St. Philip Neri School

2017-2018

Student/Parent Handbook

2110 East 72nd Street

Chicago, Illinois 60649

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www.spnschoolchicago.org

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St. Philip Neri Mission Statement

The mission of St. Philip Neri is to provide a high-quality 21st century Catholic STEAM (Science, Engineering, Art and Mathematics) education to children of diverse religious affiliations. St. Philip Neri instills core Christian and civic values of mercy, integrity, and service that results in graduates being well prepared for secondary education and lifelong learning.

St. Philip Neri Vision Statement

To support St. Philip Neri School transition to a Blue Ribbon STEAM (Science, Technology, Engineering, Art and Mathematics) School that provides students with academic skills to problem solve and critically apply knowledge to 21st century real world experiences.

St. Philip Neri School Philosophy

Our school mission is to provide a Christian atmosphere in which growth and project based learning can take place. It is the dedicated staff of St. Philip Neri School, committed to the vision of Catholic education and the following belief, which allows us to achieve this vision.

We believe our faith inspires us to design a curriculum that challenges each learner to reach full potential. We strive to instill Christian values through the teaching of virtues. This vision respects the rights of all people regardless of their ethnicity, gender, race or religion.

We believe that each student is unique, created with dignity and special gifts, learning styles and limitations. Our teaching styles endeavor to recognize and accommodate this uniqueness. Our educational programs aim toward making each child a lifelong learner and a contributing member of both society and the Catholic Church.

We believe that parents should be recognized as the primary educators of their children. We will work with parents to develop a partnership that encourages academic excellence, faith formation, character development and a Christian concept of life centered on Jesus Christ.

St. Philip Neri School Christian Education

At St. Philip Neri we create and develop an atmosphere where learning and growth in wisdom can take place in:

- An atmosphere of Security and Peace
- An atmosphere of Faith & Believe in God
- An atmosphere of Joy over God's gifts and promises
- An atmosphere of Love by experienced teachers, staff, parents and community members.

In working to achieve these goals, we believe children have multiple learning styles and develop at different rates. Children learn independently, as well as cooperatively with others leading to personal responsibility in life.

PARENT/GUARDIAN CONDUCT

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to

require the parent/guardian to either remove their child (ren) from the school or not accept registration for the next school year.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their child (ren) from the school.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the attitudes or actions of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

- schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting; the setting may be monitored by the pastor, principal, assistant principal, Board Chairperson, school counselor, or another credible person with good leadership/meeting skills.
- conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal, as confirmed by the pastor or juridic person, the behavior of a parent/guardian seriously interferes with teaching, learning or a positive school environment, the administrator may:

- inform the parent/guardians of their right to be present on school grounds is temporarily or permanently suspended;
- dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

SEARCHES CONDUCTED BY SCHOOL PERSONNEL

Searches of School Property
All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

Adult Pledge of Conduct

According to the Catechism of the Catholic Church (no. 2223), "Parents have the *first responsibility for the education of their children*. They bear witness to this responsibility first by creating a home where tenderness, forgiveness, respect, fidelity and disinterested service are the rule. The home is well suited in education of the virtues…" The school will assist parents in this vocation. We strive for a partnership based on good communication and mutual support. Therefore, when a student's behavior is out of line or misguided, we expect parents to support us in our attempt at correcting the behavior as the student progresses toward good character development. We expect the adult SPN community to have an attitude of responsibility. These guidelines have been established to remind us all that we serve as role models for our children.

In view of this philosophy, our focus and expectations are as follows:

1. SPN is a Catholic/Christian community. All adults are expected to treat each other with respect, civility, politeness, and good manners. We should be mindful of this in **all** our communication and relationships with staff, parents, and children.
2. We are all people of God. Hurtful behaviors such as name-calling, ridicule, bullying, or being mean-spirited have no part in our community and are never acceptable.
3. Parents, guardians, or other care-givers should recognize teachers, administrators, and staff as professionals and treat them with respect. School personnel also pledge to treat parents and visitors respectfully.
4. Communication, honesty, fairness, and integrity are necessary to resolve conflicts in a just and peaceful manner. In the event these encounters are unsuccessful, intervention and assistance will be provided.

To conclude, we stress that parents are the primary educators of their children. As a school staff, we pledge to work as a team with parents. This partnership, based on mutual trust and respect will encourage academic excellence, faith formation, character development, and Christian discipleship in our children.

I agree to abide by the ***Adult Pledge of Conduct*** as stated above and understand what is expected.

_____ _____

_____ _____

Signature of Parents/Guardians Date

Code of Conduct

St. Philip Neri School is a Christian family, founded in God's love. Mindful of the fact that God lives in each one of us, we believe that everyone deserves to be treated in a respectful manner. "Whatever you do these, the least of My brothers, you do unto Me." (Matthew 25:40)

In view of this philosophy; our focus and expectations areas are as follows:

1. *What we believe of ourselves affects our relationships with others. Therefore, it is important that our self respect be established and fostered.*

2. *Honesty and integrity are at the very heart of God's people. Stealing, lying, destroying property or cheating in any form affects us all, and will not be tolerated.*

3. *Cultural diversity is one of our most precious gifts. We will always work towards an appreciation of the richness that a diverse population brings to our lives.*

4. *Problems with relationships will inevitably occur: We trust that all members of our school community will work to resolve their conflicts in a just and peaceful manner. In the event that these encounters are unsuccessful, interventions and assistance will be readily accessible.*

5. *We are all people of God. Hurtful behaviors such as name-calling, ridicule, bullying, mean spirited teasing and making others feel excluded have no part in our dealings with others and are never acceptable.*

6. *God has given us intelligences in various forms, along with so many other gifts as well. We will use those gifts to the best of our ability. We will accept the challenge to be the best that we can be.*

7. *Competition is a valued part of society. We will encourage a healthy balance between competition and cooperation in academics, sports, and other activities. We will always seek to be supportive of "win-win" situations.*

PRIMARY CODE OF CONDUCT

1. **Respect yourself and others.**
2. **Be honest.**
3. **We are all God's children.**
4. **Find peaceful solutions.**
5. **Be polite and kid to others.**
6. **Always do your best.**
7. **Play fair and cooperate.**

Family Mass – Families are required to attend the 10:00 am Mass at St. Philip Neri Church the third (3rd) Sunday of the school year. Attendance will be taken through the use of the church offering envelopes (with or without a donation) at Mass. Families are expected to attend 75% of St. Philip Neri 3rd Sunday Masses.

All families must complete admission forms to attend St. Philip Neri School prior to registration. Registration can occur after student has been officially admitted to the school. Admission forms can be obtained in the school office.

FACULTY 2017-2018 SCHOOL YEAR

Ms. Linda Sanders, Principal

Office Staff …….Ms. Thomas Riley

Office Staff/Extended Day……Mrs. Shirley Dunbar

Extended Day Staff…….....Mrs. Shirley Dunbar

Preschool……Ms. Elizabeth Danaher

Preschool……. Ms. Jayme Howard

Kindergarten……..…Mrs. Cassandra Thornton

First Grade……Mrs. Latasha Davis

Second Grade……Ms. Marea Tennant

Third & Fourth Grade……...Mr. Darien Williams

Fifth - Eight Grade Math & Science……..Ms. Diane Asberry

Fifth – Eight Grade High Language Arts & Social Studies..……,,.Ms. Nicole Plebanski

Physical Education/Computer Teacher……...Mr. Eric Morris

Teacher Aides…..……. Ms. Kristen Smith, Ms. Abigail Coleman, Ms. Madonna Wilson

Extended Day Staff……Ms. Sherice Thomas, Ms. Glenda Moore, Ms. Pamela Thompson

Cafeteria……..….Ms. Pamela Thompson

E-MAIL ADDRESSES

Linda Sanders, Principal	lsanders@spnschoolchicago.org
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Darien Williams	d.williams@spnschoolchicago.org
Madonna Wilson	mwilson@spnschoolchicago.org

ROLE OF THE SCHOOL BOARD OF SPECIFIED JURISDICTION

The general mission of the SPN School Board of Specified Jurisdiction shall be to promote and support excellence in Catholic education in the school. The purpose of the Board is to advise the principal as needed with regards to the operations and fundraising of the school. Board members agree to use their expertise, gifts and insights for the common good of the community to promote and support Catholic education. The members model the faith community to its constitutes by promoting respect between and among each other. Specified Jurisdiction Board Meeting dates are posted on the school website calendar.

ST. PHILIP NERI SCHOOL
SCHOOL BOARD OF SPECIFIED JURISDICTION BOARD

Linda Sanders, Principal

Mrs. Betty Johnson, Chair

Mr. John Ahern	Mr. Charles Bracey	Mr. Keith Caldwell
Dr. Carolyn Cyriaque.	Mrs. Valencia Winstead	Ms. Myra Braggs
Mr. Charles Moore	Ms. Senise Thomas	

PTO

The PTO is an organization of parents, teachers, and school staff members who work together for the benefit of the children. The education processes is always enhanced when parents and teachers work together.

The PTO encourages cooperation and communication between parents and teachers. It also offers programs and funds to supplement existing education programs, and sponsors educational and topical programs for parents and the community.

To Join: The SPN PTO will collect dues during August. The annual dues are $15.00/family

OFFICE HOURS

The regular School Office hours are 7:30:00 A.M. until 3:00 P.M. Phones will be answered during regular hours, 773-288-1138.

AMENDING HANDBOOKS

Statements in this handbook are subject to amendment with or without notice. The school principal will make every effort to advise school families within a reasonable amount of time in regards to changes. Some changes might be made immediately due to unforeseen circumstances.

CHILD CUSTODY

Custody/Guardianship Issues

Should one parent have sole custody of a child, the child's other biological parent is still the legal guardian of the child unless guardianship has been taken away legally by the court. A parent who

has been granted sole custody of a child in a divorce proceeding is not necessarily the sole legal guardian of the child.

A non-custodial parent is not prohibited from participating in school activities, volunteer activities, recitals, performances, parent meetings and other events, unless an order of protection is in effect that prohibits the parent from having access to his or her child, to school information about the child, and/or unless the parent is a registered sex offender.

Likewise, a grandparent or a stepparent is not the legal guardian of a child unless appointed by court order. When a document calls for the signature of the parent or guardian, a signature of a stepparent or grandparent does not suffice.

Release of a Child to Non-Custodial Parent

If the non-custodial parent asks the school to release the child and the school determines that the custodial parent may not be expecting release of the child to the non-custodial parent, it is imperative that the school contact the custodial parent. The custodial parent is to be informed immediately that the non-custodial parent is requesting release of the child.

The school will never release a child to a non-custodial parent if there are concerns regarding the child's welfare and safety. In such cases, the non-custodial parent may be denied access to the child. If necessary, local law enforcement should be contacted.

Parent-Teacher Conferences/Communication with the School

In the absence of a court order, a school should provide the non-custodial parent the opportunity for a parent-teacher conference. The conference should be scheduled at a time other than that of the custodial parent unless both parents do not object to the same conference. Likewise, the sharing of school information with the custodial parent pertinent to the child should also be provided to the non-custodial parent in a timely fashion.

ADMISSION AND AGE REQUIREMENTS

Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of education policies, loan programs, athletic or other school-administered programs.

St. Philip Neri admits students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities related to the Catholic identity of the school are required.

Age Requirements for Admission

PRESCHOOL REQUIREMENTS FOR 3 AND 4 YEAR OLD CHILDREN

- **Children must be 3 years of age on or before September 1 of the current school year with no exceptions. Under no circumstances may children younger than 3 years of age be accepted into a preschool program. Schools may not accept children as they turn 3 years of age during the school year if the child was not 3 years old by the September 1 deadline.**

- **Children must be 4 years of age on or before September 1 of the current school year. Children who turn 4 years of age after the September 1 deadline may be accepted into the**

preschool with the understanding that the child will remain in the program until they are age-eligible for kindergarten.

- **The preschool and kindergarten programs, which are part of the elementary school and under its administration, are exempt from IL Department of Children and Family Services (DCFS) licensing as defined in "Facilities and Programs Exempt from Licensure", IL DCFS Licensing Standards Part 377, Section 377.3. To maintain ISBE recognition and DCFS license exempt status, schools should only serve children who are 3 or 4 years of age on or before September 1 of the current school year in their preschool programs. Children who turn 3 after the September 1 deadline are technically 2 year olds. Accepting them in the preschool program negates a school's ISBE recognition and requires DCFS licensing.**

KINDERGARTEN AND FIRST GRADE

- **Kindergarten students must be 5 years of age on or before September 1 of the current school year. For exemptions to this policy, see Early Entrance to Kindergarten Procedures below.**
- **First grade students, who will be 6 years old on or before December 31, based upon the school's assessment of the child's readiness, may begin first grade in the fall under certain conditions. The child must have attended a nonpublic preschool, continued her/his education at that school through kindergarten, and been taught by an appropriately certified kindergarten teacher. (105ILCS5/10-20.12)**

EARLY ENTRANCE TO KINDERGARTEN PROCEDURES

Based upon an assessment of a child's school readiness, St. Philip Neri School may choose to permit a child to attend school prior to that date, or it may choose not to do so. In a school operating on a year-round basis, a child who will be age 5 within 30 days after a term starts may begin to attend school that term. (105ILCS 5/§ 10-20.12.)

If St. Philip Neri School chooses the option of early entrance to Kindergarten or first grade, we will determine a child's readiness for early age admission to kindergarten or first grade and the child will be placed on probation the first month. All tuition, and fees for the Early Entrance Program will be non-refundable.

An assessment will also provide evidence of the child's social, emotional, and academic development. After the assessments have been completed, parents and guardians will be notified in writing of the principal's decision, which is final, on the request for early entrance. The letter to the parents and guardians must document the child's readiness and be placed in the student's school file.

Children accepted for early entrance will be enrolled on a probationary basis during the first month of school. If it is determined by the school staff that the child has adjusted well, the child will continue in the program. During the probationary first month of school, if it is determined that the student cannot perform adequately in this school environment, tuition that was prepaid will be prorated and refunded.

UNDER NO CIRCUMSTANCES SHALL CHILDREN UNDER 3 YEARS OF AGE BE ACCEPTED.

For admission to the pre-school, kindergarten, first grade, or a transfer student, parents shall present:

- **An official copy of the child's birth certificate which is reviewed, copied and returned to the parent/guardian;**
- **The baptismal record (if applicable);**
- **A record of compliance with health requirements.**

For admission of transfer students, parents shall present the proper transfer or some appropriate records from the previous shall be transferred within ten days provided financial obligations to the school have been met.

In all cases, the transfer, health records and Unofficial Records (if applicable) must be sent with ten days.

Application for admission and registration for the next school year will begin the last week of January. Any family whose account is PAST DUE WILL NOT BE ALLOWED TO RE-APPLY FOR ADMISSION FOR THE FOLLOWING YEAR UNLESS ACCEPTABLE PAYMENT ARRANGEMENTS ARE IN PLACE. Those not paid-to-date by the April review will forfeit their pre-registration fees for the coming year and they will not receive their year-end report card and/or diploma. Should there be any questions concerning this, please contact Ms. Sanders at 773-288-1138.

Registration fee per family are:

$225.00 after February 28, 2017

REGISTRATION AND EDUCATION MATERIAL FEES ARE NON-REFUNDABLE.

TUITION SCHEDULE 2017-2018

NUMBER OF CHILDREN	GRADE	TUITION	EDUCATION MATERIALS FEE
1 child	K-8	$4,300.00	$300.00
2 children	K-8	$6,400.00	$300.00
3 children	K-8	$8,500.00	$300.00
4 children	K-8	$10,900.00	$300.00

(NON-PRESCHOOL FOR ALL PRE-K FAMILIES)

NUMBER OF CHILDREN	GRADE	TUITION	EDUCATION MATERIALS FEE
1 child	Pre-K	$6,200.00	$300.00
2 children	Pre-K	$12,400.00	$300.00

PRESCHOOL FOR ALL PROGRAM

To support early childhood development and education for diverse families, St. Philip Neri School offers a Preschool for All Program for children who are 3 and 4 years of age. There are no fees or tuition for the Preschool for All Program. The Program is fully funded by the State of Illinois. To qualify for the Program families/household income must be at or below 200% of the Federal Property Level. Families must provide proof of income and verification of public benefits if received.

FAMILIES PAYING THE FULL AMOUNT YEARLY OF TUITION AT TIME OF REGISTRATION WILL RECEIVE A 2% REDUCTION IN THE YEARLY TUITION. FULL YEAR TUITION IS CHARGED FOR THOSE REGISTERING BEFORE NOVEMBER 1, 2017.

Registration and education fee for the 2017-2018 school year are due at time of registration.

NON-DISCRIMINATION POLICY

St. Philip Neri School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. It is the policy of St. Philip Neri School to provide equal opportunity in employment to all employees and all applications for employment. No person shall be discriminated against in employment by reason of such individual's race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform the duties of the position. It is the policy of St. Philip Neri School to provide equal opportunity to all students seeking admission. Admission will not be denied or determined by a student's race, color, sex or national origin.

ANNUAL NOTIFICATION OF GUIDELINES FOR SCHOOL RECORDS

The Archdiocese of Chicago, Office of Catholic Schools has established guidelines for school records. These guidelines describe your rights with regard to the records of your child which are maintained by your Catholic school.

These rules include:

1. **Right to inspect**
   You have the right to look at your child's permanent record which includes report cards, health records, accident reports, attendance records, and biographical information (name, address, etc.)
2. **Right to prevent disclosure**
   The school will not disclose anything to third parties from your child's record unless (1) you consent in writing prior to the disclosure, or (2) the information is directory information which you have not requested be kept confidential, or (3) the information is requested by a school to which your child is officially transferring, or (4) the request for the information meets on of the limited circumstances described in the Guidelines for School Records.
3. **Right to request correction**
   You have the right to present evidence that the school should amend any part of your child's record which you believe to be inaccurate, misleading or otherwise in violation of student rights. If the school decided not to change the record, you may insert an explanation in the record.

Once your child turns eighteen, he or she obtains all of the above rights.

PLEASE NOTE:

This school abides by the provisions of the **Family Educational Rights and Privacy Act** with respect to the rights of non-custodial parents. 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 to other school-related information regarding the child. If there is a court order specifying that

there is no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Mailings and student information are directed to the custodial parent. If the non-custodial parent wishes to receive the same information, a second mailing is provided upon request to the School Office.

SCHOOL SECURITY

All school doors are locked at all times. Parents/visitors must activate the door buzzer to be admitted and then report to the school office. Please do not knock on the door or summon a student to open the door. Students who leave the building without authorization become a police matter.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property. This rule may be temporarily waived by the principal in the case of an educational opportunity for students, provided that the animal is properly housed, humanely cared for, and properly handled. Students will not be exposed to a dangerous animal or an unhealthy environment as determined by school administrators.

SCHOOL VISITORS AND TELEPHONE MESSAGES

No parent may go directly to the classroom during school hours. Forgotten books, lunches (labeled with student name) etc. are to be brought to the school office. Visitors may not eat or visit with students at lunch in the cafeteria.

VOLUNTEERS

Volunteers are greatly appreciated. We ask that the following steps be observed:

1. Complete the Archdiocese Criminal Background Check.
2. Complete DCFS CANTS form and return to school office.
3. Attend a Virtus Training session.
4. Complete Archdiocesan Code of Conduct and return to school office.

Upon completion of these procedures and when reporting for volunteer service:

1. Report to school office upon arrival, sign in and pick up volunteer ID pass.
2. Leave younger children at home.
3. Personal conferences with teachers are not allowed.
4. Do not stand outside of your child's classroom to observe.

CLASSROOM VISITATION POLICY

A 24-hour advance notice is required for all visitors. All parents/visitors should come to the school office prior to a prearranged visit. The visit should be scheduled through the teacher. The visit will be no more than 30 minutes in length. The teacher will be busy with class work and will not have time for a parent teacher-student conference during these visitations. As younger siblings prove a distraction, please make the proper arrangements for a sitter.

GUARDIANSHIP

In the event that the parent or parents must leave town on vacation or business and it becomes necessary to leave the child/children in the care of another, written notification must be sent to the school to inform the school who would assume responsibility and that they have your permission to act in your behalf.

TELEPHONE MESSAGES

Students may not use the office telephone for forgotten school materials. Ms. Riley or Mrs. Dunbar will contact a parent for a student should the need arise. Messages will be taken in the school office in case of emergency. After-school arrangements must be made before the child leaves for school in the morning.

PAYMENT PLANS / FACTS MANAGEMENT COMPANY

All fees are due at registration or by August 12, 2017. Students will not be allowed to begin attending classes in August if fees are not paid.

SPN School uses FACTS Management System for tuition collection. All tuition payments will be made through FACTS unless a family pays tuition in full in July. This includes families that choose the annual payment plan (once a year) or semi-annual payment plan (twice a year). All tuition payments are due to FACTS on the 1st of the month (10-month plan is only available on the 1st or 10th of the month). There will be four payment options for tuition in the new school year:

- Annual – One full tuition payment paid in July, at no administrative cost.
- Semi-Annual – Two tuition payments, paid in July and January, plus a $15 enrollment fee.
- Quarterly – Four tuition payments, paid in July, October, January and March, plus a $20 enrollment fee.
- 10 Month – Ten tuition payments made between July and April, plus a $30 enrollment fee. Please note that all enrollment fees are paid directly to FACTS.

SPN reserves the right to withhold Report Cards/Diplomas of Students who have outstanding tuition, extended day or lunch account balances.

TUITION AND FEE PAYMENT OBLIGATIONS: REVIEW OF ACCOUNTS

- Timely payment of tuition and fees is essential to the operation of the school. SPN may review the status of any student tuition, extended day, and fee accounts at any time.
- All fees are due before the start of school. *Families who choose to delay the payment of fees choose to delay the start of their child's year at SPN.*
- FACTS reviews accounts 4 days after the due date and assesses late fees at that time. Notices of late fees are included in the next bill sent by FACTS.

- The school business office reviews accounts regularly. If an account is 15 days overdue, the family will be notified that payment must be made within 15 days. Payment must be made to FACTS. *Families who choose to delay payment beyond that time are also choosing to interrupt their child's attendance at school. They are also choosing to interrupt their child's participation in athletic and extracurricular activities.*
- Extended day bills are sent home weekly. Payment is expected weekly. If accounts remain unpaid for more than 15 days, families will be notified that payment must be made within 15 days or the family will no longer be allowed to use the service.
- The preferred form of payment for field trips, class parties, special lunches, etc. should be by check to SPN. There will be a $35.00 service fee for any check returned due to insufficient funds. If payment is made in cash, change is not available. We accept VISA / MASTERCARD for payment.
- If a student withdraws or transfers with an unpaid account balance, we also reserve the right to withhold issuance of transcripts and other records until the account is paid in full.

SCHOLARSHIP EXPECTATIONS

St. Philip Neri School strives to provide access to its' exceptional academic program to all students, regardless of financial need, through scholarships. Students and families are expected to be good stewards of these scholarships and the opportunity that has been given to them. Any scholarship or grant given to a St. Philip Neri student will be broken up into four equal payments for each of the quarters in the academic year. In order to continue to be eligible to receive the scholarship and in order to receive the full benefit of his/her school experience, the student and family must adhere to the following conditions:

- Families are required to attend mass. Attendance will be taken through the use of the church offering envelopes (with or without a donation) at each mass. Families should attend 75% of masses or they will not be eligible for future scholarship payments.
- Parents/guardians are expected to promptly return all requested forms and attend all school and parent meetings. If an emergency arises where they cannot attend, families are expected to notify the school.
- Students are expected to get grades of "C" or better in all subject areas, to turn in all assignments completed to the best of their ability, and to behave in accordance with the school's expectations, handbook and Catholic teaching.
- Families are expected to register with FACTS (the tuition company), complete the scholarship application, and remain current with all payment plans.
- Families should provide four hours of volunteer service to the school per quarter. If families cannot volunteer during the school day, arrangements should be made with the office about other possible volunteer opportunities.
- Financial award to families are confidential between themselves and the school.

PRE-REGISTRATION

Pre-registration for the next school year is held the last week of January. Any family whose account is PAST DUE on the January review will not be allowed to register for the following year. Those not paid to-date by the April review will forfeit their pre-registration fees for the coming year and they will not receive their year-end report card and/or diploma. Should there be any questions, please call Ms. Riley, 773-288-1138.

DAILY SCHEDULE

Students enter the building……..7:30 am
Tardy Bell/Classes begin……..……...7:40 am
Lunch/recess (PreK)..……...11:00 am
Lunch/recess (grades K-4)..……11:30 am – 12:30 pm
Lunch/recess (grades 5-8)……12:00 pm – 1:00 pm
Dismissal……..…….……3:00 pm

During severe/winter weather, the cafeteria door will open at 7:15 A.M. and the students will wait in the cafeteria for the 7:30 A.M. bell. The school is not responsible for students dropped off before 7:15 A.M. unless they are enrolled in the Extended Day Program. This also applies for students who are on the premises after 3:10 P.M. students who are not picked up within 10 minutes after dismissal may be sent to the Extended Day Program. Students are NOT to be picked up at the Main Entrance of the school. Once a student leaves the building, he/she may not re-enter to retrieve forgotten school work.

TARDINESS

A child is considered tardy if he/she enters the classroom after the second bell (7:40 A.M.). If a child is tardy, he/she is to report to the school office. Since tardiness interferes with a student's progress and is a disturbance to the teacher and other students, it should be carefully checked by parents. Students who arrive tardy to school must report to the front entrance of the school. These doors will be attended by a staff member until 7:40 A.M. If your child is to arrive after 7:40 A.M., then you must bring them to door main entrance and sign them in at the office.

If your child is scheduled to arrive early for an activity (Choir, Band, teacher assistance, etc.) they must be dropped off at the Extended Day door at the east end of the school.

On the event of the third tardy to school, children in grades 3 through 8 will serve an after-school detention. It is the students' responsibility to complete any work missed by being tardy.

EXTENDED DAY PROGRAM

Child care is available before and after school on an hourly fee basis of $6.00/hour, which is separate from tuition. All fees must be paid for report cards, graduation and school record release. Before Care starts at 6:30 am and After Care ends at 6:00 pm. A late fee of $2.00 per minute for late pick-ups after 6:00 pm.

EMERGENCY CLOSING

Emergency school closing, necessitated by snow, icing conditions, or any other emergency will be communicated by the following:

- Telephone Broadcast System (SchoolMessenger, see below)
- Our School Website: www.spnschoolchicago.org
- Emergency Closing Center: Phone 847-238-1234

- Online: www.EmergencyClosings.com
- Email: sign up for personalized notifications of closings at www.EmergencyClosings.com
- Radio Stations WGN (AM 720), WBBM (AM 780)
- TV Stations: CBS 2, NBC 5, ABC 7, WGN 9, FOX, CLTV

TELEPHONE BROADCAST SYSTEM (SchoolMessenger)

To enhance communications between parents and school, SPN uses a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service will also be used from time-to-time to communicate general announcements or reminders. This service is provided by SchoolMessenger. SPN will continue to report school closings due to snow or weather on local radio and television stations, and will use this system as an overlay to the public announcements.

When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message from Ms. Sanders. The service will deliver the message to both live answer and answering machines. No answers and busy signal will be automatically retried twice in 15-minute intervals after the initial call.

NOTE: This requires NO registration by the parent on the SchoolMessenger website. All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.

Here is some specific information you should know:

Caller ID: The Call ID will display 773-288-1138, which is the main number for SPN School.

Answer your phone as you normally would with "hello" and hold for the message to being. Multiple "Hello's" will delay the message. Inform all family members of this process who may answer your phone.

Answering Machines: The system will detect that your machine has answered and will play the recording to your machine. The maximum numbers of rings before a hang up is 5. Make sure your machine answers after 4 rings or you may miss the message.

Message Repeat: At the end of the message you will be prompted to 'press one' to hear the message again. This is very effective when a child answers the phone and hands it to a parent, who can then repeat the message in its entirety.

REPORT CARDS AND PROGRESS REPORTS

Parents are encouraged to monitor their student's progress by visiting the *PowerSchool* website regularly. Updated grades will be available for review on a weekly basis.

Four report cards are issued during the school year. Whenever a report card is received, parents are to sign the report card envelope and return it within three days.

Should the need arise, an Academic Progress Report may be sent home by the teacher to inform the parents of a significant change in a student's grade. These reports are meant to update parents regarding areas of concern. Upon receiving such a report, parents should sign and return the form the following school day.

EXTRA-CURRICULAR ACTIVITIES AND ACADEMICS

Students who participate in extra-curricular activities (sports, cheerleading, band, choir, etc.) are expected to be in good academic standing.

A student who receives an 'F' on a report card will be placed on probation until the next evaluation. If grades are brought up sufficiently, there is no interruption in the student's extra-curricular activity schedule. If grades are NOT sufficiently raised, the student will be ineligible to participate in extracurricular activities until the next marking period. Third trimester report card determines eligibility for the following year's August/September extra-curricular activity. Grades and academic standing will be reviewed by school administration.

PARENT NOTIFICATION FORM

The Parent Notification Form is a communication tool to keep parents informed of student progress. It may be sent home to inform a parent of a need for attention.

A Parent Notification Form may be issued for the following reasons:

1. Attainment of a goal.
2. Noteworthy accomplishment.
3. Failure to return a signed paper to the teacher by the designated date.
4. Incomplete, missing or late assignments, poor progress
5. Not having a textbook and/or necessary supplies.
6. Behavior issues.

All Parent Notification Forms must be returned signed by a parent on the designated date and be accompanied by any missing work. Failure to return a signed Parent Notification Form on designated date may result in a detention.

Band and other extracurricular activities do not excuse a student from submitting and assignment on time. All class work must be completed.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences will be held on Monday, November 20 and Tuesday, November 21, 2017 following the first report card. Conference request forms will be sent home in October to help schedule convenient times. Requests will not be accommodated after the due date.

Apart from these opportunities to meet with a teacher, parents should feel free to contact the teacher at any time should a special concern arise regarding the child's progress. To contact a teacher, please call the school and leave a message or send the teacher an email. Please do not contact a teacher at home. The teacher will return your call/email as soon as possible.

STANDARD BASE REPORT CARDS (SBRC)

The Archdiocesan Standards-Based Report Card (SBRC) is a record of what a student knows, is able to do, and needs to achieve. The SBRC is aligned with the Archdiocesan elementary school curricula, which reflect state, national, and international learning standards. The SBRC is one source of important information. You are encouraged to review your child's report card along with other performance information, which may include: progress reports, standardized test results, quizzes/tests, projects, daily work, teacher notes, etc. General descriptions of the levels of achievement are provided below to help you better understand how your child is performing on specific standards.

GRADING SCALES

4 – **Advanced** – Student achievement reflects in-depth understanding and application that goes beyond the grade level expectations
3 - **Proficient**- Student achievement reflects understanding and application of the grade-level expectations.
2 – **Progressing**- Student achievement reflects emerging understanding of grade-level expectations.
1 – **Beginning**- Student deeds development of foundational skills to achieve grade-level expectations.
>-**Evaluated in a different semester**- Student is not assess in the report card at this time.

LETTER GRADE SCALE

For the purpose of certain high school placement, students in grades 6-8 will receive a conventional letter grade in addition to the above performance level marks. Conventional letter grades are determined on the scale below and cannot be mathematically calculated from the performance level.

A = 4.0 – 3.0

B = 2.99 – 2.50

C = 2.49 – 2.00

D = 1.99 – 1.50

F – 1.49 and below

INTERMEDIATE/JR HIGH INFORMATION Minimum requirements for promotion – grades 4-8

A. Condition for promotions and/or graduation
1. Must pass 3 of 4 semester in all academic areas.
2. Full payment.
3. No incompletes on Report Card.
4. All books (text & library) returned in good condition.

B. **Conditional Promotion** – promotion of a student with one or two failures is contingent upon proof that the student has attended summer school or Archdiocesan Virtual Academy. Acceptable proof of the satisfactory completion of the material to be learned

must be presented to the principal prior to the first day of school of the student will be retained in the same grade.

C. **Retention** – failure in three (3) subjects may constitute a retention or reconsideration of enrollment at St. Philip Neri School.

D. Perfect attendance is based on no absences, no tardies and no excused tardies.

STUDENT GRADE LEVEL AND HOMEROOM PLACEMENT POLICY

It is the responsibility of the principal, in conjunction with the faculty to place students in the proper grade level and to assign them to their respective homerooms in the best interest of all concerned. Among the criteria used for placement will be the previous academic record of the student in this or any other school, assessment results from the mandatory new student in this or any other school, assessment results from the mandatory new student screening, grade placement for new students will be assigned upon receipt of school records from the previous school. A parental request for a specific teacher is not one of the criteria to be used in any placement.

HOMEWORK

Homework gives an opportunity to help fulfill in individual student's needs by supplementing and reinforcing classroom teaching. Parents are expected to take an interest in their children's homework by giving encouragement and by providing conditions that are conducive to study. Students of all ages, but particularly younger ones, need someone to help drill math facts, time tables, spelling words and reading vocabulary. We rely on parents to help in these aspects of homework. Parents should never take on the responsibility for completing a child's assignments. All students in grades K – 8 are provided a school assignment book. Grades 6-8 assignments are posted on Google Classroom. Parents are advised to check the assignment book and class website daily.

If a test, assignment, or long-term project was scheduled for the day a student is absent, and it had been previously announced, visually and/or in writing, the student should be prepared to take the test or turn in the assignment on the day they return.

We remind parents that satisfactory completion of homework assignments affects a student's daily grades and ultimately the report card marks. On the average, a student should do the following amount of homework per night: Junior High 60-80 minutes, Intermediate 30-50 minutes, Primary 10-30 minutes.

SCREENING

Occasionally, it is necessary for the teachers to do a screening for purposes of remediating an academic problem for students. A screening is a means of identifying the possibility that an academic problem exists. Screenings can be done in a short period of time and yield basic information and/or results. If the possibility of a problem exists, you will be encouraged to seek professional in-depth testing which will identify the problem. Appropriate consultation and recommendations for treatment can then be made. Such results are shared with the parents and meant to be a diagnostic tool and are not placed in permanent record.

ATTENDANCE PROCEDURES

St. Philip Neri School's starts at 7:30 am and ends at 3:00 pm. Students who participate in the morning extended day program or arrive by 7:30 am should enter through the east side door of the building. Students who arrive after 7:30 am are to arrive through the main entrance. Students who arrive at 7:40 am are considered tardy.

A student who arrives at 11:30 am will be considered absent for the morning session. A student who was present in the class when roll call was taken at 7:30 am, but leaves the school due to illness at 11:30 am is absent for the afternoon session.

EXTENDED ABSENCES

Extended absences are defined as absences from school for a minimum of five (5) consecutive days.

When your child is ill, call the school office 773-288-1138 between 8:00 and 9:00 A.M. or email triley@spnschoolchicago.org **each day the child is ill.** This assures the school office that the student is safe. An e-mail to the teacher is a nice courtesy, but it does not replace contacting the school office.

Please do not send your child to school of he/she has a temperature or appears ill. **The child must be 24 hours vomiting/fever free before returning to school.** It is the responsibility of the parent/guardian to inform the school office of any contagious illnesses such as strep throat, pink eye, chicken pox, etc.

If the child becomes ill in school, a parent, or person authorized by the parent, will be notified. The family emergency card is kept on file in the school office listing names of persons to be contacted in the event that parents are not available. Parents or an authorized person must pick the student up in the school office and sign for the child's release.

Students who have unexcused absences for 5% or more of the school year may be retained unless proof of certified tutoring is provided at parent/guardian expense and class academic requirements have been met with passing grades.

Excused Absences from school may include:

1) Illness (verified by the parent/guardian; if more than 3 consecutive days, verified by physician; Death in the family.
2) student's immediate family; other emergency beyond the control of the student's family: fire, flood, natural disaster, accident, or mandated court appearance for which documentation is required;
3) Extraordinary educational opportunity for the student preapproved by the principal (e.g., state science or history fair finals; debate team finals, etc.)
4)

Unexcused Absences from school are defined as an absence without a valid cause.

DOCTOR RELEASE

If your child had broken bones, sprains or any other injuries that require crutches, the school office needs a release from the doctor that they are able to return to school and what, if any, activities, such as gym, outdoor recess, etc., are limited. If your child needs to have limited gym or outdoor recess another doctor release is needed for the school office to verify that activity may resume.
Legal Reference: IL Rev. Stat., Ch. 122, par 10-20. 14b.

MEDICAL APPOINTMENTS

When it is absolutely necessary for your child to be excused from school for medical or dental appointments or a family emergency, please send a note to the School Office prior to appointment.

No child is excused before the regular time unless a written note is presented to the school office. At the appointment time, the parent should the personally call for the child at the school office.

FAMILY VACATIONS

SPN strongly discourages absence by students for vacationing. We urge parents to give serious consideration the consequences of such absences. Parents and students should understand that excessive absences, whether excused or unexcused, will affect class grade.

The office and teachers should be notified in writing two weeks in advance of family vacation plans. **No work will be given prior to vacations.** No extra credit will be given in place of missed assignments. Individual teachers will determine what work and/or tests will be made up when the student returns. The teacher has the right to alter any assignment or test. Reminder: when a student is out of school for an extended period of time, academic class work will be missed. Encourage your student to do the work independently. Please do not schedule family vacations/doctor appointments during Spring Testing.

HOMEWORK FOR ABSENT STUDENTS

Generally, homework should not be requested for an absent student unless the student is well enough to do the work at home. Students are encouraged to have a homework buddy who can keep them informed during an absence. Students will be allowed time to complete undelivered homework after returning to school.

To request homework for an absent student who will be out <u>longer</u> than 2 days:

1. Call the school office.
2. Give the child's name and room number.
3. Give your phone number so you can be contacted.
4. State the number of days the student will be absent.

You will be informed of when the work is available for pick-up at the school office. Please do not go to the classroom to look for the materials.

Students will be given one day to make up any missed work for every day that they are out of school. For example, of the student is out two (2) days he will be given two (2) days to turn in any work that is assigned to the class. Saturday and Sunday count as make up days.

It is the responsibility of the student to remind the teacher that he/she has been out ill and ask the teacher to reschedule the test. Make-up tests are at the discretion of the teacher. The teacher has the right to alter an assignment or excuse the student from making up any work/test missed.

This procedure has been established for the benefit of the student and pertains to the entire student body without exception. Thank you in advance for helping us make this procedure a success.

UNSUPERVISED STUDENTS

It is important that children are under adult supervision at all times. In order to ensure student safety **any child not picked up by 3:10 P.M. will be sent to our Extended Day Program.**

These students will be billed the usual Extended Day Fee of $6.00/hour. The third time children are sent to Extended Day, the registration fee and form must be completed and

children will be enrolled in Extended Day Program which will assure that these children are always under adult care. As with all other fees, report cards will be held if these Extended Day Fees are not paid.

HEALTH/EMERGENCY INFORMATION

A Health/Emergency Information card must be completed and turned in to the health office for each child prior to the start of school. This is needed in order to share pertinent health information with school personnel on as needed basis.

PHYSICAL/DENTAL/EYE EXAMINATIONS AND IMMUNIZATION REQUIREMENTS Physical Examination

All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. **These records are to be presented to the school <u>before the first day of school.</u>**

If a child is not in compliance with the health and immunizations requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations.

Health Examinations and Proof of Immunization

All children in Illinois shall present proof of:
1) a health examination within the current year;
2) of being up to date on all required immunizations as follows:

- immediately prior to or upon entrance into any *public, private or parochial pre-school or transferring from outside of the State of Illinois;*
- prior to entering ***preschool, kindergarten or the first grade***;
- upon entering ***sixth and ninth grades.***

Dental Examination

State law requires a dental examination to be conducted before May 15th of the school year for students entering kindergarten, second grade, sixth grade, and for all out-of-state or out-of-country transfer students. The examination must be documented on the Dental Examination form and must have taken place within 18 months prior to May 15th of the school year. If a child in second grade, or sixth grade fails to present proof of dental examination by May 15th of the school year, the school may hold the child's report card until one of the following occurs: (1) the child presents proof of a completed dental examination; (2) the child presents proof that a dental examination will take place within 60 days after May 15th.

Eye Examination

as of January 1, 2008, the State of Illinois has required that all students entering kindergarten or entering school for the first time from out of state shall have an eye examination by an optometrist or ophthalmologist before October 15th of the school year.

ALLERGY AND EPI-PEN GUIDELINES

The hallmark of our Catholic schools is to welcome and to accommodate all students within the limits of the school's educational programs and staff. Students with severe allergies present challenges for which each local school must determine its individual capacity: 1) to ensure the safety of the child and 2) to ensure its ability to make the reasonable accommodations required for the student with serious medical and/or life-threatening conditions; and 3) to ensure that the entire school community is trained and aware of the local school's Food Allergy Procedures.

Due to the increasing number of children with life-threatening allergies, it is necessary that the school understands the risks of admitting students with severe allergies and other life threatening medical conditions. The school administration must create a culture of understanding and acceptance of allergy precautions among school personnel, students, and their families. The school may invite parents and guardians whose children have known severe allergies to work with the principal and staff in reviewing the Food Allergy Procedures of the local school. It should be a goal of school administration to establish an environment of caring and accepting individuals ready to welcome all parents/guardians interested in Catholic education for their children.

The following guidelines are designed to assist school administration and personnel in developing local procedures for the management of students with severe allergies.

PARETS ARE TO COMPLETE AND SUBMIT A ILLINOIS FOOD ALLREGY EMERGENCY ACTION PLAN AND TREATMENT AUTHORIZATION FORM. THE FOOD ALLERGY EMERGENCY ACTION PLAN AND TREATMENT AUTHORIZATION, INCLUDING THE STUDENT'S PHOTO, MUST BE PRESENTED AND APPROVED BY SCHOOL ADMINISTRATION BEFORE THE CHILD IS REGISTERED IN THE SCHOOL.

Guarantees of a "peanut free" or "lactose free" school are not credible accommodations for any school. However, effective practices to reduce the chance of exposure to allergens may include, but is not limited to:

- designating a separate table in the lunch room for students with the allergy;
- allowing the allergic student to eat at his/her own desk, keeping the same desk year round to reduce possible contamination if there is no common lunchroom in the school;
- limit/prohibit food in classrooms;
- remove food as a reward in classrooms or for celebrations;
- limit use of classrooms for after-school activities involving food;
- limit times teachers can bring food into classrooms (Note: A small amount of milk in coffee creamer might cause a reaction for a student with milk allergies.);
- the regular cleaning of tables, desks, chalkboards, computer keyboards, musical instruments, and gym equipment in the classrooms and lunchroom;
- the washing of hands before and after meals using soap and water or commercial hand wipes.

ASTHMA INHALER

Under Illinois law, students who suffer from asthma, allergies or other conditions that require the immediate use of medications shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed Medication Authorization Form. Otherwise, such medication must be stored in a locked cabinet under the control of the School and the self-administration of medication shall be under supervision of the School.

The necessary forms are available in the school office. The information and written authorization will be kept in the student's file.

Parent(s)/Guardian(s) must understand that any abuse of this statutory right by a student possessing this medication will result in appropriate disciplinary action by the school.

St. Philip Neri School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or the use of an epinephrine auto-injector by the student.

MEDICATION PROCEDURES IN SCHOOL

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school-related activities is discouraged unless necessary for the critical health and well-being of the student. Teachers, administrators and administrative staff shall not administer medication to students except as provided in these School Medication Procedures.

Procedures

1. **Administration.** No school personnel shall administer any prescription or non-prescription medicine unless the School has the student's current and complete **Medication Authorization Form** approved and signed by the School Principal.

A **Medication Authorization Form** is distributed for each student at the beginning of each school year or enrollment of a new student during the year. The **Medication Authorization Forms** are available in the school office.

The School retains the right to deny requests to administer medication to the student provided that such denial is indicated on the Medication Authorization Form. If the School denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee administer the medication in school.

2. **Self-Administration.** A student may self-administer medication at school if so ordered by his or her prescriber per the student's current and completed **Medication Authorization Form.** Students who suffer from asthma, allergies or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed **Medication Authorization Form.** Otherwise, such medication must be stored in a locked cabinet under the control of the School and made available for the student to self-administer in accordance with the student's **Medication Authorization Form**.

3. **Appropriate Containers.** It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are:

    a. **Prescription – labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) OR**

    b. **Manufacturer – labeled for non-prescription over-the-counter medication.**

4. **Storage of Medication.** Medication received by the School in accordance with a completed **Medication Authorization Form** and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal, his/her designees, and the school nurse (if applicable).

Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or at the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the School will appropriately discard the medication.

DISPENSING MEDICATIONS

Parents/guardians have the primary responsibility for the administration of medication to the children. The administration of medication to students during regular school hours and during the school related activities is discouraged unless necessary for the critical health and well-being of the student. Teachers, administrators, and administrative staff shall not administer medication to students except as provided in the Archdiocesan School Medication Procedures.

1. No medication may be administered in school unless both the student's physician and parent/guardian have completed, signed, and returned the Medication Authorization Form in its entirety. This form is available from the school office. It must be approved and signed by the School Principal. It must be updated annually.
2. The medication Authorization Form shall be placed in the student's health file. Changes in medication shall be made only upon the written order of a physician.
3. Medication must be brought to the school in a closed container appropriately labeled by the pharmacy or physician. The name of the student and the names and phone numbers of the physician and pharmacy shall be indicated on the container. The dosage and discontinuation date shall also be indicated on the container. No student may carry any medication. Medicines must be taken to the school office/nurse's office.
4. The school shall provide a locked space for safe storage of the medication which is accessible to authorized personnel only.
5. The school shall keep a written record of all administration of medication. This record shall include the following information: what medication was given, to whom it was given, when it was given (date and time), the dose given, who administered the medication, the date of initiation of drug therapy in school, any absenteeism, if any when a medication was not administered or terminated and the reason why, and the date of discontinuance. This information shall be placed in the student's health file along with the physician's order and parental request for administration of medication. No medication will be given by school personnel unless these guidelines are followed. The school retains discretion to reject requests for administration of medication subject to the requirement of the Individuals with Disabilities Education Act.

DIABETES CARE OF STUDENT

To receive assistance with diabetes management at school, the student's parent/guardian must submit a "Diabetes Care Plan" to the school. The Diabetes Care Plan is a document that specifies the diabetes-related services needed by a student at school and at school-sponsored activities. It identifies the appropriate staff to provide and supervise these activities. The parent/guardian must include the following information in the Diabetes Care Plan, including:

1. the treating health care provider's instructions concerning the student's diabetes management during the school day;
2. a copy of the signed prescription and the methods of insulin administration;
3. appropriate safeguards to ensure that syringes and lancets are disposed of properly;
4. requirements for diet, glucose testing, insulin administration, treatment for hypoglycemia, hyperglycemia, and what to do in emergency situations;
5. procedures regarding when a delegated care aide (defined below) must consult with the parent/guardian, school nurse (if available), or health care provider to confirm that an insulin dosage is appropriate; and,
6. the signature of the student's parent/guardian.

STUDENT SELF-MANAGEMENT

Students are allowed to self-manage their diabetes in the school setting if they are authorized to do so by their diabetes care plans. The diabetes care plan should specify the nature of the student's self-management and may include: allowing the student to check blood glucose levels when and wherever needed; self-administration of insulin; self-treatment of hyperglycemia or hypoglycemia; and allowing the student to possess, at all times, supplies and equipment necessary for diabetes management including syringes, food and drink. The diabetes care plan must be provided to the school upon registration and acceptance at the school.

TECHNOLOGY – ACCEPTABLE USE PROCEDURES

St. Philip Neri school provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to computers provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks in a responsible and ethical manner.

Use of the technology resources that are prohibited include, but are not limited to:

- violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information;
- attempting any unauthorized access, including hacking of any computer system;
- downloading unacceptable materials;
- re-posting personal communication without the author's prior consent;
- violating copyright law;

- using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes;
- downloading, installing or storing software on a school computer without the approval of appropriate school personnel;
- changing or attempting to alter any configuration, program or password on any computer or system;
- using a school computer without knowledge/approval of school personnel responsible for the computer;
- using inappropriate language, pictures, and gestures in any form on the Internet;
- using the Internet for entertainment or limited self-discovery function;
- using the Internet for unauthorized purchases.

The school **is not** responsible for:

- unauthorized costs or charges that are incurred by students over the Internet;
- any damages the student may incur, including loss of data; and
- the accuracy or quality of any information obtained through any school Internet connection.

Students must follow policies regarding the use of electronic devices during regular school hours and during school-sponsored activities.

Student-owned computers, when used in school, must follow the same procedures as school-owned equipment. Student-owned computers cannot be used on school premises without the expressed consent of the principal.

TECHNOLOGY USE OUTSIDE OF SCHOOL

The school's role regarding student use of the internet outside of school should be clearly stated in the school handbook. The school has the right and responsibility to review and act upon student postings on the internet in limited situations.

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs, and threats.

The amended Juvenile Court Act (effective January 1, 2011) prohibits a minor under the age of 18 from electronically distributing or disseminating any material that depicts another minor nude or engaged in any sexual or lewd conduct.

The possession of sexually explicit images of minors on any device is prohibited regardless if any state laws are violated or not. Parents/Guardians and the police may be contacted to investigate all involved in sexting. Cell phones may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy.

Students will be disciplined for sexting and each case will be referred to local law enforcement to determine whether or not criminal charges are appropriate.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

Parents /Guardians and students must sign and acknowledge the school Acceptable Use Procedure. The parent/guardian must authorize the student to have access to the school technology resources at the beginning of each school year.

COMMUNICABLE AND INFECTIOUS DISEASES

Children with a fever of 100^0F or greater should be kept home and be fever free for 24 hours without medication before returning to school. The child can still be contagious if a fever is present.

FALCONS CODE/DISCIPLINE POLICY 2017-2018

In order to promote an atmosphere conducive to learning and to maintain a safe learning environment, students are expected to comply with behavior guidelines and will be held accountable for behavior that is not compatible with the mission and philosophy of St. Philip Neri School.

St. Philip Neri School's **Code of Acceptable Conduct** for students and expectations for adherence to the code should include the following topics:

- Adherence to dress code and personal hygiene expectations
- Appropriate language
- Attendance (daily and punctual)
- Courtesy and respect for self, adults, peers and the environment
- Expectations for completion of assignments, homework, projects, and study
- Preparation for learning (i.e., required supplies, homework)
- No Public scandal involving students
- Respect for school property and the property of others
- Appropriate use of social media and technology in and outside of school
- No Weapons, drugs, harmful materials and illegal substances usage

Inappropriate behavior on the part of the student may occur and may call for a corrective response by the teacher, the principal, or the supervising adult. The school administration has the obligation to immediately address any school-related issue involving a student's failure to comply with acceptable conduct expectations along with timely notification to the parents or guardian of the student.

Each student, parent/guardian, and each faculty and staff member share the responsibility of living and abiding by these directives in a supportive relationship. The school reserves the right to amend rules as needed.

Behavioral Expectations

SPN embraces the mission of personal growth for each student. The mission calls each member to create an environment which emphasizes mutual respect and trust and one which celebrates diversity. Behavioral expectations challenge each student to become a person dedicated to Gospel values which foster self-respect, as well as respect and appreciation for others.

To achieve this mission, the following guidelines and expectations for student behavior have been established. The Falcons Code of "Be Responsible, Be Respectful, Be Kind, Be Safe" will be a positive behavior intervention system used in conjunction with our Disciplinary Directives.

CHAMPS Overview

The SPN staff is excited to implement CHAMPS a proactive classroom management program. In order for our students to succeed academically and personally, we need to create a safe, orderly environment. The students will continuously and consistently be taught the Falcons Code of Be Respectful, Be Responsible, Be Safe, and Be Kind throughout their day. In turn for Positive Behavior, the students will be rewarded/acknowledged. It is our hope that you and child have a clear understanding of these expectations so that they can be successful at SPN.

This Handbook describes the different components of the CHAMPS program. We hope that after reading this information you will have a better understanding of the program and will also be able to guide your student through the Falcons Code.

We will also use ClassDojo, a communication app to connect teachers, parents and students through photos, videos, and messages. The use of this tool will allow us to work together as a team, sharing the classroom experience, and bringing big ideas in the classroom to life for families.

SPN Behavior Matrix

St. Philip Neri School has developed a Behavior Matrix which includes The Falcons Code: Be Responsible, Be Respectful, Be Kind, and Be Safe. Each code is broken down into different categories based on location in the school. An explanation of the expected behavior is listed for each designated area. The following pages will include a copy of the SPN Behavior Matrix as well as a copy of the Voice Level poster that will posted throughout school.

During the first weeks of school, students are introduced to CHAMPS and The Falcons Code. There will be an assembly and classroom discussion of the codes and students will be taught the expected behaviors for each category of the Behavior Matrix. If students are having trouble in certain areas based on feedback by staff, these codes will be retaught as needed throughout the year.

SPN Behavior
Matrix Page page 1

	Hallway	**Arrival/Dismissal**	**Classroom/Mass**

Be Respectful	Voice Level: 1 Keep hands, feet and belongings to yourself Listen and follow all adult directions Use line basics Open and close lockers gently and quietly	Voice Level: 1 Listen and follow all adult directions Keep hands, feet and belongings to yourself Use line basics	Voice Level: O when listening is expected 3 when participation expected Listen and follow all adult directions Keep hands, feet and belongings to yourself Take care of classroom furniture, equipment and materials
Be Responsible	Keep your hook/locker/area clean Go directly to your destination Have your ID and lanyard on.(bathroom, office, locker)	Be on time Bring/Take your belongings with you	Bring all supplies including books and writing materials Hand in assignments on time Do your own work Be organized
Be Kind	Use positive words and tone Keep the hallway clean Hold the door for others Use your manners Smile and greet others	Use positive words and tone Use manners Greet each other Hold the door for others	Use positive words and tone Use manners Take turns Include everyone Be patient with each other
Be Safe	Stay to the right Walk Keep hands, feet and belongings to yourself	Keep hands, feet and belongings to yourself Walk Be aware of your surroundings	Keep hands, feet and belongings to yourself Be aware of your surroundings and belongings and those of others Sit on chairs/pews properly

	Lunchroom	**Bathrooms**	**Playground**
Be Respectful	Voice Level: 2 Touch and eat only your own food Speak politely Listen and follow all adult directions Use line basics Keep hands, feet and belongings to yourself	Voice Level: 1 Respect privacy Listen and follow all adult directions	Voice Level: **4** Listen and follow all adult directions Take proper care of recess equipment Use line basics
Be Responsible	Keep your area clean Keep track of and bring your lunch Remember lunch and recess items	Flush toilets. Keep bathroom clean Be quick. Use proper amount of toilet paper and paper towels. Turn off water when finished	Dress for the weather Return equipment Line up immediately when prompted by an adult
Be Kind	Include everyone Use positive words and tone Use manners	Use positive words and tone Use manners Be patient	Include everyone Use positive words and tone Show good sportsmanship Take turns Resolve conflict peacefully Use manners
Be Safe	Ask permission to leave lunchroom Stay seated until dismissed Walk Keep hands, feet and belongings to yourself Eat at your seat	Wash hands with soap for at least 15 seconds Keep hands, feet and belongings to yourself	Use playground and gym equipment properly Stay in designated areas Be aware of your surroundings

Voice Level

4	Recess/outdoor Voices	
3	Presentation Voices	
2	Conversation Voices	
1	Soft Voice/whisper	
0	Voices off	

FALCONS Code Cards

Falcons Code Cards are used to reinforce positive behavior. They are small slips of paper with the Falcons Shield, reinforcing Be Responsible, Be Respectful, Be Kind, and Be Safe. When a student is observed displaying a positive behavior, they may be given a Falcon Code Card by a staff member. Once a student earns a Card, they put their name on the card and it is posted on the office wall. At the end of the week/month, cards will be entered in a drawing and will be able to choose from a variety of prizes. Prizes may include being first in line for lunch, a homework pass, a prize of the month (gift card, fun markers, etc.)

We expect students to display these behaviors regularly and we will make an effort to recognize positive behaviors as much as possible, either through Code Cards or verbal praise. The goal of the program is to teach students the internal rewards for doing the right thing. Code Cards will be handed out randomly and we will make every effort to make sure that the program is fair to all.

The SPN Leadership Team will be continually evaluating the CHAMPS program to make sure it is working for all of our students and making adjustments as necessary.

FALCONS CODE

Be Responsible, Be Respectful, Be Kind, Be Safe

School Incentive

Students will earn a school wide incentive when they have met a predetermined school goal. Goals could include improving a focus behavior, filling a large cylinder with Code Cards, or having zero detentions. Incentives will take place once the goal has been achieved. School wide incentives could include an out of uniform day, a movie afternoon, or an assembly. We are looking forward to earning many incentives this school year!!

Communication Form/Action Form

Although our staff at SPN continually strive to reinforce the correct behaviors that we want our students to display, there may be times that students choose not to follow the Falcon Code. When students choose not to follow the Code, a staff member may fill out a Notification/Detention Form to document the incorrect behavior that occurred. This data is helpful to SPN Staff because it informs us of what behaviors need to be retaught and which students may need extra levels of positive behavioral support. It will also aid in keeping lines of communication between school and home open, because all Notification/Detention Forms will require a parent/guardian signature.

Parent Involvement

Parents play a big role in making CHAMPS a big success at SPN. Below is a list of suggestions of how you can help support CHAMPS:

- Remind your child of the Falcon Code on a daily basis (before leaving for school is a great time to review these):

  Be Responsible Be Respectful** Be Kind** Be Safe **

- Use the same language that is being used at school with your child. Review the Behavior Matrix and consider using a similar method at home. Also, implementing a similar reward system may be a great way to reward children for helping around the house, completing homework, or displaying positive behavior.

- Ask your student if they received a Falcon Code Card and how they earned it. Reinforce the positive behaviors that they are showing at school.

- If you are contacted because your child has not followed the expected behavior at school, please review communication that was sent home and review the expectations of the Falcon Code.

CLASS DOJO

St. Philip Neri School uses Class Dojo, a classroom communication application to support a positive learning culture, encourage and monitor skills and classroom values, and keep parents in the loop. Parents are encouraged to download the ClassDojo app onto their phone or tablet to receive feedback from teachers, and view pictures, videos and classroom updates.

DISCIPLINE/CODE OF CONDUCT

Conduct which is detrimental to or negatively affects the mission and reputation of the Catholic school, regardless if the unacceptable conduct takes place during school hours or outside of school and off school property, may result in disciplinary measures. In all cases, respect and kindness must be tempered with justice and fairness.

ACCEPTABLE CORRECTIVE MEASURES:

- Personal interview with student
- Conference with parent/guardian
- Consultation with principal
- Loss of minor privileges
- Detention before or after school with communication and cooperation from the parent/guardian
- Written statement of expected behavior
- Suspension
- Probation for a period of time

UNACCEPTABLE CORRECTIVE MEASURES:

- Corporal punishment or punitive touching
- Religious practices as punishment (writing prayers or kneeling)
- Meaningless writing practices as punishment (writing spelling words 25 times; copying 5 pages from book)
- Fines of money
- Isolation to an unsupervised area
- Releasing a student during school hours without prior permission of the principal and/or without consultation with parents/guardians
- Alteration of academic grades for misconduct *(Smith v. School City of Hobart,* 811 {Supp.391} (N.D.Ind. 1993)*)*
- Group punishment for the actions of one or more students
- Behavior contracts
- Holding a student after school without parent/guardian knowledge

When appropriate, the principal may impose other disciplinary measures, such as probation, suspension and expulsion. The expulsion of a student is a serious matter and is preceded by suspension until all facts are reviewed. Communication and documentation with parents/guardians are essential to the process.

A diploma may not be denied as a disciplinary measure for a student who has completed the requirements for graduation from elementary or secondary school. However, a student may be denied the privilege of participation in the formal graduation ceremony as determined by the principal, pastor and School Board for criminal or egregious actions contrary to the mission of the school and church community.

DETENTION

Inappropriate behavior or language, and any other infraction, may result in a detention. | Any staff member may issue a detention.

Detention is a time period that is served after school. Ordinarily, Tuesday, or Wednesday is the school day set aside for detention. If this conflicts with the school calendar, an alternate day will be announced. All detentions must be served on the day assigned.

A **45-minute** detention may be issued for the following behaviors or other behaviors as determined by the faculty or administration. Detention is held on Tuesday or Wednesday from 3:00 to 3:45 P.M.

- Disrupting class, Mass, or assembly
- Failure to return Parent Notification Form
- Out of uniform (3 times)
- Gum chewing
- Inappropriate displays of affection
- Cellphone / electronic device use (1st offense)

A **90-minute** detention is served after school on Tuesday or Wednesday from 3 P.M. to 4:30 P.M. A 90minute detention is issued for behaviors which seriously violate policies and procedures.

90-minute detentions may be issued in conjunction with other behavioral consequences such as suspensions. Behaviors that may warrant a 90-minute detention include those listed below or any other behavior as determined by administration:

- Cellphone / electronic device use (2nd offense)
- Cheating/plagiarism/forgery
- Defacing school property
- Disrespect
- Verbal or physical altercation
- Harassment/Bullying
- Tattoos/piercings
- Missing detention
- Profanity
- Threats
- Tardy to school (3 times)
- Truancy from school
- Inappropriate use or misuse of internet/computer
- Theft
- Using inappropriate language

Saturday Detention – Students in grades 5-8 may incur a Saturday detention for repeated disciplinary infractions. The detention will be held on Saturday from 9:00 A.M. to Noon. The students will do light maintenance duty under the supervision of Ms. Formica or Mr. Jorge.

PROBATION POLICY/CONTRACT

The behavioral probation of a student is a result of a violation of policies of procedures and will be utilized whenever appropriate. During probation a student must demonstrate a willingness to be a positive participant in the SPN School community. An individual contract agreement is signed by the student, parent/guardian and administration. The main purpose of the contract is preventative rather than punitive.

Ordinarily, when a student is suspended, truant or otherwise in serious violation of school rules, he/she is put on probation. Probation may also result when a student accumulated repeated detentions or fails to serve detentions.

SUSPENSION/EXPULSION

The following actions are considered very serious violations and will be treated accordingly:

- Defiance to school personnel
- Smoking/possession of cigarettes, matches or lighters
- Drug/alcohol possession/use/selling/passing
- Fighting
- Gang affiliation/activity
- Bullying
- Theft
- Threats
- Truancy
- Destruction of school property
- Violation of probation
- Weapon possession, including chemical sprays

The student may not receive credit for any school work during a suspension. Should expulsion be considered, these four steps will be followed:

1. The student will be suspended while the situation is investigated.
2. The parents of the suspended student will be requested to attend a conference with the school administration in the hope that a solution to the problem can be found which will forestall the necessity of expulsion.
3. The school administration will make the final decision as to whether the child will be expelled and they will communicate the decision to the parents. This decision will also be put in writing.
4. Should expulsion be the final outcome, the school will assist the parents in making contacts for further education of the student.

PLAYGROUND BEHAVIOR

No student should be on the playground before **8:30 A.M. The playground will not be supervised before that time.**

1. Playground Supervisors/Volunteers have full authority to enforce SPN discipline code.

2. Food, gum and beverages are not permitted on playground.
3. Snowball throwing is not permitted.

ACADEMIC INTEGRITY

The St. Philip Neri Code of Conduct states: "Honesty and integrity are at the very heart of God's people. Stealing, lying, destroying property or cheating in any form affects us all, and will not be tolerated."

Any student involved in incidences of academic dishonesty will be dealt with accordingly to the discipline policy.

LIBRARY RULES

No food is to be brought into the Library during the school day.

Preschool: one book may be checked out for one week.
Kindergarten: one book may be checked out for one week.

Grades 1-8: two books may be checked out for one week.

Reference Materials: their use is encouraged in the library.
Checking Out Materials: all materials are to be checked out electronically by the Library Assistants. A student may renew a book once.
Overdue Materials: before students may check out new materials they must return all overdue materials.
Long Overdue Materials: we practice the courtesy of not charging overdue late fines. We ask students and parents to be sure that library materials are returned. The school has the privilege to hold back any report cards and finally a graduation diploma if there are outstanding library items. A charge will be made for any lost or damaged materials.

COMPUTER AND INTERNET USAGE

Recognizing that access to school computers and the network, as well as the usage of Internet is a privilege and not a right, and understanding the students are granted this privilege to take advantage of modern tools to help them learn, retrieve information, and produce work more efficiently, we stress the following points:

The computer network and Internet access policies are outlined in the SPN Acceptable Use Policy & Computer Network/Internet Contract (included in the registration packet). The Computer Network/Internet Contract must be signed and returned at registration. Students will not be permitted to use the computers, the Network or the Internet without a signed and dated Computer Network/Internet Contract on file in the school office. The Acceptable Use Policy for SPN's computers, network and Internet access should be kept with the SPN parent handbook for reference. Any infraction of the stated rules will result in disciplinary action, and loss of stated privileges. Parents must give permission for their student to have access to the Internet. If the Internet permission is not granted, your student will still have the opportunity to work with educational software and observe teacher led Internet instruction. Student websites referencing the name of St. Philip Neri School or any members of the St. Philip Neri community are subject to the demands of good journalism and Christian values. Any derogatory comments, personal

attacks, rude or inflammatory language or postings on the Internet will result in disciplinary consequences (i.e., including, but not limited to, Facebook, Twitter, Snapchat, etc.).

BULLY/HARRASMENT POLICIES AND PROCEDURES

As Catholic school educators, we respect the dignity of each person created in the image of God. From this reverence for the individual, we are committed to shaping Catholic school communities of faith and kindness, communities in which all students are welcomed and in which bullying or harassment is not tolerated.

Bullying acts may be:

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, pinching, and excessive tickling, theft, destruction of property;

- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person, through **any** form of electronic communication or social media, the Internet or written communication;

- **Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;

- **Sexual** which **includes**, but is not limited to many of the emotional acts or conduct described above (in person or through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, gestures, sexting, sexual harassment and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying during any school-sponsored program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or sanctioned events and activities or through the transmission of information from school, home, or public computer network, or other similar electronic school, home, or public equipment.

All allegations and incidents of bullying are taken seriously; the complainant (student, parent, guardian, teacher, staff, bystander, relative or other) should report the bullying incident to a teacher, staff person, or principal. The complainant may also request the ***Bullying/Harassment School Incident Reporting Form A*** from the school office which should be completed within one day of the incident and returned to the principal. A copy of the report should be kept by the complainant. School personnel who witness or receive a bullying complaint are required to complete **Form A** within a day and give the form directly to the principal, keeping a copy for her/his personal records.

1. **INTERVENTION: The inappropriate/unacceptable conduct should be stopped immediately.**
2. **INVESTIGATION: The complaint will be investigated promptly, thoroughly, and impartially. In cases in which the severity of the incident may imply a criminal act, the matter will be turned over to the local police department and the parents/guardians will be notified.**
3. **DETERMINATION: Parents/Guardians will be informed of the findings (Allegation Substantiated OR Allegation Unsubstantiated) when the investigation is complete.**
4. **RESPONSE: Disciplinary or restorative action for bullying/harassment and/or violation of the School Code of Conduct may be taken which is not limited to an action plan, probation, suspension, and/or expulsion from the school.**

ATTACKS ON SCHOOL PERSONNEL

Upon receipt of a written complaint from any school personnel, the appropriate school administrator for a private school, shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. The school administrator also must notify the Illinois State Police (ISP) within 3 days of each incident through the School Incident Reporting System (SIRS).

SEXUAL HARASSMENT

Sexual harassment by one employee to another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, termination, or expulsion.

GANG ACTIVITY

Gang related activities have no place in the Catholic School which is fostering a gospel-based spirit. The following activities/behaviors shall constitute violations and are subject to disciplinary action:

- Any conduct on or off school premises that may be gang related; including gang symbols.
- Any conduct that may be gang-related during school sponsored events or activities.
- Any conduct that threatens gang relation.
- Students wearing clothing/symbols that may be, in the manner displayed, gang-related. This includes, but if not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing.
- The display of signs/symbols on paper, notebooks, textbooks or other possessions, and/or concealing of a weapon.
- The use, possession, and/or concealing of a weapon.

The principal has the responsibility and authority to gather data on such violations and the totality of circumstances and may confiscate any such materials. Such violations may result in probation, suspension, and/or expulsion.

DRUG POLICY

Students who sell/distribute or in any way serve as the source of alcohol or any illegal drugs to others on school property or at school sponsored events are automatically expelled. Any student who is found on school property or at a school sponsored function with alcohol, any illegal drugs or drug paraphernalia in his/her possession or property is subject to the following:

a) Immediate suspension followed by an investigation.
b) Conference with principal, parent/guardian, child, pastor, counselor or other appropriate persons as determined by the principal. Appropriate confidentiality shall be maintained.
c) If the violation is founded, professional evaluation and if necessary, treatment shall be provided by parent/guardian. When pastoral and rehabilitative measures have been exhausted with no success, the principal may choose continued suspension and/or expulsion. In extreme or special cases expulsion may be considered at an earlier time in the process.
d) Police notification shall be made at the appropriate time, as directed by law.
e) Mitigating circumstances warrant difference in procedures, i.e., first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, initial success of rehabilitative measures.
f) St. Philip Neri School reserves the right to request school-approved testing of illegal substances, with or without cause.

WEAPONS

- School authorities are allowed to inspect and search places such as lockers, desks, parking lots and other school property, as well as personal effects left in those areas by students without notice to or consent of students and without search warrants.
- The definition of weapons for which students can be expelled includes knives, shotguns, brass knuckles, billy clubs, look-a-likes, or any other item (such as bats, pipes, sticks, etc.) if used to cause bodily harm.
- Students shall not carry, possess, or use weapons in school or on school premises nor shall the discussion on the use of weapons be allowed.
- School officials shall report weapon violations to the local police.

CELL PHONES

Cell phones brought to school are at the parent's risk. SPN School will not assume any responsibility for lost, stolen or damaged cell phones. Phones must be turned off at all times during the school day. Telephones will be collected by classroom teachers at the beginning of the school day and returned to students at the end of the school day. No electronic devices (including telephones) are to be used in extended day without permission from extended day staff. Phones may be turned on ONLY when the student leaves the school building at dismissal. Students who violate any part of this policy will have their cell phones confiscated. Confiscated phones must be picked up by a parent. A $25.00 fine will be assessed after the second offense. Texting and taking photos during school hours is strictly prohibited.

ELECTRONIC DEVICES

Students are not allowed to use electronic devices such as: radio controlled toys, radios, iPods, MP3 players, electronic handheld games, or laser pointers. If any of these items are confiscated, these articles will become property of the school. All telephones are to be turned off during the school day.

SEARCH OF PROPERTY

School personnel are charged with protecting the health and safety of all students. Fulfillment of these duties may conflict with a student's right to and need for privacy. The interest of individual students in securing personal privacy must be balanced against the interest of society in protecting students against disruptive or illegal conduct. While lockers, desks, and other storage areas are provided to students by the school, the school retains control to access to all lockers, desks, and other storage areas. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with the law and school rules. School personnel may conduct inspections of these areas at any time, with or without the student present, in order to fulfill their responsibility of maintaining proper safety, control, and management of the school.

All property of the school, including students' desks and lockers, as well as their contents may be searched or inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures as well as any containers, book bags, purses or articles of clothing that are left unattended on school property.

SEARCHES OF STUDENT'S PERSON AND PERSONAL PROPERTY

The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

REPORTING CHILD ABUSE

The "Illinois Child Abuse and Neglect Reporting Act" mandates that school personnel promptly report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect. This includes professionals such as teachers who are responsible for the care of the child.

Illinois law requires school professionals to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof of convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

Types of child abuse include physical abuse (such as corporal punishment), sexual abuse (such as inappropriate touching) or psychological abuse (such as name calling or intimidation) or other emotional inappropriateness. School personnel shall follow Archdiocesan procedures, which

have been developed in accord with Illinois law. The school administrator shall maintain confidentiality for the benefit of all those involved.

CAFETERIA

The SPN School Cafeteria operates Monday through Friday.

The cafeteria serves healthy food. All students will eat their lunch in the cafeteria. Good manners and respect for others are expected. Please review the following cafeteria rules with your child:

1. Seat no more than 10 people at one table.
2. Grades 1-8 sweep around your table and wipe if off
3. All food is to be consumed in the cafeteria. No food is allowed in the classroom or on the playground.
4. Walk. Don't run.
5. Be polite and friendly to ALL (cooks, volunteers, custodians, peers, etc.).
6. Stay seated – except when disposing of your garbage.
7. All trash belongs in garbage bins – NOT on the tables, chairs, or floor.
8. When bell rings, push your chair in and stand quietly.
9. To exit the cafeteria, walk north through the hall, proceeding to the east door (or gym during inclement weather).
10. Food is one of God's blessings. Encourage your child not to waste it.
11. Speak quietly. Do not shout. Report emergencies quickly.

PARTY / BIRTHDAYS

Party invitations may not be passed out at school or on the playground, before or after school. Invitations must be mailed. Lunch room parties for a "select few" are not permitted. Balloon/flower bouquets are not allowed. No edible birthday treats are permitted either in class or in the cafeteria.

FIELD TRIPS

Field trips provide a valuable educational experience for students. Without the help of volunteer chaperones, many field trips would not be possible. Our school community is grateful for giving of your time and support to these important activities and learning experiences for our students.

To assure that school-sponsored field trips are safe and rewarding experiences for all participants, these guidelines have been prepared to provide information about volunteering as a field trip chaperone.

Becoming a Volunteer Field Trip Chaperone

Chaperones must be at least 18 years of age and must complete the Archdiocese of Chicago Office of Catholic School Requirements for School Volunteers before the first event/activity is scheduled. Chaperones must be approved by the principal/administrator of the school for each school field trip and completed the following requirements.

1. Complete the Archdiocese of Chicago application for Employment or Volunteer Service.

2. **Complete an online Criminal Background Check (eApps).** All volunteers who work with children must complete an online background check. **No one may volunteer unless the criminal background check has been completed and approved.** Volunteers are required to complete the **eAppsDB** form online.
3. **Attend Virtus/Protecting God's Children for Adults™** All volunteers over 18 must pre-register online to attend this one time, 3 hours training before the first chaperone event or activity is scheduled.
4. **Code of Conduct:** All volunteers who work with children must read, sign and date the **Code of Conduct Personnel Acknowledgement form.**
5. **Child Abuse and Neglect Tracking System (CANTS):** All volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System (**CANTS) paper form annually.**

Guidelines for Volunteer Chaperones
Prior to the field trip, the lead teacher will provide you with information regarding the trip, expectations for supervising students, and emergency procedures. The following general guidelines will help you perform your duties as a chaperone.

1. School rules apply on school-sponsored events. Chaperones are expected to comply with school policies, follow the directions given by the school's lead teacher, work cooperatively with other staff and volunteers, and model appropriate behaviors for students. Chaperones are responsible for student behavior, but it is the responsibility of the teacher to discipline a student.

2. Chaperones will be assigned to a specific position and group of students on a school trip or activity. Due to the need for close supervision of participating students, no other children (infants, non-school siblings, visitors, relatives or friends) will be permitted on the field trips. The focus of the chaperone must be on active supervision of her/his group of students at all times. As a chaperone, you will focus on and be responsible for a small group of students, helping them learn and making sure they behave appropriately at all times. *"If you can't see the student, you are not supervising!"*

for your group regularly and before moving to new activities. ***Count, count, count throughout the day!***

3. Be sure you know when and where to meet the rest of the school group at the end of the day. Be readily available, be mindful of safety concerns and respond to student needs. Follow the directions of the lead
teacher. Do not use your cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.

4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Do not permit students to get involved in any extra activities not pre-approved by administrators and parents, such as purchasing anything for students without the teacher's permission.

5. Eating and drinking are not permitted outside of designated areas and predetermined times.

6. For the protection of both, the student and the chaperone should not place themselves in situations in which they are alone with a student.

7. In order to comply with school policy, chaperones may not
   - use, sell, provide, possess or be under the influence of drugs or alcohol.
   - use tobacco or tobacco products in the presence of, or within the sight of, students.
   - possess any weapon or firearm.
   - administer any medication, prescription or nonprescription, to students.

8. Questions regarding these guidelines should be directed to the principal or the teacher.

In the event of an emergency, seek assistance from local authorities, contact the school principal,and contact the student's Parents/Guardians. Keep a factual written description and timeline of actions and events.

The use of personal vehicles should be avoided. If parents, guardians or other adults transport their own children, or other children in the school to a field trip, athletic event or co-curricular activity, and they are using their own vehicle or a vehicle that is not owned by the school of the Archdiocese of Chicago, they are doing so on their own and not as an agent of the school.

The principal reserves the right to exclude a student from participating in a field trip. If the parent/guardian chooses not to allow a student to participate in the field trip, alternate plans for the day will be approved by the principal.

SCHOOL UNIFORM

St. Philip Neri School adheres to a uniform policy to create an atmosphere of respect, self-discipline and to foster a sense of community. In addition, wearing the school uniform provides fewer distractions and reduces outside influences.

The St. Philip Neri School and PE uniform must be purchased from:

Schoolbelles (School Code: S0661)
7763 S. Harlem Ave.
Bridgeview, IL 60455 (708) 598-8008

Dress Uniform: Students should be in full uniform on the first day of school.

Dress Uniform Grades K-3

Girls uniform includes:

Dark blue uniform shorts or slacks with a dark belt

Blue plaid jumper (grades 1-2 only)
White peter pan blouse
While polo shirt
Blue cardigan sweater or Blue fleece
Plain white, or navy-blue socks/tights/anklets

Boys uniform includes:

Dark blue uniform shorts or slacks with a dark belt
Blue oxford cloth shirt tucked into pants
Blue polo shirt tucked into pants
Blue uniform sweater vest or blue fleece
Black, navy, or plain white socks

Dress Uniform Grades 4 -8

Girls uniform includes:

Dark blue uniform shorts or slacks with a dark belt
White oxford blouse, tucked in
White polo shirt
Blue uniform cardigan sweater or Blue fleece

Plain white, navy socks/tights/anklets

Boys uniform includes:

Dark blue uniform shorts or slacks with a dark belt
Blue oxford shirt, tucked in
Blue polo shirt

Blue uniform sweater vest or Blue fleece
Black, navy or plain white socks

Shoes for all grades: All white or all black athletic shoes must be worn. This includes all logos, lines, swooshes, and other signs. Velcro shoes may be worn. Laced shoes must have matching black or white laces that are tied. No dress shoes, sandals, slippers, backless shoes, or athletic cleats are allowed. Boots may be worn to school on inclement weather days but they may not be worn to class.

The SPN dress uniform includes only the items listed above

All jumpers and shorts should be no shorter than three inches above the top of the knee. It is suggested that all items of clothing should be labeled with a permanent marker.

PE Uniform (to be worn only on PE days)

The SPN gym uniform for grades K – 5 includes:

White SPN Gym T-shirt only
Green SPN Gym Shorts with SPN logo, or
SPN sweatpants with SPN logo
SPN Sweatshirt with the SPN logo (optional, over SPN PE t-shirt)
Blue fleece jacket with SPN logo (optional, over SPN PE t-shirt)

The SPN gym uniform for grades 6 – 8 includes;
White SPN Tee Shirt SPN logo
SPN Sweatpants or green SPN PE shorts with logo
SPN Blue fleece jacket with SPN logo (optional, over gym SPN polo shirt)

SPECIAL NOTES FOR BOTH BOYS AND GIRLS

Caps/hats: Caps or hats are NOT part of the uniform and are not to be worn while school is in session. No head covering of any kind may be worn by either boys or girls. **Socks:** Socks must be worn by both boys and girls

Hair: Boys- Hair must be neat and clean; it must not hang below the top of the shirt collar in the back, the bottom of the ear, or over the eyes. Distracting hairstyles or colors, (Shaved sides, buzzes, mohawks, wedges, tails, etchings, or cut designs, etc.) are not permissible. Facial hair is not permitted. Girls- Hair must be neat and clean; it must not hang in the student's face. Distracting hairstyles, or colors, are not permissible. Administration decides what is permissible.

Hair Ornaments/Headbands: Plain hair clips/barrettes or solid color 1-2" wide headbands, free of embellishments are allowed.

Makeup: Makeup of any kinds is not permissible. No perfume is allowed.

Jewelry: For safety, hoops, loops, or dangling earrings may not be worn. Boys' earrings are NOT acceptable in a school setting.

Tattoos: No tattoos (temporary or permanent) or body piercings (pierced ears in girls is the exception) are acceptable in the elementary academic environment.

Jackets: Jackets or non-SPN sweatshirts or hooded SPN sweatshirts may not be worn over the school uniform during school hours.

Purses: SPN School is not responsible for lost or stolen purses, or the contents. Purses must remain in locker during the school day.

JEANS DAY POLICY

Students will be allowed to wear jeans only (no skirts, jeggings or jumpers) when notified by administration. The only shorts allowed are uniform shorts. Jeans must be navy blue, neat and clean. Pants that are ripped, tight, or oversized are not permitted. Jeans must be worn at the waist. Only SPN shirts (gym, sports, or team jerseys and sweat shirts) will be allowed on Jeans Day. Please discuss these guidelines with your children so that all may enjoy this day! The uniform shoe policy applies.

SPECIAL OUT OF UNIFORM DAYS

During the school year there are special days when students are not required to wear their uniform (picture day, 8th grade graduation functions, etc.). Students may dress up for those days. Several items of clothing are never permissible: spaghetti straps or tank tops, strapless or halter dresses, low cut tops or dresses, spandex pants, athletic breakaway pants, tight clothing, oversized clothing, bare midriffs, offensive wording, patterns or pictures.

PARKING PROCEDURES – MAIN SCHOOL BUILDING

There are many areas of concern for safety in the SPN parking area at the time of drop-off and pick-up of the students. Your safety and the students' safety is our concern! Please share this information with anyone picking up your child(ren). Please refrain from bringing pets in the parking lot or into the school.

Both Mornings and Afternoons:

1. Children should not be left alone in a running car.
2. Please be considerate and aware of both other drivers and pedestrians trying to safely enter and exit the parish/school grounds.

Mornings

1. Students are not to arrive before 7:15 am. Extended day care is available for those families who need to drop off their child(ren) earlier.
2. Students are to be dropped-off in front of the school.

Afternoons

1. *Children are not to play games, throw balls, or be running around in any outside area after school.* Please be considerate and watch for others.
2. *When called in by school personnel, all students must come into the building. Supervision of students outside ends 15 minutes after dismissal. Students without rides may be picked up from extended day care in the cafeteria.*

Thank you for your cooperation and consideration.

SPN ATHLETICS

SPN offers a variety of athletic activities for boys and girls beginning in 4th grade. Uniforms are provided for all sports through athletic fees, and a participation trophy is given at the end of the season.

The Sports Program is self-supporting based of fees but fundraisers may be held to meet the expenses of special equipment purchases. In cooperation with the school, junior high students (grades 6-7-8) are expected to be in good academic standing. Probations and suspensions will be enforced according to school guidelines.

GIRLS BASKETBALL

Grades 4-5-6-7-8. Each grade level has its own team. Practices are held 1-2 times per week and games are played 1-2 times per week. The season begins about August 15 and lasts through October, with the possibility of play into mid-November if the team makes the playoffs.

BOYS BASKETBALL

Grades 4-5-6-7-8. Each grade level has its own team. Practices are held 1-2 times a week and games are played 1-2 times per week.

BASKETBALL CHEERLEADING

Grades 4-5-6-7-8. Each level may have its own squad to cheer on their basketball team. Practice is held once a week with games 1-2 times per week.

GIRLS VOLLEYBALL

Grades 4-5-6-7-8. Each grade level has its own team. Practices are held 1-2 times per week and games are played once a week. The season beings around November 15th and lasts until about April 15th.

BOYS/GIRLS SOCCER

Grades 5-6-7-8. At this time, there is a JV and Varsity team each for boys and girls. Number of participants will determine if there are one or two teams. Practice begins in March.

Coaches must know if any of their players have certain health problems that could affect their sport participation or medical treatment. Each athlete's parent must complete a Health History Form to document various health related issues. An Emergency Contact information Card must be on hand at all times in case of an emergency. In addition, a preseason physical, which is a thorough exam performed by a physician, is required of all atheletes prior the participation. Athletic Directors, Coaches, and principals must ensure receipt of the Health History Form, Emergency Contact Information Card, and Preseason Physical prior to a student athlete's participation in the school program.

Only students enrolled in the school may participate in school-sponsored athletic programs.

GENERAL SUGGESTIONS TO PARENTS

- Encourage your child to come home immediately after school is dismissed.
- Please do not phone your child during school hours. Call the school office in case of emergency.
- Place names on all articles with a permanent marker, including clothing. The school has a lost and found table in the cafeteria.

  Please feel free to investigate if your child has lost a belonging.
- Instruct your child to never converse with a stranger, never to accept a gift from a stranger, and never get into a car with a stranger.
- Your child needs plenty of sleep each night to do good school work.
- If there is something that you want to know about the school, if something has happened at school that worries you or your child, if there is a misunderstanding, or if you need more information for any reason, contact your child's teacher.

- Parents are welcomed at school. It is highly desirable that you attend the various school events/meetings to actively participate in your child's education.
- You will also want to know your child's teacher. If you wish to confer with a teacher, please contact the teacher (email or written notes) to make an appointment before or after school.

AMENDMENTS TO THE HANDBOOK

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

St. Philip Neri School
2110 East 72nd Street
Chicago IL 60649
(773) 288-1138
Fax: (773) 288-8252

To: Parents, Teachers and all other School Employees
From: C. Gregory Veith, Archdiocese of Chicago, Department of Finance/Facilities and Construction
Re: Notification Letter Concerning Asbestos Content and Management for Your School

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected and identify any asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire-retardant capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damaged.

Your school has been inspected and some asbestos containing materials were identified in your building. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students.

Your school's Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program.

A copy of the inspection report and the management plan is on file at your local school office for review if you so desire.

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I acknowledge that I have received a copy of the St. Philip Neri School Student Parent Handbook. I understand that it contains important information on policies and procedures. I realize this handbook is not intended to convey every situation which may arise, but is simply a general guide to refer to.

I understand that it is my responsibility to familiarize myself with the information and that I agree with the policies and rules of the school.

I further understand and acknowledge that St. Philip Neri School may change, add or delete any policies pr provisions in this handbook as it sees fit in its sole judgment and discretion.

I acknowledge and understand that this Student-Parent Handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

Student's Name:_____ Class: _____ Date: _____

Parent's Printed Name: _____ Date: _____

Parent's Signature: _____ Date: _____

*****TUITION PAYMENTS ARE DUE ON THE 1ST OF EACH MONTH BEGINNING AUGUST 1, 2017. $30.00 LATE FEE WILL BE APPLIED FOR PAYMENTS RECEIVED AFTER THE 10TH OF THE MONTH. STUDENTS ARE SUBJECT TO EXCLUSION ON THE th and 15th OF EACH MONTH*****

Monday, August 21st	First full day of school 7:30 am **STUDENTS MUST WEAR UNIFORM – Hot Lunch Begins**
Saturday, August 26th	9:00 am – Parent Orientation and Curriculum Day
September 4th	Labor Day – No School
September 16th	Virtus Training (St. Philip Neri Lunch Room 9:00 – Noon)
September 17th	FAMILY MASS – ST. PHILIP NERI CHURCH – 10:00 am
September 21st	Progress Report – Parent Conferences 1:30 pm – 3:00 pm – Gym
September 22nd	NO SCHOOL – STAFF DEVELOPMENT
September 30th	Fall Pictures – Preschool – 8th Grade
October 15th	FAMILY MASS – ST. PHILIP NERI CHURCH – 10:00 am
October 25th	Report Card Pick-up – Parent Conferences 1:30 pm – 3:00 pm Gym
November 3rd	NO SCHOOL – STAFF DEVELOPMENT
November 4th	High School Presentation Program
November 19th	FAMILY MASS – ST. PHILIP NERI CHURCH – 10:00 am
November 23rd – 24th	NO SCHOOL – THANKSGIVING
November 30th	Progress Report – Parent Conferences 1:30 pm - 3:00 pm Gym
December 15th	Christmas Play - Gym
December 15th – January 2nd	NO SCHOOL – WINTER BREAK
January 3rd	CLASS Resumes
January 12th	NO SCHOOL – STAFF DEVELOPMENT
January 19th	Report Card
January 21ST	FAMILY MASS – ST. PHILIP NERI CHURCH – 10:00 am
January 15th	NO SCHOOL – Martin Luther King Birthday

January 20th	Kindergarten and 8th Grade Graduation Pictures
January 23rd	Story Bus (Pre-K – 2nd Grade)
January 28 – February 3rd	Catholic Schools Week
February 3rd	Pastor Recognition Day
February 9th	NO SCHOOL – STAFF DEVELOPMENT
February 14TH	Ash Wednesday
February 18th	FAMILY MASS – ST. PHILIP NERI CHURCH – 10:00 am
February 22nd	Progress Report
March 18th	FAMILY MASS – ST. PHILIP NERI CHURCH – 10:00 am
March 19th – 23st	NO SCHOOL – SPRING BREAK
March 28th	Passion of Christ
March 30th	NO SCHOOL – Good Friday
April 4th	Report Card – Parent Teacher Conferences by Appointment 3:15 pm – 6:00 pm in Classrooms
April 13th	NO SCHOOL – STAFF DEVELOPMENT
April 15th	FAMILY MASS – ST. PHILIP NERI CHURCH – 10:00 am
April 16th – 20th	ACT Aspire Testing (3rd – 8th Grades)
May 4th	Progress Report
May 18th	5th – 8th Grade Springfield, Illinois Trip
May 20th	FAMILY MASS – ST. PHILIP NERI CHURCH – 10:00 am
May 23rd	8th Grade Ribbon Ceremony & Luncheon 9:00 am
May 25th – 28TH	NO SCHOOL – MEMORIAL DAY HOLIDAY
May 30th	Pre-K Stepping Up Ceremony
June 7th	Kindergarten Graduation
June 8th	Report Card - Last Day of School Dismissal 1:30 pm

June 9th 8th Grade Graduation

REPORT CARDS WILL BE MAILED HOME IF PARENT DOESN'T ATTEND CONFERENCE

CALENDAR DATES ARE SUBJECT TO CHANGES