



Saint Philip Neri  
CATHOLIC SCHOOL

# Student Handbook

2025-2026

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# INTRODUCTORY STATEMENTS AND POLICIES

## PURPOSE OF THE HANDBOOK

The purpose of this handbook is to outline the basic directions necessary to ensure good organization and order within the Saint Philip Neri School community. It is the sincere desire of each member of our faculty to work with parents\* toward accomplishing the important task of forming students into mature, responsible Catholics.

*\* Any reference in this handbook to parent implies parent(s) or legal guardian(s)*

## MISSION AND GOALS OF ARCHDIOCESAN CATHOLIC SCHOOLS

The mission of the Catholic schools in the Archdiocese of Omaha, Nebraska, in cooperation with the parents, is an extension of the four-fold educational mission of the Catholic Church:

- To proclaim the message of faith and morals
- To foster community
- To encourage worship and prayer
- To motivate to serve others

Each school is to educate students to become academically proficient and responsible, community-minded adults who will be active and loyal members of their Church and the country.

## SPN STATEMENT OF MISSION AND PHILOSOPHY

The mission of Saint Philip Neri School is to build the body of Christ by promoting academic, social, and spiritual growth in a challenging educational environment.

### Spiritually

- To provide an atmosphere wherein the child can grow in his relationship with Christ and with others
- To provide a religious program that will instruct the students in Catholic teachings and traditions

### Intellectually

- To develop a program within each grade level that will meet the academic, creative and personal needs of each individual
- To create an atmosphere of learning wherein the child can develop and achieve his/her potential

### Socially

- To extend our Catholic charity to include all persons by treating them with courtesy and kindness .
- To work toward helping each child recognize his/her own self-worth and to foster within him/her a healthy self-image

### Physically

- To provide a program emphasizing basic skills, fair play, and critical thinking for the physical and social development of each child

## Vision Statement

We believe Catholic education should be rooted in faith, focused on excellence, and supported by a caring community while also providing the best value to our families.

## Catholic Education Core Values

- Incorporating Faith in the Classroom.



- Balancing Challenging Courses with a Nurturing Environment.
- Collaborating with Families.
- Holding Each other to a Higher Standard.
- Looking Ahead.

### **Belief Statements**

- Education is a right of all children.
- Parents have the primary responsibility to initiate and follow through in the education of their children.
- Saint Philip Neri offers a Catholic education to all children.
- Saint Philip Neri's community of parents and faculty will communicate and model the Christian faith.
- Students must assume responsibility for their own learning.

### **ACHIEVEMENT GOALS**

All graduates of Saint Philip Neri demonstrate:

- Internalization of religious faith and sacrament participation
- Mastery of core disciplines and appreciation of fine arts
- Continual practice of critical thinking skills in problem solving
- Appropriate verbal and non-verbal communication skills
- Effective social interaction skills
- Habits and attitudes essential to:
  - Good physical and mental health
  - Responsible family life
  - Responsible stewardship
  - Love of learning
  - Active citizenship

### **NON-DISCRIMINATION POLICY**

Saint Philip Neri School will not discriminate on the basis of sex, race, age, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarships, and athletic and other school-administered programs. In addition, these same prohibitions apply to students with disabilities if, with reasonable accommodation, the student can satisfy the school's program requirements.

### **CUMULATIVE FOLDER**

A file is kept for each student attending Saint Philip Neri School, including academic transcripts, attendance records, records of educational or related testing, emergency information, and required health information. The records will be forwarded to another school when the student graduates or transfers. Files may be viewed by parents and teachers but may not leave the office. Saint Philip Neri School adheres to the provisions detailed in the Buckley Amendment, also called the Family Education Rights and Privacy Act (FERPA). This law provides both for the student's privacy and for the rights of parents to view their child's records in a timely fashion. All requests to review records

should be made in writing at least 48 hours in advance of the review. Parents and non-custodial parents have the right to see the educational records of their child. Upon request, parents may view the records in the presence of the Principal or an individual designated by the Principal. Parents have the right to request removal of material, and if such request is denied, to add their own written statements in the record.

## **DIRECTORY**

The Principal is the only school official who can authorize the release of directory information to outside parties. Student and parent names, addresses and phone numbers are printed in the student directory, which is distributed to all school families. Parents who do not wish their directory information published must notify the Principal in writing prior to the beginning of the school year.

## **MEDIA ACCESS TO STUDENTS**

Media representatives will be allowed to interview students at school only with the written permission of the parents. Pictures and video of students can be used only if written parental permission is obtained.

## **PHOTOGRAPHS**

Photographs of students may appear on the school website or in other publications. Parents who do not wish their child's photographs to be placed in public media must notify the Principal in writing prior to the beginning of school.

## **ASBESTOS**

Every three years this school is re-inspected to see that we comply with all federal AHERA regulations regarding asbestos. Please know that all areas containing asbestos have been treated and/or abated. A management plan is on file in the Principal's office for anyone interested in seeing it.

# **GOVERNANCE AND ORGANIZATIONS**

## **MOST REVEREND ARCHBISHOP**

The Archbishop is the ultimate authority and chief teacher of the Catholic faith in the Archdiocese. All Catholic schools/programs and their personnel are responsible to the Archbishop and his delegates in all matters concerning the Catholic faith.

## **SUPERINTENDENT OF SCHOOLS**

Saint Philip Neri School accepts the authority of the Superintendent as delegated by the Archbishop. The Superintendent is considered to be the Archbishop's designee on all matters concerning the operation and supervision of the Catholic Schools. The Superintendent oversees the Catholic Schools Office. Saint Philip Neri School will work in cooperation with the Catholic Schools Office

## **AUTHORITY OF THE PASTOR**

The Pastor of Saint Philip Neri Parish will exercise his canonical responsibilities for the school. The Pastor has the final word on matters pertaining to Saint Philip Neri School.

## **ROLE OF THE PRINCIPAL**

The Principal of Saint Philip Neri School will be responsible for the operation of the school in accordance with archdiocesan policy, local policy and the mission and goals of the school. The Principal is responsible for the direction of all activities of the school. The Principal has the right to delegate the duty of supervision, but remains ultimately responsible for all activities. The Principal reports to the Pastor who has been officially appointed by the Archbishop.

## **VOLUNTEERS & SAFE ENVIRONMENT CERTIFICATION**

The Archdiocese of Omaha has mandated that all volunteers who have contact with students must be Safe Environment trained. Please contact the school for more information.

## **LEADERSHIP GRADE 7 AND 8**

Leadership Team has been instituted at Saint Philip Neri School to provide an opportunity for students to use skills they have learned, to promote self-discipline, leadership and service to the school family and the community at large.

The students who are selected are expected to be role models for the student body.

## **NEBRASKA FEDERATION OF CATHOLIC SCHOOL PARENTS**

The NFCSP provides education to legislators in the Unicameral for supporting Catholic education in Nebraska. This organization is a result of the joint efforts of the Nebraska Catholic Conference and the school superintendents of the three Nebraska dioceses.

## **HOME AND SCHOOL ASSOCIATION**

The Home and School Association exists to encourage a close relationship between teachers, parents and students. Meetings of parents and teachers are designed basically to acquaint the parents with the work of the school and to enlist their cooperation. To accomplish this purpose, parents are expected to be active members.

## **SCHOOL BOARD**

The Saint Philip Neri School Board is a policy making body, advising the Principal and Pastor on educational matters. The Board is subject to regulations from the Ordinary of the Archdiocese and the Archdiocesan Board of Education. The School Board meets on the fourth Tuesday of the month at 7:00. The membership of the Board consists of elected lay members and the ex-officio members: the Pastor and the Principal.

Elections for the School Board are held in May. If interested in serving as a School Board member, please contact any current Board member or the school before May 1st .

# ADMISSIONS, TUITION, AND FEES

## ADMISSIONS CRITERIA

The criteria for acceptance of students for Saint Philip Neri kindergarten and/or initial entry into other grades:

*The following stipulations apply to 1-6 below*

- Catholic
- Registered member of Saint Philip Neri Parish or Blessed Sacrament Parish.
- Active church participation.
- Involved in parish activities.
- Supporting the parish according to the guidelines established by the School Board for parents of students in the parish school.

*(Exceptions to this will be determined by the Financial Review Committee.)*

1. Brothers or sisters of present students.
2. Oldest child starting kindergarten. Length of time registered in the parish with priority given to longest time registered and working down to the shortest time.
3. Moving in from another parish where student has been enrolled in a Catholic school.
4. Registered in parish, but other children in public school.
5. Catholic outside parish boundaries who is registered in another parish.
6. Non-Catholic.

## ADMISSION OF STUDENTS

- All children entering kindergarten should be five years old on or before July 31st. Any exceptions to this policy will be made by the Principal. Saint Philip Neri School offers full day Pre-K 4 kindergarten; students are expected to be in attendance daily from 8:00 a.m. to 3:15 p.m.
- No student will be admitted unconditionally to Saint Philip Neri School unless he or she has a reasonable, well-founded hope of completing the school's program. In doubtful cases, students will be admitted on a probationary basis with criteria for evaluation and reporting clearly established in writing.
- Saint Philip Neri School will admit students of other faiths with the understanding that students will attend religion classes and participate in religious practices as appropriate with Catholic Church teachings. In providing a faith-based education for students of other religions, Saint Philip Neri will incorporate in its programs a respect for other religious traditions.

## BIRTH CERTIFICATE

The State of Nebraska requires that a copy of each child's birth certificate be on file in the child's permanent record. Before a student begins school, the original birth certificate must be provided to the school. A copy will be made and the original returned to the parents. A student will not be allowed to attend school unless a copy of their birth certificate is on file.

## **BAPTISMAL CERTIFICATE**

Saint Philip Neri School requires a copy of each child's baptismal certificate be on file in the child's permanent record. Before a student begins school, a copy of the baptismal certificate must be provided to the school.

## **EMERGENCY AND CONTACT INFORMATION**

At the beginning of each school year, the parent is required to provide emergency information for each child. It is very important that accurate information is supplied. Parents must notify the school when there is a change of address, phone number or emergency contacts.

## **TUITION**

Regular Sunday worship and active involvement in Saint Philip Neri Parish activities are expected of parents of children at Saint Philip Neri School. Parents are expected to support their child's education through yearly tuition and Sunday Mass offerings.

The Business Manager reviews payments to Saint Philip Neri Church/School at the end of each fiscal quarter. The Business Manager or Principal will contact parents about their tuition if a review is needed of their commitment for financial support of their child's education at Saint Philip Neri School.

## **STEWARDSHIP POLICY**

Parents of children attending Saint Philip Neri School are expected to support their child's education through stewardship or sharing time, talents and treasures. Mandatory participation can be in sharing time and talents volunteering for school or parish activities for a minimum of 20 hours per family or 10 hours for single parent families. Should a family decline participation in volunteering time or talents, they will be assessed a fee of \$200 (\$100 for single parent families) to fulfill the Stewardship obligation. Volunteer hours must be reported via FACTS Contact the school office if assistance is needed. They are calculated July 1st through June 30th of each year.

## **WITHDRAWAL POLICY**

When a student transfers from Saint Philip Neri School, the parent should notify the Principal so a transfer form may be issued and educational records forwarded to the receiving school.

# ACADEMIC INFORMATION

## CURRICULUM

- The curriculum of studies at Saint Philip Neri School meets the requirements of the State of Nebraska Department of Education and is designed in accordance with the Archdiocese of Omaha curriculum content. An ongoing process of subject area evaluation and revision keeps textbooks and materials updated.
- Multicultural education is integrated into our social studies curriculum and focuses on different cultures.
- Catholic liturgy, sacraments, traditions, and prayer will be taught as an integral part of the school's curriculum. The liturgy will be celebrated weekly for each grade; prayers said daily and Catholic traditions celebrated according to the liturgical season.
- Saint Philip Neri utilizes the archdiocesan religion curriculum standards. The curriculum for religion will be consistent with the teachings of the Roman Catholic Church and will conform to the guidelines of the Archdiocese of Omaha. All supplementary material used in the curriculum must conform to Catholic moral teaching and doctrine.

## CIRCLE OF GRACE

As required by the Archdiocese of Omaha, the Circle of Grace curriculum will be taught in grades K – 8. This curriculum is an effort to ensure that our students are ministered to in a safe and respectful environment.

## HOMEWORK

Homework is assigned on a regular basis, but the amount varies according to the grade level and needs of the child. Homework is intended to prepare students for the next day's instruction and to reinforce classroom learning. If no homework is assigned, it is suggested that students study previously learned material or read. Parents are urged to provide a quiet atmosphere and organized space for study and should offer encouragement and interest.

## BAND

Instrumental instruction begins in grade 5 and is operated under the direction of Music in Catholic Schools. It is funded by separate parent paid tuition.

## ACADEMIC ACCOMMODATIONS

Recognizing that individual differences exist among students, reasonable adjustments and accommodations will be made to help students develop skills affecting academic growth. When developmental delays (and behavioral impairments) exist to the degree that school adaptation is difficult, the school, after consultation with parents, will initiate a referral to the appropriate agency or resource. Upon the recommendation of a teacher, and if given a diagnosis by qualified persons, suggestions for helping the student will be implemented by support personnel in the school.

Adaptive services and resources include, but may not be limited to:

- Instruction in the Resource Room.
- Speech Language therapy and Occupational therapy services provided by Omaha Public

- Schools. Small group work with a teaching aide.
- Various classroom accommodations/modifications. After school tutoring or instruction.
- Academic testing (through Omaha Public Schools), which could result in an Individualized Education Plan (IEP).

Saint Philip Neri School has limited resources available for addressing the special learning needs of its students. Parents of students with special needs must understand that Saint Philip Neri School may not have all the resources required to address a particular student's learning needs. If this assistance does not result in significant progress within a specified time, the Principal will assist parents in locating a more helpful educational situation for the student.

## TESTING

Saint Philip Neri School administers STAR Assessments in grade K-8. This assessment fulfills the requirements set forth by the Archdiocese of Omaha and the Nebraska Department of Education. Saint Philip Neri School also administers performance assessments scheduled annually by the Catholic Schools Office. The performance assessment(s) fulfills the criterion-referenced assessment requirements set forth by the Archdiocese of Omaha and the Nebraska Department of Education. The results of both assessments are reported to the Catholic Schools Office annually.

## PROGRESS REPORTS

Approximately four weeks prior to the end of the quarter, parents will receive a progress report via their child. This progress report is to inform parents of their child's performance. This also gives the child an opportunity to improve their performance before the end of the quarter. Parents are required to sign the progress report envelope and return promptly.

Parents are encouraged to contact the teacher if they have additional questions or concerns regarding their child's progress.

## REPORT CARDS – KINDERGARTEN THROUGH SECOND

Students in grades kindergarten through second are graded according to their levels of attainment. Instead of a letter or a number score, progress in skill areas is identified as being satisfactory or needing improvement.

- S+ High Satisfactory achievement
- S Satisfactory
- S- Less than satisfactory
- N Needs to improve

## REPORT CARDS – GRADES THIRD THROUGH EIGHTH

### Grading Scale

*"A" quality work is superior*

- A+
- A
- A-

*"B" quality work is very good*

B+

B

B-

*"C" quality work is average*

C+

C

C

*"D" quality work is poor*

D+

D

D-

*"F" quality work fails to meet the minimum requirements*

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## HONOR ROLL

An Honor Roll has been established for students in sixth, seventh, and eighth grade.

- *First Honors* – Students with an average of 96% or above in the core subjects (Math, Science, Social Studies, Literature, Religion and Language Arts)
- *Second Honors* – Students with an average of 90-95% in the core subjects (Math, Science, Social Studies, Literature, Religion and Language Arts)



## **SCHOLARSHIPS TO CATHOLIC HIGH SCHOOLS**

Various individuals and organizations provide scholarships for graduates of St. Philip Neri. Information is provided to 8th grade students and their parents in the spring.

## **FIELD TRIPS**

The purpose of field trips is to enhance the curriculum and provide students with learning opportunities outside the classroom.

Parents will be notified in advance of a field trip and a permission slip will be sent home with the child. A student who fails to submit a permission slip will not be allowed to participate. Students can be denied participation if they do not meet appropriate behavioral or academic requirements. At times a fee may be incurred with a field trip.

## **BUDDY CLASSES**

Cross age activities are encouraged and benefit both the younger and the older students. Younger students get attention and role models while older children receive "permission to play" as well as the opportunity to experience leadership.

# RELIGIOUS FORMATION

## RELIGION CLASSES

The students of Saint Philip Neri School will have religious education included as part of their instructional day. This instruction will follow the teachings of Jesus Christ as handed on through the Catholic Church.

## MASS/LITURGY

Kindergarten through eighth grade will be attending 8:15 a.m. Mass on Tuesdays and Fridays. Parents are welcome to attend these liturgies. Students will be encouraged to assist in the planning and participation of the Masses.

## ALTAR SERVERS

Boys in fifth through eighth grades will be given the opportunity to serve Mass and be candle bearers. Instruction for serving Mass will begin in fifth grade.

## SACRAMENTAL PREPARATION

Catholic students in second grade will prepare for and receive the Sacraments of Reconciliation and Eucharist. Catholic students in eighth grade will prepare for and receive the Sacrament of Confirmation. In the occasion of non-Catholic students seeking admission to the Church, preparation classes for them will be offered as needed.

## INDIVIDUAL CATHOLIC PREPARATION

Students entering Saint Philip Neri School who have not had prior Catholic education will be provided an opportunity to study the Catholic religion and prepare for Sacraments.

# COMMUNICATION

Parents, teachers, and the Principal form a team to serve each student at Saint Philip Neri School. To ensure a student's success, open communication between the family and school is essential. It is vital that parents/guardians take the time to read the different communications sent from the school.

## **MONTHLY NEWSLETTER**

On the last Friday of every other month a newsletter will be posted on the St. Philip Neri website. Notification will be sent via email. The newsletter contains details of upcoming events, announcements, a calendar, and the lunch menu for the following month. If you do not have an email address, please contact the school office.

## **MEET YOUR TEACHER/ BACK TO SCHOOL NIGHT**

Teachers will provide an overview of the curriculum, classroom policies and procedures and student expectations for the year at this time.

## **PROGRESS REPORTS AND REPORT CARDS**

At the end of each eight-week or nine-week grading period, report cards are issued, indicating the level of mastery each student has achieved. Approximately four weeks prior to the end of the quarter, progress reports are issued to keep parents abreast of their child's progress.

## **PARENT-TEACHER CONFERENCES**

Twice a year the school hosts parent-teacher conferences. Parents are encouraged to use these opportunities to discuss their child's progress with teacher(s). Parents may meet with teachers outside the scheduled conference times by calling the school to set up an appointment.

# SERVICES

## **AFTER SCHOOL CHILD CARE**

Saint Philip Neri School offers After School Child Care, available from 3:15 to 5:30 p.m. on full school days. All students needing child care must be registered with the program. Registration forms are available in the school office. If you have any questions regarding this program, please contact Mrs. Jeanne Holzapfel at 402-315-3500.

## **LUNCH PROGRAM**

Saint Philip Neri School participates in the Federal Free and Reduced Lunch Program. Application forms are available in the office. Our lunches are cooked on-site. Lunch prices are set annually. Lunch includes one carton of milk. The menu can be found in the monthly newsletter. Parents must pay money into their lunch accounts before lunches may be purchased. Students may not bring pop/soda for lunch. We sell milk/juice for children who bring a cold lunch. The price of a lunch for the 2025-2026 is \$3.50.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## **STUDENT ASSISTANCE TEAM**

A Student Assistance Team (SAT) has been created to address the needs of students who are having difficulty with academics and/or behavior. The team will include classroom teachers and the Resource teacher/ The goal of the team is to develop ideas and suggestions that may assist the child's teacher in helping the student be more successful.

# ATTENDANCE, ARRIVAL AND DISMISSAL

## SCHOOL HOURS

School begins each full day at 8:00 a.m. and dismisses at 3:15 p.m.

## DAILY ATTENDANCE

It is important for students to maintain regular attendance. However, when a child must miss school due to illness or a family emergency, parents should call the school office before 8 a.m. and report the absence to the school secretary. Students are responsible for completing all work missed during their absence.

Regular attendance by students is essential for students to obtain the maximum benefits of the school's educational and religious programs. If a student is not at school to attend a school-related event (e.g., speech tournament, MCS band etc.), he or she will not be considered absent.

## EXCESSIVE ABSENCES

We are required by law to follow and enforce Nebraska Truancy Law that states 20 days or equivalent hours of school absence needs to be reported to the County Attorney whether or not the absence is excused. The parent and the school will work together to ensure that the student is not accruing an excessive number of absences. Excessive absenteeism may result in non-promotion.

## LATE ARRIVALS

It is important that a child arrive to school on time. Late arrival to school can disrupt the educational environment the teacher has established. School begins at 8:00 a.m. Students need to arrive at school and be in their classrooms prior to 8:00 a.m. Any student arriving after 8:00 a.m. will be marked tardy. Parents are required to sign their child in when they are tardy. In accord with Nebraska state law, Saint Philip Neri School counts minutes of tardiness towards a student's absences.

## AUTHORIZED RELEASE FROM SCHOOL

A written request from the custodial parent is required for a student to leave school before time of dismissal including dental/doctor appointments. The request must clearly state the reason(s) for leaving early. Students will not be released to unauthorized adults for early dismissal. Likewise, students will not leave school property for any authorized school activity without adult supervision.

## TRIPS

Saint Philip Neri School stresses student attendance when school is in session. Occasionally opportunities arise for families to leave town during designated school days. The school must be notified two weeks in advance of a trip. All work will need to be completed. The assignments that will be missed are the child's responsibility to gather, complete, and return. Absences due to students participating in family trips are still marked as absences.

## LEAVING SAINT PHILIP NERI SCHOOL GROUNDS

Students may not leave school grounds without parental permission. Classes frequently use Mormon Park, a public park bordered by 31st Street, Mormon Street, 30th Street, and State Street during recess and physical education classes. A teacher will accompany the students to the park during activities. The use

of Mormon Park will not be considered a field trip, and acceptance of the school handbook will be taken as parental permission for students to attend the park at the school's discretion.

## **DISMISSAL OF STUDENTS**

Dismissal is at 3:15 p.m. It is important that students go home immediately after dismissal; otherwise neither the home nor the school knows where the child is. All students should be away from the school by 3:30 p.m. If a parent has an emergency and will be late, please notify the office so we can put the student in After School Child Care. All students standing outside the building after 3:30 p.m. will be put into After Care and the parents will be charged accordingly.

# EMERGENCIES

## EMERGENCY PROCEDURES

In case of an emergency, if the school cannot locate the parent or the family doctor, we will presume parent's permission to take the student to the closest emergency service. Ambulance transportation may be called in an emergency situation if deemed necessary by the administration. The cost of this service will be the responsibility of the parent.

## WEATHER EMERGENCIES

School closings in the event of severe weather will be announced through FACTS and local TV channels. A closing of the Omaha Archdiocesan Schools includes Saint Philip Neri School. If school closes during the day, parents are expected to pick up students. They may not be left at school until the regular dismissal time unless they are part of the After School Child Care Program.

## DRILLS

Schools are required to have drills throughout the year. St. Philip Neri will have fire, tornado, intruder and lockdown drills.

During a fire drill, everyone must evacuate the building and remain 100 feet from the building until signaled to re-enter. During a tornado drill, students and staff will proceed to the designated areas and remain in the building until the all-clear is given.

# HEALTH AND SAFETY

## HEALTHY SCHOOL ENVIRONMENT/WELLNESS POLICY

Saint Philip Neri School recognizes that schools play a critical role in creating a healthy environment for the prevention of childhood obesity and combating problems associated with poor nutrition and lack of physical activity. This policy requires all members of the school and community to maintain an environment that enhances maximum student potential.

### Nutrition Education

The primary goal of nutrition education is to influence students' eating behaviors. Saint Philip Neri School will provide nutrition education through the students' K-8 educational program. Nutrition education is incorporated into a variety of curriculum areas. These curriculum experiences provide the knowledge and skills necessary to make healthy food choices for a lifetime.

### Physical Activity

The primary goals are to offer opportunities for students to experience a variety of physical activities and to teach the value of a consistent fitness program for better health, academic success and general personal well-being. Saint Philip Neri School will promote opportunities for physical fitness throughout the school day and through existing after-school programs. Physical activity, health and fitness education are incorporated throughout a student's K-8 educational program.

### Nutrition Standards

Students' lifelong health and nutritious eating habits are greatly influenced by the types and choices of foods and beverages available to them. School-reimbursable meals meet the federal program requirements and nutrition standards.

The staff will promote Archdiocesan standards and provide information relative to foods and beverages sold or served to students outside of the school meal programs.

### Other School-Based Activities

Saint Philip Neri School will promote a school environment that provides consistent wellness messages that are conducive to healthy eating and being physically active.

## INJURY AND ILLNESS CARE

Saint Philip Neri School respects the parents as persons responsible for the healthcare of their child. The school staff will cooperate with all reasonable medical requirements, but parents must understand that the school is primarily an educational institution. The school staff provides injury or illness care. Injury care is limited to first aid. Children who need care beyond first aid will be asked to be taken by their parents or designated adult to a physician or hospital.

Children who contract a communicable disease are excluded from school until the condition has cleared. Students can not return to school until they have been without a fever/vomiting for 24 hours, or, if medicine (such as an antibiotic) was prescribed, after they have been taking the medicine for at least 24 hours. In some cases, written documentation of recovery may be required before readmission.



## **CHILD ABUSE**

According to law, Saint Philip Neri School employees, through the Principal, are required to notify Child Protective Services and law enforcement officials if they suspect a child has been subject to abuse and/or neglect.

## **REPORTING OF ACCIDENTS AND INJURIES**

The school will promptly record in writing and report serious student accidents or injuries to the affected students' parents. Reporting does not constitute an acceptance of liability.

## **IMMUNIZATION POLICY**

In Nebraska, children cannot attend classes in public or private school until the school has written proof of their immunization status (Neb. Rev. Stat. 79-2)

### **General Rule**

To attend school, children in Nebraska are required to be immunized against the following diseases:

- + Diphtheria, tetanus, and pertussis (DTaP, DTP, DT or Td vaccine)
- + Polio
- + Measles, mumps, and rubella (MMRV or Varicella)
- + Hepatitis B
- + Chicken Pox (MMRV or Varicella)

In addition, one Tdap (tetanus, diphtheria, acellular pertussis) is required for entry into 7th grade. Each school in Nebraska is required to keep the immunization history of the student enrolled on file. In addition, schools are required to report information on student's immunization status annually to the Nebraska Immunization Program. School reporting is conducted on-line via survey, and the deadline is November 15 of each year.

### **Exemptions**

Nebraska does allow for two types of exemptions: Medical and Religious.

The Medical exemption requires "a statement signed by a physician, a physician assistant or an advanced practice registered nurse stating that, in the health care provider's opinion the, required immunization would be injurious to the health and well-being of the student or any member of the student's family or household. Forms signed by a health care provider that simply state the parents do not feel it is in the best interest of their child is not sufficient to satisfy the medical exemption. The health care provider must indicate on the form used that the vaccine(s) in question are "injurious to the health and well-being of the student or any member of the student's family or household. The term "physician" means an individual licensed under the Nebraska Medicine and Surgery Practice Act to practice medicine and surgery or osteopathic medicine and surgery; the term "physician" does not include chiropractor.

### **Religious Exemption**

The religious exemption requires "an affidavit signed by the student, or if he or she is a minor, a legally authorized representative of the student stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or the immunization conflicts with the personal and sincerely followed religious beliefs of the student. "For those who seek a religious exemption, the Catholic Schools in the Archdiocese of Omaha will require that the parents indicate the religious denomination of the student in question.

Immunizations do not conflict with the "tenets and practice recognized" by the Catholic Church. Catholics

are however obliged to avoid vaccines derived from cell lines from aborted fetuses when there are alternatives available for them. Alternatives to such vaccines are available in the United States for diphtheria, tetanus, pertussis, polio and hepatitis B.

Unfortunately, there are no alternatives currently available in the United States for the vaccines for Rubella and Chickenpox which have been derived from cell lines from aborted fetuses. Because of the grave harm that can be caused by these diseases and because of the lack of alternatives, it is morally licit for a Catholic to use these vaccines, and it is recommended by the archdiocese of Omaha that students submit to these vaccinations for the sake of the common good.

Nevertheless, though morally licit and despite the potential harm to the common good, a Catholic may, in good conscience, submit a religious exemption for those vaccines which contain the rubella and chickenpox vaccines: (MMR, MMRV, and varicella and Catholic Schools will honor the limited exemption request. Catholics may not submit a religious exemption for any of the other vaccines.

The Archdiocese of Omaha interprets the phrase "the personal and sincerely followed religious beliefs" to refer to conscientious objections founded on religious belief. For Catholics, religious belief comes from the teachings of the Church as transmitted and interpreted by the magisterium. Therefore, while those who object to vaccines based on medical opinion may have deeply held conscientious objections, theirs is not a "religious belief." For this reason, they may seek a medical exemption, as indicated above, if the vaccine causes harm, but they do not qualify for a religious exemption.

Students who have been granted an exemption may need to be excluded from school if there is an outbreak of a

vaccine-preventable disease. The school is not required to modify services for a student who has been excluded due to an outbreak. The period of exclusion shall be no less than the minimum isolation period for that disease and when all signs or symptoms of acute illness have disappeared. The period of exclusion should extend throughout the period when acute signs of illness are present, or until the student is fever-free for 24 hours without the use of fever-reducing medication. If a student cannot provide medical or religious exemptions, the student may not attend any of the Catholic Schools in the Archdiocese of Omaha without proof of the required immunization.

**All Catholics are encouraged to formally object to the way the unethical vaccines are created and to the lack of alternatives. Catholics may never choose a vaccine derived from aborted fetal cells if there is an alternative available.**

### **Chicken Pox**

If the student has not had the varicella (chickenpox) vaccine but has had the varicella (chickenpox) disease, then a statement signed by a licensed medical physician, a physician assistant, or an advanced practice registered nurse must be submitted to verify the name of the student and the year in which he or she had the disease.

## **HEALTH SCREENINGS**

Creighton University School of Nursing will do student health screenings during the fall. This screening is not diagnostic nor is it intended to replace regular preventive health care. The goal is to assist parents in the identification of potential health problems so they may seek appropriate medical evaluation. Screening includes height, weight, blood pressure and an oral exam for grades 1-6 and 8. A vision screening is provided for grades 1, 2, 5, 6 and 8. Hearing screening is provided for students in grades 1, 2, 3 and 6.

## **STUDENT MEDICATIONS**

Parents of students who must take prescribed medications during the school day or in emergency situations will arrange for securing of such medication in the school office and sign consent forms

regarding dispensation of such medication to their child(ren). School officials will only administer medication that has been prescribed by a physician or nurse practitioner.

Medication must either be in the original prescription bottle or must be accompanied by a note from a physician or there must be on file written documentation from a physician authorizing administration of such medication. This policy applies to all medication, both prescription and over-the-counter medication. Students may not keep any medications on their person, in a desk, locker or backpack with the exception of the emergency inhaler or Epi Pen.

## **ASTHMA POLICY AND PROTOCOL**

Saint Philip Neri School has a defined protocol to be followed every time a student or staff member experiences life threatening asthma attacks or systematic allergic reactions. The emergency asthma protocol consists of the following steps:

1. Call 911 first
2. Administer an Epi Pen injection.
3. Provide Albuterol (or similar drug).

Parents must provide the following information to the school staff for students having a known allergic condition or asthma:

- Written medical documentation.
- Medical Management Plan.
- Medication(s) as prescribed by a physician.

## **SELF-ADMINISTRATION OF PRESCRIPTION ASTHMA OR ANAPHYLAXIS MEDICATION AT SCHOOL**

Occasionally, a student's parent will request that the student be allowed to self-administer his or her asthma or anaphylaxis medication while at school during school-related activities. In such instances, special arrangements must be made including:

- A written request from the parent
- The development and execution of a medical management plan by the family and physician.
- A completed liability release form.
- The student must report each use of the medicine to the Principal or Principal designate.
- The student will be allowed to self-administer the medication in the presence of an adult.
- If the student uses the medication other than as prescribed by the Management Plan, he or she will be subject to disciplinary action.

## **SELF-ADMINISTRATION OF DIABETIC TREATMENT AT SCHOOL**

Occasionally, a student's parent will request that the student be allowed to self-administer his or her diabetes treatment while at school during school-related activities. In such instances, special arrangements must be made including:

- A written request from the parent.
- The development and execution of a medical management plan by the family and physician.
- A completed liability release form.
- The student will be allowed to self-administer the treatment in the presence of an adult.
- Any actions using the items for administering the diabetic treatment outside the prescriptions of the management plan will result in disciplinary action.

## **SAFE ARRIVAL AND DEPARTURE FROM SCHOOL**

Many problems with safety and behavior can occur when students congregate at school earlier than

necessary. For this reason, *students may not arrive at school earlier than 7:30 a.m.*

School begins at 8:00 a.m.

If a child crosses 30th Street, parents may wish to consider adult supervision in crossing the street.

If a child is not coming to school because of illness or an appointment, parents should call the school office (402-315-3500) between 7:30 a.m. and 8:00 a.m. so that all students can be accounted for.

Dismissal is at 3:15 p.m. It is important that students go home immediately after dismissal. It is good for parents to note the time children usually arrive home and check with the school when they are late.

Children are encouraged to walk home with others.

There is safety in numbers. If parents pick up their child, they are required to follow the pick-up procedures. Students who are not picked up by 3:30 p.m. will be put in the After School Child Care Program and parents will be charged accordingly.

## **VISITORS**

Deliveries of a forgotten lunch, book, etc., to a child should be given to the secretary in the front office with the child's name attached. Unscheduled interruptions by visitors during the school day can disrupt the learning environment in the classroom.

Please remember that all visitors and parent volunteers must report to the school office and sign in when entering the building. **This is an important safety precaution for our children.**

# PARENT RESPONSIBILITIES AND DUTIES

## PARENTAL RESPONSIBILITIES AND RIGHTS

In accord with Catholic Church teaching, Saint Philip Neri School maintains that the parents are the primary educators of their child. In order to live out this truth, parents will be provided information on a timely basis relative to the progress of their child, as well as the general educational programs and activities of the school. Parents must agree to follow the mission and the rules of the school. If serious dissatisfaction with the school's programs or activities results in ongoing agitation on the part of the parents, the Principal will assess the impact of such agitation, and after discussion of the matter with the parents and the Pastor, may exercise the school's prerogative to withdraw permission for enrollment of the student.

## HUMAN SEXUALITY

Parents exercise their rights and duties as the primary educators of their child in a premier way when it comes to formation in human sexuality. Forming children in human sexuality is so delicate a matter that the role of the school is one of support to parents, not one that involves direct instruction by the school to the students. The school will offer opportunities for parents to learn more about forming their child in human sexuality throughout the school year.

## MATTERS OF DISCIPLINE

Given that parents are the primary educators of their child, matters of discipline fall primarily to them to administer. When there is poor behavior at school, it is the responsibility of the parents to address their child's behavior at home. No intervention administered by the school can completely address a child's behavior; it requires parental involvement.

## CUSTODIAL PARENTS

Saint Philip Neri School assumes that the parents listed on the birth certificate provided to the school are the custodial parents, unless other court documentation has been presented to the school indicating otherwise. It is the custodial parent's responsibility to provide the school with a copy of this documentation.

## NON-CUSTODIAL PARENT

Saint Philip Neri School assumes that both parents listed on a student's birth certificate have custody of the child, unless more recent court documents indicating otherwise have been supplied to the school. It is the responsibility of the parents to provide this documentation. This applies to visiting or picking up a child. If there is a court order specifying that there is to be no information given to a parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## GRIEVANCE POLICY

At Saint Philip Neri School, we encourage conflict resolution strategies that promote the dignity of all. No reprisals of any kind will be taken by the School Board or by an employee of the school against a grievant or anyone else involved in the grievance procedure.

- Concerns should be communicated to the school according to the accompanying procedures. Guidelines have been set in place to avoid unnecessarily escalating issues while ensuring that all concerns are heard openly and responded to appropriately.
- When processing any grievance, all parties are to show the utmost respect for the privacy of others. No other

- communication about the matter should be entered into with colleagues, neighbors, or friends. This can aggravate the conflict and complicate the situation.
- All communication should be characterized by courtesy and respect.
- All grievances should be resolved at the lowest level of hierarchical responsibility as is possible to the mutual satisfaction of all parties.

As a Catholic community, we have an obligation to work at resolving conflicts peacefully, with due respect for the dignity of all people involved. We also have an obligation to restore relationships broken or affected by the conflict, and through open, honest, and respectful communication to avoid initiating unnecessary conflict. Differences in opinion might lead to conflict if there is either no room for negotiation or little attempt from either person or group to listen to and respect the rights of another to express a point of view. As a Catholic community, we are compelled to broaden our understanding of differences.

### **Grievance Procedure**

Whenever a problem or concern arises with another person, the first step is to discuss the issue with the person directly involved. If that conference is not successful, then the grievant should see the person who has the next step of responsibility.

- For classroom problems or concerns, the student/parent should meet privately with the classroom teacher. (If emotions rise during a meeting, teachers or staff members have been instructed to end the meeting and schedule a follow-up meeting, which is to include the Principal.)
- If the first conference is not successful, then the Principal should be contacted.
- If after meeting with the Principal, the grievant is still not satisfied he/she may appeal to the Pastor.
- The Pastor's decision will be the final say in the matter.

# STUDENT EXPECTATIONS

Students at Saint Philip Neri School are expected to maintain high standards of behavior. Our purpose is to train and strengthen each child's character in accordance with Catholic principles and to promote order within the school and classrooms so that an atmosphere of learning may prevail. Since the true form of discipline is self-discipline, it is our goal as educators to assist the student in acquiring self-control. Disciplinary actions will be taken, if necessary, to help the individual grow in this area.

## CARE OF SAINT PHILIP NERI PROPERTY

### *Care of Books and Chrome Books*

All books must be covered and transported between home and school in a book bag. All Chrome books must be in a case when being transported between home and school. Fines or replacement of books and chrome books will be required of students who deface or destroy schoolbooks/chrome books.

### *Good Order of the School*

Students are expected to assist in the good order and maintenance of school/church property. Those who deface desks, walls or any other property within the school/church buildings or deface grounds of either building will be subject to disciplinary action according to the policy on suspension and may be required to pay restitution to the School.

## DISCIPLINE/ CODE OF CONDUCT

Desirable behavior is not an innate trait. Making choices and accepting responsibility for those choices, building trust, respect and confidence, showing consideration for others, sharing, following the rules and other social skills must be learned in the very same way as academic and physical skills. Students will be guided in developing the following responsible behaviors:

1. Obeying classroom and school rules, as well as direction from adults in charge.
2. Communicating physically and verbally in a respectful manner.
3. Working and playing cooperatively.
4. Using student and school materials in safe and proper fashion.
5. Obtaining the owner's permission when talking or using materials other than one's own.

In dealing with students whose behavior patterns are significantly inappropriate in comparison to peers, the following steps will be followed:

1. Parents/guardians will be notified and a meeting with parent/ guardian, principal and teacher(s) may be arranged to discuss the child's needs.
2. Parent/guardian may be asked to give consent for any professional evaluations considered necessary by the principal and the teacher(s) involved.
3. It is expected that professional recommendations made to parent/guardian at a scheduled staffing will be followed.
4. A parent/guardian's failure to give consent or comply with recommendations may result in a request to the Pastor to deny enrollment.
5. A student whose behavior does not improve after repeated interventions may be placed on a contract. If the contract is broken, the student will be asked to leave for the remainder of the school year.
6. Your child will be held responsible for vandalism or destruction of school property. Parents will be

notified regarding financial restitution.

7. For any student throwing rocks, sticks, snowballs, etc., the first offense will be the loss of recess. If a child bites, parents will be notified and the consequences will be developmentally appropriate based on the age of the child.
8. Teachers can require students to remain after school to serve a detention.

**The administration reserves the right to consider special situations on a case by case basis when dealing with discipline issues.**

## **SUSPENSION AND EXPULSION**

The determination of a suspension or expulsion is at the Principal and Pastor's discretion. Suspensions may be in school or out of school, at the Principal's discretion, according to each situation. Reasons for suspension or expulsion include, but are not limited to:

1. Behavior of a student that presents a serious moral and/or physical danger to other students.
2. Aggressive behavior toward faculty/staff members.
3. Drug, alcohol, or tobacco use or possession.
4. Leaving school grounds without proper permission.
5. Destroying or defacing property.
6. Any other form of conduct or activity that may cause harm to another person.
7. Firearms or weapons of any kind.

Prior to the suspension of a student, the parent/guardian will be notified of the measure being taken and the reason for the suspension. Conditions the student must meet to return to class will be clearly stated. After three suspensions, a student may be expelled. Any missed school work resulting from a suspension must be made up.

## **USE OF PHYSICAL RESTRAINT AND SECLUSION**

Physical restraint and seclusion of students for behavior management shall be used in circumstances and under conditions that are in the best interests of students.

Physical restraint is appropriate when a student is displaying physical behavior which presents substantial imminent risk of injury to the student or others, and the student is demonstrating the intent and the ability to cause injury within a matter of seconds or minutes. The degree of physical restriction employed should be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student or others.

Physical restraint does not include:

- (a) taking away a weapon
- (b) breaking up a fight.

Seclusion is appropriate when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others, and the threat could be diminished if the student were placed in a safe environment away from other students and staff.

Seclusion should only be used as long as necessary and should be discontinued when the student is no longer a threat to himself/herself or others. Time out procedures which do not constitute seclusion are permitted in school.

Immediately after the student has restored emotional and behavioral control following the use of physical restraint and/or seclusion, a staff member not involved with the incident shall examine the student to ascertain if the student has sustained any injury. The Principal (or Head Teacher) will verbally notify the



parent/guardian as soon as possible (no later than the end of the school day in which the physical restraint or seclusion occurs).

All use of physical restraint or seclusion must be documented in a memorandum within one school day of the incident. The Principal (or Head Teacher) will send a copy of the memorandum to the parent or guardian within two school days following the use of the restraint or seclusion.

## **DRUG POLICY**

The Saint Philip Neri School community believes that the unlawful use and abuse of drugs, alcohol, controlled substances, imitation controlled substances and non-controlled substances by students is harmful and wrong. As part of a religious community, students who violate the policies concerning these substances will be disciplined in a Christian manner that allows for the safety of the student and community. For purposes of the Drug Policy, offenses that occur during school-sponsored events, Saint Philip Neri athletic events, and field trips will be treated as though committed during the school day on school grounds.

A student will not use or have in possession beverages containing alcohol or any other controlled substance defined by law as a drug. In the event that a student is found in possession of drugs and alcohol at school or a school-related event, the school will consider notifying not only the student's parents, but also law enforcement. Additional consequences may include (at the Principal's discretion):

- Suspension.
- Expulsion.
- Mandatory completion of a chemical dependency program.
- Mandatory counseling.

## **WEAPONS**

Students are forbidden knowingly and voluntarily to possess, handle, transmit, or use any instrument that is ordinarily or generally considered a weapon in school, on school grounds, or at school events. Any object that could be used to injure another person will be considered a weapon. The following are examples of instruments ordinarily or generally considered weapons:

knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, blackjacks, unauthorized tools, fireworks, explosives or other chemicals.

The Principal will make the final determination regarding what constitutes a weapon.

Police will be contacted when there is a suspected violation of criminal laws concerning weapons. A first offense in violation of the weapons policy will result in immediate suspension and may result in expulsion. A second offense in violation of the weapons policy will result in immediate expulsion.

Threats to use a weapon will be investigated and be treated the same as possession of a weapon under this policy. Likewise, any item that appears like a weapon, in the judgment of the Principal, will be treated like a weapon.

## **STUDENT OFFENSIVE CONDUCT, BULLYING OR HARASSMENT**

Student offensive conduct, bullying or harassment (repeated incidents of such conduct) on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, family/marital status or disability is prohibited. Offensive conduct, bullying or harassment may result in suspension or expulsion. Examples of offensive conduct, bullying or harassment include but are not limited to the following:

1. Explicit and offensive references or gestures;
2. Inappropriate physical contact or verbal, written, or physical advance or suggestions;
3. Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, family/marital status or disability;
4. Language of any kind, including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, family/marital status or disability.

"A person is being bullied when he or she is exposed, repeatedly, and over time, to negative actions on the part of one or more other persons." *Olweus, D. (1993). Bullying at School: What We Know and What We Can Do. Cambridge, MA: Blackwell Publishers, Inc.*

## **PROCEDURES FOR REPORTS AND INVESTIGATIONS RELATIVE TO OFFENSIVE CONDUCT, BULLYING OR HARASSMENT**

An individual who has complaints of offensive conduct, bullying, or harassment will report such conduct to the Principal. If an individual feels uncomfortable with bringing the matter to the Principal, or if the Principal is thought to be involved in the offensive conduct, bullying or harassment, this individual will inform the Superintendent of the Archdiocese of Omaha. Charges of offensive conduct, bullying, or harassment will be promptly investigated and a written report will be made concerning the results of the investigation. If it is determined that offensive conduct, bullying or harassment has occurred, appropriate relief for the individual bringing the complaint and appropriate disciplinary action against the guilty person, up to and including dismissal or expulsion, will follow.

Saint Philip Neri School will not tolerate retaliation against any employee or student who complains in good faith of offensive conduct, bullying or harassment, or provides in good faith information in connection with any such complaint. The school will assist persons falsely accused of offensive conduct, bullying or harassment in making known to appropriate parties the false complaint. The school will take disciplinary action, which may include dismissal or expulsion, if sufficient evidence substantiates the guilt of a person who falsely alleges offensive conduct, bullying or harassment.

If the offensive conduct is of a sexual nature, then the directives of the Dallas Charter and the Omaha Archdiocese program, Respecting God's People, will take effect.

## **GUM**

Students are not allowed to chew gum in the school building or anywhere on the parish grounds.

## **WATER BOTTLES**

Students may bring clear water bottles to drink from at school.

## **SNOW**

Students are not allowed to throw snow before, during or after school.

## **DISTRACTIONS**

Students may not bring the following items to school without the permission of a teacher or Principal: electronic devices, bicycles, toys or any item that is a distraction to the learning environment.

## **CELL PHONE POLICY**

The use of cell phones, earbuds, smart watches, smart glasses, and other personal electronic devices are often a distraction to academic and student life. Students should not use these personal electronic devices on school grounds during the instructional day unless:

1. In the case of emergency or perceived threat of danger;
2. When required by a student's Accommodation Plan;
3. When authorized by a teacher for educational purpose during instructional time;
4. When necessary to monitor or manage a student's health care;
5. When determined to be appropriate by the School Principal or Teacher Facilitator.

Students may not use cell phones or any similar portable communication device during school hours. All such devices must be turned off and kept in their book bag. A student may not have a cell phone on their person during school hours. For the following offenses, the parents will be notified by the teacher or Principal.

During the instructional day, students should store such personal electronic devices in backpacks, lockers, or other

locations designated by school staff.

*First offense:* The device will be confiscated and stored in the office for 24 hours or end of next school day.. The student may come and get the device at the end of the school day.

*Second offense:* The device will be confiscated and kept in the office. The device will only be given to a parent/guardian of the student in person in the office.

*Third offense:* The student will not be allowed to have the phone at school.

Any offense against the cell phone policy may also result in a detention, suspension, or expulsion, depending upon the specific circumstances according to the Principal's discretion.

## TECHNOLOGY USE POLICY

Students are assigned a device and are to use that device only.

Students are not allowed to use another student's device.

Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and

be consistent with the educational and religious objectives of Saint Philip Neri School.

The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in a cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the Principal, and his or her decision is final.

Use of technology for educational or social reasons, must be consistent with the educational and religious objectives of the school.

**Some examples** of unacceptable uses of the Internet technology are:

1. Using technology for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted;
3. Invading the privacy of individuals;
4. Using another user's password or account;
5. Using pseudonyms or anonymous sign-ons;
6. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, or sexually oriented, threatening, racially offensive, harassing, or illegal material or other information

and/or materials that are inconsistent with the objectives and/or teachings of Saint Philip Neri School.

7. Engaging in abuse of technology. This includes communications, in or outside of school, using personal computers, social networking sites (including, but not limited to Facebook, Twitter, and MySpace) or electronic communication devices (ECD's) such as cellular telephones, Blackberrys, Pocket PCs, SideKicks, pagers, and other similar devices which threaten other students or school personnel, violate school rules, or disrupt the education process promoted by the school. Abusive communication includes, for example, posting or dissemination of written material, graphics, photographs, or other representations that communicate, depict, promote, or encourage:
  - a. Use of illegal or controlled substances, including alcoholic beverages;
  - b. Violation or threats of violence, intimidation, or injury to the property or person of another;
  - c. Use of degrading language to describe or refer to another student, faculty member, or school official; or
  - d. Lewd, offensive, sexually suggestive, or other inappropriate behavior on Web pages, Web sites, blogs, bulletin board systems, in e-mail communication or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or World Wide Web electronic media.

School-related accounts and passwords are confidential and must remain so. Do not use another individual's account and confidential password.

Use of a photograph, image or likeness of oneself or of any employee, student, parent, or parishioner on any Internet or Web site, or in any electronic communication, is prohibited, except with the express permission of the Principal.

Using school equipment to create a Web site or to transmit the likeness, image, photograph or video of any employee, student, parent, or parishioner is prohibited, except with the express permission of the Principal.

The school reserves the right to monitor student use of school computers. Students have no expectation of privacy in their use of school computers, the Internet. Each student and his or her parents will receive the Technology Use Policy and must sign an authorization as a condition of continued enrollment at Saint Philip Neri School.

## **BIRTHDAY PARTY INVITATIONS**

The students are not to hand out birthday/party invitations at school. This will avoid any hurt feelings for those students in the class who do not receive one. The only exception to this is when all students in the class are invited to attend the party.

# UNIFORM REGULATIONS

Parents are responsible for assuring that children arriving at school are dressed in appropriate uniforms. All uniform components should be kept clean and in good repair. All items that are torn, ripped, or develop holes need to be repaired or replaced.  
A note from the principal or teacher will notify the parents of uniform violations.

## BOYS UNIFORM REGULATIONS

K-8 may wear solid navy blue twill or corduroy trousers with solid white or navy blue polo shirt or turtle neck, and navy blue, black, gray, or white socks. Uniform shorts may be worn in the Fall until November 1 and again in the Spring beginning on April 1. The Principal may use discretion in allowing shorts to be worn before April 1, if the weather warrants an earlier date.

*FINAL INTERPRETATIONS OF COMPLIANCE OF UNIFORM REGULATIONS WILL BE DETERMINED BY THE PRINCIPAL.*

<p><b>TROUSERS</b> Solid navy blue twill or corduroy trousers. No blue denim type jeans or cargo pants are allowed.</p> <p><b>SHORTS</b> Uniform walking shorts may be worn in the Fall until November 1 and again in the Spring beginning on April 1. Shorts can be no more than 3 inches above the knee; walking shorts may not cover the knee.</p> <p><b>BELT</b> A solid dark colored belt must be worn with trousers and shorts that have belt loops. Belt loops may not be removed to keep from wearing a belt.</p> <p><b>SHIRT CHOICES</b> Solid white or solid navy blue long- or short sleeve dress shirt with a collar, polo shirt, turtleneck, or polo shirt with the school logo. Shirts must be tucked in at all times. Undershirts must be solid white.</p> <p><b>SWEATER/ SWEATSHIRT CHOICES</b> Choices: A uniform shirt must be worn under a solid navy blue sweater or Saint Philip Neri uniform sweatshirt. All uniform sweatshirts must be solid blue with the small school logo. Sweatshirts may be purchased through DiGiorgio’s School Uniform and Bazer’s Signs N Designs.</p> <p><b>OUTERWEAR</b> No outerwear will be worn during class time. Hats are not to be worn upon entering the school or during the school day.</p>	<p><b>SOCK CHOICES</b> Solid navy, black, gray, or white socks. Socks must be visible and may have a simple logo on them.</p> <p><b>SHOES</b> Athletic shoes must be worn for PE. Students should wear appropriate hard soled shoes or tennis shoes for school. The following are not permitted: sandals, slippers, or boots. In wet or inclement weather, students who wear boots must bring shoes.</p> <p><b>JEWELRY</b> A gold or silver chain with a single small pendant or religious medal, a small bracelet, or wristwatch is allowed. Earrings are not allowed during school hours.</p> <p><b>HAIR</b> Hair must be clean and well groomed and not excessively long. It is not to extend below the top of the collar, into the eyes, or below the earlobe. Hair color must be the student’s own natural color. Hair coloring includes the coloring or bleaching of the entire head, or highlighting and partial coloring. No unusual haircuts including carvings, tails, or hair that covers the face will be allowed. Students should be clean shaven at all times and sideburns should be no lower than the earlobe.</p> <p><b>TATTOOS/ BODY PIERCING</b> No visible temporary or permanent tattoos or body piercing are allowed.</p>
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GIRLS UNIFORM REGULATIONS

- K-8 girls wear a jumper, skirt, skort, or pants regardless of the season of the year.
- All blouses/ polo shirts must be solid white or solid navy blue and tucked in.
- All sweaters and sweatshirts must be of uniform code.
- Uniform shorts may be worn in the fall until November 1 and in the spring beginning on April.
- The Principal may use discretion in allowing shorts to be worn before April 1, if the weather warrants an earlier date.
- A solid dark colored belt must be worn with trousers or shorts that have belt loops. Belt loops may not be removed to keep from wearing a belt.

FINAL INTERPRETATIONS OF COMPLIANCE OF UNIFORM REGULATIONS WILL BE DETERMINED BY THE PRINCIPAL.

<p><b>JUMPER:</b> Kindergarten through 4th girls wear a blue plaid uniform jumper. Jumper length may be no shorter than the top of the knee. Slacks may not be worn during the school day under the school jumper. 5th and 6th graders may wear either the jumper or the skirt.</p> <p><b>SKORTS</b> All girls may wear either a two-tab solid, navy blue twill or two-tab plaid skort purchased from DiGiorgio School Uniforms. These may be no shorter than the end of your extended finger tips.</p> <p><b>SKIRT</b> Seventh and eighth grade girls wear a blue plaid uniform skirt. Slacks may not be worn during the school day under the school uniform. Waistbands may not be rolled and skirt/jumper lengths may be no shorter than the end of your extended finger tips. Fifth and sixth graders may wear either the jumper or the skirt. Shorts must be worn under the uniform skirt at all time. Shorts may not be longer than the skirt.</p> <p><b>LEGGINGS</b> Solid navy blue or black leggings may be worn under uniform skirts or skorts. Leggings ARE NOT be worn on their own or under shorts.</p> <p><b>OUTERWEAR</b> No outerwear will be worn during class time. Hats are not to be worn upon entering the school or during the school day. Only solid colored sweatpants with no words or patterns may be worn under skirts or jumpers before and after school and at recess.</p>	<p><b>SOCK CHOICES</b> Solid navy, black, gray, or white socks or tights. Socks must be visible and may have a simple logo on them.</p> <p><b>SHOES</b> Athletic shoes must be worn for PE. Students should wear appropriate hard soled shoes or tennis shoes for school. The following are not permitted: sandals, slippers, or boots. In wet or inclement weather, students who wear boots must bring shoes to change into.</p> <p><b>FACIAL PIERCING</b> One pair of plain studs or posts that do not extend below the ear lobe is permissible.</p> <p><b>NECKLACES</b> A gold or silver chain with a single small pendant or religious medal.</p> <p><b>BRACELETS</b> A single small bracelet or wristwatch may be worn.</p> <p><b>RINGS</b> A simple, small ring may be worn.</p> <p><b>HAIR</b> Hair must be clean and well groomed. Hair color must be the student’s own natural color. Hair coloring includes the coloring or bleaching of the entire head, or highlighting and partial coloring. No unusual haircuts including carvings, tails, or hair that covers the face will be allowed.</p>
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**SLACKS**

All girls may wear solid navy blue twill or corduroy slacks. The following are not permitted: Western style jeans slacks, stirrup pants, blue denim jeans, leggings or cargo pants.

**SHORTS**

Uniform walking shorts may be worn in the Fall until November 1 and again in the Spring beginning on April 1. Shorts can be no more than 3 inches above the knee; walking shorts may not cover the knee.

**BELT**

A solid dark colored belt must be worn with trousers and shorts that have belt loops. Belt loops may not be removed to keep from wearing a belt.

**BLOUSE/ SHIRT CHOICES**

Solid white or navy blue long- or short-sleeve dress shirt with a collar, polo shirt, turtleneck, or polo shirt with the school logo. Shirts must be tucked in at all times. Undershirts must be solid white.

**SWEATER/ SWEATSHIRT CHOICES**

A uniform shirt must be worn under a solid navy-blue sweater or St. Philip Neri sweatshirt.

All sweatshirts must be solid blue with the school logo. Sweatshirts may be purchased through DiGiorgio's School Uniform or Bazer's Signs N Designs.

**HAIR ACCESSORIES**

Functional barrettes, headbands or ribbons are allowed. No scarves.

**MAKEUP**

No makeup is allowed.

**NAILS**

Fingernail polish is allowed. No false nails or fancy polish.

**TATTOOS/ BODY PIERCING**

No visible temporary or permanent tattoos or body piercing are allowed.

**DRESS DOWN DAY**

At times during the year the children will be notified of a "Dress Down Day." On a dress down day, the students may wear sweats, jeans and appropriate T-shirts. Girls may wear leggings as long as their shirt or sweatshirt reaches their fingertips. Pants may not have wording on the behind. Clothing must be clean with no holes. Shirts may not have beer, alcohol, or drug slogans/symbols, or any other logo, symbol, motto, or graphic that is not consistent with the school's mission and philosophy.

Shirts must also have sleeves and be long enough to be tucked in – no midriff-baring tops are permitted. Walking shorts and capris may be worn until November 1st and beginning on April 1<sup>st</sup>. Flip-flops, sandals, moccasins, crocs and clogs are not permitted. Students must wear socks. No make-up or colored / dyed hair is permitted. If a student is dressed inappropriately, he or she will be asked to call home and a uniform will be provided for him or her to wear, if available. The final decision on uniform matters resides with the Principal or Principal designate.

## SPIRIT DAYS

- Students wear school colors or tops with the school logo.
- Students may wear sweat pants or jeans.
- Girls may wear leggings as long as their shirt or sweatshirt reaches their fingertips.
- Pants may not have wording on the behind.
- Clothing must be clean with no holes.
- Shirts must also have sleeves and be long enough to be tucked in – no midriff-baring tops are permitted.
- Walking shorts and capris may be worn until November 1st and beginning on April 1<sup>st</sup>.
- Flip-flops, sandals, moccasins, crocs and clogs are not permitted.
- Students must wear socks.
- No make-up or colored / dyed hair is permitted.
- If a student is dressed inappropriately, he or she will be asked to call home and a uniform will be provided for him or her to wear, if available.

The final decision on uniform matters resides with the Principal or Principal designate.

At times the school will sponsor dress down days for fundraising purposes. There will be a small charge to dress down. Notification of this charge and when it is due can be found on the school calendar or in other notices sent home. The charge to dress down is due to the classroom teacher.

## THE CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)

The Children's Online Privacy Protection Act (COPPA) is a federal law that safeguards the online privacy of children. It requires website and online service operators to obtain verifiable parental consent before collecting personal information from children under 13 years old.

COPPA permits schools to act as agents for parents and provide consent to collect personal information only when it is used for educational purposes.

Saint Philip Neri Catholic School utilizes various online tools and educational applications - such as Clever, Google Workspace for Education, GoGuardian and other Curriculum Department-approved third-party sites - to support and enhance students' learning. These platforms may collect personal information (such as name, grade level, and login data) to:

- Create individual student account
- Track academic progress
- Deliver personalized learning experiences throughout the school year

These apps or websites may include the following:

Epic - Students	McGraw Hill	Adobe
ExploreLearning	Nitro Type	Sora by OverDrive Education
HMH Learning	Typing.com	Creator Studio
IXL	World Book Online	Grammarly
Kahoot	Pear Deck	



By signing the consent and verification below you give consent for Saint Philip Neri Catholic School to collect, use, and disclose your child's information. You further acknowledge and consent this information will be exchanged with 3rd party platforms linked to Google Workspace for Education used in your child's education.

***This handbook is provided for informational purposes only and does not constitute a contractual agreement between Saint Philip Neri School and any student or any parent of any student. The information contained in the handbook provides a general description of rules and regulations. The Principal reserves the right to add to, modify or abolish any of the handbook provisions with notice to faculty, staff, and families. Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement. This handbook does not create any restrictions upon Saint Philip Neri School's right to institute any course of disciplinary action, which, is Saint Philip Neri School's sole discretion it believes necessary and consistent with its Catholic educational mission.***

