



# Quick Guide for New Families

Answers to frequently asked questions

*Provided by:*

*School Advisory Board & Parent Club Board*

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# UNIFORMS

## Where do I buy new uniforms?

Formal uniform items, including the Saint Isabella sweater, cardigan, jumpers and skirts may be purchased at Classic Designs School Uniforms. Classic Designs has one shipment per month to the school with no shipping charge. ([www.eclassicdesigns.com](http://www.eclassicdesigns.com))

Pants, shorts, and polo shirts may be purchased at clothing stores (Old Navy, Target or The Gap, etc.) as long as the clothing purchased fits the Uniform Guidelines. Saint Isabella sweatshirts are sold by the Parent Club and can be purchased by filling out an order form available in the office or on the first day in the Parish Center.

## What is Full Uniform?

Full uniform is required on special days and days when the students attend mass.

**Girls Full Uniform:** Formal royal blue cardigan, white long/short sleeved polo shirt, school skirt or jumper.

**Boys Full Uniform:** Formal royal blue v-neck sweater, white long/short sleeved polo shirt, khaki pants.

Socks may be black, white or navy. Shoes may be black with small white trim or design elements or white with small black trim or design elements. The Nike swoosh or Adidas stripes are accepted, but checkerboard patterns are not allowed. No slip ons, Converse shoes or high tops please!

## What is Daily Uniform?

Boys' daily uniform items include white or navy long/short sleeved polo shirts, navy or khaki shorts or pants as well as the Saint Isabella School sweatshirt. Undershirts must match the color of the polo shirt.

Girls' daily uniform items include white or navy long/short sleeved polo shirts, navy or khaki shorts or pants, plaid jumper or navy or khaki skorts (K-4) or plaid skirts (5-8) as well as the Saint Isabella School sweatshirt. On colder days, girls may wear white, navy or black tights or leggings underneath the skirt or jumper.

Students may wear up to one discreet bracelet and/or one discreet necklace. Girls may wear one set of small stud earrings or tiny hoops that fit snugly around the earlobe.

## What are the guidelines for "Free Dress?"

Occasionally, students are given the opportunity to wear non-uniform dress. Every attempt is made to notify families of these "Free Dress" days well in advance.

Shorts, skirts and dress lengths must be longer than your fingertips when standing up straight or no shorter than 4" from the center of the knees. No yoga pants OR leggings, unless worn under loose shorts or with a long shirt that hits your fingertips when standing up straight symmetrically all the way around.

Joggers, sweatpants and cargo shorts/pants are accepted. To ensure the children's safety, open-toed shoes and ballet shoes are not allowed.

No tank tops, halters or shirts with thin straps. Shirts need to cover the midriff when a student raises his/her arms. Students may not be allowed to attend class until dressed appropriately. Further disciplinary measures may be taken.

**Non-uniform dress is expected to be in good taste, age appropriate and consistent with the dress guidelines of Saint Isabella School.**

**The following items are not considered appropriate attire at Saint Isabella School:**

- Ugg boots or rain boots
- Yoga pants or leggings **without loose shorts or a long shirt that hits your fingertips when standing up straight all the way around**
- Pajama pants or "jeggings"
- Colored tee shirts worn under uniform shirts
- Shorts/skirts shorter than 4 inches above mid knee

- Crop tops
- Clothing that is torn, has holes or frayed cuffs
- Clothing that is too tight, too short or extremely oversized
- Caps worn backwards or inside buildings
- Decorative headbands/hair accessories that are larger than 2" in width
- Excessive jewelry, dangling earrings, fingernail polish, make-up, real or temporary tattoos, drawing or writing on the body, or any other accessory that is deemed inappropriate or creates distraction with our school uniform.

Please refer to the Handbook in your new family binder or on our website for more information on free dress attire.

## What is "Fee Dress?"

"Fee dress" days are on the 4th Wednesday (minimum day) of each month. **Students may wear "free dress" attire for a fee of \$3** which is put towards tuition assistance programs or charitable missions voted on by the students. Families are able to pre-pay for the entire year of "fee dress" days on the first day of school for a discounted price of \$20.

**"Free Dress" and "Fee Dress" days are completely at your own discretion. Your child may wear their uniform on any or all of these days.**

## Birthday Free Dress

Students in grades K-8 receive free dress privilege **on the day of their birthday during the school year. This privilege acknowledges that the student is spending their birthday day at school and NOT at home on the weekend or during a school holiday.** If their birthday falls on a required full/daily uniform or spirit day, they may request an alternate day for their birthday free dress privilege. No other birthday treats or privileges are allowed.

## What is the uniform exchange?

The Parent Club organizes a uniform exchange to make previously owned and gently worn uniforms available for a minimal fee to school families. The uniform exchange is available in the Parish Center on the first day of school (or by appointment, contact info available in handbook). Lost and Found uniform items that are unclaimed during the year are collected and stored at school for this exchange. Families are also encouraged to donate uniforms that they no longer need.

## What about Backpacks?

All backpacks must be of standard size and able to fit in a closet or cubby. It may also be stored outside on hooks or benches.

## ATTENDANCE

### How does "drop off" and "pick up" work?

**Arrival** - Drivers are directed to drive through the main gate and turn right onto the blacktop. **Please follow the painted lines and pull as far forward as possible before stopping to allow your children to disembark.** All students are to go to the back play area until the 8:00 am bell. Parents may also walk their students to the schoolyard. *Everyone must cross the driveway at crosswalks located by the stairs or at the main gate.*

**Dismissal** - Students sit on the benches in front of school to wait for their car/carpool. This allows the faculty/staff in charge to see the students and the students to be able to see their carpools. **Please follow the painted lines and pull as far forward as possible before stopping to allow your children to enter your vehicle.**

**Walking** - Parents who walk down to the school to pick up their child(ren) **MUST** use the painted crosswalk that is directly in front of the school entrance. Please do not stand in front of the benches as this blocks the students' view of the car line. Please be mindful that faculty/staff directing the dismissal process are on duty and should NOT be distracted by parents requesting information or a conference. Please refer to the school handbook for more information regarding dismissal policies.

## What time does school start? What if I need to drop off early?

**Our school day starts at 8:00 am.** Morning supervision is provided from 7:45 am to 8:00 am. Students arriving before 7:45 am are required to go to MorningCare (see extended care program).

Students in grades K-8 will line up and enter their classrooms at 8:00 am. **All K-8 students who arrive after the 8:00 am bell will be considered tardy and must report to the school office.** Students may never enter any school building unless a teacher is present.

## What is the procedure if my child is late?

If a student is late, they must go to the office and pick up a tardy slip before entering their classroom. Parents will be notified of consistent tardiness and students may be required to serve lunch recess detention.

## What are the school guidelines on attendance & absences?

Attendance is taken at the beginning of the school day. *All absences (except medical or dental appointments) are recorded on the student's permanent transcript and class register.*

**Parents are asked to phone or email the school BEFORE 8:30 am to report absences or tardiness.** The school secretary will call families after 8:30 am if the student is not present.

Please refer to the School Handbook for more information on our policies regarding absences and vacations.

## What is school policy when my child is absent due to a communicable disease... strep throat, chickenpox, etc?

Students suffering from communicable diseases (head lice, strep throat, measles, chickenpox, conjunctivitis, whooping cough, COVID and any other contagious disease) are to remain home for at least the minimal period required by health department regulations for school exclusion. The school must be notified whenever a student contracts a communicable disease and the school, in turn, will notify parents when their child has been exposed.

## Do I need to sign up for Extended Care?

The Saint Isabella School Extended Care Program is a service offered to our families who need care for their children beyond school hours. Extended Care continues the school's philosophy and offers a well-supervised program for children kindergarten through eighth grade. An afternoon snack is served. The program is open **Monday through Friday from 7:00 am to 7:45 am before school starts (MorningCare), 2:05 pm to 3:00 pm (KinderCare), 3:15 pm to 6:00 pm after school and 12:15 pm to 6 pm on minimum days unless otherwise indicated.**

**This is a drop-in program and there is no need to "enroll".** You pay only for the hours your child attends. If you are running late for 3:00 pm (or 2:00 pm for Kindergarten) pick up, your child will automatically go to Extended Care. Families will be billed at the end of each month. Rates are as follows:

- One child - \$5.00 per half hour
- Two children - \$7.00 per half hour
- Three+ children - \$7.50 per half hour

## What are Minimum Wednesdays?

**Dismissal is at 12:15 pm on the second, fourth and fifth Wednesdays** of each month to allow for faculty meetings and in-school services. Specific dates are listed on the school calendar on the website and updated weekly on the SchoolSpeak website. Extended Care is available on these days from 12:15 pm to 6:00 pm, please make sure to pack or arrange for your child to have a lunch.

## On minimum days do I pack my child a snack?

**Yes! Yes! Yes!** It's a long day despite the word "minimum." It's important that you pack your child a snack and plenty of water to sustain them throughout the morning until 12:15 dismissal.

## VOLUNTEERING AND SERVICE HOURS

### What is the School Advisory Board (SAB)?

The School Advisory Board (SAB) is a volunteer board consisting of Saint Isabella School parents and staff. The purpose of the SAB is to provide advice and assistance to the Pastor and Principal of Saint Isabella School in establishing goals and defining policies which govern the operation of the school with regard to Admissions, Budget, Strategic Planning, School Policy, Fundraising, Maintenance of Facilities, School Philosophy, School Activities and Tuition.

### What is the Parent Club Board (PCB)?

The Parent Club Board (PCB) is a volunteer board consisting of Saint Isabella School parents who plan and execute fundraising and community building events throughout the year. Families are encouraged to attend and volunteer at these events, both to enjoy our wonderful school community as well as to earn service hours.

### What are parent service hours, and am I required to do them?

**Two-parent families** are expected to contribute **30 hours of service to Saint Isabella School, and 4 yard duty supervisions each year.** Service hours can be completed in a variety of ways. The PCB events often need volunteers and/or donations. Information will come in the weekly newsletter on ways to volunteer and will also be posted on Parent Booker.

**Single parent families** are expected to contribute a total of **15 service hours and 4 yard duty supervisions.** (Please contact the office to verify single parent status.)

Families are required to track their service hours online as well as schedule their own Yard Duty hours through our volunteer database Parent Booker.

Saint Isabella School has a two-tier tuition plan for participating and non-participating families. **Families who do NOT complete their service hours/yard duty supervisions in the upcoming year (2023-2024) will be charged \$50.00 per incomplete service hour/yard duty.**

## WHAT IS THE WEEKLY NEWSLETTER?

Every week, the Principal emails a weekly newsletter of information to parents. This email should be read in full as it provides important information regarding upcoming school and parish dates for activities and events.

Communications and/or flyers for activities and events (i.e. field trips, guest speakers, advertisements, fundraising, classroom events, and money collections) **MUST be submitted to the office by Friday at 8 am so that it can be approved by the principal to be included in the weekly email.**

## WHAT SHOULD I KNOW ABOUT “BACK TO SCHOOL NIGHT?”

**This is an important parent night and should be attended.** The program includes a welcome from our principal, a short presentation by the School Advisory Board and Parent Club Board. This will include information about the year’s goals and events, and conclude with a visit to your child(ren)’s classrooms with an opportunity to meet their teacher(s). Teachers will outline the curriculum and expectations for the year and will also provide information about classroom volunteer opportunities.

## LUNCH PROGRAM - How does it work?

**My Hot Lunchbox** is an optional lunch service for Saint Isabella students offering flexible hot and cold lunch options from local vendors. There will be a different vendor for each day of the week and a large variety of menu options, so the kids never get tired of the food! All meals are approved and allergens designated on their website by a certified nutritionist. Special customization options are allowed by most vendors (eg. no onions). All lunches are individually packaged and labeled with students’ names and grades. **A morning snack for recess should be provided from home regardless of whether you choose this option for your child’s lunch.**

To sign up for My Hot Lunchbox go to [myhotlunchbox.com](http://myhotlunchbox.com), set up an account profile and start ordering.

## HOW CAN MY CHILD GET INVOLVED IN CYO SPORTS?

Catholic Youth Organization (CYO) is a part of Catholic Charities and sponsors sports for boys and girls. In Marin the CYO sports are girls' volleyball and boys' and girls' basketball. Participation in CYO sports is offered to students at Saint Isabella School or who live in the Saint Isabella Parish.

For more information, visit the website at <https://athletics.cccyo.org>.

## WHAT DOES THE SCHOOL DO FOR FUNDRAISERS?

The **Saint Isabella School Annual Fund** is vital to the health of our school to bridge the gap between tuition and operating costs as well as to continue our tradition of academic excellence. Each year, the school has a suggested amount to be donated per student. You now have the option to break this donation into monthly payments along with your tuition fees through FACTS Management. All annual fund donations are 100% tax deductible.

In addition, the school depends on all families in all grades to participate in the fundraising efforts of the school. The Annual Auction Gala is the school's biggest event fundraiser. It is a spectacular evening event that includes dinner, silent and live auctions and dancing. The success of this very important fundraiser is dependent on family participation through volunteering, providing resources to the event and attending the event. There are many other different fundraising and community building events throughout the year including bingo nights, the trunk or treat/chili cook off, the father-daughter dance, and Spring Carnival.

## IS THERE A FAMILY DIRECTORY?

Yes. The family directory can be accessed through our school website at [www.stisabellaschool.org](http://www.stisabellaschool.org). Unless otherwise requested, all families are listed in the school family directory. A password for this site will be provided to you.

We hope you find this guide helpful; additional information is located on our school website and includes the full school handbook. If you have any additional questions, please feel free to contact School Advisory Board Co-Presidents, Helen Andrews at [helen.andrews@gmail.com](mailto:helen.andrews@gmail.com) or Nancy Knievel at [nancyknievel@gmail.com](mailto:nancyknievel@gmail.com) or Parent Club Board Co-Presidents, Veronica Keller at [thaliavz@gmail.com](mailto:thaliavz@gmail.com) or Melissa Rounsaville at [mzrville@gmail.com](mailto:mzrville@gmail.com).

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