Student and Parent Handbook

An Informative Guide to School Policies And Procedures

2026-2027

(Note: Handbook revisions done annually in August. Updated handbook released in September.)

Saint Philip Neri Catholic School

Respectful. Responsible. Reverent. Life-long Learners.

Preschool to Eighth Grade

WCEA and WASC Accredited

PARENT-STUDENT HANDBOOK

The provisions in this Handbook are designed to provide parents and students with information and guidance as to the procedures and rules of Saint Philip Neri Catholic School. The provisions in this Handbook are not a contract and impose no obligation on the school. The contents of this Handbook may be changed as necessary at the school's discretion. If changed, written notification will be provided to parents and students.

AGREEMENT & SIGNATURE PAGE

Student & Parent Handbook 2026-27 School Year

This signature page is an agreement to follow the rules, guidelines, and procedures set forth within the Saint Philip Neri Catholic School Student & Parent Handbook. Please be sure that both the student(s) and the parent(s) or guardian(s) have reviewed this Handbook and discussed the information contained within.

PARENTS/GUARDIANS: By signing this page, you agree to abide by all of the school's policies and procedures, which in turn, support the school's philosophy and mission statement.

STUDENTS: By signing this page, you are making a commitment to yourself, your classmates, and the school to be responsible for respecting and abiding by the school's policies and procedures.

Student's Name(s):

_____

Grade(s): _____ Date: _____

" We have read and discussed ALL the rules and policies stated in the Student & Parent Handbook of Saint Philip Neri Catholic School, and agree to abide by the conditions stated within this document/publication."

Student's Signature:

1: _____

2: _____

3. _____

4. _____

5. _____

Parent/Guardian Signature 1: _____

Parent/Guardian Signature 2: _____

Date Signed: _____

Failure to sign does not exempt the parents or the students from the adherence to our school policy and procedures.

Comments:

PARENT-STUDENT HANDBOOK

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SAINT PHILIP NERI SCHOOL & DIOCESE OF OAKLAND MISSION STATEMENT

Catholic Schools in the Diocese of Oakland educate children in the Catholic faith and nurture their minds, bodies, and souls, inspiring them to live the Gospel of Jesus Christ, achieve their highest academic and creative potential, and actively serve and enrich the community.

SAINT PHILIP NERI SCHOOL MISSION STATEMENT (developed Fall 2025)

Saint Philip Neri Catholic School educates and nurtures the whole child, inspires them to serve others and to humbly live the teachings of Jesus Christ.

SAINT PHILIP NERI SCHOOL PHILOSOPHY (Revised Fall 2025)

At Saint Philip Neri Catholic School we empower students to become virtuous citizens, critical thinkers and compassionate leaders who serve God and enrich the community.

We partner with families to educate the whole child:

Spiritually
Intellectually
Physically
Socially
Ecologically

in an inclusive, faith-based environment.

STUDENT LEARNING EXPECTATIONS (SLE's)

Saint Philip Neri Catholic School encourages each student to be a respectful, responsible and reverent life-long learner. Our approach to whole-child education balances academic achievement with faith formation in an environment demonstrating the joy of learning as the foundation for lifelong success.

A Saint Philip Neri Catholic School student will be continually guided to become:

Respectful

- Mindful of the rights, opinions and property of others
- Appreciates and values the differences of others
- Listens attentively and acts with integrity

Responsible

- Accountable for own choices and actions and initiates solutions
- Works independently and cooperatively with others to solve problems
- Sets achievable goals
- Follows school rules, routines and procedures

Reverent

● Makes moral decisions and acts upon them based on the teachings of Jesus Christ
● Actively participates during prayer and Mass experiences
● Knows and practices Catholic Social Teachings

Life Long Learner

● Demonstrates an ongoing curiosity for learning
● Analyzes and synthesizes information logically and critically
● Contributes to the learning process
● Takes responsibility for learning

A FAITH-CENTERED CURRICULUM

As a Catholic community we strive to live the Gospel message of Jesus by providing a number of religious activities for our children. Formal religious education is a daily part of our curriculum. Students attend Mass weekly with their class, and we have all-school Masses as well. Classes plan and lead our all-school Masses. Prayer services are held to celebrate special feasts or significant events and are part of the religion program as well. Each class has the opportunity to plan and lead a Mass or a prayer service each year. Preparation for the sacrament of First Communion and Reconciliation occurs in the second grade. Students are taught to act on the Gospel message by serving others through our Service Learning program that enhances our Religion curriculum at each grade level.

Note : Students in Grades 6-8 are required to perform ten (10) hours of Christian Service each year in addition to their class Service Learning Project. Students will use an online platform, Students Who Serve, to account for the hours they complete. Information on the digital platform will be provided to students at the beginning of the school year by the homeroom teacher and will be described at Back to School Night for parents.

STUDENT PRAYER

Dear God,
Help us to be respectful, responsible, and reverent
Towards ourselves, our teachers, and our fellow students. Keep us safe in our daily tasks, and help us to reach our goals in school and in our lives.
We ask this in your Holy Name, Amen.

SPN Service Learning Program

In order to instill in our students the value of service and contributing to the community, St. Philip Neri School has a schoolwide Service Learning Program. Each grade level from Preschool to Eighth Grade will engage in a year long project

that combines learning about the community and engaging in service to support individuals and groups who need our stewardship. The SPN Service Learning Program reflects the following characteristics at each grade level:

- **Helps the Community**
- **Hands on experience**
- **Connected with Religion curriculum, Scripture, Gospel Values, Mass Teachings as well as other areas of the curriculum (i.e. Science, Social Studies, Math)**
- **Develops empathy**
- **Reflection/Assessment of Project**

ADMISSIONS POLICY & PROCEDURES

Saint Philip Neri Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origins, in the administration of its educational policies, admissions policies, scholarship and assistance programs, and athletic and other school administered programs. Priority is given to registered, active parishioners and to registered members of the surrounding Catholic parishes. An "active parishioner" is defined as one who participates in parish life by use of the Parish Envelopes for financial support of Saint Philip Neri Church, as well as, giving of volunteer time to school and parish activities. Newly registered parishioners may qualify for In-Parish rate after one year of actively participating in the parish. (The pastor will make the determination as to who qualifies as a "parishioner").

Application Process

Student applications for the coming school year will be processed on a timely basis and notification to parents will take place no later than the end of May. A placement test and interview are conducted to applicants in all grade levels. Also part of the admission process is a parent interview with the school principal. Verification of date of birth, sacraments and/or Religious Education Program attendance (these last two apply to all Catholic families), health and immunization records, and previous school academic records are required. Eligibility is also based upon the student's previous conduct/behavior and academic effort.

Acceptance Policy

Students are considered for acceptance into Saint Philip Neri Catholic School according to the additional following determinations:

1. Families who are active members of Saint Philip Neri Parish and who have other children attending Saint Philip Neri Catholic School
2. Families who are active members of Saint Philip Neri Parish
3. Families who are active members of other Catholic parishes
4. Families who are non-Catholic and who have other children attending Saint Philip Neri Catholic School
5. Families who are non-Catholic

Note : Acceptance into Junior Kindergarten or Kindergarten is determined on the basis of readiness screening and testing for the student's developmental maturity and readiness. According to state law, children applying for Kindergarten must be five (5) years old by September 1 of the coming school year. Students applying for Junior Kindergarten must be four (4) years old by September 1 of the coming school year. To be admitted into First Grade, a child must be six (6) years of age on or before September 1 st of the current school year. "Principals may, at their discretion, extend this acceptance date to September 15th if it is in the best interest of the student as determined by the school. Where a child has been legally enrolled in another school, s/he may be admitted to the school and placed in a lower grade as age appropriate at the discretion of the admitting school." – Catholic Schools Oakland Diocese

Parental Obligations

Parents are asked to understand clearly the financial obligation which they assume when educating their child(ren) at Saint Philip Neri Catholic School. In addition, the parent participation program (volunteering) is an integral part of the education process. Parents are asked to read the participation policy in the latter section of this Handbook and to weigh this commitment carefully. Please understand that volunteer participation is required.

TUITION POLICY

Tuition Due Dates/Collection Policy

Tuition installment payments are due on the first of the month beginning on August 1st and continuing through May 1 st. Tuition may be paid online with Brightwheel (ACH or credit card) or in person with check or cash. When tuition is not paid by the 10th day of the month, the following are steps that will be taken:

1. Notices will be sent to all families delinquent on tuition.
2. If there is no response to the first notice, a second will be sent within one week.
3. Parents unable to bring their tuition account current will be referred to the Principal for deposition.

4. Parents who fail to respond to the overdue notices from the Principal shall be notified by certified mail no later than seven days after the initial contact by the Principal, that their student will be administratively suspended from school immediately unless payment is made or an appointment made to discuss the issue.
5. The Principal has the authority to arrange a payment program to meet extraordinary circumstances or to recommend termination of students whose parents do not comply with the school's adopted tuition/financial policy.
6. Delinquent accounts are reviewed monthly. Delinquent account decisions shall be rendered in writing and will be considered final upon approval of the Pastor and Principal.
7. Families with delinquent accounts will not be eligible to register for the new school year until the account has been settled.
8. **Early Withdrawal from School or Transfer:** (per the Student Admission and Parent Responsibility Agreement) "Because it is often not possible to replace departing students with mid-year admissions, *enrolling a child in our school commits the parents to pay the full annual tuition regardless of whether the student voluntarily or involuntarily departs from the school*."

The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:
1. Withhold report cards.
2. Deny a student enrollment for the following trimester or next school year.
3. Deny a graduating student participation in graduation ceremonies and/or withhold a diploma.
Note : Authorized payment programs shall be by contract between the parent and the school, and administered by the Principal and Pastor. Failure to meet the terms of the payment contract shall be grounds for student termination from school.

Tuition Late Fees/Returned Checks
Tuition is considered late on the 11th of each month. A charge of $25.00 per month will be added as a late fee for any payment not received by the end of the school day on the 10th of each month. All checks should be made payable to Saint Philip Neri Catholic School. A penalty of $25.00 is charged for returned checks.

Tuition Assistance
Saint Philip Neri Catholic School does recognize that circumstances arise that affect the ability of our families to pay tuition and fees. The parish and school will attempt to help those families who cannot afford tuition and fees through the determination of tuition assistance. Families in need of assistance must submit a

FACTS Management application. Applications are reviewed in strict confidence. Note : Other tuition aid sources (non-school/parish) are FACE, the Basic Fund, and the Guardsmen Scholarship.

Family Aid to Catholic Education (F.A.C.E.) The Diocese of Oakland offers assistance through F.A.C.E. (Family Aid to Catholic Education). Information regarding the application process and timeline is published through the newsletter. Information about other assistance sources is given via the newsletter as well.

SCHOOL POLICIES SPECIFIC TO PARENTS

Appointments With Teachers

In order to provide adequate time and attention needed, please make an appointment with the teacher to discuss questions or concerns you may have. If the subject of the meeting could be explained to the office when making the appointment, this will provide the teacher the opportunity to gather the necessary data and information to facilitate the meeting.
Arrangements for an appointment should be made prior to a parent or guardian's arrival at school. This can be done by a note or email to the teacher or a telephone call. It is requested that such a message arrive at least one (1) day prior to the date you wish to see the teacher. If you feel the matter requires immediate attention, please leave your name and telephone number at the office, and the teacher will call you when he/she is available.

Recommended Course of Action:

Matters of concern regarding any aspect of the classroom should always be directed first to the appropriate teacher. Continued concerns may then be addressed with the Principal. The general format followed will be:
1. To raise a concern with the teacher or employee involved first.
2. The next step would be to involve the Principal.
3. If the issue is unresolved, the matter may be addressed to the Pastor.
4. The final step would be to bring the issue to the attention of the Superintendent at the Diocesan School Department.

Parental Attitude & Behavior Under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude/behavior of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude/behavior of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

Parent Meetings and School Events

Families are expected to attend parent meetings during the school year. Meetings, whether sponsored by a particular grade level (e.g. sacramental meetings in the 2nd grade), school-wide (e.g. Back to School Night and Parent Education Nights), or centered on specific activities (e.g. PTG meetings and events, athletic meetings, 8th grade events), all offer the opportunity for parents and teachers to communicate with each other.

Attendance of at least one parent per family is required for Back to School Night, held in the beginning of the school year. Back to School Night offers parents a preview of a student's schedule, curriculum, and classroom expectations. Attendance is required at the General Session, where the Principal shares school-wide expectations and developments.

Our students perform for two concerts every year: Christmas and Spring Concerts. It is expected that students and parents attend both events. Our concerts are a celebration of the season as a community. These evenings also offer an opportunity to showcase our students outside of the classroom.

Maintaining a Positive Home-School-Partnership

All schools in the Diocese of Oakland are intended to be environments that educate, nurture and support students according to basic Catholic principles. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles. These Catholic principles include but are not limited to the following:

1. Parents, guardians, family members, childcare providers and friends (including but not limited to grandparents, stepparents, siblings) are expected to work courteously and cooperatively with the school in all areas of the school and student life. This principle is intended to broadly apply to all on and off campus behavior that affects the school in any way.
2. Students, parents, guardians and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive and must use appropriate channels of communication to raise these concerns. Appropriate channels of communication include contacting the teacher or the Principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school’s contact list to email or text others. Such channels of communication are considered divisive and not designed to lead to a resolution of the issue in the most respectful and Christ-centered manner.

3. A parent with concerns regarding the behavior of another student must direct the concern to the classroom teacher or Principal, not to the child or the child's parents. Parents, guardians or other responsible adults who violate these Catholic principles may be asked to withdraw their student from the school. Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated. These expectations for students, parents, guardians or other responsible adults include but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a nature as to warrant any action including asking that the parent withdraw his/her student(s) from the school. It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Catholic principles of the school as determined by the school in its sole discretion.

Parent Involvement

Saint Philip Neri Catholic School acknowledges parents and guardians as the primary educators of their children. The school also respectfully acknowledges that it has a special role and mission in that education by providing a caring, supportive atmosphere where students may grow academically, spiritually, and socially. Reciprocal communication is vital to this cooperative effort as is participation by parents and guardians in the programs and events sponsored by the school.

Required Participation: Volunteer Hours

Various events sponsored by the school require the active participation of parents and guardians in order for these events to be successful. Each school year, families are required to complete a total of 20 hours (25 if participating in sports) of volunteering for the school (10 hours for a single parent family - 15 with sports). **Families that do not meet the required time will be assessed a $100 fee for each unfulfilled hour prior to registration for the new school year**. Volunteer hours must be tracked by the parent/guardian. The bookkeeper tracks the parent's participation hours and sends an invoice statement in May for unfulfilled hours. Registration packets for the new school year will be withheld later in May if these hours have not been fulfilled.

As of January 2026, SB848 requires that all school staff and volunteers and/or drivers (including chaperones) and on a field trip or working with students must complete the safe environment training which consists of:

1. Certification of completion of Protecting All God's Children 4.0 through www.virtus.org (**one time only**)

2. LiveScan fingerprinting (SPN cost is $38: **one time only**)
3. Current, cleared TB test (**every 3 years**)
4. Certification of completion of the Mandated Reporter training on virtus.org ***annually.***

Volunteers will not be allowed to work with students until these criteria are met. Contact our bookkeeper, Gina Trujillo, who is our Safe Environment coordinator, for more information or to check your status.

Required Participation: Athletics

Parents of students who participate in CYO sports (cross country, volleyball, basketball, track and field) are required to volunteer a minimum of five (5) hours in the sports program. Parents may volunteer as coaches, assistant coaches, team manager, score keeper, and other jobs deemed necessary by the Athletic Director and Board. Parents will be assigned tasks on "hosting days" when SPN hosts home games during volleyball and basketball seasons. *(Updated May 2018)*

Required Participation: SCRIP

SCRIP provides revenue to the school through the purchase of gift cards without costing anything additional out-of-pocket. Each family is required to purchase $2,000 worth of gift cards through RaiseRight . Purchases are ordered online and paid for in the school office at https://www.raiseright.com/enroll/432BQIZ543ML This gives you the option to purchase e-gift cards,typically available to use immediately in your RaiseRight wallet or have physical gift cards mailed directly to you.

Parents may also purchase or order directly from the school office. Payment is due upon pick-up. All purchases must be made between July 1 and April 15 of each school year: if the $2,000 required purchases are incomplete in April, then families will be charged the $200 opt out fee on their May statement. Parents may opt-out of the program by giving a direct donation to the school in the amount of $200. This donation will be collected at the time of registration.

Communication: Weekly Newsletter

Each Tuesday, an electronic copy of the weekly newsletter is emailed to students' parents/guardians. This is the Principal's primary mode of communication with families. You will also find important information, announcements and reminders about school events. Parents are asked to read all the information in the newsletter. Items that you may wish to submit for inclusion in the newsletter (with prior approval from the Principal) must be submitted to the school secretary by Monday at 10:00 a.m. in order to be included in the newsletter on Tuesday. In

weeks following a Monday holiday, the newsletter goes out on Wednesday.

School Directory
The School Directory will be released digitally to school families in the fall of each school year. It will contain names, home telephone numbers and email addresses for all families. If you do NOT want your name included you must indicate so on a form, which is provided by the office in September. Directory information may NEVER be given to any person or group outside the school community nor may it be used for any business transaction. **Permission to use any part of the school directory for mailing list purposes (e.g., home room list) must be granted by the Principal or Pastor.**

Custodial and Non-Custodial Parent Rights
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 to 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.
Note: The school requires that the custodial parent files a court-certified copy of the custody section of the divorce decree with the school; in the absence of that order, equal rights will be afforded to both parents.

Custody and Release of Minors
No unauthorized organization, agency, or person may be allowed to visit or assume custody of any student on school premises during school hours or immediately before or after school unless explicitly authorized in writing by the parent or guardian.
In order to cooperate with student and family needs, the school must be informed of custody arrangements. It is the responsibility of the parents or guardians to inform the school of custody status and any changes in that status or arrangement. The school may seek legal verification of these arrangements.

TRAFFIC SAFETY/PARKING PROCEDURES
The following rules and procedures serve to protect the safety of our children, the parents, and our neighbors in the area. We ask that you please observe the following rules and procedures, and thank you in advance for your full cooperation.

Availability of Parking Spaces
Ample parking is available around the vicinity of the school for whatever purpose is

needed such as conducting business in the office, coming to volunteer for yard supervision, helping out at hot lunch, etc. **The following restrictions apply:**

● **Faculty & Staff Parking on High Street:** Street parking for SPN staff is limited. We ask that the front of the school remain free for the Faculty and Staff to park during the hours of 7:00 a.m. to 4:00 p.m. Please do not park in any of these spaces if at all possible during the school day, as some teachers do leave campus and return at various times of the day.

● **Driveways** (Blocking Entrance to/Parking in) Blocking the entrance to or parking in driveways is not allowed. This applies to both the driveways of the school/church/hall and neighboring residents in the area. Blocking the driveways that lead into the school presents a safety problem and are access points into the School for emergency vehicles/personnel. Please help us to model our student learning expectations by being respectful and responsible community members. Saint Philip Neri Catholic School is judged by the behavior of all members of the SPN community. Blocking or parking in the driveway of a resident may result in that resident contacting the Alameda Police Department, and your vehicle will be ticketed and/or towed at your expense.

● **Special NO PARKING ZONE**: *Street Cleaning Days.* Please be aware of the areas that are marked “NO PARKING” on Street Cleaning Days, which are assigned to specific areas of the neighborhood on specific days. Please also check signs periodically to make sure that times and days of enforcement have not been changed. This is a courtesy to our neighboring residents who sometimes don’t get their streets cleaned when vehicles are parked on their street during scheduled cleanings– especially during the Fall/Winter season. The street cleaner does record the license plates of vehicles in violation of the rule and contacts the Alameda Police Department who usually responds within minutes in order to ticket the violators.

● **Passenger Loading Zones (White)** The marked white zones around the main schoolyard are passenger loading zones which are in effect from 7:30am to 3:30pm, Monday through Friday. **There is no parking in these clearly marked areas of the curb and are reserved for the loading and unloading of passengers as directed by California State Law.** These loading zones have been established in order to facilitate the movement of nearly 300 students being picked up or dropped off at school. The Passenger Loading Zones will be enforced during the morning and afternoon pickup/drop-off routine. You will be asked to move your vehicle if you are not ACTIVELY engaged in loading and/or unloading of passengers.

● **In the mornings**, you may bring your vehicle up to the non-red curb, have your child/children step out of the car, and when it is safe to do so, pull out and be on your way. PLEASE DO NOT ***EVER*** DOUBLE PARK TO DROP OFF OR PICK UP

YOUR STUDENTS: it is both illegal and dangerous to do so.

- **In the afternoons**, we will allow for some flexibility, as we understand that in the afternoons, it is necessary to wait for the students to come out. However, the same rules still apply– you must actively be engaged in the process of loading your son/daughter into the car.

Note: In order to facilitate the flow of traffic please pull up/move forward to the closest available space at the head of the line so that others can pull up behind you.

If, after a certain period of time, it is deemed that your vehicle has been in the loading zone for a good period of time and no one has yet entered your vehicle, you will be asked to move and be on your way in order to be fair to other parents who need to use the space. You are asked to please remain in your vehicle at all times so that you can move your vehicle when necessary. Your cooperation is greatly appreciated. Of course, you may always circle around the block and take your turn in the loading zone again, as space permits.

● **Fire Lanes (Red Zones) Parking** is not permitted at any time in the red zones (red zones) in the vicinity of the school and/or neighborhood. Fire Lanes are for emergency vehicles only. If you are parked in any of these areas, you will be asked to move your vehicle. Please cooperate with the Safety Patrol officers and/or the Traffic Safety Supervisor when asked to do so.

Note: **For safety and guaranteed access to the school in case of an emergency, please do not stop or park in a designated fire lane.**

Speed Limit

You are reminded that the speed limit for the entire city of Alameda is 25 mph, and should be reduced even further when driving in a school zone. Please be safe and sensible.

Crosswalks

Please observe the crosswalks in and around the school. **Stopping in or blocking a crosswalk is against the law.** Pedestrians have the "right-of-way" in crosswalks. You must yield to pedestrians once they have entered the crosswalk.

Jaywalking

There is no “jaywalking." Students have been instructed to use the crosswalks at all times. **If you are parked on the opposite side of the street, your child must use the crosswalk to get to your vehicle. This is for the safety of the students.** Since this is a school rule, students may be given consequences. Parents are also asked to cooperate with this rule in order to set an example to our

students. Parents who choose to "jaywalk" with their children put themselves and their children at risk.

Traffic Directions (given by School Personnel)
Please pay close attention to the signals of the school personnel directing traffic. Safety of the children is always our primary objective and your cooperation is expected.

Parking Violation Notices
It must be reinforced that it is not the school's intention to create a hostile atmosphere, but traffic safety is paramount– for the sake of our students and parents and any residents and other drivers in the area that may be affected. Parents that do not cooperate with the rules are subject to citation by the Alameda Police Department.

CAMPUS SECURITY & SAFETY GUIDELINES

The following rules and procedures serve to protect the safety of our children, as well as the parents. It is not intended to create an atmosphere where parents are not welcome in or around our school. In order to ensure the safety and security of our students and teachers, as well as the parent volunteers, we ask that you please follow these rules and procedures, and thank you in advance for your full cooperation.

Access to School Yard
There is no entrance into the school yard during the hours of 8:00 a.m. to 3:10 p.m. Mon, Tue, Thu, Fri (8:00 a.m. to 2:10 p.m. Wed., and 8:00 to 12:00 p.m. on Minimum Days) through any entrance other than the doors of the front office. No one is allowed access into the school yard during the day unless you have a Visitor's Pass (or have been given permission by a member of the faculty or staff). Please do not enter through any of the gated entrances in order to gain access into the school building.

Visitor's Pass
All parents and visitors, who need to conduct business beyond the front office area, must sign-in at the office and receive a visitor’s pass. In order to ensure the safety of the students, faculty, and staff, we must know who is in the school building. This includes parents who may need to conduct business with Preschool, across the street in the Jr. K or Kindergarten, or any related business in O'Brien Hall, and all volunteers. Please note that the pass must be worn during the duration of the visit. In addition, please sign-out before you leave.

Visitors must enter and exit through the front office. The schoolyard gates, the back doors/bathroom doors are not to be used as entrance/exit points to the school at any time or for any reason.

POLICIES & PROCEDURES

The school office should be the first place to come to when conducting any school-related business you may need to do– drop off something for your child, pay tuition, etc. In addition, if you are volunteering in a classroom, you must sign in and receive a visitor's pass from the secretary before proceeding to that classroom. (see "Visitor's Pass" policy under Campus Security & Safety Guidelines).

Parents are not allowed inside the office itself, unless given permission, as confidential faculty & student information is kept there. If you have school business to conduct, please direct all financial inquiries to the bookkeeper. Other office business should be directed to the school secretary. Always consult with the secretary and/or bookkeeper before proceeding past the office area or, if you are not sure of certain procedures in relation to the business you are conducting.

Attendance

The school day begins at 8:00 a.m. for students in Jr. K - 8th grade. Regular and punctual daily attendance is expected of students who attend Saint Philip Neri School. All students are expected to be present and in line by 8:00 a.m. for our daily morning assembly. As a Catholic School, we gather together as a community for pledge, prayer and announcements. This is an important beginning to our day.

The Christmas Concert and the Spring Concert are mandatory student attendance for all students in JrK through 8th grade. The concerts typically last less than one hour and begin at 7:00 p.m. Excused absences are due to illness or death in the family, otherwise unexcused absences will affect students' Music grades for participation.

Absence

Regular attendance at school is necessary and expected. Excessive absences can affect a student's ability to complete his/her schoolwork. If a student is to be absent for any reason, the parent or guardian must call the school office (510-521-0787) or email spnattendance@csdo.org and the homeroom teacher by 8:30 a.m. to report the absence. Requests for homework must be made by 12:00 noon for that day.

(*Added January 2026*) All families are expected to conduct a Daily Health

Screening questionnaire to ensure that students are well enough to attend school. Visible symptoms that can spread germs such as cough or runny nose should warrant a student staying home. If a student has a fever above normal, they should not attend school, and they should not return to school until they have been fever free without medicine for 24 hours.

In compliance with California education regulations, when a student returns to school, a note or email from the parent or guardian must be given to the school office explaining the reason for the absence and signed by the parent or guardian. Per the Diocese of Oakland, **"excessive absence" is being absent from school for six (6) absences per trimester or a total of eighteen (18) days per school year.** When the student arrives after recess, s/he is a half (1/2) day absent. Excessive absence or tardiness, even if necessary and excused, may be grounds for decreased credit or disciplinary action. Any student who is absent from school more than fifteen (15) days in any one trimester may receive an "Incomplete" grade for that grading period.

Direct instruction is a necessary and important part of the school day. Consistent absence during the school year may jeopardize a student's return to Saint Philip Neri Catholic School. Family vacations should be planned for times that coincide with school vacations. The effect of any such absence on the student's schoolwork should always be considered. If the family determines that the vacation opportunity is more important than school attendance, it is the parent's responsibility to make sure that the student learns the material taught during the absence. If a student is absent due to family vacation or travel, the teacher is not responsible for creating alternative assignments. If a student misses class due to a family vacation, upon his/her return, he/she will be provided the lessons and information that was missed during the student's absence: it is the responsibility of the parent to make sure that the material is completed and understood by the student. Individual teachers will be more definitive about the assignments that need to be completed and submitted with each individual student extended absence situation.

Tardy Policy

All care should be taken by parents to be sure students arrive at school **ON TIME**. This encourages and sets the example that promptness is a necessary value. Students who arrive late to school, even if only a few minutes, will miss instructions or announcements from their teachers at the beginning of the day. The disruption of late students entering the room, even if minor, can distract students (or the teacher) from their tasks.

“Excessive tardiness” is being late four (4) times per trimester or a total of twelve (12) times per school year. Excessive unexcused tardiness will result in a phone call from the office staff or teacher. The reasons for tardiness will be discussed and an action plan to remedy the problem will be developed. The action plan will spell out steps that will be taken to address and correct the situation. Notation of excessive tardiness is part of the student’s permanent record. Students with excessive tardiness may result in detention. A student is tardy if s/he arrives after the time fixed by school policy for the beginning of the morning, afternoon or any class session.

Tardy Procedures
Students are considered late for school when they arrive after 8:00 a.m. (while the morning Prayer and Pledge are in progress).

Students who arrive late to school due to a medical or dental appointment should bring a note from the doctor or dentist for the attendance file; the student must by state law, be considered either absent or tardy without such a note. Students who arrive after 8:30 a.m. must be accompanied and signed-in by a parent or guardian. All tardy students must receive a Tardy Pass from the school office prior to classroom entry. Excessive absence or tardiness, even if necessary and excused, may be grounds for decreased credit or disciplinary action.

Truancy
California has a compulsory education law, which requires that children between the ages of six and eighteen must attend school. We are required to abide by this law as a private, accredited educational institution.
“Excessive absence” is being absent from school for six (6) absences per trimester or a total of eighteen (18) days per school year. Truancy is reserved for students whose absences are not related to medical issues that have been documented by a note from a doctor. Those would be listed in PowerSchool as Medical (M). Our goal as educators is to get the student back into the classroom. Parent(s)/legal guardian(s) should be contacted as soon as the school becomes aware of a truant status, before that if possible. A conference should be scheduled to discuss the situation and develop a plan for the student to return to school or transfer to another educational institution. If all methods of communication with the parent(s)/legal guardian(s) have been unsuccessful in resolving the truancy , the Principal, in consultation with the Superintendent, may contact their local County Office of Education (Alameda/Contra Costa) and ask for assistance from their school attendance review board (SARB). The student may be referred to a probation officer or district attorney mediation program.

Illness at School
If a student becomes ill during school, the office will call the parent or guardian to pick up the student from school. If the school cannot reach either the parent or guardian, the school will call the individuals listed on the student's emergency form in the order they appear on the form.

Early Dismissal From School
It is disruptive to the learning environment to have students coming and going throughout the day. Please try to schedule appointments when students are not in school. If it is necessary for a student to leave school early, a note signed by the parent or guardian or email must be sent to the teacher that morning. Before the student leaves school, a parent or authorized adult must sign the student out in the Medical Log by the office window. If the student is to return to school that day, an adult must accompany the child upon return and sign him/her back in.

Early dismissal from school due to student illness forfeits the student's ability to participate in practices for athletics, games for athletics, or any other school related events that afternoon or evening unless pre-approved by the principal.

Jurisdiction of School Policies
All Saint Philip Neri Catholic School policies are in effect not only on school premises but also in the immediate vicinity* of the school before, during, and after school hours and at all on-and-off-campus school sponsored events.
*The immediate vicinity of the school is bounded by High Street, Jackson Street, Van Buren Street, and Fountain Street.

Yard Supervision
Supervision begins at **7:40 a.m.** before school and continues **until 3:20 p.m.** after school. The school assumes no responsibility for yard supervision prior to **7:40 am.** Students who arrive at school before **7:40 a.m.** should be dropped off at the "Share & Care" Extended Care Program. Any children who remain on the school grounds after 3:20 p.m. will be placed in Extended Care. The family will be billed the drop-in fee of $7.00 per hour. For the safety of children, there are no exceptions to this rule.

Announcements
The school day will begin with a community prayer and Pledge of Allegiance at the flagpole assembly area in the schoolyard. During rainy days students will go directly to their classrooms where the Prayer and Pledge will be conducted over

the intercom. On rainy days, Junior Kindergarten and Kindergarten students should be dropped off directly in their building or classroom. Appropriate announcements may be made at that time. No school wide announcements may be made without approval of a teacher or the Principal. Likewise, no notices are to be posted in or around the school without proper approval of the Principal.

Dismissal

Dismissal for students varies by each grade level. Dismissal times are as follows:

- 2:30 p.m.- Jr. K & Kindergarten (2:10 on Wednesdays)
- 3:10 p.m.- Grades 1 to 8 (2:10 on Wednesdays)
- 12:00 p.m.-Jr. K-8th grade (Minimum Days)

To ensure the safety of the students, any students remaining on campus after 3:20 p.m. (or 2:20 p.m. on Wednesdays; 12:10 p.m. on Minimum Days) will be escorted to Extended Care and required to stay there until they are picked up by their parent/guardian or authorized person. Note that fees will be assessed for this (see Extended Care Program section in this Handbook).

Lunch Period

Lunch period is from 12:00 p.m. to 12:40 p.m. All students have a 40-minute lunch period with adequate time set aside for eating their lunches and play time before or afterwards. Jr. K and Kindergarten have lunch at their play area across the street in the Annex; they do not come to the main schoolyard for lunch or recess. The students eat their lunch outdoors in the picnic area and/or schoolyard, or in classrooms on rainy days. **Students are expected to be responsible for bringing their snacks and lunches with them to school each day. Delivery of fast food lunches is prohibited. We offer the Choice Lunch hot lunch program as an alternative to homemade lunches. Choice Lunch or homemade lunches are the expectation.** In case a student forgets his or her lunch, please deliver the lunch directly to the office before noon, where it will be given to your child. A limited number of emergency lunches are available for purchase. Parents will be billed. The school recommends healthy food choices for snacks and lunch: **DO NOT SEND CANDY TO SCHOOL WITH STUDENTS.** Candy and special treats are reserved for celebrations like Halloween and class parties and are only allowed at the teacher's discretion. To help reduce waste, recyclable or reusable containers and utensils are strongly suggested. For safety reasons, **glass containers are not permitted on school premises.**

Food Allergies

St. Philip Neri School is NOT a nut free environment. We do, however, have many safeguards in place to protect and support students with food allergies.

1. Please be sure that your child is aware of his/her allergies to the point that s/he

knows what is safe to eat.

2. Communicate with the school on the Registration forms as well as with your student's teacher about the specific allergy, share any documentation from the physician, and of course provide the school with an Epi-pen if recommended (to be kept in the office): the teacher can then inform the Room Parents, and we also provide all faculty and staff with a list of students with any food allergies.
3. We have a strict school policy where we do not allow students to share food.
4. Any food that is donated for class parties is at the minimum nut free and/or made in a nut free environment, such as our candy donations for the Halloween Carnival on Halloween. Finally, we ensure that there are options available for students with allergies whenever food is distributed for a school event, such as for the Ice Cream Social the first week of school.

If your child has a severe allergy and requires more restrictions to stay safe, please set up an appointment with the teacher and principal to discuss the specific situation and agree on a procedure.

Hot Lunch Program

Meals are provided by Choice Lunch. Visit their website at www.ChoiceLunch.com The code for new accounts is NERI.

Littering

Students are expected to keep the school yard, classroom, hallways, bathrooms, and Parish Hall clean. Garbage is to be placed in garbage cans, and where available, recyclables and compostable items placed in the corresponding receptacle. Pride in our school requires that we all play a role in keeping the school and surrounding parish clean. In order to teach children to be good stewards of the earth, we will be teaching and modeling the importance of recycling.

Parties

Class parties will be coordinated by the Room Parents with approval from the classroom teacher. Class parties are approved for four special events each school year: Halloween, Christmas, Valentine's Day, and End of the Year. Birthday parties are not allowed at school. **Due to an increased number of food allergies and dietary restrictions, food treats/goodie bags for student birthdays will no longer be distributed at school. If parents want to acknowledge their students' birthday, they can donate a book to the classroom library.** Birthday invitations are never to be distributed at school unless all children (or all children of one gender) are being invited to the party. We want to avoid hurting children's feelings by being excluded from a birthday or other party. Thank you for your cooperation.

Personal Entertainment (Electronics, Toys, etc.)
Students are not allowed to bring personal "entertainment" to school– for example, toys (of any type), trading cards, sports equipment such as basketballs, etc. In addition, electronic devices of any kind are not permitted. The school cannot accept responsibility for personal items and assumes NO liability if such items are lost or stolen. Any items found in possession by the student during the school day will be confiscated by the teacher and returned only to the parent or guardian. Fidget “tools” or items meant to be used to help students focus are learning tools, and are allowable as long as they are not distracting to students.
Note: In some cases, (for instance, a class party), students may bring in certain items, provided their teacher has given them permission to do so. Kindle/Kindle Fire are permitted for reading purposes only.

Cellular Phones and Smart Watches
Students are not allowed to use cell phones or smart watches during school hours. **Smart Watches should not be worn to school.** Upon arrival at school and until they are off campus, students’ cell phones (or smart watch) should be turned off and stored in a central location in each classroom as designated by the teacher. If you need to relay a message to your child in the middle of the school day, proper procedures call for the use of the phones in the school office. Students will not be allowed to make phone calls from their cell phones nor will they be allowed to receive calls and/or retrieve messages during the hours that school is in session. **Note**: Students will not be allowed to make phone calls from their classrooms or the office unless in an emergency (or other permitted reason as deemed by the student's teacher, and/or Principal and office staff); messages received in the office to your child are delivered via email to the teacher, which are checked by each one at their convenience; please plan ahead whenever possible in order to prevent last-minute communications. Any cell phones found in the student's possession (outside of their backpacks) during the school day, will be confiscated, given to the Principal, **and can only be returned to a parent or guardian.**

On-Site School Counseling
As part of our mission to educate the whole child, Saint Philip Neri School employs one part time licensed mental health counselor. The counselor is on campus two days a week and is available for scheduled appointments as well as on a drop-in basis. Counseling offers students an opportunity to express their feelings and emotions openly with a trained individual who will listen and assist them in making decisions, resolving conflicts and managing situations.

The aim of counseling is not to tell students what choices or decisions they should make, but rather to assist with and then to arrive at solutions to their problems by allowing them to explore alternatives.

Students may self-refer or be referred by their parents, teachers, or the Principal. Counseling sessions may take place during class time, at recess or lunch, or before or after school (by parents' preference and/or availability of session times). If the counselor sees a child at school and decides to see the child for several occasions, the counselor will phone the parent. The counselor cannot, however, tell the parent anything specific the child has said unless the child has given permission to do so– or unless the child has said something that leads to believe that the child could endanger himself/herself or others in some way.

Medication

All medication administration requires authorization from the parent/guardian and licensed physician. An authorization form that is available through the school office must be filled out and turned in at the time medication is required to be administered to your child. The authorization form for each "over-the-counter" and/or prescribed medication must be completed and filed with the school. "Over-the-counter" medication only requires a parent/guardian signature. For all prescription medications, including aspirin (these will be treated as a prescription drug), both a signature from the parent/guardian and physician are required. Parents/guardians must bring the medication(s) to the school office along with the authorization form. Each medication must be in its original container, labeled with: the student's name, name of medication, dosage, frequency of administration, and expiration date. "Over-the-counter" medications should be in the original packaging with directions for administration.

All medication must and will be kept in the school office. Special exceptions will be made for students who have a signed Permission to Carry and Self Medicate form on file. No students will be given medications during school hours unless these procedures have been followed. Parents or guardians must assume all responsibility for the supplying of all medications. No medications are to be brought to school by students. Any medications must be brought to school only by a parent or guardian, an adult authorized by the parent or guardian, or an authorized employee of a pharmaceutical supplier. This medication and all non-prescription medications must be administered, in person, by the parent or guardian and not self-administered by the student. This includes any over-the-counter allergy medication, cough drops and/or syrups, sore throat lozenges, etc. No student may

carry his/her own medications or self-administer their medications unless directed by their physician (as indicated on the authorization form). This includes asthma inhalers and Epi-pens.
Note: If a student must keep his/her medication with them, then a duplicate medication must also be kept in the office in case of emergency.

Immunization
Each student must have on file a record of immunization against polio, measles, rubella, diphtheria, tetanus, pertussis, mumps, hepatitis B, and varicella prior to entry into Saint Philip Neri School. As of June 2011, due to the rise of Whooping Cough, all 7th graders must have an updated booster for Tdap on file. In addition, in a law known as SB 277, beginning January 1, 2016, exemptions based on personal beliefs, including religious beliefs, will no longer be an option for the vaccines currently required.

Insurance Claims
When an insurance claim is involved in the case of a serious accident, a School Accident Report must be completed by the Principal or Vice Principal. Insurance claim forms will be sent to parents or guardians. (Orthodontic devices are not covered by insurance).

Report of Injuries
All injuries are to be reported to the office immediately. Authorized parties who are listed on the child's Emergency Card will be notified in case of a serious accident. Please try to include easy-to-reach "back-up" people on the Emergency Form.

Disaster or Emergency Preparedness/Procedures
Safety is our number one concern. There is a plan in place for a whole school evacuation and pick up: this drill is practiced every other year, and the last drill was May 2025. Fire drills are conducted once a month to comply with the rules of the Alameda Fire Department. Earthquake evacuation drills and intruder drills are conducted periodically. Lockdown drills are practiced throughout the school year. Procedures call for students (and any visitors in the building) to remain silent during the duration of the drill and follow directions of the classroom teacher/school personnel.

Various locations in the school are stocked with first aid and other provisions. All faculty and staff are trained in First Aid/CPR/Basic Life Support every two years. (In addition, a disaster response team is created at the beginning of each school year, with each teacher/staff assigned to specific duties).

In the event of an actual fire and/or significant earthquake, everyone in the school at the time will be moved and regrouped in a safer location close to the school. No student will be released unless directed/authorized by the principal/personnel in charge, and only then to those persons listed on the Emergency Release Form.

Transportation to School (Alternate Forms)
Students (and their parents, if accompanied in the morning and after school) may come to school on a bicycle (or scooter; roller skates; skateboard). Upon entering the sidewalk in the immediate vicinity of the school grounds, students (and parents) must dismount and walk their bike and lock them in the area provided. (Scooters, skates, skateboards are to be put away immediately). To prevent injury and for the safety of all, no one is permitted to ride bicycles, skateboards, roller blades, in-line skates, or any similar vehicle on school grounds at any time.

Transportation & Parking (General)
For the safety of the children transported to school by car, students are NOT to be dropped off at the school's front door. Given the traffic on High Street, this is too dangerous. Please use Jackson, Van Buren, and Fountain Streets as drop off points for children. Please note that the white zones are passenger loading/unloading zones and are for immediate loading or unloading of passengers only and are legally "no parking zones." In addition, there is no parking in the schoolyard, before, during, or immediately after school.

Field Trips Field trips are privileges and students can be denied participation if they fail to meet academic/behavioral requirements. In order for students to participate, a field trip Parent Permission Form is required. Students who fail to submit the proper form 24 hours prior to the field trip may not be permitted to participate. Telephone calls giving verbal parental permission, or handwritten/typed notes cannot be accepted in lieu of the proper forms, as these forms are legal documents. Note that on these Parent Permission Forms is a section that asks if you are volunteering to drive (provided your child's teacher has requested such). Volunteering to do so requires provisions as outlined in the section that immediately follows.

Note: Please remember that your primary role is to ensure the safety of the children. Socialization among adults should be kept at a minimum. The consumption of alcoholic beverages during field trips is prohibited.

Field Trip Transportation Policy

The decision as to which method of transportation to use while on a field trip is the responsibility of the teacher planning the trip, in consultation with the Principal. Methods of transportation are private vehicles, public transportation– such as bus or BART®, charter buses, or walking.

To insure the safety of children, the following is required:
1. If private cars are used, the number of children that can be transported in each car must be equal to the number of available seats (with seat belts) in the car. According to the Diocesan policy, there must be two (2) adults per vehicle.
2. In regard to vehicles equipped with air bags, as per the recommendations given by the National Highway Traffic Safety Administration:
• Children age 12 and under should ride buckled up in a rear seat.
Note: Diocesan guidelines do not permit students in grades Jr. K-4 to ride in the front seat of a car that is equipped with an airbag (unless the student is the child of the parent who is driving).
3. Below is the California law for car seats and booster seats, referenced in California Highway Patrol's website (www.chp.ca.gov/programs-services/programs/child-safety-seats)
● Children under the age of 8 must be secured in a car seat or booster seat in the back seat.
● Children who are 8 years of age OR have reached 4'9" in height may be secured by a booster seat, but at a minimum must be secured by a safety belt. (California Vehicle Code Section 27363.)
4. Drivers must be 25 years or older and have a current valid driver's license. Proof of a valid driver's license and current insurance must be provided to the school office. A photocopy of the driver's license and the Declarations Page of the auto insurance policy must be provided.
Note: The minimum liability insurance coverage required is $100,000 for each person and $300,000 each occurrence. (Persons who offer to use their privately owned vehicle for transportation to school related activities should be aware that although there is a liability insurance policy for the Diocese, it is the individual driver's own insurance that must provide coverage for them in case of an accident).
5. Distance and total travel time will be considered when deciding between bus transportation or private automobiles. If a bus company is employed, it must provide proof of current insurance and certify that the driver holds a valid driver's license.
Note: The California Highway Patrol has informed the Oakland Diocese that parents are not required to provide safety or booster seats for field trips where transportation is provided by bus.

6. Young children and siblings are NOT allowed to accompany parents and students on field trips. (School insurance does not cover any child not enrolled at Saint Philip Neri Catholic School).
7. In compliance with Diocesan policy, NO ALCOHOL will be served in the presence of children during school related activities.
Note: In addition, parent drivers and/or chaperones can NOT attend field trips if S.E.C. compliance has not been met ("Safe Environment for Children")

Students' Images for Public Relations (PR)
From the Oakland Diocese: "Photographs of students may appear on the school's website or in other publications. Parents who do not wish their children's photograph to be placed in public media must notify the Principal in writing at the beginning of each school year."
As a formality, a special form is sent out at the beginning of each school year requesting a family's consent to having their son or daughter's images (video and/or photograph) used for "PR" purposes, this includes the school website, Facebook, and printed advertising materials. This form is to be signed and returned to the office if the parents'/guardians' do not want their child/children photographed.

Students' Images in School Media / Publications
As a school policy, images taken by students from SPN's Broadcasting or media class for use in the yearbook do not fall under this policy as they are not released “en masse” to the general public. Please note that any and all images published in the yearbook or newsletter--whether school-generated or from an official photographer contracted by the school--are copyrighted material and should not be used for personal reasons or any other type of transferred use and/or further duplication outside of its original published medium.

School Logo (Use Of)
Unless given permission by the Principal, no one is allowed to use the official school seal or logo on any type of document of their own--even if school-related--as this logo is used to identify OFFICIAL documents and/or communications by the faculty/staff and administration of Saint Philip Neri Catholic School. An example of the "official school seal" is like the one found on the first page of this Student & Parent Handbook . Previous versions of the school logo may be used, but again, permission must be secured from the Principal before use is granted for any non-official or even official use such as flyers, announcements, etc.

CLASSROOM PROCEDURES

Students are expected to go directly to their assigned seats upon entering the classroom. The normal morning routine should then be followed as determined by the classroom teacher. Students in 6th, 7th and 8th grades who move from room to room for different classes are to travel quietly and observe "Quiet Zones." It is expected that students will observe quiet hallways when passing from one classroom to another.

Care of Desk and Textbooks

Each student will keep the same desk during the entire school year. A fee will be required in June if the desk has been defaced or damaged. Proper care must be taken of textbooks. Books may, of course, be taken home for study. When taken home, books are to be cared for. Students will be required to pay for lost books or for any books defaced with writing or damaged due to carelessness.

Care of School Property The appearance of the school and the way it is kept have a great deal to do with a student's pride in school and the reputation of the school. Care shown toward school property and the schoolyard portray pride and school spirit. Students will regard with great care all school property from the yard itself to desks, furniture, textbooks, library books (*including returning them*), computers, audio-visual aids, P.E. equipment, and all parts of all school buildings. **Note: No one is allowed to chew gum anywhere on school premises whether indoors or outdoors.**

Differentiation for Extension Opportunities, Grades Jr. K-8
The faculty and staff of Saint Philip Neri Catholic School commit our work to developing the whole child and meeting all students' academic, spiritual, physical, and emotional needs. This chart identifies the various opportunities for students to go beyond the curriculum and standards and deepen their knowledge, understanding and skills in Math and English Language Arts (Reading and Writing) for grades Jr. K-8 as well as Social Studies and Science for grades 6-8.

The Differentiation for Extension Opportunities are designed to allow students to go beyond the general curriculum and extend or expand their learning. The following characteristics reflect a qualitative Differentiation for Extension activity:

- **Authenticity**: The topic/area of study is relevant to the real world
- **Student-centered**: Students have voice and choice in what they study
- **Multidisciplinary**: Integrates other subject areas and skills
- **Audience**: When possible, students will share their knowledge with a real audience by presenting information to others

Resource and Reading Intervention, Grades 1-8
Similarly, dedicated to meeting all students' academic needs, SPN has a part-time Resource Teacher and a full time Reading Specialist to support students with learning differences as well as provide additional support specific to reading skills and comprehension. The Resource teacher and Reading Specialist work closely with classroom teachers and families to support students to reach their maximum potential academically. Intervention can come in the form of 1:1 tutoring, small group work outside of the classroom or small group instruction in the classroom. An SST (Student Success Team) Meeting may be scheduled to meet with the Resource Teacher/Reading Specialist, classroom teacher, principal, and parents/guardians to determine the best course of action to support the student's academic needs.

(*Addendum January 2026)* **Promotion Requirements, Grades K-7**
After being accepted to St. Philip Neri Catholic School, students are required to successfully complete their current grade level in both academic and social/behavioral expectations according to the standards of that grade level in order to be promoted to the next grade level and/or remain enrolled at St. Philip Neri. This may include accommodations and modifications that have been identified and agreed upon by the administration, teacher, specialists and parents.

Middle School requirements for continued enrollment and promotion include the following expectations:

1. Grade Equivalent score in both Math and Reading at the student's current grade level and no lower than one grade level below in either or both.
2. Consistent and regular school attendance: no excessive absences or tardies according to Diocesan standards.

3. Completes and submits all formative and summative assessments.
4. Continuous growth and improvement on standardized tests over the course of the academic year.

Characteristics that Support Learning

Although work habits and social development criteria are reflected separately from Academic Achievement on the report card, they are still a very important part of communicating to parents about their child's progress. Reporting on such efforts and work habits communicates information to parents about whether their child is working hard or hardly working. By including effort and work habits as a separate reporting category, teachers can more honestly communicate about such matters as behavior, participation, homework and completing assignments without distorting a student's actual achievement in learning.

Work Habits

- Completes quality work
- Is prepared to learn
- Participates in learning
- Follows classroom expectations
- Shows behavior/social development
- SLE/Catholic identity

Grades 1-8: This is the current grading scale

- M= Consistently meets standards
- A= Approaching standards
- N = Needs support

Reporting separate grades for academic standards and learning characteristics makes grades more meaningful and students take them more seriously.

Standards-Based Grading

The purpose of Standards-Based Grading is to align grading practices with the content standards by more accurately measuring and reporting students' proficiency in meeting those standards. Standards-Based Grading provides accurate information to students and families on a student's progress and mastery toward meeting grade level standards. Grades must be meaningful, consistent, accurate, and supportive of learning.

In a Standards-Based System, a grade or mark is a tool to communicate a student's progress and performance based on specific learning criteria.

In a Standards-Based approach, parents and students will see consistent grading

practices through each school - and throughout the diocese. Teachers will grade based on what each student has learned and how that student meets standards. **In no way does a 4,3,2,1 relate to A,B,C,D letter grades.**

Diocesan Grading Policies and Practices

1. Assessment

a. Formative and Summative Assessment

Students need ample time to “practice” new standards in order to successfully learn them. Practice is learning time and is not graded for report cards. When students are learning a new topic or standard they may go through a period of “wrestling “ with it before eventually mastering it. It is expected that students will make mistakes during this learning process. Any work done during this learning period is considered Formative Assessment or Academic Practice. The purpose of Academic Practice is not to judge a student’s final achievement of the practices, but to evaluate where he/she is in the learning process and provide intervention, re-teaching and help if needed. Academic Practice may consist of many different types of learning opportunities including:

- Diagnostic or pretests
- Some quizzes
- Classroom discussions
- Some practice sheets
- First drafts of writing
- Most homework
- Tests (written, oral, performance)
- Presentations
- Projects
- Final drafts of writing

After a student has had sufficient instruction and practice on a topic or standard, it is then reasonable to judge their mastery of the information or standard. Any work done after this point is considered Summative Assessment of Academic Achievement.

The purpose of Summative Assessment is to evaluate how well a student has learned the material or standard(s). Academic Achievement may consist of different types of assessment opportunities including:

- Tests (written, oral, performance)
- Some quizzes
- Presentations
- Projects
- Final drafts of writing

The type of learning opportunity or assessment does not distinguish Academic Practice and Academic Achievement, but rather the time in the learning cycle the activity or assessment occurs.

Students in Grades 6-8 will have one opportunity per trimester per subject to re-take or redo a Summative Assessment (i.e. test, quiz, presentation, project or writing assignment) to get a better grade. It is the responsibility of the student to request this from the teacher as soon as possible after the due date for the original Summative Assessment.

Standardized Testing: Renaissance Learning
Renaissance Learning is a cloud based assessment program. The Diocese of Oakland requires testing in reading and math four times over the course of the year (i.e. August/September for Benchmark, T1, T2 and T3). STAR reading and STAR math are computer-adaptive reading and math assessment administered by the classroom teachers grades 2-8 four times during the school year. The data from these assessments is used to differentiate instruction, set individual achievement goals and inform instruction.

Homework
Homework is a necessary part of school life and is given as a meaningful part of education. Please work with the school and teachers in seeing that your child(ren) takes personal responsibility for completing daily assignments. Home study reinforces work begun in school. It is a means of finding out how well a child has comprehended the day's lesson. Homework is also a device used to promote responsibility, creativity, spark curiosity, and develop hidden potential.

The assignment of homework has been left to the discretion of the teacher. Weekend homework may be given for enrichment purposes, long-term projects, and for the purpose of making up work missed through absence or poor effort. Long range assignments are often given in grades four through eight.

All students are expected to complete their assignments on time. If a child is unable to complete a homework assignment because of an emergency situation, a note to the teacher explaining the situation should be sent to school. Time will be given to the student to make up the work. If a student has no written homework, quiet reading should be done so the habit of a regular study time is formed. Homework should not be so excessive that a student does not have time for home responsibilities, extracurricular activities or leisure.
The suggested time allotments for daily homework are:

• Grades K-2.....20 - 30 minutes
• Grades 3-4.....30 - 45 minutes
• Grades 5-6.....45 - 60 minutes
• Grades 7-8.....60 - 90 minutes

Parents are encouraged to develop a responsible academic attitude in their children by encouraging their students to use a homework assignment/agenda book and setting aside a quiet area in which each student may work. If your student has difficulty with time management and neatness, encouragement and suggestions from you would be helpful to your child.

Parents can help their students in the following ways:
• Providing a quiet place for study away from other activities, e.g., TV, stereo, video games, "surfing" the internet, etc.
• Supplying reference books if possible, such as a dictionary, thesaurus, or spelling dictionary.
• Scheduling a regular time for study each night.
• Not doing homework for your child.
• Reviewing the quality of work and encouraging neatness, accuracy, and correct spelling.
• Communicating with the teacher(s) in a timely manner, for example: if there are questions regarding a long term project, or if your child could not complete an assignment due to outstanding circumstances.

Late Assignments
Assignments are expected to be turned in on time. Timely completion of assignments will be reflected in the Life Skills section of the report card. If a student regularly misses assignments, parents will be contacted to resolve the problem.

Grading Policy
Grading is an opportunity to evaluate a child’s progress in specific subjects. Formative assessments and feedback are used to drive instruction and differentiation. Summative assessments represent the extent to which the student demonstrates mastery over the content standards. Report card grades are a combination of these factors.

The Grading Scale for Junior Kindergarten is as follows:
Standards rubric:
3 = At or Exceeds grade level

2 = Approaching grade level
1 = Below grade level
Effort and Behavior Rubric:
E = Excellent
S = Satisfactory
N = Needs Improvement

Grading Scale for Grades K-5 will be based on the Diocesan standards-based report card. The grading scale is as follows:
4 = Exceeds Mastery
3 = Meets Mastery
2 = Approaches Mastery
1 = Needs Support

The Grading Scale for Grades 6-8 is as follows:
A = 95-100 **A-** = 90-94
B+ = 87-89 **B** = 83-86 **B-** = 80-82
C+ = 77-79 **C** = 73-76 **C-** = 70-72
D+ = 67-69 **D** = 63-66 **D-** = 60-62
F = below 60

Grading Scale for Grades K-8 for Life Skills (Social Development and Work Habits):
E – Exceeds Expectations
M – Meets Expectations
N – Need Improvement
NE – Not Evaluated

Report Cards
Report cards are given in Grades Jr. K-8. They are issued at the end of each Trimester, every twelve (12) weeks. There are three trimesters in the school year. Note: Student/Parent/Teacher goal-setting conferences are conducted mid-way through the first trimester, usually during the first week of October.

Academic Records
A parent or student who wishes to view a cumulative academic file may make a written request with 24 hours notice. The records must be reviewed in the school office with a person qualified to interpret them. The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other

appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

Progress Reports
Progress reports and/or progress letters are sent to parents as needed during each trimester to inform parents of student progress. These are normally sent home mid-trimester, but may be sent home weekly. Progress reports are to be signed and returned by the date set by the student's homeroom teacher.

Academic Probation
Students are expected to meet the requirements of the school both in academics, as well as conduct and behavior. Students who receive a grade of " **D** " or lower (including an "Incomplete") in any subject, or a "needs improvement" in conduct or in effort will be placed on academic probation for a minimum of two (2) weeks. The purpose of academic probation is to provide a structured period of time during which the student can focus his/her entire attention on studies and behavior choices to improve.

Students placed on academic probation may lose privileges (e.g. free dress, social events, field trips, sports, etc.). At the end of two (2) weeks, the Principal and teachers will review and evaluate the student's progress and will determine if and when the student's probation may end. Parents will be notified of this action.

Discipline
Saint Philip Neri has 3 overarching school wide behavior expectations:
1. Respect yourself, others and things
2. Contribute positively to the learning environment
3. Follow school and classroom procedures

Students should be instructed that their actions and attitudes should reflect a Christian ethic and that their behavior should be in accordance with the moral and religious expectations outlined in our philosophy, goals and SLE's.

Discipline in the Catholic school is considered to be an aspect of moral guidance and not a form of punishment. The purpose of discipline is:
1. To provide a classroom situation conducive to learning.
2. To educate students to an appreciation of the importance of developing responsibility and self-control.
3. To build a sense of Christian community.

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

Social Emotional Learning

Social Emotional Learning (SEL) is a philosophy of education that emphasizes the value of classroom communities that support positive relationships among students and between teachers and students. SEL strategies include Mindfulness techniques that focus on calming and focused attention as well as self regulation and self awareness. Other SEL strategies include The Zones of Regulation, typically used in the early primary grades (Jr. K, K, 1), a framework and curriculum designed to foster skills in self-regulation, including emotional control, sensory regulation and executive functions. Through using this curriculum individuals become more self-aware and learn tools they can use to self-regulate. Community Circles are another SEL strategy that foster creating community, enhancing empathy, and ultimately resolving conflicts.

SCHOOL PROCEDURES

The school yard opens at 7:40 a.m. Students should not be on school premises before 7:40 a.m. as the yard is unsupervised. Students may not use cell phones upon arrival to school: they must be off and put away until they can store them in the classroom. There is no running in the school yard before school starts.

Morning Assembly

Because all students are on the yard in the morning, there is no running or playing tag. Once the bell rings, students are expected to:

1. Stand quietly in their class line, keeping their hands to themselves
2. Listen and respond respectfully
3. Participate in prayer and pledge reverently
4. Walk quietly in line to the building

Entering and Exiting the Building The purpose is to help create an educational environment where learning is the priority.

1. Silence begins at the door to the building
2. Keep to the right
3. Walk silently in line
4. Keep hands at your side
5. Enter rooms politely

Hall Travel

Students are expected to realize that hall travel must be quiet in order to provide a positive learning environment. Students are required to:

1. Walk silently, keeping hands and feet to self
2. Keep to the right
3. Conduct business quickly
4. Always use good manners

Playground Rules

For playground safety, we are using a warning for first offenses and the benching of a student (or sitting out for a period of time) if the warning is not heeded. In grades 4 through 8, no warning will be given - consequences will be given immediately. When the dignity of a child is at stake, parents will be called on the first infraction.

Reasons for benching:

1. Physical Abuse

- Deliberately hitting others (including with balls).

- Pushing, kicking or shoving in game situations.
- Jumping on the backs of other students.

2. Verbal Abuse

- Name-calling
- Profanity
- Threatening

3. Property Damage

- Ripping of clothing
- Throwing food or drinks, littering.
- Destroying benches, balls; disrupting game area.

If there are repeated benchings in one trimester, a PCF (Parent Communication Form) will be sent home. Once a student receives 3 PCF's, a meeting with the student, parents and Principal is required. Continued inability to follow the playground rules may result in a behavior plan, suspension and even expulsion from the school. **Any FIGHTING may result in immediate SUSPENSION for the persons involved.**

The school yard closes at 3:20 p.m. Any students remaining on school premises will be escorted to Share and Care.

CONDUCT AND BEHAVIOR

Students are expected to conduct themselves with respect, responsibility and reverence at all times. Courteous behavior is not only expected in the classrooms and on the school yard, but also within the immediate vicinity of the school, while being transported to school events, and at all school events whether on or off campus. All school sports events fall into this category.

As students of a Catholic school, we expect our students to conduct themselves in the same way when they are out in public during non school hours, especially if students are in their school uniform. Student actions at all times reflect upon the image of the school. Should disorderly conduct occur outside of the school, the school reserves the right to take disciplinary action. The Administration will decide when this action is needed.

Consequences

The ultimate goal of education is for students to become self-disciplined. Students are taught these skills through our Social Emotional program, The Zones of Regulation and through Restorative Justice practices.
We acknowledge that students may not always choose to do the right thing.

Developmentally students grow at different times. Therefore, a tiered system of consequences based upon grade levels is enforced.

Jr. K-K

In grades Junior Kindergarten and Kindergarten our main goal is to teach students how to be members of Saint Philip Neri school and our classrooms. We explicitly teach the three school-wide rules to all of our students 1. Respect yourself, others and things; 2. Follow classroom procedures; 3. Contribute positively to the learning environment. Additionally, students are explicitly taught how to listen, follow instructions, and ask questions. If a student struggles with the above rules and life skills, teachers in Jr. K and K will choose an appropriate consequence or response based on the severity of the behavior and/or an agreed upon plan with the families that may include counseling, tracking school behaviors and communicating daily to support the student in demonstrating expected behaviors.
The Principal will be consulted and parents will be notified if necessary. Teachers have specific reporting systems in place in their classrooms.

Grades 1-5

All classroom teachers follow the three School Rules in addition to their own developmentally appropriate classroom rules. Students who may be having a difficult time with any of our school rules may work through their struggle by having a one on one conversation with their teacher, complete a behavior reflection form, PCF (Parent Communication Form), Principal intervention, and finally a parent meeting if all of the other procedures put in place do not remediate the problem. The classroom teachers in grades 1-4 have also set up a buddy system in which students can be sent to another classroom to reset behavior or complete their classwork if needed.

Grades 6-8

Below represents the process and procedures for consequences at three levels, depending on the severity and/or frequency of misbehavior.

Tier I behaviors include:

· Uniform violations
· Classroom disruptions
· Playground violations
· Arriving to a class late, unexcused
· Come to class without materials
· Cell phone use
· Gum on school grounds

· Teasing
· Disrespecting teacher or other student
· Other behaviors contrary to our Gospel values

Each offense first results in a reminder and a warning about future consequences should it occur again. The second or third offense of Tier I behaviors will result in a 30 minute lunch detention (held each Wednesday) and/or a meeting with the teacher and parents. The school has the legal right to detain any student for a period of no more than 30 minutes for a detention period issued as a consequence for disciplinary or academic reasons. Parents will always be notified by email.

Tier II behaviors include:

· Serious disrespect of a teacher or other student
· Bringing inappropriate materials onto school grounds
· Dishonest behavior
· Vandalism, such as throwing wet paper towels in the bathroom
· Intentionally hurting someone through tripping, ball throwing, etc.
· The use of racial, gender related and/or sexual remarks
· Leaving school grounds without permission
· Inappropriate technology use
· Other more serious behaviors contrary to our Gospel values

One Tier II offense will result in a PCF and a meeting with the teacher, parents and possibly the Principal.

Tier III

A category three offense involves the most serious of offenses such as physical fighting, possession of weapons, vape materials or drugs, serious vandalism, bullying, harassment, etc. Actions deemed a category three would be immediately directed to the Principal and Pastor. Consequences for category three offenses are at the discretion of the principal, in conjunction with the Pastor and the Diocesan School Department, and can result in suspension, and in serious cases, expulsion.

Student/Parent Communication Form - PCF

The **Parent Communication Form** has multiple purposes. It is used as a communication device between the school, the student and the parent. A PCF can be issued to a student for being out of uniform, wearing make-up, missing books and supplies, not being prepared for class, homework not completed, off-task behavior, and rudeness or disrespect toward another student or adult. The PCF must be signed by the parent/guardian and returned to the homeroom teacher the next school day. Persistent non-compliance will result in a student's conduct grade

being lowered and may result in detention, suspension, and/or expulsion. Sometimes the teacher will include and/or use a reflection sheet or incident report in addition to or in place of the PCF. These documents serve the same purpose as the PCF.

Suspension

Students may be suspended (temporary removal from class) for noncompliance of the rules. There are two types of suspensions: "in-house" where a student attends school but does not participate in classes; or where a student is sent home and does not attend school at all. Suspended students have to make up for any missed work. Students may also be suspended for the following:

- Deliberate, willful disobedience.
- Profane or foul language.
- Disorderly behavior in class.
- Harassment/hostility toward another student.
- Fighting on or near school grounds
- Leaving the school grounds after arrival or before being picked up.
- Disrespect to any school personnel.
- Defacing school property
- Vaping or smoking at school or school-related events

Expulsion

Students are liable for expulsion (permanent removal from school) for willful noncompliance with the rules or committing a serious offense. The following offenses may result in expulsion:

- Danger: A student does anything to endanger self or others
- Disrespect and open persistent defiance of authority: A student consistently behaves in a disrespectful manner towards school staff or other students
- Disruption: A student consistently disturbs the learning environment
- Habitual profane or foul language
- Smoking or possession of tobacco or marijuana; the use, sale, distribution or possession of habit forming substances or alcoholic beverages on or near the vicinity of school or at school-related events or activities
- Vandalism to school property
- Theft
- Habitual truancy
- Assault or battery, or any threat of force or violence directed towards any school personnel or students
- Harassment, "general" or "sexual" as defined by the Diocese of Oakland (see section in this handbook)

▪ Possession and/or assault with a deadly weapon and/or any object which can be used to cause harm to another
▪ Uncooperative or destructive attitude of parents

Procedure for expulsion in cases of cumulative disciplinary difficulties

1. The principal will arrange a conference with the parents to explain that expulsion is being contemplated unless immediate and continued improvement is made.
2. If adequate improvement is not made within a reasonable time, a second conference with the parents will be arranged. After this conference a final decision will be made by the principal.
3. If the decision is for expulsion, parents may appeal the decision, first to the principal, then to the pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedure has been followed and sufficient reason for expulsion exists.
4. Written records of the various proceedings leading to expulsion will be filed in the student's cumulative record.

Procedure for expulsion in cases involving grave offense

1. The child is immediately suspended.
2. The initial parent-principal conference is dispensed with, and the expulsion process begins with procedures outlined in the Diocesan Administrative Handbook. Grave offenses include possession or sale of alcohol or narcotics, possession of any weapon and any other violations deemed serious by law.

BULLYING (more information regarding Diocesan policies on pp. 53-56)

Bullying and harassment stand in the way of our social vision and the Gospel values of empathy and inclusion.

What is bullying?

Bullying occurs when a student, or group of students, repeatedly try to hurt, humiliate, intimidate or get power over another student in any of the following ways:

● **Physical bullying** is when a student repeatedly uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, impeding or blocking movement, taking a student's belongings or stealing materials from them.
● **Verbal bullying** is when a student repeatedly uses words, images or gestures to intimidate or humiliate another student by taunting, name-calling, teasing, put-downs, insults, threats and blackmail.
● **Relational bullying** is when a student repeatedly and intentionally excludes or isolates another student by leaving them out, manipulating others against them, or spreading untrue rumors or gossip.

● **Cyberbullying** is when a student repeatedly uses their cell-phone, text messages, e-mails, instant messaging, the Internet and social media to threaten, shame, or isolate another student. This is defined in more detail in the Diocesan Technology Responsible Use Policy.

Finally, bullying includes any act of sexual harassment, hate violence or harassment, threat, or intimidation as defined in Ed Code 48900.2, 48900.3, 48900.4, that has any of the following effects on a reasonable student (i.e. putting a student in fear of harm to him/herself or property, cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by the school).

Bullying is different from conflict
Conflict is an inevitable part of life and can occur at school when a student perceives another student as being an obstacle to what they want or value. If students are in conflict but are not using bullying to get power over the other student, we are committed to helping our students work through the conflict usually with restorative practices.

What is harassment?
Bullying may at times amount to harassment. It is harassment to target a student online or face to face because of their actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or because they are associating with a student or group of students with one or more of these actual or perceived characteristics.

Saint Philip Neri uses a developmental curriculum to teach about bullying. Grades Jr. K-2 use Second Step; Grades 3-5, Steps to Respect; Grades 6-8, Restorative Justice.
Since the students are expected to respect the school community, contribute to the learning environment, and follow school procedures, there is no tolerance for bullying or harassment. This includes bullying and harassment during the after-school program, on school field trips, or traveling to/from school, Diocesan sponsored events, through social media or any other electronic communication. Below is a process by which to report a suspected bullying situation and consequences:

- The student or parent is to contact the teacher and/or Principal to report the alleged bullying. Any SPN staff member that witnesses suspected bullying

or harassment is obligated to report the action in writing to the Principal.

- Parents will be notified immediately if their student reports a case of bullying or harassment.
- The Principal will then research the report, speaking to all parties involved. This will entail meetings with any student and/or faculty and staff members that might have been witnesses or bystanders. Students who are present and do nothing to stop the behavior will also face consequences for giving silent approval of the actions. The Principal will draft a report of findings that will be shared with the parents, teacher and student. A plan will then be developed to rectify the situation and consequences will be given.
- The school will maintain documentation of any reported cases of bullying or harassment, the resolution and actions taken.
- Should any party not be satisfied with the handling of a report of bullying, they should file a complaint or appeal with the Pastor.
- Should bullying or harassment be identified, the school will take the necessary measures to ensure the safety of all students. These measures may include:

▪ Referring students to the school counselor
▪ Restorative Justice Circles
▪ Suspension, detention and/or expulsion

Disciplinary Hearing

If a student is repeatedly misbehaving, the Principal may call for a Disciplinary Hearing with the Leadership Team representative for the grade level, the student's teacher, the Principal, parents, and student (if in grades 5-8). A decision will then be made as to the student's future at Saint Philip Neri Catholic School (e.g. strict probation, retention, transfer, suspension, expulsion, etc.). In addition, a hearing may be convened to review academic concerns as well.

Non-renewal of Student Enrollment

If the school determines that they cannot serve the child, the child cannot benefit from its programs, and/or due to the repeated uncooperative or destructive attitude of the student or parent/legal guardian, the school maintains the right not to accept the child for continued enrollment.

Procedures for Recommended Transfer

Students clearly unable to profit from the school by reason of ability, serious emotional instability, repeated uncooperative or destructive behavior, or repeated uncooperative or destructive attitude of the parent/legal guardian, will be asked to transfer when:

1. The school has explored means to meet the needs of the child
2. There has been sufficient discussion with the parent or legal guardian concerning the child's condition or the parent/legal guardian's attitude.
The transfer is to take place at the end of the grading period however, preferably at the end of an academic year whenever and if at all possible. The final decision will be made by the Administration in consultation with the Pastor and Superintendent.

UNIFORM AND DRESS CODES

Saint Philip Neri Catholic School takes pride in its tradition of excellence. This tradition should be evident to those who come in contact with representatives of the school and the best representatives of any school are its students. Therefore, certain basic regulations exist for proper dress and grooming. These regulations are in the interest of creating an atmosphere conducive to learning and in demonstrating pride in our school.

Uniform Regulations (General)

Students are expected to be in FULL UNIFORM at all times, unless "Special Dress" is specified. (see "Special Dress Code"). Only uniforms from Skobel's School Uniforms (*formerly Classic Designs Company*) may be worn, specifically pants, shorts, jumpers/skirts, blouses, polo shirts (available in colors blue, gray, green, and white), and either a school sweater or sweatshirt. In addition, the following regulations apply to all students:

1. **All shirts and blouses**, with the exception of the middy blouse, are to be tucked into the pants or skirt at all times. Shirts and sweatshirts must be the proper fit and size for your child. Sweaters are not to be tied around the waist or worn draped over the neck.
2. **Pants** are to be properly fitted at the waist and length. Baggy and oversized pants, as well as form-fitting tight pants are not to be worn. Belts must be worn with uniform pants (boys & girls: Preschool & Jr. K do not wear belts). Belts should be a uniform belt or a plain black or brown belt with a plain buckle.
3. When the weather warrants warmer clothing, the first choice for **outerwear** is the uniform sweatshirt or sweater. Non-SPN jackets may be worn outside of the classroom, over the school sweatshirt or sweater, as long as they are a solid color (no sports teams, collegiate logos, brand names that stand out, etc.– final judgment rests with the Administration), but do not replace the use of the uniform sweatshirt or sweater. No other types of sweatshirts and/or sweaters are allowed with the exception of the 8th grade class sweatshirts and a special rule in regard to the green "SPN Spartan Athletics" sweatshirts (see appropriate section which appears later). Long sleeve polo shirts and turtlenecks with the school logo are available for purchase through Skobel's, along with SPN fleece jacket and windbreaker jacket. ***The SPN fleece and windbreaker jackets do not take the place of the school uniform sweater or sweatshirt.***

Note: White, gray, green or navy blue long sleeves or turtlenecks without the school logo, that match the color of the (short sleeve) polo shirt, may be worn under the uniform polo.

4. Students' **hair** is to be kept tidy (clean), combed or pulled back and/or pinned and **out of the face at all times.** No coloring or designs of any type are allowed to

be part of any haircut. (*Note: The administration will determine the appropriateness of any haircut, color or style, as well as, the consequences for non-compliance*).
5. **Makeup is not allowed;** only clear or natural nail polish may be worn; only one pair of post earrings may be worn; necklaces and bracelets are not allowed, although appropriate religious jewelry is acceptable- one necklace. Only one ring on each hand is allowed.
6. Hats or scarves on the head may only be worn outside, never inside the building or classroom.

Uniform Specifications
The following specifications apply to all students (boys and girls) in grades Jr. K-8th unless otherwise noted as a specific option to one or more individual groups. In addition, unless otherwise noted, only "Skobel's School Uniforms" brand/style clothing (the school's exclusive uniform supplier) is allowed.
[**key codes... B: = boys / G: = girls]
Pants :
• Navy blue **pleated or flat front** twill slacks with belt
Shorts :
• Navy blue **pleated or flat front** twill walking shorts
Jumpers & Skirts :
• **G:** Scoop neck crop waist with three box pleats (Gr. Jr. K-4)
• **G:** "A-line" skirt either with two box pleats or knife pleats (Gr. 5-8)
-hem line to be no more than 3 inches above the middle of the knee
Shirts :
• Official school polo shirt with school logo
- in white, and/or gray, and/or green and/or navy blue
• **B:** White broadcloth dress shirt, short sleeve (any brand)
• **G:** White pinfeather middy blouse with the following options: - white "Peter Pan" collar blouse, short sleeve (Jr. K-4th) - white "Peter Pan" over blouse, short sleeve (5th-8th)
Sweater :
• Official school sweatshirt with school logo **OR**
• Navy blue "V-neck" cardigan or pullover sweater
Socks :
• Solid white, navy blue, or black socks (no logos). **All socks must touch the ankle.**
• **G:** tights or leggings matching socks, in solid white, navy blue, or black (during the winter season **).**
Shoes :
• Athletic or soft-soled shoes (**NO sandals, NO Crocs, NO Uggs anytime**) with

laces or buckles in...
- solid white, black, navy blue, or brown (i.e. no more than 5% of the shoe can have accent color, white preferred **). White soles are acceptable.**

Note: Shoes must be solid black, solid white, solid navy blue, or solid brown. They can be laced or Velcro, and laces must match the color of the shoe. Sport shoes are recommended as they allow children to play and run freely. The name brand is irrelevant; the shoes must be the appropriate solid color. Dress shoes are acceptable, though they must be solid color, closed toe, and have a strap or laces. No slip-ons. Girls' shoes may not have raised heels. *A single strip or small swish is okay only if it is in white, black, navy blue or brown.* **No light up shoes. Rainboots allowed for inclement weather but athletic shoes must accompany: no other boots or Uggs allowed.**

Uniform Compliance
Neatness, cleanliness, and strict adherence to uniform regulations are required by all students and expected by the school. Parents will be notified regarding violation of the uniform policy in grades Jr. K-5: uniform violations in grades 6-8 will result in a lunch detention. Repeated violation will result in loss of "free dress" opportunities. Parents may be asked to bring proper clothing to school should their child not be in compliance.

Special Dress Code
As previously stated, students are expected to be in full uniform unless special dress is specified. Certain "Activity Days," (such as "Spirit Days") as determined by the school, will allow for students to dress more casually than the uniform policy. It is expected that students will dress in an appropriate manner for school on these special days.

There are different types of special dress depending upon the reason for the special dress day. Please adhere to the following:
1. Mass Days – Our students attend weekly Mass with their class and/or monthly Mass with the entire school community. On Mass days, students must wear their full uniform, including a uniform sweater or sweatshirt. On warm days, students may take their sweaters or sweatshirts off once inside the church.
2. **"Nice Free Dress"**- this refers to an event where "Sunday clothes" would be the expectation, i.e. the evening concert events. The length of skirts and dresses must be no more than 3 inches above the middle of the knee. **No tank tops, spaghetti straps, bare midriffs or halter tops are allowed.** Blue jeans are not to be worn. Exceptions will be made for dress shoes. Girls may wear dressy sandals with low

heels for Christmas and Spring Concerts. Flip-flops are not acceptable. High-heels are not permitted for safety reasons. Uniform shoes are always acceptable, however, boys may wear leather dress shoes, if they choose.
3. "Free Dress" - free dress is allowed at school for monthly birthdays (on designated dates), rewards, or Spirit days. Students may wear long pants (clean, tear-free jeans or slacks), walking shorts or uniform shorts; dresses or skirts (length must be no more than three inches above the knee). **"Short-shorts" are not permitted at any time. Shorts must be of the same length as uniform skirts or jumpers.** Athletic tights, leggings or yoga pants may not be worn without shorts worn over them. **No tank tops, spaghetti straps, bare midriffs or halter tops are allowed.** Tops must be able to be tucked in. Hats may be worn, but not indoors or during morning assembly. For safety reasons, shoes should be closed-toed and must be appropriate for P.E class: **NO CROCS OR UGGS anytime.** Rain boots may be worn, provided students bring athletic shoes for P.E.

4. "**FUN RUN Free Dress**:" Students should come to school on the day of the FUN RUN (or Spartan Shuffle) dressed to run. Closed toe athletic shoes, socks, shorts (no shorter than 3" above the knee), joggers or loose athletic pants (no leggings unless shorts worn over them), FUN RUN T-shirt. Hat or visor may be worn while running. Sunscreen advised.

Note: During individual class field trips, the teacher may deem it necessary for the class to wear specific attire due to the nature of the field trip (i.e., a hike in the park or viewing a performance of a play). All criteria above still apply when choosing apparel for the field trip.

The school reserves the right to send home any student who appears in attire inappropriate for school, or to request that appropriate attire be brought to school immediately. Determination as to appropriateness of dress rests with the Administration.

"SPN Spartans Athletics" Sweatshirts
"SPN Spartans Athletics" sweatshirts worn by students participating in sports (and also made available to non-participants) are a way to show pride in our school, these special sweatshirts are NOT part of the school uniform and cannot be worn in place of the official school uniform sweatshirt with school logo, nor can they be worn as part of the school uniform. The Spartans Athletics Sweatshirt may be worn every Friday or on Spartan Pride days, Spirit Days, or any designated Free Dress

days.

POLICIES OF THE DIOCESE OF OAKLAND

Implementation of Policies & Procedures at Site

From the Superintendent of Catholic Schools: “The following is a gentle reminder about an important policy and procedure. When disagreements arise in the implementation of policies and procedures at the local site, a parent or legal guardian may appeal the decision, first to the Principal, second to the Pastor, and later in writing to the Superintendent stating that you have communicated with the Principal and Pastor. However, it is presumed that neither will overturn the decision if the established policies and procedures have been followed and sufficient reason exists. Your Parent-Student Handbook contains all the information you need in this area. Your signature on the ‘sign-off sheet’ tells us that you agree with our policies and our procedures. For the sake of good communication and the avoidance of misperceptions and rumors, thank you in advance for following the directives of the local Handbook and the Department of Catholic Schools.”

STUDENT HARASSMENT, BULLYING AND HAZING POLICY

All schools in the Diocese of Oakland are committed to providing a safe and respectful learning environment that promotes Christian values and is free from harassment, bullying, or hazing in any form regarding a student’s gender, race, color, national origin, religion, age, physical disability, mental disability, medical condition, ancestry or sexual orientation. Harassment, bullying, or hazing of any student by any other student, lay employee, religious, clergy, school volunteer or parent/guardian is prohibited. The school will treat allegations of any such conduct in a prompt, confidential, and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents, legal guardians and students.

Substantiated acts of harassment, bullying or hazing by a student will be subject to progressive discipline ranging from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions up to and including expulsion, as laid out in each school’s handbook. Students who file false or frivolous charges will also be subject to disciplinary action up to and including expulsion. For students in junior kindergarten through third grade, this disciplinary action shall depend on the maturity of the students and the circumstance involved. For students in fourth through 12 th grade, the disciplinary action may include suspension or expulsion.

Harassment/bullying based upon a protected characteristic and retaliation for opposing or participating in investigations of harassment/bullying is illegal. Any student who engages in harassing/bullying behavior or reprisal against another

student will be subject to disciplinary action up to and including expulsion. Reprisal is defined as any action intended to intimidate, retaliate against, harass, bully or disadvantage any person because the person has opposed harassment/bullying, has reported or complained of harassment/bullying, or has testified, assisted or participated in any investigation, proceeding, or hearing, under this policy or otherwise, regarding harassment/bullying.

Student to student harassment/bullying is prohibited whether it occurs:
a. While on school grounds b. While going to or coming from school c. During lunch period whether on or off campus d. During or while going to or coming from a school sponsored activity e. Through social media or any other electronic communication.

HARASSMENT
Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes but is not limited to:
1. Verbal harassment: Derogatory comments, questions and jokes, threatening words spoken to another person
2. Physical harassment: Unwanted physical touching, contact or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement
3. Visual harassment: Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos. Visual harassment can be communicated in person, in hard copy, or electronically (including on social media).
4. Sexual harassment: Unwelcome sexual advances, requests for sexual favors, conversation containing sexual comments and other verbal or physical conduct of a sexual nature.

BULLYING
Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and/or threatening of another person.

Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion.

Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing

pattern of harassment and abuse.

Cyberbullying occurs when students bully each other using the internet on computers, mobile phones, or other electronic devices. This can include but is not limited to:
● Sending inappropriate texts, emails, or instant messages
● Posting inappropriate pictures, videos or messages about others on blogs, social media or websites
● Using someone else's username to spread rumors or lies about another person.
Read about cyberbullying on StopBullying.gov.

Hazing
Hazing is any method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to any student or other person.

School Responsibilities
It is the responsibility of the school to:
● Establish a school anti-harassment/bullying policy
● Provide training for staff members, volunteers, and students on how to recognize and address harassment, bullying, social alienation, and the consequences of such behavior
● Provide age-appropriate information to students that is designated to create a school environment free from discrimination, intimidation, and harassment
● Publish this policy in the local parent and student handbook and review, update and disseminate the policy annually
● Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
● Investigate and respond to all concerns regarding harassment, bullying and hazing
● Remain watchful for conditions that create or may lead to a hostile, offensive school environment and work proactively to maintain a safe environment for all

Student Responsibilities
It is the student's responsibility to:
● Conduct himself or herself in a manner that contributes to a positive school environment
● Avoid any activity that may be considered discriminatory, intimidating, harassing,

bullying or hazing
● Not engage in acts which tend to injure, degrade, embarrass, or threaten the safety, privacy, or respect of other students or school employees, independent contractors, volunteers, or anyone in a school setting or at school-sponsored event
● Inform the other person if possible that the behavior is offensive and unwelcomed
● Report all incidents that may be considered discriminatory, intimidating, harassing, bullying, or hazing to the principal, teacher or support staff
● Complete a formal written complaint, as appropriate and if asked, that the school will investigate thoroughly and will involve only the necessary parties; the school will maintain confidentiality as much as possible

Threats Made by Students
The school will take all student threats seriously, including those from students that threaten to inflict serious harm to themselves or others or to destroy property. Whoever hears or becomes aware of any threat made by a student should immediately report it to the principal or a teacher. The Principal should notify the police and the Department of Catholic Schools immediately.

The student who has made the threat should be kept in the school office under supervision until all the police arrive. The school will notify the parents/legal guardians of the student who has made the threat. Any student or adult who has been identified as a potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student who has made the threat shall be suspended until the police and school investigation has been completed, and at that time the student may face other disciplinary sanctions, up to and including expulsion.

The school will take all actions of a threatening nature seriously, including practical jokes or off-hand comments, and the school will investigate them. The school may suspend or remove a student from school while the investigation is pending.

On a case-by-case basis, the Pastor and Principal will make any decision to re-admit a student who has made a threat. This student threat policy shall be communicated clearly to students, parents/legal guardians, faculty, staff and volunteers.

Complaint Procedure
Students who feel aggrieved because of conduct that may constitute harassment,

bullying or hazing in violation of this policy should, if possible, directly and immediately inform the person engaging in such conduct that such conduct is offensive and must stop.

If the above is not an option or is not effective, they should complain to a teacher, staff member, vice principal or Principal. Students may have their parents act as advocates for them in these procedures as well. Students may, with their parents, complain to the Pastor, or Superintendent of Schools, if the Principal is involved.

Administrative Procedures for Dissemination of Policy In order to ensure that all students have knowledge of this policy and administrative procedures, a copy of the policy

● Shall be posted in a prominent location in the administrative building on each campus

● Shall be provided to all students currently enrolled in the Diocese and shall be distributed at all orientation programs conducted for new students at the beginning of each academic year and summer session

● Shall be provided for all faculty members, administrative staff, and support staff at the beginning of each school year or at the time that a new employee is hired

● Shall appear in the Administrative Handbook for Catholic Schools, in the Parent-Student handbook of each school and in all Diocesan publications that set forth comprehensive rules, regulations, and standards of conduct.

At a minimum, when a complaint about harassment/bullying/hazing is made, the School/Diocese will:

1. Conduct a timely and appropriate investigation and make a determination about whether this policy against harassment/bullying/hazing has been violated; and
2. Take timely and appropriate action if this policy against harassment/bullying/hazing has been violated.

Suspected Child Abuse or Neglect

Report of suspected child abuse or neglect may be made by a teacher, a principal, or any other school administrator without incurring any civil or criminal liability (California State Penal Code Section 11172). The obligation to report and the absolute immunity against civil or criminal liability applies only in cases of conduct constituting “child abuse.” (Diocese of Oakland School Department Administrative handbook, Section 5522).

Any teacher or other school employee who suspects or has reason to believe that a student:

a) has physical injury or injuries inflicted other than accidental means by any person
b) has been sexually molested
c) is suffering from neglect– i.e., deprivation of necessary food, care, clothing, shelter, or medical attention d) from infliction of physical and mental suffering,

...is MANDATED to report that fact to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. It is the responsibility of the county agency and not the school employee to prove that the child has been abused or neglected, or to determine whether the child is in need of protection.

Guidelines with Regard to Ministry to Minors
The following Policy is applicable to all persons employed by or volunteering in any of the parishes and institutions of the Diocese of Oakland. So that it is clear who must be aware of this, the addressees include but are not limited to: priests, religious (men and women), deacons, pastoral coordinators, school/program administrators, teachers, catechists, youth ministers, support staff, custodial staff, coaches, school program volunteers, seminarians serving internships, and lay theology students. (June 2004)

– Any and all involvement with minors is to be approached from the premise that minors should always be viewed-- whether in a social or ministerial situation --as restricted individuals, that is, they are not independent. Wherever they are and whatever they do is to be with the explicit knowledge and consent of their parents or guardians. They are subject to specific civil laws in the State of California, which may prohibit certain activities. They are not adults and are not permitted unfettered decisions.

– In meeting and/or pastoral counseling situations involving a minor, excluding Sacramental Reconciliation, the presence or proximity of another adult is encouraged. However, in those situations where the presence of another adult is not usual or practical (e.g. piano lessons, disciplinary meeting with an administrator, etc.) another adult should be informed that the meeting will be taking place, the meeting place should be accessible and visible with the door where the meeting is taking place left ajar unless there is a clear window built into the door. An unaccompanied minor is allowed only in the professional section of the rectory or parish residence, never in the living quarters.

Safe Environment Programs
"Churches, schools, and youth organizations must ensure that children and youth who worship, study, or participate in activities sponsored therein can do so in the safest and most secure setting possible. Parents and caretakers must have confidence in these institutions before they will allow their children to become involved with them. 'Safe Environment' programs designed to assist institutions in instilling that confidence are encouraged. A safe environment program begins with a 'code of conduct' for all adults who work with youth on a regular basis. A 'code of conduct' establishes acceptable behavior that is legal, professional, and responsible and it must include standards of conduct with regard to sexual abuse and harassment. Written copies are to be provided to each employee/volunteer who must acknowledge in writing that they understand and must abide by it. A safe environment program requires training of parents, ministers, educators, church personnel, volunteers, and others regularly involved with minors as to the issue of abuse of children." The training can be accessed online www.virtus.org .

– United States Conference of Catholic Bishops (2004)-

Any person that volunteers at the school and/or drivers (including chaperones) and on a field trip must take the safe environment training which consists of:
1. Certification of completion through www.virtus.org
2. LiveScan fingerprinting
Volunteers will not be allowed to work with students until these criteria are met.

Charter: Protection of Children & Young People
The following are excerpts from the "Charter for the Protection of Children and Young People (Revised Edition)" published by the United States Conference of Catholic Bishops' Office of Child and Youth Protection (2002).

• ARTICLE 12 . Dioceses/eparchies will establish "safe environment" programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children. Dioceses/eparchies will make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.

• ARTICLE 13 . Dioceses/eparchies will evaluate the background of all diocesan/eparchial and parish personnel who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community

agencies. In addition, they will employ adequate screening and evaluative techniques in deciding the fitness of candidates for ordination (cf. National Conference of Catholic Bishops, Program of Priestly Formation , 1993, no. 513).

CODE OF CONDUCT INVOLVING INTERACTIONS WITH MINORS IN THE DIOCESE OF OAKLAND

PREAMBLE

As leaders in the Church founded by Christ, priests, deacons, and lay ministers within our parishes and institutions must always seek to uphold Christian values and conduct. In addition to following the Gospel and its mandates, all are expected to act properly at all times, especially when in contact with young people. This Code of Conduct establishes general guidelines and boundaries when ministering to minors. Many items mentioned in this document are applicable to ministry with adults, but this Code addresses explicitly proper contact with persons under 18 years of age. Further guidance and advice can be sought from the Chancellor of the Diocese of Oakland or the Coordinator of Safe Environment, as needed.

This Code is applicable to all persons who work or volunteer in any of the parishes and institutions in the Diocese of Oakland. This includes, but is not limited to: priests, religious (men and women), deacons, pastoral coordinators, school/program administrators, teachers, catechists, youth ministers, support staff, custodial staff, coaches, school, parish and diocesan volunteers, seminarians serving internships, and lay theology students. This Code is not an attempt to anticipate every situation that might arise, but to provide a set of standards and appropriate behavior to guide all those in pastoral ministry to children and young people.

This Code of Conduct is to help create a safe, appropriate, and Christian environment for minors and their relationships with adults involved in Church ministry.

RESPONSIBILITY FOR COMPLIANCE

All who disregard this Code of Conduct will be subject to remedial action by the Diocese of Oakland. Corrective action may take various forms – including verbal or written warning, termination of employment, or removal from ministry – depending on the specific nature and circumstance of the offense. Those who witness or who receive reports of suspected abuse (except under the seal of Confession) are required both legally and morally to report to the appropriate civil (e.g. Child Protective Services, Local Police or Sheriff) and pastoral authorities. If you are an

adult who is responsible for children, you are a mandated reporter obligated by civil law to report any suspicious abuse or neglect of a minor to Child Protective Services immediately or as soon as practically possible. (Updated December 2016)

EXPECTED BEHAVIORS WITH REGARD TO MINISTRY TO MINORS

MINORS ARE NOT INDEPENDENT INDIVIDUALS: Any and all involvement with minors is to be approached from the premise that minors should always be viewed – whether in a social or ministerial situation – as restricted individuals, that is, they are not independent. Minors are subject to specific civil laws in the State of California, which prohibits certain activities. They are not adults and are not permitted to make unfettered decisions. TRAINING AND SCREENING: All those in contact with young people in a ministerial role must complete Safe Environment Training and be screened according to the requirements established by the chancellor and the Diocesan Safe Environment Office. ADULTS ARE NEVER TO BE ALONE WITH CHILDREN: Adults (minimum 18 years of age) should avoid situations that place them in a position to be alone with a minor in the rectory, parish residence, school, or in a closed room other than a confessional.

MEETINGS AND/OR PASTORAL COUNSELING

In meeting and/or pastoral counseling situations involving a minor, the presence or proximity of another adult is encouraged. However, in those situations where the presence of another adult is not usual or practical (e.g. piano lessons, disciplinary meeting with an administrator, etc.) another adult should be informed that the meeting would be taking place. The meeting place must be accessible and visible with the door left open where the meeting is taking place unless there is a clear window built into the door.

SACRAMENT OF PENANCE/RECONCILIATION

The Sacrament of Penance/Reconciliation is normally to be celebrated in a place identified for that purpose, e.g. reconciliation chapel, confessional, or other areas with visibility: The location should be acceptable to the confessor and confessee.

RECTORY RESTRICTIONS

An unaccompanied minor is allowed only in the professional area of the rectory or parish residence, never in the living quarters. Minors age 16 and over are permitted to work in the professional area of the rectory, when there are two adults over 18 years of age present.

THE SACRISTY DOOR
The sacristy door is always to be unlocked whenever minors are present within the sacristy.

SUPERVISION AT SPORTS EVENTS AND GAMES
At least two adults, one of whom is to be the same gender as the participants, are to be present when a group of minors engaged in organized games or sports activities. At the High School level (nine-twelve), one adult is sufficient. Sports leagues sponsored by parishes or Catholic schools 8th grade and under must be under the supervision of the CYO Office.

BATHROOMS AND DRESSING FACILITIES WITH CHILDREN PRESENT
Adults must avoid being the only adult in a bathroom, shower room, locker room or other dressing areas whenever minors are using such facilities.

TRANSPORTATION IN PRIVATE VEHICLES
Adults are prohibited from taking youth home or to another location, unless another adult is present in the vehicle.

UNACCEPTABLE TOPICS AND LANGUAGE
Comments of a sexual nature are not to be made to any minor except in response to a specific classroom or otherwise legitimate questions from a minor. Topics or vocabulary such as profanity, cursing and vulgar humor must not be used in the presence of a minor/minors.

YOUTH TRIPS AWAY FROM PARISH FACILITIES
At the elementary level student group trips of any kind must have a minimum of two adult chaperones, at least one of whom should be of the same gender as the young people. (For larger groups a ratio of one adult to 10 students is recommended). At the High School level one adult chaperone or driver per group is sufficient. Depending on the activity and the age of the participants, there must be sufficient adult chaperones present to adequately supervise the group at all times. While on youth trips the adults as well as the minors may not use alcohol or controlled substances and anyone under the influence of these substances may not participate in the event. One adult alone shall never engage in an overnight trip with a minor or minors. While on youth group trips, adults are never to stay alone overnight in the same motel/hotel room with a minor or minors. Any overnight trip for children or youth must include supervision around the clock. If adults are not rooming with the youth, there MUST be an adult (over the age of 18) on duty, in the hallways or outside of cabins at all times when youth/children are present in the

rooms/cabins. This can be accomplished with live scanned and cleared volunteers, employees of the Diocese, or someone who is hired specifically for security.

PROHIBITED SUBSTANCES

It is absolutely prohibited that adults serve or supply alcohol, cigarettes, inappropriate reading material, or controlled and illegal substances to minors. Alcoholic beverages will not be served or consumed at parish or school social activities intended primarily for minors. Minors may not serve alcohol at events. Event leaders should take all necessary action to ensure that no one working with youth is either in possession of illegal drugs or under the influence of alcohol or illegal drugs.

AGE-APPROPRIATE MEDIA

Audiovisuals, music lyrics, and print resources used in programs must be screened prior to use to ensure their appropriateness for the participants. It is never appropriate to use an “R” rated movie or movies that have been rated with an even stronger designation. The Diocese of Oakland absolutely prohibits the acquisition, possession and distribution of Child pornography.

BOUNDARIES OF PHYSICAL CONTACT

Careful boundaries concerning physical contact with a minor (beyond a handshake) must be observed at all times and should only occur under public circumstances. Prudent discretion and respect must be shown before touching another person in any way.

SOCIAL MEDIA

The Diocese of Oakland prohibits any irresponsible use of technology both at work sites and at home. All users will be held responsible for their published words. If they negatively affect the Diocese or any parish/school site in ways that are contrary to our mission, users will face disciplinary action up to and including termination. Employees and volunteers will be held accountable for use policies that are in place at their local parish or school site.

GUIDELINES AS APPLIES TO RELATIVES OF THE MINOR

Some adaptation in applying these guidelines when the minor is a relative ought to be the norm, but appearances in public nevertheless need to be maintained.

EXPECTED BEHAVIORS IN PASTORAL COUNSELING OF MINORS SETTING

Pastoral counseling of a minor must only take place in the professional area of a rectory, never in the living quarters. Offices or classrooms used for pastoral

counseling of a minor must have a window in the door, or the door is to be left open during the counseling session. SUPERVISION: Another adult should be in close proximity during any counseling session. PARENTAL NOTIFICATION: Unless the subject matter precludes their presence or knowledge, parents or guardians of minors must be made aware of the counseling session. If counseling is expected to extend beyond one session, evaluation of the situation should be made with the parents or guardians. INAPPROPRIATE ATTRACTION: The adult is responsible to recognize any personal and/or physical attraction to or from a minor. In such a situation, the minor must be immediately referred to another qualified adult or licensed professional. If the attraction is acted upon, the parents/guardians must be notified and appropriate action taken. **ENFORCEMENT / REPORTING** Violations of the Code will be dealt with by the appropriate employing/appointing organization (e.g. the parish, the religious order, the diocesan bishop) in accordance with Civil Law and this Diocesan policy. Penalties may take various forms ranging from counseling to removal from ministry. Violations of this Code must be reported immediately to the appropriate parish, diocesan or civil authority.

Allegations of sexual misconduct by priests, church employees, or volunteers must be reported to the local authority (e/g. Police or Sheriff Department, County Child Protective Services). In the cases involving priests or religious, the Office of the Chancellor of the Diocese (510-267-8334) will be notified. In cases involving other employees or volunteers, the Office of Human Resources (510-267-8359) will be notified. The Diocese of Oakland is committed to addressing allegations of sexual misconduct by priests, church employees and all in ministry, observing the prescriptions of civil and canon law. The Diocese has made a commitment to assist victims of sexual misconduct and to cooperate fully with public authorities investigating such allegations.

IMPLEMENTATION

Additional policies and procedures may be adopted and enforced by the various ministries, parishes, institutions and departments within the diocese. Such policies must be congruent with the spirit and policies contained within this Code, and must be approved in advance by the Chancellor of the Diocese or designee.

THE EXTENDED CARE PROGRAM (SHARE & CARE)

Philosophy

Share and Care is St. Philip Neri's play-based extended care program that reinforces the school's philosophy of educating the whole child and encouraging students to be responsible, reverent, respectful lifelong learners. Activities are directed to encourage a sense of community, positive-self image, independence, and global citizenship.

While Share and Care takes place outdoors most of the time, students can still expect to do crafts, get help with homework, and have storytime. Additionally, we offer special activities like American Sign Language, Taste Test Tuesday, and Bracelet Club.

Registration: All SPN students are automatically registered for Share & Care so that in the event of an emergency, any student can safely stay at school until parents/guardians can pick them up.

Billing: Parents will be billed according to the hours their student(s) attend Share & Care at $8.00/hour. An $8 hourly rate will be charged for any portion of the first hour used: families are billed every quarter hour after that. All charges will be done through the bookkeeper and billed at the end of the month. Share and Care teachers will not accept any payments.

All payments are due at the first of each month and are considered late after the 10th. If a bill is not paid by the 10th, there is a $25 late fee. Charges are listed on the monthly bill sent to families. Payment options are cash, credit card, or checks. Any check that is returned from the bank will incur a $25 fee.

Schedule: Extended Care is available before and after school Monday-Friday. Although morning care is available on these days, after school care is not available on the day before Christmas break, Staff Appreciation Day, Holy Thursday, and the last day of school. Share and Care is closed on all school holidays.

Morning Care: Share and Care is open at 7:00 a.m. every day that school is in session. Although breakfast is not provided, students are welcome to bring and eat their breakfast from home at Share and Care. At 7:50 a.m. the morning teacher will bring students to the schoolyard for morning assembly.

After School Care: On regular Mondays, Tuesdays, Thursdays and Fridays,

Share and Care is open from 2:30 p.m.-6:00 p.m. and from 2:10 p.m.-6:00 p.m. on regular Wednesdays. Share and Care is open at 12:00 p.m.- 6:00 p.m. on days when school is dismissed at noon. (Please note that Choice Lunch is not available on noon dismissal days so students will need to bring a packed lunch from home as Share and Care will not provide lunch.) Closing time is at 6:00 p.m. exactly, please see the section on policies for information about late pick ups. **Please be mindful that only students who are in attendance at school during the school day are eligible to participate in Share & Care on any given day, no exceptions.**

After the day's dismissal bell, students are automatically signed into Share and Care if they have not been picked after 10 minutes have passed.

Snack: A snack is served Monday through Thursday from 3:45pm-4:00pm.

Homework: Homework help is available from Monday through Thursday from 4:00-4:30 p.m. Students in 1st, 2nd, or 3rd grade do homework in the Makers' Space while students in 4th grade or higher do homework in the Library. Students who are being picked up from the Library will meet their pick up person at the play structure.

Policies

Pick Ups: Anybody picking up a student from Share and Care needs to be listed as having authorization to do so on that student's Brightwheel account. Written notification, such as an email, is required **before** a student is picked up by a person who is not listed on their registration form. Teachers will not ever release a student into the care of a person who does not have previous authorization. If married couples have permission to pick up a student, both names need to be included on the registration form.

Check Out: Anybody checking out a student from Share and Care will need to enter their unique code in order to check them out. If a student is picked up without the code being successfully entered, the family will be charged for attendance until 6pm.

Late Pickups Policy After 6:00 p.m. a fee of $1 per minute per child will be charged to families until 6:15 p.m. Beginning at 6:16 p.m. the fee will be increased to $5 per minute per student. At this time authorized individuals listed on the family registration form will be contacted to pick up students. If no names are listed or

they cannot be reached, contacts listed on the Student Emergency Information forms will be called. After 6:45 p.m., if students are still not picked up, the Alameda Police Department will be notified and the pick up location will be moved to the police station. **Families who are late more than 3 times per trimester will no longer be allowed to use Share and Care for the remainder of that trimester. If a family has a total of 6 late pick ups they will not be able to use Share and Care for the rest of the year.**

Illness: If a student has diarrhea, a fever of 100 degrees or higher, or if they vomit while attending Share and Care, parents will be notified to immediately pick them up. For the safety of students and staff, we ask that students who are ill stay home and not attend Share and Care.

Share and Care teachers will not provide medication to students unless prescribed by a physician. Please see the School Policies and Procedures section for more information on medication at school.

Additionally, Share and Care does not have a naptime. If a student is unable to stay awake and falls asleep at Share and Care, they will need to be picked up immediately.

Parents' Responsibilities: Parents are expected to meet all requirements listed above including:

- Provide names of authorized people to pick up children on Brightwheel
- Paying all fees on time
- Picking their children up on time
- Providing the director with written notification if a person not listed on the registration form is picking a child up from Share and Care
- Providing a lunch on noon dismissal days
- Reading emails sent by Share and Care and responding when appropriate
- Making sure all authorized pick up people know their code for checking their child out of Brightwheel

General Rules & Procedures: All school rules are in effect and still apply at Share and Care. The following rules are specific to Share and Care and need to be followed in addition to school rules:

- Children are not allowed to leave Share and Care unless they are being

picked up by a parent, an authorized individual, or have permission written to the director from the parent to sign themselves out and leave for the day.

- Share and Care is not responsible for broken or lost items brought to school against policy.
- Any equipment broken through misuse will be the responsibility of the parent to replace.
- When participating in extracurricular activities, including sports, during Share and Care hours, the leader of that activity must sign the students in when the activity is over. Parents are responsible for relaying this information to the leader of the activity.
- If an extracurricular activity leader is picking up a student from Share and Care, written permission must be provided to the Director.
- Students are expected to gather at the Share and Care meeting area immediately after school.
- Share and Care teachers are due the same respect as classroom, resource, and enrichment teachers.

Behavior Expectations

At Share and Care responsible and respectful behavior is expected of all students at all times. Inappropriate behavior is addressed through these steps:

1. A Share and Care teacher will have a private positive talk with the student.

2. If behavior has not improved, a 5-15 minute time-out will be given to the student.

3. If inappropriate behavior is still being displayed, the Director of Extended Care will have a conference with the student and their parents.

4. Continual displays of problem behavior will result in a conference with the Principal who may choose to include parents.

If, after two conferences have been held with the Principal, and the student's behavior is still an issue, they will not be able to attend Share and Care for 2 weeks. If after 2 weeks inappropriate behavior is still occurring, that student will no longer be allowed to attend Share and Care.

All students are expected to be fully potty trained and capable of dressing/undressing themselves independently. If a bathroom accident occurs, Share and Care teachers will provide positive support, clean clothing and a bag for soiled ones. Share and Care teachers will not ever dress/undress a child or clean a child. If a student is unable to dress/undress themselves, parents will need to come to Share and Care to help the student. After three accidents, the student will not be allowed to come to Share and Care for two weeks. If after returning from the two weeks, bathroom accidents are still a problem, students will not be allowed to

attend Share and Care for a month. Exceptions will be made for students who have a doctor's note indicating a medical condition. However, teachers will not clean or dress/undress students even if they have a medical condition.

All questions regarding behavior at Share and Care should be addressed to the Director.

Procedures for Dismissal From "Share & Care"
When there is a continual behavior problem, parents will be notified. If there is no change in the child's behavior, the problem will be referred to the Principal. The Principal, Director, and parent will meet to determine whether or not the child may remain in the "Share & Care" Program.

EXTRACURRICULAR ACTIVITIES & SPORTS (may depend on CDC requirements)
Extracurricular Activities Students have the opportunity to participate in the following groups/activities within the school, specific to certain grade levels:
GRADES K-4
• Scouts (dependent upon volunteer leaders)
• Sports- see "Athletic Programs"
GRADES 2-8
• Choir - after school (through the Parish)
GRADES 4-8
• Altar Servers (through the Parish)
• Band - after school program provided by MUSE
• Sports- see "Athletic Programs"
MIDDLE SCHOOL (Grades 6-8)
• Student Leadership Council (Grades 7-8 student government)
• Safety Patrol program (Grade 6)
ALL STUDENTS (Grades K-8)
• After School Chess Club - provided by the Berkeley School of Chess
• Sports- see "Athletic Programs"

After School Sports The following sports (athletics program) are offered to both boys and girls in grades K-8: cross country, basketball, volleyball (starts in 4th grade), and track & field (K-8). Girls in 8th grade may participate in cheerleading. (see ATHLETICS PROGRAM)

Conduct & Academic Policy We encourage students to be involved and

participate in extracurricular activities. This enables students to develop a well-rounded learning experience. If these activities interfere with their studies, steps must be taken to ensure that the student improves. Students participating in extracurricular and/or sports activities must adhere to the following guidelines/criteria:
a) A grade of "S" (satisfactory) or minimum "C-" (nothing below 70%) must be maintained in all academic areas and in conduct.
b) A student who has a grade of "D" or lower in any subject, or an unsatisfactory in conduct, is subject to the Academic Probation policy as stated in a previous section of the handbook (see ACADEMIC POLICIES & PROCEDURES).
c) As part of the Academic Probation policy, students will be automatically removed from the activities in which they are participating . (For sports, this means practices and games). Whether this removal is temporary or permanent depends on the student's academic performance during and after the probationary period. The Administration reserves the right to make this determination, and the final judgment rests with them as well.

Note: Specific guidelines are in place for students participating in student government. Student Council members should not have a grade below "C" in any subject area, have good conduct and be in compliance with all school rules. Non-compliance of school rules could result in the suspension from Student Council participation.

Safety Policy
For safety and liability reasons, students participating in extracurricular/sports activities held ON CAMPUS are not allowed to leave campus between the time they are dismissed from school, to the time their extracurricular activity/sports practice begins. Students are expected to remain on campus, either in the schoolyard, or inside the building, with their supervising teacher, instructor, coach, or other supervising adult.

SCHOOL BOARDS

Parent-Teacher-Group (PTG)
The Parent-Teacher Group (PTG) is a support system that is structured to offer a social atmosphere at Saint Philip Neri Catholic School. In doing this, the parents of Saint Philip Neri Catholic School will create a greater spirit of community within the school and parish. Every parent is a member of the PTG, and there is a governing board consisting of a President, Vice President, Secretary, Treasurer, and Volunteer Coordinator, all parent volunteers who are invited to serve on the board

as officers by the Principal and will serve for as many years as is mutually agreeable between the Principal and parent.

The PTG provides a social atmosphere through various gatherings which incorporate new families into the Saint Philip Neri community, assist the school through the implementation of fundraising events, and provide opportunities for as many parents as possible to participate in various school events.

Athletic Board

The Athletic Board of St. Philip Neri Catholic School administers the Athletics Program to insure the accomplishment of the mission statement established for the program. (see “Mission Statement” under ATHLETICS PROGRAM).

The board is composed of parent volunteers who meet once a month during the course of the school year to discuss issues relating to such. The board is governed by an established set of by-laws and its meetings are open to all members of the SPN community. The Athletic Board is responsible for all aspects of the athletics program, including: selection and training of coaches, provision of equipment/uniforms/facilities, and recognition of student athletes via an end of the year award ceremony.

The following is additional information on the Board:

• The Athletic Board and its coaches strive to make each student athlete’s experience positive and fun. They coach the student athletes in a positive, non-confrontational manner, and emphasize praise over criticism. It is the board’s policy that SPN’s athletes will be treated with the respect and patience they need from adults.

• The Athletic Board considers participation at practices to be essential to the athletes' enjoyment of the sport and in order to attain specific goals (see "Philosophy & Goals" under ATHLETICS PROGRAM). Coaches listen to their players and work together to incorporate activities that will build teamwork.

• The Athletic Board recognizes the fact that team's practice times and participation in games must be balanced with other school-related activities, whether curricular or extracurricular. Involvement in school sports can especially interfere with a student's academic performance. Guidelines are set for the maximum amount of time that coaches are allowed to use for practice time.

• Coaches are reminded that these athletes are students– children who develop their abilities and skills at different rates. Coaches are instructed to give equal playing time to all students on the team. In addition, they are reminded that "pursuit of victory" should not overwhelm the commitment of the Board to its Athletics

Program's mission statement.
• The success of the Athletic Board's program is dependent on parental support of the student athletes and their coaches. Parents are key to athletes' participation and behavior. Coaches are encouraged to develop positive relationships with the parents. Parents are asked to refrain from "coaching" their children (and others) during games.

School Advisory Board

The School Board of Saint Philip Neri School serves as an advisory board to the Principal and Pastor. It advises the Principal and Pastor in areas of policy, budget, and long-term planning. It is composed of ten members. Representatives from the Athletic Board and the Parent Teacher Group (PTG), also, sit on the School Board and are voting members. The School Board does not act as an arbitration committee nor does it administer the school. The School Board assists the Principal and Pastor in setting fees and tuition, is advised upon the withdrawal of students from Saint Philip Neri School and confers with the Principal, teachers and other school personnel, when appropriate.

The School Board endorses the fact that parents have the primary right and responsibility for the education of their children and supports the concept, underlying the Privacy Act of 1974, that school officials keep pupil information for parents and not from them. It supports the procedures for compliance with IRS regulations which prohibit racial discrimination as outlined by the California Catholic Conference and is followed by all diocesan schools. Additionally, the School Board confirms the practice that the Principal of the school is an executive officer of the School Board without voting rights and that other salaried employees of the school are not eligible for membership.
(The School Board affirms the Diocesan School Board policy on the use of alcohol on school campuses. Alcohol will not be served or consumed on school premises during the school day or at student-centered events. Alcohol will not be served by children or stored on school premises).

ATHLETICS PROGRAM

Mission Statement

“The purpose of St. Philip Neri's Athletics Program is to promote the spiritual, cultural, social, and physical development of the youth of St. Philip Neri School by providing activities in an environment that will foster the formation and practice of Christian values.”– SPN Athletic Board, 8/11/03

Program Administration

The sports played through the athletics program are played under the guidance of the Catholic Youth Organization (CYO) for the Diocese of Oakland. The values and rules established by the CYO for the conduct of youth programs are fully endorsed by the SPN Athletic Board. (see ATHLETIC BOARD)

Philosophy & Goals

The Athletic Board hopes that participation in sports will allow students to accept victory and defeat with equal grace and sportsmanship. The students will respect their sport, their teammates, opponents, coaches, and referees. In addition, they will also learn to participate as a team, compete fairly and with full effort, and develop the physical and mental skills necessary for the sport they have chosen.

Practices

Just as success in the classroom is dependent on regular school attendance and good conduct, practice attendance and behavior is key to athletic development and success. In addition, players are to conduct themselves appropriately, respecting coaches and fellow teammates while at practices.

Students are expected to attend scheduled practices on a regular basis. Participation in other activities or for non-school sports teams, should not be a basis for failing to attend practices. Students must notify the coach ahead of time if they will not be able to attend practice. (During the season, if a player has not attended a minimum of 75% of the practices, the coach has the right to reduce the student's playing time as a consequence and should notify the parents of such).

Note: If a pattern of non-attendance persists, or a problem with misconduct/misbehavior persists, the coach(es) will consult the Athletic Board Director, and after a review, action may be taken to restrict the player's participation in future games (consultation will be made with the School Administration, and a final decision will be made by both parties; parents will be notified of the final decision).

Practices (Time Allotment)

The Athletic Board has set guidelines for practice times, recognizing that team practice time must be balanced with school activities and homework. The maximum time allowed for weekly practices are as follows:

MULTI-GRADE SPORTS TEAMS Cross Country – Grades K-2 (see note below)
Cross Country -Grades 3 through 8, and Track & Field-Grades K through 8: 3 hours per week max

Note: Grades K-2 may participate in Cross Country only when accompanied by at

least one parent in all practices and meets.
SINGLE-GRADE SPORTS TEAMS Basketball and Volleyball (starts in 4th grade) -Grades 3 & 4: two hours per week max. -Grades 5 & 6: three hours per week max. -Grades 7 & 8: four hours per week max.

Games
Coaches are instructed to provide ample/ equal playing time for all players on the team. Whenever possible, all players should be provided with the opportunity to play in 50% of each game or match. (i.e., in basketball, players should be played at the earliest opportunity in each half or quarter; in volleyball, every effort should be made to allow all players to serve at least once in a match). Note however that game-playing time may be reduced as a consequence resulting from non-attendance at practices or conduct-related issues. In any case, the coach has the right, at his/her discretion, to immediately reduce playing time to the minimum allowed under CYO rules.

Conduct Policy
Every student in Saint Philip Neri School is expected to exhibit exemplary conduct at all times while participating in sports activities– practices and games. Sport activities do fall under the category of school-sponsored events and students are and will be subject to the guidelines outlined under the “Conduct/Behavior” section of the handbook.

Any unsportsmans-like conduct/behavior such as: fighting, verbal/physical abuse or harassment, persistent taunting, or display of disruptive behavior may result in the immediate removal of the student from the sports activity. Reinstatement of the student rests with the Administration.

Academic Policy
Students who fail to maintain a minimum **"C-"** in all areas of academics and a minimum grade of **“3”** in conduct and effort are subject to the policies as stated in the "Academic Probation" section of the handbook.

Sports Participation Awards
Awards for participation are presented to all students participating in the Athletics Program. In addition to these are the Special Participation Awards, established by the Athletic Board to recognize students who have participated in three (or more) sports in the school year. To qualify for the award, the student must have been an active participant through the season. To be deemed a participant, the student athlete must attend at least 50% of the team's practices and

games/matches/meets.

The Athletic Board feels this is the minimum commitment a player must demonstrate to be considered a member of a sports team. (Excused non-attendance due to illness or academic reasons will not be counted as absences when the percentage is calculated). At the beginning of each season, the sports coordinator, with approval from the Athletic Board, may establish additional participation requirements for their respective sport. (In the event that such requirements are approved, these will be communicated to the parents through notices and/or meetings).

Parent Volunteers

In order to continue to have a reduced athletic fee, families that participate in sports are asked to volunteer 5 hours of service for the athletic program. Families can help at track or cross country meets, serve on the athletic board, become a coach or assistant coach or assist in hosting at the Alameda Point for basketball or volleyball games.

Note: Parents and volunteers must comply with S.E.C. ("Safe Environment for Children") Training per Diocesan guidelines.

Oakland Diocese CYO

The following excerpts come from the home page of the Oakland Diocese Catholic Youth Organization's internet website:

"The Oakland Diocese Catholic Youth Organization is an athletic program for elementary and junior high age youth in the parishes of the Roman Catholic Diocese of Oakland. CYO Sports that are offered to young people by the Church is a ministry to young people... The Catholic Youth Organization (CYO) , through the vehicle of sports, provides youth with an opportunity to practice Christian attitudes and responsibilities and to become friends with other children throughout the diocese. CYO activities should be examples of the meaning of Christian sportsmanship. "

For additional information such as the "Purpose of CYO Athletics," "CYO Points of Emphasis," "Code of Conduct," and "The Value of Sports in the Church," log on to the Oakland Diocese CYO's website at: http://www.oaklandcyo.org

COMMON TERMINOLOGY

- SPN - Saint Philip Neri School
- 8 th Grade Hot Lunch - A fundraiser sponsored by the 8 th grade class and their parents. Funds collected help pay for various events such as CARITAS, dinner-dance, etc.
- Annex - It's the building across the street (Van Buren) which houses our Jr. K, Kindergarteners and Share & Care.
- Art Docent- A program sponsored by the PTG, consists of parent volunteers. Each class has its own Art Docent crew. The docents conduct an art class in the classroom, once or twice a month.
- Auction (formerly known as The Crab Feed): The party of the year! This is THE major fundraiser for the operating budget of the school, often with special projects featured. There is a live and silent auction that accompany this party for parents, staff, and friends.
- Celebration of the Arts - Annual Spring event, showcasing students' artwork through the art docent program.

- Caritas – One week of retreat for 8 th graders.
- Faith Family - A faith-centered activity. One student from each grade forms a family led by an 8 th grader.
- Free Dress - Students may wear casual or street clothes, usually given as a form of reward or to celebrate certain holidays. Free Dress policy applies.
- Full Uniform - Basic uniform requirements plus SPN logo sweatshirt or sweater. Full uniform is required on All School Mass days.
- Fun Fair - A day of fun for the whole family. Games and food booths are operated by school parent volunteers and parishioners. It's a fundraiser sponsored by SPN Church. Proceeds go to the church.
- Garden - Established in 2007-2008. Located across the street from the hall. The garden is both volunteer and curriculum-driven. Jr. K-8 students planted various seeds, from beautiful flowers to salad fixings.
- Hall - aka O'Brien Hall. The building is located on the corner of High and Van Buren Streets. It is used for a variety of events: Middle School Drama Elective, special assemblies and performances, etc.
- Media Center - aka Broadcasting room, located on the 2 nd floor across from the 6 th grade classroom.
- Minimum Day - School dismissal is at 12:00 noon.
- PowerSchool – Online gradebook with parental access for middle school students.
- Rectory - The building next to the Hall where the pastor resides.
- Rectory Basement - Entrance to the basement is through the driveway between the hall & the rectory. This facility is used for Music/Band classes, Girl and Boy Scouts meetings, etc. Make reservations through the parish office.
- SLC – Student Leadership Council. Governing students elected by the student body. SLC members are from grades 7 & 8.
- Spirit Days – Theme-related Free Dress; usually organized by SLC
- STAR testing - Both math and reading are assessed 4 times a year
- Room Parents - Consist of 2-3 parent volunteers per class. This group works with the teacher to help coordinate class parties and other projects requested by the teacher.
- Sports Awards Night - An end-of-year celebration of all SPN sports. Athletes and coaches are duly recognized. Fun treats for everyone!
- Town Hall - General student assembly, sponsored by the Student Leadership Council.
- WCEA - Western Catholic Education Association
- WASC - Western Association of Schools & Colleges
- *SPN is dually-accredited WCEA/WASC