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School of Santa Isabel
2424 Whittier Blvd.
Los Angeles, CA 90023
www.santaisabelsaints.org

Important Phone Numbers

Main School Office
323 263-3716
School Fax
323 263-3763
Parish Office
323-268-4065

*This **Parent Student Handbook** is for use by Santa Isabel parents, faculty, and staff exclusively for school-related functions. It is not to be used for commercial or other purposes.*

The principal and administration reserve the right to amend the Parent Student Handbook at any time.

Parents/guardians and students will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

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A. Introduction to the Parent Student Handbook

Sections of this Parent Student Handbook are particular to the Santa Isabel. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found at <http://handbook.la-archdiocese.org/>

B. GENERAL INFORMATION

<p>1. Mission Statement and Philosophy [charism, if applicable]</p>	<p style="text-align: center;">Mission and Philosophy</p> <p style="text-align: center;">CHRIST IS AT THE CENTER OF ALL OUR ACTIVITIES</p> <p style="text-align: center;">We work together to provide a faith based, challenging curriculum where children are loved and nurtured to not just be prepared for the future, but to create and challenge it!</p> <p style="text-align: center;">School Mission</p> <p>The School of Santa Isabel is a Catholic parish elementary school that places Christ at the center of all our activities. Following the model of the School Sisters of Notre Dame, we exist to build a community of disciples dedicated to serve.</p> <p>We strive to educate the whole child and ensure ALL children are learning. We recognize diversity in learning styles and abilities. We work collaboratively with parents to ensure that a graduate of the School of Santa Isabel grows to be a faithful person who is held to academic excellence. Students are taught to use the combination of these two beautiful characteristics to be people of service with the power to transform the world and to be individuals who are held to academic excellence.</p>
<p>2. Integral Student Outcomes (ISO) [High school] /Schoolwide Learning Expectations</p>	<p style="text-align: center;">School of Santa Isabel Student Learning Expectations</p> <p style="text-align: center;">Transitional Kindergarten through Grade 3</p> <p style="text-align: center;">A graduate of the School of Santa Isabel has been taught to be:</p> <p style="text-align: center;">A Good Catholic who:</p> <ul style="list-style-type: none"> • Loves everyone and everything that God made <ul style="list-style-type: none"> • Knows about the Catholic Church • Invites Jesus into their heart <p style="text-align: center;">A Good Student who:</p> <ul style="list-style-type: none"> • Shows that they know basic skills • Uses computers as a tool to learn <ul style="list-style-type: none"> • Is creative in different ways <p style="text-align: center;">A Good Citizen who:</p> <ul style="list-style-type: none"> • Can lead a group and follow a leader

	<ul style="list-style-type: none"> • Helps the school and the community • Is proud to be an American <p style="text-align: center;">School of Santa Isabel Student Learning Expectations Grades 4ththrough 8th</p> <p>A graduate of the School of Santa Isabel has been taught to be:</p> <p style="text-align: center;">A Faithful Catholic who:</p> <ul style="list-style-type: none"> • Respects and appreciates nature, culture, and all people as part of God’s creation <ul style="list-style-type: none"> • Has basic knowledge of the Catholic Church • Has a personal relationship with Jesus Christ <p style="text-align: center;">An Academically prepared Individual who:</p> <ul style="list-style-type: none"> • Uses critical thinking skills to prepare for the 21st century and demonstrating mastery of basic skills • Understands the value of technology as a tool for learning • Demonstrates his/ her creativity through various forms of expression <p style="text-align: center;">A Responsible Citizen Who:</p> <ul style="list-style-type: none"> • Demonstrates the ability to both lead and follow with dignity and value <ul style="list-style-type: none"> • Is actively involved in service to the school and larger community • Is proud to be an American and everything it represents
<p>3. History of the School</p>	<p>In 1949, the parish school of Santa Isabel opened with grades one through eight. In 1957, the State Department of Highways purchased the site and all the parish plant buildings. To continue the parish and school, the Archdiocese Chancery of Office approved the purchase of land at Soto Street and Whittier Boulevard. In February of 1958, the newly constructed school building was ready for occupancy. The blessing of the new parish plant was held in January of 1959.</p> <p>The School of Santa Isabel was founded by the School Sisters of Notre Dame. The School Sisters of Notre Dame began their ministry in 1833 as a result of the social and political upheaval in Germany. Widespread poverty, hunger, and illiteracy were common. The founders of the School Sisters of Notre Dame believed Christian values and beliefs were being abandoned in the modern world and renewal of Christian values was to be found in the education of the Christian family. Mothers were viewed as the first educators. They viewed the Christian education of children, especially girls, as a vital and necessary service needed to transform the world.</p> <p>The charism of the School Sisters of Notre Dame is best explained in the words of Blessed Theresa Gerhardinger, the founder of the order. She wrote” United and content with little, we go into the whole world,</p>

	<p>into the tiniest villages, into the poorest dwellings, wherever the Lord call us, to bring poor children the good news of God’s reign.” Their mission of transforming the world through education is at the center of their charism. It is at the center of the charism of the School of Santa Isabel even today.</p> <p>Currently, there are no School Sisters of Notre Dame working at the school site. However, the school community acknowledges and attributes the addition of the kindergarten class in 1988 and the conversion of the convent into the School Sisters of Notre Dame Learning Center with the new addition of the TK classroom in the year of 2013. The school continues to be subsidized by the School Sisters of Notre Dame. Most importantly, the current school community attributes its charism of teaching beyond the classroom and into the lives of those we serve. This is especially true for children and the poor. The school community shares the charism of the School Sisters of Notre Dame by working to empower others through education and educating with a world vision. It is the belief in the transformative power of education that still permeates throughout the school and all served by it.</p>
4. Accreditation	School of Santa Isabel is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.
5. Code of Christian Conduct	http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-1
6. School Personnel Lists	<p style="text-align: center;">School Personnel for the 2019-2020 School Year</p> <p style="text-align: center;">Pastor: Fr. Jesus Garcia Herrera, MSP</p> <p style="text-align: center;">Principal: Miss Hilda Orozco</p> <p style="text-align: center;">Vice Principal / 8th grade Language Arts: Miss Irma Olea</p> <p style="text-align: center;">Administrative Assistance / Office: Ms. Mary Franco</p> <p style="text-align: center;">Teachers: Ms. Camille Lopez Transitional Kinder</p> <p style="text-align: center;">Departmentalized Kinder through 5th grade</p> <p style="text-align: center;">Mrs. Rocha Kindergarten / Grade 1 Homeroom Teacher Language Arts Teacher</p> <p style="text-align: center;">Mr. Phillip Contreras Grade 3 / Grade 4 Homeroom Teacher Social Studies, Science, and P.E. Teacher</p>

	<p>Ms. Nancy Rodriguez Grade 4 / Grade 5 Homeroom Teacher Math Teacher</p> <p>Mr. Philip Kim Grade 6 Math / Science</p> <p>Mr. Jesse Ortega Grade 7 Religion / Social Studies</p> <p>Ms. Jill Garcia Music</p> <p>Instructional Aides: Mrs. Imelda Marquez Mrs. Jenny Lopez Mrs. Ana Quintero</p> <p>Additional Staff: Mr. Guillermo Cordero Maintenance Mr. Roberto Diaz Evening Maintenance Mrs. Trinidad Delgado Lunch Server</p>
7. School Schedule and Calendar	Visit school website : www.santaisabelsaints.org
8. School website, social media	The school must own and control all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in removal of student from school.
9. Zero Tolerance Policy for Sexual Misconduct	http://handbook.la-archdiocese.org/chapter-9/section-9-10
10. Safe Environment Training for Children and Youth	http://handbook.la-archdiocese.org/chapter-9/section-9-4/topic-9-4-4 http://handbook.la-archdiocese.org/chapter-9/section-9-12

<p>11. Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events</p>	<p>http://www.la-archdiocese.org/org/protecting/safeguard/Pages/policies.aspx</p>
<p>12. Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth</p>	<p>http://handbook.la-archdiocese.org/chapter-9/section-9-6/topic-9-6-2</p>
<p>13. Dress/Uniform Code</p>	<p style="text-align: center;">Uniform and Grooming Policy</p> <p style="text-align: center;">Girls</p> <p style="text-align: center;">Navy and white hounds tooth pattern</p> <p style="text-align: center;">Grades TK – 4thDropped waist jumpers</p> <p style="text-align: center;">Grades 5th– 8thpleated skirts</p> <p style="text-align: center;">White collar blouse</p> <p style="text-align: center;">Navy blue pants with belt</p> <p style="text-align: center;">Navy blue walking shorts with belt</p> <p style="text-align: center;">White crew or knee socks</p> <p style="text-align: center;">Tennis shoes</p> <p style="text-align: center;">Boys</p> <p style="text-align: center;">Navy pant (No baggy pants are permitted)</p> <p style="text-align: center;">black or navy-blue belt</p> <p style="text-align: center;">white collar shirt</p> <p style="text-align: center;">Navy blue walking shorts with belt</p> <p>White crew socks (Socks must be above ankle) Tennis shoes</p> <p style="text-align: center;">Please note: Uniform checks will be done on a weekly basis.</p> <p style="text-align: center;">Boys and Girls are allowed to wear the following;</p> <p style="text-align: center;">*Navy blue cardigan sweater, pullovers, or navy sleeveless vest, or official school jackets</p> <p style="text-align: center;">* school sweat shirts with uniform logo</p>

Note: Required uniform length is knee length for walking shorts and skirts.

Required undershirt must be plain white at all times

P.E. Uniform (On days students have P.E.)

Two of the following combinations are the only times items are permitted

*Navy blue walking shorts

*Navy blue P.E. Shorts with log

*Gray P.E. T-shirt with logo

*Navy blue sweatshirt with school logo

If students are not in the correct uniform on assigned days, students will receive the following;

1sttime a warning from teacher, staff, or administrator

2ndFree dress privileges are taken away

3rdParent will be called and student will be sent home

Dress Uniform day

Santa Isabel students are required to have and wear a complete dress uniform on Liturgy assigned days or any other special occasions designated by the school. These days are considered “Dress Uniform Days”.

The Dress Uniform is:

Girls

Boys

Jumper or skirt only (Knee Length)

Pants only

White blouse with navy cross- over tie

White

collar shirt with navy blue neck tie

Oxford shoes with white knee socks

Black socks /Black dress shoes

For girls / boys in grades 4th–8thwhite undershirts are required
On cold days girls in TK-4thgrade may only wear white leggings under their jumper.

Only Navy-blue Cardigan sweaters may be worn for both girls and boys.

Shorts and sweatshirts may not be worn on “Dress Uniform Days”

No long sleeve shirts are permitted under white collar shirts.

School sweaters may be worn on cold days.

The address of the uniform company is:

School Uniformity

	<p style="text-align: center;">2109 W Whittier Blvd, Montebello, CA 90640 (323) 726-0882</p> <p style="text-align: center;">General Regulations concerning appearance</p> <p style="text-align: center;">Girls</p> <p>Girls may not wear any type of make-up. This includes, eyeliner, mascara, lip-gloss, tinted chap sticks, nail polish or false nails Hair: Hairdos must be well groomed and not obstructing vision Hair Coloring or bleaching or altering natural hair coloring in any way is not allowed at any time during the school year.</p> <ul style="list-style-type: none"> • Hair spray or any other aerosol sprays are not allowed to be brought to school • Jewelry: Excessive jewelry is not permitted (No dangling earrings) • No torn jeans, short shorts, spaghetti strap tops, and leggings are permitted on free dress days. <p style="text-align: center;">Boys</p> <ul style="list-style-type: none"> • Hair: Hair coloring, bleaching or altering natural hair coloring in any way is not allowed • Boys may not wear hair beyond the collar of the shirt or hair that obstructs vision • Extreme hairstyles (e.g. shaved heads, mohawks, blowouts, frohawks or any other unnatural hair-cuts) are NOT ALLOWED • Grooming: Boys are not permitted to have beards or mustaches <ul style="list-style-type: none"> • Boys are not allowed to wear earrings • Boys haircuts must be done with a blade of 2 or larger (No hair designs are permitted) <ul style="list-style-type: none"> • No torn jeans
14. Relationship of School to Parish	By cannon law the pastor is the administrator of the parish and school. The pastor meets periodically with the administrator of the school to discuss finances, curriculum, physical plant, school safety environment.
15. School Governance	e.g., Pastor, President/Principal refer to AH http://handbook.la-archdiocese.org/chapter-3/section-3-2
a. School Boards	Refer to http://handbook.la-archdiocese.org/chapter-3 None at Santa Isabel
b. Parent or Parent-Teacher Organizations	http://handbook.la-archdiocese.org/chapter-3/section-3-2/topic-3-2-4 A group of parents who volunteer to be part of the PTO Board. There are no designated titles like President, Secretary, Treasure, etc. All members are equals on the board.
16. Parent/Student Complaint	http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-10

Review Process	
C. CATHOLIC IDENTITY	
18. Faith Formation (Mass, Prayer, Other Liturgies)	http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-1 http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-2
19. Sacraments (First Reconciliation, First Communion, Confirmation)	To accommodate any student who is a baptized Catholic, but has not received Reconciliation and Eucharist, a sacrament program is offered through the school. This program is a two year program. It is the responsibility of the parent /guardian to inform the school office in a timely manner. Baptismal records are to be brought to the school office and kept on file. The school is not responsible in setting up dates and times for students to receive the sacrament of Baptism.
20. Religion Curriculum	4.3.13.3 Western Catholic Educational Association Catholic Identity Standards
21. Retreats	Faculty and staff have two retreats a year facilitated by the Salesian priests. The 8 th grade students have one retreat a year facilitated by a Salesian Spiritual Advisor.
D. ADMISSION AND ATTENDANCE	
24. School Student Non-Discrimination Policy	http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-5 http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-4
25. Inclusion Process/STEP	If you have a child who is struggling academically or is disabled, contact Miss Orozco. For specific information and guidance see chapter 14 of the ADLA Administrative Handbook: http://handbook.la-archdiocese.org/chapter-14
26. Admissions Policy	Refer to the ADLA Administrative Handbook http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-1 Santa Isabel follows the inoculation requirements of the CA Department of Health detailed here: http://www.shotsforschool.org/
a. Emancipated, Married and Eighteen Year Old Students	Students who are legally emancipated (other than students who have been in a foster home or guardian arrangement) and are not living in the home of parents/guardians may be precluded from continuing to attend an archdiocesan or parish high school
27. Absence, Tardiness, & Truancy	School policies are consistent with ADLA http://handbook.la-archdiocese.org/chapter-13/section-13-2
a. Absence	School policies are consistent with ADLA http://handbook.la-archdiocese.org/chapter-13/section-13-2

b. Absences with Acceptable Excuse	insert school policies that are consistent with ADLA http://handbook.la-archdiocese.org/chapter-13/section-13-2
c. Extended Absences	insert school policies that are consistent with ADLA http://handbook.la-archdiocese.org/chapter-13/section-13-2
d. Leaving School Early	insert school policies that are consistent with ADLA http://handbook.la-archdiocese.org/chapter-13/section-13-2
e. Tardiness	insert school policies that are consistent with ADLA http://handbook.la-archdiocese.org/chapter-13/section-13-2
f. Truancy	School policies are consistent with ADLA http://handbook.la-archdiocese.org/chapter-13/section-13-2
g. Work Permits	http://handbook.la-archdiocese.org/chapter-5/section-5-4/topic-5-4-2
28. Communications Procedures	Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should the administrator be contacted. If parents wish to communicate with a teacher, the parent should phone the school office or send a note for an appointment.
a. Parent Teacher Conferences	Parent Teacher Conference are conducted twice a year. December and March.
b. Parent Messages and Phone Calls	<p style="text-align: center;">Student Phone Calls</p> <p>In case of an emergency, students may use the school office phone. However, they must have permission from their teacher, administrative assistant, or the principal. Forgotten homework, books, PE clothes, etc. do not constitute as an emergency. Telephone calls for students will not be delivered except in cases of extreme importance or emergency. There is a public phone on the school campus that may not be used during school hours.</p> <p>Student cell phones are also not allowed to be used during school hours. All cell phones should be handed to the teachers and will be locked in a safe place. Cell phones will be returned to students at the end of the school day. This includes after school care.</p> <p style="text-align: center;">Electronic Devices</p> <p>Cell phones, tablets, and all other electronic devices must be turned off as soon as you walk onto school grounds. Once in class all students are to hand their cell phones, tablets, and all other electronics to their teachers. We do not encourage grades TK through 5th to bring a cell phone to school. If a student needs to contact a parent, the school phone will be used.</p> <p>Cell phones may only be used after school to call parents. Students are not allowed to take pictures, send text to classmates, or videos on school grounds at any time.</p>

	<p>Cell phones, tablets, and all other electronic devices will be confiscated if used inappropriately and parents will be contacted by the school principal. The School of Santa Isabel is not responsible for lost or damaged cell phones, tablets, and any other electronic devices brought on campus.</p>
c. Parent to School Communication	<p>Refer to http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-1</p>
29. Closed Campus	<p>http://handbook.la-archdiocese.org/chapter-13/section-13-5/topic-13-5-1</p>
30. Safety and Security Procedures	<p>Refer to: http://handbook.la-archdiocese.org/chapter-8</p>
31. Arrival/Dismissal Procedures	<p style="text-align: center;">Arrival / Dismissal</p> <p>When students are being dropped off, they must go directly to the cafeteria. For the safety of the students we ask that no student arrive at school before 7:30 A.M. There is no supervision before 7:30 A.M. All students are to leave the classroom in an orderly fashion and go directly to their cars or walk home. Students are not to loiter around the school grounds after school is dismissed. If students have not been picked up after one half hour past dismissal, they will be taken to the office and parent will be called. No after school care is provided on campus this school year.</p> <p>Students may be dropped off by 7:30 A.M. in the school cafeteria. No student should be dropped off before 7:30 A.M. The school does not provide supervision before 7:30 A.M.</p> <p>Students arriving after 8:00 A.M. bell will be classified as tardy. Students arriving after 8:30A.M. will be marked as half day absence. Regular attendance is mandatory. All students should be on the school grounds by 7:50 A.M. Students should not be on the grounds before 7:30 A.M. since supervision is not provided at that time.</p>
32. Automobiles & Parking Lot	<p style="text-align: center;">Parking Safety</p> <p>For your child’s safety and the safety of others, the following rules apply:</p> <p style="padding-left: 40px;">Enter the school grounds via the driveway assigned arrows Drive slowly (5mph)</p> <p>Follow the directions of the supervising staff. No parking is allowed between the drop off / pick up zone.</p> <p>Do no stop in the driveway to pick-up or let children exit the car- this is very dangerous</p> <p style="padding-left: 40px;">Park in marked stalls when dropping off / picking up children Small children must be accompany by an adult Do not drive past the barriers</p>

	<p>Exit by assigned arrows (NO LEFT Turn is permitted for the safety of ongoing traffic)</p> <p>Be courteous to other drivers (remember, our students are watching). Consistent violation of the above rule will result in a meeting with the principal, vice principal, and/ or the pastor.</p> <p>Persons choosing to violate traffic safety rules are endangering students and may be reported to local authorities</p> <p>Bicycles/ Skateboards/ Skates and Pets are not allowed on school grounds</p> <p>Parking is available in the upper parking lot of the church, Salesian High School student parking lot and during arrival and dismissal in the school playground. School playground parking lot is open from 7:30 A.M. – 8:00 and 2:50 – 3:15 P.M.</p>
<p>33. Parent/Guardian & Non-Custodial Parents Right of Visitation</p>	<p>http://handbook.la-archdiocese.org/chapter-13/section-13-11/topic-13-11-4</p>
<p>34. Health, Illness, Accident Procedures</p>	<p>Required Immunizations</p> <p>The current state law requires proper immunization protection against diphtheria, whooping cough, and tetanus for school entry. Children must also be immunized against poliomyelitis, measles, mumps, rubella (MMR) and chicken pox.</p> <p>All students prior to entering the school for the first time must present a record of five (5) DPT, or DT; four (4) Polio; two(2) MMR; three (3) Hepatitis “B” and the Mantoux TB skin Test. All students entering 7th grade must present a record of three (3) Hepatitis II and two (2) MMR.</p> <p>All students entering grade one must present a record of physical examination by a doctor. These requirements must be met. This is mandatory for completion of registration.</p> <p>A written record must be provided indicating the and name of the person immunized, date of birth, date of each immunization procedure, the type of antigen used and the name of administering physician or agency. For more information, call the Public Health Department.</p> <p>Illness/ Accident</p> <p>Students who become ill or accidentally injured will be immediately taken to the school office where they will be attended to and/ or first aid administered. The student’s parents will then be contacted. In extreme health situations the proper emergency medical authorities will be called immediately. In cases of minor accidents, an official accident report will be send home with the students.</p> <p>Student Accident Insurance</p> <p>Student Accident Insurance is a policy for students involved in academic and athletic activities sponsored and supervised by the Archdiocese of Los Angeles. It covers those participating in school activities and C.Y.O. sport activities.</p>

The school shall not provide medication. School personnel shall not administer medication of any kind to students.

Medications

Procedure and regulations for medication at school

A release (Medication authorization and permission form) stating the nature of the medication, signed, and dated by the doctor and parent, must be provided.

Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled, and have the student's name attached. The medication will be kept in the school office.

The students shall come to the office for medication at appropriate times.

A student's medication shall be self-administered.

Students may not carry any medication of any kind to be self-administered at school.

Students may not be given medicine prescribed for other family members.

The medication regulations apply both to prescription and non-prescription medications.

Emergency Procedures

In the event of a natural disaster the directives of the Archdiocese of Los Angeles as to the opening or closing of the school will be followed.

Earthquake Procedures

At the first sign of an earthquake, teachers will issue the "Drop" command.

Students will assume the "drop, tuck and cover" position and then followed the classroom evacuation procedures

The teacher will assess the ability of the class to evacuate and will ascertain possible injuries.

Students will evacuate to a central emergency field area and be supervised until a parent or authorized adult arrives to pick up student(s).

The campus will be secured in the event of a major quake. We will not begin releasing students until we have accounted for everyone.

Only parents /guardians or those listed on the emergency release form may come to the designated "Information Center" to request pickup of their child. Please talk to other parents about shared pick up if you work outside the home and remember to place their names on the emergency release form. Children will be released only to persons listed on the Earthquake release form. After the student has been requested for pick up, a number will go to the student's teacher and take the student back to the designated "Information Center". The parent or adult requesting the release of the student will sign the Earthquake release form and then take the child from the school.

a. Emergency Card	http://handbook.la-archdiocese.org/chapter-8/section-8-14/topic-8-14-1 http://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-1
b. Medical Screenings (visual, hearing, scoliosis)	http://handbook.la-archdiocese.org/chapter-8/section-8-16
c. Immunization	http://handbook.la-archdiocese.org/chapter-8/section-8-16
d. Health Records	http://handbook.la-archdiocese.org/chapter-8/section-8-17
e. Medical Appointments	http://handbook.la-archdiocese.org/chapter-8/section-8-17/topic-8-17-1
f. Medications	http://handbook.la-archdiocese.org/chapter-8/section-8-17/topic-8-17-2
g. Communicable Diseases	http://handbook.la-archdiocese.org/chapter-8/section-8-12
h. Allergies	http://handbook.la-archdiocese.org/chapter-8/section-8-14/topic-8-14-1
i. Student Sexual Conduct and Pregnancy	http://handbook.la-archdiocese.org/chapter-4/section-4-1/topic-4-1-14
j. Research Projects and Rights of Parents	http://handbook.la-archdiocese.org/chapter-13/section-13-6/topic-13-6-6
k. Accident Procedures	Refer to http://handbook.la-archdiocese.org/chapter-8/section-8-7
l. Student Accident Insurance	http://handbook.la-archdiocese.org/chapter-6/section-6-6/topic-6-6-2
36. Privacy and Access to Records	Access to Records The principal is the only authorized custodian able to release personal student record information. Access to records may include not only an oral description by the authorized school official but also permission to read the original record. Official transcripts are not given to the students or parents.
a. Pupil Records	http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-1
b. Directory Information	http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-2

c. Parent Authorization to Use Student's Image, Name, Voice and/or Work	http://handbook.la-archdiocese.org/chapter-12/section-12-5
d. Verbal/Written Confidences	http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-3
e. Personally Identifying information disclosure to high schools/colleges for tracking	http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-2
37. Transfer of Records	
a. Student Transfers, Withdrawals and Graduation	http://handbook.la-archdiocese.org/chapter-13/section-13-4/topic-13-4-1
b. Withholding of Records	http://handbook.la-archdiocese.org/chapter-13/section-13-4/topic-13-4-2
c. Cumulative Pupil Record	http://handbook.la-archdiocese.org/chapter-13/section-13-3/topic-13-3-5
38. International Students	<p>The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.</p> <p>All international students who do not live with a relative must live with host families who are identified on the student's I-20 forms. Student apartments, dormitory-style living, and unsupervised living are not permitted, even if the students are 18 years old or older.</p> <p>The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required.</p>

	<p>The parents/guardians, host family, and/or Agency, if used, shall notify the school if there is any change in the student's host family or residence.</p> <p>Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.</p> <p>Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.</p> <p>All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events.</p> <p>The school is not permitted to waive all or part of international students' tuition, or grant them any type of scholarship or financial aid. The full international student tuition must be listed on the I-20 form and the school is bound by federal regulation to collect the specified amount.</p> <p>For more information about international students see: http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6</p>
E. ACADEMICS	
39. Curriculum	Religion, Language Arts, Mathematics, Social Studies, Science, Physical Education, Music, and Art
a. Religion Curriculum	http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-13
b. Honors/Advanced Placement/International Baccalaureate	<p style="text-align: center;">Honor Roll</p> <p>Students at the School of Santa Isabel are recognized for all their academic achievements through our trimester honors assembly.</p> <p>*First Honors are awarded to students with a grade point average of 3.5-4.0 in all subject areas.</p> <p>* Second Honors are awarded to students with a grade point average of 3.0 – 3.4 in all subject areas.</p> <p>* Behavior Honors are awarded to students with a grade point average of 3.5-4.0</p>
c. Homework	Refer to: http://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-9 <p style="text-align: center;">Homework</p>

	<p>Grade TK age appropriate</p> <p>Grades K, 1, 2 20 to 30 minutes</p> <p>Grades 3, 4, 5 45 to 60 minutes</p> <p>Grades 6, 7, and 8 not to exceed 2 hours depending on student ability.</p> <p>Long-range research assignments should be carefully time planned as to avoid last minute efforts. It is the responsibility of the student to properly note assignments and to complete them on time. If a student does not do his/her homework and has no written excuse from a parent, he/she will be asked to complete the work during his/her own time at the teacher's discretion.</p> <p>For every one- day absence, the students may have up to two (2) days to complete the assignment. After the two days the assignment is considered late or incomplete, unless the student has an official doctor's excuse. In grades 4 through 8, it is the student's responsibility to obtain information about missed classwork, class notes, and homework. We encourage parents to monitor the watching of television and to set aside a time each day for students to read. Students should read daily as well as review the day's lessons. Homework will be assigned regularly and weekend homework may be assigned occasionally. Unfinished class work may sometimes be sent home to complete and is not included in the above mentioned time allotments.</p>
40. Grading Policies	<p>http://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-11</p>
a. Assessments	<p>The formal testing program includes:</p> <ul style="list-style-type: none"> * Star Assessment are given in grades TK through 8th throughout the school year * The Assessment of Catholic Religious Education (ACRE) for grades 5th and 8th * Fluency, GMRT (Gates-MacGinitie Reading Tests) testing for Onward Reader Program for grades K through 2nd * Title I Benchmark Assessment for students in grades K- 8th who qualify
b. Grading Scale	<p>Grading System for Grades 4th through 8th Kindergarten – 3rd Grades</p>

	<p>A= 96-100 Outstanding O =</p> <p>A- = 93-95% Good G =</p> <p>B+ = 90 – 92% Satisfactory S =</p> <p>B = 87 – 89% Needs Improvement NI =</p> <p>B- 85 – 86% Transitional Kinder</p> <p>C+ = 80- 84% Meets Expectation M =</p> <p>C = 75 – 79% Non-mastery NM =</p> <p>C- = 70 – 74 assessed at this time / = Not</p> <p>D = 65 – 69 %</p>
c. Grade Reporting	<p>Elementary school: refer to http://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-12</p> <p>The school’s grade reporting is broken down into three trimesters a year. Parents will receive a student progress report card every fifth week of the trimester. Parents will receive a student report card at the end of each trimester. Transitional Kinder will only receive two report cards a year.</p>
d. Make-Up Work/Absences	<p>It is the responsibility of the student to properly note assignments and to complete them on time. If a student does not do his/her homework and has no written excuse from a parent, he/she will be asked to complete the work during his/her own time at the teacher’s discretion.</p> <p>For every one- day absence, the students may have up to two (2) days to complete the assignment. After the two days the assignment is considered late or incomplete, unless the student has an official doctor’s excuse. In grades 4 through 8, it is the student’s responsibility to obtain information about missed classwork, class notes, and homework. We encourage parents to monitor the watching of television and to set aside a time each day for students to read. Students should read daily as well as review the day’s lessons. Homework will be assigned regularly and weekend homework may be assigned occasionally. Unfinished class work may sometimes be sent</p>

	home to complete and is not included in the above mentioned time allotments.
e. Course Deficiency/Failure	At the end of each trimester, if student's grades point average is "below average" and or receive an "F/ NI in conduct for inappropriate behavior, he/she may be placed on academic/ behavioral probation. In that event, the parent and student will be required to sign a probationary contract. Non-compliance with the standards set by the contract will prevent the child's continued attendance at the School of Santa Isabel, at the discretion of the principal and / or pastor.
f. Conduct/Citizenship Grades	<p style="text-align: center;">Code of Conduct</p> <p>Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.</p> <p>As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include but are not limited to any policies or procedures set forth in the school's parent/student handbook.</p> <p>These Christian principles include but are not limited to:</p> <ul style="list-style-type: none"> • Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school. • Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive. • In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills. • Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is

	<p>required to be there in connection with assigned school activities.</p> <p>These expectations for students and parents/guardians include but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, and field trips).</p> <p>The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.</p> <p style="text-align: center;">Classroom Expectations</p> <p>All children are expected to behave appropriately in the classroom, on the playground, and in school related functions, including off campus activities. We will not tolerate any child interrupting a teacher from teaching or a student from learning, and we want to guarantee all the children of the School of Santa Isabel the excellent learning environment that he/ she deserves. In addition, this includes being responsible and having all the necessary materials needed for school. The student must continually display respect to all on campus and all students must respect the property of others as well as school equipment, furniture, etc. Students are expected to treat faculty, staff, and classmates respectfully.</p> <p>Disruption of the learning environment by misbehaving students hinders the learning process of fellow students. Misbehaving students are subject to disciplinary actions. The teacher will communicate with the parent/ guardian by via a note, telephone call, or by setting an appointment when serious or chronic discipline problems arise. Parents are responsible for reviewing any behavior contract with the child at home. Serious or chronic behavior problems may lead to probation. Teachers will inform the principal of any situation which could be a cause of concern. The principal will do the same with the teachers. Discipline will be left at the principals' discretion.</p>
41. Standardized Testing	<p>All students TK through 8th are administered the Standardized Star Assessment three times a year. Transitional Kinder through 3rd are administered the Early Literacy, Reading and Math Test. Grades 4th through 8th are administered the Reading and Math Test.</p>
42. Recess and Lunch/Nutrition	<p>Students are given a fifteen minute recess break. Students in grades TK through 3rd are allowed to participate in outdoor play. Grades 4th- 8th should use this time to socialize with classmates.</p> <p>During lunch students eat in assigned areas and remain seated until table is dismissed. Students are expected to line up in designated area until an adult dismisses them to the playground where they participate in outdoor sports.</p>

43. Supplies and Textbooks	A list of supplies is given at the end of the school year. Parents may find a copy of the supply list posted on the school website by the month of July.
44. Honors and Awards [e.g., valedictorian]	Students at Santa Isabel are recognized for their achievements through our trimester honors assembly. First honors are awarded to students with a GPA of 3.5-4.0 in all academic subjects. Second honors are awarded to students with a GPA of 3.0-3.4 in all academic subjects Behavior honors are awarded to students with a behavior GPA of 3.5-4.0
45. Tutoring	http://handbook.la-archdiocese.org/chapter-12/section-12-6
46. Academic Probation, Retention/Transfer	http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-5
47. Counseling	http://handbook.la-archdiocese.org/chapter-12/section-12-7
48. Video/Film Policy	http://handbook.la-archdiocese.org/chapter-10/section-10-4/topic-10-4-2
49. Summer School	Refer to http://handbook.la-archdiocese.org/chapter-11/section-11-3/topic-11-3-14 Not offered at Santa Isabel
F. CO-CURRICULAR ACTIVITIES AND ATHLETICS	
50. School Field Trips and Excursions	ADLA forms and permission slips http://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-1
51. Transportation	http://handbook.la-archdiocese.org/chapter-12/section-12-3/topic-12-3-2
52. Clubs/Organizations/ Honor Societies	Decathlon and Robotics
a. Graduation Celebration/Grad Night	Graduation from Eighth Grade For an eighth grade student to graduate from Santa Isabel, they will be expected to achieve grade level proficiency. No eighth grade student will be allowed to participate in graduation activities or ceremonies if tuition and fees are not paid in full prior to graduation.
53. Student Publications	http://handbook.la-archdiocese.org/chapter-12/section-12-5/topic-12-5-1 and add your own
54. Parent/Guardian Release for Student or Minor	This form to be completed annually

(Noncommercial) [automatic fill in of all school activities to be created for online form]	http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_en.pdf#search=parent%2520release
55. Student Identification Cards	Student identification cards are issued at the beginning of the school year.
56. Yearbook	Students can purchase a yearbook at the end of the school year.
57. Athletics	Sports are offered to students through the CYO program. Santa Isabel participates in volleyball, flag football, basketball, soccer, and softball.
a. Sports by Season Pep Squads, Cheer	Santa Isabel participates in volleyball, flag football, basketball, soccer, and softball.
b. Selection Process/Requirements for Participation	All students participating in the Sports program must maintain a “C” average or a 2.0 G.P.A. Failure to maintain grade point average, students may be suspended from game or suspended from the team.
c. Injuries and accidents	Student Accident Insurance is a policy for students involved in academic and athletic activities sponsored and supervised by the Archdiocese of Los Angeles. It covers those participating in school activities and C.Y.O. sport activities.
d. Athletic Fees, Equipment and Uniforms	A \$25 sports fee is applied to each student every sport played. All students are responsible in purchasing their sports uniforms from the school’s provider.
e. Sportsmanship Code for Spectators	All spectators are expected to follow a Christian code of conduct. No excessively loud, rude or disrespectful behavior will be tolerated. Spectators may be asked to leave an event if this is not followed.

F .TUITION AND FEES

58. Tuition and General Fees

Tuition Policy

Families can pay their tuition bill in one of two ways:

Full payment of tuition by August 20th with a 3% discount off total amount. This does not include families on tuition assistance.

Budget payment through the F.A.C.T.S. Tuition Payment Plan. Payment will be mad on the 20th of the month. On that date your payment is deducted automatically by your bank or credit union. With this option there will be a \$47 non-refundable enrollment fee deducted in June.

When choosing option 2 you may enrolled in the program by clicking onto the website which is located on our school website. They will ask for bank name, city, zip code, phone number, and account number.

*Payments begin August 20th for 10 months or 11 months. Depending on each's family contract.

* F.A.C.T.S. is a tuition management plan collection

* Payments through F.A.C.T.S. are made by automatic deduction form your bank account

Details of the annual change of tuition / fee and fundraising obligations are printed in the contract parents receive each year. Families who are consistently delinquent without just reason may be withdrawn at the discretion of the principal. Parents not supporting the school program may be dismissed form the school at the discretions of the Administration. When a family transfers with an outstanding balance, It is understood as a matter of contract that families, by their attendant; At Santa Isabel, waive their right to the forwarding of transcripts to their next school which has been granted by the Family Education Rights and Privacy Act and the California Education Code and /or all legislative codifications bearing on transfer of such record upon request of the school to which me students is intending to transfer. As this Handbook represents the understanding of both parent and school, attendance at school is therefore, to be viewed as assent to the terms and conditions stated in this document.

Fines:

School fines will be charged for, but not limited to the following:

Unusual wear, damage, or loss of textbooks (Replacement value of book)

Damage or loss of classroom library books (Replacement value of book or item)

Missing PTO meetings, Service hour events (USC coliseum game / Breakfast or Family Fun Day)

	<p>Checks returned due to insufficient funds will result in a \$25.00 service fee and must be made in cash.</p> <p style="text-align: center;">Tuition Assistance</p> <p>The Catholic Education Foundation provides tuition assistance to students who attend the Los Angeles Archdiocese Catholic schools and who qualify according to financial guidelines established by the Catholic Education Foundation.</p>
59. Tuition Collection	Tuition and fees must be paid in a timely manner. If parents do not meet all financial requirements students will be suspended until the account is current.
60. Tuition Assistance	<p>refer to http://handbook.la-archdiocese.org/chapter-6/section-6-2/topic-6-2-3</p> <p>The Catholic Education Foundation provides tuition assistance to students who attend the Los Angeles Archdiocese Catholic schools and who qualify according to financial guidelines established by the Catholic Education Foundation.</p>
61. Parent Service and Fundraising Requirements	Parents should refer to the school contract for requirements.
G. DISCIPLINE	
67. Philosophy	<p>Discipline in the Catholic school is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate that is conducive to learning and promotes character development and the common good.</p> <p>Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards class and school objectives. However, the legitimate interest of the school extends beyond the school day and school hours.</p>
a. Discipline and Procedures	Discipline is primarily the responsibility of the parent. Discipline in the Catholic school is an aspect of moral guidance and not simply a form of punishment. The purpose of discipline is to increase respect for those in authority to assist in growth of inner discipline and to provide a classroom conducive to learning. A student who engages in conduct that is detrimental to the reputation of the school may be discipline by a school official.
b. Disapproved Disciplinary Measures	http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-2

c. Detention	http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-3
e. Suspension/Disciplinary Measures for Grave Offenses	http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-4
f. Expulsion	http://handbook.la-archdiocese.org/chapter-13/section-13-9/topic-13-9-6
g. Harassment, Bullying, and Hazing Policy	http://handbook.la-archdiocese.org/chapter-13/section-13-10
h. Student Threats	http://handbook.la-archdiocese.org/chapter-13/section-13-10/topic-13-10-2
i. Substance Abuse and Possession of Alcohol or Controlled Substances	http://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-4
j. School Searches	http://handbook.la-archdiocese.org/chapter-13/section-13-7/topic-13-7-4
H. LAW ENFORCEMENT	
68. Interview and Removal from School or Students by Police Officers	http://handbook.la-archdiocese.org/chapter-13/section-13-7 http://handbook.la-archdiocese.org/chapter-9/section-9-8/topic-9-8-3
69. Interview of a Student during School Hours by a Police Officer	http://handbook.la-archdiocese.org/chapter-13/section-13-7/topic-13-7-1
70. Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer	http://handbook.la-archdiocese.org/chapter-13/section-13-7/topic-13-7-3
I. ELECTRONIC USAGE POLICIES	
71. Electronic Devices	Electronic Devices Cell phones, tablets, and all other electronic devices must be turned off as soon as you walk onto school grounds. Once in class all students are to hand their cell phones, tablets, and all other electronics to their teachers. We do not encourage grades TK

	<p>through 5th to bring a cell phone to school. If a student needs to contact a parent, the school phone will be used.</p> <p>Cell phones may only be used after school to call parents. Students are not allowed to take pictures, send text to classmates, or videos on school grounds at any time.</p> <p>Cell phones, tablets, and all other electronic devices will be confiscated if used inappropriately and parents will be contacted by the school principal. Santa Isabel is not responsible for lost or damaged cell phones, tablets, and any other electronic devices brought on campus.</p>
<p>a. Bring Your Own Device Policy</p>	<p>refer to: http://handbook.la-archdiocese.org/chapter-10/section-10-3/topic-10-3-1</p> <p>Students at Santa Isabel are not required nor encouraged to bring their own devices to school. The school issues out devices to grades 6th – 8th. All other grades have access to devices while in the classroom.</p>
<p>b. Acceptable Use and Responsibility Policy for Electronic Communications [“Archdiocesan AUP”]</p>	<p>http://handbook.la-archdiocese.org/chapter-10/section-10-3</p>
<p style="text-align: center;">J. ACCEPTANCE OF HANDBOOK FORM</p> <p style="text-align: center;">http://handbook.laarchdiocese.org/Handbook%20Resources/parent_student_policies_agreement_form.pdf#search=acceptance%2520of%2520handbook</p>	