



**St. Isidore School  
Student / Parent Handbook  
2017-18**

# **ST. ISIDORE PARENT-STUDENT CONTRACT**

We, the parents/guardians, acknowledge that we have received and reviewed the St. Isidore School Parent/Student Handbook and have discussed important information with our student(s).

We understand that the policies, rules and regulations contained in the Handbook are established for the welfare and benefit of all students. We understand our responsibility to support the school in the policies it has established and to see that my child(ren) adheres to the rules and regulations set forth in the Handbook.

We will support the school in the execution of these policies toward creating a positive school environment for all students and staff. We understand and agree that the Handbook is binding on the students and parents/guardians during the current academic year.

We understand and agree that the administration of St. Isidore School will have the authority set forth in the Handbook.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_  
**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**THIS SIGNATURE PAGE, WHICH ACKNOWLEDGES RECEIPT OF THE PARENT-STUDENT HANDBOOK, MUST BE RETURNED TO THE SCHOOL OFFICE NO LATER THAN SEPTEMBER 22, 2017. IT WILL BE KEPT ON FILE. THE HANDBOOK WILL ALSO BE POSTED ON THE SCHOOL WEBSITE.**

**IF THIS SIGNATURE PAGE IS NOT HANDED IN BY THAT DATE, YOUR CHILD(REN) WILL NOT BE ALLOWED TO ATTEND CLASSES UNTIL SUCH TIME THAT THIS SIGNED PAGE IS RETURNED. SCHOOL ATTENDANCE REQUIRES A DOCUMENTED UNDERSTANDING OF AND AGREEMENT TO ABIDE BY THE POLICIES, RIGHTS AND RESPONSIBILITIES INDICATED WITHIN THE HANDBOOK.**

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N.B.: This handbook is subject to change at any time when determined to be necessary by the administration. If changes are made to the handbook, parents/guardians will be notified within 30 days of the changes being approved by the proper authority.

### **HANDBOOK PURPOSE AND USE**

This handbook exists to foster the efficient operation of St. Isidore School. The handbook contains basic information which each person should know concerning the policies and regulations of St. Isidore School. These policies have been formulated for the safety and whole development of each child entrusted to our care. Keep this handbook available for reference. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

### **WELCOME**

St. Isidore School is “An Extension of your Family”. The home and school are partners in building a true Christian community. We at St. Isidore aim to create a school community whose atmosphere is enlivened by the Gospel Spirit of freedom and charity. We aim to help the student in such a way that the development of his or her own personality will be matched by the growth of the new creation he or she has become by Baptism. We strive to relate all human culture to the Good News of salvation, so that the life of faith will illuminate the knowledge which students gain of the world, of life and of the human family. We will learn and share together. Each year is different with its own unique atmosphere because each year we are a different family of students, parents and faculty members. To each we give and from each we receive concern, kindness and understanding. Those we meet will reflect what we share. All will point to successful achievement. Everyone is special to us! We invite everyone to join hands and hearts to form a family circle of love and friendship in God's family at St. Isidore School.

### **MISSION AND PHILOSOPHY**

In light of the futuristic lines set up by Post Vatican II and guided by the pastoral message of Catholic Education, we the faculty at St. Isidore School, aim to initiate and experience a vibrant Christian Community among the faculty and student body. Our educational integrated ministry embraces three interlocking dimensions; message, community and service. Our ministry scales harmonious development of the whole person; spiritually, intellectually, socially and physically. We strive to guide our students to acquire concepts and skills by which they can develop their own personal worth and that of others. St. Isidore will help the students, and their parents, realize personal choices and actions that will make them attentive, reasonable, intelligent, and loving people.

Through contemporary methods and disciplines, the faculty will attempt to meet the needs of our students with growing concern and respect for their individual differences. This will help the students experience fulfillment as they mature. As Christians and citizens of a free society, we are all moving toward self-discovery. We do this by equipping the students with the tools necessary for acquiring and evaluating information, thus the students become persons responsive to the needs of the Church and society.

We will help the students realize that they can build their own future and understand the nature of all people, by living in Christ. Students will discover that the work of Christ is an ongoing process directed by the Holy Spirit. Christian education and faith are lifetime concerns. St. Isidore School hopes that students will see their lives attuned to the demands of today and the challenges of tomorrow, as lives of dynamic growth and personal service to God and to the whole family on earth.

### **GOALS**

- To build a strong personal relationship between staff, faculty, parents, students, parishes and community
- To foster a strong sense of family
- To allow as much time as possible to give individual instruction where and when needed
- To provide not only knowledge of school subjects but also values to be acquired and truths to be discovered
- To encourage a sense of peace and justice
- To help the students learn to be responsible for their own actions, to be consistent in their learning , to not be afraid to take risks and to develop a positive spirit about learning
- To make St. Isidore School a place where students live a shared experience of faith in God and where they learn the riches of Catholic culture.

## **ORGANIZATION OF ST. ISIDORE SCHOOL**

The PASTOR, in accordance with the Canon Law (Church Law), has the overall responsibility for the school, including the implementation of Diocesan policies. He will attend to matters within the school that affect worship, the ministry of the Word, and the spiritual welfare and moral formation of the students. It will be his duty to see that the teachings of the church are clearly and accurately presented. He is a member of the School Board.

The PRINCIPAL will be the administrator of the school and a member of the School Board. The Principal will be responsible for implementing the school policies that have been established at the Diocesan and Parish levels. Her decisions are binding.

### **ADMINISTRATION/STAFF/FACULTY**

Pastor—Rev. Robert Kuznik	Principal—Ms. Helen Anne Livingston
Administrative Assistant--Mrs. Marypat Fitzgerald	Art— Mrs. Kathryn Garvey
Music—Mrs. Valentina Danowski	Computer Technology—Mrs. Carol Findlay
Librarian/PK3—Mrs. Jeanne Hogan	Spanish--
Physical Education—Miss Kristin Andrejack	Pre-K 4—Mrs. Diane Panchak
Kindergarten—Mrs. Cathleen Walter	Grade 1—Miss Jennifer Long
Grade 2—Mrs. Catherine Mirabell	Grade 3—Mrs. Judy Johnson
Grade 4—Mrs. Jennifer Reynolds	Grade 5—Mrs. Kathy Tysz
Grade 6—Mrs. Lisa Macari	Grade 7—Mrs. Nancy Ryan
Grade 8—Mrs. Trish Calandra	PK 4 Aide--Mrs. Mary Fasano
Custodians—Mr. Piotr and Mr. Gerzy	PK3 Aide--Joan Ceramello

### **ADVISORY BOARD MEMBERS**

President--Vincent Whitfield	Marie Dunleavy
Secretary--Harley Cardi	Anna Sohre
Victoria Dow	June Upton
	Jackie Witkop

## **OFFICE HOURS**

The school office will be open from 7:45 am to 3:15 pm daily. Phones may not be answered until after 8:15. Please leave a message and someone will return your call.

## **ROLE OF THE PRINCIPAL**

The principal fosters a Catholic Christian environment which enables staff and students to achieve their potential. The primary role is the administration and supervision of the various operations and activities of the entire school program. Frequent supervision of classes is a means of praising, supporting, and helping teachers and students.

One of the principal's responsibilities is availability to teachers, students, and parents. However, since the principal has other duties, parents are encouraged to call for an appointment before coming to the office.

## **ROLE OF THE TEACHER**

The teachers are committed to forming the Catholic educational program to meet the needs of the individual student who attends St. Isidore School. The teacher has a commitment to:

- the student: to teach, respect, and guide the child in the thoughtful formation of worthy goals in a Christian atmosphere
- the parents: to make and discuss decisions that affect the education of their child
- the community: to prepare students to be future Church and civic leaders
- the teaching profession: by maintaining professional standards in providing an excellent education

### **ROLE OF THE PARENT/GUARDIAN**

Parents/Guardians must weigh seriously their obligation to educate their child(ren) in an atmosphere of love and respect for God and people. The home is the first school of the social virtues essential to any well-ordered society. The many sacrifices parents/guardians make to provide Catholic Education for their child(ren) are pleasing to God and a building up of the community of Christian believers.

Cooperation with St. Isidore School by the parents/guardians is expressed by:

1. Sending the child to school physically fit, with sufficient sleep, clean, properly dressed in uniform and fed properly.
2. Assisting the child in his/her academic and moral development by examining progress reports and report cards, supervising home study, and cooperating with the school in matters of discipline and activities.
3. Trying to discover the child's special interests and talents so that they may be developed in cooperation with the faculty.
4. Calling the school in the morning to inform of absence and sending a written explanation each time a child is absent.
5. Having your child to school on time.
6. Taking care of all financial obligations on time and actively supporting fundraising activities sponsored by the school.
7. Supporting and cooperating with all matters contained in this handbook.
8. Participating, if possible, in the Booster Club.

### **PARENTAL RIGHTS AND SCHOOL RECORDS**

St. Isidore School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon written request, the school will provide the non-custodial parent with access to the student's essential academic records.

### **CONFIDENTIALITY**

Students agree that any and all knowledge obtained regarding personal, medical, or financial information about any faculty, staff, students and parents shall not be disclosed or communicated to any person or entity.

Reasonable care must be taken regarding discussion or disclosure of confidential and sensitive information in non-secure situations such as messages left on voice message systems, public telephone communications, and conversations in open areas. Breach of confidentiality may lead to disciplinary measures being taken.

### **CUSTODY ISSUES/COURT RECORDS**

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the principal with the "custody section" of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations.

### **NON-DISCRIMINATION POLICY**

St. Isidore School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. St. Isidore School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic or other school-administered programs.

### **ANNUAL PESTICIDE NOTIFICATION**

New York State education law requires schools to notify the school community that pesticide products may be used during the school year. Parents/guardians and staff members may request 48-hour advance written notification of certain pesticide applications. If an emergency application is necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the notification list.

### **ACCREDITATION**

Accredited by AdvancED<sup>®</sup>, North Central Association Commission on Accreditation and School Improvement

### **ABSENTEEISM**

According to New York State Education Law, absence from school for the following reasons is excusable: personal illness, death or illness in the family, impassable roads, weather making travel unsafe, quarantine, approved educational trips or required presence in court. Absence for any other reason is held illegal and must be marked on the student's official record. If a child is not in attendance in school on a specific day, parents are required to notify the office (631-727-1650) between the hours of 8:30am and 9:00am. Upon return to school the student must present a note from the parent stating the child's name, grade, the dates and reason for the absence and the parent's signature. These notes must be kept on file for three years. When a note is not presented, the child will be considered illegally absent. An absence of five consecutive days requires a doctor's note. Students who are absent for thirty days or more during the school year may have to repeat the grade.

The child is responsible for any work missed. If a sibling is to pick up any missed work for a sick child, please send a note to the office and the teacher will make sure everything is ready before they leave. Students should not miss school to go on vacation. Work missed will be given when the child returns, not before.

### **ACCIDENT INSURANCE**

All students are covered by liability insurance. This is paid through the registration fees. All accidents must be reported to the School Office as soon as they occur.

### **ADMISSION**

Age Requirement for Admission:

- A birth certificate must be submitted for proof of age.
- The Pre-K child must be 3 (Pre-K 3) or 4 (Pre-K 4) years of age before December 1st and be potty trained.
- The Kindergarten child must be 5 years of age before December 1st.

The school may not have the resources to meet every child's needs, but administration and faculty will make every effort to serve all children.

### **AFTER SCHOOL AND BEFORE SCHOOL CARE PROGRAMS**

Before school care is available for pre-kindergarten students and begins at 7:30am. The fee is \$5.00 per day.

After school care is available for pre-kindergarten through Grade 8 students and begins at dismissal time. The fee is \$20 per child per day. (If there are two or more children from the same family the cost is \$30 per day.) If your child attends an after school activity and then goes to the after school care program, the fee is \$10 per day. (If two or more children from the same family attend after a school activity, the cost is \$15 per family.)

### **BACKPACKS AND BOOKS**

Each child is required to carry a backpack of some sort. Book bags on wheels are to be carried inside the school building. Any teacher or administrator with any justifiable reason may search book bags at any time. All hard covered books must be covered or they will be taken. Please do not cover the hard text with contact paper. Contact paper may be used on the soft covered books. Students are responsible for lost or damaged books. Textbooks not returned to BOCES will incur a charge.

### **BOOSTER CLUB**

The Booster Club is an organization comprised of the principal, staff and parents who wish to provide a social concept to the school by promoting family involvement in special activities for the betterment of all children.

### **BULLYING**

Bullying is a series, over time, of cruel or hostile behaviors. Bullies seek power. They gain this feeling of power by causing distress for their victims. Physical Bullies use physical aggression or may take the victim's property. Verbal bullies use words to hurt or humiliate the other child. This lasts longer and hurts more. Relational bullies try to control relationships by persuading some children to reject others. They may spread hurtful rumors. Reactive bullies may get others to taunt and this draws attention away from the bully himself. Beware of the line, "I was just joking."



There is a zero tolerance policy for bullying. The staff has been trained with a plan and will support any child who feels s/he is being bullied. Every teacher will listen to any report of bullying. Children need to know that reporting bullying is a social responsibility and will benefit the victim, the bully and the entire school community.

If bullying occurs, the child is confronted, parent is informed, an apology is made, the bully incident is documented and the incident is placed on file.

Parents, investigate carefully before calling another child a "bully."

### **BUS TRANSPORTATION**

We need to know the name of your bus company, your child's bus number, and your district. If an incident occurs on the bus, please speak to your driver first, and then your bus company. All bus requests must be made before April 1 of the next school year.

### **CELL PHONES/ELECTRONICS**

Students may ask to use the office phone for emergency only. No child is permitted to have a cell phone in his/her possession during the school day. All cell phones must be turned off and left in the office during the day. Cell phones are picked up at dismissal by students. Cell phones found in a student's possession will be confiscated and a parent must retrieve the cell phone/electronic device at the school office in person.

**Absolutely no taking of pictures of anyone or anything in school with a cell phone or other electronic device. If a picture or video is taken and posted on a website in any regard to St. Isidore School, without school's permission, the student will be subject to legal and disciplinary action.**

### **CLOSURES/EARLY DISMISSAL**

*St. Isidore School is on the One Call System. In case of emergency, snow days, early dismissal, delayed opening, full day closure, and if you are on the system, you will be contacted via home phone, cell phone, and/or email. Please do not "opt out" of receiving this communication.*

Since the students of St. Isidore School reside in several different school districts, each district determines their own closing time; therefore in poor weather, dismissal times may vary. Your child/children will leave St. Isidore School after your district announces and notifies St. Isidore School of their closing time, and then notifies that district's bus company. St. Isidore will close if an early dismissal is announced by RIVERHEAD CENTRAL SCHOOL DISTRICT. All Emergency closings are announced on WALK, Channel 12 News, Channel 12's website and the school website. DO NOT CALL THE SCHOOL. Incoming calls interfere with the efficient communication with the school districts and bus companies.

#### **Delayed Openings**

Delayed openings will be announced on WALK, Channel 12 News, the school's website and through One Call. Riverhead School District determines the time St. Isidore School starts. Each district may vary. If your bus arrives after St. Isidore opens, because your district opened later, the students are not marked late.

#### **Full Day Closures**

Full day closures are announced on WALK, Channel 12 News, the school's website and through One Call. If your school district closes, your child/children will not have transportation to St. Isidore School even if the Riverhead School District is open.

### **COMMUNICATION TO PARENTS FROM OFFICE**

Weekly notices will be posted on the website under Monday Message/A Message from the Principal.. Please read the communications carefully. There are times when notices will require a reply. Your promptness in meeting all deadlines is important and will be appreciated. *If you need a paper copy of the Monday Message, please send in a note and one will be sent home with your youngest child.*

### **COMPUTER USE/OTHER TECHNOLOGIES POLICY**

St. Isidore has established a technology network with access to the internet for its students. This network has been established for limited educational purposes only. This policy applies to the following:

\* There is **NO RIGHT TO PRIVACY** when using the school's technology resources. Administration, faculty, and other authorized persons have the right to review any and all material saved, transmitted, accessed or momentarily in use by the student in accord with the policy set by the school's administration. The school's

right to review is extended to any use by the student's parents/guardian of the school's computer resources in accord with the school's policy for review of student records and/or work.

\* There is **NO ABSOLUTE RIGHT TO FREEDOM OF SPEECH** when using the school's technology resources, which is viewed by the administration as a limited educational forum, and student behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

\* All access to the school's technology resources will be permitted only under the supervision of a member of the school staff.

\* The student agrees that all information transmitted through the use of the school's technology resources (e-mail, web page, or other internet posting) will be sent and received only under the direct, immediate supervision of a member of the school's staff and with the explicit permission of that staff member.

\* The student agrees to stop using any and all of the school's technology resources whenever requested to do so by a member of staff or other authorized person.

\* The student agrees never to transmit via the school's technology resources or personal technology resources the personal information of himself or herself as well as that of another person.

\* The student agrees never to arrange for a meeting with any person at any time using the technology resources.

\* The student agrees to notify a staff member immediately if he or she is asked for personal information, views inappropriate materials, or in other ways feels violated, harassed, uncomfortable, or accosted through the school's technology resources.

\* The student agrees never to access, transmit or retransmit material which promotes violence or advocates destruction of property, including, but not limited to, access to information concerning the manufacture of destructive devices, such as explosives, fireworks, smoke bombs, incendiary devices and the like.

\* The student agrees never to access, transmit, or retransmit any information containing sexually oriented material, which means any pictures or writing that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or nude human forms.

\* The student agrees never to use the school's technology resources for commercial purposes. The student will never buy or sell anything using the school's technology resources.

\* The school's system will never be used for political lobbying, although it may be used to communicate with elected representatives to express opinions on political issues.

\* The student agrees never to tamper with any software/hardware that guard the school's network from unmanaged internet use. The student agrees never to tamper with any security system that protects the school's technology resources.

\* The student agrees to use the software/hardware permitted by the staff for express educational purposes. The student agrees never to use the school's technology resources to gain unauthorized access to another technology network (hacking).

\* The student agrees never to transmit (download/upload) any computer file, application, or other computer resource to and from the school's network. This includes the unauthorized installation of software from a CD-Rom, flash drive or other media.

\* The student agrees never to use inappropriate, obscene, profane, rude, inflammatory, threatening or disrespectful language. The student agrees never to post false information or engage in personal, prejudicial or discriminatory attacks. Student behavior is expected to conform to values consistent with the Catholic faith.

\* The student agrees never to harass another person by use of technology resources. Harassment is defined as any action that distresses or annoys another person. The student agrees to stop immediately any and all behavior that is construed by another as unwelcome.

\* The student agrees never to use any of the school's technology resources to plagiarize. Plagiarism is defined as taking the idea or writing of another and presenting them as one's own.

\* The student agrees to respect the right of intellectual property of other people and to respect all copyright laws. The student agrees that if they are unsure whether copyright law is being respected, he/she will bring this question immediately to the attention of the staff.

\* The student agrees never to participate in illegal activity using the technology resources. The school will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the school's resources.

\* The school will not be held responsible for the actions of a student who is in violation of any terms of this policy. This responsibility is extended to, but not limited to loss of data or interruptions of service the accuracy or quality of information obtained through the school's system or any financial obligations arising through the unauthorized use of the school's technology resource.

\* The school reserves the right to establish rules and regulations regarding the use of the school's technology resources, and behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

\* A student found in violation of this policy will be subject to discipline including, but not limited to, temporary removal from the school's system, permanent removal from the system or other appropriate disciplinary action in accord with the rules and regulations of the school, including suspension or expulsion and/or legal action.

### **DISCIPLINE POLICY**

This policy has been adopted to provide faith oriented guidance in the pursuit of academic excellence, high moral character, self discipline, respect for the dignity and rights of all persons, positive self worth and concern for the community and common good.

The following range of penalties may be imposed for violations of the student discipline code:

- |                                |                         |                                      |
|--------------------------------|-------------------------|--------------------------------------|
| 1. Verbal warning              | 2. Write-up to office   | 3. Written warning signed by parents |
| 4. Parent/Teacher conference   | 5. Detention            | 6. Counseling (may be recommended)   |
| 7. Suspension from activities. | 8. In-school suspension | 9. Suspension 10. Expulsion          |

### **Offenses**

Failure to wear uniform	Failure to wear gym uniform	Excessive talking anywhere
Rudeness, bad manners	Failure to hand in assignments	Lack of homework
Playing sports without a pass	Passing notes	Throwing anything inside building
Chewing gum	Failure to remove a hat	Destroying school property
Outside technology brought into classrooms		Breaking recess rules
Breaking computer rules		

Other minor infractions or disruptions noted by the teacher, parent or Principal.

### **An in-school suspension or home suspension will be decided by the principal for the following offenses:**

Fighting (physical)  
Lighting matches in school  
Using inappropriate language, body language or gestures  
Possessing firecrackers, stink bombs or laser pointers  
Deliberately destroying school property  
Extreme lack of cooperation  
Possessing alcohol, drugs or harmful objects  
Sexual harassment in any form  
Racial harassment in any form  
Bullying of any type  
Stealing  
Inappropriate use of computers  
Any other issues deemed serious enough by the Principal and Pastor  
*Parents will be notified immediately when a suspension is given. Only the Principal shall issue suspension.*

### **DISMISSAL**

Students are dismissed at 2:17pm. Parents are to wait near the front door and may pick up their children by the school entrance. We ask for the safety of our children that parents not occupy the corridor or the top of the stairs outside the office. If your child is being picked up, a note is required in the office that morning. If your child will be picked up throughout the school year, one note is required for our records.

### **EMERGENCY CONTACTS**

Each parent/guardian shall provide the school with telephone numbers where they may be contacted in the event of unforeseen events or emergencies. The school requires that the parent provide the name(s), address(es) and telephone number(s) of individuals who could act in the parent's absence should an unexpected event occur and the parents cannot be contacted.

### **FACTS SYSTEM**

You must enroll in the FACTS Tuition Payment System each year (unless you pay cash in full during the summer prior to school opening). This system must also be used to apply for Tomorrow's Hope Foundation tuition assistance each year.

The FACTS enrollment fee depends on the number of payments you decide upon in the payment plan:  
1 payment--\$0; 2 payments--\$10; 3 or more payments up to 10 payments--\$40.

If you choose to receive an invoice from FACTS, you pay the invoice directly to FACTS. There is a \$25 late fee if you are invoiced 3 times and have not paid your tuition that will be added to your tuition payment. Again, this payment is sent to FACTS.

If you choose to have an automatic withdrawal from a bank account or use a credit card, the returned payment fee is \$30 and must be paid in addition to the tuition fee. If you use a credit card to pay your tuition, there is a 2.85% service fee assessed when making your payment toward the school tuition balance.

Questions should be directed to FACTS account manager Zachary Lovell at 866-412-4637, ext. 27140.

### **FIELD TRIPS**

In order to participate in any field trip sponsored by St. Isidore School, the student must present a consent form, signed by his/her parent on or before the date established by the teacher and Principal. No verbal permission will be accepted or any other handwritten note. Field trips are meant to enhance a child's education. If the child does not attend the trip with the class it will be an illegal absence. If school behavior is consistently inappropriate, the student will not be permitted to participate. This decision will be based on write-ups, detentions and consultation with the teacher. The Principal will make the final decision.

### **PARENTS ARE INVITED TO CHAPERONE A GROUP ONLY IF THEY ATTENDED VIRTUS TRAINING, HAVE A VOLUNTEER CODE OF CONDUCT AND BACKGROUND SCREENING CONSENT FORM ON FILE.**

The trip is for educational purposes for the parent and child. Parents supervise all children. The parents pay for admission and bus. Parents wishing to go on a trip need to make this known to the teacher. Siblings are not permitted on field trips. Students are expected to follow the same rules and regulations that they would if they were in the school building. A field trip is a privilege, not a right.

### **FIRE DRILLS**

Fire Drills ensure the safety of the St. Isidore school community in the event of an emergency. They are held during school hours. Students must remain silent during the drills in order to hear instructions. Each class is instructed regarding the drill procedures.

### **GROOMING**

All hairstyles must be neat and clean. Hair for boys cannot be past the collar. No tails, high shaved sides, sculptured words, designs or shaved heads. No coloring, tinting or dyeing, no bleached tips, glazing, frosting, highlights or any change of hair color. If hair is in student's eyes, it must be trimmed.

The following are never permitted: nail polish, make-up, excessive jewelry, large pins or bows, half shirts, belly blouses, clogs, sandals, dangling earrings, short skirts, t-shirts with offensive sayings or symbols, ripped jeans, oversized pants, shirts or shorts, dirty sneakers, bare midriffs, tank tops, no thick rope chains or bracelets, backless.open-toed shoes. No one is permitted to have any body piercing. Boys are not permitted to wear earrings; girls may have earrings.

### **HEALTH INFORMATION/MEDICATIONS/NURSE**

The New York State Education Law requires medical exams of each school child in the second, fourth, seventh and tenth grades. Students entering the school for the first time (new students, Kindergarteners and Pre-K) are all required to have a physical on file.

\*Students who become ill during the day should report to the nurse's office. The student's parents will be

notified if any student becomes ill during the school day, and if deemed appropriate, will be asked to pick up the student. The parent is to make this a priority and come at once. A child will not be allowed to go home without adult supervision. If a child has a fever they must be 24 hours fever free without tylenol or motrin to return and if they are sent home vomiting or with a fever they have to stay home the next day.

\*Please make sure you notify the school of any change in your work, home or cell phone. Please make sure your emergency contacts and numbers are always up to date. If your child tells you he/she is sick before going to school, please screen them carefully. Do not send your child to school if ill.

### **Medication for Students**

At times it may be necessary for your child to take medication during the school hours. The nurse will cooperate with the family physician and parent. The following requirements must be met:

- The school nurse must have a written request from the physician in which he/she indicates the frequency and dosage of the prescribed medication and the condition being treated.
- A written request from the parent to administer the medication as specified.
- The medication has to be delivered to the school by the parent in the original prescription bottle.
- The medication must be kept in the nurse's office under lock and key.
- Do not give any medication to your child to hold. (It will be considered a "drug".)

The school nurse and the administration are not required to administer medication. It is up to the administration to see if the giving of the medication is possible. If the school nurse is not available, another nurse from the Riverhead CSD will be contacted. If no one is available, it will be up to the principal if she wishes, to administer it.

### **HOMEWORK**

Homework is given daily and may be given on weekends in grades 1 to 8. The allotted time for written homework per grade is: Kindergarten - 15 minutes, Primary (1, 2, 3) - 30 minutes, Intermediate (4,5) - 60 minutes and Junior High (6,7,8) - 90 minutes. This does not include time necessary for study and/or reading. Long-term assignments may be given over a weekend or vacation.

Homework is considered part of the student's grade. A child receives disciplinary write-up if he/she fails to do any part of his/her homework. All homework missed will be done at recess. A planner will be provided for children in grades 2 through 8. Please check your child's planner nightly.

### **K-8 MORNING PRAYER**

Students assemble in the school before the start of school. They are supervised beginning at 7:40am. No student should be in the yard or classroom before this time. St. Isidore cannot be held responsible. We assemble for prayer as a school community at 8:00am. Any student arriving after 8:10am will be considered tardy. At that time a parent/guardian **must sign them in.**

### **KINDERGARTEN DRESS**

Neat play clothes should be worn daily except on gym day when gym clothes are to be worn. Please do not let the students wear flip flops, sandals or open-toed shoes of any kind.

### **LOCK DOWN/LOCK OUT PROCEDURE**

Due to increased threats students are taught how to respond in case of intruders in the school or around the property. Students will follow complete instructions provided by the teacher. If a lock down or lock out situation should occur, parents may be notified but will not be permitted in or around the school. If an evacuation occurs, students will be moved to the church. Information would be sent via One Call.

### **LUNCH**

Children will bring a lunch to school with them along with a morning snack. No student will be permitted to buy soda from the machines or have soda brought in by a parent unless the Principal has given permission. The soda will be sent home if brought to school without permission. Soda is not to be brought in or purchased for after school unless the student is in the after care program. Bus policy does not allow the students to drink or eat anything on the buses.

**Hot lunch** may be purchased three times each week beginning in October. We need parents on these days to assist in picking up lunch on some days, putting together classroom orders and delivering them to classrooms. Students eat in their classrooms and are expected to talk in moderate tones and remain seated at all times during the lunch period. No one is to be in the corridor. The school observes a peanut free policy. Snacks (chips and ice cream) are sold during the lunch period.

**Forgotten Lunches**

Please leave any forgotten lunches in the School Office. Some type of snack will always be provided if we are informed of the need. Hot lunches are never given to students who forgot lunch. However, if there are extra hot lunches, they may be purchased by students.

**MONEY SENT TO SCHOOL**

Money sent to school for any reason should be placed in an envelope and clearly marked with the student's name, grade and purpose. Please make separate checks for tuition, fundraisers, hot lunch, etc. as they go into separate accounts. All checks are made payable to St. Isidore School.

**NEW YORK STATE MANDATED REPORTING**

In accordance with NYS Law, all teachers, school personnel and volunteers supervising children are mandated reporters. Mandated reporters are required to report suspected child abuse or maltreatment when in their professional capacity, they are presented with reasonable cause to suspect child abuse or maltreatment.

**N.U.T. PASSES**

No Uniform Today (N.U.T.) passes means that dress must be neat and clean. Dress jeans may be worn on that day (no rips or holes). Passes must be signed by the student and turned into the Principal.

**PHYSICAL EDUCATION**

Physical education is a required class in New York State. All students are expected to participate. A child may be excused only if there is a note from a doctor. Students not prepared (dressed appropriately) for class will not be permitted to participate in PE activities. The gym grade is based on preparation, participation and behavior.

**Gym Uniform for All Students**

**Pants or short of maroon sweatshirt material:** Students in grades Kindergarten through 5th: Solid maroon with the St. Isidore logo. Shorts may be worn in September, May, and June. In other months, they may be worn under the sweat pant. Sweats are to be worn from October through May. Students in grades 6-8 are to wear the maroon shorts in September, May, and June. The students wear a navy wind suit jacket and pants over the shorts and tee shirts during the other months.

**Tee Shirt:** any style permitted as long as it has an SIS name on it or it comes from an SIS function.

**Sneakers:** must be visibly tied (or velcro) and snug enough so that the foot cannot slip in or out. No slides.

**POLICIES ON ALCOHOL, DRUGS, HARASSMENT, AND WEAPONS**

**Alcohol/Drugs:** In order for the school to promote a healthy environment for learning and because of the serious threat that illicit drugs and alcohol pose for a person's physical and emotional well-being, the possession or use of illegal substances or being under the influence of such substances, in school, on school grounds or at any school sponsored functions will result in immediate suspension. The proper authorities will be called to help with the problem.

**Weapons:** Any child caught with a weapon in his/her possession or involved in violence will be suspended immediately. This includes firearms, explosives, cutlery, slingshots, pen shooters, predatory action, extortion, negative physical contact between students, negative physical contact with staff, attack/injury regarding staff. Law enforcement may be involved in some cases.

**Harassment:** Harassment means any intimidating or disrespectful action, word or gesture that occurs continually over time. Sexual harassment is illegal and violates state and federal law. Harassment includes:

- Written, such as letters, notes, invitations and drawings of a sexual nature, and computer messages of a sexual nature.
- Verbal such as, offensive words and comments, spoken privately or in front of others (i.e., comments about a person's body, name calling, sexual jokes, using sexual orientation as an insult, sexual suggestions, spreading rumors about a person of a sexual nature.)

- Nonverbal, such as a sexual gesture, writing a person's name along with a sexual remark, facial expressions, suggestive looks, leering, staring, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.

- Physical, such as pats, squeezes, touching, pinching, repeatedly brushing up against another's body, assault and blocking movement.

With this in mind, students are prohibited from engaging in public displays of affection on school property.

#### **Reporting procedure:**

Any student who thinks he or she has been the victim of harassment should report the conduct to a teacher or Principal. All information will be documented. It is vital that students tell the harasser directly to stop, report it immediately, and document the incident(s). It is important that parents be supportive of all disciplinary action taken by the faculty, staff and administration. The disciplinary policy is in effect to help St. Isidore School operate efficiently, safely and productively. It benefits all.

#### **PRE-KINDERGARTEN INFORMATION**

St. Isidore's Pre-K program provides thematic and cooperative learning using a differentiated instructional approach. We create an education that instructs and enriches the development of the whole child; spiritually and physically. Our program allows children to explore their environment and individual expression. Children will be able to make choices, solve problems, work cooperatively and feel successful. In each area of learning children are introduced to new concepts, ideas and are encouraged to explore their boundaries in order to participate in activities that extend their learning. We create early educational experiences that nurture, encourage and foster learning by interacting with students in a loving and attentive fashion. The collaborative effort between teacher and family is established from the onset of the child's first day at St. Isidore's. Our program successfully prepares students for Kindergarten readiness.

- It is necessary that a Pre-K child is potty trained. If a child has an accident a parent may be called.
- Children are dropped off at 9am and picked up at 2:30pm.
- Each parent must sign in and leave a phone number as to where they can be reached.
- If someone other than a parent comes for a child, he/she must show proper ID, a letter from the parent and the child must be able to identify him/her..
- A medical form, emergency form, medication, and allergies forms must be on file in the main office.
- Tuition (see below)

#### **PRINCIPAL AND TEACHER APPOINTMENTS**

We are more than willing to sit with you and give you the time you need if you make an appointment. Please do not be annoyed or angry if you are told, "Please give us available times and we will make an appointment." A meeting will be arranged and confirmed. Parent/Teacher conferences are set up by sending a note directly to the teacher. Please state a reason for the conference and a possible date and time. Conferences are usually held immediately after or before school. No parent will be permitted to see a teacher or disturb any class during school hours for any reason.

#### **PROMOTION/RETENTION POLICY**

The principal and teachers decide on all promotions. Plans for retention are made during a conference with the child's parents at the beginning of the third marking period. Although the principal will always be in consultation with the child's teacher and parents, the responsibility to determine a student's promotion or retention rest with the Principal.

#### **RECESS**

Students and parents should anticipate the weather and dress accordingly. Parents should not expect teachers or administrators to force their children to dress appropriately. Only students who have a note from home concerning illness may remain indoors. These children will be placed on the steps until the teacher returns. Students are expected to obey the supervisors on duty. Misbehavior during class may result in the loss of recess privileges. Students are not permitted behind the convent or in the picnic area. Grades 4-8 are assigned fields on a rotating basis. Students may not leave the yard for any reason and must stay away from the driveways. No contact sports are allowed. Children are encouraged to bring jump ropes, Frisbees, yo-yos, etc., to play with during recess. The school provides yard balls that the children may bring out.

**Recess Rules:**

Parents as well as students need to be aware of the following rules for outside play:

- \* The children are to share the fields and courts in their assigned areas.
- \* Grades K to 4 may use the playground equipment
- \* Only students who are ill, who are being punished, or have special permission may remain inside.
- \* If only one parent shows up for supervising, the children will only be allowed to play on the blacktop.
- \* If a teacher, parent or anyone supervising the children sees a child speaking with a stranger, the adult is obligated to intervene, protect the child and bring the child to the office to report the incident.

**Students are not permitted:**

- |  |  |
|--|--|
| To play on the landing by the library stairs.  | To play in the far corner of the yard.   |
| To be near the dumpster or in the picnic area. | To play anywhere around the pre-k or convent.  |
| Around the teacher's vehicles.                 | To participate in hockey, roller blade or games deemed dangerous by a teacher or parent. |
| To play in the driveways.                      | To play handball.  |
| To leave school property.                      | To play football.  |
| To climb any fences to retrieve balls.         |  |

**Parents are asked to volunteer to help supervise the lunch/recess period.** If we do not have the help we need, the children will be confined to the parking area or indoor recess. If you cannot make it, please try to find a substitute. Parents help supervise from 11:30 AM to 12:15 PM. Parents and teachers will communicate via walkie talkies and have contact with the school office. **Parents must have Virtus Training, a Code of Conduct Release Form on file and a Screening Consent/Disclosure form to supervise all lunch periods.**

**REPORT CARDS/PROGRESS REPORTS**

Report cards are issued three times each school year. Report cards are different for Kindergarten- Grade 2, Grades 3-5 and Grades 6-8. Conferences times are a must for the first report card. For the second report card, either the teacher or parent can request a conference.

Each student will receive a progress report several weeks prior to the issue of report cards. Progress reports may indicate that your child is weak in certain areas or failing, that there has been a marked difference in your child's performance, or that your child has significantly improved. Three will be given out during the school year. These reports are given at a time so as to allow the student to make necessary changes for improvement prior to receiving his/her next report card. Progress reports are to be signed and returned the next day.

**SCHOOL DAY APPOINTMENTS FOR STUDENTS**

Parents are urged to not schedule any appointments during school hours. (Doctor, Dentist, etc.) This causes a disruption in the student's learning process. If you must take your child out of school during school hours, a parent or guardian must provide a note to the school office that morning to be kept on record. Phoned in requests should only be in case of emergency.

**SOCIAL NETWORKING**

Student behavior is expected to conform to values consistent with the Catholic faith, both inside and outside the school setting, relating to the use and participation in social networking. Parents should be monitoring their child's use of technology.

\* Any technology use or use of social networking sites to display any wording or images of any student engaged in any activity which, in the sole discretion of the school administration is inappropriate, crude, vulgar, or a violation of values consistent with the Catholic faith, or is illegal in any respect, will be subject to disciplinary action, including without limitation, suspension, expulsion and/or legal action.

\* Any technology use by any student, in school or at home, includes viewing or distributing any image, wording, messages or materials which are, in the sole discretion of the school administration, obscene, harassing, racist, inflammatory, malicious, fraudulent, or libelous will be subject to disciplinary action including, without limitation, suspension, expulsion and/or legal action.



**ST. ISIDORE SCHOOL FUNDRAISING**

As part of your financial obligation to the school there is the expectation that each family participate in a major fundraising event that helps offset the cost of educating your child. You are responsible for committing to participating on one of the major fundraising committees: **Golf Outing, Annual Auction or Ladies’ Luncheon**. The school benefits most when more people contribute their time and energy into making these events successful. If you choose to opt-out, payment of \$500 is expected. You may choose to have this expense added to your monthly tuition payment by informing Mrs. Fitzgerald, the school’s administrative assistant.

You are also responsible for selling 12 tickets for the school’s **Big Raffle**. The tickets are \$25 each, totaling \$300. If you choose not to sell these tickets, you will be charged \$300. This will be a separate payment and cannot be included in your monthly tuition payments.

**TESTING**

St. Isidore School administers IOWA tests to students in grades 2 through 7 in October. It is a norm-reference test, which measures student achievement. Students in grade 1 are tested via the CogAT test in March, which is a standardized measure of student aptitude. NYS testing which is guided by Common Core assessments are taken in Science, ELA and Math in grades 4 and 6 in April and May. 8th grade students take the Common Core Algebra 1 and Living Environment regents in June.

**TOMORROW’S HOPE FOUNDATION**

Tomorrow’s Hope Foundation provides tuition assistance grants to those who meet the criteria set forth by an independent auditor. Grant applications are available through a link on our website. The time to file an application is between February and April. We will announce when the application is available and when the deadline is for applications to be submitted. **You must re-apply for assistance every year as grants are not carried over from one year to the next.**

**TUITION RATES FOR PRE-KINDERGARTEN (3-AND 4- YEAR OLD CHILDREN)**

2 full days	\$4,360	\$436.00 per month
3 full days	\$5,570	\$557.00 per month
4 full days	\$5,780	\$578.00 per month
5 full days	\$6,000	\$600.00 per month

**TUITION FOR K-GRADE 8**

1 child	\$5,200	\$520 monthly
2 children	\$7,800	\$780 monthly
3 or more children	\$9,250	\$925 monthly

If you do not participate in BINGO, add \$1,000 to the yearly tuition rate.

**Fees**

Registration Fee: \$150 per child (separate check). This fee includes textbook fees and religion materials not covered by the district in which you reside and is required for each student each year.

Technology fee: \$100 per child (separate check). This fee offsets the charges we pay for the cost of the entire technology program used by the school.

*Registration fee, technology fee and first month's tuition are non-refundable.*

Your tuition payment is due on the 1st (or 15th) of the month depending on the date you chose in FACTS. If you do not pay by the date chosen, you will be charged a late fee. (See FACTS above)

We realize that tuition payments can be a financial burden but they must be made on time. Timely tuition payments are necessary in order to meet the school’s operating expenses. As a result, if payment is overdue, the following policies are in effect:

- A student with overdue tuition (more than 30 days) or unpaid fees will not be allowed to participate in any school activities, including but not limited to field trips, extracurricular activities (including CYO and CMSAA), clubs, social events, sports programs, and from receiving a report card until all payments are current. Failure to keep tuition payments current will result in review of the family's status in the school and the account will be subject to legal action. All unpaid accounts will be subject to legal collection.
- 8th grade students will not be allowed to participate in any of the events relating to 8th grade trips and graduation. They will not receive a cap and gown, participate in the graduation ceremony, or receive their diploma until all fees and tuition are paid in full by June 1st. Payments made after June 1st must be made by certified check, money order or cash. All unpaid accounts will be subject to legal collection.
- Pre-K and Kindergarten students will not be able to participate in "graduation" ceremony if tuition and fees are unpaid by June 1st. Payments made after June 1st must be made by certified check, money order or cash. All unpaid accounts will be subject to legal collection.
- Financial obligations cannot be carried over from year to year. Any student whose tuition is outstanding (unless a signed tuition contract is discussed with the principal) will not be readmitted for a subsequent term. All unpaid accounts will be subject to legal collection.
- After June 1st, no personal checks will be accepted. Payments made after June 1st must be made by certified check, money order or cash.

### **Early Withdrawal**

Students who withdraw from the school during a month, even after one day of attendance, will be accountable for paying that month's full tuition rate. **ALL FEES ARE NON-REFUNDABLE.**

### **UNIFORM POLICY**

Uniforms may be purchased from Flynn and O'Hara. The toll free number is 1-800-441-4122 and FAX 215-637-6392 or Website: [www.flynnohara.com](http://www.flynnohara.com)

### **Boys**

- Shirts: Solid white, long or short sleeve dress shirt (tie must be worn).  
 White or maroon turtleneck shirt with SIS logo.  
 Long sleeve maroon and/or white knit shirt with SIS logo-- no tie needed  
 Short sleeved maroon or white knit shirt may be worn in September, May and June
- Sweater: Solid maroon cardigan, v-neck or pullover.
- Tie: Grades 1 to 5 - Khaki and maroon plaid tie.  
 Grades 6 to 8 - Maroon stripe tie. Ties are to be worn with white dress shirts.  
 No tie is needed with turtleneck or knit shirts
- Slacks: Khaki twill, pleated or flannel. **Black belts must be worn.**
- Shorts: Khaki twill dress shorts may be worn in September, May and June
- Socks: Solid black or white must be worn and visible.
- Shoes: Safe and sensible dress shoes in solid black. **Solid** black sneakers may be worn.
- Varsity Sweater: Grades 6 , 7, 8 beginning in October.

**All shirts, knit shirts and gym shirts must be tucked in the pants or shorts.**

## **Girls**

- Blouse: Grades 1 to 5 - Solid white short or long sleeve with pointed or round collar.  
Grades 6 to 8 - Solid white short or long sleeve, oxford style.  
White or maroon Turtleneck Shirt with SIS logo  
Long sleeve white or maroon knit shirt with SIS logo  
Short sleeve maroon or white may be worn in May, June and September.
- Sweater: Grades 1 to 5 - Solid maroon cardigan  
Grades 6 to 8 - Solid maroon v-neck or crew neck pullover. Varsity sweater begins in October
- Slacks: Khaki twill pants may be worn from November to March.
- Shorts: Khaki twill dress shorts may be worn in September, May, and June.
- Socks/Tights: Solid, maroon, or white knee high or ankle socks are permitted.  
Solid white or maroon tights. **Socks must be visible.**
- Jumper: Grades 1 to 5- Khaki and maroon plaid.
- Skirt: Grades 6 to 8 - Khaki and maroon plaid. Skirts must be at least knee length.
- Shoes: Safe and sensible shoes in solid black. Girls are not permitted to wear clogs, chunky or platform shoes, or shoes with heels higher than 2 inches. No sandals, clogs, flip flops or backless shoes may be worn at any time.

**All shirts, blouses, knit shirts and gym shirts must be tucked in the pants, skirt or shorts.**

## **VOLUNTEERS**

Parents may only participate in a school activity (of any kind) if they consent to a background screening, signed a Volunteer Code of Conduct and have taken VIRTUS training. Forms must be on file in office.

### **Room Moms/Dads**

- \*Call or e-mail parents when necessary
- \* Help in driving for local trips
- \* Help with Thanksgiving Feast/Catholic Schools Week/Teacher Appreciation
- \* Help in the fundraising responsibility
- \* Arrange a gift for the teachers at Christmas and the end of the year
- \* Provide a treat for the class on the teacher's birthday
- \* Help with class trips
- \* Arrange for class treats for holidays

Volunteers are needed to assist with picking up some of the hot lunches on Wednesday mornings. On “bagel day”, volunteers are needed to prepare the bagels for distribution to the classrooms.

Recess volunteers are needed on a regular basis. If there is one day you are able to assist from 11:30-12:15, we would really appreciate the help!

## **WEBSITE**

The school’s website address is [www.sisriverhead.com](http://www.sisriverhead.com) and should be checked at least weekly by parents. There is information in several areas of the website that are important.

The main links to the information on the website are contained in the drop-down menus of the headings in the gold bar at the top of the page. Please take time to familiarize yourself with the website.

We are trying to go “green” this year and ask that you [refer to the website for weekly information and the](#)

calendar for upcoming events. You can communicate with staff via email through the website.

The Monday Message and *Partners in Faith* will no longer go home in paper form (unless you request it in writing).

Other important forms may be posted on the website; notification will be made through the Message from the Principal (Monday Message).

### **BINGO**

Participation in running the Bingo program is an option you may choose to lower your yearly tuition by \$1,000. If you choose to opt-out of participating in the Bingo program, you must pay an additional \$1,000 in tuition fees. Again, you may choose to have this amount added to your monthly tuition payment by informing Mrs. Fitzgerald, the school's administrative assistant.

***If you choose to participate in the Bingo program it is NOT voluntary. It is a commitment.***

***All bingo workers must be registered with New York State through St. Isidore Parish. If you have a family member or friend helping you fulfill your bingo commitment, they must be registered. All bingo workers must be VIRTUS trained, have a background check and volunteer code of conduct on file in the school office. If a bingo is missed you owe \$100. You have 2 weeks to make up a missed bingo. After that a bill for \$100 will be sent. 2 missed bingos will result in a bill to pay the entire amount of \$1,000. Attendance is mandatory to fulfill your obligation. It is your responsibility to make note of and to show up on your scheduled dates.***

1. If you are unable to attend your scheduled bingo date, you must contact your Captain to let them know. It is imperative that the Captains know how many workers they will have so that they may make necessary provisions for providing the best possible customer service to the bingo players.
2. If you cannot attend your scheduled bingo, you may switch dates with a person from another team. If you switch, you are still responsible for your bingo date, so please be sure to swap with someone you know will show up. If you do not find someone to switch, you may make up your missed bingo within 2 weeks of the missed date. If it is your first missed bingo, you may also opt to pay the \$100.00 fee. You may pay \$100 only one time. *If an additional bingo is missed after paying \$100 you will be responsible for the entire \$1,000 fee.*
3. If you do not attend a scheduled bingo and do not make an effort to make it up within two weeks, you will be billed \$100 for the first missed date and the full \$1,000 for any subsequently missed dates.

### **Workers' Requirements**

***Starting time for Kitchen workers is 6:00 pm.*** The kitchen should be open as soon as coffee is ready and milk should be brought to each Bingo. Kitchen workers must be willing to help on the floor if needed.

***Starting time for Bingo Workers is 6:15 pm.*** Please be prompt as the majority of the work is done between 6:15 and 7:30 pm. If you show up late, it will be at the discretion of the Captain as to whether you may stay and work. If you arrive too late and are no longer a benefit to the team, you will still be responsible for that Bingo, either by making it up or paying the fee. It is only fair to the other team members as well as the players to be on time. The evening ends at approximately 10:15 pm.

- Upon arrival notify your captain who will sign you in. This is the only proof of your attendance. If you are working for someone else, you must notify the captain who you are working for so it is indicated on the sign in sheet.
- All workers are expected to bring cake, donuts or brownies.
- Please remember that this is a business so dress appropriately with respect for the customers we serve (no inappropriate T shirts, cut off shorts or sweats)

- You do not drink and drive, so please don't arrive for bingo duty if you are less than sober. Weapons do not belong on the school property whether classes are in session not. Leave guns, knives, etc. at home.
- It is a violation of the state bingo code for a parent that is working to supervise their children.
- There is no solicitation for any causes or promotions by anyone at bingo. To do so places us in violation of the state Bingo Control Commission laws and could cost us our license.
- While the kitchen is open, team members must pay for food.

**Remember...All fundraising helps keep our tuition affordable. Please do your part as your presence, attitude and professionalism definitely affects the proceeds.**