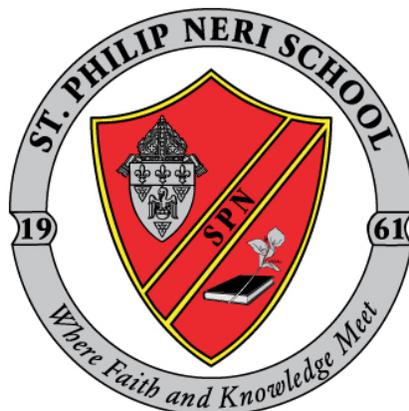


# *St. Philip Neri School*



## **Student-Parent Handbook 2018 - 2019**

*“The educational role of the Christian family therefore has a very important place in organic pastoral work. This involves a new form of cooperation between parents and Christian communities...the renewal of the Catholic school must give special attention both to the parents of the pupils and to the formation of a perfect educating community...those in society, who are in charge of schools, must never forget that the parents have been appointed by God as the first and principal educators of their children, and that their right is completely inalienable. But corresponding to that right, parents have a serious duty to commit themselves totally to a cordial and active relationship with the teachers and school authorities.”*

**--Pope John Paul II  
The Apostolic Exhortation  
*Familiaris Consortio*, #40**

**ST. PHILIP NERI SCHOOL**  
***WHERE FAITH AND KNOWLEDGE MEET***

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**6600 Kawanee Avenue    Metairie, Louisiana 70003    (504) 887-5600**

Dear Parents:

We welcome you to the 2018 - 2019 school year. We are looking forward with great anticipation to another year in which the home and school will join together to stimulate and enhance the spiritual and intellectual growth of the students of St. Philip Neri School.

The SPN Student/Parent Handbook is the beginning of our efforts. It is our hope that the handbook will assist you in becoming familiar with the policies and procedures of St. Philip Neri School. Please take the time to read and review the handbook with your child(ren); **please pay particular attention to items in bold print and those topics related to student behavior, cell phone possession, and parking for arrival and dismissal.** Discussion of the information with your family will assure awareness and understanding of the guidelines that govern the operation of the school and will be of great assistance to all concerned for a rewarding school year. Please be aware that the school retains the right to amend the handbook for just cause and that parents will be given prompt notification if changes are made. **The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at her discretion.**

As an indication that you have both (parent and student) read and reviewed the handbook, please sign the acknowledgment letter that has been sent home with your child and return it to your child's homeroom teacher by **Monday, August 20, 2018**. Thank you for your continued support and cooperation.

Sincerely,

Carol S. Stack, Ph. D.



PK4	A.Trocquet/S.Schembre	Art	E.Wright
Kdg.	J.Olivio/J.Jevic	Drama	S.Randall
Kdg.	L.Hickman/S.Pillittere		
Kdg.	L. Schambach/M.Joseph		
1st	J.Williams		
1st	E. Hanby		
1st	L.Collins		
2nd	N. Hedrick		
2nd	E. Crawford		
2nd	L. Hensley	<b><u>Maintenance/Lunchroom</u></b>	
3rd	H. Allen	<b><u>Personnel</u></b>	
3rd	N. Adams	J. Cajina	
3rd	R. Kieffer	K. Jones	
4th	D. Binder	B. Lucas	
4th	L. Withmeyer		
4th	H. LaCoste		
5th	T. Hebert	<b><u>Extended Care Coordinator</u></b>	
5th	S. Patin	C.Guidry	
6th	M. Kessler		
6th	S. Paul		
7th	R. Burns		
7th	C. Shelley		

**ST. PHILIP NERI SCHOOL  
2018 - 2019 CALENDAR**

**AUGUST**

**16<sup>th</sup> 11:00 A.M. DISMISSAL**  
**17<sup>th</sup> 11:00 A.M. DISMISSAL**

**SEPTEMBER**

**3<sup>rd</sup> HOLIDAY – LABOR DAY**  
**12<sup>th</sup> FIRST QUARTER PROGRESS REPORTS**

**OCTOBER**

**17<sup>th</sup> – 19<sup>th</sup> FIRST QUARTER EXAMS**  
**19<sup>th</sup> 12:00 P.M. DISMISSAL – RECORDS' DAY**  
**26<sup>th</sup> FIRST QUARTER REPORT CARDS**

**NOVEMBER**

14<sup>th</sup> SECOND QUARTER PROGRESS REPORTS  
19<sup>th</sup> – 23<sup>rd</sup> THANKSGIVING HOLIDAYS

**DECEMBER**

14<sup>th</sup>, 17<sup>th</sup> - 18<sup>th</sup> SECOND QUARTER EXAMS  
19<sup>th</sup> 11:00 A.M. DISMISSAL  
20<sup>th</sup> – 2<sup>nd</sup> CHRISTMAS HOLIDAYS

**JANUARY**

3<sup>rd</sup> SCHOOL RESUMES  
4<sup>th</sup> SECOND QUARTER REPORT CARDS  
21<sup>st</sup> HOLIDAY - MARTIN LUTHER KING

**FEBRUARY**

6<sup>th</sup> THIRD QUARTER PROGRESS REPORTS

**MARCH**

1<sup>st</sup> 11:00 A.M. DISMISSAL  
4<sup>th</sup> – 8<sup>th</sup> MARDI GRAS HOLIDAYS  
13<sup>th</sup> – 15<sup>th</sup> THIRD QUARTER EXAMS  
15<sup>th</sup> 12:00 P.M. DISMISSAL – RECORDS' DAY  
22<sup>nd</sup> THIRD QUARTER REPORT CARDS

**APRIL**

17<sup>th</sup> FOURTH QUARTER PROGRESS REPORTS  
18<sup>th</sup> 11:00 A.M. DISMISSAL  
19<sup>th</sup> – 26<sup>th</sup> EASTER HOLIDAYS  
29<sup>th</sup> SCHOOL RESUMES

**MAY**

**14<sup>th</sup> – 16<sup>th</sup>**

**FOURTH QUARTER EXAMS – SEVENTH  
GRADE**

**17<sup>th</sup>, 20<sup>th</sup> -21<sup>st</sup>**

**FOURTH QUARTER EXAMS – FIFTH & SIXTH  
GRADES**

**20<sup>th</sup>**

**SEVENTH GRADE CLOSING MASS/CEREMONY**

**21<sup>st</sup>**

**PK – LAST DAY OF SCHOOL**

**22<sup>nd</sup>**

**KINDERGARTEN CLOSING**

**23<sup>rd</sup>**

**11:00 A.M. DISMISSAL**

**24<sup>th</sup>**

**11:00 A.M. DISMISSAL**

## **PHILOSOPHY**

“This is how all will know you for my disciples, by your love for one another.” Jn 13:33.

With love as our guiding force, the faculty and staff of St. Philip Neri School are committed to the education of the total child. We assist in the spiritual, intellectual, emotional, social, physical, and cultural development of our students by incorporating the Gospel Message of Jesus and the teachings of the Catholic Church with a progressive academic curriculum and creative learning programs. Through our commitment to serve individual and communal needs, to develop self-worth, to foster academic excellence, and to instill a love for life and learning, we prepare our students to fulfill their obligations as responsible Christian citizens.

## **OBJECTIVES**

### **A. Spiritual Development**

1. To create an environment where each person is committed to the values and teachings of the Catholic Church.
2. To share our Christian faith through opportunities to worship, pray, study and live Scripture and Catholic doctrine.
3. To work with parents in educating children toward the fullness of Christian life.

### **B. Intellectual Development**

1. To educate all students in the basic skills according to their individual abilities.
2. To develop in each student the power to think constructively, to solve problems, and to reason independently.
3. To instill in each child a desire for learning through methods of inquiry and discovery.
4. To develop students who value education and actively seek that education for themselves and others.

### **C. Emotional Development**

1. To stress the importance and development of self-discipline.
2. To instill in each person the awareness of their uniqueness and self-worth.

### **D. Social Development**

1. To develop in students respect for themselves as human beings and consequently for all life.
2. To foster in our students the courage to choose, make decisions, and realize the consequences of their actions.
3. To challenge students to assume responsible, active roles as Christian citizens who will work toward social justice and peace for all humanity.

4. To provide educational opportunities related to American citizenship, responsibility to family, community, and society.
  5. To instill the principle interdependence of all life and to improve active, caring service to all.
- E. Physical Development
1. To stress the need for physical fitness appropriate to the ability of each child.
  2. To foster respect for the dignity of the human body and to treat it as a gift from God.
- F. Cultural Development
1. To create an awareness and appreciation for all cultural differences.
  2. To deepen students' concern for achieving justice and peacemaking in keeping with the spirit of the Gospel teachings.

## **MISSION STATEMENT**

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

## **BELIEFS**

Each student is a valued individual with unique intellectual, spiritual, emotional, social, and physical needs.

A student's self-esteem is enhanced by positive relationships and mutual respect between students and staff.

All students can learn.

Students learn in different ways and should be provided with a variety of instructional approaches.

A safe and physically comfortable environment promotes student learning.

Teachers, administrators, parents, the clergy, and the community share the responsibility for advancing the school's mission.

The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

## **I. ADMISSIONS**

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

### **Admission Requisites**

1. Parents must fully support the stated mission and educational philosophy of St. Philip Neri School.
2. Children entering Kindergarten must be five years old on or before September 30 of the current school year; children entering Pre-Kindergarten (4) must be four years old on or before September 30 of the current school year; children entering Pre-Kindergarten (3) must be three years old by September 30.
3. Children entering other grades must have successfully completed all work required in previous grades, have a record of good conduct, and submit evidence of same.
4. New students applying for admission to Kindergarten – 7<sup>th</sup> grades may be required to undergo placement testing. New students applying for admission in grades 1-7 must present copies of standardized testing (if applicable) and their most recent report cards.

**Any student who is admitted to St. Philip Neri School is accepted conditionally for the first year of admission. The academic and behavioral response of the student will be considered during this period.**

### **Admission Priorities**

The following priorities of admission will be used to fill all available places after registration of currently enrolled students and their siblings.

1. Catholic students whose parents are parishioners of St. Philip Neri parish.
2. Catholic students whose parents live in a parish which has no school.
3. All others, including non-parishioners and non-Catholics.

## **Required Records**

The following records are required for all new students in order to process and complete their registration:

1. Birth Certificate
2. Baptism Certificate
3. Immunization record

The minimum dosages for meeting school-entry immunization requirements are as follows: booster doses of Tetanus Diphtheria Acellular Pertussis and Polio vaccines; two (2) doses of Varicella; two (2) Measles-Mumps-Rubella (MMR); three (3) Hepatitis B (HBV); and one (1) Meningococcal Vaccine (MCV-4).

**Middle school students shall provide satisfactory evidence of current immunization against meningococcal disease and any other age appropriate vaccine as a condition of entry into the sixth grade. Further, any student who has attained the age of eleven years or who is entering a grade other than grade six shall provide satisfactory evidence of current immunizations.**

Please be sure that your doctor is entering your child's immunizations on the State of Louisiana Universal Certificate of Immunizations on the L.I.N.K.S website; this is now required by law, and this is the only documentation of immunization that we may accept. We are mandated by law (Louisiana General School Law, R.S. 17:170) to require that all children who enroll in school are immunized on the schedule provided by the CDC State of Louisiana Department of Health and Hospitals. If there is a situation regarding immunizations, contrary to this law, that we are unaware of, please call the school office in order to rectify this situation. Any child who has a note from a physician stating that no immunizations are needed or should be received at this time will be considered fully immunized.

**If a parent wishes to review a student's official file, the request must be in writing, and the school must be given twenty-four hours' notice.**

## **Custody Notice**

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

## **Withdrawal Procedures**

The parent should notify the teacher and principal as soon as possible regarding the withdrawal of a student. It is the parent's responsibility to see that all textbooks and library books are returned to the teacher.

Parents may receive immunization records, health records, birth certificates, and Baptism certificates from the office. **Academic records will be mailed to the new school when all appropriate clerical and financial obligations are completed. These requests must be in writing.**

### **Authorization and Release of Student Information**

All parents/guardians of students attending St. Philip Neri School authorize any school previously attended by their child, including but not limited to any school denominated as a Catholic School by and/or under the vigilance of the Archbishop of the Archdiocese of New Orleans pursuant to Canon Law of the Roman Catholic Church and which the child has attended in the past, to send a copy of any and all school records, including but not limited to any and all transcripts, standardized test scores, attendance records, special-education records, disciplinary records and/or any and all other educational and/or social or informational records. Further, in consideration of the sending and receipt of such records any related consideration, the parents agree to release, defend, indemnify and hold harmless the owners of and/or any such schools that send and/or receive the aforementioned records, The Roman Catholic Church of the Archdiocese of New Orleans, their members, directors, officers, administrators, principals, teachers, employees, agents and/or representatives and the Archbishop, bishops and all clergy of the Archdiocese of New Orleans, from any and all claims, demands and/or causes of action arising from the sending and/or receipt of the aforementioned records and/or from the content of such records.

**Please note: The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.**

## **II. SCHOOL FINANCES**

### **School Tuition**

The tuition rate, fees, and family plan have been developed in order to maintain the school's financial integrity while giving due consideration to those families who support our parish both financially and through their time and talents. Tuition rates for each year will be published prior to registration time. **Please note: Per Archdiocesan policy, tuition for Early Learning Center and PK3 students is not included in the family plan.**

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

**parents and/or guardians must work out any differences outside of the school environment.**

### **Fees**

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

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

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

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

### **Pre-Payment Tuition Plan**

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

### **Tuition Invoicing**

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

### **Tuition Adjustments**

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

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

### **Delinquent Loan Payments**

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

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

### **Returned Checks**

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

## **III. SCHOOL ADMINISTRATION**

### **Administration and Supervision**

The Principal is the spiritual and educational leader of the school. The policies and procedures of St. Philip Neri School are developed by the Principal in conjunction with the Pastor and the School Advisory Board. As executive officer of the St. Philip Neri School Advisory Board, the Principal implements said policies and procedures and is responsible for the administration and supervision of the school. In the absence of the Principal, the Assistant Administrator will assume these duties.

### **School Advisory Board**

The St. Philip Neri School Advisory Board meets periodically throughout the school year. Meeting dates are announced on the website calendar. Parents wishing to address the School Advisory Board on a **specific** topic should put their request in writing to the Principal.

### **School Office**

The school office is opened every school day from **7:45 A.M. to 3:30 P.M.** during the months of August through May. Office hours for the summer are announced each year in the last bulletin issued by the school. The school office phone number is 887-5600; the school fax number is 456-6857; the school website is [www.stphilipneri.org](http://www.stphilipneri.org).

#### IV. SCHOOL DISCIPLINE/STUDENT EXPECTATIONS

One goal of Catholic education is the fostering of self-discipline within each child. The habit of self-regulation which a child forms in his/her early life sets the pattern for his/her character as an adult. Self-control, integrity of character, orderliness, courtesy, and efficiency are “subjects” which all teachers teach. These are the keys to good social conduct and Christian relationships with others. Students and faculty should understand that one of their first obligations is to respect the dignity of all members of the school community.

##### **Student Behavior**

A student should demonstrate a decorum, courtesy, and social interaction which exemplifies the ideals toward which all Christians strive. Politeness to others and respect for an obedience to rules are expected from all our students. These ideals and rules are a continuation of those instilled by parents. Although the school is not directly responsible for a student’s behavior outside of school, students should always and everywhere exemplify Christian behavior. **The student is a St. Philip Neri student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, MAY be disciplined by school officials.**

At school, the key to good conduct rests on quiet and order. Except at recess, there is rarely any need for a student to raise his/her voice above a normal volume level. Minimum talking is always required when students are in ranks and at any other time deemed necessary.

The school has the interest of the child at heart; however, **the responsibility for good discipline rests not only with the school, but also with the parents.** Usually the general behavior of a child is a reflection of the discipline he/she is being taught at home. Parental cooperation is essential in this important matter. This is done by: **1) upholding the authority of the school at all times; 2) insisting on obedience at all times; 3) adhering to the rules and regulations of the school.**

The classroom teacher takes care of ordinary classroom misbehavior. When a child comes home with a concern regarding a teacher, the incident should be discussed **with the teacher BEFORE an opinion is voiced to the child or to a neighbor.** It is important that the parents do not make a judgment until they know the entire story.

**Before requesting an appointment with the Principal or Assistant Administrator, make an appointment with the teacher.** If, after consulting with the child’s teacher(s) a parent is not satisfied, an appointment with administration may be requested. If after consulting with the teacher and administration the parent is not satisfied, a conference with the parent, teacher(s), and administration will be scheduled.

**STUDENTS SHOULD FULLY UNDERSTAND THAT ANY MEMBER OF THE ST. PHILIP NERI SCHOOL STAFF HAS THE AUTHORITY TO CORRECT**

**ANY MISCONDUCT AT ANY TIME. LIKEWISE, PARENT VOLUNTEERS ARE DUE COURTESY AND OBEDIENCE FROM ALL STUDENTS.**

### **Parental Cooperation**

St. Philip Neri School clearly recognizes the role of parents/guardians as the primary educators of their children and that the school exercises its authority in loco parentis. The relationship between parents/guardians and St. Philip Neri School is in the nature of a partnership. Cooperation between parents/guardians and the school is therefore vital to ensure that each student receives an appropriate secular and Christian education.

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

**Posting of negative comments on social media regarding St. Philip Neri School faculty, policies, etc., by parents is considered a breach of parental cooperation.**

### **Grades K – 7**

If a child continually breaks school rules and regulations, the teacher may 1) take away certain privileges; 2) impose written punishment of a worthwhile nature; 3) issue demerits or a detention (grades 4 – 7); 4) request a conference with the parents; 5) refer student to the Principal or Assistant Administrator.

### **Grades PK3 – PK4**

The following procedures and techniques are used to foster discipline within a loving, caring environment.

- A) Redirection – The teacher directs a child that is displaying inappropriate behavior to a more appropriate activity. The teacher separates students when a problematic situation between two students appears to be developing.
  - B) Time Out – The student will go to a designated time-out chair in a non-isolated area. The student will be in “time-out” between 2 and 4 minutes. The student is then asked to rejoin the group; appropriate behavior is now expected.
  - C) Consultation with Parents – If repeated time-outs are ineffective, parents will be notified and a conference with the teacher to discuss the child's behavior will be initiated.
- Corporal punishment will not be used in any form.

- Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on any student; nor will a child be deprived of his/her snack for disciplinary reasons.
- When a child is removed from the group for disciplinary reasons, he/she shall never be put out of sight of a staff member.

### **Biting Policy**

Biting is not an unusual behavior in Preschool age children and will be dealt with on an individual basis. According to LA State Regulation 21; 010-8, “Guidelines shall be developed regarding biting behavior, treatment of bites, and notification to parents of the children (if injury requires first aid or medical attention).”

Upon the first incident, first aid will be applied if necessary; the biter will be sent to time out. The parents of both children will be advised. The biter will be observed for further aggressive behavior. If a second incident occurs, the same procedure is followed. Should there be a third incident, the parents of the children involved will be advised, and the biter’s parents will be called to pick up the child. A meeting will then be arranged to discuss this behavior and to make arrangements for the child’s return to school.

If a child continually breaks school rules and regulations, the teacher may 1) request a conference with the parents and 2) refer student to the appropriate administrative personnel for determination of the appropriateness of the program.

### **Conduct Code (Grades 4 - 7)**

The basic guidelines that we expect students to follow are posted in each homeroom. The classroom rules are as follows:

1. Report to class on time.
2. Bring all necessary books and materials for each class.
3. Enter and exit classrooms and buildings quietly and orderly.
4. Maintain silence when the teacher enters the room and during instruction.
5. Remain seated during instruction and until dismissed by a teacher.
6. No eating or drinking in the classroom.
7. Conduct unbecoming of a Christian will not be tolerated

### **Responsibility Demerits (Grades 4 – 7)**

Responsibility demerits may be issued for the following infractions:

1. Failure to bring books or materials to class
2. Uncovered books
3. Failure to return signed forms when due
4. Uniform infractions (Uniforms should be clean and in good repair; shoelaces should be laced and tied, sweatshirts tied around the waist may not be worn, shirts/blouses must be tucked in, socks worn must be the appropriate size, etc.)
5. Unacceptable haircuts/styles

5. Tardiness to class (without a signed pass)
6. Other behaviors showing lack of responsibility

### **Behavior Demerits (Grades 4 – 7)**

Behavior demerits may be issued for the following infractions:

1. Tampering with another student's lock, locker or belongings
2. Aggressiveness towards another student(s)
3. Disrespect towards another student(s)
- 4. Inappropriate care of school technology**
5. Running, except on the playground at recess
6. Loitering
7. Boisterous behavior
8. Littering
9. Eating or drinking in the classroom or on the playground
10. Disobeying lunchroom rules
11. Writing on oneself or another
12. Writing, reading, or passing notes
13. Use of aerosols or other sprays
14. Shooting staples, rubber bands, etc.
15. Foreign object(s) in mouth
16. Crumpling or tearing demerits
17. Not complying with classroom rules
18. Other conduct deemed inappropriate by a teacher

**Demerits must be signed and returned the next day.**

### **Detentions (Grades 4 – 7)**

Detentions are held weekly (3:30-4:30) (unless otherwise indicated) and may be issued for the following infractions:

1. Accumulating six (6) points in demerits
2. Gum chewing
3. Fighting, including "play fighting"
4. Presence on a classroom balcony
5. Cheating
6. Plagiarism
7. Misbehavior in Church
8. Defacing or destroying the property of the school, teachers, or students  
**(Remuneration will be required)**
9. Disrespect or discourtesy to a teacher or staff member (including "talking back")
10. Throwing food in the lunchroom
- 11. Use of foul language, either written or spoken**
12. Presence in classrooms or buildings at unauthorized times
13. Other conduct deemed inappropriate by a teacher

NOTE: Any of the above infractions are subject to review by the administration and may result in a suspension

**Detentions must be signed and returned the next school day.**

Demerits issued for responsibility-related infractions will count as one (1) point. Those issued for behavior will count as two (2) points. A total of six (6) points will result in the issuance of a detention. **Any student who fails to appear for an assigned detention must report to the Assistant Administrator before being allowed to return to class; an additional detention will be assigned for an unexcused failure to appear.**

Upon receiving the first detention in a quarter, the student will be referred to the office. A second detention in the same quarter will result in the student being placed on probation for the rest of the quarter, as well as the following quarter. A third detention in the same quarter may result in a suspension at the principal's discretion.

All papers requiring a parent's signature must be returned within the indicated time. A student who **forges** his/her signature will be subject to suspension by the principal.

The General Conduct grade for the quarter (Grades 4 – 7) will be noted on the report card and will be determined as follows:

**Demerits**

0-5 points = A  
6 points = Detention #1 = B  
12 points = Detention #2 = C  
18 points = Detention #3 = D  
(possible suspension)  
24 + points = F

**Detentions**

One detention = B  
Two detentions = C  
Three detentions = D (possible suspension)  
Automatic suspension = D  
Two suspensions = F (and possible expulsion)

**Suspension/Expulsion**

If a student is sent to the Principal or Assistant Administrator three (3) times for infractions or detentions, he/she is subject to being suspended. The following serious infractions **may** be grounds for **IMMEDIATE SUSPENSION AND/OR EXPULSION**:

- 1. Disobedience or disrespect to any staff member**
- 2. Profanity/Vulgarity**
- 3. Fighting (both parties)**
- 4. Action resulting in physical injury to another person**
- 5. Threatening teachers and/or students**
- 6. Bullying, including teasing, hazing, verbal insults, harassment**
- 7. Possession of any weapon during regular school hours, on the school bus, or at any school activity which could inflict injury to others**
- 8. POSSESSION OF A CELL PHONE ON CAMPUS**
- 9. Using or possession of tobacco, alcohol, drugs, etc**
- 10. Cheating**
- 11. Vandalizing or defacing school property**
- 12. Stealing**
- 13. Leaving school grounds without permission**

14. Truancy
15. Cutting classes
16. Any personal conduct/behavior which is not consistent with the moral or religious doctrines/teachings of the Roman Catholic Church
17. Any other serious offense as determined by the administration.

**Please Note:** When a student has been suspended, a conference with administration, parents, and student will be arranged BEFORE the student will be allowed to return to class. Students who are suspended may not be given the opportunity to make up work and may receive an “F” on all work missed.

### **Responsible Use Policy**

In keeping with the school philosophy of offering a progressive academic curriculum and creative learning programs, St. Philip Neri School provides computer and network resources for students, faculty, and others affiliated with the school. Faculty, staff, and students are encouraged to use the computers, software, e-mail, and the Internet to foster educational and personal growth in technology, information gathering, and communication skills. All equipment, software, and network capacities provided through the school are and remain the property of the school.

All users are expected to conduct their on-line activities in an ethical and legal fashion, both in and out of school. This includes the use of cell phones/text messaging, instant messaging, and postings on websites. All use of technology is to be consistent with the philosophy and mission of St. Philip Neri School. Misuse of these resources for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material is not permitted. Invading the privacy of an individual or accessing, processing, or transmitting any copyrighted material is likewise not permitted. There will be no use of the Internet for commercial gain or profit. Inappropriate use or vandalism of the computers/equipment may result in disciplinary, legal, and/or monetary consequences. Additional rules and regulations may be added and posted at any time. Users are responsible for reading and following the rules. The Archdiocese of New Orleans’ Policy on Responsible Use of Archdiocesan Information Resources is found at the end of this handbook. **Inappropriate use of technology (harassment, use of school name, remarks directed to or about teachers, offensive communications, safety threats, “cyber bullying,” etc.) may subject the student to consequences, including but not limited to, detention, suspension, and/or expulsion.**

### **PLEASE NOTE:**

**St. Philip Neri School does not actively monitor student use of technology while off campus (social media websites, blogs, chat rooms, etc.); our filtering system establishes parameters for appropriate use within our building. While parents/guardians are primarily responsible for the appropriate and ethical use of technology, in the interest of the safety of ALL of our students, St. Philip Neri School STRONGLY DISCOURAGES our students from using any social networking accounts, such as “Facebook,” “Instagram,” etc.**

**Parents should not take pictures of any students while on campus. This is considered a breach of the individual student’s privacy and security.**

**Threats of Violence/Violence**

Safety in our school is of the utmost importance to us. Each and every student and teacher has a right to feel secure at St. Philip Neri School. In order to maintain a safe environment, we would like to clarify our school’s position on the sensitive issue of violence and/or the threat of violence in our school. While we do not want to overreact to a child’s idle talk, parents and students should be advised that any comments of a violent nature will be taken seriously. We will react immediately and strongly to talk of killing, violence, weapons, etc. We will not accept statements such as “I was just kidding,” as an excuse.

Parents will be called to school immediately to discuss the issue and to determine the follow-up consequences. Depending on the severity of the circumstances, the police may be notified. Additionally, the school reserves the right to proceed at all times with its own disciplinary procedures. We urge parents to provide their children with homes that are free of violence and anger, and that weapons not be accessible.

**Bullying Policy**

St. Philip Neri School, in conjunction with the Archdiocese of New Orleans, believes that any and all forms of bullying are unacceptable behaviors. Therefore, all statements or actions of student-on-student bullying made at any time, including on campus, during or at school-sponsored events, while traveling to or from a school-related activity, or off-campus, will not be tolerated. All students, teachers, and other school employees shall take appropriate measures within the scope of their individual authority to prevent bullying.

**Definition of Bullying** Bullying behavior is defined as **REPEATED** and **PERSISTENT** verbal, written, physical, or psychological action, implied or communicated as intending to cause harm, fear or distress to another person (or group of persons). An imbalance of power between the aggressor and the target is often involved. Bullying is a means of control and may be carried out directly through physical, verbal, written, or electronic means, or indirectly through social and emotional aggression. Bullying includes any of the foregoing by a person even if the person did not initiate any of the following, but perpetuates it.

Examples of bullying, as defined above, may include, **but are not limited to:**

<b><u>Verbal</u></b>	<b><u>Physical</u></b>	<b><u>Social/Emotional</u></b>
Name calling/Put downs	Hitting	Relational Aggression
Insults	Kicking	Manipulating
Friendships	Spitting	Gossip
Racial Comments	Pushing	Exclusion

Harassment	Inappropriate Gestures	Intimidation
Sexist Comments	Tripping	Written Notes
Teasing/Taunting	Stealing	Electronic Misuse/
Threatening/Extortion		Text Messages/Cyberbullying

**\*\*Please Note: Retaliation in response to bullying will NOT be tolerated**

**Reporting Bullying** The principal or the assistant administrator is responsible for receiving complaints of alleged bullying. All school-based employees are required to report alleged bullying to the principal or the assistant administrator. Any member of the school community who has information that bullying has taken place may file a report of bullying, whether a victim or witness. Any student (and/or the parent or guardian on that student’s behalf) who believes he/she is a victim of bullying is strongly encouraged to report bullying in writing to a school official.

We strongly urge parents to instill in their children a sense of compassion and reverence towards others and to demonstrate intolerance for prejudice, teasing and name-calling. We know you will support this policy by taking the time to discuss it with your child(ren). Christ’s words were “Love one another,” and we must all model these words in order to see that our children grow into responsible, compassionate adults.

**Child and Sexual Abuse Policy**

According to Louisiana Law 14:403, **any person who suspects that a child’s physical or mental health or welfare is or has been abused, is required to report it to the civil authorities.** Abuse can be reported anonymously. Persons who report incidents in good faith are granted immunity from court action. St. Philip Neri School is in full compliance with the sexual abuse policy of the Archdiocese of New Orleans.

**Behavior in Church**

All students, regardless of religious denomination, are to have reverent and meditative attitudes in Church. This behavior is expected from the moment students enter the Church and continue until they leave the Church. Upon entering Church, students are expected to genuflect in reverence to the Blessed Sacrament and to participate fully in the Liturgy. Special reverence to the Blessed Sacrament is expected to be shown at all times, but especially during the reception of Holy Communion. Unacceptable behavior such as talking, playing with objects, and making any unnecessary disturbance will be corrected as deemed necessary by the teachers in charge.

**Articles Prohibited in School**

Students should not bring to school any articles which could prove hazardous or annoying to others. Examples include rubber bands or toys that can propel missiles, water guns, knives, slingshots, balloons, laser lights/pens, or food beverages with metal “pull-tabs”. Students should NOT bring cameras, radios, electronic games, white-out,

trading cards, CD players, tape recorders, etc. **Articles may be impounded and returned to parents only.**

**Please note: Students may not have cell phones while at school. The search and seizure policy (see below) will be enforced. In the event that a cell phone is discovered, the phone will be confiscated, and the student will be suspended.**

### **Search and Seizure Guidelines**

A school official (Principal or Assistant Administrator) may search students, their lockers, or their belongings (book bag/purse) periodically in an effort to maintain order, or if the administrator has a reasonable belief that contraband, illegal substances, objects, or stolen property are being concealed; or that a violation of a school rule related to maintaining discipline has been committed. The search of the students is conducted with a minimum of embarrassment to the student(s) with at least two witnesses present.

If the student is found to be in possession of any of the above mentioned items, or in violation of a school rule related to discipline, the student may be subject to suspension/expulsion.

### **Firearms**

Act 833 of the 1991 Regular Session of the Louisiana Legislature creates the crime of carrying a firearm by a student or non-student on school property. The crime is defined as the intentional possession of any firearm by any student or non-student on a school campus during regular school hours, at all school-sponsored events, or on a school bus. Whoever is convicted of the crime of carrying a firearm, whether a student or non-student, is subject to a maximum penalty of imprisonment at hard labor for not more than five (5) years. The law exempts from its provisions a federal, state or local law enforcement officer or a school official or employee acting during the normal course of employment, or a student acting under the direction of such a school official or employee. The law also requires that the principal notify the parents of any student who is arrested for carrying a concealed weapon on the campus. **This school and all school-sponsored events are firearm free zones pursuant to Louisiana law.**

### **Care of School Property**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. **Students who disfigure property/equipment will be required to pay for the damage done or replace the item. Gum chewing is never permitted due to the damaging effects of improperly discarded gum on carpeting, desks, and clothing. An automatic detention will be issued for this infraction.**

## **IV. ACADEMIC PROGRAM**

### **Religious Education**

The administration and faculty of St. Philip Neri School recognize the importance of a strong religious education program. The program is under the direct supervision of the school principal in conjunction with the Coordinator of Religious Education for the school and the parish Director of Religious Education. Our aim is to assist students in experiencing a positive, supportive Catholic environment in which to develop into responsible Christian citizens with strong personal and religious convictions.

The religion teachers of St. Philip Neri School participate in the on-going religion certification program sponsored by the Archdiocesan Office of Religious Education. Through the guidance and example of these teachers, students are provided the opportunity to observe and discover a faith that is living, conscious, and active.

In addition to the core textbook series, many additional resources are used to enhance the religion program. Participation in weekly liturgies, the Sacraments, prayer, scripture readings, para-liturgical services, and religious instruction in the basic tenets of our faith lead our students to a deeper and more mature relationship with the Lord. Our students are also encouraged to develop a relationship with their church parish through service to the local community and to the poor of the world, as well as participating in other parish-sponsored activities. Family Life, a comprehensive, informative, non-judgmental sexuality program based on the teachings of the Catholic Church, is also incorporated into the overall religious education program.

The Sacraments of Reconciliation and Holy Eucharist are administered in the second grade after a two-year preparation program which is begun in 1<sup>st</sup> grade.

### **Curriculum Focus**

The curriculum of St. Philip Neri School is structured to achieve a balance between the teaching of content and the teaching of strategies which students need in order to learn that content well. The scope of the curriculum is broad enough to incorporate new methodologies and techniques, and flexible enough to provide for individual differences. The school is fully accredited by the Louisiana State Board of Elementary and Secondary Education (LSBESE), the Southern Association of Colleges and Schools (SACS), and is annually evaluated by the Archdiocesan Office of Catholic Schools.

### **Middle School Program**

St. Philip Neri School fully endorses the mission of the Middle School program of the Archdiocese of New Orleans to provide challenging, quality Catholic education to students in grades five through seven. The program promotes a sensitive, caring, and supportive environment which responds to the developmental needs of early adolescence.

The program is structured, yet it allows the students freedom of movement as they go from class to class through an eight period day. In addition to basic academic subjects, students receive instruction in PE, Computer, Spanish, Art, Music, and a daily study hall is scheduled.

Differentiated uniforms, personal lockers, a variety of special events, opportunities for socialization, and a disciplinary process that encourages the students to accept responsibility for their behaviors complete the overall program.

### **Pre-Kindergarten Program**

The Pre-Kindergarten Programs at St. Philip Neri encourage the total development of each child. The focus is on development in the following areas – Fine Motor Skills, Gross Motor Skills, Language, Cognitive Development, Self Help Skills, and Social Development. The program includes readiness activities in Reading, Math, Science, Music, Art, Physical Education, Spanish, and Computer. The time schedule for each class is determined by each teacher and monitored by the administration. The following is a breakdown of the activities offered each day – “Circle” Time, Centers, Art, Snack, Story, Music and Movement, and Outdoor Play. Lunch and nap are also included in the daily schedule of full day children. Individual class schedules are posted in each of the Pre-K classes.

### **Class Size**

Enrollment at St. Philip Neri School maintains class size according to Non-Public School Standards as prescribed by the Board of Elementary and Secondary Education and stated in Bulletin 741. Class sizes may vary due to classroom space, financial concerns, population trends, etc.

### **Homework**

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

It is essential that good study habits be fostered in the home. This can best be accomplished by having a definite time and quiet place to study. Parents are asked to supervise homework to see that it is done neatly and completely. Completion of homework assignments is factored into the overall grading process at the end of each quarter. **It is the students’ responsibility to get all assignments and obtain all necessary materials. Students and/or parents are not allowed back into the buildings after 3:30 P.M.**

### **Recommended Homework Time**

Grades 1-2:	Half-hour to one hour
Grades 3-4:	One hour to an hour and a half
Grades 5–7:	One and a half to two hours

### **Progress Reports**

Progress reports are sent home midway through the nine-week period for grades K - 7. Check calendar for the exact dates. These notices are sent home with all students, and parent/guardian signature is required. Progress reports are to be returned to the teacher within two school days, or responsibility demerits will be issued (grades 4 – 7). Progress reports may be issued any time during the quarter.

Progress reports are sent home at the end of each semester for students attending Pre-K classes. Skills listed on the Progress Reports are gathered from age appropriate developmental checklists and are therefore recommended to be mastered before the student advances to the next level.

### **Report Cards**

Report cards are sent home at the end of each nine-week period. Check the calendar for the exact dates. All students in grades K-7 will receive four report cards during the school year. Report card envelopes are signed in the designated area by the parent/guardian and returned to the homeroom teacher within two school days, or responsibility demerits will be issued. Parents may keep the report card.

### **Grading Policy**

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

**Grades 5 - 7:** One fourth of the report card grade is based on the quarterly exam. Three-fourths of the grade is based on the average of cumulative tests, quiz grades, projects, homework, etc.

**\*Students in 7<sup>th</sup> Grade may be exempt from the fourth quarter exam if they have earned an “A” (94-100) average for the first, second, and third quarters; AND they have an “A” average (94-100) as a final grade for the fourth quarter (before quarterly exam).**

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

## Grading Scale

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

94-100	A	Outstanding Work
86-93	B	Above Average Work
78-85	C	Average Work
70-77	D	Below Average Work
Below 70	F	Failure

## Honor Roll

**Gold Honor Roll:** Students in grades 3 – 7 who achieve an “A” in each ACADEMIC SUBJECT and no lower than an “S” (Satisfactory) in each ENRICHMENT SUBJECT during a nine-week period qualify for this status.

**Silver Honor Roll:** Students in grades 3 – 7 who achieve “A”s and “B”s in each ACADEMIC SUBJECT and no lower than an “S” (Satisfactory) in each ENRICHMENT SUBJECT during a nine-week period qualify for this status.

**Citizenship Honor Roll:** Students in grades 3 – 7 who achieve an “A” in CONDUCT for each class (including enrichment classes) during a nine-week period qualify for this status.

## Promotion/Retention/Summer School Policy

### PK3 - PK4

Criteria for promotion in the PreK classes are readiness skills as outlined in the PreK Progress Reports, as well as maturity. If a child does not meet grade level expectations or shows signs of immaturity, the teacher may recommend retention to the parents. These recommendations are in the best interest of the child, and we strongly urge parents to follow the teacher’s advice.

### Grades K - 2

To be promoted to the next grade, a student must successfully meet the language arts and math grade level expectations. **A student in Kindergarten, 1<sup>st</sup>, or 2<sup>nd</sup> grade who earns a final grade of “D” or “F” must repeat the grade.**

### Grades 3 – 7

A student who fails one promotional subject will be conditionally promoted to the next grade until the student successfully completes an approved summer school or tutoring program in that subject. Failure to successfully complete summer school or tutoring will require that the student repeat the grade. A student who fails two or more promotional subjects **MUST** repeat the grade. Should a student fail the same grade for the second time, a conference will be held with the teacher, the administration, and the parents to determine the continued enrollment of the student.

**\*\*\*KEY ISSUES\*\*\***

1. **If a student must repeat a grade, there is no guarantee that there will be a place available for that student at St. Philip Neri School. A student is guaranteed a place only for the grade level for which he/she is registered.**
2. **Promotional Subjects**  
**Grades K – 3: Reading, Math, and English**  
**Grades 4 through 7: Reading, Math, Language, Religion, Social Studies, Science**

**Enrichment Courses**

All students participate in courses to extend and enrich the basic academic curriculum. Each of the following enrichment courses are offered to all of our students once each week:

**Music** – The music teacher offers basic instruction in music theory and music appreciation to grades PK3 - 7. Additionally, students practice liturgical songs which are sung at school Masses and various para-liturgical celebrations.

**Physical Education** – A full time PE teacher conducts physical education classes throughout the grade levels. The curriculum is age appropriate, and all students are required to participate.

**Computer Lab** – All students in grades PK3 – 7 have access to the computer lab once a week. A full time computer teacher has developed an appropriate technological curriculum in which students are instructed in the use of software and how to use the computers which are in the classrooms for reinforcement, remediation, and enrichment.

**Library** – The librarian instructs the students in grades PK – 4 in the use of the library, as well as provides opportunities for literature appreciation. Study skills, research skills, circulation of books, availability of periodicals, and utilization of technology for cataloging books and on-line research through the internet are taught during library class in an age appropriate manner. Students in grades 5 – 7 visit the library weekly to do research and check out books.

**Spanish** – A certified Spanish teacher offers basic instruction to students. The objective of this course is to develop listening and speaking proficiency. In listening, students will comprehend basic vocabulary, structures and expressions essential for everyday communication. In speaking, students will be able to respond to simple questions, statements, and commands using words, phrases, and short sentences. Additionally, students learn Spanish songs and play Spanish games. The use of the Internet in class allows students to visit different Spanish web sites and learn more about the Spanish culture.

**Art** – A certified Art teacher offers basic instruction to students in grades 5 – 7 in fine arts as well as art appreciation.

### **Counseling Program**

St. Philip Neri School offers the services of a counselor to assist students and families. The counselor helps to identify, assess, and hopes to resolve spiritual, social, emotional, behavioral, and academic difficulties that may interfere with attendance, achievement and adjustment in school. All information shared by students, parents, and teachers is kept confidential consistent with applicable law, i.e., only to the extent that it is legally privileged, such as a health care provider-patient privilege, and except in certain situations where there is an ethical and/or legal responsibility to limit confidentiality and reveal information or records. Such situations include, but are not necessarily limited to, circumstances where the child reveals information about harm or possible harm to himself or herself or to another person or where the child reveals information about abuse. The school counselor will act at all times in a professional manner that is consistent with the legal and ethical standards that all school counselors uphold. All students participate in the counseling program on a regular basis.

Counseling services at St. Philip Neri School include:

- Individual sessions to address personal, social and academic issues related to school
- Small group sessions to address conflict resolution
- Classroom lessons related to positive personal growth and development
- Parent and teacher consultations to address personal, academic and social issues pertaining to school
- Referral assistance to other services and programs in the community
- Provision of resources to parents, students and teachers
- Liaison with other mental health professionals and agencies
- Coordination of evaluations for possible student exceptionalities
- Crisis intervention and prevention
- Coordination of various guidance programs and speakers

Reasons for Referral

- Loss of a loved one or pet
- Family change or difficulty
- Friendship problems
- Academic difficulties
- New student concerns
- Difficulty coming to school
- Anger management
- Conflict resolution

Services NOT addressed

- Testimony in court in child custody matters other than as to facts and then only if subpoenaed
- Intensive long-term counseling services when they are needed by a child or family

### **Curriculum Modifications**

Under Section 504 of the Americans with Disabilities Act, St. Philip Neri School endeavors, to the full extent of its capability, to meet the individual needs of students who are having problems (dyslexia, ADD/ADHD, etc.) which make the learning process difficult. The process of identifying, evaluating, and prescribing curriculum modifications and accommodations for these students is carried out by the Individual Needs Committee (INC). This committee consists of classroom teachers, administrators, and the Counselor.

Students may be referred to the INC by parents, classroom teachers, or through evaluations completed by professionals in the field of education. While St. Philip Neri School **does not** provide a special education program, the faculty and staff are committed to making **minor curriculum adjustments** and accommodations to meet the needs of identified students so they can function successfully within a regular classroom situation; these minor adjustments are within the sole discretion of the principal of St. Philip Neri School. If the minor adjustments put in place do not do not result in satisfactory service of the needs of the child, the administration will meet with the parents to discuss the possibility of the student withdrawing from school.

## **VI. ATTENDANCE**

### **School Calendar**

The school calendar is tentatively determined at the beginning of the academic year and is distributed to parents during the first week of school within the Parent-Student Handbook. All holidays, exam days, report card dates, progress report dates, and early dismissals are indicated on the calendar. Please retain for reference, and check the school website calendar periodically for updates.

### **School Hours**

Regular and punctual attendance is expected and required. Regular school days begin at 8:30 A.M. and end at 3:30 P.M. for all students in grades K – 7; 8:30 A.M. – 3:20 P.M. for PK3 – PK4. Children who arrive before 8:00 A.M., or remain after 3:40 P.M., should report to the before/after school care program, and parents will be responsible for payment. This policy is to insure your child’s safety since there will be no adult supervision prior to 8:00 A.M. or after 3:40 P.M. Bus riders will be supervised until all buses have arrived. **Students in PK3 – PK4 will not be allowed into the classrooms before 8:15 A.M.; parental supervision is required.**

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

### **Program Variations (PK3)**

The following variations are offered to children attending the PK3 programs. Please note: The Pre-K 4 program is five full days from 8:30 A.M. to 3:20 P.M. Parents are strongly encouraged to refrain from picking up their children early, as there is a full day of activities scheduled daily. It would be detrimental to your child to miss valuable instructional time.

The PK 3 programs offer the following scheduling variations:

Three Full Days – 8:30 A.M. to 3:20 P.M

Five Full Days – 8:30 A.M. to 3:20 P.M.

A charge of \$50 is assessed for an added day.

### **Daily Attendance**

According to the Louisiana Board of Elementary and Secondary Education (Reg. 6.055.02), elementary students shall be in attendance a minimum of 160 days during the school year. **Attendance of less than 160 days may result in the student having to repeat the grade, unless there are extenuating circumstances.**

### **Absentees**

Children should not return to school until completely recovered from an illness. **A student should be fever free before returning to school. A 24-hour period is recommended in the case of intestinal upsets. If a student has been absent for three (3) or more days, or if the student was absent due to a communicable illness, a doctor's note must be presented upon the student's return to school.** The note must contain the date(s) of the absence(s) and a brief reason for the absence. **After a student's tenth absence during the school year, each subsequent absence must have a doctor's note, or the absence will not be considered excused. A student may not be absent more than ten days (unexcused) or the student may be required to repeat the school year. THE ONLY EXCUSED ABSENCES ARE THOSE THAT CAN BE AUTHORIZED MEDICALLY.** All absences (excused and unexcused) are recorded on the student's report card.

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

### **Vacations During School**

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

work, tests, exams, etc. must be made up **AFTER** the children return to school at the teacher's discretion.

In the event a student misses an exam or any other assessment required for the quarterly grade, an incomplete (I) will be given on the report card. The Incomplete grade will be changed on the next report card after the student has made up the missed exam or work. Please do not ask for any special consideration regarding this issue. The office must be notified in advance if a student is going to be out of school for a vacation.

### Assignments During Absences

If a child in grades Kindergarten – 4 has been absent for one day, parents should not request assignments for the day. Assignments can easily be made up when he/she returns to school. As a general rule, if the child is too sick to attend school, he/she is probably too sick to do assignments. If the absence is for a longer period of time, or for students in grades 5 – 7, a parent/guardian should request assignments when informing the school office regarding the student's absence before 8:30 A.M. Homework assignments and books will be available for pick-up from the Assembly Hall from 3:30 P.M. until 5:30 P.M. Please do not request books unless arrangements are made for them to be picked up. Students must complete all make-up tests, projects, and/or assignments within three school days upon return. Make-up tests will be given at the discretion of the teachers.

**Please note: When calling the office to report a student's absence, please inform personnel if previously ordered lunch should be cancelled.**

### Tardiness

Children arriving in their classrooms after the 8:30 A.M. bell are considered tardy. Parents of students in grades PK3 – Kindergarten must report to the school office with their child(ren) to sign in; the student(s) will be escorted to class by a staff member. Students in grades 1 – 7 may report to the school office to sign in without a parent. Tardiness is to be discouraged. It can affect your child's progress and attitude toward school and is very disruptive to the child as well as to classmates. Please make every effort to have your child in school on time each morning. This will allow the student to begin each school day prepared, relaxed, and ready to cope with the demands of the day. The number of days tardy is recorded on your child's cumulative record, excused or unexcused. **Written documentation from a physician's office will be the only excused tardy.**

### Early Dismissal

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

teachers and students. **PLEASE NOTE: There will be no office dismissals after 3:00 P.M.**

When it is necessary to pick up a student before dismissal time, the parent should send a written note to the homeroom teacher the morning of the early dismissal stating the approximate time the child will be picked up and who will pick up the child. **Children will be dismissed to parents or legal guardians only. All others (aunts, uncles, grandparents, neighbors, friends, etc.) must be so designated on the child's emergency card in order for the student to be released to them.**

Parents must go to the office and sign the child out. The secretary will have the child report to the office for dismissal, where parents will wait in the office for the child to be dismissed; students in PK3 – K will be escorted to the office by a staff member. **In the case of a student who needs to be dismissed from the Parishioners' Center, the parent must come to the office, sign the student out, have the Secretary call the teacher in the Parishioners' Center to notify her that the student will be dismissed, then go to the P.C. to get the child. As a matter of security, no student will be allowed to leave the Parishioners' Center unescorted.**

**PLEASE NOTE: At no time should the parent go directly to the classroom to dismiss a child. The classroom teacher will not release the child to anyone unless notified by the office. Students will not be dismissed from class until the arrival of their parents in the office.**

### **Attendance Records**

For record-keeping purposes, tardies, early dismissals, and half-day attendance will be recorded as follows:

Checking in to school from 8:30 A.M. – 11:00 A.M. will be marked as a "Tardy."

Checking in to school or checking out of school from 11:00 A.M. – 1:00 P.M. will be marked as "Half Day" attendance.

### **Emergency School Closing**

If the Jefferson Parish Public School System is issued a closing by the civil parish (Jefferson Parish), St. Philip Neri School will be closed, as well. Information regarding civil parish closings will be aired on local television and radio stations. Parents will also be notified by our automated communication system.

## **VII. HEALTH**

### **Medication**

St. Philip Neri School does not have a registered nurse to dispense medication. Nevertheless, in order to assist parents whose children require medication during the

school day, the following policy will be followed. This policy is taken directly from Act 87 of the State Legislature regarding the administration of medication in the schools.

- 1) No medication (prescription or non-prescription) shall be administered to any student without an order from a Louisiana licensed physician or dentist and a letter of request and authorization from the student's parent or guardian. This form is available in the school office and on the website.
- 2) No medication shall be administered to any student unless it is provided to the school in a container that meets acceptable pharmacy standards.
- 3) Both the letter from the parent and the medication itself shall contain clear instructions identifying the student's name, RX number, date, frequency, name of medication, dosage, route, and physician's or dentist's name. **If medication is not properly labeled, it will not be given to the child.**
- 4) The principal will designate a staff member(s) to dispense the medicine and assist the student in securing the prescribed dosage. The designated employee shall have the right to request that another employee be present as a witness while he/she administers the medication to a student.
- 5) To circumvent potential abuse, all medication will be kept secured in the school office. **Teachers are not to keep students' medications in the classroom or to dispense medicine at any time. Please do not ask them to do so. NO MEDICATION (Prescription or non-prescription) IS TO BE ON A STUDENT'S PERSON AT ANY TIME; NOR IS ANY MEDICATION TO BE PUT IN THE STUDENT'S LUNCH BOX.**

The above policy will be strictly adhered to. Parents are strongly encouraged, whenever possible, to come to the school personally to administer medication to their children; parents will be required to sign in noting the reason for seeing the child or medication administered. **PLEASE NOTE: Non-Prescription drugs (Aspirin, Tylenol, Tums, Pepto-Bismol, etc.) will NOT be administered to any student unless it follows the guidelines listed above. Parental requests or verbal permission for administering any non-prescription drugs to students will not be accommodated.**

### **Medication/Medical Treatments**

St. Philip Neri School endeavors to the full extent of its capability to provide a quality education for your child. At the same time, the school does not have the capability to perform all medical services that your child may need. The parents and/or legal guardians of children presently enrolled in St. Philip Neri School should acknowledge that this school does not provide any and all medical services.

The school does not assume the role of health-care provider in diagnosing or treating its students; nor do the personnel (including the principal, faculty, and staff) have experience, knowledge, or expertise in providing emergency medical treatment that may be necessary for any student, including but not limited to—and by way of example only—any treatment for allergic or diabetic conditions. The school will take reasonable

steps in a medical emergency to care for a student. In specific circumstances in which the student needs to self-medicate or requires assistance with medication, the parent acknowledges that the school may be unable to accommodate the medical needs of their child/student. In the event such assistance is needed, this matter should be discussed directly with the principal in order to determine what steps can be taken in regard to providing the student with medical assistance.

### **Illness/Accidents**

If a student becomes ill or has an accident during the school day, **the school will attempt to notify parents. PARENTS MUST PROVIDE THE SCHOOL WITH AN EMERGENCY TELEPHONE NUMBER OF SOMEONE TO CALL IF THE PARENT IS NOT AVAILABLE.** If a child has a chronic or recurring problem, it must be indicated on the child's emergency card. Emergency cards should be filled in completely and updated whenever there is a change in information.

Less serious accidents are taken care of by the office. In case of accidents involving injuries to the head or mouth, or any other potentially serious injury, **the school will attempt to notify parents. In an emergency the school will call Emergency Medical Services (EMS) (9-1-1).**

### **Toilet Accidents (PK3 – PK4)**

Toilet training is required of all students attending PK3 and PK4. Toilet accidents will be handled in the following manner.

Urine Accidents – The child is sent to the bathroom with his/her extra clothes and asked to change. The child is supplied with a bag for wet undergarments.

Bowel Accidents – Parents are called to change any bowel accidents. It would then be the parents' responsibility to either come to school to clean the child, or contact someone to do so in their place.

Please note: We encourage all PK children to be independent in the use of the bathroom. Children should be able to go to the bathroom independently and clean themselves independently. If your child is not self-sufficient in this task, please help them to become so.

We understand that accidents do happen as part of the toilet training process. However, if a child has accidents consistently, a conference will be held with the parents and administration to determine if it would be in the best interest of the child to remain at home until the toilet training process is complete.

## **VIII. GENERAL INFORMATION**

### **Snack (PK3 – PK4)**

Each morning the children are given a snack that is provided by one of the students. Each child will be asked to bring a snack about once a month. Snack calendars are sent out monthly. Please try to provide a healthy snack. Snacks should be simple, nutritious, and not require extra time to prepare in class. Please make sure you send enough of the

same (color, amount, and type) snack for each child in the class. We ask that you please include Apple Juice, White Grape Juice, Lemonade, or Milk. Drinks of any other kind cannot be served to the children and will be sent home.

### **Lunch Program**

St. Philip Neri School participates in the federally funded Archdiocesan lunch program. St. Philip Neri is considered a satellite participant because cooking of the food is currently done at Saint Clement of Rome School.

Students choosing not to order lunches must bring lunch from home each day. We strongly urge you to remind your child not to forget his/her lunch. In the event that this happens, please feel free to bring the child's lunch. **Parents who are bringing lunches to their children must bring the lunches to the office. Please be sure lunches and lunch kits are clearly marked with the child's name.**

The school also offers the option of purchasing milk for lunch. Students who bring their lunches may order milk. **Food or beverages with metal pull tabs are not allowed. No carbonated drinks (Coke, Sprite, etc.) are allowed. For PK3 – PK4 students, if milk is not ordered, the parents must supply the child with apple, white grape, or some other clear juice for lunch.**

We realize occasionally it is necessary for parents to bring a "late" or "forgotten" lunch to their child(ren). We strongly urge parents to keep this procedure to a minimum and not make it a daily occurrence. **PLEASE NOTE: ALL LATE LUNCHES MUST BE BROUGHT TO THE OFFICE.** The student (or teacher in grades PK – K) will come to the office to pick-up his/her lunch. **PARENTS SHOULD NOT BRING LUNCHES DIRECTLY TO THE ASSEMBLY HALL.** In the event that parents must bring a "fast food" lunch, it is to be brought for their children only and may not contain carbonated beverages. **As per Archdiocesan guidelines, "fast food" lunches may be brought only in unmarked containers. Students who do not have lunch will be given cheese and crackers. Please note: Due to allergy concerns, students are not allowed to share snacks or lunch items.**

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

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

### **Before and After School Care Program**

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

**EXTENDED CARE FEES**

Tuition for extended care is as follows:

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

**BEFORE CARE – 7:00A.M. – 8:00A.M.**

During Before Care, students have the option of reviewing homework/studying for tests or watching educational programs on the TV.

All students attending before care will be signed in immediately upon arrival.

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

Students will be escorted to their homeroom class lines at 8:00 A.M. when regular school begins. Pre-K students will be escorted directly to their classrooms at 8:15A.M.

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

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

We strive to construct an enjoyable atmosphere with a variety of activities including outdoor play, art activities, indoor games, and homework time.

After care children will be signed in at 3:45P.M. If a child becomes ill during the school day and leaves, he/she may not attend extended care. However, if a child leaves school during the day and returns to school, he/she may attend after care.

Snack must be provided by the parent. Snack should be placed in a brown bag with child’s name and after care printed across the bag. Please only bring disposable drinks (such as juice boxes or water bottles); sippy cups will not be allowed.

**\*\*\* PLEASE NOTE:** There is no adult supervision on St. Philip Neri School campus after 3:45P.M. Any child in Pre-K3-Pre-K4 who has not been picked up by 3:30PM will be sent to after care. Any child in grades K – 7<sup>th</sup> not picked up by 3:45P.M. will be sent to after care and will be charged the usual extended care tuition.

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

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

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

### **Communications**

Events will be posted online prior to the beginning of each 9-week period. Other notices and announcements will be posted in order to keep you up to date on school activities. Parents should access our school website at [www.stphilipneri.org](http://www.stphilipneri.org) for current information, as well as teachers' web pages.

### **SPN Website**

St. Philip Neri School has a web page on the Internet. Parents should log on to our website to learn about the latest information and activities that are taking place at SPN. Each teacher also has a web page which is regularly updated to include information that is pertinent and relevant to each class—such as long-term assignments, test schedules, class field trips, projects, etc. Log on to the school web page at [www.stphilipneri.org](http://www.stphilipneri.org), and from there, you can go to individual classroom web pages. **Please note: Teachers' websites are subject to change.**

### **Telephone Calls**

Telephone calls should be limited to cases of necessity. If a student is ill or injured, the school will notify you. Routine needs, messages, books, lunches, after school arrangements, etc., should be anticipated BEFORE the children leave home in the morning. **The school will notify parents of any change in a scheduled school activity.** If a child must be notified of a change in dismissal plans, please notify the office **before 3:00 P.M.** Students may not be called to the phone; messages will be relayed only in an emergency. Please instruct your child(ren) that the telephone in the Assembly Hall is off limits to students (unless supervised by an adult).

### **Visitors/Volunteers**

No one other than faculty, staff, students, and other school personnel is allowed on the school grounds. **All visitors and volunteers, including room mothers, etc., must report to the office to obtain a pass to be on the school grounds for a scheduled activity.** In order to avoid disrupting classes, teachers have been encouraged to report to the office any parent who comes to the classroom without a visitor/volunteer pass. If the child has forgotten a book, a lunch, a jacket, an assignment, etc., the parent must come to the office, and the child will be called to the office to get the forgotten articles. Parents will be required to sign in and state the reason for the visit. **We strongly urge all parents to strictly adhere to this policy for the benefit and safety of all the students.**

## Parent/Teacher Conferences

Parental involvement and support are very important for the academic success of your child. A conference may be called by a parent or teacher when either requires one. Teachers are **not required** to see a parent without an appointment. If the matter is important enough to require a conference, it is equally important that the proper amount of time be set aside and devoted exclusively to your concern. **CONFERENCES WITH TEACHERS WHILE THEY ARE ON DUTY ARE INAPPROPRIATE AND WILL NOT BE TOLERATED.**

## Books

Students are responsible for hard-cover textbooks loaned to them for the duration of the school year. These books should be covered at all times to protect them from wear and tear. **Please DO NOT USE CONTACT PAPER, GLUE, OR TAPE ON THE BOOKS.** The child's name, grade, and year should be clearly written in the appropriate space inside the book. **Remuneration will be required for lost or destroyed books before report cards will be issued.**

## Field Trips

Field trips may include trips to concerts, museums, churches, planetariums, plantations, the zoo, and other locations and activities that enhance the curriculum and are in accord with the philosophy of St. Philip Neri School. Parents are usually invited to join the classes on field trips; the exception would be if the place of destination were limiting the number in attendance. Please keep in mind that if you are attending a field trip, you are a **chaperone** and are there to help with **all** of the children. **Siblings are not allowed on field trips. No one who is pregnant may ride a bus.**

No student will be allowed to attend a field trip **without written permission from the parents.** Verbal permission **WILL NOT** be accepted. Permission slips will be sent home with the students and should be returned promptly. The school may deny any child the privilege of participating in a field trip if such action is deemed necessary. Field trips are not mandatory, and the school will provide supervision and work for students whose parents do not wish to permit their child to go on a field trip with the rest of the class.

**Field trips are privileges, and students may be denied participation if they fail to meet academic and/or behavioral requirements.**

## Library Rules and Regulations

Each class (PK3 – 4) is assigned a weekly library period; students in grades 5 – 7 will visit the library on alternating quarters and during Study Hall. Circulating books are checked out on alternating weeks, usually for a two-week period. Students are responsible for the books they check out. If books are not returned on their due date, the fine is five cents per day. Students with overdue books will not be allowed to check out any other materials until the overdue book is returned and the fines are paid. Overdue

book fines will continue to accumulate during the holidays for books not returned. A replacement cost of a book will be charged for each damaged or lost book. If a lost book is found after the replacement cost has been paid, the book may still be returned and the money refunded. The final report card may be held until remuneration is made.

### **Lost and Found**

All articles brought to school by students such as book bags, lunch kits, sweatshirts, jackets, books, etc., should be clearly marked with the child's name and homeroom. In the event that a child misplaces such an article, there is a lost and found box located in the Assembly Hall. Please have your child check there for any lost articles. Lost articles will be disposed of every two weeks.

### **Insurance**

All students are automatically enrolled in the Archdiocesan Insurance Plan. The Archdiocese offers a 24-hour plan in addition to this in-school coverage. This 24-hour plan is available to you at a nominal fee and is in no way compulsory. This additional fee is **NOT INCLUDED** in any other fee. Forms for this additional coverage are sent home at the beginning of the school year.

### **School Supplies**

The Viking Shop is located by the stairwell behind Building 1 and is open every Tuesday and Thursday morning from 8:00 A.M. until 8:30 A.M. Various school supplies may be purchased, including official SPN PE uniforms, sweatshirts, and socks. The school supply list is posted on the SPN website.

### **Parties**

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

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

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

## **Balloons/Flowers**

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

## **IX. ARRIVAL AND DISMISSAL PROCEDURES**

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**Please note: Louisiana Revised Statute Title 32:300.8 states the following: While driving through a school zone during posted hours, it is against the law to use a cell phone or other mobile device for any reason, including making a phone call, texting, or social networking.** The only exceptions to this rule are if there is a need to report an emergency (including traffic hazards or accidents), personal safety is at risk, to report or avert a criminal act against someone (including yourself), the driver is legally parked, or the driver is operating an emergency vehicle and must use a cell phone as part of the job. **Anyone caught illegally using a cell phone in a school zone will be charged with a moving violation. The fine for a first offense is \$175 and any second or subsequent offenses carry a fine of up to \$500. The St. Philip Neri parking lot is considered a school zone, and during posted hours, this statute is in effect.**

### **Arrival and Dismissal Procedures (Grades K – 7)**

In order to promote order and insure the safety of our students during their arrival and departure from school, the following procedures will be followed.

### **CAR RIDERS**

The procedure for dropping off students in the morning and picking them up at dismissal time will be as follows:

#### **Arrival Procedure:**

- Parents who enter the campus from **Kawanee Avenue** will **park their cars** and escort the students to the fenced area (double gates) to line up with their classes. They will exit on Kawanee Avenue.
- **At no time is parking allowed inside the double yellow lines, red or blue lines, or any spaces that are marked for specific persons. Parents must park in the designated parking spots.**
- Parents who enter the campus from **Olympic Street** will **drop off** their children at the double gates; there is no parking in this lot. They will exit on Olympic Drive. **We strongly encourage parents of students in K – 7<sup>th</sup> to use this procedure to free spaces that are necessary for PK3 – PK4 parents.**

## Dismissal Procedures:

- Parents should enter the campus from **Kawanee Avenue** or **Olympic Street** and park in a designated parking spot.
- Parents SHOULD NOT PARK inside the double yellow lines.
- Parents should enter the school yard by the double gates from the Olympic Street Parking lot (unlocked at 3:20 P.M.). All other gates will remain locked. Parents should wait for their child(ren) inside the fenced area facing the Olympic Street lot behind the red line.
- **NO CHILD WILL BE ALLOWED TO LEAVE HIS/HER CLASS LINE UNTIL THEY ARE IN THE DESIGNATED LINE-UP AREA. NO CHILD WILL BE ALLOWED TO LEAVE WITHOUT AN ADULT, AND TEACHERS MUST BE INFORMED THAT CHILDREN ARE LEAVING.**
- Parents and child(ren) will exit the yard from the double gates where they entered. Parents may leave the parking lot either from Olympic or Kawanee Avenue.

Please allow your child to report to the classroom unescorted. At 8:15 A.M., students in grades 5 - 7 may proceed to their homerooms to begin using lockers to prepare for the day. \*At 8:15 A.M., PK parents may park in a designated spot and escort their children to the preschool buildings. Children should report to the classrooms unescorted.

**Parents who have not picked up their child(ren) by 3:40 p.m. shall report to the Assembly Hall to get their children, and they will be charged for afternoon day care.**

Your compliance with these arrival and dismissal procedures is anticipated and expected. As we come together in the morning and afternoon, we shall remember that safety of the children is our first and foremost priority. This division of the two parking lots for drop off and pick-up will enhance this aspect of safety for your child(ren).

Because the presence of parents in the line-up area makes supervisory duties difficult for the teachers, we ask that the morning drop-off procedures be strictly adhered to; and that the afternoon pick-up procedures be carried out as quickly as possible. Parents who remain to socialize after getting their child(ren) jeopardize the supervisory responsibilities of the teachers. If you must socialize with a friend, please do so outside the fenced area. REMINDER: AFTERNOON DISMISSAL IS NOT A TIME FOR AN UNSCHEDULED TEACHER CONFERENCE.

## **ARRIVAL AND DISMISSAL PROCEDURES (Grades PK3 – PK4)**

Parents of students in PK3 and PK4 **must** park in a designated parking spot in the **Kawanee Street parking lot** and escort their children to their classrooms. **At no time is parking allowed inside the double yellow lines.**

Arrival for the Pre-Kindergarten programs begins at 8:15A.M. Entering the campus from Gate 3, PK3 A and B and PK4 A and B parents are to assemble with their children under the breezeway outside the double doors of Buildings 2 and 3; PK4C parents should

assemble outside of the classroom doors in Building 1; siblings of students in PK3 – PK4 may enter the campus through Gate 3 and then proceed to the whitetop. The teacher will meet the children promptly at 8:15 A.M. at the doors to the building. Parents should tell their children goodbye at these doors and should refrain from entering the classroom. Please remember that before 8:15 A.M., your children are your responsibility, and must be supervised by you or enrolled in Before School Care (**students may be brought to the Assembly Hall between 8:00 and 8:15 at no charge**). **Do NOT leave your child unattended before the teacher greets them in the morning.** Class begins promptly at 8:30 A.M. Any student arriving after this time will be required to go to the office to obtain a tardy slip.

Dismissal for the half-day classes is at 11:45 A.M.; the full day classes dismiss at 3:20 P.M. Parents of students in PK4 will pick up their children at Gate 2; parents of students in PK3 will pick up their children at Gate 3 (near the flagpole); teachers will bring the students to the parents. Please be prompt in picking up your children. Please enter and leave the area as quietly as possible. We ask for your cooperation in these procedures so that there is no disruption to the learning process of other students.

### **Rainy Day Arrival and Dismissal**

In the event of inclement weather, the following arrival/dismissal procedures will be put into effect:

#### **Arrival Procedures**

- Students arriving at school between 8:00 A.M. - 8:15 A.M. should report to the Assembly Hall. Teachers will be on duty for supervision and will escort students to their homerooms at 8:15 A.M.
- Students arriving at school after 8:15 A.M. should report directly to their homerooms.
- Arrival procedures in the Pre-K classes remain the same; parents are asked to remain in the designated covered areas until notified by the teacher at the appropriate arrival times.
- **If you must bring your child(ren) to school before 8:00 A.M., they must report to before school care.**

#### **Dismissal Procedures**

- Students in grades PK3 – 5 will be dismissed directly from their classrooms at **3:20 P.M.**
- Students in grades 6 – 7 will be dismissed at **3:30 P.M.** to the fenced area between Buildings 2 and 3. **Please wait in the designated areas for your child(ren) to arrive for dismissal.**

**Please be reminded that when dropping off or picking up students, ONLY DESIGNATED SPOTS may be used for parking. Areas that are marked with blue, red, or yellow paint indicate NO PARKING; this also includes spots along the**

**medians, in the horseshoe by the Parishioners' Center, and double parking. When cars park illegally, it causes safety hazards for those parents and children who are attempting to walk to their cars. We have a very large parking area in both lots, so please park legally. Please inform all persons who may be picking up your children (grandparents, siblings, neighbors, etc.) of these rules and guidelines.**

### **Walkers**

Students who walk to and from school are not allowed to leave school property after arriving in the morning, nor are they allowed to return to school property after leaving in the afternoon. Walkers should arrive at school no earlier than 8:00 A.M. Please caution your child(ren) about the proper behavior toward strangers they may encounter while walking to and from school. It is advisable that they be instructed NEVER to accept a ride after leaving the campus.

### **Bicycle Riders**

Bicycles may be ridden to school, but riders must walk their bicycles on the school grounds. It is highly recommended that all bicycles be locked when parked on the school campus because the school is not responsible for any damages or theft. We caution you not to bring or attach any gadgets to the bicycles. Bike riders should not arrive at school before 8:00 A.M.

### **Bus Riders**

Students who live a mile or more from school are eligible for bus transportation to and from school. The Jefferson Parish Public Schools Transportation Department determines bus drivers and pick-up/drop-off locations and approximate times of pick-up and drop-off. **PK3 and PK4 students are not eligible for bus transportation.**

Because of insurance regulations, a bus operator is not allowed to transport students who are not assigned to his/her bus. In case of an emergency, exceptions may be made. However, to do so requires approval of the driver and administration. Please **DO NOT** ask permission for your child to ride a bus other than the one he/she was assigned to by the Jefferson Parish Public Schools Transportation Department.

## **X. EXTRA-CURRICULAR ACTIVITIES**

### **Participation Requirements**

Motivation is the key to learning. Therefore, parents are urged to encourage their child(ren) to take part in some school activities according to their needs and interests. Certain standards are required for students to participate in extra-curricular activities. Students are required to follow the rules and regulations for each activity as determined by the moderator, coach, and administration for each specific activity. Students and

parents are required to sign off on the discipline code pertinent to extracurricular activities.

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

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

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

### **Activities**

1. **SAINT PHILIP NERI SCHOOL BAND** – Grades 3 - 7
2. **SAINT PHILIP NERI SCHOOL CHOIR** – Grades 2 - 7
3. **SPORTS PROGRAM** (Catholic School Athletic League and City Metro League)  
**Girls:** Volleyball, Basketball, Softball, Flag Football, Soccer, Cross Country, Tennis, Swimming, Bowling  
**Boys:** Volleyball, Basketball, Baseball, Flag Football, Soccer, Cross Country, Tennis, Swimming, Bowling
4. **CHEERLEADERS** (Junior Cheerleaders – Grades 1 – 3; Senior Cheerleaders - Grades 3 – 7)
5. **ALTAR SERVERS** – Grades 4 - 7
6. **BETA CLUB** – Grades 5 - 7
7. **QUIZ BOWL** – Grades 5 – 7
8. **LINKS SPELLING BEE** – Grades 5 – 7
9. **ACADEMIC GAMES** – Grades 4 - 7
10. **GIRL SCOUTS/BOY SCOUTS**
11. **DRAMA** (Drama Junior – Grades 1 – 4; Drama Senior – Grades 5 – 7)
12. **STUDENT COUNCIL** – Grades 5 - 7

## **XI. GENERAL REMINDERS**

### **Hair**

Hairstyles for both boys and girls must be simple, neat, symmetrical, and conservative. Unacceptable haircuts/styles include, but are not limited to, tails, line cuts, wedges, removal or thinning of sideburns, etc. **The determination of unacceptable hairstyles is left to the discretion of the principal. Please note: Large hair adornments (bows, headbands, etc.) are not allowed due to distraction and safety issues.** Students who

come to school with an unacceptable haircut will be sent home. A “haircut adjustment” will be required in order to return to school.

Boys’ hair length must be above the collar and ears. Boys may have standard crew cuts provided the cut is uniform for the entire head. Bangs (both boys and girls) must be above the eyebrows; unapproved hair length will result in demerits being issued. Both boys and girls should have combed hair.

### **Hair Coloring**

Hair coloring, streaking, highlighting, bleaching, etc., is not allowed for boys or girls. Students will be sent home, and color must be removed before returning to school.

### **Make-Up**

Wearing make-up, false fingernails, or fingernail polish is not permitted. Students who come to school with make-up or fingernail polish will be required to remove it and will receive demerits. Repeated offenses will warrant a conference with parents. **NO TATTOOS (PERMANENT OR TEMPORARY) ARE ALLOWED.**

### **Jewelry**

**Jewelry, other than a metal chain (no leather) with a religious medal or a chain and cross, is not permitted to be worn with the uniform.** Post earrings only are permitted for girls with pierced ears and must be worn on the ear lobe only. **Multiple earrings are NOT allowed.** Loop or hoop earrings, or any other type that hang below the ear lobe, are prohibited. **Boys may not wear earrings of any kind.** Inappropriate jewelry (including, but not limited to, rings, watches, bracelets, fitness bracelets, etc.), will be confiscated and returned to parents only upon request. Demerits will be issued to students in grades 4 – 7.

## **XII. SCHOOL UNIFORM CODE**

In the spirit of cooperation and with the intent of compliance, please review with your child(ren) the school uniform policy which must be adhered to beginning with the first day of school.

## Girls

Uniforms are to be clean and in good repair from the beginning until the end of school.

PK	Black gingham smock with bloomers
K – 3rd	Black, White, Red, and Gold Jumper; White blouse with pointed collar/SPN monogram
3rd – 7th	Black, White, Red, and Gold Plaid Skirt; White blouse with pointed collar/SPN monogram <b>*Girls in third grade may wear jumpers or skirts.</b>
K – 4th	Black, White, Red, and Gold Plaid Shorts (optional)
PK3 – PK4	Black Mary Jane shoes ( <b>Velcro only</b> )
K – 7th	White and Black Keds School Days II/White and Black Varsity
PK	White bobby socks/ White or Black tights ( <b>No leggings or sweatpants may be worn under the smock</b> )
K– 7th	SPN Uniform Socks/White or Black tights ( <b>No leggings or sweatpants may be worn under the jumper/skirt</b> )
PK – 7th	Black Cardigan Sweater ( <b>mandatory for PK</b> )
K – 7th	Red Cardigan Sweater (optional)
K – 4th	Red SPN Sweatshirt ( <b>NO OTHER SWEATSHIRT IS PERMITTED</b> ) <b>(NO HOODED SWEATSHIRTS IN PK – K) *If a student participates in a sport that has an official SPN sweatshirt, that sweatshirt may be worn.</b>
5th – 7th	Black or Red SPN Sweatshirt ( <b>NO OTHER SWEATSHIRT IS PERMITTED</b> ) <b>*If a student participates in a sport that has an official SPN sweatshirt, that sweatshirt may be worn.</b>

Smocks, jumpers, skirts, pants, and shorts must be purchased at SCHIRO'S SCHOOL TIME UNIFORMS or UNIFORMS BY KAJAN. Required SPN socks (for grades K – 7th), P.E. shirts (grades PK3– 3<sup>rd</sup> ), shorts (PK3– 3<sup>rd</sup> ), sweatpants (PK3 – 3<sup>rd</sup>) and sweatshirts must be purchased at the Viking Shop (located in Building 1).

**PLEASE NOTE:** The length of the smock, jumper and/or skirt may be no higher than three inches above the knee.

**SOCKS MUST FIT SHOE SIZE; THE CUFF SHOULD COME UP 3 INCHES ABOVE THE UNIFORM SHOE. STUDENTS ARE TO BE IN UNIFORM SHOES FOR THE ENTIRE SCHOOL YEAR.**

**PE UNIFORMS ARE TO BE WORN ONLY ON SCHEDULED PE DAYS!**  
Students participating in Scouts are encouraged to wear appropriate uniforms.  
Pants and shorts should be styled after the regular SPN uniforms.

## Boys

**Uniforms are to be clean and in good repair from the beginning until the end of school.**

- PK – 7th** White Knit Shirt with SPN logo  
**PK – 7th** Black Twill Pants (NO JEAN OR CARGO STYLES)  
**\* Pull-Up Mandatory for PK**
- PK – 7th** Black Twill Shorts (NO JEAN OR CARGO STYLES) **\* Pull-Up Mandatory for PK**  
**Please Note:** Belts are not part of the uniform for students in the Pre-Kindergarten Program. Belts will not be allowed on Pre-K students at any time.
- K – 7th** Solid Black (Leather or Web) Belt worn with pants or shorts (**If pants have belt loops, a belt must be worn**)
- PK – K** ALL Black leather athletic shoe (Velcro only)  
**1<sup>st</sup> – 7th** ALL Black leather athletic lace-up or Velcro shoe - **NO HEELIES OR HIGHTOPS!**
- PK** White Crew Socks  
**K – 7th** SPN Uniform Socks  
**PK – 4th** Red Cardigan or Red SPN Sweatshirt (**NO OTHER SWEATSHIRT IS PERMITTED**) **\*If a student participates in a sport that has an official SPN sweatshirt, that sweatshirt may be worn. (NO HOODED SWEATSHIRTS IN PK – K)**
- 5<sup>th</sup> – 7th** Black or Red SPN Sweatshirt (**NO OTHER SWEATSHIRT IS PERMITTED**) **\*If a student participates in a sport that has an official SPN sweatshirt, that sweatshirt may be worn.**

**Shirts and pants/shorts may be purchased at Schiro’s School Time Uniforms, Perret’s, or UNIFORMS BY KAJAN. Required SPN socks (for grades 1<sup>st</sup> – 7<sup>th</sup>), P.E. shirts (grades PK3 – 3<sup>rd</sup>), P.E. shorts and sweatpants (PK3 – 3<sup>rd</sup>), and sweatshirts must be purchased at the Viking Shop (located in Building 1).**

**SOCKS MUST FIT SHOE SIZE; THE CUFF SHOULD COME UP 3 INCHES ABOVE THE UNIFORM SHOE. STUDENTS ARE TO BE IN UNIFORM SHOES FOR THE ENTIRE SCHOOL YEAR.**

**PE UNIFORMS ARE TO BE WORN ONLY ON SCHEDULED PE DAYS!**  
**Students participating in Scouts are encouraged to wear appropriate uniforms. Pants and shorts should be styled after the regular SPN uniforms.**

**In the spirit of cooperation and with the intent of compliance, please review with your child(ren) the school uniform policy which must be adhered to beginning with the first day of school**

### **XIII. UNIFORM POLICY**

The following procedure will be followed for students who are not in compliance with the uniform dress code:

## **A. Non-Compliance**

### 1<sup>st</sup> Violation

PK – 3 – Verbal warning by homeroom teacher and notification form sent home for parent signature.

4 – 7 - Responsibility Demerit

### 2<sup>nd</sup> Violation

PK – 3– Notification form sent home for parent

4 – 7 - Responsibility Demerit

### Continued Violation

PK – 3 – Handled at Principal’s discretion

4 – 7 - Responsibility Demerit

## **B. General Reminders of Uniform Compliance**

1. Only SPN socks purchased at the Viking Shop are allowed. (PK excepted)
2. T-SHIRTS Students may wear only plain, white solid T-shirts underneath uniform blouses/shirts. T-shirt sleeves must be shorter than uniform shirt/blouse and must NOT be visible.
3. Disciplinary action appropriate to grade level will be issued for the following infractions:
  - a) Socks worn below the ankle
  - b) Walking on backs of shoes
  - c) Shirts remaining untucked after warning
  - d) Uniform pants worn below the waist
  - e) Sweatshirts tied around the waist
  - f) Non-uniform (non SPN) sweatshirt
  - g) Any other non-compliance with uniform code

Parents of Pre -K students are asked to buy an extra uniform or P. E. uniform that will be kept at school in case of an accident.

We ask that parents label everything sent or worn to school with their child’s name. This includes all articles of clothing, sweaters, jackets, lunch kits, tote bags, show-n-tell items, etc.

## **XIV. PE DRESS CODE**

### Girls

For grades PK3 – 3, the SPN PE shirt and PE shorts are worn in place of the regular school uniform; or SPN sweatpants and SPN PE shirt and sweatshirt are worn in place of the regular school uniform. The regular school uniform shoe will be worn.

For grades 4 – 7, the white uniform blouse and uniform skirt (shorts must be worn underneath) are worn. The regular school uniform shoe will be worn.

## **Boys**

For grades PK3 – 3, the SPN PE shirt and PE shorts shall be worn in place of the regular school uniform; or SPN sweatpants and SPN PE shirt and sweatshirt are worn in place of the regular school uniform. The regular school uniform shoe will be worn.

For grades 4 – 7, the white uniform shirt with the black uniform shorts or black uniform pants should be worn. The regular school uniform shoe will be worn.

**NOTE:** Regardless of weather, students must come to school prepared for PE on the designated day.

## **XV. EMERGENCY DRILLS**

St. Philip Neri School has developed a Crisis Preparedness Plan to provide maximum practicable protection for our students and school personnel. All students, faculty, and staff are instructed in the appropriate and safe procedures to follow in the event of a campus crisis. Since no two emergencies will be exactly the same in nature, scope, or magnitude, it is necessary for the school's plan to be basic, flexible, and subject to modification if the need arises.

All students, faculty members, and staff regularly participate in various type of drills to maximize their safety in the event of a fire on campus, bomb threat, intruder on campus, gas leak, chemical spill, etc.

## **XVI. ASBESTOS**

In accordance with AHERA, the Asbestos Hazardous Emergency Response Act, a Management Plan has been prepared and approved by the State Department of Environmental Quality (DEQ). This management plan is available for you to review in the Principal's office during school hours. If you desire a copy of the plan, it will be made available to you at a cost of \$5 (which covers the cost of reproduction).

## **XVII. PARENTAL RIGHTS/RESPONSIBILITIES**

**Among the rights of a Catholic school parent are the following:**

1. to have your children's safety be a priority;
2. to have your children receive an academically sound education in a Catholic environment;
3. to have your child's learning needs met if the school can reasonably accommodate them;
4. to have your children taught by competent teachers who respect and care for them;
5. to talk with school personnel and to have requests for meetings answered in a timely fashion;
6. to have your children "try out" for school activities and teams;
7. to review records and respond;
8. to participate in the life of the school.

**By enrolling your child in a Catholic school, you agree to certain important responsibilities. These include:**

1. to be a partner with the school in the education of your children;
2. to understand and support the religious nature of the school;
3. to read all communications from the school and to request clarification when necessary;
4. to know your children's teachers and to observe parent-teacher conference dates and any special requests for meetings;
5. to discuss concerns and problems with appropriate personnel;
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible;
7. to promote your school and to speak well of it to others;
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible;
9. to appreciate that Catholic education is a privilege that many persons do not have.

## **Archdiocese of New Orleans**

### **Policy on Responsible Use of Archdiocesan Information Resources**

#### **General Statement**

As a part of their mission, archdiocesan offices, agencies, parishes and schools acquire, develop, and maintain computers, computer systems, voice mail systems and networks. These information resources are intended for archdiocesan-related purposes, including direct and indirect support of the archdiocese's ministries and administrative functions and of the free exchange of ideas among members of the archdiocesan offices, agencies, parishes and schools and between the archdiocesan offices, agencies, parishes and schools and the wider local, national, and world communities. The archdiocesan offices, agencies, parishes, and schools thus, are encouraged to make innovative and creative use of information technologies in support of service and administration, but the information

system is not to be used for the expression of personal opinion other than in regard to archdiocesan business. Further, all the information resources are and remain at all times the property of the Archdiocese of New Orleans.

The use of the aforementioned information resources, like the use of any other archdiocesan-provided resource and like any other archdiocesan-related activity, is subject to the normal requirements of legal and ethical behavior within the archdiocesan offices, agencies, parishes and schools. Based on the teachings and moral principles of the Roman Catholic Church, it is the policy of the Archdiocese of New Orleans to provide members of the archdiocesan offices, agencies, parishes and schools with an environment free from conduct deemed inappropriate by the Roman Catholic Church. Should any member of the archdiocesan offices, agencies, parishes and schools, including employees, students, and volunteers, engage in any conduct violative of Roman Catholic Church teachings or principles in the use of a computer, e-mail, voice mail or the internet, the Archdiocese of New Orleans reserves the right to take whatever disciplinary action it deems appropriate as to any user, notwithstanding whether such action violates any other laws, regulations or policies. Thus, legitimate use of a computer, computer system, voice-mail system or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operative system or network, and whether or not they can be circumvented by technical means.

With access to computers and people from around the world also comes the availability of material that may be offensive and contrary to the mission of the archdiocese. The archdiocese does maintain a firewall/filter to protect individuals against the existence or receipt of material that may be offensive to them. However, with the global nature of computer networks it is impossible to control all materials and an industrious user may discover controversial materials, either accidentally or deliberately. As such, those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use e-mail or make information about themselves available on the Internet should be forewarned that the archdiocese cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information. Should any user of archdiocesan information resources become aware of unauthorized access to improper sites or material or inappropriate use of e-mail, the user should report this matter to the appropriate supervisor.

Only computer software approved by the appropriate supervisor should be installed on to individuals' computers and the Archdiocese reserves the right to delete any unauthorized programs from any archdiocesan computer, even though the deletion may cause damage to any files belonging to the owner/user.

## **Applicability**

This policy applies to all users of archdiocesan information resources and to all users of those resources, whether on archdiocesan property or from remote locations. Additional policies may apply to specific computers, computer systems, voice-mail systems or networks provided or operated by specific units of the archdiocese. Consult the operators or managers of the specific computer, computer system, voice-mail system or network in which you are interested for further information.

## **Policy**

### **All users of archdiocesan information resources must:**

**Comply with all federal, Louisiana and other applicable law; all archdiocesan rules and policies; and all applicable contracts and licenses.** Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit “hacking”, “cracking”, and similar activities; the archdiocese’s sexual harassment policy; the archdiocese’s policy regarding the use and neglect of minors and all applicable software licenses. Individuals involved in “hacking” and/or “cracking” break into someone else’s computer system and/or bypass passwords or licenses in computer programs. Users who engage in electronic communications with persons in other states or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts and licenses applicable to their particular uses.

**Use only those information resources that they are authorized to use and use them only in the manner and to the extent authorized.** Ability to access information resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. E-mail and related archdiocesan accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the archdiocese.

**Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.** Again, ability to access other persons’ accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Under no circumstances should a user of archdiocesan information resources use another user’s account and/or hide their identity in the forwarding of e-mail messages and/or during the use of the internet or voice-mail system. Violation of the privacy issue discussed herein will be subject the user to discipline, up to and including termination.

**Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.** Although there is no set bandwidth, disk space, CPU time, or other applicable to all uses of archdiocesan information resources, the archdiocese may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.

**Refrain from using those resources for personal commercial purposes for personal financial or other gain. Such use is prohibited.** Personal use of archdiocesan information resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other archdiocesan responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

**Refrain from stating or implying that they speak on behalf of the archdiocese and from using archdiocesan symbols and logos without authorization to do so.**

Affiliation with the archdiocese does not, by itself, imply authorization to speak on behalf of the archdiocese. Authorization to speak on the behalf of the archdiocese may be granted by the Office of the Archbishop. Authorization to use archdiocesan symbols and logos on archdiocesan information resources may be granted only by the Office of Archbishop. The use of a disclaimer on all communications is recommended, such as; the contents of this communication are the sole responsibility of (name of user) and do not necessarily represent the opinions or policies of the Archdiocese of New Orleans. Additionally, any communication should not be considered confidential. Any comments should be sent to the user's e-mail address.

## **Enforcement**

Users who violate this policy may be denied access to archdiocesan information resources and may be subject to other penalties and disciplinary action, both within and outside of the archdiocese. Violations will be handled through the archdiocese's disciplinary procedures applicable to the relevant user. However, the archdiocese may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity or security of archdiocese or other information resources or to protect the archdiocese from liability. The archdiocese may also refer suspected violations of applicable law to appropriate law enforcement agencies.

## **Security and Privacy**

The archdiocese employs various measures to protect the security of its information resources and of their users' accounts. Users should be aware, however, that the archdiocese cannot guarantee such security. Users should therefore engage in "safe

computing” practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

**Users should also be aware that their uses of the archdiocese’s information resources, including voice-mail resources, are not completely private. Data saved on the archdiocese’s computers and/or servers, including e-mail equipment and e-mail and voice-mail messages are the property of the Archdiocese of New Orleans. Messages that are created, sent or received using the archdiocese’s e-mail or voice-mail system are the property of the archdiocese. The archdiocese reserves the right to access and monitor the activity and accounts of individual users of archdiocesan information resources, including but not limited to the contents of individual users of archdiocesan information resources, including but not limited to the contents of individual e-mail accounts, voice-mail accounts, login sessions and communications. Further, users should be aware that their computer information, voice-mail information and e-mail information - whether deleted or not –may be reviewed by the Archdiocese of New Orleans and that the users have no expectation of privacy in such information.**

