and students.

RESOURCE

The mission of the Resource Department in the Diocese of Oakland is to support Catholic education by being advocates for students with special needs in areas related to academic growth, social development, and emotional health. At St. Isidore School all teachers coordinate and collaborate with the Resource Team to evaluate the student's progress in their classes and ensure that the mission is being achieved. The Resource Department Chair monitors the overall program and leads the Student Success Team (SST) meetings. A SST is designed to assist a student who is experiencing ongoing difficulty that impedes educational success. The school also has an Educational and School Psychologist on campus twice a week.

TELEPHONE

The school telephone is reserved for school business, student illness, and emergencies. Students must obtain permission to use the school phone from their teacher. Students may not call home for forgotten homework, lunches, or to make after school arrangements.

LOST AND FOUND

All belongings should be marked with the student's name. If something is lost, please check the blue "lost and found" bin located across from the school office. Each trimester the unclaimed, unmarked items will be donated.

HOT LUNCH PROGRAM

There is a hot lunch program offered by *Choice Lunch* and can be purchased on a monthly system. Order forms are online at Choice Lunch website and also linked to the school website.

VOLUNTEERS

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school.

VOLUNTEER CODE

Volunteers serve to enhance the school's ability to provide for the student's development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Board and committees, PTG, Foundation, chaperones, auction committee, classroom assistance to teachers, cafeteria/ hot lunch program, room parents, field trip assistants, and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Diocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of students and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.

As a volunteer in St. Isidore School:

- I understand that I am a resource in the classroom and/or support to the school.
- I promise to keep confidential any information learned or observed about any student in any class while assisting the teacher, on campus, or on a field trip.
- I understand that if I breach this confidentiality, I will be asked not to continue in my position or not participate in future volunteer opportunities.
- My presence will not disrupt the class in any way and I will not use my cell phone while volunteering.

Should volunteers come into conflict on school related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by the school Principal and/or the pastor of the parish.

Any person who has a conflict with a school volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources

REQUIRED TRAINING FOR ALL VOLUNTEERS

The Diocese of Oakland Safe Environment for Children Project requires that ALL parish and school volunteers be trained on a three-year cycle. **This year is our cycle year. The entire school needs to complete and print their certificate after July 1, 2019 and be turned in by September 1, 2019.** Each training raises awareness of child abuse signs and reporting procedures. Training can be completed at www.virtusonline.org or through the parent portal. Click Community, Volunteering Opportunities then Virtus Training in the parent quick links to begin. This training takes 90 minutes. Please print out the Certificate of Completion and turn it in to the school office, as we must have documented proof of completion.

VOLUNTEER BACKGROUND CHECKS – MEGAN’S LAW SCREENING

A Megan’s Law screening must be done for any volunteer who falls under the categories listed below:

- All volunteers who work at the school site or in school sponsored activities twelve (12) or more hours a month, must be screened pursuant to the identification process established under California’s Megan’s Law.
- All volunteers who participate in any overnight experience (e.g. environmental educational camp) must be screened pursuant to the identification process established under California’s Megan’s Law. The screening results must be returned to the school by the Department of Justice prior to participation in the overnight field trip. Fingerprints will also be required.

In addition, any other volunteer who has contact with or access to children must be screened. Conviction of a sexual crime will bar an individual from volunteering in either of the capacities listed above.

HEALTH SCREENING

All Volunteers who work at the school site twelve (12) or more hours a month must have TB clearance.

It is required that all volunteers submit evidence of freedom from active tuberculosis, based on an X-ray of the lungs or an approved intradermal negative tuberculin test taken within the immediate past six (6) months and every two years thereafter. All returning volunteers shall submit evidence of freedom from active tuberculosis every two (2) years. (If a new volunteer has not had a PPD test in more than four (4) years, and that volunteer is over the age of thirty-five (35) years; a two (2) step skin test procedure is required.) If a skin test is positive, a chest x ray is needed, one (1) time only. Therefore, a symptom screening is recommended each year, documented by a physician.

APPENDIX

- I. Extended Care Handbook
- II. Telecommunications Responsible Use Policy
- III. Approved Food List

I. EXTENDED CARE/KIDS KONNECTION PROGRAM 2019 – 2020 HANDBOOK

Hello, my name is Carol Bevilacqua, and I am the Director for the extended care program (known as Kids Konnection) here at St. Isidore School. We are located directly across the street from the main campus in a lovely refurbished house that is also shared with the parish for their daycare needs and weekend meetings. We are open on all regular school days from 7:00 a.m. to 6:00 p.m. Indoors there is a full kitchen, restrooms, and a great room for all sorts of activities, projects, and homework. Outdoors is a fenced area with a play structures, large field, picnic tables, and a basketball court. Kids Konnection also has iPads available after school, so our children from grades 4-8 can do research for homework and special class assignments.

The Extended Care Program has a wonderful and loving staff. I have one assistant who works with me in the afternoons. I work closely with our St. Isidore families in helping to accommodate their after school needs. The billing process is set through me, and in turn, I work closely with our Principal and school bookkeepers to keep all accounts up to date. Our snacks are purchased through Costco, and are served at 3:30 each afternoon. We accommodate any food allergies also by staying within the school guidelines. I also coordinate special after school classes---such as drama, Sarah's Science, Black Dragon Chess Workshops ---which are provided by independent contractors and are offered for additional fees.

I am a St. Isidore parent alum. My daughters, Gina and Carla, both graduated from St. Isidore. I have been in the parish for 40 years and have so enjoyed seeing the growth in our Catholic community. I look forward to meeting many new faces, and, of course, welcoming back our regulars from years' past. You can contact me through email any time at cbevilacqua@stisidore.org. or you can call the school office at 837-2977.

ST. ISIDORE SCHOOL EXTENDED CARE PROGRAM HANDBOOK

KIDS KONNECTION
2019-2020

Father Gerald Moran
Pastor
Mrs. Maria Ward
Principal
Mrs. Carol Bevilacqua

Director

St. Isidore School – Kids Konnection 435 La Gonda Way
Danville 94526 (925) 837-2977

**Please sign and return this form to school by
September 3, 2019**

We have received and read the Kids Konnection Handbook and agree to uphold and support the procedures and regulations of the community of St. Isidore School.

Student(s) Signature:

.....
.....
.....

Parent(s)/Guardian(s) Signature:

.....
.....

Date:

PREFACE

Kids Konnection is a before and after school extended care program for students enrolled at St. Isidore School. Students engage in academic and recreational pursuits in a safe and nurturing environment with adult supervision until a parent can pick them up or an authorized adult. Kids Konnection is part of the total school program. It is therefore under the supervision of the school Principal. The Extended Care reports to the Principal. The Kids Konnection Handbook is an addendum to the St. Isidore School Family Handbook. All that is stated in the SIS Family Handbook also applies to Kids Konnection.

KIDS KONNECTION STAFF

Mrs. Carol Bevilacqua and two assistants.

GENERAL INFORMATION

Behavioral Expectations

Please refer to the SIS Family Handbook.

Billing

Kids Konnection is on the **“FACTS” PROGRAM**.
Please see the Fees section for further detail.

Check-In Procedure

A sign-in sheet will be found inside the main room near the front door at Kids Konnection. If a parent is not available, one of the Kids Konnection staff will do it for you.

Check-out Procedure

Upon the student leaving Kids Konnection, parents/guardians must sign out and initial next to the signed out time. The times will be calculated for you. Only a parent/guardian or other pre-authorized adult can take the child out of Kids Konnection. Written notice is required if a person other than those currently pre-authorized is to pick the child up from Kids Konnection, and identification will be required.

Once your student has left the SIS campus at the end of the day, they are not eligible to be checked into Kids Konnection.

Communication

Phone calls are taken during operating hours by calling (925) 837-2977. Sometimes, however, we may be busy with the children and be unable to get to the phone in time. Please leave a message, or call back immediately if it is urgent. After hours, a message can be recorded using the same number. Monthly updates will be sent home in the family envelope or be made available on the Kids Konnection website.

Enrichment Activities

Students enrolled in Kids Konnection are offered a variety of activities—crafts, movies, board games, seasonal activities, reading, imaginative play, basketball and other recreational outdoor games. Special after-school classes— Sarah’s Science, drama, Black Dragon Chess Workshops—are provided by independent contractors and are offered for additional fees.

Enrollment Eligibility

Any child who is currently enrolled in the school is eligible for Kids Konnection.

Full Day Kindergarten Care

Transitional Kindergarteners enrolled at St. Isidore may attend Kids Konnection between the hours of 7:00-7:40 and 2:50-6:00pm. Further information can be found under the Fees section.

Facilities

Kids Konnection is a beautifully refurbished home that is shared with the parish for their daycare needs and weekend meetings. The facility is handicapped accessible and secured. The outdoor area is a fenced area with a field for outdoor sports, a play structures, picnic tables, and a basketball court. The indoor area includes a full kitchen, restrooms, great room for board games and puzzles, ipads (only grades 4-8) are available for school assignments and homework, and a classroom/study hall annex.

Fees:

Registration is \$50.00 per child and will be billed through the FACTS Program. Registration Forms are available on the school's website. Our rate for registered children is \$8.00 per hour, per child. Our non-registered, drop in rate will be \$10.00 per child.

Kids Konnection will be using the same type of payment plan as is used for your school tuition. It is the "FACTS" Program. Your hours will be calculated and the amount will be debited from your account. You will be *notified of the total amount drawn* through *email approximately a week* before the due date. Our due date will be the 10th of each month. September 10th will be the first payment,

and June 10th will be the last payment for the school year.

On regular school days, we pick up students at 2:50 pm in Room 114 and walk to Kids Konnection where they will be signed in. On minimum days, we pick up students at 12:00 pm, and walk to Kids Konnection. On regular dismissal days, we clock the children in at 3:00 pm; 12:00 on early dismissal days. The **first five** minutes of each half hour is **gratus**. If your arrival is anytime **after** the first five minutes, you will be charged for the **full half an hour**.

Kids Konnection closes **promptly at 6:00pm**. A fee of **\$20.00** per child will be assessed for every quarter hour or fraction thereof after 6:00pm, beginning at 6:01pm.

Each family will be allotted **one free late carpool pickup per trimester**. All children in the carpool will be able to stay at Kids Konnection from the time carpool ends (approximately 3:10) until 4:00pm free of charge.

Registration

The annual materials and supply fee is \$50.00 per child. A separate information form must be filled out for Kids Konnection upon registration, including basic information such as parental contact information, other adults authorized to pick up the child, and any additional information that Kids Konnection staff should be made aware of. Information/Registration forms are available **ONLINE ONLY**. Please **return** your Registration Form to Kids Konnection or the school office. Your “**FACTS**” account will be billed the registration fee of **\$50.00**.

Hours of Operation

Kids Konnection can only be offered on days school is in session. Kids Konnection daily hours of operation are 7:00-7:30am and 2:50-6:00pm. On minimum days, Kids Konnection is available except for the minimum days that commence Christmas vacation and summer vacation. We will also be closed after our annual Halloween Parade. We are also open on Goal Setting Conference days.

Location

Kids Konnection is located directly across the street from the school office. The address is 432 La Gonda Way, Danville, CA 94526.

Lunch

On minimum days, all students need to bring lunch. Please follow the approved list. This is a peanut-free zone.

Drop-In Notification

Your child's **homeroom teacher** should always be notified of plans to have your child go to Kids Konnection.

Schedule

7:00	Kids Konnection opens
7:00 - 7:30	Before school, free play/homework time
7:30	Students are walked across the street. Kindergartners are walked to their classrooms

2:50	Meet in Room 114 and head for KK
2:55	Free Play begins
3:30	Snack is served
4:00 - 4:30	Homework or reading time
4:30 - 5:45	A la Carte afternoons (arts & crafts, board games, outdoor activities, or special programs) or continue homework.
5:30 - 6:00	Clean up
6:00	Kids Konnection closes

Service Hours

Students in grades 5-8 can earn service hours by contacting the Director of Kids Konnection.

Staff/Student Ratio

Kids Konnection follows the State of California Guidelines for Child Care Facilities, which is a 1:14 adult-child ratio.



NEW KIDS KONNECTION FEE SCHEDULE FOR 2019 – 2020 SCHOOL YEAR

Here is our fee schedule for the new school year:

REGISTRATION IS \$50.00 per child. Our registered rate is \$8.00 per hour, per child. Non registered and drop in rate is \$10.00 per hour, per child.

The “FACTS” Program will be used again this year. NO INVOICES WILL BE ISSUED. Hours will be calculated, and your account will be debited at the \$8.00 per hour rate for registered children; Non registered and drop in will be billed at the \$10.00 per hour rate.

September 10th will be the first payment, and June 10th will be the last payment for the school year. You will receive notification through email approximately five days before the due date informing you of the monthly charges for KK.

The **Registration/Information** form will be available online only. Your registration fee will be **billed** through the **“FACTS” Program**.

Please know that this information will be in our **Extended Care Handbook** along with all other pertinent information. Contact me at anytime with questions or concerns at (925) 837-2977.

Carol Bevilacqua

II. ST. ISIDORE SCHOOL TELECOMMUNICATIONS RESPONSIBLE USE POLICY

Introduction

The Diocese of Oakland recognizes the various ways, both positive and negative, that students, personnel, and parents can use technology both in school and at home. Our objective is to fully prepare students to use the resources available in ethical, constructive, productive and intelligent ways as Christian citizens in a global community.

While using technology, students are expected to:

- Treat others with respect and compassion in all interactions, including online communication
- Care for school devices and systems, and not vandalize or intentionally damage them in any way
- Respect others privacy and work, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission
- Use school technology resources for educational purposes only
- Use personal technology only as directed by staff while at school

Students are expected to abide by this code of conduct anywhere or anytime their actions can affect the school or other students. While the school is not responsible for policing online activity, conflicts online between students, parents, or staff rarely stay online; the school is notified when such conflicts affect the wellbeing of members of the school community. Students and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.

Parents are also expected to abide by the code of conduct found below, to the extent that their technology use affects other members of the school community.

Code of Conduct

St. Isidore School students are expected to model a code of conduct reflecting the school philosophy of St. Isidore School at all times. This includes all school events and activities, and extends beyond the physical boundaries of the school.

The school's jurisdiction with respect to conduct includes:

- At all times when the student is on school grounds
- At all times during the school day, both on and off school grounds
- At all officially sanctioned school-sponsored events
- Outside of the school day when the student's public behavior reflects upon the school.

Note: The school retains the right to discipline students for their actions regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well being of the school community. This covers

inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming, chats, digital transmissions and other technology related activities.

Telecommunications Responsible Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom

As a school technology user, I agree to follow the rules and code of ethics in all of my work with telecommunications while attending St. Isidore School.

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, or utilizing mobile technology within the classroom, I will work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab or around the mobile lab equipment.
 2. I recognize that copyright laws protect licensed media; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
 3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of my password and not share it with others; I will also protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. If I become aware of any misuse by others, I will notify the school site administrator immediately.
- I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members.

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school

computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
6. The use of technology is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.
7. Cyber-bullying, cyber-harassment, and cyber-stalking are forms of bullying that utilize electronic means including, but not limited to email, texting, inappropriate images, posting, and instant messaging. These forms of harassment are taken seriously and are prohibited.
8. Students, personnel and parents may not take or transmit images that violate the Responsible Use Policy. Taking pictures, videos, or recordings without a person's knowledge is a violation. The transmission, display, and sharing of inappropriate images is subject to disciplinary and legal action.
9. Students are allowed to bring personal computers or mobile devices onto campus for educational purposes only and at the discretion of the classroom teacher or school administration. This privilege can be revoked at any time if the student violates the Responsible Use Policy. The school will not be responsible for the security, troubleshooting or repairing of student or personnel-owned computers. Students/parents/guardians and personnel accept full responsibility for the loss or damage to their computers or mobile devices.

Violation of Telecommunications Responsible Use Policy

Any user who violates the Responsible Use Policy or local, state, or federal law, faces the loss of technology privileges, disciplinary action, and may face legal prosecution.

III. ST. ISIDORE SCHOOL APPROVED FOOD LIST

Disclaimer: All information regarding ingredients and manufacturing procedures were compiled from claims made by the product's manufacturers on their labels or via other means and may already be out of date. Although, every effort has been made to be as accurate as possible, the school does not accept any liability for errors or omissions in respective to manufactures and their processes. Prior to allowing your child to consume any of the listed food items, it is ultimately the responsibility of the parents to communicate with the teachers any discrepancy noted, and wishes to refrain from any of the items on this list. Please read carefully and communicate with your teachers. All food allergy information will be shared with each classes room parent group. This will provide a safety check for all planned food events for the classroom.

There are teacher sponsored academic activities that include nut-free foods, however could include items not found on this list. Therefore it is necessary for parents to communicate with their teachers whenever there is a food allergy. This list is reviewed regularly by the school Health Coordinators and is subject to change.

PLEASE SELECT THE SPECIFIED BRANDS ONLY – NO BRAND SUBSTITUTIONS

NO BAKED GOODS ARE ALLOWED FROM HOME.

OLD TOWNE DANVILLE BAKERY

St. Isidore School has partnered with Old Towne Danville Bakery. They have arranged to make Nut Free Themed Decorated Sugar Cookies, Undecorated Sugar Cookies, & Vanilla and Chocolate Cupcakes. All items purchased from Old Towne Danville Bakery must be pre-ordered at least 3 days in advance so that the items will be made Nut Free Specifically for St. Isidore School. All items pre made in the bakery are not allowed at school due to the risk of cross-contamination.

All items brought to school from Old Towne Danville Bakery will be clearly marked with a sticker stating they were made NUT FREE FOR ST. ISIDORE SCHOOL.

BAGELS AND BREADS

SAFEWAY

Kings Hawaiian Savory butter, sweet rolls, loaf
Oroweat 100% Whole Wheat Bread
Sarah Lee Bagels, Plain, Full Size
Thomas's Bagels, Plain, Full Size
Thomas's High Fiber, Plain English Muffins
White Wonder Bread

TRADER JOE'S

Trader Joe's SMALL Bagel Plain or wheat

COOKIES

SAFEWAY

Rice Krispie Treats, Original
Nabisco Oreo, Regular, Double Stuff

Nabisco Lorna Doone-Shortbread Cookies
Pepperidge Farm- Gingerman Cookies
Chips Ahoy- Original Chocolate Chip, Candy Blasts
Barnum Animal Crackers/Cookies, Original
Nabisco Honey Teddy Grahams

TRADER JOE'S

Trader Joe's, Soft Baked Snicker-doodle Cookies

LUNARDI'S

Loft House Frosted Sugar Cookies
 Chocolate Chip Cookies
 Snickerdoodle Cookies
 Ginger Chew Cookies
 Oatmeal Raisin Cookies

CRACKERS

SAFEWAY

Pepperidge Farm, Goldfish (Original or Cheddar, or On the Go Packs)
Ritz, Round Crackers, Original
Nabisco Honey Maid Graham Crackers, Honey, Cinnamon
 Triscuits Original
 Keebler Town House Pita Crackers

Wheat thins, Original

All Pringles

Quaker Rice Crackers, Carmel, Chocolate, Tomato Basil

Chex Mix, Traditional and Cheddar

TRADER JOES

Classic Original Water Cracker

Pita Bite Crackers

DONUTS

Christy's Donuts, **GLAZED ONLY** Danville

Great Donuts, **GLAZED ONLY** Alamo

FRUIT SNACKS

SAFEWAY

Betty Crocker, Fruit By the Foot, Fruit Gushers, Fruit Roll Ups, Fruit Flavored Snacks
(Scooby

Doo, Looney Tunes, Animal Planet, Fairytale Princess)

Motts Assorted Fruit

Amies Fruit Snack

ICE CREAM

SAFEWAY

Nestle- Dryers 1.5 Quart Slow Churned Vanilla & Chocolate

Kraft Jet Puffed Marshmallows, full size and mini

Smuckers Sauces- Chocolate, Caramel, Hot Fudge, Butterscotch, Strawberry

Hershey Syrups- Chocolate, Strawberry, Carmel

TRADER JOE'S

Ultra Chocolate Quart size
Mint Chip Quart size
Golden Carmel Quart size
French Vanilla Half Gallon
Hold the Cone Vanilla & Chocolate

JUICE

SAFEWAY

Minute Maid
Juicy Juice All
Honest Kids All
Tree Top
Capri Sun
Hansens

TRADER JOE'S

Joe's Kids Boxes (Lemonade, Apple, Apple Grape, White Grape)

PIZZA

Mountain Mikes, Danville
Pizza Guys, Danville

POPSICLES

SAFEWAY

The Original Popsicle- Jolly Rancher, Fire Cracker, Classic, Orange, Cherry, Grape, Tropicals
Nestle Outshine-Fruit Bars
Otter Pops, Original Brand
Safeway Assorted Twin Pops, Cherry, Grape, Orange, Lime Flavors

POPCORN/PRETZELS

SAFEWAY

Skinny Pop Popcorn, Original, Sweet, Chocolate, Cheddar
Snack Factory Pretzel Crisps, Original
Rold Gold Pretzels, Original sticks, Original Twists

TRADER JOE'S

Trader Joe's 6 pack Lite Snack Bag Popcorn
Trader Joe's Kettle Corn 7 Oz. (pink bag)
Trader Joe's Corn Puffs
Trader Joe's Pretzel Slims

OTHER TREATS

SAFEWAY

Precious Stringsters- String Cheese
Jell-O Brand, Snack Cups (Strawberry, Orange, Raspberry)
Jell-O Brand Pudding Snack Cups (Vanilla or Chocolate)
Motts Apple Sauce Cups

CANDY- (Cannot be brought in for birthday treats. All candy needs to be approved by teacher prior to bringing it in to the classroom.)

Spangle, Candy Canes

Tootsie, Rolls, Pops (All Variety)

Charms Blow Pops (All Variety)

Hershey Kisses, Milk Chocolate Only

Hershey Plain Chocolate Bars – not king size or minis

Skittles, All Varieties

Jolly Ranchers Hard Candy and Gummi Candy – No Lollipops

Sour Patch Kids

Haribo Gummy Candy

Red Vines

Dum Dum Lollipop

Starburst

Smarties

Rolos Chewy Caramels

Nerds