

St. Philip Neri School
A Notre Dame ACE
Academy
Family Handbook
2019-2020



St. Philip Neri
CATHOLIC SCHOOL
A NOTRE DAME ACE ACADEMY

ADMISSIONS POLICY

St. Philip Neri Catholic School admits students of any race, color, and national or ethnic origins to all the rights, privileges, programs and activities generally made available to students of the school. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or other school-administered program.

All new students seeking admissions to St. Philip Neri Catholic School will be evaluated based upon current standardized testing, report cards and other relevant information from the school last attended. All students are taken on a probationary status to ensure that St. Philip Neri Catholic School can meet the student's educational needs. This period is also used for the student to prove him/herself socially, academically, and behaviorally. If during this period there are problems, a student may be asked to withdraw his/her attendance at St. Philip Neri Catholic School.

ENROLLMENT PROCESS AND LOTTERY PROCEDURES

Beginning with the spring registration date each year, without exception, students registering for preschool who are at age 3 or 4; or for kindergarten, who are age 5 by August 1 of the school year for which they are registering will be eligible for consideration for admission. For Grades 1 through 8, students will be eligible for consideration for admission based on proof of successful completion of the previous grade. Eligible students will be selected and placed in the school based on the maximum capacity of classrooms as recommended by the School Board and approved by the Superintendent of Catholic Schools according to the following categories in order of preference:

1. Current students of NDAA (until open enrollment period begins)
2. Siblings of students attending NDAA school.
3. Catholic children of participating parishioners.
4. Catholic children of participating parishioners who are siblings of a graduate of NDAA.
5. Catholic children of inactive parishioners who are siblings of students attending NDAA in the current school year.
6. Catholic children of inactive parishioners who are siblings of a graduate of NDAA.
7. Catholic children of inactive parishioners.
8. Non-parishioner Catholic children.
9. Non-Catholic children.

The schools will hold an open enrollment period for a specific two-week period in March. If fully completed applications exceed the number of spaces available, the last business day of the open enrollment period will be the deadline for applications to be drawn by a random selection lottery process.

Applications will be available in the school office on school days during schools hours. School staff will email, mail, or fax applications upon request. Complete applications received after the open enrollment period closes, but before the lottery, will not be eligible to participate in the lottery, but will be added to the end of the waiting list created at the time of the lottery.

A random selection lottery process will be held within four weeks of the close of open enrollment. The schools will notify all applicants of the public drawing's time and place. Names will be drawn until all classroom seats are filled, then a waiting list will be established, in the order in which they were drawn, to fill openings during the school year for which the student applied. After all eligible names are drawn; the names of applicants who filed after the close of open enrollment will be added. Applications received after the deadline will be added in the order in which they were received.

Applicants on the waiting list must resubmit an application for the year during the open enrollment window for the next academic year. Once admitted, students will remain eligible to be admitted for successive years without having to re-enter the selection process.

The school's open enrollment period will include some evening and weekend times to accommodate family's needs.

The schools will provide notice of open enrollment by:

- Mailing written notice of the open enrollment period along with an "Intent to Enroll" form to all families who have inquired about school enrollment
- Posting written notice of the open enrollment period at the school, parishes (bulletins) and at area libraries, community centers, and day care centers
- Written notices of the open enrollment period will be submitted to local media outlets.

PARENTAL RESPONSIBILITY

Parents are the primary educators of their children and good example is the strongest teacher. Your personal relationship with God, with each other, and the Church community will affect the way your child relates to God and others. Once you have entered a partnership with the school, we trust you to be loyal in this commitment. During these formative years, your child(ren) will need constant support from both parents/guardians and staff in order to reach their full potential. Mutual respect between staff members and parents will model good mature behavior and relationships. In addition to example, other responsibilities are:

1. To encourage your child to obey the regulations and principles of good behavior
2. To support and cooperate with the school's discipline policy
3. To provide adequate places for study and encourage completion of assignments
4. To encourage the development of your child's individual talents and interests
5. To build religious celebration and family prayer into your daily life
6. To keep the school informed of the special needs of your child
7. To read all communication from the school and return requested information promptly
8. To attend conferences and to request additional information as needed
9. To ensure that your child arrives and is picked up from school on time
10. To ensure that your child is dressed according to the dress code
11. To ensure that your child gets to bed early on school nights
12. To actively participate in school fundraisers
13. To meet all financial obligations of the school
14. To notify the school of any changes to address or phone numbers promptly
15. To notify the school with a note indicating the reason a child has been absent
16. To treat staff with respect and courtesy

ACADEMICS

Curriculum

St. Philip Neri Catholic School follows the State of Indiana and Archdiocesan guidelines for textbook adoption, standardized testing, and curriculum.

Textbooks

St. Philip Neri Catholic School will select textbooks from the state of Indiana approved textbook list. Textbooks are evaluated and adopted on a rotating basis.

Standardized Testing

St. Philip Neri Catholic School follows all state guidelines in the administration of ISTEP+ Testing. Students in grades 3-8 will take the ISTEP+ Test and the NWEA MAP test. Students in grades kindergarten through two will take the NWEA MAP test three times per year. Results of these tests will be used to provide the highest quality instruction to meet your child's individual academic needs. Third grade students will take the IREAD-3 test which is used to ensure that students can read proficiently before moving to grade 4.

Homework

One of the principle means of communication between parents and the school is homework. It provides parents with an opportunity to follow what and how well their children are doing in school. Cooperation of parents in supervising homework is a vital element in the learning process of the student. Written work is not the sole type of homework; study and oral assignments are also given. The student should realize that homework is his/her responsibility and must be done consistently with emphasis on completeness, accuracy and neatness. Planners will be provided to students in grades 2-8 and students are expected to utilize them.

Daily recommended times for study and homework are:

- Primary Grades (K-2): 15-30 minutes a day
- Intermediate Grades (3-6) 30-60 minutes a day
- Middle School Grades (6-8) 45-60 minutes a day

Field Trips

Trips to historic places, factories, farms, city utilities, and government buildings are a part of the experiential learning that plays a vital role in a child's education. Each student will be required to return a written permission slip, signed by a parent or guardian, for each field trip. ***Verbal permission or faxed permission slips cannot be accepted.*** Teachers arrange transportation and supervision for these trips. All chaperones on school field trips must have completed the Archdiocesan Safe and Sacred program. There may be a fee associated with field trips. Any fee must be paid in full for the child to participate. Students should remember that participation in field trip is a privilege earned by students, not a right. Individual teachers, in consultation with the administration, reserve the right to restrict or deny participation in any field trip due to, but not limited to, poor academic performance and/or poor conduct. If the field trip privilege has been lost, or the proper form and fees have not been collected, affected students will be asked to remain in a different classroom, or under the supervision of staff members for the duration of the trip. Students participating in a field trip must ride the bus to and from the field trip with their class. All monies collected for the field trip are non-refundable.

Religious Instruction

St. Philip Neri Catholic School is part of the ministry of our parish. Religion is taught at each grade level and spirituality is part of everyday life. Students receive instruction in scripture, Catholic traditions and history, as well as sacramental preparation. The sacramental life of the children of the Catholic tradition

is an important component of our religion program. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition. Parents are required to be active partners in the preparation of their children for these sacraments. Students plan and participate in weekly liturgies. The students will attend Mass each Tuesday morning at 8:30 a.m. and the first Friday of each month at 8:30 a.m. Parents are encouraged to attend.

St. Philip Neri Catholic School uses the Archdiocese proficiencies for religious instruction. Students in grades 5 and 8 will participate in the ACRE testing, generally taken in February, to track progress.

Prayer is an important part of the day. Prayers will be said as a school in the morning, with meals, and at daily dismissal. These prayers may be formal, spontaneous, or shared prayer by the students. It is a tradition in Catholic schools to place a high priority on service. The purpose of service is to provide students with the opportunity to make a difference in our church and surrounding communities through various service and support programs.

Non-Catholic Families/Students

The school respects the personal consciences of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. All students will therefore be expected to participate in religious instruction and Catholic Formation, including Christian service, offered at the school except actions that are intended only for Catholics (e.g., reception of the sacraments).

Title I Program

St. Philip Neri Catholic School students who qualify may receive assistance from the Title I Program. IPS also works with the school to provide necessary testing and guidance with speech and other areas which affect learning.

Library

Our school received funding from the Archdiocese of Indianapolis that allowed us to join the Indianapolis-Marion County Public Library's Shared System. The Shared System is part of the Library's public computer catalog. All of our books have been cataloged and bar-coded. Students can request books, CDs, and videos online from any library in the city, and a library delivery truck will bring us materials every week. Families can return things checked out at school to a branch library and can return things checked out at a branch library to the school.

Our school library is a key element in our education program. Because reading is so important to the success of our students, the school does not limit the number of items students can check out. We ask students to take as many books as they can read between visits to the library. Students are responsible for the books, CDs and videos they check out on their library cards. Students should plan to keep all their library things in one place at home. If something is damaged or lost, students are required to pay for a replacement. Students may not check out any new items if they have something overdue or lost. We will add the cost of damaged or lost things to the family's bill.

Archdiocesan Grading Scale

A 95%-100%	4 Exemplary
B 86%-94%	3 Mastery
C 76%-85%	2 Partial Mastery
D 70%-75%	1 Non-Mastery
F 69% or below	X Standard not assessed

Parent/Teacher Communication

Parent/Teacher communication is extremely important. Teachers will contact a parent if he/she has concerns about your child. **Please be sure that all phone numbers on file are current and update these as often as applicable.** If you have a concern, or if a problem arises, parents are advised and encouraged to contact the teacher as soon as possible. Unannounced interruptions in the classrooms interfere with the learning process of our students. The school requires that if parent wishes to have a conference with a teacher, an appointment is made in advance. Please be respectful of the time before and immediately following school as teachers often need this time to prepare for classroom instruction. Parents wishing a conference with the Principal or Assistant Principal should make an appointment in advance through the school secretary. Teachers strive to return the contact within 48 hours. Due to issues which can arise with technology, if you have not heard back from the teacher within this time frame, please contact the school again. Parents are expected to attend conferences with the teachers. Scheduled conferences are held at the end of the first quarter. We encourage parents to inquire as to the progress of their child throughout the school year - we are here to work with you. Teachers may be contacted through the school office at 636-0134 or through the teacher's school e-mail address.

School/Family Communication:

All school/family communication will occur via the remind app and the Jupiter information system. All parents, guardians, and family members are invited to sign up for remind announcements. If your phone number changes please sign up for remind with your new phone number.

Progress Reports/Report Cards

Progress Reports are distributed to students at mid-quarter. This is done to help parents better assess their child's performance at school. If there are any academic or social problems, the Progress Report serves as a communication device. Report Cards are distributed at the end of each quarter. These Report Cards have been designed and constructed by a committee formed through the Indianapolis Archdiocese. Please return Progress Reports and Report Cards with a parent signature as soon as possible, the next day is preferred. The school utilizes the Jupiter Education Grading System which provides parents with instant access to their child's progress. To enroll, parents must provide the school their email address. Providing cell phone number and provider will allow instant updates via text messages.

Promotion, Retention, and Assignment

Students who have successfully completed a grade will be **promoted** to the next grade. Administration may recommend repetition of a grade, tutoring, or summer school programming as a requirement for promotion. If the need arises to **assign** a student to the next grade, it means that the student has not completed satisfactory work but that the parties involved feel that retention is not in the best interest of the child. A child may be assigned to a grade for various reasons. Parents will be notified and a conference will be held to discuss these reasons. If **retention** is being considered, parents will be contacted as soon as possible. A child will be retained only where there is positive hope that he/she will benefit from it. Social, emotional, moral, and physical factors, as well as academic achievement, will be

considered. In the primary grades, failure in reading or math usually constitutes a legitimate reason for retention. Parents will be notified if their child is in danger of failing and a conference will be arranged.

Withdrawal/Release of Records

Notify the school office if you are moving, or withdrawing from the school, in order to provide adequate time to prepare withdrawal records. Records will not be transferred to another school until all financial obligations have been cleared with the school. Updated address and phone information should be provided to the school before the transfer occurs. Registration fees are non-refundable.

ATTENDANCE

In order for all students to benefit from the instructional program, prompt and regular attendance is expected. Regular attendance develops self-discipline and responsibility in a child's formative years. **Children cannot learn if they are not present during instructional time.** The Indiana State Legislature requires the school to report each student's attendance. A student is considered absent in the morning if he/she misses two hours or more of the morning session. A student is considered absent in the afternoon if he/she misses two hours or more after lunch.

It is the policy of the Indiana State Department and the Archdiocese of Indianapolis that each school enforce a procedure that includes steps for those instances where failure to attend interferes with the student's academic performance and/or are excessive in number. If a student is absent six days within a quarter, action may be initiated. Twenty five days or more of absence in a given school year may result in possible retention. Alternative solutions will be sought for students with a doctor substantiated medical condition.

Parents must notify the school office (636-0134) before 9:00 AM each day the student is absent. This is for your child(ren)'s safety. Students are responsible for making up any work missed during an absence. Homework can be requested in the morning for pick up at the school office after 3:15 p.m.

All extra-curricular activities require attendance at school the day of the activity. The child must attend a full day of school to participate in sports events, plays, programs, graduations, etc.

Most tardiness is avoidable. Consistent tardiness teaches children to depend on others to accommodate their bad habit. Students should learn punctuality at an early age. **A child is marked tardy if they arrive after 7:45 a.m.** Students arriving after 7:45 a.m. must be accompanied by a parent to the school office for a tardy slip. An excused tardy is one that is substantiated with a doctor's note. If a student receives three unexcused tardies in one quarter it will equal one absence. **If a child has persistent tardies they will not be able to participate in extracurricular activities.**

Appointments/Early Release

Should a student need to leave school before the regular dismissal time, a note from the parent should be presented to the teacher. This will be documented in the student's attendance record. Parents are required to sign a release book in the school office. Students will remain in the classroom until contacted by the office. At no time should a parent or visitor go directly to a classroom.

Absence Due to Vacation

Students who miss school due to a vacation outside of the days on the school schedule are considered unexcused. Teachers are not required to pull work early for these students. Students will be expected to make up any tests and missed work. Tests and assignments may not be counted in the same manner as if the students were in attendance on those days. Vacations cannot be planned outside of the school calendar.

Morning Drop Off and Dismissal Procedure

Before Care meets in the cafeteria of the school at 6:30. Students report to the cafeteria until they are dismissed to the gym at 7:45 a.m. Students arriving prior to 7:45 a.m. should report to morning care. For morning drop off, please enter the parking lot off of Eastern Avenue, drop students off at main entrance, and exit onto North Street. For dismissal, enter off of North Street and follow directions of staff member. As students are dismissed, please pick up your child(ren) from the classroom teacher, walk them to the car, and wait for teachers to direct exit onto Eastern Ave. Parent/guardian will be charged a \$20 fee for the supervision of any student not picked up by 3:30.

Alternate Way Home

In the interest of safety, all children must have written consent before going home in a manner different than his/her daily routine.

After School Procedures

Students are not permitted to remain at school after hours prior to an activity unless attending the St. Philip Neri After School Program.

Morning/Extended Care

A morning care program is offered from 6:30 a.m.-7:45 a.m. An after school care program is offered from 3:15 p.m.-6:00 p.m. on days when school is in session for a full day. Any student not picked up by 3:30 p.m. will be supervised, additional information concerning After Care is available in the school office. **In cases of a delayed school opening, or school cancellation due to weather, Before Care will not be in session.**

Emergency Closings

When in doubt as to whether school will be open due to severe weather conditions, please listen to the major radio and TV stations. Every effort is made to notify the media by 6:00 am. Please listen for St. Philip Neri Catholic School to be announced.

DISCIPLINE PHILOSOPHY AND PROCEDURES

St. Philip Neri Catholic School strives to educate children in Christian beliefs and to provide a learning environment that will assist the child in developing intellectually, spiritually, emotionally, physically and socially. Discipline is a necessary element of this mission. We believe that the school must help each student attain the self-discipline necessary for self-reliance and successful learning. Until a student exhibits the ability to be self-disciplined, guidance must, and will, be provided.

We expect students at St. Philip Neri Catholic School to exemplify attitudes and actions, which reflect Catholic values. Values such as respect, honesty, caring, justice and generosity are the goals towards which all students must strive. Both students and staff must expend constant effort in growth and development toward this end.

The school has a school wide discipline policy, but individual classrooms also set their own additional rules. Disciplinary action is intended to be instructional and corrective, but not humiliating or demeaning. Discipline will be administered with respect for Christian values embraced by the St. Philip Neri community. When necessary, consequences will be administered in a manner that is consistent, fair, firm, and appropriate for each situation.

General Conduct

Students are expected to conduct themselves in an orderly manner at all times when in school or at any

school sponsored activity. Students are expected to show respect for teachers, staff members, other students, visitors and school property. Students should be prompt and prepared. Students should move throughout all school areas in an orderly fashion. Gum chewing is not permitted under any circumstance on the property.

Discipline Procedures

Each teacher is responsible to maintain discipline for all students under the teacher's supervision. If a student exhibits behavior inconsistent with the code of discipline for St. Philip Neri Catholic School, the following procedures will be followed:

1. The teacher and student will resolve the problem.
2. The teacher and student will resolve the problem and the parent will be notified.
3. Teacher will communicate with administration; and/or student will meet with administrator.
4. The teacher, student, administrator and parent will meet to resolve the problem.

The teacher, in collaboration with the administration, will determine whether discipline will begin at procedure 1, 2 or 3. The Principal reserves the right to determine the appropriateness of an action/consequence should any doubt arise.

Detentions

A student is subject to detention for any violation of the basic school rules. Detention periods are spent in silence completing a task as assigned. Recognizing that it is impossible to list all types of misconduct, any comparable offenses will be resolved at the discretion of school authority. Some examples are:

- Rude or discourteous behavior
- Not following classroom rules
- Insubordination
- Disrespect
- Restroom misconduct
- Misconduct during mass

In-School Suspension

In-school suspension will be a supervised situation in which the student is isolated from his/her classmates. The student's parents will be notified by phone and documentation of the offense will be placed in the student's file. A conference with the parents may be required. In-school suspensions may last from one to three days. They are to be served as soon as possible. The student will be given the assignments and will be expected to complete the work and turn it in at a designated time. Tests and quizzes will be taken on the designated date. Responsibility for work and getting missed instructions will be the student's.

Major disciplinary violations may result in an in-school suspension. Violations may include, but are not limited to:

- ◆ Profane, abusive, offensive, disrespectful language or threatening language (verbal or written)
- ◆ Damaging private or school property
- ◆ Causing physical or psychological injury to others
- ◆ Academic dishonesty
- ◆ Truancy
- ◆ Lying
- ◆ Repeated failure to follow directions of a teacher or administrator

When serving a suspension, a student may not participate in a practice, compete in a game or attend extracurricular activities from the day the suspension is served until after he or she has

completed a day of school after the suspension.

Out of School Suspension/Expulsion

Suspension/Expulsion will be used only for extremely grave violations. All preventive efforts will be taken with the student, parents, and a member of administration before these policies are enforced. The suspension period begins at the time of the violation. The parents will be notified by phone and documentation will be placed in the student's file. Out of School suspensions will accumulate throughout the student's enrollment at St. Philip Neri Catholic School. Some infractions that warrant suspension/expulsion may include, but are not limited to the following:

- ◆ Stealing
- ◆ Vandalism (Parents are legally and financially responsible for the actions of their child.)
- ◆ Verbal or physical intimidation of another student or staff
- ◆ Drug/alcohol/tobacco offense
- ◆ Open defiance of school authority
- ◆ Physical aggression (as the aggressor or retaliator)

Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior or possession of weapons will not be tolerated. Anyone who demonstrates such behavior will be held accountable for his or her actions in accordance.

A student who has been suspended two times in a school year may be expelled at the next violation. Immediate expulsion may result from the following actions or any other action as deemed appropriate by the administration:

- ◆ Possession, use/selling of drugs/ tobacco on school grounds, or at a school related activity, or on the bus
- ◆ Dangerous behavior
- ◆ Truancy
- ◆ Threatening any staff member, bus driver, parent, or student
- ◆ Failure to comply with the discipline policy

Expulsion is permanent, requiring immediate withdrawal. Prior to expulsion, the principal/campus director may consult teachers, pastor, and parents.

Weapon Policy

A student who possesses a weapon on school property or at a school-sponsored event may be expelled immediately. The police may also be notified as this is a Class D felony. (IC35-47-9-2) An item viewed in the eyes of the school administrator as a weapon shall be confiscated, and the student will be subject to disciplinary action and/or expulsion from school.

A weapon could be any instrument, tool, device or body part that can cause bodily harm to an individual and/or cause damage to personal property.

The use of a weapon or other objects that are not weapons, but are used for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm is prohibited at all times on school premises before, during, or after school or at any school sponsored activity, regardless of where held. Examples include but are not limited to: belts, combs, pens, pencils, scissors, and bats.

SECLUSION AND RESTRAINT

St. Philip Neri Catholic School and the Archdiocese of Indianapolis believe a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office or by visiting our school's website

GUIDELINE FOR CATHOLIC SCHOOLS ON RESPECTING PERSONS

The good name, reputation and personal safety of each student, faculty, and staff member and adult volunteer is virtually important. In order to protect students, employees, volunteers, and the school/archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school/archdiocese with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of home or school computer, phone, IPAD or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with other in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

Harassment

The Archdiocese of Indianapolis and St. Philip Neri Catholic School are committed to providing and maintaining a learning and working environment that is free from physical, psychological, and verbal harassment. This includes racial, ethnic, religious, or sexual harassment and violence. This commitment continues our longstanding policy of fair and equal treatment of every person, regardless of race, color, sex, national origin, age, or socioeconomic status. We have an obligation to provide an environment that is free from intimidation and harassment based on any of these factors. An important element to this issue is the silent bystander to bullying/harassment. All students are expected to stand up for victims and report bullying behavior. By stander reports of inappropriate behavior are not considered "tattling", rather, it is considered promotion of Christ-like behavior and dignity for both the victim and the perpetrator.

Harassment can result from a single incident or from a pattern of behavior in which the purpose or effect is to create a hostile, offensive, or intimidating environment. Harassment encompasses a broad range of verbal or physical behavior that can include, but is not limited to, the following:

- Physical or mental abuse, bullying, shunning, intimidation, assault
- Direct or indirect threats
- Racial or religious insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments or jokes

Students found to be in violation of this policy will be subject to appropriate corrective or disciplinary action, which may include required assessment and counseling (at the parent's expense), detention, suspension, or expulsion. If the investigation results in determining that criminal action has taken place, the information will be turned over to the proper authorities.

Bullying and Cyberbullying

St. Philip Neri Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest, or online**) face detention, suspension, and/or expulsion. Students should be aware that the texting of or posting of inappropriate, vulgar, threatening or demeaning statements or images on the internet will subject them to school discipline for engaging in such behavior. While the texting or posting may not have occurred on school time or utilized school equipment, they have the potential to negatively impact the school's effort to maintain a safe and dignified learning environment.

Engaging in offenses against the dignity of others via text message or on social networking sites, such as **Facebook®, Snapchat, Tic Tok etc.** will be judged according to St. Philip Neri Catholic School's discipline policy. Depending on the degree of cyberbullying, the student may be subject to suspension and/or exclusion. The school has the right to demand that a student remove such postings as a condition of his or her continued enrollment in St. Philip Neri Catholic School.

No one may use the school name, logo, or any identifying pictures on any type of social media without the express written permission of the principal. Use of the school name or other identifying pictures that may associate a web posting with St. Philip Neri Catholic School, may incur disciplinary action.

Probation

A student placed on probation will be monitored closely. Any major violation could result in immediate expulsion. All transfer students will be placed on probation.

Identification of Potential Threats of School Violence

We at St. Philip Neri Catholic School in the Archdiocese of Indianapolis have an emergency preparedness plan in place as well as other policies and procedures that help ensure that your child is safe at school. However, we need your help. We ask you to help us identify any situation where a student, staff member, family member, neighbor, or any other person might present a threat to the safety of our school.

We cannot allow any behaviors by individuals that might pose a threat to the well-being of our students, staff, and others. We have an obligation to keep our school safe. Therefore, we will take any and all threats, threatening behavior or other behavioral indicators seriously. The school is not a place where we can allow people to make threats, offhanded comments or practical jokes about violence, or to possess weapons of any type. Nor, can we ignore behavioral signs that might indicate the potential for school violence. We will thoroughly investigate all potential concerns and take appropriate action.

School Property

Parents or guardians of a child who carelessly destroys or damages furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repair and labor or replacement. No writing in textbooks is permitted. A fine will be assessed to replace damaged or lost texts. Any such fees will be collected before the school releases any final reports, transcripts, or diplomas are presented.

Off-Campus Behavior

Any entanglement with civil authorities, or off campus behavior, (including internet activity) that impugns the name of the school will also involve a school punishment.

Recognizing Potential Problems

We ask that you look for clues that may indicate that your child, another child you know, or an adult associated with you and/or the school, poses a potential threat of violence. These are generally situations where something "is just not right" -- the behavior appears to be inappropriate for the person's age, extreme or out-of-character, and the person may need some immediate attention or intervention. This list is not exhaustive, but it does illustrate some behavioral indicators that *may* highlight a potential problem:

- Direct or indirect threats made against others
- Assignments or writings with violent themes or fantasies expressed (including suicidal themes)
- Statements indicating hopelessness or desperation
- Suicidal thoughts or attempts
- Bizarre thoughts, hallucinations, delusions or paranoia
- Fighting or intimidating behavior
- Missing or stolen weapons
- Possession of weapons
- Angry and emotional outbursts
- Signs of depression
- Obsession with weapons and violence, violent media, music, etc.
- Thoughts of death
- Deep grudges and resentments against particular individuals or groups
- Restraining orders that may involve someone trying to get access to persons at the school
- Any other warning sign that causes you concern about safety at school

EMERGENCY PREPAREDNESS

St. Philip Neri Catholic School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, if the circumstances require it, the building will be evacuated and students will be moved to a secure location.

TUITION COMMITMENT

Tuition at St. Philip Neri Catholic School does not cover the cost of educating each student. It is a goal of the NDAA and our schools (Central Catholic, Holy Angels, Holy Cross and St. Philip Neri, St. Anthony) to provide financial support to all school families to the fullest extent possible. However, all school families must assume responsibility for paying the agreed-upon tuition charges in full and on time as outlined by the Catholic Schools Office. Families will be expected to assume their portion of the financial responsibility for the education provided to their children. Notre Dame ACE Academies Indianapolis tuition assistance program generously provides the additional amount. Tuition is paid yearly (before school begins) or monthly through Smart Tuition. Recognizing the impact of our tuition costs, we will utilize Student Grant Organizations and Archdiocesan aid for tuition assistance. Our intention remains to reasonably accommodate any family that desires and places a priority on Catholic education for their child.

STUDENT HEALTH

Health Records

All students entering St. Philip Neri Catholic School are required by state law to present records of immunization.

Before entering Pre-K, a student must have:

- Four DPT (Diphtheria, Tetanus, & Pertussis) immunizations
- Three polio vaccines
- One MMR (Measles, Mumps, & Rubella)
- Three hepatitis B immunizations
- One Varicella (chicken pox) vaccine

Before entering **kindergarten**, a student must have:

- ◆ Two MMR (Measles, Mumps, & Rubella)
- ◆ Three hepatitis B immunizations
- ◆ Four polio vaccines
- ◆ Five DPT (Diphtheria, Tetanus, & Pertussis) immunizations
- ◆ Two Varicella (chicken pox) vaccines

Indiana Health laws state that all students entering **sixth grade** in Indiana schools are required to show proof that they have received:

- ◆ Two MMR (Measles, Mumps, & Rubella)
- ◆ Three Hepatitis B immunizations
- ◆ Four Polio Vaccines
- ◆ Five DPT (Diphtheria, Tetanus, & Pertussis) immunizations
- ◆ Two Varicella (chicken pox) vaccines
- ◆ One Tdap (Tetanus & Pertusis)
- ◆ One MCV (Meningococcal

At least two does of MMR vaccine and both doses must have been administered after the first birthday. The second dose may have been administered any time during the child's life, as long as there were 30 days between doses. **All immunization records must be submitted to the school by August 31st.**

Emergency Contacts

The school keeps emergency contact information for each family. We ask your assistance in keeping this information up-to-date. Any time you have a change of doctor or daytime telephone number, please notify us immediately. When you are out of town, please leave a number of a relative or friend whom we may contact if needed. Please be sure to advise the office immediately of any address/phone number changes.

School Nurse/Health Practitioner

The Nursing Division of the Marion County Health Department provides school visits. Vision and hearing is screened in select grades. St. Philip Neri Catholic School also has an on site school Registered Nurse or Health Practitioner provided by St. Vincent Hospital and Health Centers..

Medication

In order to protect the health and welfare of students and staff members, Indiana law requires that school personnel observe certain safeguards in administering prescription medication to students. All medication must be delivered to and picked up from the school by an adult. Children may not transport medication.

All medication will be kept and dispensed from the nurse's office. The medication must be labeled by name in the original prescription packaging and have the appropriate dosage label. By state law, we are not allowed to dispense aspirin or other medication without specific directions from the parents. Taking medication without authorization could result in suspension or expulsion.

Counseling

Our school counselor is provided through Catholic Social Services. The counselor works with students, parents, and teachers to assist with issues that hinder academic achievement. Remember that parents may also refer their child(ren) to the social worker. The school counselor may be reached by contacting the school office at 636-0134.

Child Abuse/Neglect

St. Philip Neri Catholic School abides by the Child Abuse laws of the state of Indiana. This law mandates that all cases of suspected abuse and/or neglect be reported to the Indiana Department of Child Services.

Accidents and Injuries

Injuries and accidents happening during the school day will be reported to the parents/guardians. A written report will be filed in the office and kept on file. It is important that each child has an updated emergency card on file.

Wellness Policy

It is the policy of the Archdiocese of Indianapolis that:

Whenever available, schools will participate in federal school meal and milk programs. Foods sold will meet the current nutrition recommendations of the US Dietary Guidelines for America. All students in grades PreK-8 will have increased opportunities and encouragement to be physically active on a regular basis. Each of the schools within the Archdiocese of Indianapolis will actively engage their school community in following steps that will enable school wide wellness.

- Fast food meals may not be brought into the school.
- In light of the information available regarding childhood nutrition, school will discontinue the practice of using candy, soft drinks, or food snacks as rewards for academic performance, or good behavior.
- It is recommended that schools limit celebrations which involve unhealthy food choices. Any celebrations must be approved in advance by the teacher.

NON-CUSTODIAL PARENTS

St. Philip Neri Catholic School abides by the provisions of the family education Rights and Privacy act of 1975 with respect to the rights of non-custodial parents. In absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child(ren). 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 which details the custodial section. This is also necessary to help the school determine when, if ever, the child can be released to the non-custodial parent.

CELL PHONES

The administration and staff of St. Philip Neri Catholic School realize that in today's world cell phones are a part of daily life and an important form of communication between family members. We understand that students may need access to cell phone for use after school and therefore need to be carried in book bags. Cell phones **must be turned off**, not silent, and given to their homeroom teacher for the day. Forgetting to turn off the cell phone is not an excuse. At no time is cell phone use permitted during the

school day or during before or after care. Emergency communication will be made through the office phone. Students should be aware that cell phones brought to school may be searched at any time. The school assumes no responsibility for phones left in backpacks or lockers.

Any use of cell phone (eg. calls, texting, picture taking, playing games, etc.) in school or on school grounds will result in the following disciplinary action:

1. First offense: Phone confiscated. Parent/Guardian may pick the phone up after the end of the school day in the office.
2. Second offense: Phone confiscated and kept in office for five (5) consecutive days. After five days, parent/guardian may report to the office to retrieve the phone. Conference will be held with student and parent/guardian at which time the phone will be released.
3. Third offense: Additional incidents will result in immediate suspension of the student.

SCHOOL NUTRITION PROGRAM

St. Philip Neri Catholic School offers a breakfast and lunch program. Breakfast may be bought daily for \$1.40 between 7:00 a.m. and 7:35 a.m. The cost of the lunch is \$2.50 per day. Lunch menus are sent home monthly. The cost of milk is \$.35

MEDIA RELEASE

St. Philip Neri Catholic School reserves the right to photograph or videotape students. These photos may be published in the newspaper, a magazine, Archdiocese, NDAA or school websites, or other publications. Videos may be used for informational or educational purposes regarding the program or curriculum at St. Philip Neri Catholic School. Parents/guardians who do not wish their child(ren) to be in such photos or videos, must notify the office in writing within the first ten days of school.

RECESS

Recess is offered each day to students. It is an opportunity for the children to develop social skills and learn new games. It is viewed as an opportunity to teach children. It is important to teach children acceptable behavior both in and out of the classroom setting. Cooperation and competition are encouraged. Behaviors that endanger the safety of other students will result in removal from the playground. Games allowed are based on the safety of the activity. Areas of the playground are sectioned off for various activities. This is also done to reduce the possibility of conflict or minor injury.

Toys, games, cards (i.e. baseball or trading), electronic equipment, (i.e. Ipods, MP3 Players, hand held video games) or other items which have no specific educational purpose will not be allowed in school. These items will be confiscated and the parent or guardian will need to collect the item from school. The school, administration, and/or staff are not responsible for these items.

VISITORS

We invite visitors to St. Philip Neri Catholic School, especially parents and interested friends. Please call ahead to arrange a convenient time for your visit. For the safety of our staff and students, all visitors must report to the office, sign in, and wear a name tag for the duration of the stay.

VOLUNTEERS

St. Philip Neri Catholic School could not offer the quality educational program that it does without its great volunteers. We need your help in many capacities! Classroom volunteers are used in many ways. Decisions concerning ways to incorporate volunteers into the curriculum are based on staff and the volunteer's comfort level. All volunteers must report to the school office upon arriving to sign in. Volunteers must first complete the Safe and Sacred program and have a background check performed as

required by the Archdiocese of Indianapolis.

CYO SPORTS PROGRAM

Many St. Philip Neri Catholic School students participate in a Catholic Youth Organization (CYO) sponsored program of sports competition between the various parishes on the grade school level.

Sports Eligibility Requirements

Participation in the various sporting activities can be beneficial to students. However, academic studies do take a priority at all times. Therefore, any student not meeting the academic standards may not participate in sports. Academic performance and conduct will be evaluated with each progress report and report card. At these evaluation periods, each athlete's participation will be considered.

- ◆ **One** failing mark puts the student on probation but allows the student to practice and play sports.
- ◆ **Two** failing marks on a report card eliminates a student from the team until these marks are raised by the next evaluation period (progress report).

Students, who have been determined by the teachers to be working to the best of their ability, but receive a grade below 70% may still be eligible to play based on a conference with administrators, teachers, and parents. Parents are encouraged to contact the school for assistance in improving academic standing. The teachers and parents will work together to establish an academic plan. It is the coaches' responsibility to provide the principal with a team roster before the evaluation period.

Athletic Code of Conduct

CYO athletic competition is a means of developing youth and giving them the opportunity to enjoy healthful sports. The most important lesson, whether a team wins or loses, is respect for opponents, officials, and spectators. It is important that all concerned follow this code:

- To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- To demonstrate courtesy to opponents and officials.
- To recognize that the purpose of competition is to promote the physical, mental, moral, social, and emotional well-being of the players.

Players and parents are a visible representation of St. Philip Neri Catholic School it is imperative that sportsmanlike behavior be displayed AT ALL TIMES. Any players or spectators who are not living up to the CYO Code of Ethics will be subject to immediate suspension or expulsion for CYO competitions.

RIGHT TO AMEND

The Principal of St. Philip Neri Catholic School reserves the right to amend this Handbook. Notice of any such amendments will be sent to parents through the monthly newsletters.

DRESS CODE

GIRLS

Jumper or Skirt

- SPN Plaid Skirt or Jumper (Available through Uniform Company)
- Length no shorter than 2 inches above the knee
- Solid colored white, green or navy leggings may be worn under skirts during winter months

Pants

- Navy Blue or Khaki
- Pants must be uniform style. No cargo or skinny style pants or joggers may be worn.

Shorts

- May be worn in August, September, April, and May only
- Navy blue or khaki pleated walking shorts – Uniform style only

Shirt

- White or Green polo shirt with SPN emblem
- Long or short sleeved
- Colored shirts or shirts with imprinting under uniform shirts are not allowed

Sweater/Sweatshirt

- Solid dark navy blue cardigan, pullover, v-neck or crew neck
- Embroidered SPN sweatshirt or sweater (Available through Uniform Company)

Socks/Tights

- Solid color white, black, navy or green only. No patterns

BOYS

Pants

- Navy Blue or Khaki
- Pants must be uniform style. No cargo or skinny style pants or joggers may be worn.

Shorts

- May be worn in August, September, April, and May only
- Navy blue or khaki pleated walking shorts – Uniform style only

Shirt

- White or green or polo style shirt with SPN emblem
- Long or short sleeved
- Colored shirts with imprinting under uniform shirts are not allowed

Sweater/Sweatshirt

- Solid navy blue cardigan, pullover, v-neck or crew neck sweater
- Embroidered green or navy SPN sweatshirt (Available through Uniform Company)

Socks

- Solid white, black, green or black socks. No patterns.

General Appearance (Boys and Girls)

- Shirttails must be tucked into pants, shorts and skirts so that waistband is visible
- Athletic shoes or school shoes are to be worn. Sandals, clogs, high heeled and open toed or heeled shoes are not allowed
- No nail polish or artificial nails
- Make-up is not permitted for girls in PS-5th Grade. Girls in 6th-8th may wear light, natural-looking makeup.
- Dress up Days attire should reflect “Sunday’s Best”
- On non uniform days clothing which advertises alcohol, tobacco, drugs, contain inappropriate language, or advertise inappropriate material is not permitted.
- Excessively baggy clothing is not acceptable. Pants must be worn at the waistline
- Long sleeved shirts under short-sleeved uniform shirts must be white, black, or the same color as the uniform shirt.

- Boys must be clean shaven every day.
- No body piercings or tattoos
- Boys may not wear earrings to school
- Students may not wear coats, jackets, or non-SPN sweatshirts in the classroom
- Jewelry and hair should not be a distraction to others. **No unnatural hair coloring is acceptable, no writing or symbols are allowed in the hair style.** All hair must be out of the students' eyes and cut appropriately.
- Boys hair must be above the eyebrows, ears, and collar

The faculty at St. Philip Neri Catholic School reserves the right to request a student to remove any jewelry or makeup that causes a distraction to the teaching environment

Physical Education Dress Code - Grades 4-8

PE Uniforms can be worn in grades 4-8.

Hunter green shorts and a white St. Philip Neri T-shirt with sleeves (to be ordered through the school office)

No sandals, clogs or open toed shoes

No jewelry