

ST. ISIDORE SCHOOL

603 W. Broad Street

Quakertown, PA 18951

Phone # 215-536-6052

Fax # 215-536-8647

www.stisidoreschool.com



Catholic Schools Raise the Standards

**Serving the Spiritual and Academic Needs of Our Children Since
1921**

**Membership in National Catholic
Education Association
Washington, D.C.**

**Middle States Accredited
2014-2015**

ST. ISIDORE SCHOOL STUDENT/PARENT HANDBOOK

The administration and faculty welcome you to St. Isidore School. St. Isidore School operates under a philosophy that involves well-understood standards of conduct. It is essential that parents/guardians know and understand the standards of conduct expected of their children. It is also essential that each student accept total responsibility for his/her conduct at all times.

This handbook serves two primary functions. First is to assist in the efficient and orderly functioning of St. Isidore School. Second, and a result of the first, is to assist in the creation of conditions that produce the highest quality educational experience for every student. Given the complex nature of education and common purpose, it is impossible to predetermine a policy to cover every situation. Accordingly, the administration, after due consideration, from time to time, may be required to make changes to this handbook. When necessary changes are made, parents and other interested parties will be notified. Changes become effective immediately unless otherwise noted.

Please take time to read this handbook for our mutual benefit. Parents and students must sign a copy of the Policy Agreement for each child at the beginning of each school year stating you have read the handbook with them, and they understand and are willing to comply with the policies and regulations written. Parents are also asked to sign and return the Parental Permission Form sent home with your child/children at the beginning of each school year.

Policy Agreement

Parents and students enrolled in St. Isidore School agree to abide by the policies, rules, and regulations of St. Isidore School for the duration of the attendance of the child/children.

Parents, guardians, and students agree to their responsibility to read and understand all policies, rules and regulations set forth in various publications including, but not limited to, the parent/student handbook, policy letters, newsletters, various electronic media, organizational by-laws, and any other published medium to which access is granted.

Parents, guardians, and students signify their acceptance of this agreement by their signature on the agreement contained in this handbook.

Damage/Injury

St. Isidore School and its employees are not responsible for any loss of or damage to clothes and personal articles of students, parents, or guests on school property or at any school related activity. St. Isidore School and its employees are held harmless from any and all claims, damages or other liabilities for injuries to or damage by any student, parent, or guest on school property or at any school related activity.

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Administration, Faculty and Staff

Pastor: Rev. Frederick Riegler

Principal: Robin Conboy

Administrative Assistant: Kate McSherry

Director of Early Childhood: Julie McFadden

Business Manager: Craig Fraser

School Nurse: Eileen McFadden

Honors Math: Christine O'Connor

Technology: Lisa Wyatt

Spanish: Aleica Deterville

Music: Linda Jo Pieninck

Art: Joanne Houdek

Physical Education: Mark Schwegler

Preschool: Emily Knight

Kindergarten: Suzanne Wasilewski

Kindergarten: Melissa Bowen

Grade 1: Joan Donaghy

Grade 2: Belinda Offner

Grade 3: Sharon Leinhos

Grade 4: Amy Ogborn

Grade 5: Kelly Katzbeck

Grade 6: Maureen Gallagher

Grade 7: Louis Perry

Grade 8: Mary Finnegan

Early Childhood Aide: Julie Knight

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MISSION STATEMENT

The St. Isidore School community is a vital part of the St. Isidore Parish. We share in the teaching mission of the parish. Teachers, staff, and parents share the Good News of the Kingdom of God with our children. As a school community, we endeavor to grow in Catholic faith, life, tradition, service and prayer. Families are encouraged to worship together as a visible sign of their faith.

“The St. Isidore Catholic School community strives to instill academic excellence in a Christ-centered atmosphere that is rooted in faith. We empower our students to work to their fullest potential and to become lifelong learners committed to living out Catholic values.”

ADMINISTRATION POLICIES

A. ADMISSIONS AND WITHDRAWALS

In order to be admitted to St. Isidore School, children must have been immunized against Polio, Diphtheria, Tetanus, Pertussis, MMR (Measles, Mumps and Rubella) including the second dose of the MMR vaccine and in accordance to the Pennsylvania Department of Education requirements.

Children entering **Pre-School** must be **three (3)** years of age on or before August 31st of that year and completely potty trained. Children entering **Pre-Kindergarten** must be **four (4)** before August 31; those entering **Kindergarten** must be **five (5)** years of age before August 31 and those entering **grade 1** must be **six (6) years** of age before August 31 of that school year.

All other applicants must supply satisfactory evidence of prior grade work by bringing a current report card with them at the time of registration. Children may be required to take tests in reading and mathematics for admission and to ensure proper placement. All transfer students are subject to a thirty day probationary period.

When a student withdraws from school, his/her parent or guardian must come to school to request a transfer. If that person is unable to do so, he/she is required to write a note or telephone the school office, giving the new address and the expected moving date. School records will be forwarded to the child's new school upon written request from that school when all financial obligations have been fulfilled.

B. TUITION POLICY

St. Isidore School is operated as a faith community and not as a commercial or secular enterprise. The school provides an opportunity for the development of faith-based values and for receiving instruction in the Gospel of Christ as part of its religious mission and ministry. Consequently, the payment of tuition may not be considered as creating a commercial or contractual relationship between the school and the parents that may be construed to create a legally enforceable obligation on the part of the school, or its sponsoring ecclesiastical entities, to allow for continued enrollment, or to provide any type or level of education services, or to provide such services involuntarily.

Tuition costs are listed on the tuition schedule which is included in the registration packet and on the school website. Tuition is payable in full by July 31st of the school year the student is beginning. Arrangements can be made for monthly payments (July-April) by enrolling in the SMART program. For more information on SMART, please contact the school office at 215-536-6052.

A family who is delinquent in the payment of tuition or any charges will not be granted report cards or other student file information until all indebtedness is paid in full. Families in arrears in their tuition will not be considered for registration in the succeeding year. All tuition inquiries should be made to the Business Manager.

C. CURRICULUM

The academic program at St. Isidore School is developed and approved by the Archdiocese of Philadelphia Office of Catholic Education. The curriculum is aligned with the Common Core State Standards.

Students in kindergarten through eighth grade are instructed in the areas of religion, mathematics, reading, language arts, social studies, science, music, art, computer education, physical education, library, and Spanish. An honors math program is offered to those students who are tested and meet the Archdiocesan criteria beginning in fourth grade.

Basic skills are taught as a sequential continuum. Teachers enhance established curriculum guidelines using their professional expertise and judgment. There exists the freedom to extend and vary the program according to the needs of the students.

1. Progress Reports

Progress reports will be issued for all students in grades one through eight during the each trimester. It is still possible that a student may fail if his/her grades fall within a failing range prior to report cards. Parents are able to view grades through My Student's Progress.

2. Report Cards

Report cards are issued three (3) times a year. The report card is a benchmark of each student's performance in school. The grades are based on test marks, projects, class work, homework, and the teacher judgment in certain areas. Report cards must be signed by parents/guardians and returned to school.

Grading System for Kindergarten:

- 1-Emerging (Beginning to Develop)
- 2-Growing (Progressing Satisfactorily)
- 3-Achieving (Applying Independently)
- NA- Not Assessed at this time

Grading System for Grades 1-3:

- O Consistently produces work of high quality and applies learned skills
- VG Regularly produces work of high quality and applies learned skills
- G Frequently produces quality work and applies learned skills
- S Produces work of satisfactory quality and usually applies learned skills
- I Produces work of inconsistent quality and needs frequent re-teaching
- U Produces work of unsatisfactory quality

Personal & Social Growth and Effort & Study Skills:

- 1-Unsatisfactory
- 2-Needs Improvement
- 3-Developing appropriately
- 4-Exceeding
- (+) Indicates strength (✓) Indicates improvement needed

Grading System for Grades 4-8:

Religion, math, social studies, science, and English language arts (ELA) are graded numerically. A passing grade is 70%. A (+) indicates that the student has mastered expectations at this level. A (✓) indicates that mastery remains a goal for this student. An "m" indicates that the curriculum has been modified for this student. An "h" indicates Archdiocesan honors program.

Personal & Social Growth, Effort & Study Skills:

- 1-Unsatisfactory
- 2-Needs improvement
- 3-Developing appropriately
- 4-Exceeding

Handwriting, art, music, physical education, technology and Spanish are graded as follows:

- 1-Little or no growth in area
- 2-Partial mastery
- 3-Meeting expectations for level
- 4-Exceeds expectations for level

Honor Roll – A student must have an average of 85% or above in all academic subjects and must obtain a 3 or 4 in the areas of personal and social growth, effort and study skills, technology, Spanish, music, art and physical education.

3. Conferences

Formal conferences are held prior to the first report card. These meetings afford parents and teachers the opportunity to voice concerns, suggest solutions to problems, and therefore cooperate in making the school year as worthwhile as possible for the children.

If a parent feels a need to see a teacher at another time, a conference can be arranged. The parent should contact the teacher by email, writing a note, or phoning the school office, and an appointment can be set up. Issues that cannot be resolved with the teacher should then be directed to the principal.

4. Standardized Testing

The Terra Nova test is administered throughout the Archdiocese every academic year to students in second through seventh grades. It measures progress made in non-verbal skills, mathematics, reading, language arts, reference skills, social studies and science. This nationally administered test is used to rank our students both within the Archdiocese and the nation and for academic planning for each student.

D. COMMUNICATION

St. Isidore School communicates with parents through the school website at stisidoreschool.com, a weekly newsletter, and weekly phone call with email. It is the responsibility of each student to provide parents with all written communications distributed through the school. Communication envelopes are sent home on Thursday of each week and are to be signed and returned on Friday. These will be sent home with the oldest child in the family unless otherwise requested by the parent. All parish organizations are welcome to submit for approval articles to be published in the weekly or monthly newsletters. Articles must be submitted to the principal by Tuesday morning.

In order for the teachers to have a better understanding of our children, it is important for us to be aware of their family situation. If there is a change in the family unit, such as death, separation, divorce, critical illness of a family member, etc., that will have an effect on the student's daily performance; parents/guardians are requested to inform the teacher. All information will be treated in a professional and confidential manner.

E. PROCEDURES FOR VISITORS TO ST. ISIDORE SCHOOL

St. Isidore School values parental involvement and community support. Visitors are always welcome. Safety is a priority.

- Parents/guardians are encouraged to visit the school. However, conferences with teachers must be coordinated ahead of time. Teachers may not be distracted or disturbed from their instructional or monitoring duties in order to conduct even a short conference. Pop-in requests for a conference may result in lengthy delays while waiting for a teacher's academic or duty schedule. Parents who wish to consult with a member of the faculty should make appointments for any necessary conference.
- Visitors to St. Isidore School must enter the building through the main door. Doors are kept locked; please ring the doorbell.
- Visitors must proceed immediately to the administrative assistant's office.
- Visitors must sign in, state their business, and be given a Visitor badge. The badge must be worn and be clearly seen.
- Upon completion of business, the visitor must sign out and return the badge.

F. RECORD KEEPING

1. Emergency Forms

Each September, forms are sent home in order that the student's record may be updated. Any changes in address, phone numbers or emergency numbers must be reported so that records will remain accurate and current. *Parents will be able to make changes directly into My Student's Progress beginning in September.*

2. ELA Folders (English Language Arts)

ELA folders are maintained from year to year for each student. In this, a record is kept of a student's mastered writing skills and ELA writing samples. These are given to the child if they transfer out of St. Isidore School or at the end of his/her eighth grade year.

3. Health and Dental Records

These records monitor the student's immunization, vision, hearing, weight, height and dental hygiene.

4. Records

All information regarding students and their families is safeguarded to protect the rights of students against any infringement of privacy, misinterpretation of data and inappropriate use. While enrolled in St. Isidore School, the students' records are kept in the active file. Any change in information, such as custodial care, must be given to the school office in writing. After transfer or graduation, records of math and reading skills and health records are forwarded to the receiving school. Permanent record cards are sent to Archdiocesan elementary and high schools only.

G. ARRIVAL AND DISMISSAL (School starts at 8:25 a.m. and ends at 3:10 p.m.)

1. Bus Transportation

Parents identify the mode of transportation the student will use upon registration each year. In the event this mode should change during the year, **notification in writing must be given to the school**. If you wish to make a change on any given day, please send a note to school for the teacher, Fax or email the school office by 2:30 pm. We will not change a student's dismissal routine without written notice from a parent/guardian.

Students are expected to conduct themselves in a responsible and safe manner while traveling on the school bus to and from school or on school trips. Bus rules are distributed to each family at the beginning of each school year. Discipline issues are handled by the school principal.

2. Morning Arrival

Children should not arrive prior to 8:00 a.m. unless enrolled in the C.A.R.E.S. Program, which begins at 7:00 a.m. Upon arrival at school in the morning, students are to report to the school gym and sit with their class in an assigned area. There are no toys allowed and no items should be removed from students' backpacks. At 8:25 students are to line up quietly for morning prayers, the Pledge of Allegiance, and announcements.

3. Afternoon Dismissal

Students departing by bus will exit through the gym. Those riding in cars will exit through the front door of school. Adults picking a student up must enter the parking lot through the 4th Street entrance and line up single file toward the front door. As you move closer to the door your child will be instructed to exit the building and board the car. **DO NOT PARK YOUR CAR AND COME INTO THE BUILDING** to pick up your child/children. **DO NOT PARK AND WAIT ON THE FRONT PORCH** for your child/children. These rules are in place to assure a SAFE and speedy dismissal for all students. Walkers will be escorted by an adult until they have crossed the street safely.

If your child's usual mode of transportation is to change, please notify the school no later than 2:30 p.m. Your child/children will be notified of the change in

transportation. Children may not leave the school with another adult (grandparent, aunt, neighbor, etc.) without notification from a parent/guardian. We will not change a child's dismissal routine without permission, either in writing or email, by a parent/guardian. **DO NOT** ask that your child relay the message to their teacher.

Students are permitted to ride their bicycles to and from school at their own risk. Bicycles must be parked in the school bike rack, and should be locked and chained for security. Children are to walk their bikes to and from the corner of the school property. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN BICYCLES.**

H. SNOW/EMERGENCY CLOSING AND DELAYS

In the event that there is a school closing or a delayed start because of inclement weather, parents should first check the school website or watch the TV (channels 6 or 10) for information. They should not call the school. Weather-related closings are determined by the Quakertown Community School District office. If Quakertown Community School District is closed, so is St. Isidore School. **Please note** that if there is a 2 hour delayed start in the morning *there will be morning kindergarten, pre-kindergarten or pre-school classes.* Morning C.A.R.E.S. is cancelled.

If school is closed prior to regular dismissal time, notice will be posted on our website and given through TV channels 6 and 10. Both these channels offer the option to sign up on their websites for email alerts and telephone notification of closures, dismissals and delays. We strongly encourage you to sign up for these alerts. Make sure that your child(ren) have been instructed by you and understand what you wish them to do in the event that they should arrive home before you. Parent's cooperation will ensure the safety of all children. When school closes early due to weather emergency, normal bus transportation is provided, and the afternoon C.A.R.E.S. program is cancelled.

In addition to the school website and TV channels 6 and 10, the School Reach System will be activated to call and email the necessary information regarding closures and delays.

I. SAFETY & EVACUATION DRILLS

Safety drills including lock down, safety in place and fire drills are held monthly. Children are instructed on the route to be taken from each classroom they occupy if exiting the building. An exit may be intentionally blocked so that the students will be prepared to take alternate routes. Strict silence is demanded of the children during these necessary drills.

Once a year we will have a premises evacuation drill. The students and staff walk to Quakertown Elementary on 7th Street. This is our designated area to go to if there is an emergency evacuation of our buildings.

SPIRITUALITY

Parents are welcome to children's masses, prayer services, and rosary (said each day at 12:30p.m.). First Friday masses are at 9:00 a.m., and Holy Day masses are at 11:00 a.m. Each class is assigned a mass to plan. Each Friday except First Friday masses students bring the Gospel to life at the beginning of the day.

Penance and First Communion are received in second grade. Confirmation is received in seventh grade. Information is provided to parents regarding the sacraments. Any questions should be directed to the parish Director of Religious Education at 215-536-6498.

SCHOOL SERVICES

A. AUXILIARY SERVICES

In compliance with Pennsylvania State Law Act 89, the State of Pennsylvania provides St. Isidore School the auxiliary services of speech therapy, psychological evaluation, testing, counseling, and tutorial programs in math and reading. These services are provided to our school through the Bucks County Intermediate Unit. Information regarding these services may be acquired from faculty members, the school office, or direct contact with the agency.

B. HEALTH SERVICES

The school nurse is on call as needed. Law prohibits her from diagnosing injuries or illnesses. Therefore, do not send children to school when they have symptoms of illness or when they have not fully recovered from an illness.

Pennsylvania School Health Law requires the following:

- Proof of Immunizations upon school entry:
 1. Polio 3 doses
 2. Tetanus & Diphtheria 4 doses (last dose must be after 4th birthday)
 3. Measles, Mumps, Rubella 2 doses (1st dose must be after 1st birthday)
 4. Hepatitis B 3 doses
 5. Varicella vaccine OR documentation of Chicken Pox disease
- A medical examination upon original entry to school and in grade six
- A dental examination upon original entry to school and in grades three and seven

These grades were selected because they represent critical periods of growth and development. We recommend that your family doctor and dentist do these examinations since they can best evaluate your child's health and assist you in obtaining necessary treatment and corrections. If you are financially unable to obtain these examinations, please contact the school nurse for assistance.

Vision screening is done yearly by the school nurse. Hearing screening is done in kindergarten and grades one, two, three, five, and seven. Growth screening (height/weight) is done yearly with BMI percentile available on parent request. Scoliosis screening is done in grade seven.

Medication that needs to be taken at school **MUST** be sent in the original container with the physician's instructions and a signed note from the parent with the time and amount of medication to be taken. **ALL** medications are to be kept in the office unless the doctor signs a release form for your child to carry the medication (including inhalers and epi-pens) with him/her.

Care given at school by the staff is limited to first aid at time of illness or injury. If your child is ill, please do not send them to school. Please keep the school informed of any changes to your emergency form numbers in case of a serious illness or injury that may occur at school.

C. LUNCH PROGRAM

Hot Lunch Program

Hot lunch is served Monday through Friday to grades one to eight. The menu changes monthly. *Parents receive an order form each month electronically* to order for the next month. It must be returned by the date indicated on the form. Late forms will not be accepted. The Hot Lunch Program is run by all volunteers. The proceeds from this program are used for class trips.

Milk and juice are sold by the trimester. The cost will be sent home before the trimester begins and you will be given a week to place an order for the trimester. If your child wishes to buy milk on a given day, they must come to the office in the morning to do so. Children should have a nutritious snack such as fruit, granola, yogurt, etc. for morning snack. Candy is not a snack, and soda is not allowed.

Regulations during the lunch period are as follows:

- a) Children enter the cafeteria silently and take a seat at the class table. Students are to remain seated until given permission to go to the lunch counter. All students are expected to remain seated while eating lunch. A student must raise his/her hand to request permission from an adult to leave the lunch table. They are expected to be polite to each other and the lunchroom parents. When told to clean their places, children must gather their trash and dispose of it, then return to their seats. No one is to leave the cafeteria without an adult's permission. Lunch is to be eaten at the designated tables. An absorbent cloth towel or mat is to be provided by parents.

- b) Each child is responsible for the cleanliness of his/her own table section. Papers and trash are to be put into the containers at the time designated by the lunch monitor.
- c) Students will be permitted in other parts of the building only with a teacher's permission and adult supervision.
- d) Lunch boxes and bags should be clearly labeled with student's name and grade. Forgotten lunches may be delivered to the school office before noon. Please be sure to put the student's name and grade on their lunch box or bag. We discourage fast food lunches (i.e. McDonald's).

Schoolyard regulations are as follows:

- a) Children may play with balls, jump ropes and other outdoor toys.
- b) Students are to remain within school boundaries at all times. If a ball goes over the fence, permission from an adult on duty must be given to retrieve it. The following areas are restricted and may not be approached by the children:
 - 1) staff parking area or adjoining business parking lot
 - 2) trash containers and recycling bins
 - 3) outside of chain-linked fence
- c) Lunch monitors will walk around their section of the yard and supervise the conduct of the children.
- d) Children are to remain on the playground and not enter back into the school building except for illness or injury.
- e) When the bell is rung the first time, children are to stop whatever they are doing and be silent. At the second ringing, children are to proceed silently to their lines.
- f) Children are to treat all lunch volunteers with respect. Any child who becomes a behavioral problem will risk loss of recess privileges.

D. C.A.R.E.S. Program (Children Are Receiving Extended Services)

This program is open from 7:00 a.m. to 8:00 a.m. before school and between 3:30 p.m. and 6:00 p.m. each school day. Please inquire at the school office for current fees and registration. Please note that if school has a delayed start due to inclement weather, morning C.A.R.E.S. will be cancelled. Afterschool C.A.R.E.S. will be cancelled if school is dismissed early due to inclement weather.

PARENT RESPONSIBILITIES

A. ABSENCE

The School Laws of Pennsylvania classify absences as unexcused or illegal, except for the following reasons:

- 1) Illness of the pupil
- 2) Death of a family member
- 3) Quarantine
- 4) “Exceptional, urgent” reasons that affect the child

1. Absentee Notes

A child who has been absent must present a written explanation by the parent. Absence/Lateness forms can be found on the website under forms. A doctor’s permission to return is usually needed when a child is absent for more than three (3) days.

The school office **must** be called by 9:00 a.m. in the event that a child will be absent for the day. Parents who wish to pick up books or assignments for students who are absent must make this request prior to noon so that assignments will be ready for pick-up at 3:15 p.m. in the front office

2. Lateness

Children who arrive after the scheduled starting time (8:25 a.m.) are tardy. Students entering school late must stop at the front office for a late slip. After 3 tardies the child will receive a demerit, *after 4 demerits the child will be issued a detention and a letter in their file.* LATENESS DISRUPTS your child’s routine and the other children in the classroom.

3. Truancy

A student who is absent without parental permission is considered truant. This absence is unexcused, and the child and his/her parents must meet with the principal before the child will be readmitted to school.

4. Appointments

If at all possible, medical and dental appointments should be scheduled outside of school hours. If this is impossible, the child must present a note notifying the school of the time the child will be called for by the parent. The child must be picked up at the school office and signed out.

5. Vacations

Vacations during the school year are **STRONGLY DISCOURAGED**. Parents are responsible for any time missed from school because of family vacations. The school is under no obligation to provide make up work missed by the child. Permission for the absence must be obtained from school administration at least two weeks prior to vacation. Please take into consideration your child's performance in academics before planning a trip. It is advised to make trips during holidays or summer.

B. DRESS CODE

The purpose of the dress code is the presentation of a neat and pleasing appearance of the student body. A St. Isidore School student wears his/her uniform with pride and dresses in a manner that is compatible with an academic atmosphere. A student's attendance at St. Isidore School indicates his/her willingness to comply with the directives of the school. It is further considered that compliance contributes to the overall discipline and academic success of the student.

Regulation Uniforms - Non-conformity will result in demerits

1. Boys

Steel gray pants with dark belt

Maroon polo shirt—long or short sleeve with logo

Gray or black dress socks

Dress shoes—Oxfords or Dockers only; anything that qualifies as a sneaker or a boot is **not acceptable-- no skater shoes**

Steel gray walking shorts with dark belt

V-neck sweater

2. Boys--Grades 5-8

Maroon polo shirt—long or short sleeve with logo (school opening to Oct. 31; April 1 to school closing)

White oxford shirt with school tie (mandatory Nov. 1 to March 31; optional all year)

3. Girls –Kindergarten to grade 4

Gray or plaid jumper with belt -- knee length

Pastel pink blouse—long or short sleeve

Pastel pink Turtleneck—Hot pink is not acceptable

Grades 5 – 8

Grade 5 may wear jumpers or kilts (gray or plaid)

Grade 6-8 wear kilts (gray or plaid) knee length

White long or short sleeve oxford cloth blouse

All Girls

Gray or maroon socks or tights

Maroon V-neck sweater, vest or button down sweater

Dress shoes--no more than one inch heel, no clogs or sandals

Steel gray corduroy slacks with dark belt

Maroon polo shirt with logo

Steel gray walking shorts with dark belt

4. Gym Uniform - must be purchased through uniform company

Plain maroon St. Isidore sweatshirt with logo

Maroon sweatpants with logo

Gray T-shirt with logo

Fleece ash shorts or maroon mesh shorts

White socks (visible above sneakers)

Supportive sneakers

No jewelry

Personal Appearance

1. Hair – Boy's hair should be clean and neat, no longer than collar length, ears and eyebrows should be visible. No extreme cuts. School administration reserves the right to make the final decision. *Girl's hair should be clean and neat, and hair accessories must match the school uniform.* Natural hair color only is allowed for both boys and girls.
2. Accessories— If girls wear earrings, they are to be small for safety sake; no large hoops or dangly earrings allowed. Boys may not wear earrings. All jewelry must be removed before participating in gym class. No trendy accessories such as *bandanas, scarves, headbands with long ties or wristbands are allowed.*
3. Make-Up—Girls may not wear make-up. Clear colorless nail polish is permitted. Artificial nails are **not permitted**.

C. STUDENT CLASSROOM SUPPLIES

Supply lists for each grade are distributed at the end of each school year for the following year and can be found on the school website under the student's designated classroom.

D. VOLUNTEERS

Parent involvement is integral to the success of your children and our school. Parents are encouraged to take an active part in their child's education by volunteering whenever and wherever possible. All volunteers are required to submit a State Police check, Child Abuse check and attend a Safe Environment Program as well as complete any mandated Archdiocesan training. Forms may be obtained at the State Police Barracks, from the school office or online.

E. PARENTS AS PARTNERS

The Parents As Partners Association is an integral part of our school. All families are invited to become voting members of P.A.P.A. by paying a family membership fee of \$15.00 per year. These funds support the start-up cost of events. A board is elected by voting members. Parents are asked to support events during the year by their attendance or volunteering at functions. There are two roles the partnership focuses on: 1) Social functions for students and/or families and 2) support fundraising efforts.

STUDENT RESPONSIBILITIES

A. TELEPHONE & ELECTRONICS

Electronic devices (ex. iPod, cell phone) of any kind are not to be used in school. Cell phones are to be turned off and must remain in the student's backpack for the entire school day. Parents who need to contact students during the school day or get a message to their student should call the school office, not the student's cell phone. Cell phones found in use during the school day will be confiscated and turned in to the principal's office and must be reclaimed by the parent. If a student has his/her cell phone confiscated on more than two occasions, he/she will lose the privilege to keep his/her phone in his/her backpack and must leave it in the principal's office each day for one month. Permission **will not** be given for students to call home for forgotten supplies or to communicate social plans.

B. DISCIPLINE

The purpose of the discipline code is to hold students accountable for their behavior and to safeguard the rights of others.

Students who attend St. Isidore School are expected to respect themselves and others. In relationships with other members of the school community, they must exhibit a truly Christian attitude. Through self-discipline, a student refrains from behavior which would disrupt or hinder the learning atmosphere of the school. We are sensitive to the fact that the ideal is to have students develop self-discipline, but responsibility dictates that we incorporate an organized, structured discipline code to enable us to respond with consistency to failures in self-discipline that occur within a school setting. Discipline is enforced in order to help the student change an unacceptable behavior to an acceptable one. Parental cooperation and support for the teachers is expected.

1. Procedure for Demerits

Your child's personal development and behavior grade on their report card will reflect the demerits received. The accumulation of demerits will last a trimester. When a student receives a demerit, it is to be signed by the parent or guardian on the day the demerit is issued and returned to school the following day. The number of demerits given is based on the severity of the action. The following is a list of reasons for a demerit to be given:

- a) Books or Supplies:
Not having proper books or supplies for class
- b) Cafeteria Behavior:
Throwing food, loud boisterous sounds, or any unsuitable behavior
- c) Cheating:
Copying another's work, cheating, plagiarism
- d) Damaging Property:
Breaking or defacing anything on school grounds. This includes textbooks and desks.
- e) Defiance (Deliberate disobedience)
- f) Disturbance:
Any conduct that disturbs others during class, i.e. passing notes, slamming books, unnecessary noises, talking to self or others, etc.
- g) Disrespect:
Any improper behavior toward any adult or another student, i.e. talking back, being "fresh"
- h) Dress Code Violation:
Any infraction of the school dress code will result in a dress code warning.
- i) Fighting

j) Forgery:

Signing a parent's name to any school paper or handing in a paper known to be forged by someone else

k) Gum Chewing:

Chewing gum at any time on school grounds, field trips, or outside activities

l) Consistently tardy

After three late slips in one trimester, the student will receive a demerit, followed by a detention.

m) Incomplete homework/homework not done, unsigned test

n) Use of electronic equipment without permission on school property

o) Out of Bounds:

Leaving school property without permission

p) Bullying – see Bullying Policy

q) Any other behavior which needs attention that is not specifically mentioned.

2. Detention

Accumulation of four demerits will result in after school detention. The time for detention will be at the convenience of the teacher.

3. Suspension

A serious infraction of a school policy may result in the suspension of a student. There are two types of suspensions: an “in-school suspension” and an “out-of-school suspension.”

If a student receives an “in-school suspension”, he/she will remain in school and complete his/her day's assignments in another room. If an “out-of-school” suspension is given, the student will remain at home for a designated time period. All class work while the suspension is effective must be completed by the student and signed by the parent. When a child is suspended, parents are notified by a telephone call and a letter which must be signed and returned the next day. Suspended students must be under parental supervision. At least one parent is required to come to school and meet with school administration before the student is readmitted to class. A written report of the incident will include: an explanation of the incident which warranted the suspension; the consequences; and a summary of the meeting with the parents. The report will become part of the student's file.

4. Expulsion

After a student has been suspended twice (in-school/out-school suspension), he/she is eligible for dismissal. A formal letter to parents will be sent home with the child.

Immediate expulsion may take place without two suspensions depending on the degree of the infraction and its result. Dismissals will take place after situations are investigated and evaluated by school administration and the Pastor.

5. Bullying Policy- PLEASE DISCUSS WITH YOUR CHILD

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility, and offensive and inappropriate behavior. Such improper conduct, verbal or written derogatory or discriminatory statements, and behavior are not conducive to the educational and religious mission of the school. These include, but are not limited to:

- Disrespectful behavior of any kind toward any staff, student or parent
- insubordination
- bomb scares or triggering other false alarms
- cheating or plagiarism
- use or possession of drugs or alcohol
- smoking
- stealing
- intimidation, harassment, or threats of any kind
- weapons

St. Isidore School follows the Olweus Bullying program: There are four anti-bullying rules that are observed and practiced school wide:

Rule 1: We will not bully others.

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

These categories do not cover every possible situation. The school is responsible for determining what is appropriate behavior in and out of the classroom, within the school community, and in school sponsored events where such a behavior may affect the school community in general.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school, is grounds for disciplinary action, including, but not limited to, immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities.

In addition, in the case of threats of violence or harassment in any form, including oral, written, or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

D. HOMEWORK

Homework is vital to the reinforcement of the concepts presented during the school day. It may be assigned in written and/or study form. Parents are encouraged to foster good study habits in their children by providing a quiet atmosphere and by demanding neatness, accuracy and completeness.

The following time allotments are suggested by the Archdiocese for homework:

Grades 1-2	30 minutes
Grades 3-4.....	60 minutes
Grades 5-6.....	90 minutes
Grades 7-8.....	120 minutes

E. ACCEPTABLE USE POLICY FOR TECHNOLOGY
Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

Technology is a valuable and real world educational tool. All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside school** use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein.

The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

GOAL

The school's goal is to prepare its members for life in a digital global community. To this end, the school will:

- integrate technology with curriculum to enhance teaching and learning
- encourage critical thinking, communication, collaboration and problem solving skills
- facilitate evaluation and synthesis of information
- encourage ethical practices and provide education for internet safety and digital citizenship
- provide a variety of technology based tools and related technology skills

RESPONSIBILITIES OF USER

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In The Archdiocese of Philadelphia we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect one's self.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect others.** Users will refrain from using technologies to bully, tease or harass other people
- **Protect one's self and others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect intellectual property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect intellectual property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

TECHNOLOGY USE GUIDELINES

Educational Purpose/ Appropriate Use: School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, **except for educational purposes** under teacher supervision.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

Communications: Electronic and/or Digital communications with students should be conducted for **educationally appropriate purposes** and employ only **school** sanctioned means of communication. The **school** sanctioned communications methods include:

- Teacher school web page, email, and/or phone number
- Teacher created, educationally focused networking sites

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

Electronic and Mobile Devices, Cellphones: Users must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

Examples of Unacceptable Uses - Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.

- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

IPAD POLICY

Student Activities Strictly Prohibited with IPADS

- Illegal installation or transmission of copyrighted material.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, obscene, or sexually-explicit materials.
- Messaging services (i.e. MSN Messenger, IM, etc.).
- Internet/computer games other than teacher recommended games.
- Changing of iPad settings (exceptions include personal setting such as font size, brightness, etc.).
- Downloading apps.
- Spamming – sending mass or inappropriate emails.
- Gaining access to another student's accounts, files, folders, and/or data.
- Use of anonymous and/or false communications such as MSM Messenger, Yahoo Messenger.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Vandalism, (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Use of the iPad camera to take and/or distribute inappropriate or unethical material, or pictures taken without teacher permission.

Reporting: Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights: The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of Technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add to this policy at any time without notice.

Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, Youtube and Myspace.

Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

‘Friending’ of current students by teachers is forbidden on a **teacher’s personal social networking site**. Personal posts’ must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Policy Violations

If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to alert their teacher, save a copy, and turn it in to the administration. If a student violates any part of the St. Isidore School iPad policy, he or she will be subject to consequences determined by administration. Repair/replacement costs for damages caused by student abuse will be billed to parents. Students who withdraw, are suspended or expelled, or terminate enrollment at St. Isidore School will lose the privilege of the use of the iPads.

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

ACTIVITIES

A. Student Council

In order to foster leadership potential, St. Isidore School belongs to the Catholic Association of Student Councils. Leadership positions are open to students in grades six through eight. Classroom representatives are composed of students in grades four through eight. The purpose of this organization is to foster Christian values and give witness to the community of St. Isidore School and Parish.

B. Band/Strings

Offered to students in grades four through eight. Instruments may be rented and lessons are once a week. Grade three is given recorder lessons.

C. Rosary

Offered to all students interested in praying the rosary at lunch/recess time.

D. CYO

Sporting activities are available to students in grades four through high school depending on age. Sports offered are volleyball, softball, baseball, basketball and track/cross country depending upon age, interest, and coach availability.

Youth Group is offered Sunday evenings for grades eight through twelve.

PLEASE NOTE: This book is meant to be a guideline for school policy and services. We reserve the right at any time to amend or add to policies, rules and regulations contained in this handbook, and to make such changes applicable to current and new students when the situation dictates.

REVISED August 2014

SAINT ISIDORE SCHOOL

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Quakertown, PA 18951
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www.stisidoreschool.com

PLEASE RETURN THIS SIGNED FORM TO SCHOOL AS SOON AS POSSIBLE.

I/we have read and reviewed the school handbook with my/our child/children. We agree to follow these guidelines and understand that as changes occur we will be notified through the school's newsletter and website.

FAMILY NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

**St. Isidore School
Student/Parent Technology Agreement**

I agree to the stipulations set forth in the St. Isidore School iPad Policy.

Family Name: _____

Student Signature (s): _____, _____,
_____, _____

Parent Name (please print first and last name): _____

Parent Signature: _____

Date: _____

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