



2018-2019 School Year
Parent/ Student Handbook
(Updates Highlighted)

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A. GENERAL INFORMATION

1. STATEMENT OF SCHOOL PHILOSOPHY

The administration and faculty of Saint Philip Neri School hold as Primary, belief in a loving God who is Creator and Father of all, in Jesus, who is our Savior and Brother, and in the Holy Spirit who continues to guide and give life to His people.

We believe that parents have the primary responsibility for the education of their children. The school, Church, and civic community are obliged to support and assist them in this process.

We believe the Catholic School is a model Faith community which teaches Catholic values and provides opportunities to practice a Christian way of living. It is also a learning community, which offers an environment in which students can develop their potential.

We believe that the faculty has a specific responsibility to instill in each student an awareness of the value and rights of each cultural group. We must protect these rights by preparing our students to become aware of their self-worth as well as their responsibility to their fellow man.

2. STATEMENT OF SCHOOL MISSION

Saint Philip Neri School is committed to provide a quality, Catholic education to the students. An emphasis is placed on helping students to “know, value, and live” the School-wide Learning Expectations. The totality of curriculum always attempts to address the needs of the whole child. The staff unites with parents, students and community to provide a strong “Faith Family” in order to ensure that a religious and academic education is achieved.

3. CODE OF CHRISTIAN CONDUCT

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

It shall be an express condition of enrollment that the students and parents/guardians shall conform themselves to 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 any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:
Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

Students and parents/guardians may respectfully express 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.

- Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.
- These expectations for students and parents/guardians include, but are not limited to; all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

4. SCHOOL ORGANIZATION

- **ADMINISTRATIVE**
 - **Pastor** determines the policies of the school according to the needs of the parish, in harmony with the Archdiocesan Directives.
 - The **Principal** directs the educational program and is the ordinary administrator of the school.
 - **Vice Principal** assists the principal in fulfilling his or her responsibilities and is the administrative office, which in the absence of the principal makes decisions necessary to maintain the operation of the school.
- **INSTRUCTIONAL**
 - The **Lay Faculty** are qualified members of California Teachers. They have full authority and comprise an integral and vital part of our school system.
 - The **P.E. Teacher** (when applicable) provides a program of calisthenics and games according to the grade level of the students. He/she determines a **trimester** grade for the report card for each child. (Provision of this personnel is dependent upon finances).
- **NON-INSTRUCTIONAL**
 - The **School Office Manager and Bookkeeper** are responsible to the principal for the efficient operation of the main office. Maintaining current financial records of all school accounts and responsible for payroll and related fiscal matters. Collections and disbursements are an integral part of this job. The bookkeeper is directly responsible to the principal and functions in accordance with established school policies and Archdiocesan directives and procedures.

- The **School Secretary** is responsible for the performance of all secretarial, clerical and receptionist duties related to the principal's office. The maintenance of school records via computer is an additional responsibility.
- The **Hot Lunch Chairperson** coordinates Hot Lunch Program (*see job description).

5. CONSULTATIVE SCHOOL BOARDS AND PARENT ORGANIZATIONS

(In Process)

It is expected that each Catholic elementary school will establish a Parent Teacher Organization and a Consultative School Board. Both groups exist to support the school and are critical to the school's viability, but they have very different functions.

- **Parent Organizations**

The main functions of the Parent Teacher Organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school.

Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws (see Administrative Handbook).

- **Consultative School Boards**

The general responsibilities of the Consultative School Board are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the board's goals and activities.

The membership of the Consultative School Board should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines (see Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a Consultative School Board.

6. STUDENT SCHOOL WIDE LEARNING EXPECTATIONS

St. Philip Neri School Knights Are...

A. Good Catholic Christians Who:

1. Understand catholic faith and morality.
 2. Live the scriptures daily.
 3. Are generous and serve others.
 4. Pray every day.
5. Actively participate with mass/ church
6. Value the dignity of self and others.

B. Academically Prepared Learners Who:

1. Speak, listen and write well.
 2. Apply mathematical skills.
3. Demonstrate use of research and technical skills.
 4. Apply knowledge and skills daily.
5. Make decisions based on critical thinking.
6. Demonstrate problem solving skills.

C. Active community Members Who:

1. Demonstrate responsibility and leadership.
 2. Work cooperatively with others.
3. Participates in service learning opportunities.
 4. Work cooperatively as good citizens.

D. Globally Aware Citizens Who:

1. Know and care about the world around them.
2. Respect diverse cultures, beliefs, and practices.
3. Respond to the needs of the environment.

E. Self-Aware Individuals Who:

1. Are self-confident with others.
 2. Are proud of their heritage.
3. Know and practice good health and hygiene.
4. Demonstrate good sportsmanship.

7. HISTORY OF THE SCHOOL

Saint Philip Neri School opened as a four classroom school staffed by the Sisters of the Holy Cross . In 1954, four more classrooms were added to complete the eighth grade configuration. A kindergarten program was begun in 1993.

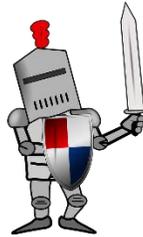
Although the Sisters of the Holy Cross continued to serve at St. Philip Neri until 1984, they relinquished administration of the school in 1974. At this time, the first lay principal was appointed.

Like many of the school in the Archdiocese, St. Philip Neri is a reflection of Los Angeles' shifting demography. Initially both the school and parish served an essentially middle class Caucasian community. Beginning in the early 1970s, this pattern began to change. Today, the majority of St. Philip Neri's population is Latino. There are also a significant number of African Americans in the parish and school community.

8. SCHOOL LOGO , MASCOT and MOTTO



Sir Philip Knight



Motto: *Educating the Whole Child: Mind, Body and Spirit*

9. SCHOOL OFFICE HOURS AND CONTACT INFORMATION

SCHOOL OFFICE HOURS

The school office has established the following hours for you to stop by:

Mondays – Thursdays: 7:30 AM – 3:30 PM

Fridays: 7:30 AM – 12:30 PM

SCHOOL APPOINTMENTS

Parents wishing appointments with the Principal should make arrangements by calling the School Office and scheduling an appointment or leaving a message with Mrs. Blanca Benitez or Mrs. Patricia Garcia. An **email can also be sent to** Mrs. Benitez, Office Assistant at bbenitez@stphilipneri.net or Mrs. Garcia, School Secretary at pgarcia@stphilipneri.net.

Appointments with faculty and staff members should be made directly through the appropriate individual. A message can also be left at the School Office for the teacher to reply back.

Teachers need at least 24 hours notice in order to schedule quality time for an appointment. Please request an appointment by email or written note, please do NOT use voicemail.

Parents may not disturb teachers while class is in session or while teachers are supervising students, especially during morning or afternoon dismissal yard duty.

E-mail addresses: All members of the St. Philip Neri School faculty and staff may be reached via email. Enter the first letter of the first name, the complete last name, followed by @stphilipneri.net (ex: rsmith@stphilipneri.net). Please note that all faculty and staff are directed to provide an acknowledgement of receipt to any emailed communication within 24 hours and a detailed response within 48 hours.

10. SCHOOL SCHEDULE

7:50 a.m.....	Opening
8:00a.m.	Assembly and Roll Call
9:15-9:30a.m.	TK Recess
10:10-10:25a.m.....	(K-8) Recess
12:00 p.m.....	1 st Lunch/1 st Recess
12:25 p.m.....	2 nd Lunch/2 nd Recess
12:50 p.m.....	Bell – Class
2:45 p.m.....	Dismissal

- **LUNCH HOUR**

All students eat in the Hall. **NO LUNCHEs** are to be brought to school during school time. Fast food lunches are not allowed unless it is an emergency. Students can bring lunch from home or order the school lunch only. Lunch orders are due the Thursday morning before the week the student is planning to have hot lunch. If you pay Thursday afternoon and/or later your child(ren) may receive HOT Lunch only if there are extras. If no extras are available then the child(ren) will receive a peanut butter & jelly sandwich for a fee of \$5. Children will practice proper eating manners during this period.

- **SNACKS/LUNCHEs**

Every child is to bring his/her own lunch each full day of school. Lunches and snacks that are nourishing give energy, which enables the child to feel good, be alert, and think properly. A reminder – too many sweets or “junk food” have no place in a proper diet for a growing child. Snacks are available for purchase Monday – Friday for \$1 (2 items).

- **PLAYGROUND SUPERVISION**

Teachers take care of students during recess and the lunch hour. Middle School students are given specific directives and serve as aides for grades one through three.

- **HOT LUNCH PROGRAM**

Hot lunch is provided five (5) days a week, Monday through Friday. Monthly menus are issued the 1st of each month. Weekly menu orders are to be returned on Thursday morning,

unless otherwise stated on menu. **EACH STUDENT** must return his/her own menu. Payment may be made with oldest student in family. Orders and payment **MUST** follow scheduled days and times. Orders after 8:00 a.m., on Thursdays will be accepted at an additional fee. If a student is absent, there is no refund. If student(s) are absent, no credit or refund will be given later to the family.

- **MILK PROGRAM**

The government milk program is in our school. This program allows a child to purchase milk at a reduced price. Money is collected on a yearly, semester, or quarterly basis, payable two days before the first of each quarter. Please send the money in a labeled envelope.

- **GOVERNMENT PROGRAMS**

This school currently participates in the following government programs:

1. Title I provides a teaching specialist in reading for students who meet the requirements of the program for assistance. Title I funding from Lynwood/Compton Unified School Districts have been subcontracted to Catapult. Saint Philip Neri School applies for all government programs and funding currently offered and available.
2. In addition to the Title I program, the administration has signed for certification of participation option to receive any program benefits in Title V, Part A; Title II, Part A; Title II, Part D; Title IV, Part A.
3. Drug Prevention: School/Lynwood Unified School District State/Federal Programs; Red Ribbon Week

- **FIRE / EARTHQUAKE DRILLS**

Fire and earthquake procedures drilled on monthly
 Lock down/Evacuation drills on regular basis
 Fire Department visits students; inspects school twice a year
 Every child is obligated in bringing in an Emergency Kit

11. ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"

Under the "Zero Tolerance Policy" of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with **a minor under the age of 18:**

- **May not have any paid or volunteer assignment in any "ministry" in the Archdiocese, and**
- **May not volunteer in any "non-ministerial" activity or event where he/she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

- **SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH**

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

Good-Touch/Bad-Touch® is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support children in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

VIRTUS® Teaching Touching Safety is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents,

teachers, catechists and youth ministers give children and young people the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. During the 2007-2008 year, training is expected to reach most of the children in the Archdiocese of Los Angeles. Questions concerning this program can be forwarded to Sister Mary Elizabeth Galt, B.V.M., Chancellor, and Coordinator of Children's Programs at 213 637 7460.

a. **GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES AND EVENTS**

Revised August 20, 2007

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.**

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.

- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

b. BOUNDARY GUIDELINES FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH

Revised August 20, 2007

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify that they understand their obligations.

- **Code of Conduct for Student Workers/Volunteers**

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.

As a student volunteer I will:

- Respect the adults and supervisors with whom I interact.
- Safeguard at all times children or other youth entrusted to my care.
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity.
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth.
- Avoid situations where I am alone with a child/youth.
- Use positive reinforcement rather than criticism or comparison when working with children/youth.
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location.
- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening, I will not encourage it. I will make my administrator aware of it so that the supervisor can resolve the matter, including reassigning me to other activities.
- Maintain appropriate physical and emotional boundaries with the children/youth.
- Dress appropriately and not wear any clothing with offensive messages or pictures.

12. PARENT/STUDENT COMPLAINT REVIEW PROCESS

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good

faith. Legal representation is not permitted during the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

School Level

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.

If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).

For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.

After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

Department of Catholic Schools Level

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.

However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

B. ADMISSION AND ATTENDANCE

12. GUIDELINES FOR ADMISSION

- Preferences shall be given to active members of the parish.
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is thirty-five (35).
- The recommended age for kindergarten students is five (5) years of age on or before September 1, unless waived by the principal.
- The recommended age for first grade students is six (6) years of age on or before September 1, unless waived by the principal.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to serve the educational needs of all students.

- The pastor and principal will review a students' continued eligibility for enrollment in the parish school.

13. REGISTRATION AND ADMISSION POLICY

Procedures of registration and admission are followed for each prospective student:

- ❑ Parent or Guardian complete registration form and submit immunization forms, Baptismal certificate and previous school report cards.
- ❑ A placement test is administered to the student.
- ❑ A principal, parent and student interview is scheduled.
- ❑ Having fulfilled the above requirements, the student's admission is dependent on the following:
 - Availability of space in the grade.
 - Catholic religion student.
 - Commitment of parent and student to the school's philosophy and terms of the contract.

Acceptance on a waiting list is provided in instances of lack of space in the grade.

Non-Acceptance is policy in the following:

- ❑ Student requiring special needs or assistance not available from the school personnel or environment.
- ❑ Parent or student in conflict with the school's philosophy or terms of the contract.

14. NON-DISCRIMINATION POLICY

St. Philip Neri Catholic School
NONDISCRIMINATION POLICY
2018-2019

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, national origin, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, medical condition, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single-sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

15. INCLUSION PROCEDURES

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow “Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)”. Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student’s teacher and principal to determine how best to meet the students needs. Parents or guardians may request the “Disability Discrimination Complaint Review Process” from the principal to address unresolved issues.

16. NON-TRADITIONAL FAMILY

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal’s office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

17. ATTENDANCE: SCHEDULE, ABSENCE, TARDINESS & TRUANCY

DAILY SCHEDULE AND PROCEDURES

- The campus opens by 7:30 a.m., so there is no supervision on the play yard before this time unless students are enrolled or drop in at Morning Daycare near the Front Office between 7:00 a.m. – 7:30 a.m.
- The first morning bell rings at 7:48 AM as a 2 minute warning bell. Classrooms open by 7:50 a.m. for opening routines. All students must be in the classroom by 8:00 a.m.
- The School Morning Assembly begins promptly at 8:00 a.m. Children, faculty and parents have the opportunity to start the day by praying together daily.
- The school day officially ends at 2:45 p.m. (Monday – Thursdays) and 12 noon (Fridays).
- There is **no playing (including running)** in the hallways/breezeways, play structures, courtyard, or blacktop before school or at dismissal time.
- Children must not be on the school grounds outside of regular school hours, unless they are involved in a school sponsored activity, are participating in the Daycare Program or After School Clubs.

School Hours: Monday-Thursday

7:50 a.m. – School Opening
 8:00 a.m. - Assembly and Role of Attendance
 10:10 – 10:25 a.m. – Recess
 12:00 – 12:50 – Lunch / Recess
 2:45 p.m. – Dismissal

School Hours: Fridays

7:50 a.m. – School Opening
 8:00 a.m. - Assembly and Role of Attendance
 10:10 – 10:25 a.m. – Recess
 12:00 p.m. – Dismissal

❖ Minimum Days

At certain times during the school year, the Department of Catholic Schools authorizes minimum school days. Minimum days are given during the week of Parent-Teacher Conferences, which occur at the end of the first report card trimester. They are also given on the day before major holidays, during the first week of school as well as on the last days of the school year. On certain days during the school year, the Department of Catholic Schools also grants minimum days to provide for teacher in-service. Parents are reminded of minimum days through the weekly bulletin, the monthly calendar and the official school calendar.

❖ Arrival and Dismissal

- Students and siblings of students may not stay on the property after school unless they are involved in a supervised activity with an adult.
- Students arriving on campus before 7:30 a.m. must be dropped off in Morning Daycare located in the Front Office (at the Stoneacre Ave. entrance). This is part of the Daycare program at no additional cost if students are registered in the Daycare program. If the student is not enrolled in the Daycare Program, then a drop-in fee of \$5 will be assessed for that day.
- In the event that the child(ren) are not picked up at dismissal time, the child(ren) will be sent to Daycare by 3:15 (Monday – Thursday) and 12:15 (Fridays).
- If students are enrolled in an After School Program, parents must pick up and sign out their child(ren) by 4 pm with the club coordinator (parent and/or teacher), otherwise the child will be sent to Daycare. The parents will be charged a drop – in fee of \$5 for first 30 minutes and \$10 after 30 minutes.
- Students who will be walking to and from school and home must provide a permission letter signed by a custodial parent or guardian and submit to the School Office. Please request a form from the School Office. Students MUST leave the property at dismissal time (Mondays – Thursdays 2:45 – 3pm; Fridays 12noon – 12:15 pm) and sign out with Ms. Garcia in the School Office before walking home that day. Students lingering on campus will be checked in to daycare for a drop in fee of \$10.

ATTENDANCE

It is of grave importance that your child be **REGULAR AND PUNCTUAL** in attendance. All students should be in the classrooms at 7:50 a.m and no later than 8:00 a.m.

The administration and faculty strongly discourage absence from school for vacation purposes. The student misses valuable teaching time, which no amount of independent study can replace. Absences may affect a child’s grades. The decision to take children out of school is the responsibility of the parents; however, faculty members are not required to give assignments in advance, nor is the school obliged to provide tutoring, make-up work or special testing for such a period of absence.

The primary obligation for student attendance rests with the parents. Excessive absences may prevent a student from being promoted to the next grade level or from graduating. St. Philip Neri follows the Archdiocesan guidelines, which may be reviewed in the ADLA Administration Handbook.

ABSENCE

- Pupil absence must be phoned into the school office between 8:30 a.m. and 9:30 a.m. If a child is absent more than one day, notify the office only on the **FIRST** day.
- **CA STATE LAW** requires that absentee returning to school **MUST** bring a note to the teacher accounting for the absence. This note is to be written by the parent and must be sent even though the office was informed of the child’s absence. A sample form (see below) is sent out to parents at the beginning of the school year. Parents may reproduce this form on their own, write a written note including the same required information, or request an extra copy from their child’s teacher or school office.



Saint Philip Neri Catholic School
Educating the Whole Child: Mind, Body, and Spirit

Absence & Permission to Return to School Note

Date of Return to School: _____

Student’s Name: _____ Grade: _____

I give permission for my child to return to school today. My child was absent on the following days (include month/day/year): _

Parent/Guardian Name: (print full name): _____

Parent Signature: _____ Date _____

- All schoolwork missed due to illness is to be made up within a period of twice the number of days missed. It is the responsibility of the student to approach the teacher to request make-up work.
- Vacations are not excusable absences. This kind of absence may seriously affect a child's learning and grades since the actual teaching time cannot be made up.
- No student will be admitted to school after one week of continuous absence without a note from his physician. Absence for doctor's appointments cannot be listed as "excused absence" unless the child brings a note from the doctor's office.
- If a student is absent for **fifteen days or more** during a trimester, report card grades may be withheld.

TARDINESS

To develop the value of punctuality in our students, St. Philip Neri will adopt a strict policy for tardiness.

- A student is considered "TARDY" if he or she is not in their homeroom by the 8:00 am bell. It is the parents'/guardians' responsibility to see that their child (ren) arrive at school by 7:50 a.m. and no later than 8:00 a.m.
- If the student arrives after the 8:00 a.m. morning bell, they will be required to sign in at the School Front Office and obtain a Tardy Slip for permission to enter class.
- If a child comes to school after 8:00 AM but before 8:30 AM, the child will be marked as *Late/Tardy*. Arriving after 8:30 will be recorded as a *Morning Absence*.
- Notes from the parents are always required when a child is tardy or has a morning absence and a record of this is kept. Alternatively, parents can accompany and sign in their children at the Front Office if a note is not furnished.
- Rainy days are an exception to the 8:00 am arrival/tardy rule. Students will be marked as tardy after 8:15 a.m. and must still sign in at the Front Office.
- Consequences for ongoing tardiness are:
 - Referral to the Principal
 - 4 infractions for tardiness constitutes grounds for Disciplinary Referral (Junior High Policy – See Section E. Disciplinary Procedures)
 - 12 infractions/3 Disciplinary Referrals constitutes grounds for Disciplinary Probation (Junior High Policy – See Section E. Disciplinary Procedures)

EARLY DISMISSAL

- A student may not leave school before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal. Parents must make sure to sign students out at the Front Office (ADLA Administrative Handbook 2016).

- Students dismissed during the school day are to be signed out and picked up from the Front Office. Parents are urged to keep medical and dental appointments during the school day to a minimum.
- Students leaving within 30 minutes of dismissal (after 2:15 p.m.) will be marked as Early Dismissals in the official Attendance Record.
- Students leaving more than 30 minutes before dismissal (before 2:15 p.m.) will be marked as Afternoon Absences in the official Attendance record.

TRUANCY

(ADLA Administrative Handbook 2016)

A student is considered truant when he or she is absent from school **without a valid excuse for three full days** in one school year or **is tardy or absent for more than any 30-minute period during the school day on three occasions** in one school year, or any combination thereof. The school shall report the student to the local public school district's attendance office or its superintendent.

In the event that a school suspects that a student is truant (absent from school without a valid excuse), the school administration should first contact the parents/guardians. If the school suspects that the student is a habitual truant (absent three times in a school year without a valid excuse) and all resources at the school level have been exhausted, the school principal should notify the local Child Welfare and Attendance authorities.

If a student has been reported once as a truant and then is absent again for one or more days without a valid excuse or tardy on one or more days without a valid excuse, the school should again report the student as truant to the local public school district's attendance office or its superintendent.

A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parents/guardians within 24 hours and after repeated attempts, the school should notify the attendance office of the local public school district, the local police department, Child Protective Services, or all of those agencies.

18. COMMUNICATION PROCEDURES

a. PARENT PARTICIPATION

In order for our school to function smoothly and fulfill its objectives, every family is expected to participate in all of the activities planned for the school year. Group parent-teacher meetings are scheduled in September. **Individual parent-teacher conferences are set up in December.** These meetings are **mandatory** because the information regarding your child's and the school's progress is so vital for all concerned. At least one parent **MUST** attend. There will be a **\$25.00**

fee for any family not attending each of these meetings. This applies to **ALL MANDATORY MEETINGS**.

b. NEW FAMILY ORIENTATION & BACK TO SCHOOL NIGHT

An Orientation Meeting is conducted for both new and existing parents at the opening of the school year separately. The school Philosophy, Mission Statement, and School-wide Learning Expectations are discussed along with general information. The Parent Participation Program and financial set-up are described. Each family receives a Handbook for Parents and Students, which outlines policies, school regulations, and basic information. Each faculty member meets with parents of his/her students for grade level orientation.

c. SCHOOL CALENDAR AND BULLETINS

A calendar for the year is given to parents for more detailed schedule of activities. Parent bulletins are sent home every **Wednesday** highlighting school news, important notices, and upcoming events. These also serve as an extension to the parent/student manual.

d. PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are mandatory in the first trimester in conjunction with the distribution of student report cards. Parents may contact the classroom teacher to arrange time for needed conferences. Other means used to communicate the level of student achievement are trimester Progress Reports, phone calls, teacher notes, school forms and student papers.

e. HIGH SCHOOL MEETINGS

High School representatives present orientation to their schools prior to placement testing at a scheduled evening meeting. All high school information is provided by the school to parents through consistent written correspondence. Frequent Parent-Teacher conferences are scheduled to counsel and guide parents regarding high school options/upon parental request.

f. BULLETINS

Bulletins will be sent home in a returnable bulletin envelope with the oldest child in your family every **Wednesday**. The information in these bulletins is very important. Please post the bulletin at home so that reference can be made to it frequently. **The bulletin envelope is to be signed and returned the following day.** A \$5.00 replacement fee will be charged each time a new envelope must be issued. If you have questions concerning the information in the bulletin envelope please call the school office. Please do not hold up the envelope.

g. MESSAGES TO STUDENTS

In case of emergencies, please leave messages for students in the school office. Classroom instruction is not to be interrupted.

h. CONFERENCES

Parents who would like a conference with either the teacher or Principal should send a note requesting a date and time or call the office to have an appointment scheduled.

i. TELEPHONE USE

The office telephone is for the use of the principal and staff. The phone is to be used by the students **only in cases of emergency**. Students must have office permission to use the telephone. If parent wishes to have their child carry cell phone, the phone must be off

during school hours and must be kept inside the child's backpack. If a student is in possession of a cell phone it will be taken away and suspension may occur. The principal will decide when to return the phone back to the parents. The school is NOT RESPONSIBLE FOR LOST OR DAMAGED CELL PHONES!

j. EMERGENCY CARD

Each family is to have an Emergency Card completed and up-to date on file in the school office. In the event of sickness or injury the parents or another person indicated from information provided by this card will be called. Students will be released to persons **authorized by this card ONLY.**

If a student has been injured at school they should report this injury the same day to the teacher or Principal. Accident Insurance forms for injuries received at school will be given upon request.

Please report any change in address, phone number, or information on Emergency Disaster Card PROMPTLY. It is important that we are able to reach you, especially in an emergency.

k. LOST AND FOUND

The school assumes no responsibility for lost articles. As for sweaters, jackets, and lunch pails, which are articles **WELL MARKED** with the child's name and grade, you or your child can be contacted and the article will be returned to its proper owner. All unmarked articles must be claimed by a parent at the office.

l. TEXTBOOKS

All texts are to be properly cared for. Books are to be covered at all times. The only writing on the cover is to be the child's name, grade, school and the subject of the book. All books are to have student's number labeled on book. Each is responsible for his numbered text. Students will be held financially responsible for marred or lost texts.

19. ARRIVAL/DISMISSAL PROCEDURES

The school day begins at 7:50 a.m. and ends at 2:45 p.m. each day. Supervision in the school yard ends at 3:00 p.m. No children may stay on the school grounds after 3:00 p.m. unless they are under special supervision. School is not responsible for students after 3:00 p.m. Students should walk directly home or be picked up immediately. The streets are public property over which we have no control. Procedure is for the protection of your children. Please, use Olanda Street only for arrival between 7:30 a.m.– 8:00 a.m. Stoneacre Ave. should be used for Morning Daycare (7:00 a.m. – 7:30 a.m.) or after 8:00 a.m. **If students are not picked up on regular dismissal time they will be sent to Day Care and you will be billed.**

20. SECURITY PROCEDURES

- **Protect Procedure:** All students will need to be protected and secure themselves to nearest classroom or building for their protection.
- **Defend Procedure:** All staff needs to lock doors and defend their students by having them drop to the floor and wait for next instructions.

- **Earthquake: All staff and students meet in their designated area on the playground. Teachers have emergency cans and follow earthquake evacuation drill. It is essential that your child has an Emergency Kit in class by the first week of school.**

21. PARENT/GUARDIAN RIGHT OF VISITATION

Parents/Guardians have the right to observe their child's classroom at any time but, they will have to sign in to our visitor book first before they enter the classroom.

22. EXTENDED SCHOOL DAY PROGRAM

- The program is consistent with the school's philosophy and mission;
- The principal is the administrator responsible for the managerial aspects of the program, including financial management, and the recruitment, employment and, if required, termination of supervising personnel.
- Archdiocesan student insurance covers students during the time of the program.
- The school requires an extended school day agreement with participating parents.
- Fees charged to parents must be adequate to cover the total cost of the extended St. Philip Neri program.
- Programs under the auspices of elementary schools may only serve those students presently enrolled in the formal school program.
- The library is a clean, safe, well maintained, and provides a pleasant, child-centered environment. The facility has access to a telephone.
- Extended school day staff must be at least eighteen years of age, and have undergone a tuberculosis check and must comply with the Safe Environment Policy and Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events. It is recommended that they have formal training in child development, recreation, or education, possess prior experience working with school-age children, and are familiar with age-appropriate behaviors and abilities of children.
- Staff shall supervise children appropriately at all times, and a written job description detailing work duties shall be given to all staff members. It is recommended that there be no more than 14 children per one adult staff member. It is also recommended that two staff employees be available at all times in the event of an emergency. At no time should a child be left unattended.
- Staff members shall be in serviced regarding signs of child abuse and neglect, and appropriate reporting procedures. Workers shall be given opportunities to attend workshops in child development, and individual staff members shall meet on a regular basis with supervisory personnel for on-going support and feedback.
- Staff members shall carefully maintain appropriate records regarding family information, emergency contact, arrivals, and departures.

23. WORK PERMITS

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: www.cde.ca.gov.

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit". The minor, the employer and the parent/guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent/guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority". If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work". The "work permit issuing authority" is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit. A copy of the signed work permit must be kept in the student's file.

24. PRIVACY AND ACCESS TO RECORDS

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents/guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

- **Pupil Records**

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

- **Directory Information**

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

- **Verbal/Written Confidences**

Confidential information may be provided by students or parents/guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

25. TRANSFER OF RECORDS

- **Student Transfers and Graduation**

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former school upon a request from the school where the pupil intends to enroll. The original Cumulative Student Report will remain at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents/guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, or the return of loaned property, in accordance with school policy. **Official transcripts are not given to students or parents.**

26. ILLNESS & ACCIDENT PROCEDURES

Each student will have a Health Card on file. Pupils who have been absent from school because of a reportable communicable disease must have a permit by the Public Health Department, a physician, or nurse, before they are re-admitted to school. The Principal may re-admit a pupil absent because of non-reportable communicable diseases such as chickenpox, German measles, and influenza.

Students entering Kindergarten or First Grade must have a complete (immunization record) physical examination before being admitted to class. The results of this exam are to be reported on forms obtainable from the school office. Students entering 7th grade must receive two MMR vaccine doses and three Hepatitis B doses, as required by the California Health and Safety Administration.

27. HEALTH SCREENING (Annual)

a. Height and Weight Measurement: Is done annually and put in their CUMMULATIVE records.

28. STUDENT INSURANCE

The student insurance program is provided for all full time students in Archdiocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs.

C. ACADEMICS AND CO-CURRICULAR ACTIVITIES

29. CURRICULUM OFFERINGS

- All core subjects are followed and taught with the alignment of the Archdiocesan standards and California standards.
- Religion is taught with the alignment of the Archdiocesan standards
- Electives are offered applying California Common Core State Standards and to help provide a well-rounded curriculum:
 - TK – 4th: P.E. and Art
 - Jr. High (5th – 8th Grade):
 - Life and Study Skills
 - STEM
 - Art / Music
 - P.E. / Health

30. RELIGION PROGRAMS/ATHLETICS & EXPECTATIONS

Each class attends 8:00 a.m. Mass one day each week. School wide masses occur to celebrate the First Friday of each month. Further information about religious activities will be given in the School Bulletin. All families are invited to participate. All students must participate in these exercises.

• 2nd Sunday School Mass (9:45 am) – Required

As the mission and philosophy of our school is to model being a Faith community which teaches Catholic values and provides opportunities to practice a Christian way of living in the Catholic tradition, the staff unites with parents, students and community to provide a strong “Faith Family” in order to ensure that a religious and academic education is achieved. It is an expectation and requirement that students and families participate and attend mass as a community at least once a month on the 2nd Sunday of each month at 9:45

am. Student attendance will be tracked with the use of individualized Mass Faith Formation Cards which are to be given to a teacher and deposited in a container at the end of each mass. It is the responsibility of each student to bring, retain and submit their own card at the end of mass. The religion grade will be affected as attendance and submission of each card will count as an assignment grade of 10 points. Submission of names without the use of the official school card will be given only 5 points. There will be a \$5 replacement fee for each Mass Card furnished. Monthly and Trimester Perfect Attendance awards will include attendance at the 2nd Sunday School Mass.

- **ALTAR SERVERS**

The Altar Servers provide a service to the Church by serving at the altar on weekdays, Sundays, and special Liturgies. They should strive to be an example through their good effort and conduct and show themselves cooperative and zealous in their duties.

This program also develops a vocational awareness to which these students might not otherwise be exposed. It develops a sense of Christian service. It allows for interaction with the parish priests and allows for a better understanding of the ways of the Church.

- **MIDDLE SCHOOL YARD SERVICE/COMMUNITY HELPERS**

Yard service leaders are made up of girls and boys in grades six, seven and eight who are interested in supervising the play activity of grades one through three during recess, setting up equipment, lunch clean-up, along with the regular supervisory personnel. They must work closely with the teachers and students to foster good sportsmanship and appropriate play behavior.

This program fosters good sportsmanship along with good inter-personal relationship between staff and students. It also fosters student responsibility and commitment to service.

Eighth graders have to complete 20 hours of service to the community. These hours need to be turned in no later than mid May. General Service Projects enhance decision-making, self-esteem and cooperative interaction.

Student participation in any extracurricular activities is a **“privilege NOT a right”**. A student’s academic, disciplinary, and attendance status may be consideration for inclusion or exclusion from any given activity.

- **MISSION DRIVES**

All students participate in a voluntary manner by contribution to the needy. We hold drives for special occasions. Special programs foster Christian charity and concern for the needy along with social responsibility.

- **VIRTUS PROGRAM**

During November, class for Virtus grade K-8 is scheduled. This program is presented in accordance with N.C.E.A. / Archdiocesan guidelines and directives. Instruction

supplements religion program. Each student must have Parental Permission Notice in his/her cumulative file in order to participate in certain areas of instruction. There also will be a Parents Virtues Program Scheduled if parents are interested.

- **SPORTS:**

St. Philip Neri works closely with the City of Lynwood and Catholic Youth Program. Coaches and at least one teacher are involved in the coaching and supervising of St. Philip Neri sports. There is an additional fee and extra fundraising to help the program successfully continue.

31. GRADUATION REQUIREMENTS

All eighth grades will have to maintain an grade point average of a 2.0-2.5 and complete 20 Christian hours in order to graduate or participate in any graduation activities.

32. ACADEMIC PROBATION/RETENTION/TRANSFER

ACADEMIC PROBATION

When a student's academic performance is not in accord with his/her ability, the following steps will take place:

1. The Teacher will confer with the student. Parents will receive a notification in the mail that the conference has taken place.
2. If the student's lack of academic performance continues, a Parent-Teacher Conference may be called. A student may be referred for a STEP meeting.
3. If the lack of academic performance persists, a conference will be called between the parent, the student, the teacher(s) and the principal. A STEP intervention plan will be developed, implemented and monitored to support the student.

Academic Probation means that after the final conference, the student is given a trimester (a report card period) to improve academically. If the lack of academic performance continues, the administration, teacher and parents will meet to discuss necessary interventions. However, if the student's academic standing improves, such improvement will be expected throughout each trimester of the year.

- When moving or transferring out of Saint Philip Neri School, sufficient notification is to be given to the school Secretary and Principal. Proper procedure for making this transfer will then be explained to you. **All payments should be up to date before the transfer process begins.**
- The retention of a student in the same grade for an additional year is guided by the following policy:

1. FIRST TRIMESTER

- a) The principal is informed of the teacher's concern regarding student's performance.

- b) Written progress reports communicate teacher observations of the student’s deficiencies, lack of progress and major improvements needed.
- c) A parent-teacher conference is scheduled to provide formal discussion of the student’s progress and needs. A verbal statement regarding possible retention made to the parents.

2. SECOND TRIMESTER

- a) On-going written and verbal communication of student’s progress is maintained with the parents.
- b) A parent-teacher conference is scheduled to provide a formal written statement of the student’s probationary status for promotion; this statement is signed by the parents and teacher.

3. THIRD TRIMESTER

- a) A principal-teacher-parent conference is scheduled to discuss cause of student’s deficiencies, proposed actions for improvement, and the benefits of retention.
- b) A written statement of the student’s retention for the following year is presented for signature of parental consent.

33. TESTING AND ASSESSMENT (PUT STAR SCHEDULE IN)

Besides the regular testing of each child, standardized testing is administered in grades 1-8 at certain times of the year.

4xs a year	All Grades
January	Grades 5 & 8 ACRE I and II (National Standardized Religion Tests)
January	Grade 8 High School Placement Exams
Title I Testing (Subcontracted to Catapult Education Company)	
Referral Service (utilization of public school service in accordance with PL94-142)	
Entrance Placement Tests	

34. HOMEWORK

The homework assignments are given in all grades every night in which school is in session, unless make-up work or long-range assignments are required. May we remind you, that for long-term projects the weekends are ideal times to work. The time and subject allotment for each grade differs, but is usually according to the following:

Grades K – 1.....	30 minutes
Grades 2 – 6.....	1 hour
Grades 7 –8.....	2 hours

The assignments are geared for the average student, therefore, some students may need more than the average time allotted.

Also, in order to give you a realistic view of your child’s academic progress, teachers will often ask parents to sign and return papers. This will be expected in grades K-8. Review and evaluate

these papers. Discuss them with your child. Then sign and return them to the teacher. This is an important part of our communication.

It is important for parents to check the finished homework before the child is ready for school. Many times parents are surprised at their children's messy work when it is presented to them by the teacher. Perhaps, if this policy is followed, the praise of correction by a parent or teacher will signify to a child that everything he/she does well is worth the trouble. Giving your child the correct answers will not help him/her learn; assisting him/her to find the correct answers will. This is the **ART** of teaching.

35. **GRADING**

• **REPORT CARDS**

Report cards are issued quarterly for Grades 1-8. Kindergarten students receive Progress Reports beginning with the first trimester. Kindergarten students receive report cards in January and June.

Report Cards are given out at the end of each trimester through School Speak. Each parent is responsible for logging in and retrieving their username & password. This process is required for the faculty to email the progress report cards and report cards thru email. Hard copies of official Archdiocese of L.A. Dept. of Catholic Schools Report Cards will also be sent home at the end of each trimester requiring parent signatures. Mandatory Parent/Teacher Conferences are scheduled for the first trimester. Individual conferences with Principal/Teacher are set up through the office.

• **PROGRESS REPORTS**

Progress reports for each student will be sent home at the mid-trimester through SCHOOL SPEAK or hard copies may be sent home to parents.

GRADES TK-K

As recommended by the Archdiocese of Los Angeles, the grading code is as follows:

M = Demonstrates expected development

X = Demonstrates emerging skill

T = Needs more time to develop

No mark = Not expected at this time

GRADES 1-8

As recommended by the Archdiocese of Los Angeles, the grading code is as follows:

A = 97-100%	C+ = 80-84%
A- = 93-96%	C = 75-79%
B+ = 90-92%	C- = 70-74%
B = 87-89%	D = 65-69%
B- = 85-86%	F = 64% & Below

1. An “A” student consistently does more than required; has a wide range of vocabulary at his command; takes an active part in discussions; is prompt, neat, and thorough in all his/her work; has extraordinary ability in handling subject matter under consideration; is almost always accurate with answers; is rarely absent from class.
2. A “B” student demonstrates better than average ability; is careful in complying with assignments; takes an active interest in class; participates frequently; is neat, prompt, and thorough in most work.
3. A “C” student has average mastery of assigned material; does what is required; is reasonably prompt and thorough; is neat and usually accurate; has ability to apply general principles of the course.
4. A “D” student sometimes does what is required; has irregular attendance; is unable to master full content or apply skills; lacks in thoroughness; is tardy with assignments which are often incomplete, messy and very inaccurate.
5. An “F” student does less than is required; is inattentive in class; is incapable or unwilling to master assigned tasks; seldom applies anything outside the lesson; is always tardy with work; retains only fragments of the principles of the course.

BEHAVIOR, WORK HABITS/EFFORT, AND ELECTIVE GRADES

O = Outstanding

G = Good

S = Satisfactory

NI = Needs Improvement

ACADEMIC DISHONESTY SUBJECT TO SUSPENSION

Acts of academic dishonesty including: plagiarism, copying assignments, homework, or test answers from other students, using unauthorized aids on examinations, or signing or misrepresenting a parent's/guardian's signature are regarded as serious offenses. Students charged with academic dishonesty are subject to: a lowering of their grade, academic and or disciplinary probation, suspension and/or dismissal. The Principal and classroom teacher will determine the penalty. Parents will then be informed.

STUDENT COUNCIL ELIGIBILITY

Criteria for Candidates:

1. Be in 6th or 7th grade
2. Have faculty approval

3. Have a "G" or higher in both behavior and effort throughout the school year. (If student has less than "G" in either area, it is his or her responsibility to approach that teacher to see if enough progress was made to receive approval.)
4. Meet deadlines and meet criteria for application process including: picking up application, parent signature, and drafts of both speech and poster
5. President and Vice President must be 7th graders

Once elected to Student Council, high standards of behavior and effort are expected. Failure to follow school rules during the term of office will result in one warning followed by removal from Student Council.

36. MONTHLY AND TRIMESTER HONOR ROLL AWARDS

In order to establish high expectations, encourage active participation and reinforce our SLEs daily, monthly awards will take place as follows:

- **MONTHLY PERFECT ATTENDANCE AWARDS (TK – 8):** For students who attend all official school days without excessive tardies or early dismissals (no more than 3) as well as attend the 2nd Sunday School Mass, will be recognized to receive this award. Awards will be announced in the Wednesday bulletin, website as well as after the First Friday School Mass of the following month.
- **MONTHLY SLE (SCHOOLWIDE LEARNING EXPECTATION) AWARD (TK – 8):** Each month, one of the SLEs will be focused on in daily school assemblies. A teacher will nominate one student from their class (TK – 8) each month to receive this award. Awards will be announced in the Wednesday bulletin, website as well as after the First Friday School Mass where they will receive a certificate.
- **TRIMESTER PERFECT ATTENDANCE AWARDS (TK – 8):** For students who attend all official school days without excessive tardies or early dismissals (no more than 3) as well as attend all 2nd Sunday School Masses, will be recognized to receive this award. Awards will be announced in the Wednesday bulletin, website as well as after the First Friday School Mass where they will receive a certificate of recognition.
- **TRIMESTER AWARDS (TK & Kindergarten):** In place of an Honor Roll, students in Transitional Kindergarten and Kindergarten are awarded the following at the end of each trimester according to each criteria:
 - **ACADEMICALLY PREPARED LEARNER AWARD-** outstanding performance in grade level work and skills
 - **GOOD CATHOLIC CHRISTIAN AWARD** - shows love for Jesus, others, and self.
 - **ACTIVE COMMUNITY HELPER AWARD** - helps others and makes good choices
- **HONOR ROLL (Grade 1-8):** Through the Honor Roll, students are given the incentive to seek the highest goals of which they are capable. The students are given reasonable duties wherein they may simultaneously give example as well as service to the school. To be eligible for Honor Roll, students in grades four through eight must maintain a "B" average in all academic subjects. Any student with C or below in any subject is disqualified. A grade lower than a "B" in conduct, effort, and home study disqualifies. Each trimester the following Honor Roll Awards will be awarded:

- **FIRST HONORS (GOLD):** A Student receives all A's in all core subjects and O's in electives; and at least a G or above in behavior/ work habit grades
- **SECOND HONORS (SILVER):** A student receives A's and B's in core subjects and at least a G or above in electives and behavior/work habits
- **THIRD HONORS (BRONZE):** A student receives all B's in core subjects and at least a G or above in electives and behavior/work habits

REMINDER: A "G or Above" grade must be maintained in conduct, effort and home study to remain eligible for any reasonable position and Honor Roll.

37. EDUCATIONAL FIELD TRIPS

Fields trips are offered with the teacher's discretion. All students participating in a school field trip will follow all St. Philip Neri school rules and regulations. Due to markedly increased transportation cost and safety concerns, the administration has adopted the following policy:

- Provide for parental pre-notification of addressed curricular subject area, specific objectives, and student fee

Provide for parental pre-notification of addressed curricular subject area, specific objectives, student fees and mandatory permission forms for any off campus field trips

Note: Students opting out of class or school field trips should not come to school and will be considered absent for the day.

38. SUMMER SCHOOL

All incoming students will need to participate in the summer school provided by St. Philip Neri School **ONLY**. Returning students who received F's or D's will need to make up that grade during the summer program in order to advance to the next grade.

39. ELECTRONIC COMMUNICATIONS POLICY

1. Systems, Devices and Materials

- **Electronic communications systems** include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web and any other communications systems that may be created in the future.
- **Electronic communications devices** include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
- **Electronic communications materials** include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche,

audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

2. **Electronic Communications Systems, Devices and Materials and Users Covered**

- All electronic communications systems, devices and materials whether in a parish, school, or archdiocesan department or office;
- All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road;
- All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours;
- All personal devices and materials, regardless of location, that are used in such a manner that the parish, school or archdiocese may be implicated in their use.
- All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, staff, contractors, volunteers, clergy and religious, and their families.

3. **Ownership and Control of Communications**

- All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
- With permission from the pastor, principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
- Parish, school and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the pastor, principal or other person in charge at the parish, school or archdiocesan department.
- Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are “ON.”

- Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the parish or school.
- All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
- Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

4. **Guidelines for E-mail correspondence and other electronic communications**

- All users of parish, school or archdiocesan communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.
- E-mail and other electronic communications are not necessarily secure.
- As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- Postings to "All Employees," "All Parents" "All Parishioners" and the like on intranets or the Internet or the World Wide Web **must be approved** by the pastor, principal or other person in charge at the parish, school or archdiocesan department before they are sent out.
- Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

5. **Prohibited Practices:**

Users of parish, school or archdiocesan electronic communication systems, devices or materials **and** users of personal devices and materials on parish, school or archdiocesan premises, during normal business hours or under circumstances when the parish, school or archdiocese may become implicated in the use, may not:

- Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.

- Post or distribute personal contact information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
- Post or distribute communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
- Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
- Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
- Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;
- Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.
- Give unauthorized persons access to parish, school or archdiocesan systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.
- Introduce a virus, attempt to breach system security or tamper with a system.

- Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.
- Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission (“FCC”) or that would violate FCC rules or policies.

6. Consequences of violations of electronic communications policy

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, or other appropriate disciplinary action.

CELL PHONE AND PERSONAL DEVICE POLICY

Although usage of smart watches, music players, and other devices are common outside of school, it is prohibited on campus. Please do not bring these devices to school (outside of approved cellular devices). **They CAN and WILL be taken away.**

- **ALL ELECTRONIC DEVICES, SUCH AS CELL PHONES ARE TO BE KEPT OFF & IN BACKPACKS DURING SCHOOL HOURS.** Cell phones may not be used unsupervised while students are under the care of the school from 7:30 am - 6pm.
- Teachers / staff may authorize use during instruction for educational purposes only and in cases where students are given permission and being directly supervised by school personnel (faculty or staff).
- According to the LA Archdiocesan Bring Your Own Device Policy, the school is not responsible for lost, stolen or damaged cell phones and/or devices brought to school. Students bring devices at their own risk.
- Any violations in this policy will result in confiscation of the device by the principal. Confiscated devices need to be picked up by parents in the office. The school is not responsible for damaged, lost or stolen personal devices.
- It is a requirement that parents and students complete and submit the Bring Your Own Device Policy Acknowledgement Form at the beginning of the school year. (see below)

Bring Your Own Device (BYOD) Policies for Students

All parish elementary schools and parish and archdiocesan high schools are committed to assisting students in becoming responsible digital citizens. Schools can do so by giving students authentic experiences that build their skills in collaboration, creativity, communication, and critical thinking and that prepare them for their current and future educational experiences and careers. The Bring

Your Own Device (BYOD) Policies are designed to meet this objective for students who bring or use their own electronic devices in school or as part of their student life.

Students may bring personal electronic devices to school for educational purposes with the approval of the school administration. While at school, students are required to connect to the school's filtered network connection that is compliant with the [Internet Safety Policy](#).

Responsibility for Personal Devices and Their Use

- All students and their families are required to follow the [Acceptable Use and Responsibility Policy for Electronic Communications \("Archdiocesan AUP"\)](#).
- Students are solely responsible for their own personal devices and are to permanently label devices with identifying information.
- The school assumes no financial responsibility for personal devices if they are lost, loaned, damaged, or stolen.
- Personal devices are subject to investigation in accordance with the [Archdiocesan AUP](#) and the Archdiocesan Administrative Handbook (see [School Searches](#)).
- Students are expected to keep their devices secure at all times and not loan them to others unless required to do so for an educational assignment.
- Students are expected to protect their devices by bringing them to school in a case or cover to avoid damage.
- If a student uses a personal device or any of its functions in a manner that intentionally violates the school's policies or the [Archdiocesan AUP](#), the student will be subject to consequences in accordance with the school's [disciplinary policies and procedures](#).

BRING YOUR OWN DEVICE POLICY

Acknowledgement Form

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This Acknowledgement Form is to be completed by Parent / Legal Guardian.

I / We, the parent(s) / guardian of _____,
a student of _____ School,
have received, read, understand, and discussed with my child the Bring Your Own Device (BYOD) Policy. By signing the Acknowledgement Form, I / we agree to all its terms.

Printed name of Parent(s) / Guardian

Printed name of Student

Signature of Parent(s) / Guardian

Signature of Student

Date

Date

IF THIS POLICY IS NOT FOLLOWED IT CAN LEAD TO DISCIPLINARY ACTION AND RETENTION OF ELECTRONICS WITH PRINCIPAL UP TO THE END OF THE SCHOOL YEAR.

40. TUTORING

- If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.
- Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

41. COUNSELING POLICY

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society.

Schools may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school.
- In cases of actual or suspected child abuse or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of s **RACIAL NON-DISCRIMINATION POLICY**

This parish elementary school in the Archdiocese of Los Angeles, mindful of its mission to be a witness to the love of Christ for all, admits students of all race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. This school does not discriminate on the basis of race, color and national and/or ethnic origin in the administration of educational policies and practices.

42. PARENT'S AUTHORIZATION FOR PUBLICATION OF STUDENT WORK/PICTURES

PARENT/GUARDIAN RELEASE FOR STUDENT OR MINOR (NONCOMMERCIAL)

This section to be completed by the Archdiocesan entity (school/parish/ACC) sponsoring the activity ("Location"):

Name of Location:

The Location intends to use your child's image, name, voice and/or work for noncommercial purposes relating to the event(s) or activity(ies) identified below.

Description of events/activities to which this Release applies:

Duration of Release:

This section to be completed by Parent/Guardian:

I, _____ am the parent/guardian of _____

_____, a minor.

I hereby authorize the Location to use the following personal information about my child: (Please initial the applicable boxes)

Image: yes no **Voice:** yes no **Name:** yes no **Work:** yes no

I understand and agree that my child's image, voice, name and/or work ("Personal Information") relating to the events or activities described above will be used for noncommercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that my child's Personal Information may be copied, edited and distributed by

the Location in publications, catalogues, brochures, books, yearbooks, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (“Materials”).

The Location may use the Personal Information at its sole discretion, with or without my child’s name or with a fictitious name, and with accurate or fictitious biographical material. The Location will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. In exchange for the opportunity given to my child by the Location to participate in the activity, I agree that neither I, nor my child, will receive monetary compensation, royalties or credit. I understand and agree that the Location shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Location intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

D. TUITION AND FEES

43. Tuition and General Fees

Tuition is due on the 5th of each month. If a family has enrolled in ACH for automatic payments, tuition will be automatically withdrawn from the specified checking account by ACH in 11 installment payments to be deducted from bank accounts on the 5th or 20th of each month (depending on each contract). ACH charges an initial cost of \$40 annual fee.

Payments arriving after the 10th or 25th are considered late and a **\$50.00** late fee will be added to your account. Returned checks and unprocessed ACH payments are also considered late and will be automatically charged if not replaced or paid by the 10th or 25th (depending on contracted due date). Families whose checks are returned for any reason or ACH automatic withdrawal through Farmer’s and Merchants Bank is denied will be sent a letter and statement requesting payment within 5 days by cash, certified check or money order including a \$36 returned check fee.

In order for our school to meet a balanced budget, pay faculty and keep the school open, we must be able to collect tuition payments from families in a timely manner. Delinquency in this matter will result in the following:

- Families who have not paid the current’s month tuition (by the 5th or 20th dependent on contracted agreement) will be sent a late notice letter by the 10th or 25th of the month and the charges assessed on the account.
- Families **30 days** delinquent will be sent a past due letter by the 10th - 15th of the next month. The letter will notify the parents their tuition account is past due and request they bring their account current within 5 days and that payment must be in the form of cash, certified check, money order, or debit card. The letter will also notify the parents that report cards and progress reports will be withheld until the account is current or arrangements have been made to do so. Families are encouraged to call the School Office to resolve the outstanding balance.
- Families **60 days** delinquent will be sent a past due letter by the 10th - 15th of the month. The letter will notify the parents their tuition account is past due and request they bring their

account current within 5 days. The letter will also notify the parents that report cards and progress reports will be withheld until the account is current or arrangements have been made to do so. The letter advises parents that their child will be excluded if payment is not received and that payment must be in the form of cash, certified check, money order or debit card. The letter will also notify the parents that if they do not bring their account current within 5 days, their child(ren) will be withdrawn from school as of a specific date. Those families who do not respond will be sent a letter indicating their child(ren) have been excluded from school as of that date. Children who report to school on this day will not be admitted to classes and the parent will be contacted by the office to come and pick up their child(ren). Families are encouraged to call the Office to make payment arrangements to bring their tuition account current.

- The children of a family with **any past due balance, from the previous year or current year, will not be allowed to begin the next school year until the tuition account is brought current**. Families will be notified by the Office at least two weeks prior to the start of school if their tuition account is within these parameters.
- Report cards and progress reports will be withheld and not be made available until accounts are brought current.

44. **SERVICE HOURS**

All family units (including single parent units) are required to **do 15 hours of service (10 school and 5 Parish Carnival hours)**. Each parent/guardian is responsible of their service hour book. All hours must be met before the announced deadline. Service hour books need to be turned in on the deadline date or there will be a late fee added to your account. After the deadline, all unworked hours are due and payable before registration is accepted for the following school year. In the event of a student's withdrawal or transfer, the service hour balance must be paid.

• **PARENTAL ASSISTANCE THROUGH SCHOOL SERVICE HOURS**

Each family is required to complete a certain number of hours of donation service to the school based on assistance given. There are several activities to earn these hours. Each family is responsible to maintain his/her service hour record booklet.

*****WAYS TO EARN SERVICE HOURS*****

- Parish Festival – Hours worked or value of donated gifts or items
- PTO Events, Monthly Calendar events posted in Volunteer Service Book in School Office
- Electrical, plumbing or carpentry work, welding – credit will be issued based on the amount of work and prorated on time spent approved by principal first.

45. **PARENT SERVICE AND FUNDRAISING REQUIREMENTS**

As tuition payments alone do not suffice to financially support the school, the cooperation of all is expected in fund-raising projects. We have the Parish Festival (Fall), two raffles (Fall and Spring) as well as 2 chocolate sales (winter and spring). We also have 2nd Sunday Class Sales

and Scrip. These are the major supplementary fundraisers for school financial support. All parents must support and participate in these events. If you wish to opt out of these mandatory requirements, parents can pay a one-time fee before school begins. **If a financial situation occurs, which dictates additional fundraisers, a special meeting will be scheduled. The budget situation will provide a complete explanation. All parents must support this effort. Fundraising payments arriving after the specified due date will be considered late and a \$25.00 late fee will be added to your account.**

- **SPECIAL SCHOOL-SPONSORED DRIVES**

Other drives in which the school students ordinarily participate are:

Thanksgiving Baskets

Various Drives provided for the underprivileged

E. DISCIPLINE

Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

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

46. EVIDENCE OF DISCIPLINE

Discipline is said to be maintained in a classroom when pupils work cooperatively with the Principal, the teachers, and their companions towards the attainment of the class and school objectives. It should be noted that values learned in a Catholic school must be reflected on and off the school campus. If a teacher deems it necessary, any problem student may be sent to the office. The second time a student is sent to the office, parents will be notified at home or at work to come to school for the child and/or to talk to the principal. Student discipline and behavior will be documented on a Student Disciplinary Infraction Form. Details of the incident as well as follow up actions will be recorded. Copies will be provided for the homeroom teacher, the parents, the administration and placed in the student's file. Please see the Student Disciplinary Infraction Form below.



**St. Philip Neri Catholic School
STUDENT DISCIPLINARY INFRACTION FORM**

GENERAL INFORMATION

Last Name:	First:	Grade:	Time of Incident:
Date of Incident:		Date of Referral:	
Report Prepared by:	Title of Reporter:	Location of Infraction:	

REASON FOR INFRACTION: (Check all that apply)

<input type="checkbox"/> Unacceptable Language	<input type="checkbox"/> Willful Refusal to Follow Directions or Instructions
<input type="checkbox"/> Disruptive Horseplay	<input type="checkbox"/> Disruption in: Cafeteria / Classroom / Hallway /
<input type="checkbox"/> Fighting	<input type="checkbox"/> Possession of a Controlled / Non-Controlled
<input type="checkbox"/> Willful Disrespect to School Official	<input type="checkbox"/> Oral Tobacco / Smoking (<i>circle one</i>)
<input type="checkbox"/> Willful Damage to School Property	<input type="checkbox"/> Chronic Tardiness (4 TH Tardy or more:
<input type="checkbox"/> Willful Damage to Personal Property	<input type="checkbox"/> Cell Phone / Personal Device Violation
<input type="checkbox"/> Skipping Class or Unauthorized Area	<input type="checkbox"/> Possession of a Weapon
<input type="checkbox"/> Bullying or Hazing	<input type="checkbox"/> Uniform or Free Dress Code Violation
<input type="checkbox"/> Gum Chewing	<input type="checkbox"/> Missing Texts or Supplies
<input type="checkbox"/> Missing or Incomplete Homework	<input type="checkbox"/> Other Infraction: (Explain)

Description of Infraction: (Check one) _____ **Behavior** _____ **Uniform** _____
Attendance _____ **Work Habits**

CONSEQUENCES and ACTIONS TAKEN

<input type="checkbox"/> Behavior Card Deduction: Current point	<input type="checkbox"/> Parent Notification Sent Home:
<input type="checkbox"/> Parental Notification(s) by Phone	<input type="checkbox"/> Parental Notification on this
<input type="checkbox"/> Verbal Warning: Date(s)	<input type="checkbox"/> Conference with Student:
<input type="checkbox"/> Silent Lunch or Time Out (Circle):	<input type="checkbox"/> In-Team / In-Grade Displacement:

<input type="checkbox"/>	Conference with Parents:	<input type="checkbox"/>	Community Service:
<input type="checkbox"/>	Referral to Principal: Date	<input type="checkbox"/>	STEP Referral: (Date)
<input type="checkbox"/>	Other Actions: Date(s) _____		
ADMINISTRATIVE ACTION (If referral requested)			
<input type="checkbox"/>	Consultation with Student in Office	By: _____ Principal- Mrs. Gonzales _____ VP –	
<input type="checkbox"/>	Warning Issued for Offense	Method: <input type="checkbox"/> Verbal <input type="checkbox"/> Written	
<input type="checkbox"/>	Parent Notification Method	<input type="checkbox"/> Phone Phone #: _____ Date: _____	<input type="checkbox"/> Copy o <input type="checkbox"/> Letter f <input type="checkbox"/> Student Delivery
<input type="checkbox"/>	In-School or Out-of-School	No. of Days:	Inclusive Dates:
<input type="checkbox"/>	Disciplinary Probation	No. of Days:	Inclusive Dates:
<input type="checkbox"/>	Community Service	No. of Days:	Inclusive Dates:
<input type="checkbox"/>	Compensation for Damages	Amt. of Payment: \$	Payment Due Date:
<input type="checkbox"/>	Other Action (Explain): _____		
Student Signature: _____ Date: _____			
TEACHER/STAFF SIGNATURE: _____ DATE: _____			
PRINCIPAL SIGNATURE: _____ DATE: _____			
PARENT SIGNATURE: _____ DATE: _____			

47. CONDUCT EXPECTATIONS

The conduct of our children on their way to and from school reflects the training of the home and school. Make your child understand that you expect courteous conduct of him/her at school and on the streets.

- Rough games and horseplay are not allowed on the school grounds.
- Only school issued equipment may be used during recess and lunch. Balls are used only for supervised group games.
- Students are to walk promptly to classrooms immediately after the bell.
- Gum and sunflower seeds are forbidden at all times on the school campus. A \$5.00 fine will be imposed for violation.
- Headphones, IPod's, MP3 Players, etc., and electronic games are forbidden unless special permission is given.
- Cell phones must be inside student backpacks during school hours.
- All students must have some type of tote bag to protect textbooks which are taken home. All books are to be covered at all times. Books must not be taken home without this protection.
- Students must remain in designated areas during recess and lunch.
- Proper and respectful language and behavior is to be maintained at all times.
- Students should listen attentively during **ALL** microphone announcements and school assemblies.

48. BEHAVIOR CONSEQUENCES

A student who violates any classroom or school rules will receive a Student Disciplinary Infraction detailing the behavior incident and consequences or actions taken by the School Personnel (Faculty or Staff). This form will be used to document the incident as well as to notify parents. Students may receive the following consequences depending on age appropriateness and severity/frequency of the behavior. Possible consequences are:

- Verbal warning
- Parental notification by phone
- Time – out at recess
- Silent lunch
- Parent Teacher Conference
- Temporary removal from class or current activity
- Community service task
- Fine

49. DISCIPLINARY PROCEDURES AND DISCIPLINARY PROBATION

If a student receives 4 **Disciplinary Infractions** in one trimester, they will receive a **Discipline Referral** in which an appropriate consequence will be given depending on the gravity and frequency of the behavior. The consequence will be given upon discretion of the teacher and the Principal and may be of a lengthier time duration than that of a first time infraction. Possible consequences may be one or more of the following:

- Parental notification by phone
- Parent Teacher Conference
- Fine
- Temporary removal from class or activity
- Community service task
- Principal referral
- Loss of an upcoming class or school privilege (eg. Free Dress)
- Other as determined appropriate by teacher and/or Principal

A student begins with zero infractions at the start of each new trimester, giving the student an opportunity to improve their behavior and/or habits. However, depending on the severity and frequency of the violation, as well as the effort/cooperation of the student, a Disciplinary Probation, Suspension, or Expulsion may be given at any time upon the discretion of the Principal and Pastor.

DISCIPLINARY PROBATION (Grades 3 – 8)

Depending on the gravity and situation, a student receiving a **total of 12 minor infractions OR 3rd Discipline Referrals in a trimester** will be placed on **Disciplinary Probation** for a determined amount of time. Disciplinary Probation is reserved for failure to respond to correction, continued violations or serious violations of school rules, and is a formal notice and warning to a student and his/her parents. In this case, a Parent-Teacher-Principal -Student Conference will take place where the student will be referred for the STEP Program in order for a behavior intervention plan to be discussed, implemented and evaluated amongst administration, parents, student and teacher.

Possible consequences may include one or more of the following:

- Parent/Student/Teacher/Principal Conference – STEP Plan Behavior Intervention
- Fine
- Community Service (during lunch recess)
- Loss of upcoming privileges (ex. Free Dress)
- Non-participation in upcoming school or extracurricular events (ex. Field trips, clubs or athletics)
- An NI (Needs Improvement) in Behavior or Work Habit grade reflected in the current Progress Report and/or Report Card
- Ineligible for Honor Roll at the end of the current trimester

In addition, the following stipulations will apply:

- ❖ **1ST Disciplinary Probation** will result in **2 weeks** of :

- weekly behavior checks by Administrator
- suspension from any and all extra-curricular activities (Note: Participation fees will not be refunded)

❖ **2nd Disciplinary Probation** during school year results in **4 weeks** of above outlined consequences

❖ **3rd Disciplinary Probation** during school year results in an **in-school suspension** which:

- becomes part of a student's record
- initiates a behavior contract which includes possible expulsion or non-renewal of registration as consequences.

Progress will be monitored and evaluated by the principal at the end of each Probation period to determine if the student is removed from probation or continues to a 2nd or 3rd Probation period. Other stipulations may be placed on the student as warranted by the situation and determined by the principal and specified in an agreement signed by all parties. During this period the student is expected to show marked improvement in behavior. Any further violation of school rules or disciplinary policies or the terms of probation makes the student eligible for dismissal. In certain situations, a student will be placed on a Behavior Contract that stipulates specific behavioral expectations and conditions that must be complied with for continued enrollment. Violation of such stipulations may result in immediate dismissal.

Other stipulations may be placed on the student as determined by the principal acting for the good of the school as well as the individual, and as warranted by the situation.

50. CONDITIONS OF SUSPENSION

- Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student:
- No student shall be suspended from an elementary school for more than two consecutive weeks.
- Notice of suspension must be given to the parents/guardians by telephone or in a conference.
- The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension especially the means by which the parents/guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.
- In no case will a teacher on his/her own authority suspend a student.

51. EXPULSION

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students.

- Habitual profanity or vulgarity.
- Assault, battery or any threat of force or violence directed toward any school personnel or student.
- Bullying or harassing school personnel or other students.
- Open, persistent defiance of the authority of the teacher.
- Continued willful disobedience.
- Use, sale or possession of narcotics, drugs or any other controlled substance.
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises.
- Smoking or having tobacco.
- Stealing
- Forging signatures
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school.
- Habitual truancy.
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons.
- Damage of School Property, graffiti, throwing of food.
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Kissing, habitual hugging and any inappropriate touching, conduct/behavior including holding hands, any behavior unbecoming of a student in a Catholic school.
- Actions in or out of school which are detrimental to the school's reputation.
- Violation of the Electronic Communications Policy policies and guidelines.
- PUPIL PREGNANCY: A primary purpose of Catholic Education is to guide our students' growth in Christian values and moral conduct. It stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through a fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when pregnancy occurs outside of marriage, the total school community should seek to offer support to a pregnant student and/or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian manner. Details of policy and procedural guidelines are located in the Archdiocese of Los Angeles Administrative Handbook (Section 8 pages 18-19)
- ABORTION: The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion. Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school, and the values that ought to permeate Catholic education. Details of policy and procedural guidelines are located in the Archdiocese of Los Angeles Administrative Handbook (Section 8 pages 19-20)

52. Procedure for Expulsion

When the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps must be taken:

- A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his/her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

Written Record

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports. The following form should be used, one copy kept on file and a copy mailed to the elementary supervisor at the Department of Catholic Schools.

Name of Student: _____

Offense or situation: _____

Date: _____

Parents notified by: _____ Date _____

Remarks: _____

First Meeting:

Place: _____

Time: _____

Persons present: _____

Remarks: _____

Signature(s): _____

Second Meeting:

Place: _____

Time: _____

Persons present: _____

Remarks: _____

Outcome: _____

Signature(s): _____

- **Cases Involving Grave Offenses**

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and the initial parent-principal conference is dispensed with.
- The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents/guardians.

- **Time of Expulsion**

- An expulsion may be made immediately if the reasons are urgent.
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed.
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect.
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.

- **Reporting of Expulsions**

- All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within twenty-four hours. The written report, Notice of Dismissal, should be mailed promptly to the elementary supervisor.
- The attendance office of the local public school district shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

- **Right to Make Exceptions**

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

a. **WAIVER OF POLICIES**

The principal, in consultation with the pastor, is the final recourse in all disciplinary matters and can, for just cause, at his/her discretion waive any disciplinary regulation.

53. HARASSMENT, BULLYING AND HAZING POLICY

St. Philip Neri is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating based upon a legally protected class, such as race, sex, ethnic origin or religion. It includes, but is not limited to, any or all of the following:

- **Verbal harassment:** Derogatory comments and jokes; threatening words spoken to another person.
- **Physical harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- **Visual harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- **Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;
 2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual;
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's

academic performance or of creating an intimidating, hostile or offensive education environment.

Specific examples of sexual harassment include, but are not limited to:

1. Making unsolicited sexual advances and propositions;
2. Using sexually degrading words to describe an individual or an individual's body;
3. Displaying sexually suggestive objects or pictures;
4. Telling inappropriate or sexually related jokes;
5. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.
6. Bullying is harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person, bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs over time to create an ongoing pattern of harassment and abuse.
7. These above stated actions of harassment apply to cyber technology: Internet – Cell Phone – Other Cyber Technology.
 - a. Harassment through these instruments includes, but is not limited to:
 - Sending mean or demeaning text, e-mail, or instant messages
 - Posting nasty or demeaning pictures or messages about others in blogs or on We sites
 - Using someone else's user name to spread rumors or lies about someone
8. The complete set of guidelines for student use of electronic communication is on file in the Archdiocese Administrative Handbook and available for your viewing in school office.

It is the responsibility of St. Philip Neri School to:

1. Implement this policy through regular meeting with all administrators, including the pastor in the case of a parish school, ensuring that they understand the policy and its importance;
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

1. Conduct himself or herself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the principal;
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students also may be involved in cyber bullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs or on Web sites.
- Using someone else's user name to spread rumors or lies about someone.

It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

54. COMPLAINT FILING AND INVESTIGATION PROCEDURES

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, or to a teacher who will report it to the principal, or to the Regional Supervisor if the principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex, and administrator if he/she prefers to do so.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal, in consultation with the Regional Supervisor, and, in the case of a parish school, with the pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.
5. If the complaint is against a non-employee or non-student, such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

55. STUDENT THREATS

All threats by students to inflict serious harm to self or others, or to destroy property, **will be taken seriously**. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

56. SCHOOL SEARCHES

A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his/her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his/her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his/her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

57. HIV/AIDS POLICY

The Archdiocese of Los Angeles has accepted the United States Bishops' statement, "The Many Faces of Aids: A Gospel Response", has adapted for use within the archdiocese.

Principles, policy, and directives regarding this policy are located in the Archdiocese of Los Angeles Administrative Handbook (Section 6 pages 8-12)

HIV/AIDS instruction information is located in the SPN Parent/Student Handbook (p. 19)

58. CHILD ABUSE REPORTING POLICY

All employees are required by law to read and sign the Child Abuse Reporting Acknowledge Form which informs the employee of the obligation to report any suspected occurrence of child abuse or neglect to the proper authorities.

Principles, policy, and directives regarding this policy are located in the Archdiocese of Los Angeles Administrative Handbook (Section 15 page 4).

59. DRESS AND UNIFORM CODE

The St. Philip Neri School Uniform Policy reinforces clothing requirements that emphasize identity as a student of a Catholic school, good taste, neatness, cleanliness, and modesty. Both boys and girls are required to purchase the designated uniform items through the approved vendors at Hilda's Uniform Company and to wear the complete uniform each school day.

The following is the uniform & grooming code of St. Philip Neri School. A neat and clean uniform is expected every day. Uniforms must be worn daily except on announced non-uniform days. Torn or ragged uniforms are not acceptable. Uniforms should always FIT PROPERLY. Each child **MUST** have a school sweater. **ONLY SCHOOL** sweaters or jackets may be worn during school time. Regulations will be routinely enforced. A fine and/or Disciplinary Infraction will be given for violation of this rule.

School Uniforms: All students are to be in full uniform each day beginning on the first day of school. Refer to current uniform list. Uniforms are to be ordered in sufficient time so that all students are wearing full uniform the first day of school. Special size orders must be place by July. Please mark all parts of the uniform with complete name of the child.

All uniforms are purchased from:
Hilda's Uniforms
1001 E. Compton, 90221 (310)631-7474

Contact store for hours of operation.

ALL STUDENTS:

- Any form of appearance violating the basic norms of neatness and cleanliness, is out of order and is subject to sanction. Some interpretation and judgment in these matters are obviously necessary. The Principal of the school will be the final judge of what is or is not acceptable.
- Hair should be clean, combed and trimmed in a neat style. Natural hair color and traditional haircut/styles are the rule. **Hair length for boys should be above the bottom of the collar and above the eyebrows. Hair must be styled so as not to cover student's eye(s).** Other hair ornamentation that distracts any child from his or her school responsibilities is not allowed. Student will be asked/expected to remove. Girls should have their hair pulled back, away from their face.
- Tasteful jewelry appropriate for school is a watch (no apple/"smart" watches, alarms or beepers), a ring, a small religious medal on a chain, and for girls one pair of small, tasteful earrings that do not

hang (boys may not wear earrings). Other “ornamentation” that distracts any child from his or her school responsibilities is not allowed. Student will be asked/expected to remove.

- No nail polish is permitted. Student will be asked/expected to remove.
- Face make-up, tattoos, body marking or colored markings of any kind are not appropriate for the school day. The exception to this would be the requirement for face make-up for a drama or a class presentation. Student will be asked/expected to remove.
- Hats/Caps or hoods of sweaters may not be worn inside the school building and the bill must be worn in front.
- No body piercing, except for ears of girls.

** Parents of students who do not follow these uniform policies will be called to correct the problem. Parents will be contacted and asked to pick up their child if a uniform problem cannot be corrected.

● **UNIFORMS:**

BOYS..... (All Grades)

- Shirts:** Grey, red/white polo shirt with School Emblem
- Pants:** Official grey school pants (purchased at Hilda’s Uniform), a black belt (except TK – K); **NO OVERSIZED PANTS**
- Walking Shorts:** Grey – purchased from Hilda’s Uniform
- Sweater:** Grey or red uniform cardigan with school emblem (formal attire); Red hooded sweatshirt with school logo
- Jacket:** Red uniform wind breaker (available at Hilda’s Uniform) with school emblem
- Socks:** White or black (above the ankle)
- Shoes:** Black oxfords or black tennis shoes (No high-tops or added coloring)
- P.E. Shoes:** ALL types of tennis shoes
- P.E.** Sets purchased at the school office
On cold days – leggings (black, white or grey) may be worn UNDER official PE uniform shorts, but not alone in place of Shorts; grey sweats may be worn

GIRLS (Grades TK-4)

- Blouse:** Grey, red or white polo shirt with Super Star Knight or school emblem; oxford blouse.
- Jumper:** Plaid uniform jumper (knee length only!)
- Walking Shorts:** Grey – purchased from Hilda’s Uniform
- Sweater:** Red/grey uniform cardigan with school emblem (formal attire)
Red hooded sweatshirt with school logo
- Jacket:** Red uniform wind breaker with emblem (available for purchase at Hilda’s Uniform)
- Socks:** Knee-high red, gray or white
NO ANKLE OR BOOTIE SOCKS ALLOWED
- Shoes:** White Oxford Saddle shoes with black or blue stripe or blue and white Keds; **black Mary Janes; black tennis shoes**
- P.E. Shoes:** ALL types of tennis shoes
- P.E.** Sets purchased at the school office
On cold days – leggings (black, white or grey) may be worn UNDER official PE uniform shorts, but not alone in place of Shorts; grey sweatpants

GIRLS(Grades 5-8)

- Blouse:** Grey /white/red polo shirt with school emblem.
- Skirt:** Plaid uniform (knee length)
- Walking Shorts:** Grey – purchased from HILDAS Uniform ONLY
- Pants:** Grey – purchased from Hilda’s Uniform Only - and when approved by the Principal, due to weather conditions **WINTER ONLY**
- Sweater:** Red/grey uniform cardigan with school emblem (formal attire)
Red hooded sweatshirt with school logo

Jacket:	Red uniform wind breaker (available for purchase at Hilda's Uniform)
Socks:	Red, grey or white knee high socks- NO ANKLE OR BOOTIE SOCKS
Shoes:	White Oxford Saddle shoes with black or blue stripe or blue and white Keds; black Mary Janes; black tennis shoes
P.E. Shoes:	ALL types of tennis shoes
P.E.	On cold days – leggings (black, white or grey) may be worn UNDER official PE uniform shorts, but not alone in place of Shorts; grey sweatpants

If students do not conform, the Principal will take necessary disciplinary measures and parents will be contacted.

- **UNIFORM SHOES** – May be purchased at stores like Payless, Stride-Rite, J.C. Penney, Nordstorm or Hilda's Uniform stores.

FREE DRESS DAYS

Clothes must always conform to rules of modesty, good taste, and appropriateness. Make-up may not be worn. Stockings or socks must always be worn. Inappropriate apparel include skin revealing tops or pants, over-sized pants, skin-tight pants, short skirts, sleeveless apparel; apparel with inappropriate images, graphics or words; high-heeled shoes; sandals/flip-flops, etc. Parents will be notified to either bring a change of clothing or student will be sent home.

- **STUDENTS MAY NOT BE ADMITTED TO CLASS IF NON-COMPLIANT**
- **PARENTS MAY BE REQUESTED TO BRING A UNIFORM TO SCHOOL IF FREE DRESS POLICY IS VIOLATED**
- **STUDENTS OUT OF UNIFORM WILL BE GIVEN A DISCIPLINARY INFRACTION FORM.**
- **AFTER 4 UNIFORM INFRACTIONS, A FINE OF \$5.00 MAY BE ASSESSED AT THAT TIME AND EACH TIME AFTER; OTHER CONSEQUENCES MAY BE GIVEN AS OUTLINED IN THE DISCIPLINE PROCEDURES.**
- **A LOSS OF PARTICIPATION IN ANY UPCOMING NON-UNIFORM DRESS DAY MAY ALSO OCCUR**

Parent-students adherence to Administrative decisions of appropriateness is **mandatory**. It is an impossible task to account here for the ever changing fashions. General statement of policy is that fashion must be in keeping with our Catholic moral values and strict anti-gang policy. If you have any doubt, call the office first.

St. Philip Neri School operates according to the policies set forth in the Archdiocese of Los Angeles Administrative Handbook. Any information in the Archdiocese of Los Angeles Administrative Handbook that has been updated will supersede what is spelled out in the 2018-2019 Parent/Student Handbook. The Archdiocese of Los Angeles Administrative Handbook can be found at www.la-archdiocese.org under publications.

Right to Amend

The Principal and/or Pastor reserve the right to amend this handbook at any time. Parents will be notified via written notice if changes are made.

60. St. Philip Neri School Parent/Student Policies Agreement

Once your child is enrolled you agree to policies and rules to our school handbook.

**PARENTAL HANDBOOK POLICY AGREEMENT
(Signature Page)**

We have read the Saint Philip Neri Parent Student Handbook and agree to be governed by the contents of this document regarding our participation and that of our child (ren) regarding school policy.

Date: _____

Parents'/Guardian's Signature(s): _____

Student Name(s)	Grade(s)
_____	_____
_____	_____

This page with your signature is to be returned to the school office on or before November 15, 2018.