

FAMILY HANDBOOK

2022-2023



**ST. PHILIP NERI
CATHOLIC SCHOOL
6600 Kawanee Ave.
Metairie, LA 70003
www.stphilipneri.org**

**St. Philip Neri Catholic School: Family Handbook
2022-2023
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**Handbook Acknowledgement and Agreement will be sent
and collected via Google Form**

New and updated policies in this year's Family Handbook:

- Page 7: Reiterates that there are no "drive-ups" at dismissal. For a student to be dismissed, an adult must exit their vehicle and walk up to the dismissal area.
- Pages 7/8: Dismissal information updated to include siblings.
- Page 9: Rainy day dismissal update for this school year.
- Pages 16/17: Students may wear either SPN sweatpants or all black leggings that extended all the way to the socks under PE shorts on PE days.
- Page 18: Students will be asked to remove excessive jewelry.
- Page 18: Girls may wear fingernail polish that is of one solid color with no ornamentation. Permitted colors are clear, red, pink, white, and nude. French manicures are also acceptable. "Tips", false finger nails, and sculptured nails are not permitted.
- Page 18: Headbands and bows must be in the school plaid pattern or of a school color (black, red, yellow, white). There will be exceptions around holidays.
- Page 18: "Dress down day" dress code: Students will be permitted to wear some shirt or top that is not the usual school uniform shirt/top. Students will also be permitted to wear their normal uniform shorts or skirt, PE shorts, PE shorts with leggings underneath, or full-length pants/athletic pants/or jeans. Tennis shoes may be worn (no Crocs or sandals). Socks are required. These policies extend to any "dress down day" offered by SPN, unless otherwise stated.
- Page 21: SPN students will take off-campus field trips as long as it is deemed that such field trips would not endanger the health or safety of the participants
- Page 22: Wording from the Policy Manual for Elementary and Secondary Schools in the Archdiocese of New Orleans has been added regarding delinquent tuition payments.
- Page 22: Tuition payment plans more clearly defined with due dates. When a deadline is missed for the chosen tuition payment plan, the interest will become 5% for the remainder of the payment plan.
- Page 24: A student may be excluded from PE when feeling unwell during the school day. If a student must refrain from PE for multiple days, a note from the family or the physician should be submitted to the school office. The note should include a projected return to PE date.
- Page 26: Reiterates that any evaluation/inventory paperwork completed by a teacher for an outside professional will be transmitted by the school office directly back to the outside professional; this paperwork will not be released to the student or the family.
- Page 31: Beginning in the 22-23 school year, students in grades 3-7 will take the Terranova NEXT standardized test series in the Spring. Students in K-2 will take the NWEA MAP interim test throughout the school year.

ST. PHILIP NERI CATHOLIC SCHOOL

This handbook has been prepared with just one purpose in mind, to help the students achieve success and happiness in our school family. It contains basic information about school policies and procedures. Adherence to these regulations will help all of us work together in the best interests of your children and St. Philip Neri School. **We ask parents to read this handbook and to consult it during the year when in doubt regarding certain points. Each year, parents are required to sign a statement stating that they have read the handbook and are expected to follow its guidelines.**

BEGINNING OF ST. PHILIP NERI

St. Philip Neri School, a Catholic elementary school, opened in 1961 to serve the students of St. Philip Neri Parish. The school currently serves students from six weeks-7th grade and provides extended care to accommodate working parents.

MOTTO

"Where Faith and Knowledge Meet"

THEME FOR THE 2022-2023 SCHOOL YEAR

"The Lord is with you, wherever you go." (Joshua 1:9)

MISSION STATEMENT

The mission of St. Philip Neri Catholic School is to provide a Catholic community where all stakeholders share the responsibility of developing each child spiritually, intellectually, emotionally, socially, and physically.

SCHOOL BELIEFS

1. Student learning, both religious and academic, is the chief priority of the school.
2. Students must develop a moral, ethical, and spiritual foundation to serve as a basis for character building.
3. Students need to develop a strong foundation of fundamental skills, which will be implemented in solving problems, formulating ideas, and self-expression.
4. Curriculum and instructional practices should incorporate a variety of learning activities and assessment techniques to accommodate differences in learning styles.
5. Students need to be educated in competent and responsible use of modern technological trends for the future.
6. The teaching staff will be caring, sensitive, and willing to learn new methods in order to teach the whole child: spiritually, cognitively, emotionally, and physically.
7. Students learn best in a safe and comfortable environment, which promotes academic excellence and fosters a positive self-image.
8. Students are guided to use strong communication skills to resolve personal conflicts peacefully.
9. The school should encourage and provide opportunities for students to become involved in community programs and activities.

PHILOSOPHY

The philosophy of St. Philip Neri School centers on forming youth capable of assuming their responsibilities in society while facilitating a multi-faceted approach to excellence in education that recognizes individual student needs in a disciplined yet loving environment. In attaining the skills necessary to assume these responsibilities, it is essential that students develop a positive self-image and find happiness and success in a nurturing educational environment. As students are involved with interesting materials, challenging questions, and meaningful experiences, they become independent thinkers increasingly accountable for their own learning. In this atmosphere, students develop a love for learning that they will continue into their adult lives enabling them to grow into responsible, productive Christian citizens, thereby realizing their full potential.

NON-DISCRIMINATION POLICY

The schools of the Archdiocese of New Orleans, including St. Philip Neri Catholic School, admit students without regard to race, sex, color, or national or ethnic origin. All students are granted all rights and privileges, as well as access to programs and activities generally accorded or made available to students by the schools. Furthermore, the schools of the Archdiocese of New Orleans, including St. Philip Neri Catholic School, do not discriminate on the basis of race, color, national, or ethnic origin in administration policies, scholarship or loan programs, admission policies, or other school administered programs. Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in the schools of the Archdiocese of New Orleans, including St. Philip Neri Catholic School, shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any educational program or activity except permitted under said Title IX. All students are admitted to the school with the understanding and on the condition that they will be able to meet all requirements of school life, including academic requirements, behavior requirements, and financial requirements.

ACCREDITATION

St. Philip Neri School is accredited by COGNIA, an international accreditation association, and is approved by the State of Louisiana Department of Education. St. Philip Neri is a member of the National Catholic Educational Association (NCEA), Association for Supervision and Curriculum Development (ASCD), Louisiana Middle School Association (LMSA), National Middle School Association (NMSA), and Louisiana Federation of Citizens for Educational Freedom (CEF).

ADMISSION/REGISTRATION POLICY

St. Philip Neri School is open to all children, regardless of religion, race, sex, color, nationality, or ethnic origin; however, priority preference will be given to children of the Roman Catholic religion. All rights, privileges, programs, and activities are available to all of our students. Students are eligible for Pre-Kindergarten Three if they are three years old by September 30. Pre-Kindergarten Four students must be four years old, and Kindergarten students must be five years old by September 30.

Registration does not guarantee the possibility of a place in the school if the school is not able to serve the needs of the student. There is an Individual Needs Committee (INC) to consider student academic concerns as professionally recommended.

St. Philip Neri School will accept students as they fall into the following order of criteria:

1. Siblings of present students.
2. Children of Catholic families living in SPN parish who are registered, participating and contributing.
3. Children of Catholic families living outside SPN parish boundaries.
4. Catholic students without a parish school
5. Children of Non-Catholic families

In the case of a student transferring from another Archdiocesan Catholic school, the Principal will investigate the status (academic, financial obligations and discipline) of the student by conferring with the previous Principal, and by reviewing the report card and pertinent records. The student may be required to take an admissions test and/or have an interview with SPN administration.

ADMISSION REQUIREMENTS FOR NEW STUDENTS

Copies of the following certificates are required for entry into all grades and must be presented at the time of registration. The registration process is not complete until all of the following have been submitted:

- Birth Certificate
- Baptismal Certificate (Catholic only)
- Immunization Records (see Health Records)
- Church Support Envelope Number (If member of St. Philip Neri Parish)
- Social Security Number
- Report Card (if applicable)

- Standardized test scores (if applicable)
- Divorced or separated parents must supply a court certified copy of the custody section of the divorce or separation decree to the school office
- Any additional pertinent records
- Students entering Grades 1-6 must take and pass an entrance test prior to being offered placement
- All students seeking entrance to St. Philip Neri, beginning in PK3, must be completely “potty trained” prior to the start of the school year.

*****Please note: TO FOSTER THE OPPORTUNITY FOR STUDENTS TO GROW INDIVIDUALLY IN AN ACADEMIC SETTING, ST. PHILIP NERI SCHOOL WILL SEPARATE “MULTIPLES” (i.e. twins, triplets, etc.) beginning in Middle School, where possible.**

ARCHDIOCESAN ANTI-BULLYING POLICY

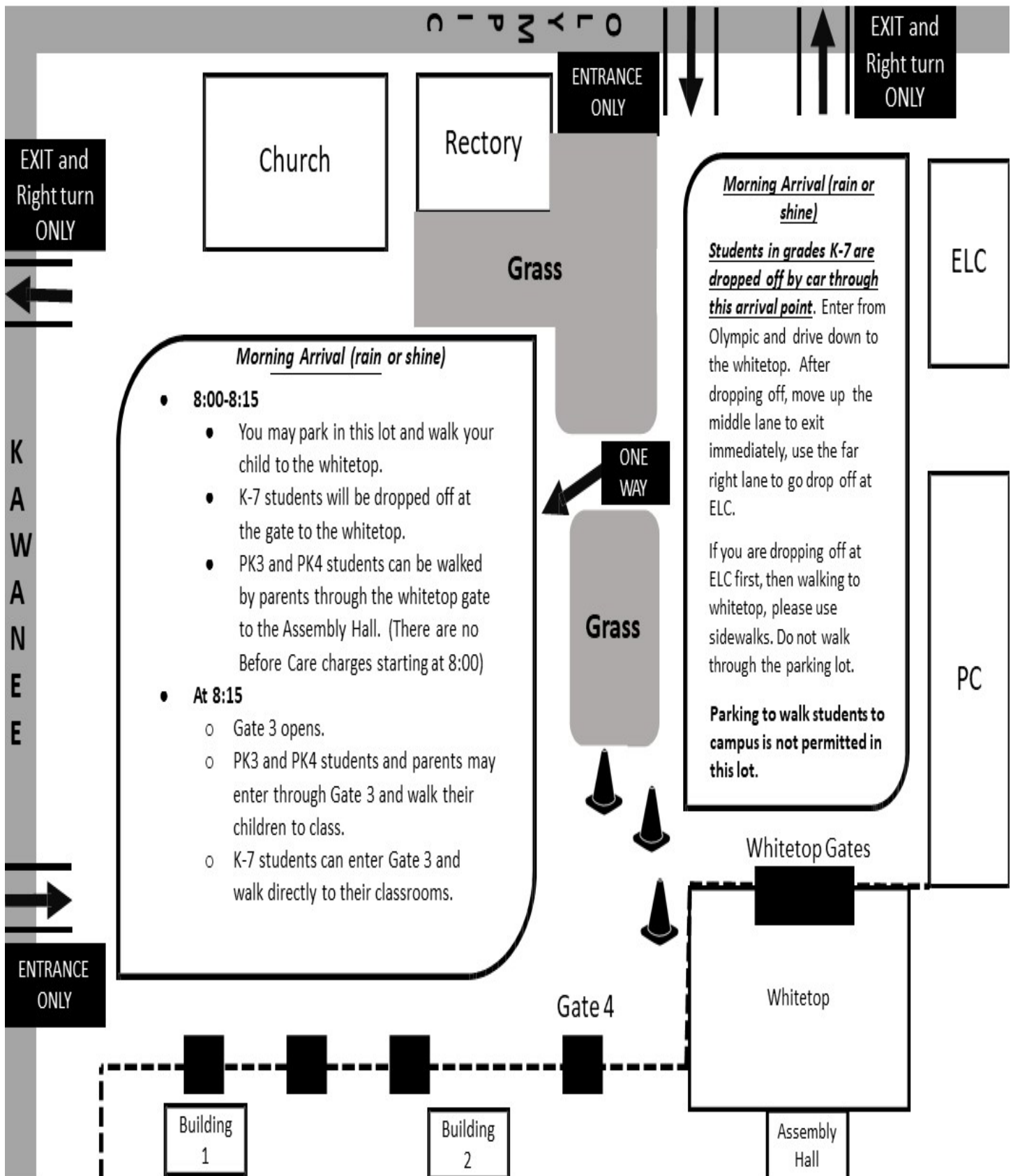
St. Philip Neri School enforces a ZERO TOLERANCE policy for all behaviors that meet the definition of “bullying”- repeated and persistent verbal, written, physical, or psychological action, implied action or communication intended to cause harm, fear or distress to another person (or group of persons). An imbalance of power between the aggressor and the target is often involved. Bullying is a means of control and may be carried out directly through physical, verbal, written, or electronic means, or indirectly through social and emotional aggression. Bullying includes any of the foregoing by a person, even if the person did not initiate the behavior but perpetuates it.

Any comments of a violent nature (especially threats) will be taken seriously. Threats of a violent nature may require a student to be removed from school, not to return until the school has received a written, professional evaluation from a board-certified psychiatrist or psychologist certifying that the student is not a danger to himself/herself or others. Depending on the severity and type of threat, it may be necessary to notify local law enforcement.

ARRIVAL & DISMISSAL PROCEDURES

ARRIVAL (Procedures are the same, rain or shine) – GENERAL GUIDELINES

- **AT 8:00 ARRIVAL BEGINS**
 - Parents who enter the campus from Kawanee Ave. will park and escort students to the whitetop (K-7) or the Assembly Hall (PK3 and PK4; there is no Before Care charge starting at 8:00). Please exit campus on Kawanee Ave.
 - Parents who enter campus from Olympic Dr. will drop off their children at the double gates in front of the whitetop where teachers will assist your student from the vehicle. Please exit on Olympic Drive. **Parking to walk students onto campus is not permitted from the Olympic Drive lot.**
 - In the event of inclement weather, arrival procedures will remain the same for students. We will house the students in the Assembly Hall until they are dismissed to their classrooms.
- **AT 8:15, GATE 3 OPENS**
 - Gate 3 opens.
 - PK3 and PK4 students and parents may enter through Gate 3 and walk their children to class.
 - K-7 students can enter Gate 3 and walk directly to their classrooms.
- **At 8:30 ARRIVAL ENDS**
 - Students in all grade levels who arrive at 8:30 or after should report to the school office.
 - Per handbook policy, a student is tardy if he/she is not in his/her classroom at 8:30.
- **During the first week of school, Kindergarten families may walk their children to their classrooms. To do so, please enter through Gate 3 no earlier than when it opens at 8:15. Starting with Monday of the second week of school, Kindergarten parents will not be allowed to walk students to class.**
- **Please see the map on the next page for further information regarding arrival.**



DISMISSAL – GENERAL GUIDELINES

- **At 3:20**

- PK3 and PK4 families should enter the campus on Kawanee, park, and meet their students at either Gate 3 (PK3) or Gate 2 (PK4). An adult must exit their vehicle and walk over to the dismissal area to pick up a student. There are no “drive-ups” at dismissal.
- Families of students in grades K-7 should enter the campus from either Kawanee or Olympic and park. Parents may enter the whitetop through the double gates to wait for their students. Please wait inside the fenced area.

- **At 3:30**

- Students in grades K-7 are dismissed from class lines according to diagram below. No student will be allowed to leave without an adult, and teachers must be informed when a student is leaving.
- Siblings- The oldest K-7 student will retrieve younger siblings from the various dismissal locations and bring them to the whitetop for dismissal together.
- Please form orderly single file lines and highly consider masking. Even though dismissal will be outdoors, it is somewhat of a group setting.
- Students in grades K-7 who are scheduled for aftercare that afternoon will be brought to aftercare before the rest of the class moves onto the whitetop.
- An adult must exit their vehicle and walk over to the dismissal area to pick up a student. There are no “drive-ups” at dismissal.

- **At 3:45 DISMISSAL ENDS**

- All remaining students are sent to After Care in the Assembly Hall.

St. Philip Neri Dismissal Plan (no rain)

At 3:20-

- PK3 students will be dismissed from Gate 3.
- PK4 students will be dismissed from Gate 2.
- Parents are required to park and walk up to collect students. There is no "drive up" for dismissal.

At 3:30-

- All gates will open.
- Parents are required to park and walk up to collect students. There is no "drive up" for dismissal.
- **Gates 1, 2, 3, 4:** Parents will come to the gate and name the child to be dismissed. The teacher at the gate will send the child out to the parent.
- **Whitetop:** Middle School students will line up by homeroom, parents will come onto the whitetop. Students will be released to parents on the whitetop. **"Sibling" groups** will gathered together in one location.
- At 3:45, all remaining students are sent to aftercare

Whitetop double gates

Middle School
lined up by
homeroom on
whitetop near the
athletic field

Siblings
Gathered
together,
monitored by
school admin

Gate 4

Grade 1
lined up by
homeroom
on whitetop
near Building
2

Gate 3

Kindergarten
lined up by
homeroom in
grassy area
near flagpole

Gate 2

Grade 4
lined up by
homeroom
near Gate 2
walkway

Gate 1

Grades 2 and 3
lined up by
homeroom
near Mary
statue

St. Philip Neri Dismissal Plan (rain)

If the school runs a "rainy day" dismissal -

- A text will be sent out by 3:00 indicating rainy day dismissal.
- Please see below for information about where to enter campus, pick up your student, and leave campus.
- There is no "sibling" pickup area with a rainy day dismissal.

*PK3 and PK4
(at 3:20)*

Enter campus at Gate 3. Proceed to your child's classroom to pick up. Exit through Gate 3.

*Kindergarten and
First Grade*

Enter campus at Gate 3. Proceed to the building where your child's class is located. Your child will be called to the building door. Exit through Gate 3.

*Second Grade and
Third Grade*

Enter campus at Gate 1. Proceed to the Spanish room (first floor Building 1) to pick up. Exit through Gate 2.

*Fourth Grade, Fifth
Grade, Sixth Grade,
Seventh Grade*

Enter campus at Gate 4. Locate the teacher wearing a sign for your child's grade level and give your child's name. The teacher will radio up to the classroom and your child will be sent down. Exit through Gate 4.

ASBESTOS

In accordance with Asbestos Hazardous Emergency Response Act, AHERA, a Management Plan has been prepared and approved by the State Department of Environmental Quality, DEQ. This management plan is available for you to review in the Principal's office during school hours. If you desire a copy of the plan, it will be made available to you at the cost of \$25.00, which covers the cost of reproduction.

ATTENDANCE

School Calendar

The school calendar is available on the school website. All holidays, exam days, report card dates, and early dismissals are indicated on the calendar. Please check the school website calendar periodically for updates.

School Hours

Regular and punctual attendance is expected and required.

Regular school days for students:

PK 3-PK4 8:30 A.M. - 3:20 P.M.

K-7th Grade 8:30 A.M. - 3:30 P.M.

Children who arrive before 8:00 A.M. or remain after 3:45 P.M. should report to the before/after school care program, and parents will be responsible for payment. This policy is to ensure your child's safety since there will be no adult supervision prior to 8:00 A.M. or after 3:45 P.M.

School hours may be modified on an occasional basis to accommodate staff development, record days, etc. Please refer to the school calendar, which is posted at www.stphilipneri.org, for dates of any holidays or early dismissals.

Timeline of Attendance

- A student who arrives to school between 8:31 and 9:59 is tardy.
- A student who arrives to school or departs from school between 10:00 and 2:59 will be counted as "half day absent". A student who is "half day" absent cannot participate in extracurricular activities that day.
- A student who departs from school between 3:00-3:30 (3:20 for PK3 and PK4) will be counted as "quarter day absent".

Program Variations (PK3)

The PK 3 programs offer the following scheduling variations:

- Three Full Days – 8:30 A.M. to 3:20 P.M
- Five Full Days – 8:30 A.M. to 3:20 P.M.
- A charge of \$50 is assessed for an added day.

Daily Attendance

Louisiana requires students to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. Under the law, students must attend school from age 7 to 18 or until they graduate from high school. Students are required to attend school regularly and must attend at least 167 days to earn credit and be eligible for promotion to the next grade. Excessive tardiness is not permitted. **In event of many absences during a school year, or prolonged absences, the school will take into account the circumstances of those absences when determining if a student will be promoted to the next grade level.**

Absentees

Children should not return to school until completely recovered from an illness. **Students must be fever, vomit and diarrhea free without aid of medication for 48 hours before returning to school. If a student has been absent for three (3) or more days with a doctor's note must be presented upon the student's return to school.** The note must contain the date(s) of the absence(s) and a brief reason for the absence. **Any doctor's notes received will be filed in the student's cumulative folder.**

Notices of scheduled or long-term absences due to hospitalization or surgeries must be given to the homeroom teacher five (5) days prior to the date. In this situation, the time frame to make up classwork and tests will be made up at the discretion of the teacher and the principal.

Assignments During Absences

- ***All grade levels at SPN use Google Classroom as a means of serving not only as a “landing spot” for each homeroom, but also for the posting of assignments and upcoming events as well as the dissemination of information about the school and particular classes. When a student is absent, please first check Google Classroom for what was covered during the student’s absence.***

PK-2nd Grade

If a student has been absent for one day, parents should not request assignments for the day. Assignments can be made up when he/she returns to school. As a general rule, if the child is too sick to attend school, he/she is probably too sick to do assignments.

Grades 3-7

Students in parents may request books and assignments. However, assignments can easily be made up when he/she returns to school. As a general rule, if the child is too sick to attend school, he/she is probably too sick to do assignments. **Homework assignments and books will be available for pick-up from the Assembly Hall from 3:30 P.M. until 5:30 P.M.**

PK-7th grade – Long-term Absences

If the absence is for a longer period of time, a parent/guardian should request assignments when informing the school office regarding the student’s absence before 8:30 A.M. Homework assignments and books will be available for pick-up from the Assembly Hall from 3:30 P.M. until 5:30 P.M.

Please do not request books unless arrangements are made for them to be picked up. Students must complete all make-up tests, projects, and/or assignments **within three school days for each day absent** upon return. Make-up tests will be given at the discretion of the teachers.

Please note: When calling the office to report a student’s absence, please inform personnel if the student was to eat cafeteria lunch that day so that lunch can be cancelled.

Tardiness

Children arriving in their classrooms after the 8:30 A.M. bell are considered tardy. Parents of students in grades PK3 – Kindergarten must report to the school office with their child(ren) to sign in; the student(s) will be escorted to class by a staff member. Students in grades 1 – 7 may report to the school office to sign in without a parent. Tardiness is discouraged- it can affect your child’s progress and attitude toward school and is very disruptive to the child as well as to classmates. The number of days tardy is recorded on your child’s cumulative record.

Checking a student out early from school

You are strongly encouraged to observe regular dismissal procedures. If you must have your child dismissed for an appointment, **you must do so by 3:00 P.M.** Interrupting homeroom classes during afternoon prayers and packing is disruptive for both teachers and students.

When it is necessary to pick up a student before dismissal time, the parent should send a written note to the homeroom teacher the morning of the early dismissal stating the approximate time the child will be picked up and who will pick up the child. Children will be dismissed to parents or legal guardians only. All others (aunts, uncles, grandparents,

neighbors, friends, etc.) must be so designated on the child's emergency card in order for the student to be released to them.

Parents must go to the office and sign the child out. Office staff will have the child report to the office for dismissal, where parents will wait in the office for the child to be dismissed; students in PK3 – K will be escorted to the office by a staff member.

PLEASE NOTE: At no time should the parent go directly to the classroom to dismiss a child. The classroom teacher will not release the child to anyone unless notified by the office. **A student will not be called to the office for dismissal before the person picking up the student has arrived at the school office.**

Vacations During the School Year

Parents who choose to take their children on vacations during the school term should be informed that vacations are NOT excused absences and will be counted against the student's attendance days. Class work, tests, exams, etc. will not be provided or administered before the children leave to go on vacation. Any classwork, tests, exams, etc. must be made up after the children return to school.

In the event a student misses an exam or any other assessment required for the quarterly grade, an incomplete (I) MAY be given on the report card. The Incomplete grade will be changed after the student has made up the missed exam or work. At that time a new report card will be issued. The office and teacher must be notified in advance if a student is going to be out of school for a vacation.

Scheduled Early Dismissals

- There are several 12:00 dismissal days each school year, as noted on the school calendar.
- On 12:00 dismissal days, lunch will be served. Before Care will be open. After Care will be closed.
- PK3 and PK4 students are dismissed at 11:50 on early dismissal days.
- K-7 students (and siblings) are dismissed at 12:00 on early dismissal days.
- On early dismissal days, all students must be off campus by 12:15P.M.

PARENT-TEACHER COMMUNICATION

Open communication between parents and a child's teacher is encouraged. As a parent, we ask that you keep the teacher informed of any changes in your child's physical or emotional state. Likewise, the teachers are responsible for keeping you informed of any changes noticed at school. Important points to remember:

- (1) A parent who criticizes a teacher, in front of the child, undermines the teacher's authority and likewise, teachers are never to criticize a parent in the presence of a student. Open communication is the best preventative measure for all involved.
 - (2) To contact a teacher, please use the teacher's email account, send a note to school via your child, or call school and leave a message for the teacher.
 - (3) All problems should be solved at the lowest level whenever possible.
 - (4) If a problem occurs the line of discussion is:
 - a. Teacher
 - b. Assistant Principal
 - c. Principal
 - d. Pastor
- ***Only signed or "in person" communication will be acted upon. No response will be made to any anonymous message in any format.***
- ***Public social media is not considered a constructive means by which to resolve a school issue.***

COOPERATION

St. Philip Neri School clearly recognizes the role of parents/guardians as the primary educators of their children and the school exercises its authority "in loco parentis." The relationship between parents/guardians and St. Philip Neri School is

in the nature of a partnership. **Cooperation between parents/guardians and St. Philip Neri School is therefore vital to ensure that each student receives an appropriate secular and Christian education. It is not acceptable to resolve an issue through the use of social media. The Principal and Pastor reserve the right to investigate and, in some cases, request the withdrawal of a student due to a violation of school policy by the student and/or the student's family.**

Normally, a student is not and should not be deprived of a Catholic Education because of the actions of a parent or guardian. However, from time to time the actions or lack of action of a parent or guardian is so persistently and overtly uncooperative with the school staff in violation of clear policies, regulations, programs or strong recommendation that it undermines the authority of the school administration to the detriment of the school's ability to serve the best interest of the child/children of that parent or guardian or the good of the other students. In such cases, after reasonable efforts to elicit the minimum parental cooperation, and after reasonable efforts to elicit the minimum parental cooperation, and after appropriate consultation with the pastor and/or other authorities of the Archdiocese, the school administration reserves the right to request or require the withdrawal of the student/students enrolled in St. Philip Neri School.

COUNSELING PROGRAM

Counseling services are provided as part of the overall school program. The program consists of a variety of services and activities, including individual and group counseling, parent and teacher consultation, classroom guidance, information services, and referral assistance to other programs and services in the community. The primary services of the school counselors are to provide direct assistance to the students. For this reason, a major portion of the counselor's day is scheduled with services for the children. Parents or school personnel may refer students to the school counselors; students may refer themselves as well. Unfortunately, the school counselor is unable to provide intensive long term counseling services or testify in court in child-custody matters. **The school counselor works in conjunction with specialists, not as a substitute for them.**

CUSTODY NOTICE

It is the responsibility of the custodial parent to furnish the Principal with a copy of the custody section of the divorce decree. This school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and 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 Principal with an official copy of the court order and provide updated parent plans in a timely manner when changes and/or alterations are made. This also applies to guardianship.

DISCIPLINE

Mission and goals:

The code of conduct for St. Philip Neri School is meant to impart Catholic values on students and prepare them to be good examples in the world. To achieve these goals, students must know their responsibilities and roles within the school community. We wish to teach the students self-reliance, self-discipline, and self-motivation. St. Philip Neri School's code of conduct is in effect and enforceable on campus at all times and at any school-sponsored or school-sanctioned event, even if those events take place off campus.

SPN uses a "CARE" framework – "Consistent Accountability, Reasonable Expectations".

Partnership:

Educating students in good conduct is, by no means, an exclusive duty of the school itself. A strong support structure within the school as well as the cooperation of parents and guardians is vital to ensure we are successful in our endeavors. It is our belief the good discipline originates in the home. We state our expectations openly and clearly in order to foster the understanding necessary to make sure each and every student is successful.

How families can assist the school in promoting good conduct:

- Recognize that the teacher takes the place of the parent during the school day
- Teach your student respect for rules and authority, the rights of others, and how to value private and public property
- Arrange prompt and regular school attendance
- Understand and support school rules and decisions
- Work with the school to carry out disciplinary recommendations and disciplinary actions
- Show an active interest in your student's day at school

Disclaimer:

School administration reserves the right to waive and/or deviate from the disciplinary framework for just cause, at their discretion.

School administration may find it necessary and, therefore, reserves the right, to send a student home if that student causes physical harm to himself/herself or to anyone on campus. Further, administration reserves the right to send home any student who may be a danger to others, or any student who causes serious disruption to the learning environment.

Proactive Measures in use at SPN:

- Strong Catholic identity with a discipline program based on values
- A commitment to education of the whole student: both mind and heart
- High behavioral expectations that are clearly spelled out and consistently enforced
- Clear, easy to understand rules and a warm school environment
- A visible, supportive administration
- Delegation of the majority of disciplinary authority to the teachers
- Strong, open communication among all stakeholders: faculty, parents/guardians, and students
- A structured conduct system that allows for zero-point infractions ("rule reminders")

The "Colossians" Virtues:

The code of conduct for St. Philip Neri School draws heavily from the virtues mentioned in Paul's letter to the Colossians. These virtues are the bedrock of our plan:

- Kindness – Being friendly, generous, and considerate.
- Compassion – Being concerned about your fellow students and others on campus- their thoughts and feelings.
- Humility – Being humble- helping others and knowing when to ask for help.
- Gentleness – Being kindly and polite in disposition.
- Patience – Being tolerating of others.
- Forbearance – Being restrained and exercising self-control.
- Forgiveness – Being a willing participant in an act of mercy and grace – to pardon another and rebuild a relationship with that person.
- Love – Being supportive of others – to be selfless and one who gives to others.
- Unity – Being a responsible and respectful part of the "whole": our school community
- Peace – Being willing to seek the "path of least resistance" to solve a problem – to work for order and civility.
- Thankfulness – Being expressive in gratitude, being appreciative of others and what is around you.

Discipline Framework:

Within the school's disciplinary framework, each teacher has the responsibility of enforcing all school rules and creating a structured, caring, well-disciplined environment in the classroom. Each teacher/grade level is required to classroom/grade level rules and procedures in place. Each teacher's classroom management plan is the "first line of defense" when there are issues. Teachers will promote an atmosphere in their classrooms that include clearly understood, clearly posted, consistent, proactive, age-appropriate rules as well as fair consequences.

Specifics about each grade level's discipline framework will be shared and discussed at the back-to-school night.

Calculation of conduct grades

In grades K-4, conduct grades will be tabulated according to the policies set forth in those grade levels by the teachers in their individual classroom management plans.

In grades 5-7, students will begin each quarter with a conduct grade of 100. When a Level 1, 2, or 3 Conduct Notification Form is issued, points will be deducted from the student's conduct grade that quarter. At the end of the quarter, the student will be issued a number grade in conduct, based on the number grade remaining once all conduct forms for the quarter are taken into account. The average of the four quarterly conduct grades will constitute a student's final average in conduct for the school year.

Accumulation of Conduct Infractions

In certain situations, when all interventions prescribed by the school's conduct policy have been exhausted, it may become necessary to take more profound action.

- Any student who finishes a quarter with a conduct grade of "C" or lower will be issued an automatic detention by the school administration.
- Detentions are held after school and scheduled by the Principal.
- Four detentions in a quarter will result in an in-school suspension.
- Two suspensions in a school year may result in expulsion from St. Philip Neri School.
- School personnel may decide, at any time, that a face-to-face conference with parents/guardians is necessary to promote communication and correct disciplinary issues.

DRESS CODE

SCHOOL UNIFORMS

The school uniforms represent the school and the ideals it upholds. All students are expected to comply with the uniform regulations every day of the school year. Uniforms must be neat and clean and are not to be over or undersized. There are disciplinary consequences for students who do not follow the uniform regulations. The administration will make final decisions concerning the appropriateness of grooming, uniform, and outerwear. **School administration will make the final decision concerning the appropriateness of a student's grooming and/or uniform.**

Where to purchase uniform items	
Boys	Girls
Schiro's or Perret's: <ul style="list-style-type: none">• Shirts• Pants• Shorts• Cardigans SPN Viking Shop (Building 1 on campus): <ul style="list-style-type: none">• SPN socks• PE shirts and shorts• Sweatpants• Sweatshirts	Schiro's: <ul style="list-style-type: none">• Smocks• Jumpers• Skirts/shorts• Blouses• Cardigans SPN Viking Shop (Building 1 on campus): <ul style="list-style-type: none">• SPN socks• PE shirts and shorts• Sweatpants• Sweatshirts

General uniform information
<ul style="list-style-type: none">• Students participating in Scouts are encouraged to wear appropriate uniforms on meeting days.• Smock/jumper/skirt length should be no higher than 3 inches above the knee.• Socks must come up at least 3 inches above the uniform shoe.• Students are expected to be in full uniform each day of the school year, starting with the first day of school.

***As a general reminder, all personal property should be marked with the owner's name and homeroom to facilitate the return of any lost item**

GIRLS

PK3 and PK4 girls	<ul style="list-style-type: none"> • Black gingham smock with bloomers • White bobby socks or SPN socks • White, black, or gray stockings, tights, or leggings that extend to the sock • Black Mary Jane shoes or all white, low-top, Velcro tennis shoes • Black cardigan sweater • Gray PE shirt and black PE shorts (worn to school on PE days)
Kindergarten through Third Grade girls	<ul style="list-style-type: none"> • Black, white, red, gold school jumper (<i>girls in 3rd can wear jumper or skirt</i>) • White blouse with pointed collar and SPN monogram • SPN uniform socks • White, black, or gray stockings, tights, or leggings that extend to the sock • All white, low-top tennis shoes (Velcro shoes for Kindergarten) • Red or black cardigan sweater or red SPN sweatshirt • School sport/club sweatshirt • Gray PE shirt and black PE shorts (worn to school on PE days) • On PE days, girls may wear EITHER SPN sweatpants or all black leggings that extend all the way to the sock under PE shorts
Fourth Grade girls	<ul style="list-style-type: none"> • Black, white, red, gold school skirt or shorts • White blouse with pointed collar and SPN monogram • SPN uniform socks • White, black, or gray stockings, tights, or leggings that extend to the sock • All white, low-top tennis shoes • Red or black cardigan sweater or red SPN sweatshirt • School sport/club sweatshirt • Gray PE shirt and black PE shorts (worn to school on PE days) • On PE days, girls may wear EITHER SPN sweatpants or all black leggings that extend all the way to the sock under PE shorts
Middle School girls	<ul style="list-style-type: none"> • Black, white, red, gold school skirt • White blouse with pointed collar and SPN monogram • SPN uniform socks • White, black, or gray stockings, tights, or leggings that extend to the sock • All white, low-top tennis shoes • Red or black cardigan sweater or red or black SPN sweatshirt • School sport/club sweatshirt • Middle School shirt and red PE shorts (worn to school on PE days) <ul style="list-style-type: none"> • Until Middle School shirts arrive, students will wear regular uniform shirt or a previous Middle School shirt with red PE shorts • On PE days, Middle School students may wear PE uniform to school or wear PE uniform under regular school uniform • On PE days, girls may wear EITHER SPN sweatpants or all black leggings that extend all the way to the sock under PE shorts

BOYS

PK3 and PK4 boys	<ul style="list-style-type: none"> • White polo shirt with SPN logo • Black twill pants or black twill shorts (no jean or cargo styles) • Pull-up pants/shorts with elastic and no belt loops • White crew socks • All black, low-top, Velcro tennis shoes • Red cardigan or red SPN sweatshirt • Gray PE shirt and black PE shorts (worn to school on PE days)
Kindergarten boys	<ul style="list-style-type: none"> • White polo shirt with SPN logo • Black twill pants or black twill shorts (no jean or cargo styles) with belt loops or elastic • Solid black belt (leather or web) • SPN uniform socks • All black, low-top, Velcro tennis shoes • Red cardigan or red SPN sweatshirt • Gray PE shirt and black PE shorts (worn to school on PE days) • On PE days, boys may wear EITHER SPN sweatpants or all black leggings that extend all the way to the sock under PE shorts
First Grade through Fourth Grade	<ul style="list-style-type: none"> • White polo shirt with SPN logo • Black twill pants or black twill shorts (no jean or cargo styles) with belt loops • Solid black belt (leather or web) • SPN uniform socks • All black, low-top, tennis shoes • Red cardigan or red SPN sweatshirt • School sport/club sweatshirt • Gray PE shirt and black PE shorts (worn to school on PE days) • On PE days, boys may wear EITHER SPN sweatpants or all black leggings that extend all the way to the sock under PE shorts
Middle School boys	<ul style="list-style-type: none"> • White polo shirt with SPN logo • Black twill pants or black twill shorts (no jean or cargo styles) with belt loops • Solid black belt (leather or web) • SPN uniform socks • All black, low-top, tennis shoes • Black or red SPN sweatshirt • School sport/club sweatshirt • Middle School shirt and red PE shorts (worn to school on PE days) <ul style="list-style-type: none"> • Until Middle School shirts arrive, students will wear regular uniform shirt or a previous Middle School shirt with red PE shorts • On PE days, Middle School students may wear PE uniform to school or wear PE uniform under regular school uniform • On PE days, boys may wear EITHER SPN sweatpants or all black leggings that extend all the way to the sock under PE shorts

Haircut (Boys):

Male students must have a neatly groomed, moderate haircut that must not extend below the top of the collar of the school shirt in the back, not hang in the student's eyes in the front, be neatly cut above and around the ear, and is not excessively bushy. Extremes (i.e. wedge cuts or shaved heads) are to be avoided. No highlights or colored hair is permitted. Boys may not have a haircut with visible, distinctive lines.

Haircut, Cosmetics, Fingernails, and Headbands/Bows (Girls):

Female students must keep a clean, neatly groomed head of hair that is cut appropriately. No highlights or hair color is allowed. Hair accessories must be kept simple and in keeping with the school color scheme. No cosmetics or make-up of any kind should be worn by students during the school day.

Girls may wear fingernail polish that is of one solid color with no ornamentation. Permitted colors are clear, red, pink, white, and nude. French manicures are also acceptable. "Tips", false finger nails, and sculptured nails are not permitted.

Headbands and bows must be in the school plaid pattern or school colors (red, yellow, black, white). Girls may wear holiday headbands and bows during the week a holiday takes place or, if school will be out on the holiday, for the week preceding the holiday.

Jewelry (Boys and Girls):

Boys and girls may wear a watch (without remote control capacity, calculating capacity, the ability to message, the ability to access the Internet or audible beeps and alarms). Boys and girls may wear a small link chain with a religious medal or cross. Girls may one small earring per ear lobe in gold, silver, or solid colors of the uniform. Boys are not permitted to wear earrings of any type. Students should wear only one bracelet per wrist. Any jewelry that is not aligned with the Catholic teachings will not be allowed. Students will be asked to remove excessive jewelry.

***Permanent or temporary tattoos are not acceptable for any student, male or female.**

Dress Down Days Dress Code

When "dress down days" are announced, information will be shared about what students will be permitted to wear. Students will be permitted to wear some shirt or top that is not the usual school uniform shirt/top. Students will also be permitted to wear their normal uniform shorts/skirt, PE shorts, PE shorts with leggings underneath, or full-length pants/athletic pants/or jeans. Tennis shoes may be worn (no Crocs or sandals). Socks are required. These policies extend to any "dress down day" offered by SPN, unless otherwise stated.

***The administration reserves the right to determine the appropriateness of grooming, outerwear, uniform, and all uniform accessories: including haircut, cosmetics, nails, headbands, bows, jewelry, and dress down items.**

ELECTRONIC EQUIPMENT

Any personal electronic equipment should be left at home unless instructed by the teacher to do otherwise. If a student does have such a device in school, it should not be visible and not in use on the school grounds. Unauthorized use of these devices will result in disciplinary action and confiscation of the equipment. Such equipment includes but is not limited to cell phones, mp3 players, electronic games, headsets, recording devices or music players. Cell phones may not be brought to school.

It may become necessary during the course of the school year for the school to collect phones from students during the school day. If this measure is implemented, parents will be notified promptly.

Chromebooks are governed by a separate document (the Chromebook "Acceptable Use Policy") which is enforced on every school day during the year.

EMERGENCY CLOSING

In the event of a weather emergency, St. Philip Neri School will follow the emergency procedures of the Archdiocese of New Orleans and the Office of Catholic Schools regarding the cancellation of school or any alteration of the school day. Official announcements concerning emergency closing of Archdiocesan schools will be made through local media as well as school website, email and text notification service, and the school's social media accounts. **It is not necessary to call the school office to confirm closings if they have been announced by these local stations. In the event SPN has an**

emergency which directly affects our school, notification will be sent to all parents' phone numbers that we have in our electronic database.

EMERGENCY RECORDS

Emergency numbers are kept in the school with information as to how and where to contact parents in case of emergency. **PLEASE NOTIFY THE SCHOOL OFFICE (504-887-5600) IF YOU OR ANYONE YOU HAVE LISTED ON THE FILE HAS A TELEPHONE NUMBER CHANGE.** We must know whom to contact in case of illness or accident.

EXTENDED CARE PROGRAM

Before and after school care is available for St. Philip Neri students who must be brought to school before supervision is provided (8:00 A.M.) or who must stay after regular school hours (3:30 P.M.). Please note the following:

EXTENDED CARE FEES

Tuition for extended care is as follows:

Registration Fee	\$10
Before School Care Only	\$5/Day
After School Care Only	\$10/Day
After School Care Late Fee	\$10/Minute

BEFORE CARE – 7:00A.M. – 8:00A.M.

During Before Care, students have the option of reviewing homework/studying for tests or watching educational programs on TV. All students attending before care will be signed in immediately upon arrival.

PARENT PROVIDED BREAKFAST IS FROM 7:00A.M. – 7:45A.M. BREAKFAST WILL NOT BE ALLOWED AFTER 7:45AM. PLEASE ONLY BRING DISPOSABLE DRINKS (SUCH AS JUICE BOXES OR WATER BOTTLES); SIPPY CUPS WILL NOT BE ALLOWED.

Students will be escorted to their homeroom class lines at 8:00 A.M. when morning arrival begins.

***** PLEASE NOTE:** There is no adult supervision on St. Philip Neri School campus prior to 8:00A.M. If your child arrives on campus prior to 8:00A.M., he/she should be registered in our Extended Care Program.

AFTER CARE – 3:30P.M. – 6:00P.M. - PICKUP AFTER 6:00P.M. WILL BE \$10 PER MINUTE

We strive to construct an enjoyable atmosphere with a variety of activities including outdoor play, art activities, indoor games, and homework time. After care children will be signed in at 3:45P.M. If a child becomes ill during the school day and leaves, he/she may not attend extended care. However, if a child leaves school during the day and returns to school, he/she may attend after care. Snack will be provided by the school.

***** PLEASE NOTE:** There is no adult supervision on St. Philip Neri School campus after 3:45P.M. Any child in Pre-K3-Pre-K4 who has not been picked up by 3:30PM will be sent to after care. Any child in grades K – 7 not picked up by 3:45P.M. (or whenever the carpool line is empty) will be sent to after care and will be charged the usual extended care fees.

PARENTS WHO PICK UP THEIR CHILDREN AFTER 6:00P.M. WILL BE CHARGED A LATE FEE. IF A CHILD IS PICKED UP AFTER 6:00P.M. THREE (3) TIMES, THE CHILD WILL NOT BE ALLOWED TO RETURN TO AFTERCARE.

Students participating in extracurricular activities that are not picked up on time will be sent to aftercare and will be charged accordingly.

Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student.

Any student not picked up by the end of carpool is sent to “After School Care” and the parent is charged accordingly (these students can be picked up in the cafeteria). It is the parents’ responsibility to make all payments on time. If payment is not current, your child will not be administered quarterly exams, tests, grades, and/or receive report cards.

EXTRA-CURRICULAR SCHOOL ACTIVITIES

Students participating in extra-curricular activities must have a signed permission slip from their parents or guardians. It is understood that neither the Archdiocese of New Orleans nor St. Philip Neri Parish and School provides transportation for these activities. Participants are responsible for their own transportation to and from all events. Participants and their legal guardian(s) must agree to hold harmless, defend and indemnify the Archdiocese of New Orleans and St. Philip Neri Parish and School from any and all claims for damages that might arise as a result of their participation in the event.

No student is to leave an activity without permission from the coach and/or supervising designee. The school reserves the right to keep a student from participating in extracurricular activities. The final decision regarding students participating in extracurricular activities is left to the discretion of the coach(s), designee, and/or administration. Students represent SPN when participating in or attending extra-curricular activities, and are therefore expected to abide by the code of conduct SPN sets forth.

Participation Requirements

Motivation is the key to learning. Therefore, parents are urged to encourage their child(ren) to take part in some school activities according to their needs and interests.

Certain standards are required for students to participate in extracurricular activities. Students are required to follow the rules and regulations for each activity as determined by the moderator, coach, and administration for each specific activity. Students and parents are required to sign off on the discipline code pertinent to extracurricular activities.

Students who participate in extracurricular activities that involve competition against other academic institutions must maintain both a “C” average in all academic classes and at least a “B” average in conduct. Students who do not meet these criteria will not be allowed to participate in such extracurricular activities. If a student meets the criteria and then falls below the criteria during the season, the student will be suspended from the extracurricular activity until the student once again meets the criteria.

Students who are absent from school will NOT be allowed to participate in extracurricular activities for that day. Students who leave school due to illness will not be allowed to participate in extracurricular activities for that day.

Please note: Students participating in extracurricular activities that are not picked up on time will be sent to aftercare and will be charged accordingly.

In compliance with Archdiocesan insurance regulations, we must require proof of adequate liability insurance on all private vehicles used for extracurricular activities’ transportation, including a driver’s background check. Specific requirements are available from the school office. Children being transported in private automobiles must have access to seat belts.

Activities regularly offered at SPN:

- ▶ **SCHOOL BAND** – Grades 3 - 7
- ▶ **SCHOOL CHOIR** – Grades 2 - 7
- ▶ **SPORTS PROGRAM** (Catholic School Athletic League and City Metro League)
 - **Girls:** Volleyball, Basketball, Softball, Flag Football, Soccer, Cross Country, Tennis, Swimming, Bowling
 - **Boys:** Volleyball, Basketball, Baseball, Flag Football, Soccer, Cross Country, Tennis, Swimming, Bowling
- ▶ **CHEERLEADERS** (Junior Cheerleaders – Grades 1 – 3; Senior Cheerleaders - Grades 3 – 7)
- ▶ **ALTAR SERVERS** – Grades 4 - 7
- ▶ **QUIZ BOWL** – Grades 5 – 7

- ▶ **ACADEMIC GAMES** – Grades 4 - 7
 - ▶ **GIRL SCOUTS/BOY SCOUTS**
 - ▶ **DRAMA** (Drama Junior – Grades 1 – 4; Drama Senior – Grades 5 – 7)
 - ▶ **STUDENT COUNCIL** – Grades 5 – 7
- All extracurricular organizations exist under the direction of, and are subject to the authority of, the principal or designee within the school administration.
 - Extracurricular activities have been established by St. Philip Neri School to provide a safe and positive enrichment experience for the students involved. All activities of any extracurricular organization, including but not limited to practices, performances, and competitions, must be directed toward this goal. At all times, coaches of extracurricular activities must conduct themselves as role models to the students, exhibiting in their demeanor the Christian values upon which St. Philip Neri School is based.
 - **Coaches of extracurricular activities and parents of the participants owe to each other a duty of mutual respect and courtesy.**
 - The academic pursuits of the students have priority over extracurricular activities. The duration and frequency of practices of any extracurricular organization should reflect this priority. Specifically, school-night practices may end no later than 7:00pm unless prior approval has been obtained from the principal or designee. **Practices during exam weeks should be held to an absolute minimum.**
 - Practices for extracurricular activities must be scheduled in a timely manner. Scheduled practices for every curricular activity must begin and end punctually, and coaches and participating students must be on time. This is required to allow for reasonable planning by both coaches and participants and for efficient utilization of the school's physical plant.
 - For those extracurricular organizations that require participants to leave St. Philip Neri School grounds, each participant will be given a SPN permission slip to be completed and signed by a parent along with a Field Trip Driver Information sheet if a parent will be transporting any children to the activity. The coach of the extracurricular organization has the responsibility to ensure that these forms are completed, and to give a copy of the forms to the principal or designee. No student may leave the school grounds for any extracurricular activity unless the above forms have been completed and submitted on the students' behalf.
 - Students will always return to St. Philip Neri School with the same driver designated on the form unless a signed parental note stating otherwise is presented to the coach or activity coordinator.

FIELD TRIPS

Field trips planned with an **EDUCATIONAL OBJECTIVE** are permitted and encouraged with proper supervision. Permission in writing must be obtained from parents of students who wish to go on scheduled trips. Information to the parents will include the date, purpose, and destination of the trip, the expense, and means of transportation and probable time of return. Clarification on insurance will be given to parents when private vehicles are used. The principal may refuse permission for a student to attend a field trip due to poor conduct or academic grades. A standard field trip permission form is used. SPN students will take off-campus field trips as long as it is deemed that such field trips would not endanger the health or safety of the participants.

FINANCES

School Tuition

The tuition rate, fees, and family plans have been developed in order to maintain the school's financial integrity while giving due consideration to those families who support our parish both financially and through their time and talents.

Tuition rates for each year will be published prior to registration time. **Please note: Per Archdiocesan policy, tuition for Early Learning Center and PK3 students is not included in the family plan.**

While we understand that many families face issues regarding the division of tuition payments, we are not in a position to mediate financial arrangements. Each child is invoiced and linked to one family account. If that one family account becomes delinquent, and the child(ren) have to be removed from the school roster, we are not in a position to determine legal responsibility. The account must be paid, and the parents and/or guardians must work out any differences outside of the school environment.

Per the Policy Handbook for Elementary and Secondary Schools in the Archdiocese of New Orleans:

- All tuition payments must be up-to-date one month before the end of each semester.
- If tuition is delinquent one month before the end of the Fall semester, the student may not be permitted to return to school after Christmas break.
- If tuition is delinquent one month before the end of the Spring semester, the student may not be allowed to return to the school for the next school year, even if already registered.
- Schools are not obligated to allow students with delinquent tuition to return for the next school year.

Fees

All fees are mandated and regulated by the Archdiocese. These fees include a Registration Fee and a Non-Parish Support Fee.

Registration Fee (\$165 for first child and \$150 for siblings; \$200 for a PK3 student) a non-refundable fee paid at the time of registration. This fee only guarantees a place for your child for the following school year. Enrollment is not official until the child is assigned to a class. **Late registration will incur a late fee.**

Non-Parish Support Fee (\$300 per child) is assessed to families who are not supporting parishioners of St. Philip Neri Parish. Families who support a home parish may be eligible for a voucher from the pastor of their home parish. Eligibility for a voucher is determined by the pastor of the home parish.

Maintenance, Activity, and Technology Fee is assessed to all families for ongoing maintenance of the buildings, campus security, technology updates, and student activities.

Tuition Payment Plans Offered by SPN

- **Paid in full (no interest charge)- Payment due on May 31 of the previous school year**
- **Two payments (2% interest charge)- Payments due on May 31 of the previous school year and November 30 of current school year**
- **Monthly payments (5% interest charge)- May of the previous school year to April**

SPN finances all tuition “in-house”. The school does not charge credit card fees. Payments can be made by check, cash, or credit card.

Pre-Payment Tuition Plan

All tuition and fees must be paid in full by the date announced at the time of registration. Arrangements are made for tuition and fees, not including registration fee, to be financed through St. Philip Neri School should parents wish to do so. Procedures for participating in the tuition financing program will be announced prior to registration. **Anyone who has not paid tuition and fees in full, or has not completed processing a tuition loan by the set due date, may have their child(ren) removed from the rolls.**

Tuition Invoicing

At any time, tuition may be paid by credit or debit card by returning the invoice with the type of card, the cardholder’s name, and the expiration date. Credit card information may be sent through school, the mail, or by contacting the Business Manager.

Tuition Adjustments

School families will maintain the residence status in effect at the time of registration for the entire school year. If a family moves into the parish after the time of registration, they will maintain their out-of-parish status until the next school year. The parishioner/non-parishioner status does not affect tuition rates; however, it does affect non-parishioner support fees which are mandated by the Archdiocese.

If a student is withdrawn from school, parents are responsible for meeting tuition obligations through the month of withdrawal. In the case of a student being withdrawn prior to the beginning of school, all prepaid tuition will be refunded to the parents.

Delinquent Loan Payments

Tuition loans that have become 30 days delinquent will require that payment in full is due within ten school days of receipt of the delinquency notice. Failure on the part of the responsible party to resolve this matter within the allotted time may result in the child(ren)'s names being removed from the rolls of St. Philip Neri School.

When loans become 30 days delinquent, the party responsible for the loan may lose the opportunity of financing subsequent tuition loans through the tuition loan program set up by St. Philip Neri School.

*****If a payment deadline is missed for the tuition payment plan chosen by the family, the interest charge for the family's tuition will become 5% for the remainder of the payment plan.**

Returned Checks

Checks issued by parents for **any purpose** (before/after care, lunch program, yearbook, pictures, etc.) that are returned to the school for insufficient funds will result in a **\$20 administrative fee**.

FIRE ARMS

The carrying of a firearm or dangerous weapon by a student on school property, at a school-sponsored function, or in a firearm-free zone is unlawful in the State of Louisiana. It is unlawful for a student to carry or possess any firearm or dangerous weapon at any time while on a school campus, school transportation, or at any school-sponsored function or within one thousand feet of any school campus. Carrying and/or possessing a firearm or dangerous weapon by a student is a major offense and may incur immediate expulsion. The administration, in accordance with state law, shall immediately report the name of any student who violates this policy to the police department or sheriff's department and shall deliver any firearm or weapon seized to that agency. The principal will also immediately notify the student's parents or guardians.

HEALTH RECORDS

COMMUNICABLE DISEASE CONTROL POLICY

St. Philip Neri Catholic School will collaborate with, and utilize the training, guidance, and best practices of the Louisiana the Louisiana Department of Health, the Office of Public Health, the Archdiocese of New Orleans, and/or any other appropriate governmental and health agencies for the prevention, control, and containment of communicable diseases.

Students are expected to comply with the required immunization schedule located at the following link (<https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>). After parental notification that a student's immunization is not up-to-date, the principal, under Revised Statute 17:170, is required to exclude a student from school until evidence has been presented that the required immunization program is in progress. A school record of health shall be maintained on each student according to the schedule approved by the State Department of Health and Human Resources.

The parent shall provide satisfactory evidence of current immunization against meningococcal disease and any other age-appropriate vaccine as a condition of entry into sixth grade. Any student who has attained the age of eleven years or who is entering a grade other than grade six shall provide satisfactory evidence of current immunization against

meningococcal disease and any other age-appropriate vaccine as a condition of entry into that grade (pursuant Acts 152 and 342, Louisiana State Legislature).

HEALTH & ILLNESS POLICIES

Please do not send children to school if they have a fever, a contagious disease or condition, or had been sick during the night especially vomiting. The school reserves the right to send students home who are exhibiting signs of illness. Certain illnesses (such as COVID-19) require longer periods of recovery and require students to be away from campus for longer periods of time than “normal” illnesses in order to ensure the health and safety of the school community. SPN will follow and enforce local, state, and federal guidelines and follow the protocols of local, state, and federal health agencies to determine how long a student will have to be away from school and what return criteria the student will have to meet, depending on the illness. The school is required by law to report all positive COVID cases in our students.

- Students must be fever, vomit and diarrhea free without aid of medication for 48 hours before returning to school.
- Students who are ill or have been ill should remain home not only to regain their strength and good health, but to prevent the spread of illness among other students and staff members.
- First aid is administered to all children in a timely manner. Regularly, parents are informed with a phone call of the nature of the student’s illness or injury.
- First Aid permission/emergency information forms are sent home with the students in the beginning of the school year. They must be completed and returned to school in order to administer basic care. **Without written permission from the parents, no first aid can be administered.** The school office retains these forms.
- A written note from a physician is required for re-admittance of those students who have been **absent for three or more days** or who have had a communicable disease. This note must be presented to the teacher and **MUST** be maintained on file in the school office.
- Parents should inform school officials regarding any physical handicap or injury that may prevent a student from participating in physical education and other activities. If necessary, this information will be kept confidential. **DO NOT SEND STUDENTS TO SCHOOL SICK AND TELL THEM TO CALL HOME IF THEY GET WORSE. KEEP YOUR CHILDREN AT HOME IF THEY ARE SICK.**
- A student may be excluded from PE on a scheduled day if the student is feeling unwell. If a student needs to be excluded from PE for more than one day, a note from the family or the physician should be sent to the school office indicating the duration of time that the student cannot participate and a projected date that the student can once again take part in PE.
- Students requiring the use of crutches or the elevator during school hours must have a physician's note on file in the school office.
- **RETURNING TO SCHOOL FROM COVID-19 (Guidelines from Louisiana Department of Health):**
 - Students who are quarantined due to COVID-19 positivity will be permitted to return to school after completing a proscribed quarantine period. Students who are exposed to a COVID-positive individual may not have to miss any time. COVID guidelines are located on the school website under “Parent Center” → “Important Documents”. These guidelines will be updated as appropriate.

NO NIT POLICY

St. Philip Neri School has a NO NIT POLICY regarding head lice. A parent will be called to school to pick up their child if a child has evidence of head lice, nits, or egg casings. School personnel will determine if screening of other students for possible infestation is necessary. If a child at school has been identified with head lice, an informational handout will be sent home to parents as needed. Students with evidence of head lice should remain home and receive treatment before returning to school. All evidence of nits or egg casings must be removed in order for the student to return to school. Any child with head lice must be examined and cleared by school personnel before being readmitted to class. If your child has head lice, the parent has the responsibility of notifying the school. In the event a case of head lice is discovered, school personnel will check all students in the affected class.

- In the event that lice return more than once for the same child, the child must receive a certificate from a certified professional before returning to school.

HEALTHY SNACKS

St. Philip Neri School wishes to promote good nutrition and hydration among our students. Further, we wish to help the students have the energy needed to make it through the rigorous academic day.

- **HEALTHY SNACK**
 - Each day, during a designated time, students will be allowed to eat a “healthy snack” during class.
 - A “healthy snack” would be a food that has a combination of carbohydrates which provide quick energy for the brain work which will supply the slow energy needed to get the student through the rest of the morning academic periods and into lunch. Suggested snacks of **protein**: hard-boiled or deviled egg, cheese, roasted soybeans, tuna and of **carbohydrates or carbohydrate/protein combos**: fruit, ½ sandwich, bagel, oatmeal breakfast bar, cereal breakfast bar or snack bars (one that has at least 8-10 grams of protein, but no more than 25 grams of carbohydrates that do not contain nuts).
 - ***There may be restrictions on the snacks students may bring if any student in the class has a severe food allergy.***
 - ***Sharing of snacks between students is not allowed. Snacks may be not sent to school for the entire class.***
- **WATER BOTTLES**
 - Students in Kindergarten through Seventh Grade should bring a water bottle to campus each day. The school is equipped with several bottle-filling stations.
 - Students are allowed to bring a water bottle from home that has a “flavor” mixed in. Students are not permitted to bring flavor packets to mix into their water bottles during the school day.

HOMEWORK POLICIES

Homework is an essential component in the learning process. The purpose of homework is to provide continuity to lessons taught in class. Assignments serve to reinforce and extend knowledge, to enrich the curriculum, to direct study, to provide for the application of new concepts, to explore supplemental material independently, to encourage student responsibility, and to identify difficulties. In addition to written assignments, homework includes study work, reading assignments and special projects.

Parents are asked to help their child/children to organize their time necessary to complete assignments, to encourage them to put forth personal effort, and to provide a quiet atmosphere free from television and other distractions. It is essential that good study habits be fostered in the home. This can best be accomplished by having a definite time and quiet place to study. Study work is equally as important as written work. It is the student’s responsibility to write down homework assignments and submit them on time. **Homework on weekends is permissible and should be anticipated.**

In addition to assigned homework, students should plan for at least 15 minutes each night of pleasure reading. Occasional special projects which may involve additional time generally are assigned well in advance, and should not be delayed until the night before they are due. Frequent statements of ***“I have no homework”*** should motivate contacting the teacher to verify this statement. Parents are encouraged to check the student’s agenda books or **website** for

homework assignments to see that they have completed all assigned work properly. Failure to submit homework assignments could result in a lowered grade for the period.

It is the students' responsibility to get all assignments and obtain all necessary materials. Students and/or parents are not allowed back into the buildings after 3:30 P.M.

Recommended Homework Time

Grades K-2: Half-hour to one hour

Grades 3-4: One hour to an hour and a half

Grades 5-7: One and a half to two hours

INC/MINOR ADJUSTMENT/STUDENT EVALUATION GUIDELINES

St. Philip Neri School does not provide special education services or facilities. The school, the administration, faculty, and staff are required only to make reasonable, minor adjustments in the school's education program to attempt to meet the special needs of the student(s). Per Louisiana Department of Education policy, the nature and extent of such minor adjustments is within the sole discretion of the administration of the school.

Should the administration of the school determine in his/her own discretion that minor adjustments in the school's education program have not resulted in the best interest of the school and/or of the student, and that the child/student should be in a more appropriate learning environment, then the administration may ask the parent to withdraw the student from the school and/or the student will be removed from the rolls of the school and/or not allowed to re-enroll.

Registration does not guarantee the possibility of a place in the school if the school is not able to serve the needs of the student. There is an Individual Needs Committee (INC) to consider student academic concerns as recommended.

Any parent or educational consultant/psychologist who requests a teacher to fill out an evaluation on any student must obtain permission from the administration. **Parents must complete a release form before the school will release information about a student to an outside professional. Any evaluation or inventory completed by a teacher will be transmitted by the school office directly to the outside professional requesting the information. Evaluations and inventories will not be released to the student or the student's family.**

Information will be transmitted directly to the consultant. **Under no circumstances will evaluation paperwork be given directly to a parent or student.** Student evaluations must be finalized on or before the last day of school. **Once an INC Plan is in place, it must be renewed every three years through a formal evaluation (Title 28, Part CI. Bulletin 1508; Chapter 11 – Louisiana Department of Education).** The final decision regarding minor adjustments guidelines and student evaluation and testing is left to the discretion of the administration.

INSURANCE FOR STUDENTS

Student accident insurance is a **secondary coverage** for students during school hours, when going to and from school, and on all school-sponsored activities. This insurance is available on a group basis and is included in your school registration fee. **If students are injured at school or in a school sponsored function, they must see a doctor within twenty days of the injury. The school must be notified within three (3) days of that injury.**

For the insurance company to honor a claim, the proper claim form must be filed with the insurance company regarding the accident. The parents are responsible for obtaining a claim form from the school office and for filing the necessary claim with the insurance company. **Benefits will be payable for covered expenses that are not recoverable from another plan providing medical expense benefits.**

LIBRARY

SPN's library is an excellent resource of print materials. Students in grades PK3-Fourth Grade will attend Library weekly as an enrichment class. Middle School students will have access to the library during recess, language arts periods, and any other time designated by Middle School faculty.

LUNCH

Lunch accounts are set up on line through a link that can be found on the school's website. It is the parent's responsibility to maintain funds in the account. School personnel do not have access to the accounts. Please inform the office when calling in your child(ren)'s absence so that there will be no charge for lunch.

The lunch calendar will be posted each month on the school website and parents have one week to order lunch for their students. There will be a text message sent out to parents when the window opens to order lunch as well as a text to remind parents that the ordering will be closing.

School Meal modification forms may be obtained from the cafeteria manager. Medical authorization is required.

We realize occasionally it is necessary for parents to bring a "late" or "forgotten" lunch to their child(ren). We strongly urge parents to keep this procedure to a minimum and not make it a daily occurrence. **PLEASE NOTE: ALL LATE LUNCHESES MUST BE BROUGHT TO THE OFFICE.** The student (or teacher in grades PK – K) will come to the office to pick-up his/her lunch. In the event that parents must bring a "fast food" lunch, it is to be brought for their children only and may not contain carbonated beverages. **Please note: Due to health/safety and allergy concerns, students are not allowed to share snacks or lunch items.**

MANDATED REPORTING/SAFE ENVIRONMENT

According to Louisiana Law 14:403, any person who suspects that a child's physical or mental health or welfare is or has abused, is required to report it to the civil authorities. Abuse can be reported anonymously. Persons who report incidents in good faith are granted immunity from court action. St. Philip Neri School is in full compliance with this law. Further, all faculty and staff regularly receive training and certification in accordance with the Safe Environment program administered by the Archdiocese of New Orleans.

MASS

School Masses are normally scheduled on Wednesdays at the 9:00 parish Mass. Parents are invited to join their children at the school Masses. Scheduled Masses are subject to change without notice. The school will update the overall calendar with Mass information as best as possible.

MEDICATION

St. Philip Neri School staff members and/or teachers are never allowed to issue prescribed medication to any student.

School personnel will dispense Acetaminophen (Tylenol), Ibuprofen (Advil, Motrin) and/or Diphenhydramine (Benadryl) **ONLY with oral consent from the parent/guardian at the time of administration and if the family has provided the school with such medications.**

It is the responsibility of parents to notify the school of a student's allergies through use of the FIRST AID FORM, which is distributed at the beginning of each school year.

EpiPens

If a student requires the use of an EpiPen, it is the parent's responsibility to notify the school through the FIRST AID FORM. Additionally, it is the parent's responsibility to provide the school with a current EpiPen, and to replace and dispose of any expired EpiPen. The EpiPen will be held with your student's homeroom teacher. We encourage parents to supply an EpiPen to aftercare if the child attends aftercare regularly. **The school cannot administer another student's EpiPen to your child.**

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held twice each school year or scheduled on an individual basis as needed. You may contact the teacher through voice mail, email or write a note for an appointment. **DO NOT CONTACT THE TEACHER FOR OFFICIAL BUSINESS VIA THE TEACHER'S PERSONAL PHONE, PERSONAL EMAIL ADDRESS, OR SOCIAL MEDIA ACCOUNT(S).** Ad hoc and impromptu conferences at the grocery, social functions, schoolyard, cafeteria, etc. should not occur. If a concern is worthwhile, it is worth a scheduled conference.

PARTIES AND NON-SPONSORED SCHOOL EVENTS

It is permissible to bring treats to be served at lunch time to the entire class on the occasion of a child's birthday. **The treats (in individual portions) must be brought to the office before lunch time, and the child will be notified to pick them up before he/she goes to lunch. Birthday treats will be distributed in the classroom at the teacher's discretion. King cake may be brought to school during Carnival season, and should be pre-cut.**

For PK3 – PK4, each child will be given the opportunity to celebrate his/her birthday at school. Children will be given a snack day on or as close to their birthday as possible. Cookie cake or brownies are recommended snack for children in any of the Pre-Kindergarten Programs. Parents are discouraged from attending school birthday celebrations, as their presence may be disruptive to the normal school routine.

Invitations to a birthday party held outside of school may not be distributed at school unless every child in the class is given an invitation, or all boys or all girls in the class receive invitations.

The school's name, logo, likeness, or any identifying marks should never be used by a club, organization, or an individual for purposes of advertising or endorsement without prior written permission by school administration. This includes usage on social media.

PARTY CELEBRATION/BIRTHDAY DELIVERIES

Balloons/Flowers

Parents should NOT send or bring balloons, flowers, etc. to school for their child(ren). Please reserve your celebrations for the family at home. Also, students are NOT allowed to bring balloons, flowers, etc., for other students. This is disruptive to the daily routine and may give rise to conflicts among students. **Balloons may not be brought to school at dismissal on the day high school admission letters are received.**

PARTNERSHIP BETWEEN HOME & SCHOOL

The administration and faculty of St. Philip Neri School are only delegates of the parents undertaking those phases of education that can be carried on more effectively in school. In the best interest of the child, all involved in the education process must work together.

It is of utmost importance that parents or guardians cooperate closely with the school in this task. The fact that the child is registered in St. Philip Neri School indicates that the rules and regulations have been examined and accepted by parents and guardians. Therefore, we expect that the judgment of school authorities concerning the education and discipline of the students will be rightfully understood and supported by the parents or guardians as an effective means of home and school training. **It is never acceptable to resolve an issue through the use of social media.** The Principal and Pastor reserve the right to investigate and, in some cases, require the withdrawal of the student based on the actions of the student and/or the student's family.

When there is evidence of the lack of a working partnership between the school, the parents, and the student, the school reserves the right to ask for the student's withdrawal.

PARENTAL INVOLVEMENT IN THE ACADEMIC SUCCESS OF CHILDREN:

- Begin the learning process at home - The first five years of a child's life are extremely formative and a great deal is learned during this time that has long-lasting impact on the child's educational career.
- Read to your child daily - this will certainly develop a love and interest in books.
- Instill in your child a good self-image and confidence.
- Talk to your child about school - show an interest in your child's work.
- Teach your child that sharing, taking turns, verbalizing, and making decisions are important daily survival skills.
- Encourage your child to play and be creative.
- De-emphasize television - with the exception of a few well-chosen educational programs
- Restrict computer placement in your home to an area visible by you at all times.

REPORT CARDS AND GRADING

Progress Reporting

In Grades K-7, teachers will have the most current grades in each academic class posted to Plusportals by 5:00 PM each Wednesday. In PK3 and PK4, official Progress Reports will be sent home to families three times each school year.

Report Cards

Report cards are emailed at the end of the quarter for Quarters 1, 2, and 3; report cards will be handed out in paper form for Quarter 4 on the last day of the school year. Check the calendar for the exact dates. All students in grades K-7 will receive four report cards during the school year

Grading Policy

Students' grades in a subject area are determined for the nine-week period as follows:

Grades K – 4: The quarterly grade is based on the average of grades earned on cumulative tests, quizzes, projects, homework, etc., given or assigned during the grading period.

Grades 5 - 7:

10%	Homework
15%	Quizzes
50%	Tests
25%	Exam

- Students in 7th Grade may be **exempt** from the fourth quarter exam in a subject area if the student earned an "A" (94-100) for the first, second, and third quarters in the subject area; **AND** if the student has an "A" average (94-100) as a final grade for the fourth quarter in the subject area when all grades are calculated before exams.

Grading Scale

The grading scale, as indicated on the report card, is as follows:

94-100 = A 86-93 = B 78-85 = C 70-77 = D 69 and below = F

Enrichment Grading Scale: O (Outstanding), S (Satisfactory), N (Needs Improvement), U (Unsatisfactory)

HONOR ROLL

"ALL ALPHA" HONOR ROLL

To be on the "All Alpha" Honor Roll for the quarter, a student in Grades 3-7 must have an "A" in all academic subjects, as well as an "S" or better in Enrichment subjects for the quarter. The "All Alpha" Honor Roll will be awarded for the entire school year to students who have "A" averages in each academic subject each quarter and "A" final averages in all academic subjects, as well as grades of "S" or better in all enrichment classes each quarter of the school year.

"BETA OR BETTER" HONOR ROLL

To be on the "Beta or Better" Honor Roll for the quarter, a student in Grades 3-7 must have an "A" or "B" in all academic subjects, as well as an "S" or better in Enrichment subjects for the quarter. The "Beta or Better" Honor Roll will be awarded for the entire school year to students who have "A" or "B" averages in each academic subject each quarter and

“A” or “B” final averages in all academic subjects, as well as grades of “S” or better in all enrichment classes each quarter of the school year.

CITIZENSHIP HONOR ROLL

Students in grades 3-7 who achieve an “A” in CONDUCT for each class (including enrichment classes) during a nine-week period qualify for this status. Yearly citizenship honor roll will be awarded to students who maintain “A” conduct in all classes over the course of the entire school year.

PROMOTION/RETENTION/SUMMER SCHOOL POLICY

PK3 - PK4

Criteria for promotion in the Pre-K classes are readiness skills as outlined in the Pre-K Progress Reports, as well as maturity. If a child does not meet grade level expectations or shows signs of immaturity, the administration and teacher may recommend retention to the parents. A meeting with parents, teacher, counselor and an administrator to determine what is in the best interest of the child. These recommendations are in the best interest of the child, and we strongly urge parents to follow the school’s recommendation.

Grades K, 1, 2

A student in Kindergarten, First Grade, or Second Grade who receives a final grade of “D” or “F” in Language Arts and/or Math must repeat the grade. The final grade in each subject is determined by average, not quality points.

Grades 3 – 7

A student who fails one promotional subject will be conditionally promoted to the next grade until the student successfully completes an approved summer school or tutoring program in that subject. Failure to successfully complete summer school or tutoring will require that the student repeat the grade. A student who fails two or more promotional subjects **MUST** repeat the grade. The final grade in each subject is determined by average, not quality points.

Promotional subjects in Grades 3-7 are: Reading, Math, Language Arts, Science, Social Studies, and Religion.

*****Any student who receives a grade of “F” in the Fourth Quarter for any academic subject is considered to have failed that subject for the school year, regardless of the student’s grades in Quarters 1, 2, and 3 and regardless of the average of the student’s grades in the subject for the school year.**

*****Any student who fails the same grade level twice is no longer eligible to continue at SPN.**

SCIENCE SAFETY POLICY

The school has taken the necessary steps to create and maintain a safe science classroom/laboratory environment. With the cooperation of the instructors, parents, and students, a safety instruction program can eliminate, prevent, and correct possible hazards. You should always be aware of the safety instructions that your student will receive before engaging in any laboratory work.

Your signature on the final page of this handbook indicates that you have read this policy, are aware of the measures taken to ensure the safety of your student in a science classroom/laboratory, and will instruct your student to uphold his/her agreement to follow all rules and procedures in the science classroom/laboratory.

Students will review safety rules and instructions with their science teachers at the beginning of the school year. Students will be required to read and sign an agreement, promising give cooperation to ensure safety and to follow all oral and written instructions given by the teacher in order to help maintain a safe science classroom/laboratory.

SEARCH AND SEIZURE POLICY

St. Philip Neri School is the exclusive owner of the school premises and all desks, lockers, and furnishing within the building assigned to any student, and any other areas of the school or grounds set aside specifically for the personal use of students. Any school official may inspect any building, desk, cubby, lockers, area, or grounds at any time, without

prior notification to the student. In addition, any school official may inspect a student's notebook, textbook, purse, briefcase, sport bag or book bag when there is reasonable cause to believe that the student has in his/her possession any substance or item in violation of school policy. Nothing herein shall be construed to afford a student an expectation of privacy that would not otherwise exist.

STANDARDIZED TESTING PROGRAM

Each student in grades 3-7 will take the Terranova NEXT test in the Spring. Students should bring two (2) #2 pencils and a healthy snack---**no sweets or soft drinks**. Students in K-2 will take interim tests through NWEA MAP to chart progress, provide information to families, and to allow teachers to hone in on specific skills and concepts that need either remediation or augmentation.

STUDENT RECORDS

A **CUMULATIVE RECORD** is permanently maintained on each student in fireproof files. The cumulative record follows each student during his/her school career. **Information placed on the cumulative record includes the accurate recordings of yearly attendance and academic achievement.**

When a student transfers from St. Philip Neri School to another school, the first responsibility of the parent(s) is to pay all financial obligations owed to St. Philip Neri School. Parents are then to give their **written** consent to have the records of the student(s) sent to the transfer school. Upon receiving this request from the transfer school, the cumulative record or the transcript of the cumulative record is photocopied and mailed to the school of transfer.

The Administration and faculty members are not to write letters of recommendation for students transferring to another school.

TELEPHONE

Our school phones are for business use only. Please handle all pickup and other arrangements with your child before he or she comes to school. Students will not use the office phones to call home. Parents of students will be called by office personnel if their child is sick. Office personnel will NOT call home for missed assignments, projects, materials, etc. Please check daily with your children before they leave home to be sure that they have all their books and assignments and have made proper arrangements for after school pick up.

If a student has left lunch at home the office personnel will call home. If lunch is not brought to school for the student by the beginning of the lunch period, students will eat lunch in the cafeteria. Lunches may only be dropped off at the school office.

TEXTBOOKS/MATERIALS

St. Philip Neri School yearly purchases all textbooks and consumable books for student use. Students who lose a book MUST pay for the lost book. Grades will not be issued until payment is received for lost or damaged books. **TEXTBOOKS SHOULD BE COVERED AT ALL TIMES. DO NOT USE SMALL "BOOK SOCS" AS THEY DAMAGE THE BOOK SPINE. DO NOT USE PASTE OR SCOTCH TAPE. DO NOT USE CONTACT PAPER OR ANY SELF-STICK BOOK COVERS ON NON-CONSUMABLE TEXTBOOKS.**

Students are to carry their books to and from school in a **book bag**; loose papers are to be organized in folders.

VISITORS

For reasons of safety and security, all parents and visitors are required to use Gate 1 and press button on gate for entry. All visitors must sign in at the school office and receive a visitor's badge before moving further into campus. Parents should not go to classrooms except in cases in which a previous appointment has been made with the teacher. Unannounced or unscheduled visits to the classrooms are disruptive to the teaching/learning environment.

The administration, counselors and faculty are very happy to meet with parents, but ask that you make an appointment with the office so that we can give you the time and attention that you deserve. Walk-in appointments will not be accepted unless the situation is determined to be a true emergency that requires immediate assistance. To schedule an appointment, you may call the school office at 504-887-5600 or email the individual administrator, teacher, or counselor.

For the safety of all students, the Archdiocese of New Orleans requires that all volunteers who will be the sole supervisor (without a faculty member present) of any number of students must complete the Safe Environment Program. Such volunteers are also required to have background checks.

HANDBOOK AGREEMENT AND ACKNOWLEDGEMENT

When the Family Handbook is emailed to all families and posted to the school website, the school community will be sent a link through email to a Google Form. This Google Form contains the handbook agreement and acknowledgement, as well an option to allow a student to walk home from school and an option to allow a student's name, likeness, and/or work to be shared publicly through print and electronic media.

This form MUST be completed on a per student basis by the date indicated in the email that contains the link. This means that one copy of the Google Form must be completed for EVERY student in our school. If you have multiple children in your family attending SPN, you must complete the Google Form multiple times- one for each of your children in attendance at our school.

FINAL NOTE:

The principal is the final recourse and reserves the right to amend this handbook at any time. The school community will be given prompt notice of changes.