

***ST. ISIDORE SCHOOL***

*603 W. Broad Street*

*Quakertown, PA 18951*

*Phone # 215-536-6052*

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*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  
1921-2021  
Handbook for 2025-2026

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# **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.

## **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, be it through in person or remote learning.

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 (signed and returned).

## **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. Kenneth Brabazon

**Principal:** Dr. Robin Conboy

**Administrative Assistant:** Mrs. Lisa Mankus

**Business Manager:** Mr. Craig Fraser

**Honors Math:** Mrs. Christine O'Connor

**Technology:** Mrs. Lisa Wyatt

**Spanish:** Mr. Luis Prince

**Music:** Mrs. Linda Jo Pieninck

**Art:** Ms. Sara Heller

**Physical Ed:** Mr. Brandon Davidow

**Library:** Mrs. Alexis Murphy

**Preschool A:** Mrs. Melissa Bowen

**Preschool B:** Mrs. Christina Mayer

**PreK-A:** Mrs. Julie McFadden

**PreK-B:** Mrs. Sharon Leinhos

**PreK-C:** Mrs. Donna Rindgen

**Kindergarten:** Mrs. Lisa O'Mara

**Grade 1:** Mrs. Mary Rodriguez

**Grade 2:** Mrs. Shannon Ballintyn

**Grade 3:** Miss Ellie Schriener

**Grade 4:** Mrs. Amy Ogborn

**Grade 5:** Mrs. Nicole Glaser

**Grade 6:** Mrs. Maureen Gallagher

**Grade 7:** Mrs. Caitlyn Thuel

**Grade 8:** Mrs. Mary Finnegan

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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 all the Pennsylvania Department of Education requirements. Exemptions are only given with a medical doctor’s written order that it would be a danger to the child.

Children entering **Pre-School** must be **three (3)** years of age and potty trained. Children entering **Pre-Kindergarten** must be **four (4)** years of age and potty trained. Children entering **Kindergarten** must be **five (5)** years of age.

All other applicants must supply satisfactory evidence of prior grade work by submitting a current report card with them at the time of registration. Children may be required to take tests in reading and mathematics 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 complete the required documents for transfer of records and withdrawal. 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 posted on the school website. Tuition is payable in full by July 31<sup>st</sup> of the school year the student is beginning. Arrangements can be made for monthly payments (July-April) by enrolling in the FACTS program. Financial aid must be applied for during enrollment/re-enrollment; it is open from October-May 1. For more information on FACTS, please contact the main office at 215-536-6052 or the business manager's office.

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 may not be considered for registration in the succeeding year. All tuition inquiries should be made to the Business Manager, 215.536.6052 ext.125.

## **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 State Standards and is research based. <https://www.aopcatholicschools.org/elementary/curriculum>

Students in kindergarten through eighth grade are instructed in the areas of Religion, Mathematics, English Language Arts, Social Studies, Science, Music, Art, Technology, Physical Education, Library, and Spanish. Honors math is offered to those students who 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 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 FACTS.

### **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 scores, projects, classwork, homework, and teacher judgment in certain areas. Report cards must be signed by parents/guardians and returned to school, except for the last one or if they are delivered electronically.

### **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 goals

**Grading System for Grades 4-8:**

Religion, Math, Social Studies, Science, and English Language Arts (ELA) are graded numerically. A passing grade is 70%. An “m” indicates that the curriculum has been modified for this student.

Personal & Social Growth, Effort & Study Skills:

1-Unsatisfactory

2-Needs improvement

3-Developing appropriately

4-Exceeding goals

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** –Honor roll will be earned in 6th through 8th grade upon meeting the following criteria:

1. Must achieve a 3 or 4 in Personal & Social Growth
2. Must achieve a 3 or 4 in Effort & Study Skills
3. Must achieve a 3 or 4 in each Special Area
4. Honors Math will be weighted by 2 points

**Three Tiers of Success**

1. Distinguished Honors=95%+ in every subject area

2. 1st Honors=90%-94% in every subject area
3. 2nd Honors=85%-89% in every subject area

**Presidential Awards-Gold.** A student's average must be 95% or above in all subjects each marking period and cumulatively, and may not have below a 3 in any area of personal or social growth and study skills or other special class offerings. This award is given at the end of the school year.

**Presidential Awards-Silver.** A student's average must be between 90-94% or above in all subjects each marking period and cumulatively, and may not have below a 3 in any area of personal or social growth and study skills or other special class offerings. This award is given at the end of the school year.

### **3. Conferences**

Formal conferences are held prior to the first report card. These meetings afford parents and teachers the opportunity to reflect on student achievements, 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. These may be virtual, by phone or in person. 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, 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 FACTS using a weekly newsletter that is emailed, as well as a Sunday phone call. It is the responsibility of each student to provide parents with all written communications distributed through the school. All parish organizations are welcome to submit for approval information to be published in the weekly newsletter, which must be submitted electronically and received by the principal by Tuesday morning. The newsletter is not an avenue for advertising businesses, goods or services.

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 COMING TO THE SCHOOL BUILDING**

- All visitors are required to sign in at the main office. If you are dropping off or picking up your child you must ring the front door bell in order to gain access. Students must be signed in late/out if leaving early.
- When necessary, students will be escorted to or from class by a staff member.

## **F. RECORD KEEPING**

### **1. Emergency Forms**

Each year forms are printed for teacher use in case of an emergency; if changes need to be made to address, phone numbers or emergency numbers, it must be reported so that records will remain accurate and current. *Parents are able to make changes directly into our student information system, FACTS and we ask you to notify the main office that changes were made.*

### **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. The school district provides a school nurse that monitors these records and notification of needs to parents. Students must be up to date in order to remain in school according to PA Law.

### **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. All financial obligations must be cleared prior to records being sent.

## **G. ARRIVAL AND DISMISSAL (School starts at 8:25 a.m. for everyone and ends at 3:00 for preschool and prekindergarten and 3:10 p.m. for K-8)**

### **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/email to the

teacher and include our Administrative Assistant by 2:00 pm via email: [mainoffice@stisidoreschool.com](mailto:mainoffice@stisidoreschool.com). We will not change a student's dismissal routine without written notice from a parent/guardian. Students may only ride on buses belonging to the school district in which they live.

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 by the district(s). Discipline issues are handled by the school principal.

### 1. **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 6:30 a.m.

## **MORNING DROP-OFF**

### *Vehicle Drop-Off:*

Note 1: All drop offs **MUST** be done in the vehicle line. You are **NOT** allowed to park and walk the student up to the building.

Note 2: If circumstances (e.g., doctor/dentist appt.) require drop-off after primary drop-off period (8:00 – 8:25), the guardian must park and walk the student up to the main door and ring the doorbell.

1. All vehicles enter the parking lot from 4th Street.
2. Vehicles should have their family name tag in the passenger window. Two tags for each family will be provided by the school.
3. Vehicle line forms along the left fence and proceeds toward the main entrance steps.
4. Vehicles proceed to one drop-off point at main entrance steps.
  - a. No student is allowed to exit the vehicle until it stops in the front of the school building.
  - b. Staff are located outside to assist students getting out of the car, please remain in your car.
5. Students exit the vehicle and proceed into the main building. All students will meet in the gym in the morning for prayers.
6. Drivers must not drive around another car in the line.

### *Bus Drop-Off:*

1. Buses will drop off students at the rear entrance to the gym.
2. After entering the gym, students will proceed directly to their assigned area.

## **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.

#### *Vehicle Pick-Up:*

Note 1: All pick-ups **MUST** be done in the vehicle line. You are **NOT** allowed to park and walk into the building.

Note 2: If circumstances (e.g., doctor/dentist appt.) require pick-up outside the primary pick-up period (3:00 – 3:30), the guardian should park, go to the main door and ring the doorbell.

1. All vehicles enter the parking lot from 4th Street.
2. Vehicles need to get in specific lines depending on who is being picked up.
  - a. Pre-School and/or Pre-K **ONLY**: line up starting at the main entrance steps.
  - b. **BOTH** Pre-School/Pre-K and K-8: line up in the K-8 line.
  - c. K-8: line up along the left fence near the end of the main building and wait for the Pre-School/Pre-K vehicles to depart before going to the main entrance steps.
3. Vehicles in line cannot block the two openings in the fence. These areas must remain open for buses.
4. Staff members will be outside to identify the students being picked up by each vehicle.
5. Vehicles will be required to have a family name tag hanging from the passenger side sun visor so that staff can easily recognize the name.
6. Staff members will call into the school the names of those being picked up.
  - a. 3-4 vehicles will be called at a time.
7. Once all students for the vehicle are assembled, they may enter the vehicle.
8. The vehicle will stay in-line until the one in front of it has left.
9. This process will continue until all students are picked up.

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 by a parent/guardian. **DO NOT** ask that your child relay the message to their teacher.

#### *Bus Pick-Up:*

1. Bus students will be in the gym and load as the busses arrive.

#### *Half-Day Pick-up*

1. All vehicles enter the parking lot from 4th Street.
2. Vehicles line up starting at the main entrance steps.
3. Staff members will be outside to identify the students being picked up by each vehicle.
4. Vehicles will be required to have a family name tag at the passenger side window for easy identification.
5. Staff will direct the students in the front entrance area awaiting each vehicle.
6. Once all students for the vehicle are assembled, staff will direct them to the vehicle.
7. The vehicle will stay in-line until the one in front of it has left.
8. This process will continue until all students are picked up.

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**

In the event that there is a school closing because of inclement weather, parents should receive an all call or may check the Quakertown Community School District website. Weather-related building closings are determined by the QCSD office (unless we have our own building situation). If QCSD is closed, so is St. Isidore School and **we will switch to our remote learning. One day is built into the calendar to be observed as a weather day.** Every effort is made to do an all call to parents.

If school is closed prior to regular dismissal time parents will receive an email alert/phone call. 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 if taking the bus. Parents of younger children will need to let the teacher know in the event someone else on the emergency list will be picking up. Parent's cooperation will ensure the safety of all children. When school closes early due to a weather emergency, normal bus transportation is provided, and the afternoon C.A.R.E.S. program is canceled.

## **I. SAFETY & EVACUATION DRILLS**

Safety drills including lock down, evacuation, 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 required of the children during these necessary drills. Once a year we normally have a premise evacuation drill. The students and staff walk to our designated location for reunification.

## **SPIRITUALITY**

Masses will be student centered and led with only students, staff and invited guests in attendance. First Friday and Holy Day Masses are at 9:00 a.m. We begin each morning at 8:25 with prayer, we pray before we eat snack and lunch as well as at the end of day.

Rosary Group is held on Monday and Thursday during first lunch with Mrs. Pieninck.

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 4 doses
  2. Tetanus, Diphtheria, **acellular pertussis** 4 doses (last dose must be after 4<sup>th</sup> birthday)
  3. Measles, Mumps, Rubella 2 doses (1<sup>st</sup> dose must be after 1<sup>st</sup> birthday)
  4. Hepatitis B 3 doses
  5. **2 Doses of** 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 main office and the school nurse will be able to assist.

**Regulations from the Pennsylvania Department of Health : Unless the child has a medical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion from school. NOTE: The Catholic Church does not accept Religious exemptions.**

- **If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (cards provided) within the first five days of school for obtaining the required immunizations or risk exclusion.**
- **The medical plan must be followed or risk exclusion.**

**By the first day of 7<sup>th</sup> grade:**

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)**
- 1 dose of meningococcal conjugate vaccine (MCV)**

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 by parent request only. Scoliosis screening is done in grade

seven. The Quakertown Lions assist in screenings for vision and hearing for our Early Childhood students that do not qualify for district level screenings.

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 nurse's 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 the time of illness or injury. If your child is ill (fever over 100.4), please do not send them to school. Students must be fever free, without medication for 24 hours and no vomiting to return to school. Please keep the school informed of any changes to your emergency contacts in case of a serious illness or injury that may occur at school.

**Healthy Kids Expectations:** It should be understood that parents will not send child/ren to school if he/she displays any symptoms of illness. If during the day symptoms appear, the parent will be contacted to pick up as quickly as possible for the comfort of the child. If we are unable to reach a parent, an emergency contact person will be called. Your child will need to be symptom free without any medications for 24 hours in order to return to school.

## **C. LUNCH PROGRAM**

### **Hot Lunch Program:**

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. Children should have a nutritious snack such as fruit, granola, yogurt, etc. for morning snack. Candy is not a snack, and soda or energy drinks are not allowed. Students K-8 may order lunch by the month through our hot lunch program or bring lunch. Pizza lunches are sometimes offered to EC students.

### **Regulations during the lunch period are as follows:**

a) Each child is responsible for the cleanliness of his/her own area. Please include a small towel or placemat to assist with this. Papers and trash are to be put into the containers at the time designated by the lunch monitor.

b) Lunch boxes and bags should be clearly labeled with the 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) Every effort is made to provide outdoor recess for students, weather permitting. We follow the weather code which includes temperature, wind chill and precipitation. Please have students dress accordingly.

b) Students are to remain within school boundaries at all times. 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
- 3) outside of chain-linked fence

c) Adult supervision will be on the playground areas to 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 to their lines.

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

This program is open from 6:30 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 main office for current fees and registration or register through FACTS. Afterschool C.A.R.E.S. will be canceled or shortened 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. The law requires it to be in writing and returned to the homeroom teacher. 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 main office **must** be contacted either by phone or email by 8:45 a.m. in the event that a child will be absent for the day. Make up work for absences if needed will be provided within 24 hours of the notification of the absence.

#### **Lateness**

Children who arrive after the scheduled starting time (8:25 a.m.) are tardy. Students who are consistently late may lose recess time during the day. After 3 tardies the parents will be issued

a warning letter and a copy will be placed in the child's file. Additional action may be required if the situation does not improve. **LATENESS DISRUPTS** your child's routine and the other children in the classroom. **Beginning 2025-2026 school year-after 3 tardies in a trimester families will be billed \$5.00/child for each lateness.** Records will be held, including report cards, for failure to pay. Setting a good example for our child(ren) is up to parents.

## 2. Truancy

- A student who is absent without parental permission is considered truant.
- A student who is absent 3 consecutive days may be required to have a medical note.
- When unexcused absences throughout the year accumulate over 5 days, parents will be notified and a letter will be placed in the student's record.
- Absences of 10 consecutive days, without a medical excuse, may be grounds for dismissal from school with notification of change in enrollment to the district of residence.
- An abundance of absences (cumulative of 10 or more) that are considered unexcused may also lead to a student being dismissed from the school or reported to the local magistrate or Department of Human Services for truancy.

## 3. Appointments

If at all possible, medical and dental appointments should be scheduled outside of school hours. If this is impossible, the main office and child's teacher are to be notified of the time the child will be called for by the parent. The child must be picked up at the main office and signed out. Upon return, the student must be signed back into school.

## 4. Vacations

Vacations during the school year are **STRONGLY DISCOURAGED**. Pennsylvania State attendance requirements are followed and families may be reported for students missing a large number of days from school. Parents are responsible for any time missed from school because of family vacations. The teachers are under no obligation to provide make-up work missed by the child. Notification must be provided to the **school principal** at least two weeks prior to leaving. Please take into consideration your child's performance in academics and our Terra Nova testing window in March before planning a trip. It is advised to make trips during holidays or summer.

## 5. 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 dress code. It is further considered that compliance contributes to the overall discipline and academic success of the student.

**Uniforms must be purchased from Flynn & O'Hara. A supply of used uniforms is maintained at the school for \$1.00 per piece.**

**Regulation Uniforms - Nonconformity will result in dress code warnings, repeated offenses will result in disciplinary action.**

**1. Boys—Grades 1 to 8**

Steel gray pants with dark belt

Maroon polo shirt—long or short sleeve with logo

Maroon V-neck sweater, vest or ¼ zip sweater, button down sweater

Gray or black dress socks—no logo showing

**Black Dress shoes—anything that qualifies as a sneaker or a boot is not acceptable-- no skater shoes**

Steel gray walking shorts with dark belt (until Nov. 1/after April 1)

**2. Girls –Grades 1 to 8**

Steel gray skort, kilt, or pants with a dark belt

Maroon polo shirt with logo

Gray or maroon socks or tights

Maroon V-neck sweater, vest, button down or ¼ zip sweater

**Black Dress shoes--anything that qualifies as a sneaker or a boot is not acceptable; no more than one inch heel, no clogs or sandals**

Steel gray walking shorts with dark belt (until Nov. 1/after April 1)

\*Girl's skorts, skirts, and shorts must be hemmed no more than one inch above the knee.

**3. Gym Uniform -**

Maroon sweatpants with logo

Maroon sweatshirt with logo (no hoodies)

Gray T-shirt with logo

Maroon mesh shorts with logo

White socks (visible above sneakers)--no logo showing

Supportive sneakers

No jewelry

**\*\*\*\* Zip up sweatshirts (Hoodies) and fleece pullovers are considered outerwear, not to be worn as part of the regular uniform in classes.**

**All Kindergarten students wear the gym uniforms as their daily attire. Sneakers daily.**

**There is no uniform for preschool or prekindergarten students. Sneakers daily are highly recommended for playing outside.**

**Personal Appearance**

Hair – Boy’s hair should be clean and neat, no longer than collar length, with ears and eyebrows 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: maroon, white, gray or pink. Natural hair color only is allowed for both boys and girls.

Accessories— If girls wear earrings, they are to be small; 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.***

Make-Up—Girls may not wear make-up. Clear colorless nail polish is permitted. Artificial nails are **not permitted**.

Piercings-Tattoos—Aside from girls having ears pierced with appropriate earrings, students may not have additional piercings in areas such as eyebrows, nose, lip or tongue. Permanent and temporary tattoos of any kind (including professional tattoos, press-on decals, airbrush tattoos, and henna) are not allowed.

**Dress Down Days:** Occasional dress down days may be held during the school year. Students and families will be informed of the theme for these days and any associated cost/donation. Themes are to be adhered to; that is, students must comply with the theme for the day (i.e. certain colors). Students who do not wish to participate must wear their regular school uniform.

**Dress Down Attire:** Students must reflect the modesty of the school uniform. The following are not allowed at any time:

- Spaghetti or thin strapped shirts, must be a capped sleeve or longer
- Clothing with offensive words or slogans
- Midriff tops
- Short shorts—shorts must be longer than fingertips with arms at sides
- Leggings or other tight athletic pants (unless a shirt extends covering rear ends)
- Ripped jeans
- PJ pants (unless dress down day specific)

Parents of students who violate the dress down theme or code will be contacted to provide the appropriate attire or school uniform. If parents are unable to provide suitable clothing, it will be provided for the student. Students who violate this dress down theme or code will also not be able to dress down the following dress down day, however they will be permitted to wear the gym uniform or spirit wear and the donation will still be required. Determination as to the appropriateness of attire is at the discretion of the administration and teaching staff.

## **C. STUDENT CLASSROOM SUPPLIES**

Supply lists for each grade are distributed at the end of each school year for the following year, and each teacher will communicate directly with families the classroom requirements. A list of supplies is also on our website under academics/supply list and the grade level.

#### **D. VOLUNTEERS**

**All** volunteers are required to complete all mandated Archdiocesan training and clearances prior to volunteering. The majority is completed on-line. For field trips, parents must have the appropriate clearances in before April 1<sup>st</sup>. Volunteer requirements can be found at:

<https://www.stisidoreschool.com/volunteer-clearances/>

#### **E. PARENTS AS PARTNERS**

The Parents As Partners Association is an integral part of our school. All families are invited to participate. A family membership fee is determined for each year if necessary. These funds support the start-up cost of events. A board is elected by parents or filled by parent volunteers. 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 of fundraising efforts. Each family in grades 1-7 are required to earn 4 volunteer units in order to keep their tuition rate discounted.

### **STUDENT RESPONSIBILITIES**

#### **A. TELEPHONE & ELECTRONICS**

Electronic devices (ex. iPod, cell phone, digital watch) of any kind **are not to be used in school unless directed by the teacher**. Cell phones and digital watches 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 or watches 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/watch confiscated on more than two occasions, he/she will lose the privilege to keep his/her phone in his/her backpack or on their person 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. NOTE: TECH USE POLICY

#### **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. The ideal is to have students develop self-discipline, and 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 teacher is expected.

Your child's personal development and behavior grade on their report card is a direct reflection of the following school and classroom rules as set by the teacher. Students are expected to:

- a) Respect oneself and others
- b) Have their books and supplies
- c) Do their own work and not cheat or plagiarize
- d) Respect and not damage property: breaking or defacing anything on school grounds, including textbooks and desks, etc.
- e) Not exhibit any type of defiance or disrespect, including to faculty, staff, volunteers, and other students (deliberate disobedience).
- f) Not disturb any class, ie: passing notes, slamming books, unnecessary noises, or talking to self or others, etc.
- g) Dress according to the grade level dress code
- h) Solve differences without fighting or the use of physical contact
- i) Not commit forgery
- j) Leave gum at home
- k) Be on time for school
- l) Complete homework at home
- m) Use electronic equipment in accordance with our technology policy and teacher direction
- n) Stay in bounds and not go outside school property without permission
- o) Comply with any other directives
- p) Exhibit appropriate cafeteria behavior: not throwing food, being loud or making boisterous sounds, or engaging in any unsuitable behavior

## **Procedure for Discipline**

**1. Demerit** and/or loss of free time or lunch with peers

**2. Demerit**--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. If the demerit is not returned, parents will be contacted.

**3. Detention (after 3 demerits and/or as assigned by teacher/principal)**

Accumulation of three demerits or commission of a serious offense will result in a detention. Detentions are held at the convenience of the teacher/principal.

**4. 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 in effect must be completed by the student and signed by the parent. When a child is suspended, parents are notified by telephone. 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 school. 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.

## **5. Expulsion**

After a student has been suspended twice (in-school/out-school suspension), he/she may be 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. Possible reasons for expulsion may include:

- 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, constant harassment, or threats of any kind
- possession of a weapon(s)
- violation of the technology policy/misuse of technology

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 at school sponsored events, where such 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. This may become grounds for dismissal or denial of access to school grounds and/or enrollment. Parents or guardians who make threats or harass school

community members risk exclusion from school grounds and/or activities, and/or children’s enrollment.

**6. 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 statement, and behavior are not conducive to the educational and religious mission of the school. These include, but are not limited to verbal, written, social media or electronic communications. Instances of bullying will result in one of the following consequences: demerit(s), counselor referral, parent meeting, suspension, and/or expulsion.

**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. If there is a struggle with time/amount please contact your child’s teacher.

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. RESPONSIBLE USE POLICY FOR TECHNOLOGY**

Revised August 2024-25

The heart of our curriculum is timeless ~ love, truth, beauty, mercy. We teach about creation as well as the Creator. We educate on being in solidarity with those who suffer and how to cultivate a prayerful life. In his message for the 48th World Communications Day, Pope Francis said that technology is a “gift from God.” The Pope challenged the Church to use this tool to promote the faith, asking how communication can “be at the service of an authentic culture of encounter?” Because of these things we are committed to participating in society. And to be committed to such participation requires using technology in appropriate ways. We are interested in technology because of our faith.

We expect our students to utilize technology to think more critically, to communicate effectively, to express their creativity, and to conduct research. Our teachers have access to updated technology in their classrooms to engage our students and challenge them to learn in ways not previously imaginable. We empower students with the technical skills

necessary to participate in a culture that is increasingly dependent upon technology, while also challenging them to be digital ambassadors spreading the Good News. But it is our faith that guides how we use technology.

We teach our students about the ethics of technology and train them to be savvy about things like Internet privacy and safety. We teach the unfortunate reality of technology addiction. We remind students and parents that technology is aggressively marketed and to be careful about getting caught up in the hype.

We also acknowledge that we sometimes need to “unplug” from technology as it can cause us to become isolated from one another. We encourage family meals without screen time and the importance of communicating face to face. We greatly value technology in our schools. And what makes technology most powerful, is when it serves to make our students better people!

## **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, cyber bullying awareness and response to ensure an appropriate use of technology, including video conferencing platforms. The policy outlined below applies to all technology use including but not limited to Internet use. The Responsible Use Policy for Technology (RUP) 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 and/or non-educational use of technology creates substantial disruption in school, including but not limited to 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 Responsible Use Policy and may be subject to the disciplinary measure found herein. The types of electronic and digital communications referenced in this RUP include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, video conferencing platforms, text messaging, email, voice over IP, chat rooms, instant messaging, cloud, and web-based tools.

## **GOALS**

The school’s goal is to prepare its members for a responsible 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, creativity, and problem-solving skills.
- Facilitate evaluation and synthesis of information.
- Encourage ethical practices and provide education for Internet safety, digital citizenship and the creation of a positive digital identity.
- Provide a variety of technology-based tools and related technology skills.

## USER RESPONSIBILITIES

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 (AOP), 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:** Responsible users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others:** Responsible users will refrain from using technologies to bully, harass or defame other people, school personnel and other school related images or likeness.
- **Protect One's Self and Others:** Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications. Users will protect their usernames and passwords by not sharing with others.
- **Respect Intellectual Property:** Responsible users will suitably cite any and all use of websites, books, images, media, or other sources relied upon or used in work created.
- **Protect Intellectual Property:** Responsible users will request permission to use the software and media others produce and abide by license agreements for all software and resources.

Under no circumstances is an AOP user authorized to engage in any activity that is illegal under local, state, federal or international law.

## TECHNOLOGY USE GUIDELINES

**Educational Purpose/ Responsible Use:** Technology is to be used to enhance student learning. Students are able to access social networking and gaming sites only under the guidance and supervision of the teacher for the educational outcomes identified within the lesson and given appropriate age.

**Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student

work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without express permission of the owner is a violation of Federal Law and could result in copyright infringement claims.

**Protect One's Self and Others: Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications. Users will protect their usernames and passwords by not sharing with others.**

**Respect Intellectual Property:** Responsible users will suitably cite any and all use of websites, books, images, media, or other sources relied upon or used in work created.

**Protect Intellectual Property:** Responsible users will request permission to use the software and media others produce and abide by license agreements for all software and resources.

Under no circumstances is an AoP user authorized to engage in any activity that is illegal under local, state, federal or international law.

**Responsible Use of School Utilized Hardware/Devices:** All AoP users are responsible for the general care of school utilized hardware, devices and peripherals. Users shall report to the local school tech or school administrators any damage to the school's hardware or device as soon as possible. Local school policy may further define faculty, staff, and students' responsibilities and expectations. Users may be held liable for any costs associated with device repair or replacement.

**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:

- School created teacher web pages, school-issued email and/or school phone number
- Teacher created, educationally focused websites
- Student Information System and Learning Management System
- Remind Communication app or similar i.e. Class Dojo, Seesaw

Teachers, administrators or staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher, administrator, or staff member may choose to contact parents or guardians using their home phone or a personal cell phone. However, they should not distribute or publish a home phone number or a personal cell phone number. If a student contacts a teacher or administrator using a teacher or administrator's

personal numbers, email or social networking sites, the teacher or administrator shall immediately report this to the administrator or appropriate authorities.

**Digital Security:** Digital security must be at the forefront of every user’s mindset. All users should always enable the highest level of account security offered. Typically this means enabling two-factor authentication or multi-factor authentication to increase security. Biometric security features such as fingerprints or face-id may also be utilized to protect an account from unauthorized access. It is strongly recommended that users use two-factor authentication on both school and personal internet accounts.

All staff, administrators and teachers at the 15 Archdiocesan high schools and 3 schools of special education must enable and utilize two-factor authentication to log into their school issued accounts.

**Storage Devices:** Use of external removable hard drives, flash or “thumb” drives is strongly discouraged - due to the possibility of information loss, theft and other digital security concerns. The limited use of external drives in special circumstances may be allowed as long as specific attention is given to the security of these devices.

**Artificial Intelligence:** Students are prohibited from utilizing AI software tools such as ChatGPT for any academic or assessment-related purposes, including but not limited to completing assignments, quizzes, or exams. A student may use AI tools only if a teacher or school administrator explicitly gives permission and supervises its use. The unauthorized use of ChatGPT or other similar AI programs to complete school assignments is a violation of academic integrity and is subject to disciplinary action. Responsible users will not use ChatGPT, or another program, to create materials and submit them as their own original work.

**Note** - Many of these AI programs require users to be at least 13 years of age for use. Schools should be thorough in their research of the AI programs’ Privacy Policy to check for compliance with COPPA, FERPA, and CUPA laws before introducing AI programs for student use. The AoPTech Team is happy to help evaluate any AI tools or programs.

**Electronic and Mobile Devices, Cell Phone/Wearable technology:** 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 an educational purpose, the school administration and/or teacher will provide parameters for this use.

St. Isidore School policy: Teachers will determine the acceptable use of devices within the classroom as it relates to wearable technology. Cell phones are to be turned off and kept in bookbags during the school day. Students that choose to use their device during the day will lose the device. The principal will retain the device until a parent or guardian picks it up.

**Smart Speakers:** Primarily intended for at-home consumer use, these always-listening devices are not directly intended for the classroom. Therefore, smart speakers (Echo, Google Nest, etc..) are not to be used in the classroom nor connected to the network on a permanent basis during the academic year.

**Remote/ Asynchronous / Distance Learning:** Remote or distance learning may be used to supplement face-to-face instruction, or where appropriate, may be the primary modality of instruction. To effectively engage in remote or distance learning, users are expected to:

- Participate from an appropriate location in the home.
- To the user's best ability, be in a well-lit and quiet area. Avoid having windows or strong sources of light directly behind an individual when engaging in teaching/learning on camera.
- Wear appropriate and respectful attire. (This may be more specifically defined by the local school administration.)
- Where able, only use first name and last initial to identify yourself via video conferencing software.
- Students are not to use or preserve a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.
- Prior to recording any portion of a live classroom session, instructors are to notify the students who are in the same session, face-to-face or online.
- Live class recordings are meant for internal school use only. Recordings are to be saved locally on a network drive or the school's GSuite for Education Google Drive. Recordings are to be deleted at the end of the academic year in which they were recorded. Recordings are not for promotional use, rather solely for educational purposes.
- This Responsible Use Policy applies to students using either school issued or personal devices.
- Maintaining hardware/devices provided by the local school is the responsibility of the student/family. (Local school policy may define further students' responsibilities and expectations. See page 32 for St. Isidore School policy.)

## **AUDIO / VIDEO RECORDING**

This outlines the prohibition of unauthorized audio or video recording on school grounds and during school-related activities.

This policy protects the privacy of students, staff, and families while fostering a safe and trusting learning environment.

Prohibited Activities:

- Recording of any classroom lesson, meeting, or school event without the prior consent of all participants, including from any involved students, teachers or faculty members is forbidden.

- Prior to any audio or video recording, consent must be obtained from the classroom teacher, appropriate school administrator and/or when applicable, from the students' parents and guardians.
- Recording phone calls with school personnel, including teachers, administrators, or counselors, without prior notification and consent is forbidden.
- Using any recording device, including smartphones, tablets, iPads, Chromebooks or other dedicated recorders, to capture unauthorized audio in classrooms, common areas, or during school functions is forbidden.

Exceptions:

Educational Recordings: Teachers may utilize audio or video recording for approved instructional purposes, such as student presentations or language learning activities, after obtaining the required permission as mentioned above.

### **Consequences of Violation**

Violations of this policy by students may result in disciplinary action, following the student code of conduct. Violations by staff will be addressed through appropriate administrative channels.

### **EXAMPLES OF UNACCEPTABLE TECHNOLOGY USES:**

**RUP violations can include, but are not limited to the following examples:**

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Post, publish, disseminate 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 or disseminate personal and/or false information about any person, student, staff, teacher, administrator or any other member of the school community or school connected organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee, volunteer, school image or logo without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another individual except with the express permission from both that specific individual as well as from the school administrator.
- Attempt to circumvent system security, blocked sites or to bypass software protections -

this includes the use of personal or cell phone-based hotspots.

- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Executing any form of network monitoring which will intercept data not intended for the user, unless this activity is a part of the user's normal job/duty.
- Circumventing user authentication or security of any host, network or account.
- Any virus or phishing protection software installed on school utilized devices must not be disabled or bypassed.
- The use of any other login credentials other than those assigned to that specific user.
- 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 / hard drives, 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 community members.
- At all times users shall take all reasonable precautions to refrain from transmitting, sharing, posting or otherwise divulging any confidential information including, but not limited to: Individual Education Plans, 504 plans, donor or alumni information, financial documentation, test scores, demographic information, personnel files or information, grades, addresses, and other personal contact information.
- Harm the goodwill and reputation of the school or school system. This includes, but is not limited to: the mis-use of school images and logos, creation of unauthorized accounts that suggest they are school-sanctioned, or accounts targeting or impersonating school community

members.

- 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.
- Attempt to modify software and/or hardware configurations on a school utilized device without proper permission and direction.
- Any attempt to alter data, the configuration of a school utilized device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered a violation and subject to disciplinary action in accordance with the local school policies.
- Load personal software onto a school device or school-issued device without proper permission or direction.
- Attempt to make repairs to school issued devices without proper permission and direction.

## **Usage of Social Media**

This section of the policy refers to social media sites such as, but not limited to: Facebook, X (formerly Twitter), YouTube, Instagram, Steam, Ask.fm, Snapchat, Discord, Twitch, LinkedIn, and TikTok.

Teachers and students may not mention members of the school community on social media without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections. This includes: Posting or sharing a teacher's, school personnel's, or another student's confidential information on public sites, or any other unauthorized sharing with the intention to harm/harass.

### **Examples:**

- Posting teacher's personal information - such as their personal email address, personal phone number or address.
- Sharing a fellow student's phone number without their knowledge and consent in order to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Manipulating or editing a teacher or student's photo in an inappropriate manner.

“Friending” or “Following” of current students by teachers is forbidden on a teacher's personal social media site. Teachers should also not ‘friend’ former students unless and until such student has attained the age of majority. Personal and professional posts must use

appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Teachers are encouraged to have professional social media accounts, separate from any personal account. Parents are encouraged to follow those for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media, which should be for educational purposes only. In order to ensure the privacy and security of all students, teachers should refrain from posting on social media any audio, photo or video recording that captures a student's face or voice without prior parental authorization.

Permission must be obtained in advance from school administration for recording on school grounds, outside of the school day and / or school-sponsored events with the intent to post on personal social media accounts or non-sanctioned school accounts.

Social media postings from school-sanctioned accounts should refer to students by their first name and last initial. Schools should NOT link or tag posts to students' personal accounts.

School-sponsored organizations must obtain permission from school administration to create any social media accounts related to the organization. Such accounts should be created with a school-issued email account. Accounts should be maintained and controlled by a minimum of two school-appointed adult moderators.

In regards to student athletes and coaches:

No coach, teacher or administrator is permitted to have access to or control of a student's personal social media account.

- Students should never include their email nor their cellphone number in their social media bios.
- A student's personal social media account should not be tagged or linked to when posting social media messages.
- Coaches may want to post specific highlights, game / season achievements or accolades on either the coach's professional page or on a school's social media page. Students should be mentioned by first name only.
- Per the PIAA bylaws, students, teachers and coaches shall not use social media to criticize contest officials or to promote rumors of questionable practices by opponents. Failure to follow this policy may result in disciplinary action.
- Schools may decide to allow students to bring in their personal gaming systems or components for use in school in connection with an approved esports program. Schools must consider security of the devices when they are not in use, the ability of the device to access the school's network and to be mindful of the possibility for potential damage or theft of student's personal gaming devices.

## Policy Violations

Violation of the Responsible Use Policy 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 and/or in an offline work environment.
- Issuance of demerits/detentions, if applicable.
- Possible financial obligations for the repair or replacement of damaged school devices.

Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

**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 usage of school computers and digitally accessed content for all teachers, staff, administrators, students, and volunteers. Due to the evolving nature of technology, the Archdiocese of Philadelphia's Office of Catholic Education reserves the right to amend or supplement this policy at any time without notice.

All users are reminded that all computers, network traffic, and internet usage will be monitored. There is no assurance of privacy nor warranty of any kind, expressed or implied.

### Student Guidelines for Remote Learning-AKA Summer Saver Days

- Wear the uniform shirt
- Follow the St. Isidore Handbook and Disciplinary policies to provide a safe and respectful environment for teachers and students.
- Follow the St. Isidore Acceptable Use Policy when utilizing technology. Proper behavior, as it relates to the use of computers, is no different than proper behavior in other aspects of school activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner.
- Be responsible for the content posted through their login and account activity. Sharing or using usernames and passwords with others or using other's usernames and passwords is strictly prohibited.
- Follow St. Isidore expectations for digital citizenship, which technology teacher will review at the beginning of the school year.
- Check google classroom or other teacher communication formats daily.
- Maintain a log of usernames and passwords for all virtual learning platforms.
- Attend virtual lessons with their classmates and teacher and participate in lessons daily.

- Submit assignments as directed by the teacher. The same deadlines and policies will be in place as for in-person classroom learning.
- Advocate for personal needs and additional support when needed.
- Be accountable for meeting the teacher’s virtual classroom policies.

**Parent Guidelines for Remote Learning**

- If a student needs a device, one will be provided with a non-refundable deposit of \$75.
- Parents should support the student taking ownership to the extent possible.
- Parents should not be on the screen and should not participate in the class at any time.
- Teacher’s teaching may not be recorded or shared with anyone.
- Body language, humor, and stories may come across differently at home than they do in a classroom full of students. All should be mindful of this and practice good manners.

**There is absolutely no recording of the instruction to be done by students or parents.**

**Policy Violations**

Inappropriate use in contradiction to the above rules will be addressed by the principal.

Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers/devices and software, including Internet access.
- Issuance of letters to a student’s file/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:**

Leadership positions are open to students in grades six through eight. Classroom representatives are elected 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. It is also a means of supporting students' service learning to school and community.

**B. Music:**

*Instrumental Music:* String instrument instruction may begin in grade 3. All students in grade 3 learn recorders. Additional band instruments are offered to students in grades four through eight. Instruments may be rented and lessons are once a week, currently held at school.

*Choir:* Students from K-8<sup>th</sup> grade are encouraged to become part of the St. Isidore Choir. Practices are held at the church on Thursday evenings and students will participate in the liturgy on occasional Mass days as well as special events throughout the community that include the borough tree lighting, Quakertown Alive dates, and performances at sport events such as Iron Pigs, Flyers, or Phantoms games.

### **C. CYO:**

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

### **D. Science After School & Summer Camp Invention:**

There are after school and summer programs involving a variety of science content areas. These programs require an additional fee and sign-ups are done on-line with teachers from our school running the program. There are multiple sessions a year and a one-week summer camp. Starting in the year 2025-2026 the programs will be organized through nexsplore and provided by Mrs. O'Connor. For more information please feel free to contact her directly  
coconnor@stisidoreschool.com

## **Emergency Facility Information**

To Parent(s)/Guardian(s):

This letter is to assure you of our concern for the safety and welfare of children attending St. Isidore School. Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstances on the emergency, we will use one of the following protective actions:

1. Immediate evacuation. Students are evacuated to a safe area on the grounds of the facility in the event of a fire, flood, etc.
2. In-place sheltering. Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
3. Lockdown. If there is a dangerous person inside or immediately outside the facility, the best procedure may be to lock all interior doors and to protect the staff and children in their rooms. To do this requires immediate action on the part of staff and should be done quietly and in an orderly fashion.
4. Evacuation. Total evacuation of the facility may become necessary if there is a danger in that area. In this case, children will be taken to a secure relocation facility. Evacuation locations may be determined by the Bucks County Emergency Management Agency.
5. Evacuation from the immediate area. If there is a threat in the immediate area, arrangements have been made to relocate to the St. Isidore Church, Quakertown, PA. The timing is depending on the transportation made available by QCSD busing depot.
6. Modified Operation. May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that

make it unsafe for students (such as utility disruptions,) but may be necessary in a variety of situations.

You will be notified via the parent messaging app (FACTS).

We ask that you not call during an emergency. This will keep the main telephone line free to make emergency calls and relay information. We will message you in the parent communication app or call you to let you know that we've taken one of these protective actions. We will also message you in the parent communication app or call you when we have resolved the situation and it is safe for you to pick up your child(ren).

I specifically urge you not to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

To assure the safety of your children and our staff, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact the principal by phone at 215-536-6052 or email at [rconboy@stisidoreschool.com](mailto:rconboy@stisidoreschool.com).

Sincerely,  
Dr. Conboy  
Principal

603 W. Broad Street  
Quakertown, PA 18951  
Phone # 215-536-6052  
www.stisidoreschool.com

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

Student Name \_\_\_\_\_ grade \_\_\_\_\_

Receipt of Parent-Student Handbook: \_\_\_\_\_(date)

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**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. Failure to sign may result in unenrollment. "Nothing contained herein is intended to, or shall be construed to, create any contractual obligations, express or implied, on the part of the St. Isidore School. The contents of this handbook are subject to alteration or modification by St. Isidore School."

**REVISED August 2025**

The signature form will be sent home separately via a google form.