

Saint Isabella School



Parent Student Handbook 2023-2024

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Mission Statement

Saint Isabella Parish School is committed to providing an education that challenges students to responsibly live out the Catholic faith in service to God, family, and society. The school provides a solid foundation for the spiritual, scholastic, social, and physical development of its students.

Philosophy

The philosophy of Saint Isabella School is to partner with parents and offer an education that promotes the spiritual, scholastic, social, and physical development of its students. The school fosters:

- the *spiritual* development of its students through the message of the Gospel, Catholic teachings, service to others, community, and worship
- the *scholastic* development of its students by offering a rigorous, comprehensive course of studies that takes into account various modes of learning and learning differences
- the *social* development of its students by helping them develop self-esteem, leadership qualities, self-discipline, self-censorship, acceptance, tolerance, a moral conscience, and an appreciation for the gifts of others
- the *physical* development of its students by offering a safe environment, a comprehensive physical education, health programs, and organized sports opportunities.

Schoolwide Learning Expectations

School Philosophy and Mission Statement in Action

Saint Isabella School encourages every child to be faith-filled, responsible, and respectful life-long learners. Through an educational approach of balancing the spiritual, scholastic, social, and physical development of its students, the School believes that students will become well-rounded and CARING individuals. The School is proud of the acronym, CARES, that has come to encapsulate a vision for the future of its students.

We are educating tomorrow's leaders to encompass these qualities...

CATHOLIC

- Attends and/or participates in Mass
- Studies and understands Scripture
- Lives faith virtuously through example
- Exhibits compassion toward others

ACCOUNTABILITY

- Displays honesty through words and actions
- Takes pride in academics
- Models self-discipline and accepts responsibility for actions

RESPECT

- Appreciates differences in others
- Listens carefully, speaks clearly, and shares ideas
- Exhibits strong sense of self
- Practices kindness

EXCELLENCE

- Manifests leadership qualities
- Demonstrates exemplary work ethic
- Utilizes technology as a responsible digital citizen

SERVICE

- Helps others in our local and global community
- Cares about God's creations
- Collaborates with others to promote school values

Saint Isabella School's schoolwide learning expectations are reflections of how the school community cares for its peers, parish, and global communities.

History

Saint Isabella of Portugal

Saint Isabella School is named for Saint Isabella of Portugal, a peacemaker prayed to in time of war. She was born in 1271 in Aragon, Spain, and died on July 4, 1336. Isabella is buried at Coimbra, and Pope Urban VIII canonized her in 1625. Her feast day is celebrated on July 4th.

History of the Parish and School

The Manuel T. Freitas family originally owned the Saint Isabella property. They later donated it to the Archdiocese of San Francisco in 1961. Reverend Edward Dingberg was appointed the first pastor of the newly formed parish. In 1962, the main school building was completed and began operating under the direction of the Dominican Sisters of San Rafael with grades one through four. Each year an additional grade was added, and in 1967, Saint Isabella School graduated its first eighth grade class. During the late 1980s and early 1990s, a science room and a computer lab were added, and then, in 1996, a kindergarten.

In 1966, the School Advisory Board was formed to advise the pastor and principal in the operation and maintenance of the school. The Parents' Club was formed in 1973 and has contributed greatly to the fundraising and social activities of the school. The Western Catholic Education Association and the Western Association of Schools and Colleges accredit Saint Isabella School. The school's current accreditation is valid from 2018-2024.

Our school colors are **royal blue and white**.

Our mascot is the **cougar**.

Our school motto is **Saint Isabella School - Educating Tomorrow's Leaders**.

School Song

To the tune of Buckle Down, Winsokie

"Hail to Saint Isabella"

Our patron's crown shining bright.
Cubs' and Cougars' eyes are glowing in the light.
We laugh, pray and learn;
Faith in our hearts burns.
Hail to you, Saint Isabella School.

All our dedicated staff and teachers
Educate us as tomorrow's leaders,
Growing in wisdom hope, love
Building trust in God above.
Hail to you Saint Isabella -- our school.

Hail to you Saint Isabella School
Our colors white and blue.

Christ-like values serve us well,
To act morally they impel;
To help, work, care,
Love, believe and share.
We become the future leaders God wants us to be.

School Prayer

Dear God,
At Saint Isabella School,
We believe that learning is a lifelong adventure.
We believe in facing each day with faith in God,
minds open to knowledge and hearts open to love.
We believe in the freedom to pray, to wonder, to ask, to explore,
to imagine, and to create.
We believe that success means doing our best, being our best,
and feeling proud of our efforts.
We believe that every one of us has special talents given to us by God,
and that the talents of each of us help all of us.
We believe in Jesus Christ, ourselves, in each other,
and in Saint Isabella School.

School Advisory Board

The Saint Isabella School Advisory Board was established to assist and advise the pastor and principal in the operation and maintenance of the school. The board consists of eight to ten members who are parents of students attending the school. Each member serves a term of three years and one member serves as president for two years. The pastor, principal, assistant principal and Parent Club Board representative are also members of the School Board.

At the last meeting of the year, board members, excluding the pastor and principal, select the new members from nominations submitted by board members, other parents or by self-nominations to present to the pastor and principal for their final approval. Members also confirm the new School Advisory Board president who has been approved by the pastor and principal. Each of the board members receives a copy of the by-laws of the School Advisory Board at the time of his/her election, and copies are also available in the school office. A list of School Advisory Board members, their phone numbers, and more information about the Board can be found in the **School Directory**. The monthly meetings are listed on the school calendar. Parents who wish to attend the meetings are welcome to contact the SAB president.

Parent Club Board

All parents of children attending Saint Isabella School are members of the Parent Club of Saint Isabella School. This organization provides a network of volunteer services for the school, generates financial support through fundraising and sponsors community building events throughout the year. A nomination letter for open offices is included in the Principal's weekly newsletter in the spring and new board members are elected by the current board. A copy of the Parent Club bylaws is available in the school office. A list of current Parent Club Board members and their phone numbers can be found in the **School Directory**.

Admissions Policy

As a parochial school of the Archdiocese of San Francisco, Saint Isabella School's purpose is to educate students in Christian living through a curriculum integrated with the teachings of Jesus Christ and Gospel values. The school is administered and staffed by dedicated and professional men and women. We offer a rigorous academic curriculum designed to help a child develop to his/her full potential spiritually, academically, physically, and emotionally.

Saint Isabella School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school. Saint Isabella School does not discriminate on the basis of sex, race, color, or national origin in the administration of educational policies, athletic or other school-administered programs.

Applicants are considered for readiness screening/testing in this order:

1. Children of registered, participating members of Saint Isabella Parish
2. Siblings of currently enrolled and registered students
3. Children of registered members of other Catholic parishes
4. Children of other faiths

Kindergarten students must be five years of age by September 1 of their kindergarten year. Students entering grades 1-8 must be in compliance with this policy.

Tuition Policy

The Tuition Contract for this school year spells out the tuition agreement between the school and family. All parents/guardians are required to sign this tuition contract and return it to the school.

2023 – 2024 Academic Year Tuition Contract

Note: Families who did not complete their 2022-2023 service hours and yard duties by July 1, 2023 will be charged **\$50 per hour for all incomplete service hours and yard duties**. This amount will be invoiced to you and/or added to your 2023-2024 tuition contract.

Participating Annual Tuition Schedule for 2023-2024

- One Child - \$11,801
- Two Children - \$21,832
- Three Children - \$30,980
- Four Children - \$38,945
- Registration Fee Per Child - \$500
- 8th Grade Graduation Fee - \$175

Families must sign up online for FACTS Management to pay the 2023-2024 tuition. They can choose to pay by checking or savings account, or credit card. Families who choose to pay the tuition in full will pay the entire tuition amount by August 5, 2023. Families who sign up with FACTS to pay the tuition bi-annually will pay the first half on August 5, 2023 and the second half on January 5, 2024. Families who choose to pay the tuition monthly will be debited monthly beginning July 5 or 20, 2023 through June 5 or 20, 2024. Be aware that FACTS Management does not accept all credit cards and families will be responsible for any credit card convenience fees charged.

The signed Tuition Contract is due by May 22, 2023. One signed contract must be returned to the office and parents are to keep a copy for their reference. There will also be a copy of the contract in the appendix of the Student/Parent Handbook, which is located on our website. www.stisabellaschool.org

Tuition Refunds

Families withdrawing students after July 5, 2023 will **not** be granted refunds of fees and tuition for the current school year. The registration fees are used to pay for expenses such as testing, Archdiocesan fees, and insurance. These expenses must be paid to the school before the beginning of the school year. **After July 5, no part of the registration fee will be refunded.**

The contract may be canceled by the parents/guardians in writing without penalty (except for the forfeit of the \$500 Annual Registration Fee) **on or before July 1, 2023**. This must be done in writing and submitted to the principal.

Past Due Accounts

Families with past due accounts **will not be offered a contract** for the following year until the account is paid or arrangements have been made with the school administration. The school administration will consider each situation on a case-by-case basis, and will require a written agreement between the family and the school regarding repayment of the debt. The family will also be required to sign up for automatic debit.

If any obligation to the School that is due at or prior to the commencement of a School year or a semester is not paid on time, including any obligation outstanding from a prior School year, your child will not be considered registered for the upcoming School year or trimester and will not be allowed to attend class until the family's financial responsibility is met. This will apply regardless of whether you have submitted a tuition contract and your child has been admitted into the School since satisfaction of financial obligations is one of the criteria for acceptance.

A fee may be charged when tuition payments are received after the due date, or when the school is advised that there are insufficient funds for automatic debit payment. If this occurs more than twice in a school year, the school reserves the right to ask for the remainder of the tuition to be paid in full.

Tuition Assistance

Tuition assistance for Saint Isabella School families is available from several sources. **The Basic Fund** is available to qualifying families with a student *new to a private school*, Through the **Archdiocesan Family Grants Program**, financial aid is available to families in Catholic Schools. Tuition assistance is also available through Saint Isabella School. We are permitted to use a portion of the Sister Jeanne Marie Bendik Endowment and the Saint Isabella School Endowment for tuition assistance. **Families must complete a MyTads application online** and provide all requested financial information to be considered for **any** form of financial assistance. Families who receive tuition assistance will have their total tuition reduced by the amount of the assistance. **The remaining tuition will be divided into equal payments that are to be paid annually or through direct debit.**

Normally, requests for tuition assistance should be made at the time of registration or when Tuition Contracts are submitted. However, families should not hesitate to inform the school administration of their need whenever it may arise during the year. For the sake of your family's security and peace of mind and for the general financial stability of the school, we encourage parents or guardians to contact the school as soon as possible when they are experiencing difficulty with tuition payments.

Non-Admission of Students Due to Tuition Delinquency

School families failing to pay tuition according to the agreement that they have made with the school or who have been unwilling to make a suitable arrangement will be informed that their child/children will not be re/admitted to our school. Delinquent accounts may be turned over to an outside collection agency.

All families must be current in their payment of tuition by the end of each trimester.

This agreement (tuition contract) incorporates all policies of the Archdiocese of San Francisco pertaining to parish schools, the Code of Christian Conduct for Students and Parents/Guardians, and all policies stated in the Saint Isabella School Parent-Student Handbook.

Late Registration

Families registering after July 1 shall be expected to fulfill their tuition obligation according to the tuition policy stated above. Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance, but the full registration fee of \$500 is due at time of admittance.

Parent Service Hours and Yard Duty Supervisions

Service to the school directly supports your child as well as the School and Parish community. **All families are required to participate in volunteer service for the school each year.**

Saint Isabella School has a two-tier tuition plan for participating and non-participating families. Those families who did not complete any of their service hours/yard duty supervisions in the upcoming year will be placed on the **Non-Participating Tuition schedule** for the following year. Families who complete only a portion of their service commitment will be assessed a prorated fee in the following school year. Please refer to the **Tuition Policy** in the School Handbook for further clarification.

Parent Service Hours

Two-parent families are expected to give thirty hours of service to Saint Isabella School each year in addition to **four lunchtime yard duties**. One-parent families are expected to give a total of fifteen hours of service to Saint Isabella School each year in addition to **four lunchtime yard duties**. Please contact the school office to report single parent status. By the end of January and again by the beginning of May, families will be informed of their status regarding their hour commitment. Incomplete hours will be billed at **\$50 per hour**. Please refer to the **Tuition Policy** in the Handbook.

Service hours are entered in 2 different ways.

1. You must enter your hours manually
2. Your hours will be approved by the event coordinator

If you are entering your hours manually, they should be submitted as soon as they are earned through Parent Booker's online system. Each entry should include a brief, but detailed description of the work performed or goods donated. Hours should be recorded by donation or single event and not block entered (e.g. 30 hours for classroom time is not acceptable).

At least 10 of the required 30 service hours (not including yard duties) shall be completed through volunteer time actually spent at the school or in connection with events directly related to the school. For example, a family may not receive credit for donating food, drinks or goods for all 30 of their service hours.

Examples of qualifying service hours:

- Service on the Student Advisory Board
- Service on the Parent Club Board
- Room Parent service
- Serving as a team member or volunteer for the auction or other school fundraising events
- Help in the classroom or other school facility as requested and approved by school teachers and staff
- Driving and chaperoning on field trips as approved by the teacher for the specific class being served

- Donating food or goods for fundraising and other school events. Please note that food donations are credited as follows: *1 hour equals \$30 worth of food/drinks/goods etc.*

Limitations on service hours:

- Hours credited for coaching Saint Isabella CYO teams will be capped at 15 per year per team
- Hours credited for serving on any Saint Isabella CYO Board will be capped at 15 per year
- Hours are not credited for scorekeeping or otherwise assisting with CYO sport related activities, other than coaching or board service
- Families who join Saint Isabella School from January on will be required to complete 15 hours (7.5 for single parent families) for the current year since they have not been part of the school for a full year

Any service hours or yard duties that have not been completed by June 30 of the current school year will need to be paid promptly at the amount of \$50 per hour.

Service hours accumulated beyond the 30 hour requirement are greatly appreciated but do not roll over into the next year.

Yard Duty Policy

All parents sign up online through Parent Booker in August for the school year. Once assigned, parents are responsible for their assigned days. If for some reason a parent is unable to fulfill his/her commitment, he/she must find a replacement prior to their assigned Yard Duty date. If a parent makes arrangements to switch duties with another parent, the school office and the yard duty coordinators must be notified. If a parent misses a yard duty, he/she will not be credited with service and will be notified.

Children who are not students of Saint Isabella School are not allowed to accompany yard duty supervisors while doing yard duty. All attention must be given to supervising the students. Parents doing yard duty must remember that the children's safety is their primary concern.

No cell phones are to be used while on duty or during volunteer services.

Yard Supervision Procedures

- Parents should arrive at the school office at 11:45am and sign in at the office. *Parents who are significantly late or who do not sign in will not be given credit for completing that day's duty.*
- Parents should put on a **yellow vest** and pick up a yard duty lanyard at the office. Each lanyard indicates which area the parent is assigned to supervise. There is a map of the playground, play areas and lunch table assignments and the playground rules.
- Parents need to walk around and watch their entire assigned area. They need to be visible to the children.
- **Parents should not use this time to talk to teachers or other parents, read, or use a cell phone, as children need constant supervision.** If parents need help or clarification of rules, a staff member is on yard duty, stationed at the front and back doors.
- If a child is sick or has a minor injury, send the child to the office with another child. In case of serious injury, keep the child calm and send another child to the office for help.
- In case of fire or disaster drill while supervising, remain with the children until a staff member arrives and gives direction.

- If a student is disrespectful, uncooperative or refuses to obey recess rules, instruct him/her to sit on a bench for the rest of recess and inform one of the teachers/administrators on duty. More serious incidents need to be reported to the staff member on duty immediately. Parents may be asked to make a written statement concerning the incident. Please stay until all the children have lined up at their classroom and their teacher arrives to supervise them. Return the lanyard to the office. Parents should stay until 12:45pm when grades 5-8 return to their classrooms and the teachers are present.

Recess

Recess is a time for students to play together. The school has ample playground equipment and students may not bring play equipment or toys from home.

Lunch and Recess Rules

These are some of the recess regulations we ask parents to help enforce:

- Students are not allowed to enter the building without a teacher's permission.
- If a child is hurt they need to be escorted to the office.
- School rules apply to the schoolyard. Students are required to treat each other and adults with respect, both physically and verbally. Exclusion, teasing, mean-spirited or harmful games are never allowed.
- Play structure and field use rotations are listed on the yard duty maps.
- Restrooms are not to be used as play or meeting areas.
- Students in grades K-4 will play first and then eat lunch. Grades 5-8 will eat first and then play.
- All students will sit down until they have finished all their food and drink. They may get up to throw trash in the cans provided.
- Eating areas are to be cleaned by the students before they are dismissed.
- When the 12:22 bell rings, students in grades 1-4 stop their play on the yard and walk to the lunch areas to eat lunch. Grades 5-8 will clean their eating areas and be dismissed to play.
- When minor conflicts occur between students, they should be encouraged to use our system of conflict resolution, Three Steps to Solve a Problem which is posted on school windows as well as encouraging the use of the Peace Path located next to the garden path.

Three Steps to Solve a Problem

1. If the problem is serious and you feel worried, talk to an adult immediately.
2. If you are annoyed with the actions of other students, you must first tell them why what they are doing bothers you, then you must listen to their answers, and finally, you need to warn them that you will report the problem, if they continue.
3. If it happens again, report it to the adult in charge.

General Information

Traffic

The safety of students is the primary concern of those who are directing traffic. Our morning and afternoon traffic flow patterns help to reduce any possibility that a child will move into the path of a moving car. Parents are asked to cooperate with the faculty and staff who are directing traffic at arrival and dismissal.

Drivers are asked to drive slowly and mindfully while on school and parish property. Drivers must NOT drive through any coned-off area, the parking areas reserved for the Freitas House, and/or the parking area surrounding the rectory.

Arrival

Drivers should:

- Pull into the front schoolyard and follow the yellow lines
- Follow directions from faculty members in charge of arrival procedures
- Once parallel with the school building **pull as far forward** as possible before stopping to unload passengers
- **If you have passed the main crosswalk, you may pull slowly out of line to the left of those ahead, after dropping off children (if the crosswalk is directly behind their car, drivers should not back up to pass)**
- **Exit around the far side of the church**, between the church and property fence to eliminate dangerous cross-traffic
- **No cell phones** should be used in any manner after entering the school yard.

Students should:

- Leave the car **via the passenger side** of the vehicle.
- Walk directly to the back schoolyard.

Parents who park and walk to the school building should:

- Park in the upper lot and not along the schoolyard's fence line
- Use the crosswalk coming from and going to their cars
- Follow the crossing directions of the staff member on duty.

Dismissal

Dismissal time for Kindergarten is at 2:00pm. Dismissal time for grades 1-8 is 3:00pm signaled by a bell. On the second, fourth, and fifth Wednesday (see calendar for exceptions), classes dismiss at 12:15pm. Please check your school calendars for early dismissals preceding holidays.

Students should:

- Sit on the benches in front of school to wait and watch for their car/carpool
- Remain seated **with their classes** rather than their carpools

- If going to Extended Care or after school classes, remain seated until told to line up for Extended Care
- Be permitted to walk home, ONLY if written parental permission is on file in the school office
- When called, walk quickly to their car and remain school-side of the yellow line until the car has come to a complete stop.

Drivers should:

- Follow the lines to drive onto the schoolyard
- When possible, drive all the way to the STOP area at the far end of the building
- Be careful to stay inside the yellow line even in the event of rain
- Do not use cell phones after entering the schoolyard.

Parents who park and walk to the school building should:

- Park in the upper lot and not along the schoolyard's fence line
- Use the crosswalk coming from and going to their cars
- Follow the crossing directions of the staff member on duty.

Daily Schedule

- Students arriving any time before 7:45am are required to go to Morning Care and billed accordingly.
- Morning supervision is provided from 7:45am to 8am. (Please review Arrival Procedures).
- The schedule for Monday through Friday is as follows:
 - 8 am to 2 pm Kindergarten
 - 8 am to 3 pm Grades 1-8
 - 8am to 12:15pm on the second, fourth, and fifth Wednesdays of the month Grades K-8 (some exceptions apply).
- Classrooms open when the bell rings at 8am. Students may never enter any school building unless a teacher is present.
- Dismissal is at 12:15pm on the **second, fourth, and fifth Wednesdays** of each month to provide for faculty meetings and in-services. Specific dates are listed on the school calendar on the website and announced in the weekly newsletter.

Attendance

The State of California mandates the compulsory school attendance of all children between the ages of six and sixteen. The responsibility for compliance with this law belongs to the parents, but the school is obligated to maintain an accurate record of daily attendance for each student. 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. Students with an excess of 15 absences per trimester may be subject to retention.

Parents are required to phone the school before 8:30am to report absences or tardiness. The secretary will call families after 8:30am, if the student is not present. If the student is absent, a parent /guardian must call or email the school office explaining the absence.

Medical Absences

Students are legally credited for attendance when time is spent in medical and dental appointments if they bring a note from the doctor to the school office. Parents are urged to keep such absences to a minimum. If at all possible these appointments should be made on early dismissal Wednesdays.

Excused Absences

In addition to medical absences, students may be absent due to illness, accident, quarantine and attendance at funeral services. In such cases of short-term absence, the school staff shall assist the student to make up the schoolwork missed.

Unexcused Absences

Students absent from school due to events, trips, vacations, etc. are considered unexcused. This will likely reflect negatively on their academic records. Two high school shadow days will be allowed during the eighth grade year. Any days beyond that will be considered unexcused absences.

Grades **sixth through eighth students upon** re-entry following an unexcused absence:

- Will be ready to take any tests missed immediately upon return to school. Test(s) will be taken during the school day and/or after school.
- Will be required to turn in all work missed during their absence. (As stated in the handbook, teachers are not required to provide assignments in advance.)
- Will be expected to make up missing assignments while keeping up with current assignments.
- The percentage of credit will be given at teachers' or principal's discretion for assignments outside the scope of daily assignments, such as projects or presentations.

Extended Vacations

The school calendar is designed to provide ample vacation time for students and their families. Because school attendance is critical to a student's success, the school discourages additional vacations. Faculty members do not give assignments in advance, nor is the school obliged to provide tutoring, make-up work, or special testing for such a period of absence. It is the student's responsibility to make up all assignments, tests and class work; to fail to do so will result in a lowered grade. These absences may be considered unexcused, if a student is absent for fifteen days or more during a trimester period, report card grades may be withheld.

Visitors from Other Schools

If a child requests to bring a friend or relative to attend classes or visit the school, the parents of the Saint Isabella School student must consult the principal and the teacher in advance to be assured that the visit will fit into the school schedule so that preparations can be made to greet guests and help them feel welcome. Permission and emergency information must be left on file with the school by the visiting child's parent/guardian.

Tardiness

A student is tardy if he/she is not in the classroom or assembly and ready to begin school by 8:00am. If a student arrives after 10:30am, he/she is marked absent a half day. Tardy students must report directly to the office. A student will then be issued a tardy slip for admission to their classroom. The student should then take the tardy slip to the homeroom teacher for admission to class. Parents will be notified of excessive (five in one trimester) unexcused tardies. Excessive tardies may result in a lunch detention and may also result in not being accepted for the next school year. Students in grades 6-8 are on a departmental schedule and are allowed three minutes to move from one class to another. If a student takes longer than three minutes, he/she may be issued a tardy slip. These unexcused tardies may result in a detention.

Parent Absences

The office and the classroom teacher should be notified in advance if parents plan to leave their child(ren) in someone else's care. Parents must leave information detailing where and how they might be contacted, whom to contact in their absence and how to reach this temporary caregiver. Parents should leave the caregiver written consent to seek medical aid for the student(s).

Release from School

Students are not allowed to leave school during the school day unless a parent (or an adult authorized in writing by a parent) accompanies the student. An adult must sign out a student who needs to leave class before dismissal. Specified information will be entered in the Sign Out Book which is kept in the school office. If the student returns to school that day, the adult must sign him/her back in. Non-custodial parents may not take children out of school early without prior written permission from the custodial parent.

Hot Lunch Program

My Hot Lunchbox provides lunch offerings on Monday through Friday through local vendors in the area. All meals are approved and allergens designated on their website by a certified nutritionist. Orders are processed through a secure website with parents having the flexibility to add, cancel or edit their order up until noon the day before delivery (www.myhotlunchbox.com).

Birthdays

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.** Students are also recognized at weekly assemblies. Students whose birthdays occur on a school day when the full or regular uniform is required (e.g. November 1st All Saints Day Mass; special Spirit Days requiring partial uniform or special attire) may speak with their teacher and arrange a suitable substitution. No half-birthday, weekend birthday or summer birthday free dress. **Birthday treats for the class are not allowed at any time.**

Health and Safety

Role of the School Counselor

It is important to note that while school counselors may see a student several times, depending on the wishes of the family, these meetings are not construed to be "therapy". They are brief discussions and meant to address a particular situation, modify a behavior, find effective ways of attaining a goal (behaviorally or academically), or even to address ways to interact with a friend or fellow student. They may be followed by a "check-in" to see how the student perceives his or her progress. Sometimes parents will ask the counselor to check in, as a support, with a student who might be having a difficult time dealing with a family situation or world event. Our school counselor is available on an appointment basis or by phone for consultation with parents.

Parent's Guide to Immunization Requirements

According to the California School Immunization Law, children must have their required immunizations (shots) before they can attend school or childcare. Please use the schedule in the addendum to see if your child has all the required shots.

On June 30, 2015 bill SB 277 (Pan) was passed. In July 2016, SB 277 did eliminate personal and religious exemptions from immunization requirements for children in (child care and) public and private schools. The law will also allow personal belief exemptions (PBEs) submitted before January 1, 2016 to remain valid until a pupil reaches Kindergarten or 7th grade. The following exempt categories will not have to meet existing immunization requirements for entry:

- Home-based private schools
- Students enrolled in an independent study program who do not receive classroom-based instruction
- Special education services specified in an individualized education program.

Note: Students in the above categories will still need to provide immunization records to their schools before entry, and schools will still need to report to the California Department of Public Health (CDPH) the immunization status of all students at the existing checkpoints of (child care,) kindergarten, and 7th grade. In addition, the law allows medical and personal beliefs exemptions from any new immunization requirement initiated by CDPH for school (and child care) attendance. Ask your medical provider for details. For more information: www.immunization.org

Exclusion from School

Pupils suffering from specific communicable diseases (e.g. COVID 19, H1N1 flu, influenza, head lice, strep throat, measles, chickenpox, conjunctivitis) are excluded from school 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.

Students, parents, and staff must stay home when sick until at least 24 hours after they no longer have a fever (100 degrees Fahrenheit or 37.8 degrees Celsius, measured by mouth) or signs of a fever (chills,

feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine.

The school considers any indication that a student may be **considering doing harm to himself/herself or others** to be an extremely serious matter. Parents will be advised immediately, and the student will be sent home until he/she consults a licensed specialist and receives a written release to return to school.

Medications

No student will be given medication at school without the written permission of the parents/doctor. These permissions are listed on the back of each child's Emergency Card. If a child needs to take medication during the school day, other than generic Tylenol or Motrin, the prescription (with the physician's label) with written instructions and parental permission must be sent to the school office. A note should also be sent to the classroom teacher advising of the necessity of taking medications during school hours.

Over the counter medications, including cough drops and aspirin are included in this policy. Children are not allowed to self medicate, unless clear and specific written instructions signed by the parents are sent to the office and/or are indicated on their emergency form. This includes the use of inhalers.

First Aid Treatment at School

First aid treatment is restricted to minor conditions such as cuts and bruises. Disinfectant, bandages, ice, etc. are the only treatment used at school. Parents or guardians are notified immediately of fever, serious illness or injury.

Student Insurance

All students are covered during the school hours and for all school-sponsored activities under the Archdiocesan Student Insurance Plan. Any injuries must be reported to the office as soon as possible.

Mandatory Child Abuse Reporting

Section 11166 of the Penal Code requires any childcare custodian, including teachers, counselors, Extended Care personnel and school administrators, *"...who have knowledge of, or observes, a child in their professional capacity or within the scope of their employment, they know or reasonably suspect has been a victim of child abuse must report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident."*

Visitors to the School

In accordance with State Law and for the safety of the children and staff, all visitors shall report to the school office upon arrival and sign in. All visitors remaining on campus, even for a short time, will be issued a Visitor name tag to wear during the period of their stay on campus.

All parents assisting with activities, yard duty or lunch program must sign in and wear a nametag. In addition, yard duty helpers wear a yellow vest. **Cell phones are to be off and not in use when volunteering in the classroom and/or on the play yard.** No one is permitted in the classrooms during

instruction without the explicit permission of the principal. Conferences with teachers should be pre-arranged and must be held during non-instructional time. Forgotten lunches, homework, etc. should be left at the office.

Emergency and Disaster Information

Role of the School

The school has a comprehensive Emergency Plan that is regularly re-evaluated and rehearsed. Fire drills are held monthly; earthquake and emergency drills are conducted at least once a year. Students have been instructed and have practiced what to do in the case of a fire, earthquake, or other emergency situations. A detailed Emergency Plan is on file in the school office.

Role of Parents

In August each year, parents are asked to complete emergency/disaster forms. These include medical and allergy information, as well as a list of safe contacts the school may release students to in case of an emergency.

In case of a severe earthquake or other emergency that leaves the safety of the school building in doubt, all students will be evacuated to an area deemed safe.

According to state law, a student will be released only if the student is “signed out” by his /her parent or a person listed on the emergency release card. Please be sure that your child knows the person you have designated, and that person is on record here at school. At the beginning of the school year an emergency phone list will be compiled for each grade level and given to each homeroom parent leader. These lists will include home and work phone numbers. Briefly, instructions to parents are:

- remain calm
- do NOT telephone the school
- tune in to your radio for emergency reports
- upon arrival at school, report to the adult in charge to promptly check out your child(ren).

If an earthquake or other emergency occurs outside of school hours, Saint Isabella School will follow the directions of the Archdiocese of San Francisco and advice of MCOE as to whether to conduct classes. The local television and radio stations and the MCOE website will carry this information.

Uniform Dress and Appearance

Full/Formal Uniform

Full/Formal uniform may be worn on all school days, but must be worn at school liturgies, graduation, specified field trips, and other occasions that will be indicated on the school calendar.

Boys' Full/Formal Uniform

- Royal blue v-neck sweater with Saint Isabella School emblem, (exception 8th grade class sweatshirt).
- **White** short or long sleeved polo style shirt (K-8 all undershirts must be white).
- **Khaki** long pants (not corduroy) (K-8).
- Pants must fit at the waist (not at the hips and not showing underwear), and neither too baggy nor too snug or cargo style.
- **Laced or strapped white or black athletic rubber soled sports shoes only. No slip-on shoes or Converse tennis shoes. Shoes must be primarily black or white with minimal contrast or detail. Nike swoosh or Adidas stripes are OK, no checkerboard patterns.**
- All white, navy or black socks with minimal contrast (Nike swoosh; Adidas stripes OK); no slogans/lettering/patterns.

Girls' Full/Formal Uniform

- Royal blue cardigan sweater with Saint Isabella School emblem, (exception 8th grade class sweatshirt).
- **White** short or long sleeved polo style shirt (K-8 any undershirts must be white).
- Plaid jumper (K-4) or plaid skirt (no shorter than 4" from mid-knee) (5-8).
- Navy, black, or white shorts worn under jumper or skirt.
- **Laced, strapped, white, or black athletic rubber- soled sports shoes only. No slip-on shoes or Converse tennis shoes. Shoes must be primarily black or white with minimal contrast or detail. Nike swoosh or Adidas stripes are OK, no checkerboard patterns.**
- All white, navy or black socks with minimal contrast (Nike swoosh; Adidas stripes OK); no slogans/lettering/patterns.
- All white, navy or black tights or leggings under skirt or jumper in cold weather.

Daily Uniform

Boys' Daily Uniform Option

- Saint Isabella School navy sweatshirt or royal blue Saint Isabella School v-neck sweater.
- White or navy short/long sleeve polo style knit shirt (undershirt color must match polo shirt color).
- Solid navy or khaki long pants.

- Pants must fit at the waist (not at the hips and not showing underwear), and neither too baggy nor too snug.
- Solid navy or khaki knee-length shorts (K-8).
- **Laced or strapped white or black athletic rubber soled sports shoes only. No slip-on shoes or Converse tennis shoes. Shoes must be primarily black or white with minimal contrast or detail. Nike swoosh or Adidas stripes are OK, no checkerboard patterns.**
- All white, navy or black socks with minimal contrast (Nike swoosh; Adidas stripes OK); no slogans/lettering/patterns.
- Saint Isabella School baseball cap or visor (outside only), Saint Isabella School fleece vest.
- Saint Isabella School windbreaker (outside only).
- During cold weather, jackets may be worn over (not instead of) the Saint Isabella School sweatshirt on the playground, but **not inside the buildings**. The policy regarding uniform shoes does not change during cold weather.

Girls' Daily Uniform Option

- Saint Isabella School navy sweatshirt or royal blue Saint Isabella School cardigan.
- White or navy short/long sleeve polo style knit shirt (K-8) (undershirt color must match polo shirt color).
- Solid navy or khaki long or short pants (K-8).
- Solid navy or khaki skort (K-4).
- **Laced or strapped white or black athletic rubber soled sports shoes only. No slip-on shoes or Converse tennis shoes. Shoes must be primarily black or white with minimal contrast or detail. Nike swoosh or Adidas stripes are OK, no checkerboard patterns.**
- All white, navy or black socks with minimal contrast (Nike swoosh; Adidas stripes OK); no slogans/lettering/patterns.
- Pants must fit at the waist (not at the hips and not showing underwear), and neither too baggy nor too snug.
- Plaid jumper or skirt with white, navy or black shorts worn underneath.
- All white, navy, or black tights or leggings under skirt or jumper in cold weather.
- During cold weather, jackets may be worn over (not instead of) the Saint Isabella School sweatshirt on the playground, but not inside the buildings. **The policy regarding uniform shoes does not change during cold weather.**

Additional Uniform Options

Uniform Options have been selected to give students some variety in their dress and to facilitate their comfort during cold or warm weather. Uniform options may be chosen for all school days that are not designated as full/formal uniform days.

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.

Non-Uniform Dress

Occasionally students are given the opportunity to wear non-uniform dress. Every attempt is made to notify families of these non-uniform dress days well in advance. Families are reminded that students' non-uniform

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

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 and sweatpants 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.

Not Allowed

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 create distraction with our school uniform.

Pants must fit at the waist (not at the hips and not showing underwear), and be neither too baggy nor too snug.

School Uniform

Students are expected to be in the proper Saint Isabella School uniform as specified. Consult the Uniform and Non-Uniform Dress Guidelines. **Students are expected to be in complete uniform when they arrive on campus until they leave the school grounds at the end of the day,** unless they have permission from the principal. A student violating the uniform code will be asked to modify his/her dress (remove non-uniform sweatshirts, remove nail polish, etc.) and the student will receive a Uniform Violation Notice.

The Student Council regularly schedules Spirit Days. The day usually includes a theme and students are given specific non-uniform dress privileges. Students are reminded of any special or holiday dress guidelines before each Spirit Day.

Where to Get New Uniforms

Uniforms (jumpers, skirts and formal sweaters) may be ordered through Classic Designs School Uniforms at www.eclassicdesigns.com (415) 661-4700. Pants, shorts, and shirts may also be purchased at stores such as Old Navy or Target as long as the clothing purchased fits the Uniform Guidelines. Saint Isabella sweatshirts are sold by the Parent Club and can be purchased on the first day of school or afterwards by filling out the order form available in the office. Please state the size of the sweatshirt and how many you wish to purchase. The items will be bagged and delivered to your child. Please allow a few days for processing of your order. **Parents should make sure that all clothing is clearly labeled with the student's name and grade.**

Previously Owned Uniforms

As a service, the Parent Club has organized a **Uniform Exchange** to make previously owned uniforms available to school families. Families are encouraged to donate uniforms that they no longer need. The Uniform Exchange is available in the Parish Center on the first day of school and each item may be purchased for a nominal amount. During the year, previously owned uniforms are stored on site. The Uniform Exchange Coordinator's phone number is in our directory. Parents may contact the coordinator and request items and sizes and arrange a time to meet.

Appearance

Students should arrive at school neat and clean. This includes wearing a clean uniform, paying attention to personal hygiene, and presenting a neat appearance. Hair may not hang into a student's eyes. Extreme hair styles, unnatural hair coloring, asymmetrical cuts, and shaved or etched designs are not permitted. Boys' hair must be trimmed neatly in such a fashion as to be out of their eyes and not to cover their ears. It should be trimmed above and around the ear area and not extend below the collar.

Uniform Violation Notices

Students are expected to follow the guidelines contained in this handbook. If they are out of uniform, they will receive a Uniform Violation Notice. The third Uniform Violation Notice and each subsequent slip during the trimester will result in a detention and/or may result in loss of Non-Uniform Dress privileges. In some cases, students may not be allowed to attend class until the uniform violation is corrected. In such cases, parents will be immediately notified.

Electronic Device Policy

Saint Isabella School strongly believes in the educational value of technology and recognizes that electronic devices and the Internet have the potential to support curriculum and student learning. The goal of providing access to the Internet is to promote educational excellence by facilitating resource sharing, innovation and communication. The school will make every reasonable effort to protect students, teachers and staff members from any misuses or abuses as a result of online experiences accessed through our school. However, users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. On a global network, it is virtually impossible to completely control the content of data. It is the user's responsibility not to initiate access to such material. Saint Isabella School has designated the computer teacher or principal as system administrator. Internet

access is a privilege and not a right; therefore inappropriate use may result in the withdrawal of this privilege.

Communication Devices

Students will not be allowed to use the telephone except for emergencies, and then may use only the phone in the school office with a pass from the teacher. Students will not be called to the telephone during the school day, and parents are requested not to ask that messages be delivered to a child unless it is an emergency.

Cell phones/Smart Watches

Parents may allow their children to bring cell phones and/or messaging devices to school; however, students may not keep these devices on their person or use these devices on campus before, during, or after school hours. They will be collected at the start of the school day, turned into the office and returned to the student at dismissal/pick up when a parent or carpool is approaching. They are also not permitted in Extended Care.

- **First Offense:** If a student fails to turn in a cell phone or messaging device or uses it while at school, it will be confiscated and kept in the office **overnight**.
- **Second Offense:** the device will be confiscated and kept in the office for **one week** and the student assigned detention.
- **Third offense:** the parents will be called for a **conference** possibly resulting in suspension or other serious consequences.

Chromebook Use

Grades K through 8th grades will have access to the schools' Chromebooks during classroom instruction time. The use of the Chromebooks will be restricted to use in the classroom. Chromebooks may not be used before the start or after the end of the school day or during recess periods unless directly supervised by a teacher. While on school property parents and students will agree to make Chromebooks, and/or student cloud storage accounts available and accessible for periodic and/or random and unannounced inspections as per the terms of the school's Netiquette and acceptable use policies. Students will be required to abide by the agreed upon technology acceptable use policy of the school.

Acceptable Use of Technology Policy

The Saint Isabella School acceptable use of technology policy at school includes, but is not limited to, iPads, Chromebooks, and Wi-Fi access.

Saint Isabella School recognizes the value of iPad, Chromebook, Wi-Fi Internet access, computers, flash drives and other electronic resources to support instruction and student learning. We will refer to these technology resources whether school owned or privately owned simply as 'Technology.' We encourage the responsible use of Technology and the Internet in support of our mission to provide a safe learning environment. The use of Technology at school is a **privilege**, not a right. Saint Isabella School students are expected to use Technology in a considerate, ethical, moral and legal manner. All Technology (and the information stored on therein) used in the course of the academic day or brought to campus are governed by school policies and are subject to school supervision and periodic inspection without notice. To facilitate

inspection students may be required to enter passwords that permit access to devices, applications or accounts under review.

Use of Chromebook, Wi-Fi Access or other Technology

Saint Isabella School provides Wi-Fi network access and provides or permits the use of iPads and Chromebooks to students who use the access in accordance with the mission and philosophy of our school. Students (and their parents) agree to the following guidelines as a condition of having Technology privileges at school:

- **Appropriate Use:** Student use of Technology must be consistent with the philosophy of the school and its educational goals. Misuse includes any Internet conduct on or off-campus that negatively affects the reputation of Saint Isabella School including messages sent, posted or received that suggest harassment, racism, sexism and inappropriate language or symbols.
- **Student Privacy:** The privacy of all students is protected during the school day. Devices that can take and/or transmit electronic images including iPad, Chromebooks, digital cameras, cell phones and video cameras cannot be used to capture or transmit images of individuals or things at any time during the school day without the express permission of faculty or staff. Students will not communicate personal information such as address, phone number or other identifying information to any person or company on the Internet or through email or messaging.
- **Privacy of School Personnel:** Students should not store, email or post to websites or blogs, personal data, images, photos, audio recordings or videos of employees of Saint Isabella School without the express permission of the faculty or staff.
- **Academic Honesty:** Students will not use Technology to misrepresent someone else's work (including contributions from well-meaning parents or friends) as their own. Cheating, plagiarism and/or unattributed third-party authorship will not be tolerated. It will result in no credit awarded, loss of Technology privileges and possible disciplinary action.
- **Inappropriate Messages:** Students will not use their Saint Isabella School Wi-Fi access or Chromebooks to transmit threatening, obscene or harassing materials, including chain letters, solicitations, inappropriate photos, or broadcast messages via our network or email system.
- **Messaging / Emailing at School:** Students will not send, receive, check or review messages or emails during the school day without the express permission of faculty or staff.
- **Inappropriate Material:** The Internet contains certain material that is illegal, defamatory, inaccurate, immoral or violent in nature. Students will not use Technology to access or knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to others.
- **Private Use:** Students will not provide their Saint Isabella School Wi-Fi access password, or share another student's password, with any other student or non-student. Students may not use another individual's Chromebook, network account or log onto the Internet as anyone else.

- **Prohibited Applications:** Students may not use, copy, share or distribute prohibited applications on Chromebook or other devices while on campus. You may obtain a list of prohibited applications from your teacher.
- **Respecting the Property of Others:** Chromebooks and other devices are valuable personal or school-owned assets. Students must not touch or handle any Chromebook without the express permission of the owner. Students and their parents may be responsible for any damages caused to any Technology through unauthorized use or mishandling.
- **Vandalism or Hacking:** Students will not use Technology to interfere with or disrupt other users, services, Saint Isabella School data, or the data of another student, or equipment, either locally or off campus.
- **Unauthorized Entry:** Students will not access or try to make unauthorized entry to any device accessible via the network or on remote networks. This includes the unauthorized connection to the school's Wi-Fi network or access to another person's iPad, Chromebook, or other device.
- **Cellular Connection:** The connection of any Chromebook or other device via a cellular connection (such as LTE or 5G) while on campus during the academic day is expressly prohibited.
- **Security:** Any unauthorized technology used for the purpose of bypassing security systems, including Internet filtering is not permitted.

Supervision and Monitoring

The Saint Isabella School administration and its authorized employees monitor the use of information technology resources to help ensure its secure and appropriate use and in conformity with this policy. Saint Isabella School administration, teachers, and technology staff reserve the right to examine, use, and disclose any data found on the Saint Isabella School information technology networks and computing environment in order to further the health, safety, discipline or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to proper authorities and law enforcement.

Consequences of violations of electronic communications policy

Violations of the Use of Technology Policy, including breaches of confidentiality or security, may result in suspension of electronic privileges, confiscation of any electronic communication devices or materials, and disciplinary action up to and including removal from school and parish activities or other appropriate disciplinary action. Continued misuse may result in dismissal from school.

Accessibility of Records

Parents have a right to access all pupil records related to their children which schools are required to keep. If a parent wishes to see these records, a note should be written to the principal and an appointment will be made for the records to be seen at a time when a qualified person will be available to answer questions and interpret the record data. If the record is found to be inaccurate or incomplete, a written request should be given to the principal so that any changes or added data will be made on the record.

Records may be released with parental authorization to a person or agencies other than schools, e.g., reading or testing specialists. Authorization forms are available on request at the school office.

Communications

Respectful and effective communication is a critical component in the parent-school partnership. Saint Isabella School is a community where Christian values are practiced and honored in all forms of communication. To enhance parent-school communication, parents should present their concerns to the appropriate personnel. To address a student/classroom issue parents are to begin with their child's teacher. Following this meeting, the principal is available to assist with further communication if necessary. Gossip and bullying via social media, emails, or personal conversations, are unacceptable by both students and parents.

Handbook, Calendar, and Directory

The Parent/Student Handbook is posted on the school website. It is updated annually and parents and students are expected to read it carefully at the start of the school year, noting any changes, and sign and return the annual Parent/Student Cooperation agreement. If a family indicates that they do not have access to the Internet, they can request a copy of the handbook from the school office. The School Calendar is also posted on the website. The weekly newsletter is a good source of calendar events. The school directory is posted on the school website and includes information about various school and volunteer groups, as well as the addresses and phone numbers of all our school families. This information is updated regularly. Parents may access the Directory by using the school password.

Parent Booker

Parent Booker is a scheduling and reporting tool that is used to schedule and track volunteer hours, coordinate events, and recruit volunteers for school or classroom specific projects. In addition, *Parent Booker* also sends email messages and reminders. Parents are required to set up an account on *Parent Booker* by clicking the link on the homepage of the website.

Weekly Newsletter

The Weekly Newsletter is sent out every week through SchoolSpeak. The expectation is that this information is read in a timely manner.

Email

All teachers and staff members may be reached by email. Teachers will return emails and/or voice mail messages received on school days within 24 hours. Any message which needs to be received or answered quickly, should be left in the office. Students are not allowed to send or receive emails at school except within the guidelines of the technology agreement.

Parent Conferences

Formal parent conferences are scheduled for all families in grades Kindergarten through eighth grades. It is important for both parents to be present, if at all possible. Parents are asked to schedule their first trimester conference time(s) with each teacher online through the SchoolSpeak website. To facilitate mutual support between school and family, we encourage the clarification of any question, policy, situation, etc., as soon as possible. Conferences may be scheduled during the school year at the request of parents, teacher, or student. Parents who desire a conference should contact that teacher.

Student Study Team Meetings

A parent, classroom teacher, a counselor and/or a resource teacher may request a student Study Team or SST Meeting to address a concern about a student's academic, emotional or social development. Information is gathered from all the teachers and staff who have worked with the student. The parent(s), teachers, support staff and principal meet to discuss the student's strengths, areas of concern, and any accommodations and interventions put in place to meet the student's needs. Together the team formulates an action plan. The resource teacher is designated as the "case carrier" and is responsible to distribute notes from the meeting to the team and all other teachers who are involved in the action plan. The case carrier is also responsible for helping facilitate the action plan and maintain the Response to Intervention file.

Emergency Cards

State law requires that a complete and current emergency/disaster information card for each student be on file and readily available. **Please notify the office at once if there is a change of address, telephone, or any other important statistical information. Please update your information in your child(ren)'s SchoolSpeak account as well.** The school office supplies Extended Care with a copy of your emergency/disaster information.

Religion

Philosophy

The spirit that characterizes Saint Isabella School is grounded in the Catholic faith, traditions and values. The majority of the students are Catholic, but children of other faiths are welcomed into the school family. Non-Catholic students take the religion courses as content not as belief, and participate in all liturgical functions. Saint Isabella School fosters the spiritual growth of its students so that they might have greater knowledge of their faith and implement the Gospel teachings through:

- **Message:** studying religion and family life curriculum in grades K-8, incorporating Church history, the Gospel message, salvation history and Catholic doctrine, prayers and practices, and the Judeo-Christian value system at all levels and across all subject areas

- **Service Learning:** serving others and the community, both locally and globally, by sharing talents and resources in various outreach programs and reflecting on the service experience
- **Community:** fostering a spirit of community by striving to grow together in prayer, faith, and love and by developing Christ-like attitudes that influence behavior and acceptance of others
- **Worship:** providing opportunity for formal, informal, individual, and communal prayer, and by planning and participating in parish and school liturgical and para-liturgical celebrations.

Monthly Value Focus

The faculty and administration of Saint Isabella School has selected a value focus for each month. The value is highlighted in the Principal's Newsletter and at assemblies. Teachers incorporate these monthly values through: religion lessons, writing and speech projects, bulletin board displays, prayer, etc. Our ten monthly values are as follows:

- September – Catholic Commitment
- October – Accountability
- November – Respect
- December – Excellence
- January – Service
- February – Honesty
- March – Kindness
- April – Gratitude
- May – Faith

Sacramental Preparation

As part of the school curriculum, second graders are prepared for the reception of the Sacraments of Reconciliation and First Holy Eucharist. The Sacrament of Confirmation is offered to students in the eighth grade. The second and eighth grade religion teachers, principal and the Parish Director of Religious Education work together on the preparation for these sacraments.

Participation in Liturgy and Reception of the Sacraments

The school plans and celebrates a school liturgy once a month, which generally takes place at 8:30 am or as indicated. Buddy classes work together to prepare these Masses. There are opportunities throughout the school year for students to participate in the sacrament of Reconciliation, especially during the seasons of Advent and Lent. There are also opportunities to practice Catholic traditions such as May crowning, Stations of the Cross and recitation of the rosary as well as prayer services.

Each class will take leadership in the preparation and presentation of a monthly weekend Parish liturgy during the school year. It is important that parents make attendance at these masses a priority. We encourage all of our families to celebrate these liturgies as a school community.

Student Service/Service Learning

The Saint Isabella School philosophy includes a strong commitment to social awareness and community service. At Saint Isabella School, we feel that we have the opportunity and responsibility to teach students to serve others. Each kindergarten through eighth grade student is encouraged to do service. Students in

grades six, seven, and eight have a service requirement that they must fulfill each trimester and is part of their religion grade. There are a variety of service projects that are initiated by the school and individual classes. The individual student may also initiate a service project. Service projects must be submitted in advance and approved by their religion teacher.

Academics

Philosophy

Saint Isabella School establishes an academic program that enables students to develop their own intellectual abilities by:

- Offering a comprehensive and rigorous program that includes religion, language arts, mathematics, science, social studies, art, music, physical education, Spanish and computers with an emphasis on the fundamental skills of reading, writing and problem solving while challenging students across the major cognitive fields and fine arts
- Providing a stimulating and challenging environment that fosters love of learning, curiosity, and encourages the use of higher-level thinking in all curriculum areas
- Developing and continually re-evaluating the success of the school programs to ensure that they incorporate methods and materials that accommodate each student's learning style and differences
- Providing the necessary staff, resources and opportunities to meet the demands of a challenging curricular program.

Academic Expectations

Saint Isabella School expects that our students will:

- Put forth their best effort and take pride in the work they do
- Be honest about their work
- Be prepared for class with books and materials
- Complete all assignments on time
- Be punctual, attentive and respectful of the learning environment.

Books

The school lends textbooks to Saint Isabella School students. Students are expected to cover their school textbooks by the end of the first week of school, and return them in good condition at the end of the school year. Students who are issued new textbooks are expected to return the books in excellent condition. Teachers examine all textbooks at the end of the school year and damage is assessed. Families need to pay for textbooks that are damaged or lost.

Supplies

A list of supplies required for each class is available on the school website. Students are limited to what they bring to school due to the size of their desks and the distraction that might be caused in the learning environment. Students are not allowed to bring toys, fidget items (without a doctor's note), cameras, radios,

electronic items (with the exception of Chromebook requirement in the sixth through eighth grade) or any non-essential supply item to school without specific permission from the homeroom teacher.

Testing

Standardized STAR testing is administered 3 times a year in September, March and May. The Office of Catholic School mandates these tests for the Archdiocese of San Francisco. Teachers use these diagnostic tools to help differentiate the curriculum for individual students and classes. The results are discussed at the Parent-Student-Teacher Conference and/or throughout the school year.

Report Cards

Report cards are distributed electronically at the end of each trimester. At the end of the year, grades for each subject are averaged. The averages, along with the total number of absences and tardies, are entered into the student’s permanent record. A student who has been absent for fifteen or more days in a trimester may not receive trimester grades. The marking code for report card used in elementary schools of the San Francisco Archdiocese is as follows:

<u>Comment Code</u>		<u>Conduct/Effort Code</u>	
+	Area of Strength	1	Exceeds Expectations
✓	Needs Improvement	2	Meets Expectations
N/A	Not Assessed (K only)	3	Improvement Needed
		4	Unsatisfactory

Academic and Schoolwide Learning Expectations (SLE) Awards

At the conclusion of each trimester, students showing high academic achievement in grades six and up will be recognized. The criteria for these honors, computed through SchoolSpeak is as follows:

First Honors: 3.8 – 4.0 G.P.A. as well as a 2 or higher in effort and behavior

Second Honors: 3.4 – 3.79 G.P.A. as well as a 2 or higher in effort and behavior

<u>Grades K-2</u>			
E	Exceeds Standards	N	Not at Grade Level Standards
M	Meets Standards	NM	Standard Not Addressed During Current Marketing Period
W	Working Towards Standards		

<u>Grades 3-8</u>			
A	93 - 100	C	73 - 76
A-	90 - 92	C-	70 - 72
B+	87 - 89	D+	67 - 69
B	83 - 86	D	63 - 66
B-	80 - 82	D-	60 - 62
C+	77 - 79	I	Below 60 Insufficient

Grades are awarded the following point value:

A	4.0	C	2.0
A-	3.667	C-	1.667
B+	3.33	D+	1.333
B	3.0	D	1.0
B-	2.667	D-	0.667
C+	2.333	I	0

SLE Awards

The faculty and administration consider students in grades K – 8 who exemplify the best of our school and consistently model the Saint Isabella Schoolwide Learning Expectations through our philosophy of faith, service, citizenship, and academic achievement. At the conclusion of each trimester, students consistently exemplifying these expectations will be recognized.

A student receiving a grade of D or I in any subject, including behavior and effort (4), on their report card is ineligible for Honor Roll or an SLE award.

Graduation

All students and parents are welcome to attend the evening graduation ceremony. In addition to the graduates' parents, all Saint Isabella School students attend the Baccalaureate Mass on graduation day.

Graduation Requirement

Graduating students are required to maintain passing grades (minimum of a D average) in all academic subjects during their eighth grade year in order to receive a diploma and be promoted to ninth grade. The principal reserves the right to refuse the awarding of a diploma for reasons involving poor academic achievement or conduct.

Graduation Awards/Honors

- Reverend Dingberg Scholarships - Annually, the Saint Isabella Parish awards partial scholarships to 8th grade students who will be attending Marin Catholic High School. These scholarships are given in memory of Father Edward Dingberg, our founding pastor, for academic achievement and involvement in extracurricular activities.
- The Michael Basso Award - The Basso Family has established a scholarship in memory of their son, Michael, who attended Saint Isabella School and was Student Body President. The award will be presented to a student who exemplifies the qualities of leadership, spirit and possesses a love of sports.
- Marin Catholic High School Scholarship - Marin Catholic High School awards a partial four-year scholarship to one outstanding graduate from each Marin County parochial school. This scholarship is granted to the student who has demonstrated superior academic performance, service to school and community, and high standards of citizenship.
- Sister Jeanne Marie Service Award - Sister Jeanne Marie Bendik was our founding principal and served our school for sixteen years. She reached out to others in our school, our parish and our greater community. The Saint Isabella Parent Club, in honor of her generosity of spirit, presents this award to a student who has exemplified Sister Jeanne Marie's spirit of service.
- The Veritas Award - The Saint Isabella faculty considers the Veritas Award our school's highest honor. The faculty and administration may present this award if an outstanding graduate exemplifies the best of our school and models the Saint Isabella School philosophy of faith, service, citizenship and academic achievement.
- Father Keane Award - Saint Isabella Parish and School have developed an award to commemorate Father Michael Keane and the special qualities that he deemed important; focusing primarily on exemplary service and consistent academic effort along with good citizenship.
- Nicolas Simard Memorial Scholarship - In memory of a former Saint Isabella sixth grade student who suddenly passed away in 2016. This is open to all 8th graders, no matter the school they will be attending.
- Interact Award - This award is given to the Interact Club member who has, in the current president's estimation, completed the most for the club during their 8th grade year.

SchoolSpeak

SchoolSpeak is a web-based, cross-platform, student information system (SIS). Only authorized users (teachers, parents and students) with the correct ID and password have access to student records.

SchoolSpeak increases communication from school to home with online parent and student access. Students and their parents can access real-time student performance information, communicate with teachers, and track assignments and daily attendance. All families are required to inform the office of any changes and update their accounts.

Performance information for all students is posted (at least) at mid trimester and at the end of each trimester.

Learning Resource Program

A full time learning resource teacher for grades K-8 is available to assist students who require additional instructional support. They also coordinate the Student Study Team and screen new applicants. Students who have identified learning differences and have had modifications or accommodations suggested by the SST are considered priority students for the learning resource program.

Tutoring

If a student requires academic help beyond the normal classroom instruction, arrangements should be made for the student to work with a tutor outside of class time. The classroom teacher, parent and Student Study Team should be consulted. The school can provide a list of available tutors.

Homework Club

On-site teacher aides offer Homework Help for one hour after school on Mondays, Tuesdays, and Thursdays.

Academic Probation (grades 5-8)

Students who are consistently achieving below their ability and/or the academic standards of Saint Isabella School will be placed on academic probation. The Student Study Team (SST) will review the cases of students not achieving at grade level. The SST will recommend whatever course of action is felt to be appropriate for student growth.

Homework

Homework is a necessary reinforcement of concepts and skills taught in the class and may consist of written work, reading books or newspapers, studying, discussion with parents, interviews, projects, games and experiments.

Good study habits are emphasized. These include regular time for study in a quiet, well-lit environment. The student's homework should be reflective of his/her own care, effort, time and thought. It should be presented in a neat and orderly manner, following school standards. It is the student's responsibility to inquire about making up work missed due to absence.

Homework is an extension of the academic program and is meant to reinforce subject matter taught in class. It develops organizational skills, teaches time management, and challenges students to move forward in their studies. Homework allows the teachers to enrich the curriculum and easily assess student progress.

The actual amount of time spent on homework depends on the individual student. Therefore, these following guidelines are *suggested* time allotments.

Grades K-2 20 -- 30 minutes

Grades 3-4 30 -- 45 minutes

Grades 5-6 45 -- 60 minutes

Grades 7-8 60 -- 90 minutes

In the event of **absences due to illness**, each student needs to make arrangements to complete any missed assignments. The parent/guardian or student may contact classmates and check the class webpage or Google classroom calendar to set a conference with the teacher to help bring work current. It is not the responsibility of the school secretary to obtain the information for parents or students. Students should be aware of and plan for long-term assignments, which may exceed the above allotments. Apart from algebra, make-up work and long-term assignments, daily homework is not usually assigned over the weekend. The general rule is: for every day missed due to illness, students have that many days to make up their work (e.g. Johnny misses 2 days of school due to illness, so he has 2 days to make up missed work).

Missing Assignment Notices

Students are responsible for missing assignments. In grades 5-8, any work or tests missed due to vacation will be due upon their return. They need to check in with their teacher when they return from any absent period. Parents may check SchoolSpeak to view their child's progress. Students in grades 5-8 receiving three Missing Assignment slips per trimester from their teacher(s) will be issued a Detention Notice. Students in grades 1-4 will receive a formal Note from their Teacher. In addition to receiving this notification, students will be required to work on the missing assignment during the first recess period. Occasionally, a teacher may assign completed paperwork or non-academic items to be returned, e.g. emergency cards, Friday Folders, or missing school supplies.

Library

Use of the Library

The Saint Isabella School library serves kindergarten through eighth grade. Students whose library accounts are in good standing (no overdue books) may borrow books from the library. Students are responsible for any books checked out in their name. Books checked out by students are due two weeks from the date checked out and students are expected to return books on time. Lost or damaged books must be paid for at the current replacement cost. The librarian may revoke the borrowing privileges of any student with excessive overdue or missing books or whose behavior is not appropriate for the library.

Code of Christian Conduct for Students and Parents/Guardians

The student's interest in receiving a quality, morally based education can be best served if students, parents and school personnel work together. Normally, differences between these individuals can be resolved. In rare instances however, the school may find it necessary, at its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the **student behaves in a manner that is consistent with the Christian principles of the school** as determined by the school at its discretion. These principles/procedures include, but are not limited to, those set forth in this Handbook.

It shall be an express condition of enrollment that the **parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school** as determined by the school at its discretion. These principles include, but are not limited to, the policies, principles or procedures set forth in this Handbook. These Christian principles include, but are not limited to the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. extended care, athletics, field trips etc.).
- Parents and students who use social media reflecting negatively upon the school community will be subject to disciplinary action.

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 student and or parents/guardians. Normally, this will first result in disciplinary actions short of a requirement to withdraw from the school (e.g. suspension of the student or suspension of parents /guardians privilege to come on campus and or participate in school activities, volunteer work, etc.). The school reserves the right to determine, in 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.

Disciplinary Policies

Philosophy

Our school is a community of faith wherein we recognize the presence of Christ in others and ourselves. This means we demonstrate a Christian attitude of concern, respect and responsibility towards ourselves, one another and the property of others. Discipline is defined as the training that molds or strengthens moral or intellectual character. Discipline at Saint Isabella School is not intended to be primarily punitive in

nature, but educational, and always considers the dignity of the child. Rules exist so that many personalities can come together and work together for personal and common goals. Penalties are designed and imposed to help students accept responsibility for their behavior and to assure that the freedom of all to participate will not be limited because of the failures of a few to observe the rules. The goal of discipline is to foster independence, personal growth, wise decision-making and self-discipline.

Policy against Harassment

Saint Isabella School affirms the Christian dignity of every student. The school is committed to providing an environment that is emotionally safe and free of discrimination. In keeping with this commitment, the School maintains a strict policy prohibiting any form of harassment. Harassment is defined as unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment, or due to a school connection, eg. email or social networking posts from a classmate that are hostile, offensive or intimidating because of the individual's race, creed, national origin, physical disability or sex. Verbal, written, physical and visual harassment of any student is prohibited and will not be tolerated.

General Expectations

Students, as well as adults, are expected to treat others with respect, kindness and consideration. Likewise they will respect school and personal property and maintain both in the best possible condition. Students and parents will be held accountable for their language and behavior and are expected to contribute in a positive manner to the Christian atmosphere of Saint Isabella School. (Please see the Code of Christian Conduct.)

Off-Campus Expectations

As representatives of their school, Saint Isabella students will be held to the highest standards during off-campus events. Students are expected to treat themselves and each other as God's children. This includes how they conduct themselves and treat others and how they communicate via email, social networking sites, telephone, text messaging and other online communication platforms. (See **Acceptable Use of the Internet Policy**) In addition, any serious problems that occur off campus at any time could result in disciplinary action being taken at school.

Classroom Behavior

Students are expected to help create and maintain a learning environment that is safe -- physically, emotionally, psychologically, and spiritually -- so that all students feel free to take educational risks, make mistakes and express their opinions.

Students are expected to:

- show proper respect to all members of our community
- arrive at class on time with the appropriate materials and be ready to participate
- respect and show care for the property of the school and that which belongs to others
- maintain an organized desk or work space and help maintain an orderly classroom
- not enter a classroom without a teacher present.

Chewing gum is prohibited everywhere and at all times on campus. Eating and drinking in the school classrooms are only allowed when specific permission has been given (e.g. rainy days, classroom party), but not on a regular basis.

Academic Integrity

Honesty is a Gospel value, and students are expected to do their own work. While endeavoring to extend some help or advice to a student, relatives and friends should take care that assignments and projects are the responsibility and product of the student. A violation of academic integrity may consist of, but is not limited to: plagiarism, copying another's work, asking or looking for answers on a test or quiz, ignoring directions given before tests (e.g. to put away notes, books, etc.) informing classmates of information found on an exam and claiming information from the Internet or reference materials as one's own work. Students who violate academic integrity will receive a failing grade on the relevant test/assignment, and the student's parents will be notified. These actions may also result in further consequences.

A student who forges a parent/guardian signature on any home-school communication, or who solicits someone else to do so, will receive appropriate disciplinary measures. Students involved in plagiarism will result in a meeting with the student, parent(s), teacher, and principal resulting in no credit on the assignment and possible suspension.

Tardiness

Students who regularly arrive late to school are at a disadvantage and contribute to interrupting their learning environment as well as their classmates'. They often feel uncomfortable walking into a class already in session, and have missed important instruction, including the day's schedule and procedures. Children who arrive at school after the 8:00am bell are considered tardy and need to check in with the office where they will receive a pass allowing them to enter their classroom. If a student is tardy more than 5 times in a trimester, parents will be notified and the student may serve a recess or lunch detention.

Three minutes passing time is allowed for students to "pass' from one class to another. Students who arrive after the 3 minutes will be considered tardy. Parents will be notified of consistent tardiness and students may be required to serve detention.

Extra-Curricular Activities

Athletics, after-school activities, field trips, dances, student body offices, etc. are privileges afforded to Saint Isabella School students. Those students who commit a serious disciplinary offense, are involved in chronic misbehavior, or are on academic probation may lose the privilege of participating in these events.

Care of Computers/Hardware

Students are expected to take special care of the computers in the classrooms. These computers are shared by many students and are expensive to repair. Students are given specific directions for the use and care of computers and are expected to follow these directions. Students are required to sign a computer contract before being issued a computer device. Parents will be financially liable for the repair of school property in the event of damage to a device from their child's use.

Other Property

Books, coats, sweaters, book bags, lunches, etc. must be clearly marked with the full name and grade of the child. Unclaimed articles will be placed in the Lost and Found closet located in the foyer across from 8th grade. At the end of each trimester any unclaimed articles will be sent to either the Uniform Exchange or to the Saint Vincent de Paul Society. Bicycles must be locked and stored in the bike racks behind the seventh and eighth grade classrooms. The school is not responsible for bicycles brought to school.

Acceptable Use of the Internet Policy

The use of the Internet at school is a privilege and not a right; therefore inappropriate use may result in withdrawal of those privileges. Unacceptable conduct and/or illegal interaction with the Internet are strictly prohibited. This includes but is not limited to such action as:

- Using the network for any illegal activity, violating copyright or other contracts
- Using the Internet for commercial activities for profit or product advertising
- Degrading or disrupting equipment or system performance
- Vandalizing the data of another user
- Wastefully using finite resources
- Gaining unauthorized access to resources or entities
- Invading the privacy of others/giving out SchoolSpeak account information
- Using an account owned by another user without authorization
- Posting confidential, rude, scandalous, abusive or objectionable information in chat rooms, on social networking sites, on webpages, in profiles etc. on the Internet
- Creating a link with the Saint Isabella School Website or any related site without written permission from the principal
- Posting personal communications without the author's consent
- Posting anonymous messages
- Placing unlawful information on a system
- Using abusive or otherwise objectionable language
- Sending messages that are likely to result in the loss of recipient's work or systems
- Sending "chain letters", "broadcast" or "chat" messages to a list of others
- Political lobbying.

Any other use which would violate the policies of Saint Isabella School concerning proper student conduct and/or which would violate the teachings of the Roman Catholic Church. Users accept the responsibility for reporting any misuse of the computers or related equipment to the adult in charge. Misuse can come in many forms and include vandalism, theft and any message sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism or inappropriate language. Any user who is uncertain as to whether a particular proposed use is inappropriate shall make prior inquiry with the System Administrator.

Discipline

Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development. Saint Isabella School uses a positive discipline model to instill positive behaviors within our students as they reach an intrinsic understanding and modeling of these values.

The *CARES* program introduces our students more formally and consistently to the development and practice of good citizenship skills, which will more clearly define and support the school's Student Learning Expectations. The *CARES* principles focus on the concept of "key" qualities taught in a kind, respectful and personal way to help children develop positive character traits, as well as to strengthen a student's ability to cooperate and contribute to their changing world both inside and outside of their families, school, and parish.

In addition to teaching and working with the 5 basic Keys or Cares; *Catholic, Accountability, Respect, Excellence, and Service*, teachers integrate these basic *Keys* throughout their curriculum, discussing with students how they relate to one another and contribute to the well-being of the class and the school community through their actions. The school and parish community will support the students in expanding their understanding and practice of the Christian values, friendship, responsibility, decision-making, and service.

Nurturing the spiritual, as well as social and emotional development of the students has always been a priority at Saint Isabella School. These tangible components will support the development of our Student Learning Expectations. The students are recognized for the practice of these key traits, being identified (*caught in the act*) as a *Key Player*. When acknowledged for an identifiable *Key* action, they will write their name in the *Key Player Book* as well as share their positive actions with their teachers, classmates and parents. Our goal is that these values will become intrinsic, providing stepping-stones on the path of tomorrow's leaders.

Discipline is maintained in the classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and school hours.

The purpose of discipline is to provide an atmosphere:

- of *respect* for oneself and others that is conducive to learning and teaching
- to exhibit *virtuous* qualities of our Catholic faith
- to teach *responsibility* and *accountability* for one's own actions
- to instill a sense of *service* to others
- to practice *kindness*
- of *honesty* and fair interactions with others
- to strive for excellence in all actions.

At Saint Isabella School, we affirm the Catholic values expressed in our philosophy of education and mission statements. To teach these values we must maintain an atmosphere of respect for ourselves and others. As

there are times when students fail to meet these responsibilities and to adhere to a code of conduct, we have formulated a system of discipline.

Failure to meet the responsibilities and expectations of a member of the Saint Isabella School community will result in the applications of the following policies.

Grades K-4: Students in grades K – 4 monitor their behavior by using the system established in their classroom (e.g. system of color cards, point systems etc.). Significantly inappropriate behaviors result in a communication with parents (note, email, phone call), a visit with the principal, and/or a meeting to discuss the situation.

Grades 5-8: Behavior violations will result in a discipline notice/conduct report by the person witnessing the violation. On receipt of the third notice in a given trimester, a student will be issued a Detention Referral and serve a 45 minute detention **the next school day** or on the subsequent Monday if the infraction occurs on a Friday.

Discipline/Warning Notice/Detention

A formal digital notice and/or paper notice of a behavior problem that requires disciplinary action is sent via SchoolSpeak. This is used to alert parents/guardians that there has been an incident at school and to explain what action has been taken. This is usually given to a student whose behavior is unacceptable but does not warrant immediate detention. When the third Discipline/Warning Notice/Conduct Report is given in one trimester the students in grades 5-8 will serve a detention outside of the scheduled instructional hours (short Wednesday) as well as meet with the principal and/or the vice-principal and parents. Students in grades K-4 may receive a written notice of a behavior problem, which may result in a form of detention and/or a meeting with the parent.

Detention

A student in grades 5-8 may be detained after the daily school session for violation of school or class regulations. Serious misbehavior or infraction of a school rule may warrant immediate detention. When the third Discipline Notice is given in a trimester, the student will serve detention. If a student serves three detentions in a trimester, a parent conference will be scheduled to determine the possible consequences. These consequences may result in probation and/or suspension.

Detention is usually served the day after the infraction. Parents will be notified in advance if their child is assigned detention. Sports practices, games, and extracurricular activities are **not valid excuses** for missing detention, although every effort will be made to accommodate family emergencies and medical appointments.

Students in grades K-4, who misbehave may be asked to remain after school with their own teachers. Parents will be notified in advance. In some cases they may be assigned to a Wednesday detention.

Tardy Detentions

Students who are tardy more than five times during the trimester will receive a letter from the administration acknowledging the excessive tardies. Parents are expected to be responsible to ensure their child arrives at school to begin the day on time with their class.

Grades 5-8 Recess Detention

If students are misbehaving and distracting those around them, the teacher will give them a verbal warning. If the misbehavior continues, they may be required to report to the office and serve a morning or lunch recess detention the same day. Students who have a missing assignment may be required to complete the assignment during their recess period.

Child Sent Home

A student who has been warned and yet continues to misbehave after receiving a Discipline Notice will be sent to the principal's office and may be sent home. The length of time that the student needs to stay at home will be determined by the seriousness of the incident.

The school has a zero tolerance policy for violence and willful physical injury. If it is determined that a younger student has impulsively, yet intentionally, injured another child, his/her parents will be called and the child will be sent home from school. An older student may be subject to suspension or more serious consequences.

Probation

The principal may place a student on probation for a serious offense or for continued misconduct (if the misconduct does not require more serious action). Probation is an official warning that unless the student's behavior improves he/she is in danger of receiving more serious consequences. Probation may include the loss of rights to participate in school activities including field trips, dances and Student Council.

Suspension

A student involved in very serious or chronic misbehavior is subject to suspension. Suspension may be immediate if determined by the principal and pastor to be the best course of action. While on suspension the student is prohibited from participating in all school-related activities.

Expulsion

Expulsion is the immediate forfeiture of a student's privilege to attend Saint Isabella School. A student may be subject to expulsion after one very serious offense or in a rapidly deteriorating situation in which the safety and well being of others is jeopardized or the order and good name of the school are impaired.

Serious Offenses

The following is a partial list of actions that are considered unacceptable at any time (on or off campus) and may result in immediate suspension and /or expulsion:

- Use or possession of drugs, alcohol, tobacco and weapons of any kind
- Fighting
- Vandalism
- Theft
- Verbal abuse/threats/harassment
- Disrespect shown to an adult in the community

- Incurable behavior or persistent violations of school regulations
- Forging signatures on home-school communications
- Serious violation of the Internet Policy.

Other Activities

Student Council

The Student Council of Saint Isabella School was established to develop leadership and responsibility through a cooperative effort between faculty and students. The students learn the beginnings of the democratic process, moving toward more independence in the areas of initiatives, school spirit, responsibility, and service. The council consists of representatives of the total school population who model the virtues of Saint Isabella School. These representatives, elected by their peers, are responsible for student body assemblies, designated school and parish masses, as well as various other activities. The officers and representatives meet with the moderators who coordinate activities with both students and faculty. Because students are in a leadership position and miss class time to participate in Student Council activities, members must maintain an average of a B or better in academics, conduct and effort to remain on the council. Any grade falling below this requirement will result in being placed on probation and/or removed from the council. Students receiving a semester grade of a D or F will result in immediate removal from the council.

Saint Isabella Student Council provides its members with opportunities for leadership, service and fellowship. Faculty members serve as moderators and advisors. The Student Council meets at least once a month. The lunchtime meetings are used to plan and organize school events, activities and projects that promote community service, school spirit and a sense of fun. Some of the events sponsored by the Student Council are the Halloween Carnival, non-uniform dress days, spirit days, the Thanksgiving Food Drive, Christmas Toy Drive, and toiletry drive. All funds raised and items collected are donated to charitable organizations or to tuition assistance. The student officers lead our Morning Assemblies, leading the school in prayer, flag salute and announcements. In addition, they help moderate any student assemblies held in the Parish Center.

Student Council Elections are held in May for all the officers and commissioners, except commissioners-at-large, which are chosen by the Student Council Advisors and faculty from an 8th grader who has served on Student Council and will be in 8th grade. Class representatives from grades 3-8 are elected by their classmates in September.

Qualifications to run for Student Council Offices

Officers

President and Vice President

- Students run simultaneously for the office of President or Vice President. The student with the highest votes will be declared President and the one with the next highest votes will be declared Vice President
- Must be entering eighth grade to run for office

- Must have held an elected office for one year prior to running for president
- Must have attended Saint Isabella School for two years before running for office
- Must have at least a B average (each mid trimester/trimester) with no grade lower than a C- in seventh grade
- Must have an overall average of a 2 or above in conduct and study habits for seventh grade.
- Must conduct him/herself with academic integrity and exemplary Christian conduct
- Must attend Catholic Schools Week Mass the last week of January. Attends in full uniform.

Secretary and Treasurer

- Must be entering seventh or eighth grade to run for office
- Must have attended Saint Isabella School for one year before holding office
- Must have at least a B average (each trimester) with no grade lower than a C- in sixth or seventh grade
- Must have an overall average of a 2 or above in conduct and study habits for sixth or seventh grade
- Must conduct him/herself with academic integrity and exemplary Christian conduct
- Must attend Catholic Schools Week Mass the last week of January. Attends in full uniform.

Commissioners

Commissioner of Athletics, Religious Affairs, Spirit, Communications, and Yearbook

- Must be entering seventh or eighth grade to run for office
- Must have attended Saint Isabella School for one year before running for office
- Must have at least a B- average (each trimester) with no grade lower than a C- in previous grade
- Must have an overall average of a 2 or above in conduct and study habits for sixth or seventh grade
- Must conduct him/herself with academic integrity and exemplary Christian conduct
- Must attend Catholic Schools Week Mass the last week of January. Attends in full uniform.
- Commissioner of Communication is required to be a member of the Yearbook Committee

Commissioner of Ecology

- Must be entering sixth grade to run for office
- Must have attended Saint Isabella School for one year before running for office
- Must have at least a B- average (each trimester) with no grade lower than a C- in previous grade
- Must have an overall average of a 2 or above in conduct and study habits for sixth or seventh grade
- Must conduct him/herself with academic integrity and exemplary Christian conduct
- Must attend Catholic Schools Week Mass the last week of January. Attends in full uniform.

Commissioner of Technology

- Must be entering sixth grade
- Responsible for running the Slide Show for assemblies, special events, and school masses
- Responsible for setting up speakers/monitoring sound for events

Commissioner of Safety

- Must be entering fifth grade
- Responsible for helping Mr. Pheatt with the flow of traffic in carline before and after school
- Choose a team to assist you

- Perform any other duties related to this office
- Assists Mr. Pheatt with any safety drills

Class Representatives (grades 3-8)

- Elected by their class in September
- Must have attended Saint Isabella School for one year before running for office
- Must have at least a B- average with no grade lower than a C- the previous semester.
- Must have an overall average of a 2 or above in conduct and study habits from previous year
- Must conduct him/herself with academic integrity and exemplary Christian conduct
- Must attend Catholic Schools Week Mass the last week of January. Attends in full uniform.

Commissioner at Large

- Must be entering eighth grade and have run for an elected office. Will be appointed by faculty vote and must submit a letter of intent after the election cycle.
- Represents grades K, 1, and 2 on the Student Council
- Helps with assemblies, and other school activities
- Must have attended Saint Isabella School for two years before running for office
- Must have at least a B average (each mid trimester/trimester) with no grade lower than a C- in seventh grade
- Must have an overall average of a 2 or above in conduct and study habits for seventh grade
- Must conduct him/herself with academic integrity and exemplary Christian conduct
- Must attend Catholic Schools Week Mass the last week of January. Attends in full uniform.

ALL Student Council Officers must maintain the grades, conduct and study habit standards described above to remain in office. Grades will be checked at mid trimester and at the end of each trimester.

Clubs

The school has an active Interact Club, which is supported by the local Rotary Club. Students in grades sixth through eighth may become members. The club meets weekly under the guidance of a faculty member.

Field trips

Field trips of educational value and directly related to the curriculum are encouraged. Each trip is carefully planned to include the following:

- Pertinence/relevance to the curriculum
- Preparation, follow-up and specific goals for students
- Uniforms worn unless specifically determined by the school
- Adequate transportation and supervision
- Controlled expenditures.

The school requires a written permission slip for each student participating in each field trip. No child may attend a field trip if a signed permission slip is not submitted to the teacher prior to the trip. Non-students and siblings are not allowed on field trips. Upon returning to school from a field trip, students are expected to remain at school until 3pm dismissal.

Guidelines for Drivers and Chaperones: When private automobiles are used for school field trips, drivers must submit a copy of their **current driver's license and proof of current insurance coverage to the office. A completed and current online training certificate through VIRTUS is required as well.** (see addendum for instructions). Fingerprinting is required for all parents of Saint Isabella School, especially for all field trip drivers and/or anyone who will be alone with students. *It is at the homeroom teacher's discretion to create practical carpools for field trips, not the parents.*

- The principal needs to give permission for adults who are not parents in that grade to drive on a field trip. Drivers need to be at school 15 minutes before departure to allow for last minute details.
- Each student must be in a rear fastened seat belt and doors should be locked before the car leaves the curb. Only the child of the driver can sit in the front passenger seat, provided he or she fulfills the age requirement as per current California law.
- Drivers may not bring younger siblings, or children who do not attend Saint Isabella School.
- Drivers shall drive directly to and from the designated field trip location, and shall make **no stops for any reason** (errands, gas stops, treats for the passengers, etc.).
- Drivers may not bring treats for the students riding in their cars. In addition, we ask that chaperones not provide their own students with money for souvenirs or snacks.
- Drivers shall not allow videos and/or social media viewing while driving.
- Drivers should allow the children to leave the car only in safe areas. Drivers must chaperone their groups at all times because students require supervision and direction while on field trips.
- Drivers are expected to stay with the class and help supervise the students. Drivers and chaperones should not use cell phones on field trips unless there is an emergency. The teacher's cell phone number is on record with the office and will be used for communication.
- Chaperones should insist on appropriate behavior at all times. They should support and enforce the rules of the field trip site, should remind the children to be attentive to docents or guides, and to thank the people who help them.

Science Fair/Invention Fair

Students research and present projects for the Saint Isabella School Science/Invention Fair. Students in grade 4 work in groups to learn how to complete a science project. Students in grades 5 through 8 prepare individual science projects or inventions. These projects are displayed on Open House Sunday. Judges select projects from Saint Isabella School to be sent to the Marin County Science Fair and the Bay Area Science Fair competitions.

Catholic Youth Organization (CYO)

Saint Isabella School belongs to the Catholic Youth Organization (CYO). A parent volunteer serves as CYO athletic commissioner for Saint Isabella School. He/she works with CYO to organize sports teams such as basketball, track and volleyball throughout the year. Membership is open to all students attending Saint Isabella School in grades three through eight as well as students belonging to the parish. If you are interested in participating in CYO, information is available in the school office.

Other Athletic Opportunities

Information about community sports programs is often included in the weekly packet or on the website.

Altar Servers

The Altar Servers program is open to Catholic students in the fourth through eighth grades who wish to serve at school and parish Masses. The priests will coordinate and provide training for the servers.

Saint Isabella School Choir

Students in grades 1st through 8th may participate in the school choir. This choir practices during part of the school day. Choir is an elective activity and students must maintain the behaviors and commitment expected to be a member. The music teacher will offer try-outs in the fall.

Student Service Learning

The Saint Isabella School philosophy includes a strong commitment to social awareness and community service. Classes have particular service projects that the students are encouraged to support and the Student Council sponsors various community and global outreach programs throughout the year. Students in grades 6-8 have a service requirement each trimester which is part of their religion grade.

Extended Care Program

The Saint Isabella 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. A variety of activities are planned, including outdoor sports, games, arts, crafts, homework time and more. An afternoon snack is served. The program is open Monday through Friday from 7am to 7:45am (Morning Care) before school starts, and from 2:05pm to 3pm (KinderCare) and from 3:15pm to 6:00pm (Extended Care) after school. On the second, fourth and fifth Wednesdays of each month the program runs from 12:15pm to 6:00pm.

This is a drop-in program and there is no need to "enroll". You pay only for the hours your child attends. The Extended Day Program fees are:

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

There will be a charge of \$1.00 for every minute after 6:00pm. Consistent tardiness may result in the family's loss of Extended Care Privileges.

Extended Care Policies

For student safety and school liability, all students who are at school before 7:45am and after 3:15pm (2:05pm for Kindergarten), or 12:15pm on Minimum Days are required to report for Extended Care. A five-minute grace period will be given and then the student will be signed in for Extended Care. Once the child's name is in the logbook, parents will be billed in full half-hour increments.

Families who are one month or more in arrears with unpaid Extended Care fees will be excluded from Extended Care. Delinquent fees may jeopardize a student's re-enrollment as stated in the Saint Isabella

School Tuition Policy:

"All previously unpaid tuition, Extended Care fees, or other school fees must be paid by August 1 if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the school. If timely payment is not possible, suitable arrangements must be made with the principal."

Only a person authorized on the school Emergency Form and Signature Card may take a child from the Extended Care program. Anyone else must have **written authorization** from a parent/guardian. It is the responsibility of the person picking up the student to sign the student out. This is a matter of liability and safety and this policy will be strictly enforced!

All discipline policies/rules stated in the Saint Isabella School Parent/Student Handbook apply as well to Extended Care. Repeated unacceptable behavior or attitude may mean that a student will not be able to attend the Extended Care Program.

After-School Enrichment Programs

There are several after-school enrichment classes offered to the students of Saint Isabella School as part of the Extended Care Program. These classes are offered by outside agencies or individuals that contract with the school. Some of the enrichment classes that have been offered in the past are art, music, chess and Legos. The fees charged for these classes pay for the cost of providing the classes. Students and parents are reminded that the rules and guidelines in this Handbook apply to after school classes. Students who are disruptive and uncooperative will be sent/taken to Extended Care and issued a Discipline/Warning Notice. Parents will be charged for their time in Extended Care. Repeated unacceptable behavior or attitude may mean that the student will not be able to attend the after-school enrichment classes.

Parent Service Hours And Yard Duties

Saint Isabella School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, scholarships and financial aid, and athletic and other school administered programs.

VIRTUS Registration Instructions



Registration Instructions Archdiocese of San Francisco

Before completing Protecting God's Children training online, all participants **must** first register with VIRTUS Online. Please click on the VIRTUS link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37506



Create a user ID and a password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred user ID is already taken, please choose another ID. We suggest the use of email addresses as user names.

Click **Continue** to proceed.

Archdiocese of SAN FRANCISCO

Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use.
Common abbreviations like 'james' and 'mjohns' are also likely to already be in use.
We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.
Your password must be at least 8 characters long.

Important note about selecting passwords

Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.

Please provide the information requested below

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Salutation: - Please select -

First Name:

Full Middle Name:

Last Name:

Email: * No email

Home Address:

Home Address Cont'd:

City:

State: -- Select --

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth: * why?

Select the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).)

Please select the primary location where you work or volunteer.

Primary location: - Please select -

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer or visit.

Your selected location(s) are displayed on the screen.

Select **YES**, if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.)

Otherwise, if your list of locations is complete, select **NO**.

This is the list of locations with which you are associated:

All Souls Elementary (S San Francisco)

Do you work or volunteer in another location?

Registration Instructions Archdiocese of San Francisco

Select the role that you serve within your parish. Please select the primary role that applies.
 Click **Continue** to proceed.

Please select the primary role that you play within your diocese

<input type="radio"/> Candidate for Ordination/Seminarian <small>This category is for the Ordination of Candidates to the Priesthood in Dioceses.</small>	<input type="radio"/> Employee <small>Persons employed by the Archdiocese of San Francisco (San Francisco, San Jose, San Mateo, Santa Clara, and San Gabriel).</small>
<input type="radio"/> Deacon <small>This category is for Deacons in the Archdiocese of San Francisco.</small>	<input type="radio"/> Priest <small>Persons ordained to the Priesthood in the Archdiocese of San Francisco.</small>
<input type="radio"/> Educator <small>Persons employed by the Archdiocese of San Francisco in the role of Educator.</small>	<input type="radio"/> Volunteer <small>Persons who are not employed by the Archdiocese of San Francisco but who are serving in the Archdiocese of San Francisco in a volunteer capacity.</small>

All registrants must please read the **Archdiocese of San Francisco, Policies and Procedures Regarding Child Abuse**

Download the **Policies and Procedures Regarding Child Abuse** by clicking the **PDF** icon or on the preferred language. Once the download and reading is complete, close the screen and return to the VIRTUS registration screen.

To proceed, please provide your **electronic signature** and **today's date**.

Click **Continue** to proceed.

Archdiocese of San Francisco
Policies and Procedures Regarding Child Abuse


 Policies and Procedures Regarding Child Abuse

I hereby acknowledge that I have downloaded, read, and understand the attached document for the Policies and Procedures Regarding Child Abuse.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle and last): (John D. Smith)
 Today's Date: (mm/dd/yyyy)


All registrants must please read the **Archdiocese of San Francisco, Standards of Conduct**

Download the **Standards of Conduct** by clicking the **PDF** icon or on the preferred language. Once the download and reading is complete, close the screen and return to the VIRTUS registration screen.

To proceed, please provide your **electronic signature** and **today's date**.

Click **Continue** to proceed.

Archdiocese of San Francisco
Standards of Conduct


 Standards of Conduct

I hereby acknowledge that I have downloaded, read, and understand the attached document for the Standards of Conduct.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle and last): (John D. Smith)
 Today's Date: (mm/dd/yyyy)

Click inside the circle to select the **Online Training** you wish to complete.

Please select the session you wish to attend

Protecting God's Children for Adults (Online Training)

Protecting God's Children for Adults (Online Training in Spanish)

Click on the **green circle** to begin the **Online Training**

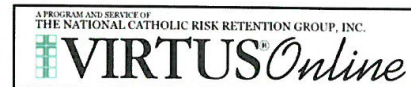
Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

Online Training Courses

To begin your online training, please click the title of your assigned training:

Protecting God's Children® Online Awareness Session 3.0
 Assigned 08/25/2017
 Due 10/12/2017

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870. **Thank you!**



Immunization Requirements

CALIFORNIA CODE OF REGULATIONS TITLE 17, DIVISION 1, CHAPTER 4

Subchapter 8. Immunization Against Poliomyelitis, Diphtheria, Pertussis, Tetanus, Measles (Rubeola), Haemophilus influenzae Type B (Hib), and Mumps

Table 1: Immunization Requirements for K-12

Institution	Age	Vaccine	Total Doses Received
Elementary school at kindergarten level and above	4-6 years	Polio	4 doses, except that a total of 3 doses is acceptable if at least one dose was given on or after the 4th birthday
		DTP, or combination of DTP and diphtheria-tetanus toxoids	5 doses, except that a total of 4 doses is acceptable if at least one dose was given on or after the 4th birthday
		Measles, rubella, and mumps	1 dose of each, separately or combined, on or after the 1st birthday. Pupils entering a kindergarten (or first grade kindergarten skipped) are required to have 2 doses of measles-containing vaccine, both given on or after the first birthday
		Hepatitis B ¹	3 doses
		Varicella	1 dose
Elementary school, secondary school	7-17 years	Polio ¹	4 doses, except that a total of 3 doses is acceptable if at least one dose was given on or after the 2nd birthday
		Diphtheria and tetanus toxoids and pertussis vaccine given as DTP, DT, Td, or Tdap	At least 3 doses. One more dose is required if the last dose was given before the 2nd birthday
		Measles and rubella (mumps not required)	1 dose of each, separately or combined, on or after the 1st birthday. (See below for additional requirements for 7th grade enrollment, effective 7/1/99.)
		Varicella ⁴	1 dose aged 7 through 17 years for students not admitted to California schools before July 1, 2001. 2 doses for students aged 13 through 17 years not admitted to California schools before July 1, 2001.
Seventh Grade	Any	Tdap ^{3,5}	1 dose on or after the 7 th birthday
		Measles ²	2 doses of measles -containing vaccine, both given on or after the first birthday.
Eighth through Twelfth Grades ⁴	Any pupil under 18 years	Tdap ^{3,5}	1 dose on or after the 7 th birthday
Any	18 years and older	None	

¹ Oral polio vaccine (OPV) or inactivated polio vaccine (IPV) or any combination of these vaccines is acceptable.

² Applies only to children entering at kindergarten level (or at first grade level if kindergarten skipped) or below on or after August 1, 1997. Applies only to children entering at kindergarten level (or at first grade level if kindergarten skipped) or below on or after August 1, 1997.

³ Applies only to children (of any age) entering or advancing to the seventh grade on or after July 1, 1999.

⁴ Children admitted to California schools at the Kindergarten level or above before July 1, 2001 are exempt from this requirement.

⁵ Pupils must have received at least one dose of Tdap prior to admission or advancement into the 7th through 12th grades.

⁶ If DTP was given on or after age 7 years instead of Tdap, this dose may also be counted as a valid dose for this requirement.

⁷ This requirement is effective July 1, 2011, through June 30, 2012.