

Student and Parent Handbook  
An Informative Guide to School Policies  
and Procedures  
2017-2018



Saint Philip Neri Catholic School

Respectful. Responsible. Reverent. Life-long Learners.

Transitional Kindergarten to Eighth Grade

*WCEA and WASC Accredited*

1335 High Street, Alameda, CA 94501

(510) 521-0787

[spnalameda.org](http://spnalameda.org)

*Revised August 2016*



# Saint Philip Neri Catholic School

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Transitional Kindergarten to Eighth Grade

## **PARENT-STUDENT HANDBOOK**

The provisions in this handbook are designed to provide parents and students with information and guidance as to the procedures and rules of Saint Philip Neri Catholic School. The provisions in this handbook are not a contract and impose no obligation on the school. The contents of this handbook may be changed as necessary at the school's discretion. If changed, written notification will be provided to parents and students.

We recognize the fact that parents have the primary responsibility for the education of their children and that the school exists to help the parents accomplish this duty.

**Agreement & Signature Page  
Student & Parent Handbook  
2017-2018 School Year**

This signature page is an agreement to follow the rules, guidelines, and procedures set forth within the Saint Philip Neri Catholic School Student & Parent Handbook. Please be sure that both the student(s) and the parent(s) or guardian(s) have reviewed this Handbook and discussed the information contained within.

**PARENTS/GUARDIANS:** By signing this page, you agree to abide by all of the school’s policies and procedures, which in turn, support the school’s philosophy and mission statement.

**STUDENTS:** By signing this page, you are making a commitment to yourself, your classmates, and the school to be responsible for respecting and abiding by the school’s policies and procedures.

Student’s Name(s): \_\_\_\_\_

Grade(s): \_\_\_\_\_

Date: \_\_\_\_\_

“We have read and discussed ALL the rules and policies stated in the Student & Parent Handbook of Saint Philip Neri Catholic School, and agree to abide by the conditions stated within this document/publication.”

Student’s Signature: 1: \_\_\_\_\_  
2: \_\_\_\_\_  
3: \_\_\_\_\_

Parent/Guardian Signature 1: \_\_\_\_\_

Parent/Guardian Signature 2: \_\_\_\_\_

Date Signed: \_\_\_\_\_

*Failure to sign does not exempt the parents or the students from the adherence to our school policy and procedures.*

Comments:

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**\*\*PLEASE CUT OUT THIS PAGE FROM HANDBOOK OR PRINT PAGE ONLINE (this page only)  
AND RETURN THE FORM TO THE OFFICE BY SEPTEMBER 15.**

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**SAINT PHILIP NERI SCHOOL &  
DIOCESE OF OAKLAND MISSION STATEMENT**

Catholic Schools in the Diocese of Oakland educate children in the Catholic faith and nurture their minds, bodies, and souls, inspiring them to live the Gospel of Jesus Christ, achieve their highest academic and creative potential, and actively serve and enrich the community.

**SAINT PHILIP NERI SCHOOL PHILOSOPHY**

The philosophy of Saint Philip Neri Catholic School affirms a mission that is rooted in Gospel values. The Faculty and Staff of Saint Philip Neri recognize parents as the primary educators. We embrace all children and provide an environment that combines rigorous academics with faith, culture and community. We challenge students to be respectful, responsible, reverent life-long learners. We instill in our students the desire to grow in personal knowledge of Christ, recognize His presence in others, and live out His Gospel message.

**STUDENT LEARNING EXPECTATIONS**

Saint Philip Neri Catholic School encourages each student to be a respectful, responsible and reverent life-long learner. Our approach to whole-child education balances academic achievement with faith formation in an environment demonstrating the joy of learning as the foundation for lifelong success.

A Saint Philip Neri Catholic School student will be continually guided to become:

A RESPECTFUL INDIVIDUAL who:

- Recognizes all creation as gifts from God
- Honors all people as unique children of God
- Accepts personal strengths and recognizes areas for growth in themselves and others

A RESPONSIBLE PROBLEM SOLVER who:

- Works independently and cooperatively to create solutions
- Responds to personal and community needs
- Resolves conflict using Christian values

A REVERENT CATHOLIC CHRISTIAN who:

- Places Christ as the Center of Life
- Makes moral decisions and acts upon them based on Catholic teachings
- Actively participates in school and parish worship

A LIFE-LONG LEARNER who:

- Demonstrates an ongoing curiosity for learning
- Analyzes and synthesizes information logically and critically
- Sets goals and takes steps to achieve them

## **A FAITH-CENTERED" CURRICULUM**

As a Catholic community we strive to live the Gospel message of Jesus by providing a number of religious activities for our children. Formal religious education is a daily part of our curriculum. Students attend Mass weekly with their class and we have monthly all-school masses. Students plan and lead our all-school masses. Prayer services are held to celebrate special feasts or significant events and are part of the religion program as well. Each class has the opportunity to plan and lead a Mass and a prayer service each year. Preparation for the sacrament of First Communion and Reconciliation occurs in the second grade. Students are encouraged to act on the Gospel message by serving others; for example, class service projects, or "Christian Service Hours."

Note: Students in grades 5-7 are required to perform fifteen (15) hours of Christian Service each year; the eighth grade is required to perform twenty (20) hours of service each year. (See Christian Service form for specific details, handed out to the students at the beginning of the year).

### **STUDENT PRAYER**

In the name of Father, and of the Son, and of the Holy Spirit.

*Dear God,*

*Help us to be respectful, responsible, and reverent*

*Towards ourselves, our teachers, and our fellow students.*

*Keep us safe in our daily tasks and help us to reach our goals in school  
and in our lives.*

*We ask this in your Holy Name,*

*Amen.*

## **ADMISSIONS POLICY & PROCEDURES**

Saint Philip Neri Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin, in the administration of its educational policies, admissions policies, scholarship and assistance programs, and athletic and other school administered programs.

Priority is given to registered, active parishioners and to registered members of the surrounding Catholic parishes. An "active parishioner" is defined as one who participates in parish life by use of the Parish Envelopes for financial support of Saint Philip Neri Church, as well as, giving of volunteer time to school and parish activities. Newly registered parishioners may qualify for In-Parish rate after one year of actively participating in the parish. (The pastor will make the determination as to who qualifies as a "parishioner").

### **Application Process**

Student applications for the coming school year will be processed in a timely basis and notification to parents will take place no later than the end of May. A placement test and interview are conducted to applicants in all grade levels. Also part of the admission process is a parent interview with the school principal. Verification of date of birth, sacraments and/or Religious Education Program attendance (these last two apply to all Catholic families), health and immunization records, and previous school academic records are required. Eligibility is also based upon the student's previous conduct/behavior and academic effort.

### **Acceptance Policy**

Students are considered for acceptance into Saint Philip Neri Catholic School according to the additional following determinations:

1. Families who are active members of Saint Philip Neri Parish and who have other children attending Saint Philip Neri Catholic School
2. Families who are active members of Saint Philip Neri Parish
3. Families who are active members of other Catholic parishes
4. Families who are non-Catholic.

Note: Acceptance into kindergarten is determined on the basis of readiness screening and testing for the student's developmental maturity and readiness. It is highly recommended that children applying for kindergarten must be age five (5) by September 1 of the coming school year. Students applying for Transitional Kindergarten must also meet the following age requirements: Age 5 between September 2 and March 2. To be admitted into first grade, a child must be six (6) years of age or on before September 1<sup>st</sup> of the current school year. "Principals may, at their discretion extend this acceptance date to September 15th if it is in the best interests of the student as determined by the school. Where a child has been legally enrolled in another school s/he may be admitted to the school and placed in a lower grade as age appropriate at the discretion of the admitting school" – *Catholic Schools Oakland Diocese-*

### **Parental Obligations**

Parents are asked to understand clearly the financial obligation which they assume when educating their child(ren) at Saint Philip Neri Catholic School. In addition, the parent participation program is an integral part of the education process. Parents are asked to read the participation policy in the later section of this handbook, and to weigh this commitment carefully. Please understand that participation is required.

## **TUITION POLICY**

### **Tuition Due Dates/Collection Policy**

Tuition installment payments are due on the first of the month beginning on August 1st and continuing through May 1<sup>st</sup>. When tuition is not paid by the 10th day of the month, the following are steps that will be taken:

1. Notices will be sent to all families delinquent on tuition.
2. If there is no response to the first notice, a second will be sent within one week.
3. Parents unable to bring their tuition account current will be referred to the principal for deposition.
4. Parents who fail to respond to the overdue notices from the principal shall be notified by certified mail no later than seven days after the initial contact by the principal, that their student will be administratively suspended from school immediately unless payment is made or an appointment made to discuss the issue.
5. The principal has the authority to arrange a payment program to meet extraordinary circumstances or to recommend termination of students whose parents do not comply with the school's adopted tuition/financial policy.
6. Delinquent accounts are reviewed monthly. Delinquent account decisions shall be rendered in writing and will be considered final upon approval of the pastor and principal.
7. Finally, families with delinquent accounts will not be eligible to register for the new school year until account has been settled. Registration packets will be withheld in May.

The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

1. Withhold report cards.
2. Deny a student enrollment for the following trimester or next school year.
3. Deny a graduating student participation in graduation ceremonies and/or withhold a diploma.

Note: Authorized payment programs shall be by contract between the parent and the school, and administered by the Principal and Pastor. Failure to meet the terms of the payment contract shall be grounds for student termination from school.

### **Tuition Late Fees/Returned Checks**

Tuition is considered late on the 11th of each month. A charge of \$25.00 per month will be added as a late fee for any payment not received by the end of the school day on the 10th of each month. All checks should be made payable to Saint Philip Neri Catholic School. A penalty of \$25.00 is charged for returned checks.



### **Tuition Assistance**

Saint Philip Neri Catholic School does recognize that circumstances arise that affect the ability of our families to pay tuition and fees. The parish and school will attempt to help those families who cannot afford tuition and fees through the determination of tuition assistance. Families in need of assistance must submit a FACTS Management application. Applications are reviewed in strict confidence.

Note: Other tuition aid sources (non-school/parish) are FACE, the Basic Fund, and the Guardsmen Scholarship.

### **Family Aid to Catholic Education (F.A.C.E.)**

The Diocese of Oakland offers assistance through F.A.C.E. (Family Aid to Catholic Education). Information regarding the application process and time line is published through the newsletter. Information about other assistance sources is given via the newsletter as well.

## SCHOOL POLICIES SPECIFIC TO PARENTS

### Appointments With Teachers

Arrangements for an appointment should be made prior to a parent or guardian's arrival at school. This can be done by a note to the teacher or a telephone call. It is requested that such a message arrive at least one (1) day prior to the date you wish to see the teacher. If you feel the matter requires immediate attention, please leave your name and telephone number at the office and the teacher will call you when he/she is available.

In order to provide adequate time and attention needed, please make an appointment with the teacher. If the subject of the meeting could be explained to the office when making the appointment, this will provide the teacher the opportunity to gather the necessary data and information to facilitate the meeting.

Recommended Course of Action:

Matters of concern regarding any aspect of the classroom should always be directed first to the appropriate teacher. Continued concerns may then be addressed with the principal. The general format followed will be:

1. To raise a concern with the teacher or employee involved first.
2. The next step would be to involve the principal.
3. If the issue is unresolved the matter will be discussed with the pastor.
4. The final step would be to bring the issue to the attention of the Superintendent at the Diocesan School Department.

### Parental Attitude & Behavior

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude/behavior of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude/behavior of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

### Parent Meetings and School Events

Families are expected to attend parent meetings during the school year. Meetings, whether sponsored by a particular grade level (e.g. sacramental meetings in the 2nd grade), school-wide (e.g. Back to School Night and Parent Education Nights), or centered on specific activities (e.g. PTG meetings and events, athletic meetings, 8th grade events), all offer the opportunity for parents and teachers to communicate with each other.

Attendance of at least one parent per family is required for Back to School Night, normally held in the beginning of the school year. Back to School Night offer parents a preview of student's schedule, curriculum, and classroom expectations. **Attendance is required at the General Session, where the principal shares school-wide expectations and developments (Revised August 2017)**

Our students perform at two concerts every year: Christmas and Spring Concerts. It is expected that students and parents attend both events. Our concerts are a celebration of the season, of which we celebrate as a community. These evenings also offer an opportunity to showcase our students outside of the classroom.

### **Parent Involvement**

Saint Philip Neri Catholic School acknowledges parents and guardians as the primary educators of their children. The school also respectfully acknowledges that it has a special role and mission in that education by providing a caring, supportive atmosphere where students may grow academically, spiritually, and socially. Reciprocal communication is vital to this cooperative effort as is participation by parents and guardians in the programs and events sponsored by the school.

### **Required Participation: Enrichment Hours**

Various events sponsored by the school require the active participation of parents and guardians in order for these events to be successful. Each school year, families will be required to donate a total of twenty-five (25) hours of participation to Saint Philip Neri Catholic School (20 hours for a single parent family). Families that do not meet the required time will be assessed a \$50 fee for each unfulfilled hour prior to registration for the new school year. Volunteer hours must be recorded on your Family Envelope. The bookkeeper tracks the parent's participation hours and sends an invoice statement in April for unfulfilled hours. Registration packets for the new school year will be withheld in May, if these hours have not been fulfilled.

### **Required Participation: SCRIP**

Scrip provides revenue to the school through the purchase of gift cards without costing anything additional out-of-pocket. Each family is required to purchase \$2,000 worth of gift cards through *UnitedScrip*. Purchases are ordered online and paid for in the school office. Parents may also purchase or order directly from the school office. Payment is due upon order or purchase. All purchases must be made between August 1 and May 30. Parents may opt-out of the program by giving a direct donation to the school in the amount of \$200. This donation will be collected at the time of registration.

### **Communication: Weekly Family Envelope**

Each Tuesday, an electronic copy of the weekly newsletter is sent home, in addition to the Family Envelope. The envelope is given to the oldest child in each family. You will find important information and announcements about school events, as well as notes from the principal. Parents are asked to read all the information in the Family Envelope, sign and return the envelope to school the following day. Parents should also record all completed volunteer hours on the Family Envelope.

Items that you may wish to submit for inclusion in the Family Envelope (with prior approval from the Principal) must be turned in by Monday, 10:00 a.m. in order to be included in the family envelope on Tuesday.

### **School Directory**

The school directory will be released in the fall of each school year. It will contain names, addresses, home telephone numbers and e-mails for all families. If you do not want your name included you must indicate so on a form, which is included in the registration packet. Directory information may NEVER be given to any person or group outside the school community nor may it used for any business transaction. Permission to use any part of the school directory for mailing list purposes (e.g., home room list) must be granted by the principal or pastor.

### **Custodial and Non-Custodial Parent Rights**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Note: The school requires that the custodial parent files a court-certified copy of the custody section of the divorce decree with the school; in the absence of that order, equal rights will be afforded to both parents.

### **Custody and Release of Minors**

No unauthorized organization, agency, or person may be allowed to visit or assume custody of any student on school premises during school hours or immediately before or after school unless explicitly authorized in writing by the parent or guardian.

In order to cooperate with student and family needs, the school must be informed of custody arrangements. It is the responsibility of the parents or guardians to inform the school of custody status and any changes in that status or arrangement. The school may seek legal verification of these arrangements.

## TRAFFIC SAFETY/PARKING PROCEDURES

The following rules and procedures serve to protect the safety of our children, the parents, and our neighbors in the area. We ask that you please observe the following rules and procedures, and thank you in advance for your full cooperation.

### Availability of Parking Spaces

Ample parking is available around the vicinity of the school for whatever purpose is needed such as conducting business in the office, coming to volunteer for yard supervision, helping out at hot lunch, etc. The following restrictions apply:

- **Reserved Parking: Faculty & Staff**

Parking on High Street in front of the school is reserved for the Faculty and Staff during the hours of 7:00am to 4:00pm. In addition, you are reminded that the school driveway on High Street is parking space *reserved for the Principal* and staff, as is the driveway by the Annex. Please do not park in any of these spaces even if they are empty during the school day as some teachers do leave campus and return at various times of the day.

- **Driveways (Blocking Entrance to/Parking in)**

Blocking the entrance to or parking in the driveways is not allowed. This applies to both the driveways of the school/church/hall and neighboring residents in the area. Blocking the driveways that lead into the school presents a safety problem and are access points into the school for emergency vehicles/personnel. Please help us to model our student learning expectations by being respectful and responsible community members. Saint Philip Neri Catholic School is judged by the behavior of all members of the SPN community. Blocking or parking in the driveway of a resident may result in that resident contacting the Alameda Police Department, and your vehicle will be ticketed and/or towed at your expense.

- **Special NO PARKING ZONE: Street Cleaning Days**

Please be aware of the areas that are marked “NO PARKING” on Street Cleaning Days, which are assigned to specific areas of the neighborhood on specific days. Please also check signs periodically to make sure that times and days of enforcement have not been changed. This is a courtesy to our neighboring residents who sometimes don’t get their streets cleaned when vehicles are parked on their street during scheduled cleanings—especially during the Fall/Winter season. The street cleaner does record the license plates of vehicles in violation of the rule and contacts the Alameda Police Department who usually responds within minutes in order to ticket the violators.

- **Passenger Loading Zones (White)**

The marked white zones around the main schoolyard are passenger loading zones which are in effect from 7:30am to 3:30pm, Monday through Friday. There is no parking in these clearly marked areas of the curb, and are reserved for the loading and unloading of passengers as directed by California State Law. These loading zones have been established in order to facilitate the movement of over 300 students being picked up or dropped off at school. The Passenger Loading Zones will be enforced during the morning and afternoon pickup/drop-off routine. You will be asked to move your vehicle if you are not **ACTIVELY** engaged in loading and/or unloading of passengers.

In the mornings, you may bring your vehicle up to the curb, have your child/children step out of the car, and when it is safe to do so, pull out and be on your way. In the afternoons, we will allow for some flexibility, as we understand that in the afternoons, it is necessary to wait for the students to come out.

However, the same rules still apply– you must actively be engaged in the process of loading your son/daughter into the car.

Note: In order to facilitate the flow of traffic please pull up/move forward to the closest available space at the head of the line so that others can pull up behind you.

If, after a certain period of time it is deemed that your vehicle has been in the loading zone for a good period of time and no one has yet entered your vehicle, you will be asked to move and be on your way in order to be fair to other parents who need to use the space. You are asked to please remain in your vehicle at all times so that you can move your vehicle when necessary. Your cooperation is greatly appreciated. Of course, you may always circle around the block and take your turn in the loading zone again, as space permits. A reminder that *double parking to load/unload passengers is illegal* and dangerous.

- **Fire Lanes (Red Zones)**

Parking is not permitted at any time in the red zones (red zones) in the vicinity of the school and/or neighborhood. Fire Lanes are for emergency vehicles only. If you are parked in any of these areas, you will be asked to move your vehicle. Please cooperate with the Safety Patrol officers and/or the Traffic Safety Supervisor when asked to do so.

Note: For safety and guaranteed access to the school in case of an emergency, please do not stop or park in a designated fire lane.

### **Speed Limit**

You are reminded that the speed limit for the entire city of Alameda is 25 mph, and should be reduced even further when driving in a school zone. Please be safe and sensible.

### **Crosswalks**

Please observe the crosswalks in and around the school. Stopping in or blocking a crosswalk is against the law. Pedestrians have the "right-of-way" in crosswalks. You must yield to pedestrians once they have entered the crosswalk. In addition, if a Safety Patrol Officer has entered the roadway with their STOP sign clearly in the air, you must immediately yield, regardless of whether or not the pedestrians have entered the crosswalk.

### **Jaywalking**

There is no "jaywalking." Students have been instructed to use the crosswalks at all times. If you are parked on the opposite side of the street, your child must use the crosswalk to get to your vehicle. This is for the safety of the students. Since this is a school rule, students may be given consequences. Parents are also asked to cooperate with this rule in order to set an example to our students. Parents who choose to "jaywalk" with their children put themselves and their children at risk.

### **Traffic Signals (given by School Personnel)**

Please pay close attention to the directions of the school personnel directing traffic. Safety of the children is always our primary objective and your cooperation is expected.

**Parking Violation Notices**

It must be reinforced that it is not the school's intention to create a hostile atmosphere, but traffic safety is paramount– for the sake of our students and parents and any residents and other drivers in the area that may be affected. Parents that do not cooperate with the rules are subject to citation by the Alameda Police Department.

## **CAMPUS SECURITY & SAFETY GUIDELINES**

The following rules and procedures serve to protect the safety of our children, as well as the parents. It is not intended to create an atmosphere where parents are not welcome in or around our school. In order to ensure the safety and security of our students and teachers, as well as the parent volunteers, we ask that you please follow the following rules and procedures, and thank you in advance for your full cooperation.

### **Access to School Yard**

There is no entrance into the school yard during the hours of 8:00am to 3:10pm Mon, Tue, Thu, Fri (8:00 to 2:10 Wed and 8:00 to 12:00pm on Minimum Days) through any entrance other than the doors of the front office. No one is allowed access into the school yard during the day unless you have a Visitor's Pass (or have been given permission by a member of the faculty or staff). Please do not enter through any of the gated entrances in order to gain access into the school building.

### **Visitor's Pass**

All parents and visitors, who need to conduct business beyond the front office area, must sign-in at the office and receive a visitor's pass. In order to ensure the safety of the students, faculty, and staff, we must know who is in the school building. This includes parents who may need to conduct business across the street in the TK or Kindergarten, or any related business in O'Brien Hall, and all volunteers. Please note that the pass must be worn during the duration of the visit. In addition, please sign-out before you leave.

Visitors must enter and exit through the front office. The schoolyard gates, the back doors/bathroom doors (where the Tile Mosaic is located) are not to be used as entrance/exit points to the school at any time or for any reason.



## OFFICE POLICIES & PROCEDURES

The school office should be the first place to come to when conducting any school-related business you may need to do— drop off something for your child, pay tuition, etc. In addition, if you are volunteering in a classroom, you must sign in and receive a visitor's pass from the secretary before proceeding to that classroom. (*see "Visitor's Pass" policy under Campus Security & Safety Guidelines*).

Parents are not allowed inside the office itself, unless given permission, as confidential faculty & student information is kept there. If you have school business to conduct, please direct all financial inquiries to the bookkeeper. Other office business should be directed to the secretary. Always consult with the secretary and/or bookkeeper before proceeding past the office area or, if you are not sure of certain procedures in relation to the business you are conducting.

### **Attendance**

The school day begins at 7:52am for Middle School students and 8:00am for students in TK-5.

Regular and punctual daily attendance is expected of students who attend Saint Philip Nero School. All students are expected to be present and in line by 8:00am for our daily morning assembly. As a Catholic School, we gather together as a community for pledge, prayer and announcements. This is an important beginning to our day.

The morning bell schedule is as follows:

7:52am – 1<sup>st</sup> bell for Middle School, access lockers

7:58am – 2<sup>nd</sup> bell for Middle School, proceed to yard

8:00am – 3<sup>rd</sup> bell, school begins for TK-8, in line for morning assembly

### **Absence**

Regular attendance at school is necessary and expected. Excessive absences can affect a student's ability to complete his/her schoolwork. If a student is to be absent for any reason, the parent or guardian must call the school office (521-0787) by 8:30am to report the absence. Request for homework must be done by 12:00 noon.

In compliance with California education regulations, when a student returns to school, a note from the parent or guardian must be given to the school office explaining the reason for the absence and signed by the parent or guardian. Any student who is absent from school more than fifteen (15) days in any one trimester may receive an "Incomplete" grade for that grading period.

Direct instruction is a necessary and important part of the school day. Consistent absence during the school year may jeopardize a student's return to Saint Philip Neri Catholic School. Family vacations should be planned for times that coincide with school vacations. The effect of any such absence on the student's schoolwork should always be considered. If the family determines that the vacation opportunity is more important than school attendance, it is the parent's responsibility to make sure that the student learns the material taught during the absence. If a student is absent due to family vacation or travel, the teacher is not responsible for creating alternative assignments. If a student misses class due to a family vacation, upon his/her return, he/she will be given the description of the material taught during the student's absence, it is the responsibility of the parent to make sure that the material is understood. Students will neither lose nor receive credit for assignments missed during the vacation.

### **Tardy Policy**

All care should be taken by parents to be sure students arrive to school ON TIME. This encourages and sets the example that promptness is a necessary value. Students who arrive late to school, even if only a few minutes, may miss instructions or announcements from their teachers at the beginning of the day. The disruption of late students entering the room, even if minor, can distract students (or the teacher) from their tasks. Excessive unexcused tardiness will result in a phone call from the office staff or teacher. The reasons for tardiness will be discussed and an action plan to remedy the problem will be developed. The action plan will spell out steps that will be taken to address and correct the situation. Notation of excessive tardiness is part of the student's permanent record. Students with excessive tardiness may result in detention.

### **Tardy Procedures**

TK-5 students are considered late for school when they arrive after 8:00am (while the morning Prayer and Pledge is in progress). Middle School students are tardy when they arrive by the 2<sup>nd</sup> bell, 7:58 am.

Students who arrive late to school due to a medical or dental appointment should bring a note from the doctor or dentist for the attendance file; the student must by state law, be considered either absent or tardy without such a note. Students who arrive after 8:30 a.m. must be accompanied and signed-in by a parent or guardian. All tardy students must receive a Tardy Pass from the school office prior to classroom entry.

### **Illness at School**

If a student becomes ill during school, the office will call the parent or guardian to pick up the student from school. If the school cannot reach either the parent or guardian, the school will call the individuals listed on the student's emergency form in the order they appear on the form.

### **Early Dismissal From School**

It is disruptive to the learning environment to have students coming and going throughout the day. Please try to schedule appointments when students are not in school. If it is necessary for a student to leave school early, a note signed by the parent or guardian must be brought to the teacher that morning. Before the student leaves school, a parent or authorized adult must sign student out in the Medical Log by the office window. If the student is to return, an adult must accompany the child upon return and sign him/her back in.

### **Jurisdiction of School Policies**

All Saint Philip Neri Catholic School policies are in effect not only on school premises but also in the immediate vicinity\* of the school before, during, and after school hours and at all on-and-off-campus school sponsored events.

\*The immediate vicinity of the school is bounded by High Street, Jackson Street, Van Buren Street, and Fountain Street.

### **Playground Behavior**

Students may not leave the playground for any reason once they have arrived on school grounds. Recess and lunch games are to be conducted in a safe manner. Schedules of play areas and games scheduled for these areas will be posted as necessary for the information of the students and yard supervisors. Students are to follow the directions of the yard supervisors during morning break and lunch time. Students are reminded of positive behaviors and their conflict resolution lessons. Infractions, referrals, and misbehaviors will be noted by the adult-in-charge and communicated with the homeroom teachers and/or Principal. See Playground Rules for more details.

### **Yard Supervision**

Supervision begins at **7:40am** before school and continues until 3:25pm after school. The school assumes no responsibility for yard supervision prior to **7:40am**. Students who arrive at school before **7:40am** should be dropped off at the "Share & Care" Extended Care Program. Any children who remain on the school grounds after 3:25pm will be placed in extended care. The family will be billed the drop-in fee of \$5.00 per hour. For the safety of children, there are no exceptions to this rule.

### **Announcements**

The school day will begin with a community prayer and Pledge of Allegiance at the flagpole assembly area in the schoolyard. During rainy days students will go directly to their classrooms where the Prayer and Pledge will be conducted over the intercom. On rainy days, Transitional Kindergarten and Kindergarten students should be dropped off directly in their building or classroom. Appropriate announcements may be made at that time. No school wide announcements may be made without approval of a teacher or the principal. Likewise, no notices are to be posted in or around the school without proper approval of the principal.

### **Classroom Procedures**

Students are expected to go directly to their assigned seats upon entering the classroom. The normal morning routine should then be followed as determined by the classroom teacher. Students in 6th, 7th and 8th grades who move from room to room for different classes are to travel quietly and observe "Quiet Zones." It is expected that students will observe quiet hallways when passing from one classroom to another.

### **Care of Desk and Textbooks**

Each student will keep the same desk during the entire school year. A fee will be required in June if the desk has been defaced or damaged. Proper care must be taken of textbooks. Books may, of course, be taken home for study. When taken home, books are to be cared for. **All books must be covered with book covers at all times.** Students will be required to pay for lost books or for any books defaced with writing or damaged due to carelessness.

### **Care of School Property**

The appearance of the school and the way it is kept have a great deal to do with a student's pride in school and the reputation of the school. Care shown toward school property and the schoolyard portray pride and school spirit. Students will regard with great care all school property from the yard itself to desks, furniture, books, computers, audio-visual aids, P.E. equipment, and all parts of all school buildings.

Note: Because gum is difficult to remove from rugs, furniture, and clothes, no one is allowed to chew gum anywhere on school premises whether indoors or outdoors.

### **Dismissal**

Dismissal for students varies by each grade level. Dismissal times are as follows:

- 12:00pm – TK in half-day program
- 2:30pm- TK & Kindergarten (2:10 on Wednesdays)
- 3:10pm- Grades 1 to 8 (2:10 on Wednesdays)
- 12:00pm-TK-8th grade (Minimum Days)

To ensure the safety of the students, any students remaining on campus after 3:25pm or 2:25pm on Wednesdays (12:15pm on Minimum Days) will be escorted to Extended Care and required to stay there until they are picked up by their parent/guardian or authorized person. Note that fees will be assessed for this (*see Extended Care Program section in this handbook*).

### **Lunch Period**

Lunch period is from 12:00pm to 12:40pm. All students have a 40-minute lunch period with adequate time set aside for eating their lunches, and play time before or afterwards. TK and Kindergarten have lunch at their play area across the street in the Annex. They do not come to the main schoolyard for lunch or recess.

The students eat their lunch outdoors in the picnic area and/or schoolyard, or in the classrooms on rainy days. Lunches may not be delivered to the classroom. Students are expected to be responsible for bringing their snacks and lunches with them to school each day. Delivery of lunches is disruptive to the classroom learning environment. In case a student forgets his or her lunch, please deliver the lunch directly to the office before noon, where it will be given to your child. A limited number of emergency lunches are available for purchase. Parents will be billed.

The school recommends healthy food choices for snacks and lunch. To help reduce waste, recyclable or reusable containers and utensils are strongly suggested. For safety reasons, glass containers are not permitted on school premises.

### **Hot Lunch Program**

Meals are provided by Choice Lunch. Visit their website at [www.ChoiceLunch.com](http://www.ChoiceLunch.com).

### **Littering**

Students are expected to keep the school yard, classroom, hallways, bathrooms, and Parish Hall clean. Garbage is to be placed in garbage cans. Pride in our school requires that we all play a role in keeping the school and surrounding parish clean. In order to teach children to be good stewards of the earth, we will be teaching and modeling the importance of recycling.

### **Parties**

Class parties will be handled with the cooperation of the Room Parents and the classroom teacher. Class parties are usually held on special days such as Halloween and Valentine's Day. On a child's birthday, you may want to bring in a treat to share with your child's classmates. This is fine, but please notify your child's teacher in advance. Home party invitations are NOT to be distributed by students at school unless 100% of the class is invited (or all the girls if an all-girl party or all the boys if an all-boy party). Children's feelings can be hurt if publicly excluded from a birthday or other party. Please be cognizant of the fact that some students have food allergies, and the food brought in may pose a medical hazard to the student.

### **Personal Entertainment (Electronics, Toys, etc.)**

Students are not allowed to bring personal "entertainment" to school— for example, toys (of any type), trading cards, sports equipment such as basketballs, etc. In addition, electronics such as radios, CD/mp3 players, and any other hand-held video game systems are not permitted. The school cannot accept responsibility for personal items and assumes NO liability if such items are lost or stolen. Any items found in possession by the student during the school day will be confiscated by the teacher and returned only to the parent or guardian.

Note: In some cases, (for instance, a class party), students may bring in certain items, provided their teacher has given them permission to do so. Kindle/Kindle Fire are permitted for reading purposes only.

### **Cellular Phones**

Students are not allowed to use cell phones during school hours. *Students may use their cell phones before and after school for parent communication purposes only.* Cell phones should be turned off and stored in student's backpack. Cell phones may be turned on after dismissal and the student is on the schoolyard.

If you need to relay a message to your child in the middle of the school day, proper procedures call for the use of the phones in the school office or in the classroom. Students will not be allowed to make phone calls from their cell phones nor will they be allowed to receive calls and/or retrieve messages during the hours that school is in session.

Note: Students will not be allowed to make phone calls from their classrooms or the office unless in an emergency (or other permitted reason as deemed by the student's teacher, and/or Principal and office staff); phone messages received in the office to be forwarded to your child are delivered to the teacher's mailboxes, which are checked by each one at their convenience (most will almost always check at recess and lunch time); please plan ahead whenever possible in order to prevent last-minute communications

Any cell phones found in the student's possession (outside of their backpacks) during the school day, will be confiscated, given to the principal, and can only be returned to a parent or guardian.

### **On-Site Counseling**

As part of our mission to educate the whole child, Saint Philip Neri School employs two part time licensed counselors. The counselors are on campus four days a week and are available for scheduled appointments, as well as on a drop-in basis. Counseling offers students an opportunity to express their feelings and emotions openly with a trained individual who will listen and assist them in making decisions, resolving conflicts and managing situations.

The aim of counseling is not to tell students what choices or decisions they should make, but rather to assist, then to arrive at solutions to their problems by allowing them to explore alternatives.

Students may self-refer or be referred by their parents, teachers, or the principal. Counseling sessions may take place during class time, at recess or lunch, or before or after school (by parents' preference and/or availability of session times).

If the counselor sees a child at school and decides to see the child for several occasions, the counselor will phone the parent. The counselor cannot, however, tell the parent anything specific the child has said unless the child has given permission to do so— or unless the child has said something that leads to believe that the child could endanger himself/herself or others in some way.

### **Medication**

All medication administration requires authorization from the parent/guardian and licensed physician. An authorization form that is given out early in the school year must be filled out and turned in at the time medication is required to be administered to your child. The authorization form for each "over-the-counter" and/or prescribed medication must be completed and filed with the school. "Over-the-counter" medication only require a parent/guardian signature. For all prescription medications, including aspirin (these will be treated as a prescription drug), both a signature from the parent/guardian and physician are required.

Parents/guardians must bring the medication(s) to the school office along with the authorization form. Each medication must be in its original container, labeled with: the student's name, name of medication, dosage, frequency of administration, and expiration date. "Over-the-counter" medications should be in the original packaging with directions for administration.

All medication must and will be kept in the school office. Special exceptions will be made for students who has a signed Permission to Carry and Self Medicate form on file. No students will be given medications during school hours unless these procedures have been followed.

Parents or guardians must assume all responsibility for the supplying of all medications. No medications are to be brought to school by students. Any medications must be brought to school only by a parent or guardian, an adult authorized by the parent or guardian, or an authorized employee of a pharmaceutical supplier.

This medication and all non-prescription medications must be administered, in person, by the parent or guardian and not self-administered by the student (i.e., putting in plastic bag to take at lunch). This includes any over-the-counter allergy medication, cough drops and/or syrups, sore throat lozenges, etc. No student may carry his/her own medications or self-administer their medications unless directed by their physician (as indicated on the authorization form). This includes asthma inhalers and Epi-pens.

Note: If a student must keep his/her medication with them, then a duplicate medication must also be kept in the office in case of emergency (for times when the student does not have immediate access to their medication, such as when they may be in the hall, church, school annex, etc.)

### **Immunization**

Each student must have on file, a record of immunization against polio, measles, rubella, diphtheria, tetanus, pertussis, mumps, hepatitis B, and varicella prior to entry into Saint Philip Neri School. As of June 2011, due to the rise of Whooping Cough, all 7th graders must have an updated booster for Tdap on file. In addition, in a new law known as SB 277, beginning January 1, 2016, exemptions based on personal beliefs, including religious beliefs, will no longer be an option for the vaccines currently required. Personal beliefs exemptions currently filed prior to January 1, 2016, will remain valid until the child reaches the next immunization checkpoint at 7th grade.

### **Insurance Claims**

When an insurance claim is involved in the case of serious accident, a School Accident Report must be completed by the principal or vice principal. Insurance claim forms will be sent to parents or guardians. (Orthodontic devices are not covered by insurance).

### **Report of Injuries**

All injuries are to be reported to the office immediately. Authorized parties who are listed on the child's Emergency Card will be notified in case of serious accident. Please try to include easy-to-reach "back-up" people on the Emergency Form.

### **Disaster Preparedness/Procedures**

Fire drills are conducted once a month to comply with the rules of the Alameda Fire Department. Earthquake evacuation drills and intruder drills are conducted periodically. Procedures call for students (and any visitors in the building) to remain silent during the duration of the drill and follow directions of the classroom teacher/school personnel.

Various locations in the school are stocked with first aid and other provisions. All faculty and staff are trained in First Aid/CPR/Basic Life Support every two years. (In addition, a disaster response team is created at the beginning of each school year, with each teacher/staff assigned to specific duties).

In the event of an actual fire and/or significant earthquake, everyone in the school at the time will be moved and regrouped in a safer location close to the school. No student will be released unless directed/authorized by the principal/personnel in charge, and only then to those persons listed on the Emergency Release Form.

### **Transportation to School (Alternate Forms)**

Students (and their parents, if accompanied in the morning and after school) may come to school on a bicycle (or scooter; roller skates; skateboard). Upon entering the sidewalk in the immediate vicinity of the school grounds, students (and parents) must dismount and walk their bike and lock them in the area provided. (Scooters, skates, skateboards are to be put away *immediately*). To prevent injury and for the safety of all, no one is permitted to ride bicycles, skateboards, roller blades, in-line skates, or any similar vehicle on school grounds at any time.

### **Transportation & Parking (in General)**

For the safety of the children transported to school by car, students are NOT to be dropped off at the school's front door. Given the traffic on High Street, this is too dangerous. Please use Jackson, Van Buren, and Fountain Streets as drop off points for children. Please note that the white zones are passenger loading/unloading zones, and are for immediate loading or unloading of passengers only and are legally "no parking zones." In addition, there is no parking in the schoolyard, before, during, or immediately after school. Parishioners are allowed to park on the schoolyard immediately near the side entrance of the church for morning mass.

### **Field Trips**

Field trips are privileges and students can be denied participation if they fail to meet academic/behavioral requirements. In order for students to participate, a field trip Parent Permission Form is required. Students who fail to submit the proper form 24 hours prior to the field trip may not be permitted to participate. Telephone calls giving verbal parental permission, or handwritten/typed notes cannot be accepted in lieu of the proper forms, as these forms are legal documents.

Note that on these Parent Permission Forms is a section that asks if you are volunteering to drive (provided your child's teacher has requested such). Volunteering to do so requires provisions as outlined in the section that immediately follows.

Note: Please remember that your primary role is to ensure the safety of the children. Socialization among adults should be kept at a minimum. The consumption of alcoholic beverages during field trips is prohibited.

### **Field Trip Transportation Policy**

The decision as to which method of transportation to use while on a field trip is the responsibility of the teacher planning the trip, in consultation with the Principal. Methods of transportation are private vehicles, public transportation— such as bus or BART®, charter buses, or walking.

To insure the safety of children, the following is required:

1. If private cars are used, the number of children that can be transported in each car must be equal to the number of available seats (With seat belts) in the car. According to the Diocese policy, there must be two (2) adults per vehicle.
2. In regard to vehicles equipped with air bags, as per the recommendations given by the National Highway Traffic Safety Administration:
  - Children age 12 and under should ride buckled up in a rear seat.
  - If children 12 years and younger must sit in the front seat, first ensure that they use seat belts and/or child restraints appropriate for their size or weight, then move their vehicle seat all the way back. The child needs to be sitting with their back against the seat back, with as little slack as possible in the belt.

Note: Diocesan guidelines do not permit students in grades TK-4 to ride in the front seat of a car that is equipped with an air bag (unless the student is the child of the parent who is driving).



3. Below is the California law for car seats and booster seats, referenced in California Highway Patrol's website ([www.chp.ca.gov/programs-services/programs/child-safety-seats](http://www.chp.ca.gov/programs-services/programs/child-safety-seats))

- Children under the age of 8 must be secured in a car seat or booster seat in the back seat.
- Children who are 8 years of age OR have reached 4'9" in height may be secured by a booster seat, but at a minimum must be secured by a safety belt. (California Vehicle Code Section 27363.)

4. Drivers must be 25 years or older and have a current valid driver's license. Proof of a valid driver's license and current insurance must be provided to the school office. A photocopy of the driver's license and the Declarations Page of the auto insurance policy must be provided.

Note: The minimum liability insurance coverage required is \$100,000 for each person and \$300,000 each occurrence. (Persons who offer to use their privately owned vehicle for transportation to school related activities should be aware that although there is a liability insurance policy for the Diocese, it is the individual driver's own insurance that must provide coverage for them in case of an accident).

5. Distance and total travel time will be considered when deciding between bus transportation or private automobiles. If a bus company is employed, it must provide proof of current insurance and certify that the driver holds a valid driver's license.

Note: The California Highway Patrol has informed the Oakland Diocese that parents are not required to provide safety or booster seats for field trips where transportation is provided by bus.

6. Young children and siblings are NOT allowed to accompany parents and students on field trips. (School insurance does not cover any child not enrolled at Saint Philip Neri Catholic School).

7. In compliance with Diocesan policy, NO ALCOHOL will be served in the presence of children during school related activities.

Note: In addition, parent drivers and/or chaperones can NOT attend field trips if S.E.C. compliance has not been met ("Safe Environment for Children")

### **Students' Images for Public Relations (PR)**

From the Oakland Diocese: "*Photographs of students may appear on the school's website or in other publications. Parents who do not wish their children's photographs be placed in public media must notify the principal in writing at the beginning of each school year.*"

As a formality, a special form is sent out at the beginning of each school year requesting a family's consent to having their son or daughter's images (video and/or photograph) used for "PR" purposes, this includes the school website, Facebook, and printed advertising materials. This form is to be signed and returned to the office if the parents'/guardians' do not want their child/children photographed.

### **Students' Images in School Media / Publications**

As a school policy, images taken by students from SPN's Broadcasting or media class for use in the yearbook do not fall under this policy as they are not released "en masse" to the general public. Please note that any and all images published in the yearbook or newsletter--whether school-generated or from an official photographer contracted by the school--are copyrighted material and should not be used for personal reasons or any other type of transferred use and/or further duplication outside of its original published medium.

### **School Logo (Use Of)**

Unless given permission by the Principal, no one is allowed to use the official school seal or logo on any type of document of their own--even if school-related--as this logo is used to identify OFFICIAL documents and/or communications by the faculty/staff and administration of Saint Philip Neri Catholic School.

An example of the "official school seal" is like the one found on the first page of this *Student & Parent Handbook*. Previous versions of the school logo may be used, but again, permission must be secured from the Principal before use is granted for any non-official or even official use such as flyers, announcements, etc.

### **Spartan Mascot Logos (Use of)**

In addition to the school logo policy, the Spartan mascot logo is copyrighted/licensed material that serves as the unique identity of the school newspaper publication (and not necessarily the school itself). It is not to be used for any other purposes.

## ACADEMIC POLICIES & PROCEDURES

### Standardized Testing

#### **1. Renaissance Learning**

Renaissance Learning is a cloud based assessment program. The Diocese of Oakland requires testing in reading and math four times over the course of the year. STAR reading and STAR math are computer-adaptive reading and math assessment administered by the classroom teachers grades 2-8 four times during the school year. The data from these assessments is used to differentiate instruction, set individual achievement goals and inform instruction.

#### **2. Iowa Test of Basic Skills (ITBS) and CogAT:**

The Iowa Test of Basic Skills (ITBS) is administered each year to students in Grades 2-8. This series covers reading, math, language arts, science, social studies, and study skills. The results are used for curriculum planning and for individual student need plans. In addition, the Cognitive Abilities Test (CogAT) is administered to students in Grades 3, 5, and 7. The CogAT is a critical thinking ability test.

### Homework

Homework is a necessary part of school life and is given as a meaningful part of education. Please work with the school and teachers in seeing that your child(ren) take personal responsibility for completing daily assignments. Home study reinforces work begun in school. It is a means of finding out how well a child has comprehended the day's lesson. Homework is also a device used to promote creativity, spark curiosity, and develop hidden potential.

The assignment of homework has been left to the discretion of the teacher. Weekend homework may be given for enrichment purposes, long-term projects, and for the purpose of making up work missed through absence or poor effort. Long range assignments are often given in grades four through eight.

All students are expected to complete their assignments on time. If a child is unable to complete a homework assignment because of an emergency situation, a note to the teacher explaining the situation should be sent to school. Time will be given to the student to make up the work.

If a student has no written homework, quiet reading should be done so the habit of a regular study time is formed. Homework should not be so excessive that a student does not have time for home responsibilities or leisure.

The suggested time allotments for daily homework are:

- Grades K-2.....20 - 30 minutes
- Grades 3-4.....30 - 45 minutes
- Grades 5-6.....45 - 60 minutes
- Grades 7-8.....60 - 90 minutes

Parents are encouraged to develop a responsible academic attitude in their children by encouraging their students to use a homework assignment/agenda book and setting aside a quiet area in which each student may work. If your student has difficulty with time management and neatness, encouragement and suggestions from you would be helpful to your child.

Parents can help their students in the following ways:

- Providing a quiet place for study away from other activities, e.g., TV, stereo, video games, "surfing" the internet, etc.
- Supplying reference books if possible, such as a dictionary, thesaurus, or spelling dictionary.
- Scheduling a regular time for study each night.
- Not doing homework for your child.
- Reviewing the quality of work and encouraging neatness, accuracy, and correct spelling.
- Communicating with the teacher(s) in a timely manner, for example: if there are questions regarding a long term project, or if your child could not complete an assignment due to outstanding circumstances.

### **Late Assignments**

Assignments are expected to be turned in on time. Late assignments will be given partial credit. Completion of assignments will be reflected in the Life Skills section of the report card. If a student regularly misses assignments, parents will be contacted to resolve the problem.

### **Grading Policy**

Grading is an opportunity to evaluate a child's progress in specific subjects. Each child's effort and consistency with daily class and homework assignments affect his/her grades. Teacher-prepared tests, end-of-chapter tests and other authentic / alternative assessment methods provide data for percentile ranking of each child's comprehension of specific content areas. Report card grades are a combination of these factors.

The grading scale for Transitional Kindergarten is as follows:

- Standards rubric: 3 = At or Exceeds grade level
- 2 = Approaching grade level
- 1 = Below grade level

Effort and Behavior Rubric:

- E = Excellent
- S = Satisfactory
- N = Needs Improvement

Grading Scale for Grades K-5 will be based on the Diocesan standards-based report card. The grading scale is as follows:

- 4 = Exceeds Mastery
- 3 = Meets Mastery
- 2 = Approaches Mastery
- 1 = Needs Support

The grading scale for grades 6-8 is as follows:

	<b>A</b> = 95-100	<b>A-</b> = 90-94
<b>B+</b> = 87-89	<b>B</b> = 83-86	<b>B-</b> = 80-82
<b>C+</b> = 77-79	<b>C</b> = 73-76	<b>C-</b> = 70-72
<b>D+</b> = 67-69	<b>D</b> = 63-66	<b>D-</b> = 60-62
	<b>F</b> = below 60	

Grading Scale for Grades K-8 for Life Skills (Social Development and Work Habits):

E – Exceeds Expectations  
M – Meets Expectations  
N – Need Improvement  
NE – Not Evaluated

### **Report Cards**

Report cards are given in Grades TK-8. They are issued at the end of each Trimester, every twelve (12) weeks. There are three trimesters in the school year.

Note: Student/Parent/Teacher goal-setting conferences are conducted at the end of the first trimester, usually during the second week of November.

### **Academic Records**

A parent or student who wishes to view a cumulative academic file may make a written request with 24 hours notice. The records must be reviewed in the school office with a person qualified to interpret them. The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

### **Progress Reports**

Progress reports and/or progress letters are sent to parents as needed during each trimester to inform parents of student progress. These are normally sent home mid-trimester, but may be sent home weekly. Progress reports are to be signed and returned by the date set by the student's homeroom teacher.

### **Academic Probation**

Students are expected to meet the requirements of the school both in academics, as well as, conduct and behavior. Students who receive a grade of "**D**" or lower (including an "Incomplete") in any subject, or a "needs improvement" in conduct or in effort will be placed on academic probation for a minimum of two (2) weeks. The purpose of academic probation is to provide a structured period of time during which the student can focus his/her entire attention on studies and behavior choices to improve.

Students placed on academic probation may lose privileges (free dress, social events, field trips, sports, etc.). At the end of two (2) weeks, the principal and teachers will review and evaluate the student's progress and will determine if and when the student's probation may end. Parents will be notified of this action.

## **Discipline**

Students should be instructed that their actions and attitudes should reflect a Christian ethic and that their behavior should be in accordance with the moral and religious expectations outlined in our philosophy and goals.

Discipline in the Catholic school is considered to be an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

1. To provide a classroom situation conducive to learning.
2. To educate students to an appreciation of the importance of developing responsibility and self-control.
3. To build a sense of Christian community.

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

The school uses a school-wide discipline program called **Discipline With Purpose**:

***Discipline with Purpose*** is a K-8 developmental program, using a classroom curriculum based on the following assumptions:

1. Cultures flourish when persons in the culture have:
  - a) A commitment to work.
  - b) The willingness and ability to relate to others in a cooperative manner.
  - c) Self-discipline.
2. People today need a renewed understanding of what it means to be self-disciplined.
3. Fifteen specific self-discipline skills can be identified and taught to help people help themselves.
4. When individuals agree on the behaviors expected of self-disciplined person, they establish a framework for making decisions and resolving conflicts.
5. Acknowledgment of the consequences of one's actions and the willingness to change unhealthy behaviors is a necessary component in any cooperative adventure.
6. When skills, instead of personality traits are used as the standard for evaluating behaviors, confrontation brings about constructive change.
7. Misbehavior is viewed as a teachable moment; a time to talk about missing skills. Skill talk is neutral talk. It does not demean or put-down another person.
8. The measure of effective leaders in any organization will be directly related to the self-discipline skills they have integrated.
9. When individuals demonstrate self-discipline skills collectively, society can be transformed in a positive way.

### **Three Rules to Follow:**

1. **Respect** yourself, others and things.
2. **Contribute** to the learning environment.
3. **Follow** school and classroom procedures.

**Fifteen Life Skills:**

1. Listening
2. Following Instructions
3. Asking Questions
4. Sharing: Time, Space, People, Things
5. Exhibiting Social Skills
6. Cooperating
7. Understanding and Explaining Reasons for Rules
8. Figuring Out How to Accomplish Tasks
9. Demonstrating Leadership
10. Communicating Effectively
11. Organizing: Time, Space, People, Things
12. Resolving Problems
13. Initiating Solutions
14. Distinguishing Facts from Feelings
15. Making Sacrifices and/or Serving Others

## SCHOOL RULES

### **Morning Assembly**

Because all students are on the yard in the morning, there is no running or playing tag. Once the bell rings, students are expected to:

1. Stand quietly in their class line; keeping their hands to themselves
2. Listen and respond respectfully
3. Participate in prayer and pledge reverently
4. Walk quietly in line to the building

### **Entering and Exiting the Building**

The purpose is to help create an educational environment where learning is the priority.

1. Silence begins at the door to the building
2. Keep to the right.
3. Walk silently in line.
4. Keep hands at your side.
5. Enter rooms politely.

### **Hall Travel**

Students are expected to realize that hall travel must be quiet in order to provide a positive learning environment. Students are required to:

1. Walk silently; hands and feet to self.
2. Keep to the right.
3. Use pass when required.
4. Conduct business quickly.
5. Always use good manners.

### **Playground Rules**

For playground safety, we are using a warning for first offenses and the benching of a student (or sitting out for a period of time) if the warning is not heeded. In grades 4 through 8, no warning will be given - consequences will be given immediately. When the dignity of a child is at stake, parents will be called on the first infraction.

#### **Reasons for benching:**

##### **1. Physical Abuse**

- Deliberately hitting others in the head or below the belt with balls.
- Pushing, kicking or shoving in game situations.
- Jumping on the backs of other students.

##### **2. Verbal Abuse**

- Name-calling
- Profanity
- Threatening



### **3. Property Damage**

- Ripping of clothing
- Throwing food or drinks, littering.
- Destroying benches, balls; disrupting game area.

If there are repeated benchings in one trimester a PCF will be sent home. Once a student receives 3 PCF's a meeting with the student, parents and Principal is required. Continued inability to follow the playground rules may result in a behavior plan, suspension and even expulsion from the school.

**Any FIGHTING may result in immediate SUSPENSION for the persons involved.**

## **CONDUCT AND BEHAVIOR**

Students are expected to conduct themselves with respect, responsibility and reverence at all times. Courteous behavior is not only expected in the classrooms and on the school yard, but also within the immediate vicinity of the school, while being transported to school events, and at all school events whether on or off campus. All school sports events fall into this category.

As students of a Catholic school, we expect our students to conduct themselves in the same way when they are out in public during non school hours, especially if students are in their school uniform. Student actions at all times reflect upon the image of the school. Should disorderly conduct occur outside of the school, the school reserves the right to take disciplinary action. The Administration will decide when this action is needed.

### **Conduct Policy**

- \* 3 academic infractions will result in a parent teacher conference. Student will also be placed on a contract that will be arranged by homeroom teacher.
- \* 3 behavioral infractions will result in a parent teacher conference. Any additional behavioral infraction will result in a conference with parent, teachers, and principal.
- \* Repeated dress code violations will result in a loss of free dress privileges.

### **Consequences**

The ultimate goal of education is for students to become self-disciplined. The skills are required for becoming a self-disciplined person are explicitly taught in our school through our Discipline with Purpose Program. Behavioral rules exist in order to create an excellent learning environment. School and classroom rules are clearly defined. Students are expected to practice the skills of self-discipline in order to understand and comply with the rules. Non-compliance will be addressed by the teacher or the adult in charge (instructional assistant, yard supervisor, parent volunteer). In some cases the teacher or adult in charge may refer the problem to the Administration if deemed necessary.

Consequences for non-compliance may include an Incident Report, reflection sheet, PCF – Parent Communication Form, detention, suspension or expulsion.

Teachers will implement their own classroom management process. If that process does not effectively change the student's behavior, then the following is the school-wide process for non-compliance of school rules (note that these steps may not necessarily be followed in order, depending on the severity of the misconduct):

Step 1:

- Warning; self correction: The student is given a warning and an opportunity to self correct the behavior

Step 2:

- PCF – Student/Parent Communication form: Parents are required to sign the PCF and the student must return the PCF the next day.

Step 3:

- Incident Report: the student will complete an incident report detailing the continued non-compliance of school rules.
- PCF – a second PCF will be sent home

Step 4:

- PCF – 3<sup>rd</sup> PCF is issued
- Meeting is required with Parent, Teacher and Student; Teacher calls home to set up the meeting
- Detention for grade 6-8

Step 5:

- Parents and students are required to meet with the principal; Principal will contact and request a meeting.
- Behavior plan will be established
- Suspension and/or expulsion are possible

Parents are encouraged to appreciate the action taken by the teacher and Administrator and support the consequence that may have been given to the student as a result of his/her misbehavior.

#### **Student/Parent Communication Form - PCF:**

The Parent Communication form has multiple purposes. It is used as a communication device between the school, the student and the parent. A PCF can be issued to a student for being out of uniform, wearing make-up, missing books and supplies, not being prepared for class, homework not completed, off-task behavior, and rudeness or disrespect toward another student or adult. The PCF must be signed by the parent/guardian and returned to the homeroom teacher the next school day. Persistent non-compliance will result in a student's conduct grade being lowered and may result in suspension, detention and/or expulsion.

#### **Detention grades 6-8:**

The school has the legal right to detain any student after dismissal time for a period of no more than 30 minutes for a detention period issued as a consequence for disciplinary or academic reasons. Parents will always be notified by phone or referral slip in advance of the detention date.

There are two forms of detention for grades 6-8:

1. Missing assignments: If a student has 3 or more missing assignments in any one class, the student will be required to attend detention until the missing assignments are completed.
2. Behavioral: If a student is sent to detention for behavior issues, then the student will be required to complete a reflection form.

Students may only be excused from detention for a doctor's appointment or family emergency. However, the time must be made up the next possible day.

### **Suspension**

Students may be suspended (temporary removal from class) for noncompliance of the rules. There are two types of suspensions: "in-house" where student attends school but does not participate in classes; or where student is sent home and does not attend school at all. Suspended students have to make up any missed work. Students may also be suspended for the following:

- Deliberate, willful disobedience.
- Profane or foul language.
- Disorderly behavior in class.
- Harassment/hostility toward another student.
- Fighting on or near school grounds
- Leaving the school grounds after arrival or before being picked up.
- Disrespect to any school personnel.
- Defacing school property

### **Expulsion**

Students are liable for expulsion (permanent removal from school) for willful noncompliance with the rules or committing a serious offense. The following offenses may result in expulsion:

- Danger: A student does anything to endanger self or others
- Disrespect and open persistent defiance of authority: A student consistently behaves in a disrespectful manner towards school staff or other students
- Disruption: A student consistently disturbs the learning environment
- Habitual profane or foul language
- Smoking or possession of tobacco; the use, sale, distribution or possession of: habit forming substances or alcoholic beverages on or near the vicinity of school
- Vandalism to school property
- Theft
- Habitual truancy
- Assault or battery, or any threat of force or violence directed towards any school personnel or students
- Harassment, "general" or "sexual" as defined by the Diocese of Oakland (*see section in this handbook*)
- Possession and/or assault with a deadly weapon and/or any object which can be used to cause harm to another
- Uncooperative or destructive attitude of parents

### **Procedure for expulsion in cases of cumulative disciplinary difficulties**

1. The principal will arrange a conference with the parents to explain that expulsion is being contemplated unless immediate and continued improvement is made.
2. If adequate improvement is not made within a reasonable time, a second conference with the parents will be arranged. After this conference a final decision will be made by the principal.
3. If the decision is for expulsion, parents may appeal the decision, first to the principal, then to the pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedure has been followed and sufficient reason for expulsion exists.
4. Written records of the various proceedings leading to expulsion will be filed in the student's cumulative record.

### **Procedure for expulsion in cases involving grave offense**

1. The child is immediately suspended.
2. The initial parent-principal conference is dispensed with, and the expulsion process begins with procedures outlined in the Diocesan Administrative Handbook. Grave offenses include possession or sale of alcohol or narcotics, possession of any weapon and any other violations deemed serious by law.

### **BULLYING**

Bullying and harassment stand in the way of our social vision and the gospel values of empathy and inclusion.

#### **What is bullying?**

Bullying occurs when a student, or group of students, repeatedly try to hurt, humiliate, intimidate or get power over another less powerful student in any of the following ways:

- **Physical bullying** is when a student repeatedly uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, impeding or blocking movement, taking a student's belongings or stealing materials from them.
- **Verbal bullying** is when a student repeatedly uses words, images or gestures to intimidate or humiliate another student by taunting, name-calling, teasing, put-downs, insults, threats and blackmail.
- **Relational bullying** is when a student repeatedly and intentionally excludes or isolates another student by leaving them out, manipulating other against them, or spreading untrue rumors or gossip.
- **Cyberbullying** is when a student repeatedly uses their cell-phone, text messages, e-mails, instant messaging, the Internet and social media to threaten, shame, or isolate another student. This is defined in more detail in the Diocesan Telecommunications Responsible Use Policy.

**Bullying is different from conflict.** Conflict is an inevitable part of life and can occur at school when a student perceives another student as being an obstacle to what they want or value. If students are in conflict but are not using bullying to get power over the other student, we are committed to helping our students work through the conflict.

#### **What is harassment?**

Bullying may at times amount to harassment. It is harassment to target a student online or face to face because of their actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or because they are associating with a student or group of students with one or more of these actual or perceived characteristics.

Saint Philip Neri uses a developmental curriculum to teach about bullying. Grades TK-2 use Second Step; 3-5 Steps to Respect; 6-8 Restorative Justice.

Since the students are expected to respect the school community, contribute to the learning environment, and follow school procedures, there is no tolerance for bullying or harassment. This includes bullying and

harassment during the after-school program, on school field trips, or traveling to/from school, Diocesan sponsored events, through social media or any other electronic communication.

Below is a process by which to report a suspected bullying situation and consequences:

- Student or parent is to contact the teacher and/or Principal to report the alleged bullying.
- Any SPN staff member that witnesses suspected bullying or harassment is obligated to report the action in writing to the Principal.
- Parents will be notified immediately if their student reports a case of bullying or harassment.
- The Administrative Team will then research the report, speaking to all parties involved. This will entail meetings with any student and/or faculty and staff members that might have been witnesses or bystanders. Students who are present and do nothing to stop the behavior will also face consequences for giving silent approval of the actions. The Administrative team will draft a report of findings that will be shared with the parents, teacher and student. A plan will then be developed to rectify the situation and consequences will be given.
- The school will maintain documentation of any reported cases of bullying or harassment, the resolution and actions taken.
- Should any party not be satisfied with the handling of a report of bullying, they should file a complaint or appeal with the Pastor.
- Should bullying or harassment be identified, the school will take the necessary measures to ensure the safety of all students. These measures may include:
  - Referring students to the school counselor
  - Creating Solution Teams
  - Restorative Justice Circles
  - Suspension, detention and/or expulsion

### **Disciplinary Hearing**

If a student is repeatedly misbehaving, the principal may call for a Disciplinary Hearing. A decision will then be made as to the student's future at Saint Philip Neri Catholic School (strict probation, retention, transfer, suspension, expulsion, etc.). In addition, a hearing may be convened to review academic concerns as well.

### **Non-renewal of Student Enrollment**

If the school determines that they cannot serve the child, the child cannot benefit from its programs, and/or due to the repeated uncooperative or destructive attitude of the student or parent/legal guardian, the school maintains the right not to accept the child for continued enrollment.

### **Procedures for Recommended Transfer**

Students clearly unable to profit from the school by reason of ability, serious emotional instability, repeated uncooperative or destructive behavior, or repeated uncooperative or destructive attitude of the parent/legal guardian, will be asked to transfer when:

1. The school has explored means to meet the needs of the child
2. There has been sufficient discussion with the parent or legal guardian concerning the child's condition or the parent/legal guardian's attitude

The transfer is to take place at the end of the grading period however, preferably at the end of an academic year whenever and if at all possible. Final decision will be made by the Administration in consultation with the Pastor and Superintendent.

## UNIFORM AND DRESS CODES

Saint Philip Neri Catholic School takes pride in its tradition of excellence. This tradition should be evident to those who come in contact with representatives of the school and the best representatives of any school are its students. Therefore, certain basic regulations exist for proper dress and grooming. These regulations are in the interest of creating an atmosphere conducive to learning and in demonstrating pride in our school.

### **Uniform Regulations (General)**

Students are expected to be in FULL UNIFORM at all times, unless "Special Dress" is specified. (*see "Special Dress Code"*). Only uniforms from Classic Designs Company may be worn, specifically pants, shorts, skirts, blouses, and polo shirts (available in colors blue, gray, green, and white). In addition, the following regulations apply to all students:

1. All shirts and blouses, with the exception of the midly blouse, are to be tucked into the pants or skirt at all times. Shirts and sweatshirts must be the proper fit and size for your child. Sweaters are not to be tied around the waist or worn draped over the neck.
2. Pants are to be properly fitted at the waist and length. Baggy and oversized pants, as well as form-fitting tight pants are not to be worn. Belts must be worn with uniform pants (boys & girls). Belts should be a uniform belt or a plain black or brown belt with a plain buckle.
3. When the weather warrants warmer clothing, the first choice for outerwear is the uniform sweatshirt or sweater. Jackets may be worn over the sweatshirt or sweater, as long as they are a solid color (no sports teams, collegiate logos, brand names that stand out, etc.– final judgment rests with the Administration), but do not replace the use of the uniform sweatshirt or sweater. No other types of sweatshirts and/or sweaters are allowed with the exception of the 8th grade class sweatshirts and a special rule in regard to the green "SPN Spartan Athletics" sweatshirts (see appropriate section which appears later). Long sleeves polo shirt and turtlenecks with the school logo are available for purchase through Classic Designs, along with SPN fleece jacket and windbreaker jacket.

Note: White, gray, green or navy blue long sleeves or turtlenecks without the school logo, that match the color of the (short sleeve) polo shirt, may be worn under the uniform polo.

4. Girl's hair is to be kept in a neat and conventional style, combed back and out of the face at all times. Boys hair cut should be above the eyes, above the ears, and above the collar. No coloring or designs of any type are allowed to be part of any haircut. (Note: The administration will determine the appropriateness of any haircut, color or style, as well as, the consequences for non-compliance).
5. Makeup is not allowed; only clear nail polish may be worn; only one pair of post earrings may be worn; Necklaces and bracelets are not allowed; though appropriate religious jewelry is acceptable- one necklace. Only one ring on each hand is allowed.

## Uniform Specifications

The following specifications apply to all students (boys and girls) in grades TK-8th unless otherwise noted as a specific option to one or more individual groups. In addition, unless otherwise noted, only "Classic Designs" brand/style clothing (the school's exclusive uniform supplier) is allowed. [\*\*key codes... B: = boys / G: = girls]

### Pants:

- Navy blue **pleated or flat front** twill slacks with belt

### Shorts:

- Navy blue **pleated or flat front** twill walking shorts

### Jumpers & Skirts:

- **G:** Scoop neck crop waist with three box pleats (Gr. TK-4)
- **G:** "A-line" skirt either with two box pleats or knife pleats (Gr. 5-8)
  - hem line to be no more than 3 inches above the knee

### Shirts:

- Official school polo shirt with school logo
  - in white, and/or gray, and/or green and/or navy blue
- **B:** White broadcloth dress shirt, short sleeve (any brand)
- **G:** White pinfeather middy blouse with the following options:
  - white "Peter Pan" *collar* blouse, short sleeve (TK-4th)
  - white "Peter Pan" *over* blouse, short sleeve (5th-8th)

### Sweater:

- Official school sweatshirt with school logo

### **OR**

- Navy blue "V-neck" cardigan or pullover sweater

### Socks:

- Solid white, navy blue, or black socks (no logos). **All socks must touch the ankle. (revised 6/9/15)**
- **G:** tights, in solid white, navy blue, or black (during the winter season). Leggings are not allowed to be worn under skirts or jumpers.

### Shoes:

- Tennis shoes or soft-soled shoes (sandals are *not* allowed) with laces or buckle in...
  - **solid** white, black, navy blue, or brown (no accent colors or contrasting logos). **White soles are acceptable (revised 6/9/15).**

Note: Shoes must be solid black, solid white, solid navy blue, or solid brown. They can be laced or Velcro, and laces must match the color of the shoe. Sport shoes are recommended as they allow children to play and run freely. The name brand is irrelevant; the shoes must be the appropriate solid color. Dress shoes are acceptable, though they must be solid color, closed toe, and have a strap or laces. No slip-ons. Girl's shoes may not have raised heels.



## Uniform Compliance

Neatness, cleanliness, and strict adherence to uniform regulations are required by all students and expected by the school. Parents will be notified regarding violation of the uniform policy. Repeated violation will result in loss of "free dress" opportunities. Parents may be asked to bring proper clothing to school should their child not be in compliance.

## Special Dress Code

As previously stated, students are expected to be in full uniform unless special dress is specified. Certain "Activity Days," (such as "Spirit Week" or "Pride Day") as determined by the school, will allow for students to dress more casually than the uniform policy. It is expected that students will dress in an appropriate manner for school on these special days.

There are different types of special dress that depending upon the reason for the special dress day. Please adhere to the following:

1. Mass Days – Our students attend weekly Mass with their class and/or monthly Mass with the entire school community. On Mass days, student must wear their full uniform, including uniform sweater or sweatshirt (no shorts). On warm days, students may take their sweaters or sweatshirts off once inside the church.
2. Nice Free Dress- this refers to an event where "Sunday clothes" would be the expectation, i.e. the evening concert events. The length of skirts and dresses must be no more than one inch above the knee. Blue jeans are not to be worn. Exception will be made for dress shoes. Girls may wear dressy sandals with low heels for Christmas and Spring Concerts. Flip-flops are not acceptable. High-heels are not permitted for safety reasons. Uniform shoes are always acceptable, however, boys may wear leather dress shoes, if they choose.
3. Free Dress - free dress is allowed at school for monthly birthdays (on designated dates), rewards, or Spirit days. Students may wear long pants (clean, tear-free jeans or slacks), walking shorts or uniform shorts; dresses or skirts (length must be no more than two inches above the knee). **“Short-shorts” are not permitted at any time. Shorts must be of the same length as uniform skirts or jumpers.** Sweatpants, leggings or yoga pants may not be worn. Basketball shorts may only be worn on theme-related school events, or unless specified and/or approved by the teacher and/or school principal. No tank tops, spaghetti straps, bare midriffs or halter tops are allowed. Tops must be able to be tucked in. Hats may be worn, but not indoors or during morning assembly. For safety reasons, shoes should be closed-toed and must be appropriate for PE class. Boots may be worn, provided, students bring athletic shoes for PE.

Note: During individual class field trips, the teacher may deem it necessary for the class to wear specific attire due to the nature of the field trip (i.e., a hike in the park or viewing a performance of a play). All criteria above still apply when choosing apparel for the field trip.

The school reserves the right to send home any student who appears in attire inappropriate for school, or to request that appropriate attire be brought to school immediately. Determination as to appropriateness of dress rests with the Administration.

### **"SPN Spartans Athletics" Sweatshirts**

While the green "SPN Spartans Athletics" sweatshirts given to students participating in sports (and also made available to non-participants) are a way to show pride in our school, these special sweatshirts are NOT part of the school uniform and cannot be worn in place of the official school uniform sweatshirt with school logo, nor can they be worn as part of the school uniform. The Spartans sweatshirt may can be worn every Friday or on Spartan Pride days, Spirit Week, or any designated Free Dress days.

## **POLICIES OF THE DIOCESE OF OAKLAND**

### **Implementation of Policies & Procedures at Site**

From the Superintendent of Catholic Schools: “The following is a gentle reminder about an important policy and procedure. When disagreements arise in the implementation of policies and procedures at the local site, a parent or legal guardian may appeal the decision, first to the Principal, second to the Pastor, and later in writing to the Superintendent stating that you have communicated with the Principal and Pastor. However, it is presumed that neither will overturn the decision if the established policies and procedures have been followed and sufficient reason exists. Your Parent-Student Handbook contains all the information you need in this area. Your signature on the ‘sign-off sheet’ tells us that you agree with our policies and our procedures. For the sake of good communication and the avoidance of misperceptions and rumors, thank you in advance for following the directives of the local Handbook and the Department of Catholic Schools.”

### **STUDENT HARASSMENT, BULLYING AND HAZING POLICY**

All schools in the Diocese of Oakland are committed to providing a safe and respectful learning environment that promotes Christian values and is free from harassment, bullying, or hazing in any form regarding a student’s gender, race, color, national origin, religion, age, physical disability, mental disability, medical condition, ancestry or sexual orientation. Harassment, bullying, or hazing of any student by any other student, lay employee, religious, clergy, school volunteer or parent/guardian is prohibited. The school will treat allegations of any such conduct in a prompt, confidential, and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents, legal guardians and students.

Substantiated acts of harassment, bullying or hazing by a student will be subject to progressive discipline ranging from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions up to and including expulsion, as laid out in each school’s handbook. Students who file false or frivolous charges will also be subject to disciplinary action up to and including expulsion. For students in transitional kindergarten through third grade, this disciplinary action shall depend on the maturity of the students and the circumstance involved. For students in fourth through 12<sup>th</sup> grade, the disciplinary action may include suspension or expulsion.

Harassment/bullying based upon a protected characteristic and retaliation for opposing or participating in investigations of harassment/bullying is illegal. Any student who engages in harassing/bullying behavior or reprisal against another student will be subject to disciplinary action up to and including expulsion. Reprisal is defined as any action intended to intimidate, retaliate against, harass, bully or disadvantage any person because the person has opposed harassment/bullying, has reported or complained of harassment/bullying, or has testified, assisted or participated in any investigation, proceeding, or hearing, under this policy or otherwise, regarding harassment/bullying.

Student to student harassment/bullying is prohibited whether it occurs:

- a. While on school grounds
- b. While going to or coming from school
- c. During lunch period whether on or off campus
- d. During or while going to or coming from a school sponsored activity
- e. Through social media or any other electronic communication.

### **HARASSMENT**

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes but is not limited to:

1. Verbal harassment: Derogatory comments, questions and jokes, threatening words spoken to another person
2. Physical harassment: Unwanted physical touching, contact or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement
3. Visual harassment: Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos. Visual harassment can be communicated in person, in hard copy, or electronically (including on social media).
4. Sexual harassment: Unwelcome sexual advances, requests for sexual favors, conversation containing sexual comments and other verbal or physical conduct of a sexual nature.

### **BULLYING**

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.

Cyberbullying occurs when students bully each other using the internet on computers, mobile phones, or other electronic devices. This can include but is not limited to:

- Sending inappropriate texts, emails, or instant messages
- Posting inappropriate pictures, videos or messages about others on blogs, social media or websites
- Using someone else's username to spread rumors or lies about another person.

Read about cyberbullying on [StopBullying.gov](http://StopBullying.gov).

### **Hazing**

Hazing is any method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to any student or other person.

### **School Responsibilities**

It is the responsibility of the school to:

- Establish a school anti-harassment/bullying policy
- Provide training for staff members, volunteers, and students on how to recognize and address harassment, bullying, social alienation, and the consequences of such behavior
- Provide age-appropriate information to students that is designed to create a school environment free from discrimination, intimidation, and harassment
- Publish this policy in the local parent and student handbook and review, update and disseminate the policy annually
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Investigate and respond to all concerns regarding harassment, bullying and hazing
- Remain watchful for conditions that create or may lead to a hostile, offensive school environment and work proactively to maintain a safe environment for all

### **Student Responsibilities**

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
- Not engage in acts which tend to injure, degrade, embarrass, or threaten the safety, privacy, or respect of other students or school employees, independent contractors, volunteers, or anyone in a school setting or at school-sponsored event
- Inform the other person if possible that the behavior is offensive and unwelcomed
- Report all incidents that may be considered discriminatory, intimidating, harassing, bullying, or hazing to the principal, teacher or support staff
- Complete a formal written complaint, as appropriate and if asked, that the school will investigate thoroughly and will involve only the necessary parties; the school will maintain confidentiality as much as possible

### **Threats made by Students**

The school will take all student threats seriously, including those from students that threaten to inflict serious harm to themselves or others or to destroy property. Whoever hears or becomes aware of any threat made by a student should immediately report it to the Pastor, the principal, or a teacher. The Principal should notify the police and the Department of Catholic Schools immediately.

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

The student who has made the threat shall be suspended until the police and school investigation has been completed, and at that time the student may face other disciplinary sanctions, up to and including expulsion.

The school will take all actions of a threatening nature seriously, including practical jokes or off-hand comments, and the school will investigate them. The school may suspend or remove a student from school while the investigation is pending.

On a case-by-case basis, the Pastor and Principal will make any decision to re-admit a student who has made a threat. This student threat policy shall be communicated clearly to students, parents/legal guardians, faculty, staff and volunteers.

### **Complaint Procedure**

Students who feel aggrieved because of conduct that may constitute harassment, bullying or hazing in violation of this policy should, if possible, directly and immediately inform the person engaging in such conduct that such conduct is offensive and must stop.

If the above is not an option or is not effective, they should complain to a teacher, staff member, vice principal or Principal. Students may have their parents act as advocates for them in these procedures as well. Students may, with their parents, complain to the Pastor, or Superintendent of Schools, if the Principal is involved.

### **Administrative Procedures for Dissemination of Policy**

In order to ensure that all students have knowledge of this policy and administrative procedures, a copy of the policy

- Shall be posted in a prominent location in the administrative building on each campus
- Shall be provided to all students currently enrolled in the Diocese and shall be distributed at all orientation programs conducted for new students at the beginning of each academic year and summer session
- Shall be provided for all faculty members, administrative staff, and support staff at the beginning of each school year or at the time that a new employee is hired
- Shall appear in the administrative handbook for Catholic Schools, in the parent-student handbook of each school and in all Diocesan publications that set forth comprehensive rules, regulations, and standards of conduct.

At a minimum, when a complaint about harassment/bullying/hazing is made, the School/Diocese will:

1. Conduct a timely and appropriate investigation and make a determination about whether this policy against harassment/bullying/hazing has been violated; and
2. Take timely and appropriate action if this policy against harassment/bullying/hazing has been violated.

### **Suspected Child Abuse or Neglect**

Report of suspected child abuse or neglect may be made by a teacher, a principal, or any other school administrator without incurring any civil or criminal liability (California State Penal Code Section 11172). The obligation to report and the absolute immunity against civil or criminal liability applies only in cases of conduct constituting “child abuse.” (Diocese of Oakland School Department Administrative handbook, Section 5522).

Any teacher or other school employee who suspects or has reason to believe that a student:

- a) has physical injury or injuries inflicted other than accidental means by any person
- b) has been sexually molested
- c) is suffering from neglect– i.e., deprivation of necessary food, care, clothing, shelter, or medical attention
- d) from infliction of physical and mental suffering,

...is MANDATED to report that fact to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. It is the responsibility of the county agency and not the school employee to prove that the child has been abused or neglected, or to determine whether the child is in need of protection.

### **Guidelines with Regard to Ministry to Minors**

The following Policy is applicable to all persons employed by or volunteering in any of the parishes and institutions of the Diocese of Oakland. So that it is clear who must be aware of this, the addressees include but are not limited to: priests, religious (men and women), deacons, pastoral coordinators, school/program administrators, teachers, catechists, youth ministers, support staff, custodial staff, coaches, school program volunteers, seminarians serving internships, and lay theology students. (June 2004)

– Any and all involvement with minors is to be approached from the premise that minors should always be viewed-- whether in a social or ministerial situation --as restricted individuals, that is, they are not independent. Wherever they are and whatever they do is to be with the explicit knowledge and consent of their parents or guardians. They are subject to specific civil laws in the State of California, which may prohibit certain activities. They are not adults and are not permitted unfettered decisions.

– In meeting and/or pastoral counseling situations involving a minor, excluding Sacramental Reconciliation, the presence or proximity of another adult is encouraged. However, in those situations where the presence of another adult is not usual or practical (e.g. piano lessons, disciplinary meeting with an administrator, etc.) another adult should be informed that the meeting will be taking place, the meeting place should be accessible and visible with the door where the meeting is taking place left ajar unless there is a clear window built into the door. An unaccompanied minor is allowed only in the professional section of the rectory or parish residence, never in the living quarters.

### **Safe Environment Programs**

"Churches, schools, and youth organizations must ensure that children and youth who worship, study, or participate in activities sponsored therein can do so in the safest and most secure setting possible. Parents and caretakers must have confidence in these institutions before they will allow their children to become involved with them. 'Safe Environment' programs designed to assist institutions in instilling that confidence are encouraged. A safe environment program begins with a 'code of conduct' for all adults who work with youth on a regular basis. A 'code of conduct' establishes acceptable behavior that is legal, professional, and responsible and it must include standards of conduct with regard to sexual abuse and harassment. Written copies are to be provided to each employee/volunteer who must acknowledge in writing that they understand and must abide by it. A safe environment program requires training of parents, ministers, educators, church personnel, volunteers, and others regularly involved with minors as to the issue of abuse of children." The training can be accessed online [www.virtus.org](http://www.virtus.org).

– *United States Conference of Catholic Bishops (2004)*–

Any person that volunteers at the school and/or drives (including chaperones) and on a field trip must take the safe environment training which consists of:

1. Certification of completion through [www.virtus.org](http://www.virtus.org)
2. LiveScan fingerprinting

Volunteers will not be allowed to work with students until these criteria are met.

### **Charter: Protection of Children & Young People**

The following are excerpts from the "Charter for the Protection of Children and Young People (Revised Edition)" published by the United States Conference of Catholic Bishops' Office of Child and Youth Protection (2002).

•**ARTICLE 12.** *Dioceses/eparchies will establish "safe environment" programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children. Dioceses/eparchies will make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.*

•**ARTICLE 13.** *Dioceses/eparchies will evaluate the background of all diocesan/eparchial and parish personnel who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community agencies. In addition, they will employ adequate screening and evaluative techniques in deciding the fitness of candidates for ordination (cf. National Conference of Catholic Bishops, Program of Priestly Formation, 1993, no. 513).*



## **THE EXTENDED CARE PROGRAM**

### **Philosophy**

The Saint Philip Neri "Share & Care" Center, the school's extended care program, is a place where Saint Philip Neri School students are able to come after school to play and grow in a well organized, yet flexible learning environment. Parents, as well as the children, will have the security of knowing that the children are being provided for in a program devoted entirely to the growth and development of the child.

All activities are Catholic/Christian-centered and directed toward allowing the child to build and reinforce a positive self-image and a positive attitude about sharing and caring for each other in a group setting. The "Share & Care" Extended Care Program embodies the philosophy of Saint Philip Neri School.

### **Fee Schedule**

#### **1. YEARLY CONTRACT:**

At the time a child is registered into the Saint Philip Neri "Share & Care" Program, the yearly fee is determined. The fee is based upon the number of children and number of days per week you choose to participate in the program.

As a convenience, the yearly fee may be paid on a monthly basis, September through May. Monthly fees are due by the first of each month and are considered late after the tenth. A \$15.00 late fee will be added to any account not paid by the tenth of the month. There will be a \$25.00 fee for any check returned from the bank. All checks should be made payable to Saint Philip Neri "Share & Care" Center.

#### **2. "DROP-IN" BASIS:**

This schedule is designed for families who have a limited need of child care per day. The rate of \$5.00 per hour will be charged for the first hour or any portion of an hour. After the first hour, time will be broken into the quarter hour. Billing will be at the end of each month.

#### **3. "AFTER HOURS" RATE:**

The "Share & Care" Center is open from 7:00am to 8:00am and 2:30pm to 6:00pm (2:10 on Wed and 12:00pm to 6:00p on Noon Dismissal Days). Any time after 6:00pm is considered "AFTER HOURS" and subject to a charge of \$1.00 per minute. There will be no exceptions for these charges. On that note, it is highly recommended that you have someone you can call in the event you are unable to pick up your child on time. Late charges are billed monthly.

### **Morning Care**

Morning care is available from 7:00a to 8:00a Monday through Friday on school days. A parent must escort the child to "Share & Care" and sign him/her in with the program assistant. Note that breakfast is not served as part of this program. Please be sure that your child eats breakfast at home. However, if necessary or desired, the child may bring breakfast and eat it there.

Indoor activities such as board games, manipulatives, stories, and music will be available. The children will not be allowed to leave the "Share & Care" Center until 7:55a to report to the schoolyard for prayer and pledge.

### **Afternoon Care**

Afternoon care is available from 2:30p.m. to 6:00p.m. Monday, Tuesday, Thursday, and Friday, and from 2:10p.m. to 6:00 p.m. on Wednesday. Noon Dismissal days from 12:00p.m. to 6:00p.m.). TK and Kindergartners will make the transition from their classroom to "Share & Care" and sign in at 2:30p (Wednesday 2:10p.m.). Students in grades 1-8 are to report to the "Share & Care" pick-up area (located near the side of the church on the school yard) upon dismissal from school and walk over to "Share & Care" with a staff member.

Students will be given a snack each day. On Noon Dismissal days, students will be expected to bring a lunch. Students are asked to bring healthy treats for snacks. Please avoid candy as a snack.

### **Absence/Illness**

Any time a child will not be attending "Share & Care" on a day for which s/he has been scheduled, a written excuse must be sent to the director explaining the reason for the absence. In this way, "Share & Care" will not expect the child that day. "Share & Care" is not responsible for any child's absence for which it has not been notified.

Children who are ill will not be allowed to attend "Share & Care." If your child will not be attending "Share & Care" because of illness, please call the school or "Share & Care". Please be advised that no medication (aspirin included) can be administered unless prescribed by a physician. (*see "Medication" under SCHOOL POLICIES & PROCEDURES*).

### **Pick-Up Procedures**

As a security measure, your child will only be allowed to leave the Center with someone whose name has previously been stated on the registration form. If someone other than the designated person is to pick-up your child, s/he will be released only if the Director has received written notice from the parent (telephoning this information is not acceptable). Children who are to walk or ride bikes home will be allowed to do so only with written consent, which includes the exact time the child is to leave.

### **Emergency Forms**

A separate emergency form (yellow form) will be issued prior to registration and must be kept on file at "Share and Care." All emergency forms must be completed and on file before a child can attend the program. These forms must also be renewed each year. The emergency/accident policy will remain the same as it is during the school day. If a child becomes ill (fever of 100° or greater) you will be asked to pick up the child as soon as possible.

### **Parents' Responsibilities**

Parents are asked to cooperate with all the policies set forth by the "Share and Care" staff. These include:

- Prompt payment of fees.
- Picking up children on time.
- Notifying the school office if anyone other than those listed on the application are to pick up the child.
- Signing in and signing out on the attendance sheet.
- Immediate notification if there is any change in schedule.
- Notification of any health problems including allergies, etc.
- Providing lunch (if applicable, such as on a Minimum Day) and an extra snack, if desired.

### **Yearly Schedule**

"Share & Care" operates in the St. Philip Neri Annex from Monday through Friday on a weekly basis during the school year, except on school and student holidays. "Share & Care" is closed for afternoon care on the Minimum Day before Christmas Break and on the last day of school (morning care is still provided/available).

### **General Rules & Procedures**

Students must report to the "Share & Care" pick-up point immediately after school. Students must stay in assigned areas, and are expected to follow the directions of the "Share & Care" staff at all times.

All school rules are in effect and still apply at "Share & Care." In addition, there are rules specific to "Share & Care," or may be modified:

- Students cannot have visitors who are not enrolled in the "Share & Care" program.
- Children are not allowed to leave the "Share & Care" grounds unless they are being picked up by a parent or someone authorized by the parent.
- Students may bring a change of clothes, and are encouraged to do so.
- Children are asked not to bring personal toys. ("Share & Care" will not assume liability for broken or lost items brought to school against policy).
- "Share & Care" will provide play equipment for the children. However, any equipment broken through misuse will be the responsibility of the parent to replace.
- Students participating in extracurricular and/or athletic activities, that are enrolled in the "Share & Care" program, should notify the Director of such, so that they know not to expect the student on specific days.

Note: Should the activity end BEFORE the time the student is normally picked up from "Share & Care," the student is to report DIRECTLY to "Share & Care" once they have finished with their activity (unless other arrangements have been made for pickup, which in this case, should still be communicated to the Director/staff).

### **Activities**

The "Share & Care" Program is designed to meet the needs of the child. Activities include: indoor games—both directed and independent, story telling, arts and crafts, outdoor recreation, and study time.

### **Behavior Expectations**

Respect for others, whether adults or other students, is expected of all students. Courteous behavior is expected of all students at all times, while attending/participating in the Extended Care Program.

Inappropriate behavior is corrected through these steps:

1. a positive talk with the child;
2. a 5-15 minute "sitting only" time out;
3. conference between the parent and the program director.

Note: If unacceptable behavior continues, the child may not be allowed to continue to participate in the program.

### **Procedures for Dismissal From "Share & Care"**

When there is a continual behavior problem, parents will be notified. If there is no change in the child's behavior, the problem will be referred to the principal. The principal, program director, and parent will meet to determine whether or not the child may remain in the "Share & Care" Program.

## EXTRACURRICULAR ACTIVITIES & SPORTS

### **Extracurricular Activities**

Students have the opportunity to participate in the following groups/activities within the school, specific to certain grade levels:

#### GRADES K-4

- Scouts (dependent upon volunteer leaders)
- Sports- see "Athletic Programs"

#### GRADES 4-8

- Altar Servers (through the Parish)
- Band - after school program provided by the school.
- Sports- see "Athletic Programs"

#### MIDDLE SCHOOL (Grades 6-8)

- Student Leadership Council (Grades 7-8 student government)
- Safety Patrol program (Grade 6)

#### ALL STUDENTS (Grades K-8)

- After School Chess Club - provided by the Berkeley School of Chess
- Sports- see "Athletic Programs"

### **After School Sports**

The following sports (athletics program) are offered to both boys and girls in grades 3-8: cross country, basketball, volleyball (starts in 4th grade), and track & field (K-8). Girls in 8th grade may participate in cheerleading. (*see ATHLETICS PROGRAM*)

### **Conduct & Academic Policy**

We encourage students to be involved and participate in extra-curricular activities. This enables students to develop a well-rounded learning experience. If these activities interfere with their studies, steps must be taken to insure that the student improves. Students participating in extracurricular and/or sports activities must adhere to the following guidelines/criteria:

- a) A grade of "S" (satisfactory) or minimum "C-" (nothing below 70%) must be maintained in all academic areas and in conduct.
- b) A student who has a grade of "D" or lower in any subject, or an unsatisfactory in conduct, is subject to the Academic Probation policy as stated in a previous section of the handbook (*see ACADEMIC POLICIES & PROCEDURES*).
- c) As part of the Academic Probation policy, students will be automatically removed from the activities in which they are participating. (For sports, this means practices and games). Whether this removal is temporary or permanent depends on the student's academic performance during and after the probationary period. The Administration reserves the right to make this determination, and the final judgment rests with them as well.

Note: Specific guidelines are in place for students participating in student government. Student Council members should not have a grade below “C” in any subject area, have good conduct and be in compliance with all school rules. Non-compliance of school rules could result in the suspension from Student Council participation.

**Safety Policy**

For safety and liability reasons, students participating in extracurricular/sports activities held ON CAMPUS are not allowed to leave campus between the time they are dismissed from school, to the time their extracurricular activity/sports practice begins. Students are expected to remain on campus, either in the schoolyard, or inside the building, with their supervising teacher, instructor, coach, or other supervising adult.

## SCHOOL BOARDS

### **Parent-Teacher-Group (PTG)**

The Parent-Teacher Group (PTG) is a support system that is structured to offer a social atmosphere at Saint Philip Neri Catholic School. In doing this, the parents of Saint Philip Nero Catholic School will create a greater spirit of community within the school and parish.

The PTG provides a social atmosphere through various gatherings which incorporate new families into the Saint Philip Neri community, assists the school through the implementation of fundraising events, and provides opportunities for as many parents as possible to participate in various school events.

### **Athletic Board**

The Athletic Board of St. Philip Neri Catholic School administers the Athletics Program to insure the accomplishment of the mission statement established for the program. (*see "Mission Statement" under ATHLETICS PROGRAM*).

The board is composed of parent volunteers who meet once a month during the course of the school year to discuss issues relating to such. The board is governed by an established set of by-laws and its meetings are open to all members of the SPN community. The Athletic Board is responsible for all aspects of the athletics program, including: selection and training of coaches, provision of equipment/uniforms/facilities, and recognition of student athletes via an end of the year award ceremony.

The following is additional information on the Board:

- The Athletic Board and its coaches strive to make each student athlete's experience positive and fun. They coach the student athletes in a positive, non-confrontational manner, and emphasize praise over criticism. It is the board's policy that SPN's athletes will be treated with the respect and patience they need from adults.
- The Athletic Board considers participation at practices to be essential to the athletes' enjoyment of the sport and in order to attain specific goals (*see "Philosophy & Goals" under ATHLETICS PROGRAM*). Coaches listen to their players and work together to incorporate activities that will build teamwork.
- The Athletic Board recognizes the fact that team's practice times and participation in games must be balanced with other school-related activities, whether curricular or extracurricular. Involvement in school sports can especially interfere with student's academic performance. Guidelines are set for the maximum amount of time that coaches are allowed to use for practice time.
- Coaches are reminded that these athletes are students— children who develop their abilities and skills at different rates. Coaches are instructed to give equal playing time to all students on the team. In addition, they are reminded that "pursuit of victory" should not overwhelm the commitment of the Board to its Athletics Program's mission statement.

- The success of the Athletic Board's program is dependent on parental support of the student athletes and their coaches. Parents are key to athletes' participation and behavior. Coaches are encouraged to develop positive relationships with the parents. Parents are asked to refrain from "coaching" their children (and others) during games.

### **School Advisory Board**

The School Board of Saint Philip Neri School serves as an advisory board to the Principal and Pastor. It advises the Principal and Pastor in areas of policy, budget, and long-term planning. It is composed of nine elected members. Representatives from the Athletic Board and the Parent Teacher Group (PTG), also, sit on the School Board and are voting members. The School Board does not act as an arbitration committee nor does it administer the school. The School Board assists the Principal and Pastor in setting fees and tuition, is advised upon the withdrawal of students from Saint Philip Neri School and confers with the Principal, teachers and other school personnel, when appropriate.

The School Board endorses the fact that parents have the primary right and responsibility for the education of their children and supports the concept, underlying the Privacy Act of 1974, that school officials keep pupil information for parents and not from them. It supports the procedures for compliance with IRS regulations which prohibit racial discrimination as outlined by the California Catholic Conference and is followed by all diocesan schools. Additionally, the School Board confirms the practice that the Principal of the school is an executive officer of the School Board without voting rights and that other salaried employees of the school are not eligible for membership.

(The School Board affirms the Diocesan School Board policy on the use of alcohol on school campuses. Alcohol will not be served or consumed on school premises during the school day or at student-centered events. Alcohol will not be served by children or stored on school premises).



## **ATHLETICS PROGRAM**

### **Mission Statement**

“The purpose of St. Philip Neri's Athletics Program is to promote the spiritual, cultural, social, and physical development of the youth of St. Philip Neri School by providing activities in an environment that will foster the formation and practice of Christian values.”– *SPN Athletic Board, 8/11/03*

### **Program Administration**

The sports played through the athletics program are played under the guidance of the Catholic Youth Organization (CYO) for the Diocese of Oakland. The values and rules established by the CYO for the conduct of youth programs are fully endorsed by the SPN Athletic Board. (*see ATHLETIC BOARD*)

### **Philosophy & Goals**

The Athletic Board hopes that participation in sports will allow students to accept victory and defeat with equal grace and sportsmanship. The students will respect their sport, their teammates, opponents, coaches, and referees. In addition, they will also learn to participate as a team, compete fairly and with full effort, and develop the physical and mental skills necessary for the sport they have chosen.

### **Practices**

Just as success in the classroom is dependent on regular school attendance and good conduct, practice attendance and behavior is key to athletic development and success. In addition, players are to conduct themselves appropriately, respecting coaches and fellow teammates while at practices.

Students are expected to attend scheduled practices on a regular basis. Participation in other activities or for non-school sports teams, should not be a basis for failing to attend practices.

Students must notify the coach ahead of time if they will not be able to attend practice. (During the season, if a player has not attended a minimum of 75% of the practices, the coach has the right to reduce the student's playing time as a consequence and should notify the parents of such).

Note: If a pattern of non-attendance persists, or a problem with misconduct/misbehavior persists, the coach(es) will consult the Athletic Board Director, and after a review, action may be taken to restrict the player's participation in future games (consultation will be made with the School Administration, and a final decision will be made by both parties; parents will be notified of the final decision).

### **Practices (Time Allotment)**

The Athletic Board has set guidelines for practice times, recognizing that team practice time must be balanced with school activities and homework. The maximum time allowed for weekly practices are as follows:

#### **MULTI-GRADE SPORTS TEAMS**

Cross Country – Grades K-2 (see note below)

Cross Country -Grades 3 through 8, and

Track & Field-Grades K through 8: 3 hours per week max

Note: Grades K-2 may participate in Cross Country only when accompanied by at least one parent in all practices and meets.

## SINGLE-GRADE SPORTS TEAMS

Basketball and Volleyball (starts in 4th grade)

-Grades 3 & 4: two hours per week max.

-Grades 5 & 6: three hours per week max.

-Grades 7 & 8: four hours per week max.

## Games

Coaches are instructed to provide ample/equal playing time for all players on the team. Whenever possible, all players should be provided with the opportunity to play in 50% of each game or match. (i.e., in basketball, players should be played at the earliest opportunity in each half or quarter; in volleyball, every effort should be made to allow all players to serve at least once in a match). Note however that game-playing time may be reduced as a consequence resulting from non-attendance at practices or conduct-related issues. In any case, the coach has the right, at his/her discretion, to immediately reduce playing time to the minimum allowed under CYO rules.

## Conduct Policy

Every student in Saint Philip Neri School is expected to exhibit exemplary conduct at all times while participating in sports activities—practices and games. Sport activities do fall under the category of school-sponsored events and students are and will be subject to the guidelines outlined under the “Conduct/Behavior” section of the handbook.

Any unsportsmans-like conduct/behavior such as: fighting, verbal/physical abuse or harassment, persistent taunting, or display of disruptive behavior may result in the immediate removal of the student from the sports activity. Reinstatement of the student rests with the Administration.

## Academic Policy

Students who fail to maintain a minimum "C-" in all areas of academics and a minimum grade of “3” in conduct and effort are subject to the policies as stated in the "Academic Probation" section of the handbook.

### **Sports Participation Awards**

Awards for participation are presented to all students participating in the Athletics Program. In addition to these are the Special Participation Awards, established by the Athletic Board to recognize students who have participated in three (or more) sports in the school year. To qualify for the award, the student must have been an active participant through the season. To be deemed a participant, the student athlete must attend at least 50% of the team's practices and games/matches/meets.

The Athletic Board feels this is the minimum commitment a player must demonstrate to be considered a member of a sports team. (Excused non-attendance due to illness or academic reasons will not be counted as absences when the percentage is calculated). At the beginning of each season, the sports coordinator, with approval from the Athletic Board, may establish additional participation requirements for their respective sport. (In the event that such requirements are approved, these will be communicated to the parents through notices and/or meetings).

### **Parent Volunteers**

In order to continue to waive the athletic fee, families that participate in sports are asked to volunteer 5 hours of service for the athletic program. Families can help at track or cross country meets, serve on the athletic board, become a coach or assistant coach or assist in hosting at the Alameda Point for basketball or volleyball games.

Note: Parents and volunteers must comply with S.E.C. ("Safe Environment for Children") Training per Diocesan guidelines.

### **Oakland Diocese CYO**

The following excerpts come from the home page of the Oakland Diocese Catholic Youth Organization's internet website:

*"The Oakland Diocese Catholic Youth Organization is an athletic program for elementary and junior high age youth in the parishes of the Roman Catholic Diocese of Oakland. CYO Sports that are offered to young people by the Church is a ministry to young people... The Catholic Youth Organization (CYO) , through the vehicle of sports, provides youth with an opportunity to practice Christian attitudes and responsibilities and to become friends with other children throughout the diocese. CYO activities should be examples of the meaning of Christian sportsmanship."*

For additional information such as the "Purpose of CYO Athletics," "CYO Points of Emphasis," "Code of Conduct," and "The Value of Sports in the Church," log on to the Oakland Diocese CYO's website at: <http://www.oaklandcyo.org>

## COMMON TERMINOLOGY

SPN - Saint Philip Neri School

8<sup>th</sup> Grade Hot Lunch - A fundraiser sponsored by the 8<sup>th</sup> grade class and their parents. Funds collected help pay for various events such as CARITAS, dinner-dance, etc.

Annex - It's the building across the street (Van Buren) which houses our TK, Kindergarteners and Share & Care.

Art Docent- A program sponsored by the PTG, consists of parent volunteers. Each class has its own Art Docent crew. The docents conduct an art class in the classroom, once or twice a month.

Celebration of the Arts - Annual Spring event, showcasing students art work through the art doent program. The Spring Concert also takes place on the same evening.

Caritas – One week of retreat for 8<sup>th</sup> graders.

Crab Feed - Athletic Department's Biggest Fundraiser. Usually takes place in late January or early February. The event raises money for our sports program. Includes silent and live auction. This is the party of the year!

Faith Family - A faith-centered activity. One student from each grade form a family led by an 8<sup>th</sup> grader.

Free Dress - Students may wear casual or street clothes, usually given as a form of reward or to celebrate certain holidays. Free Dress policy applies.

Full Uniform - Comprised of basic uniform requirements plus SPN logo sweatshirt or sweater. Full uniform is required on All School Mass days.

Fun Fair - A day of fun for the whole family. Games and food booths are operated by school parent volunteers and parishioners. It's a fundraiser sponsored by SPN Church. Proceeds go to the church.

Garden - Established in 2007-2008. Located across the street from the hall. The garden is both volunteer and curriculum-driven. TK-8 students planted various seeds, from beautiful flowers to salad fixings.

Hall - aka O'Brien Hall. The building located on the corner of High and Van Buren Streets. It is used for a variety of events: Tuesday BINGO, Town Hall, talent show, etc.

ITBS - Iowa Test of Basic Skills is a standardized norm referenced test of achievement. It is used for assessing student progress.

Media Center - aka Broadcasting room, located on the 2<sup>nd</sup> floor next door to the 6<sup>th</sup> grade classroom.

Minimum Day - School dismissal is at 12:00 noon.

PowerSchool – Online gradebook with parental access for middle school students.

Rectory - The building next to the Hall where the pastor resides.

Rectory Basement - Entrance to the basement is through the driveway between the hall & the rectory. This facility is used for (K-1) Motor Perception classes, Girl and Boy Scouts meetings, etc. Make reservations through the parish office.

SLC – Student Leadership Council. Governing students elected by the student body. SLC members are from grades 7 & 8.

Spirit Days – Theme-related Free Dress; usually organized by SLC

Room Parents - Consist of 4-6 parent volunteers. Each class has its own Room Parents. This group works with the teacher to help coordinate class parties and other projects requested by the teacher.

Sports Awards Night - An end-of-year celebration of all SPN sports. Athletes and coaches are duly recognized. Fun treats for everyone!

Town Hall - General student assembly, sponsored by the Student Leadership Committee.

WCEA - Western Catholic Education Association

WASC - Western Association of Schools & Colleges

\*SPN is dually-accredited WCEA/WASC

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