

Family Handbook (Sample 01-02)

Welcome!

Kolbe Academy is a private, Catholic and independent first through twelfth grade school. Kolbe Academy is committed to faithful adherence to the Holy Magisterium of the Roman Catholic Church and particular obedience to the Pope. Kolbe Academy is a response to the challenge of Pope John Paul II for a new evangelization. Kolbe Academy is open to all students, regardless of race, sex, or national origin.

Kolbe Academy is a Christ-centered school where the daily life of the teachers and students revolves around and is permeated by the teachings of Jesus Christ. Our primary goal is the mission of the Church: to save souls. The traditional teachings of the Catholic Church, as contained in Scripture and Tradition, defined by the councils and presented in the Catechism of the Catholic Church, are incorporated into the curriculum of the Academy.

The Mission of Kolbe Academy

Mission Statement

Cooperating in the order of grace and subordinating all things to the “Greater Glory of God,” through the Heart of Jesus, the Mission of Kolbe Academy is realized through the intimate and focused medium of a small school environment and highly dedicated faculty and staff to:

form classically educated young men and women according to the unbroken tradition and teaching of the Roman Catholic Church, the Ignatian Principles of Education, and the Spiritual Exercises of Saint Ignatius,

with the purpose that:

Each student will achieve salvation;
Deepen in intellect and character;
Grow spiritually;
Develop the ability to win others; and
Perceive and elect his or her God-given vocation.

This will be accomplished by developing the whole person in all his or her capacities, through:

Special emphasis on excellent standards;
Discipline;
Memory work;
Oral presentation;
Reception of the sacraments;
Daily application of the Golden Rule; and
Exercise of the virtues of hospitality, service, graciousness, courtesy, and good manners.

Prayer Life

The school begins each day with Mass or prayers. The school additionally gathers at noon in the hall for the Angelus and mid-day prayers. Each class begins and ends with prayer. The entire school assembly ends each day with prayer.

Mass is celebrated daily in the day school. The sacrament of Penance is provided frequently. First Fridays are observed at a local parish.

Structure

Kolbe Academy day school is structured around the homeroom where children in grades one through eight are paired in two-grade classes: 1/2, 3/4, 5/6, 7/8. The high school participates together in one unit. This

structure achieves the best of two worlds, while still maintaining small class sizes: the one-room school house, and graduated classroom divisions.

Method

All classes are taught in accordance with the methods of Ignatian Education. The academy's first concern is to help parents, who are the primary educators of their family, lead their children to Christian perfection and the knowledge and love of God. We accomplish that through training the memory, understanding and will of each child. In particular, each child is educated to speak, to write and to act in the most gracious and human of ways. The skills that must be acquired in working toward these objectives are:

- correctness in grammar and expression;
- neatness and organization in personal habits;
- excellence in writing skills;
- development in reading skills;
- training in persuasiveness and in speaking the truth;
- accuracy in math;
- legibility and neatness in penmanship; and
- the facility to be thoroughly Christian in manner and conduct.

The three principal areas of effort for the student that are inherent in the Ignatian method are self activity, mastery of progressively more difficult material, and formation of the will through conscientious application of study habits. The pedagogical methods of the program which have been refined over 450 years include preview (prelection), repetition, recitation, emulation, memorization, and examination.

Content

Kolbe Academy follows the great intellectual tradition of the classical liberal arts. Essentially, the teachers of Kolbe Academy are the great thinkers and authors of the last two-and-a-half millennia. Here students read the finest literature –be it imaginative, persuasive, logical, scientific, or doctrinal. Additionally, youngsters in the fifth through eighth grades learn the Latin and Greek languages. Study of these ideas, works of art and languages inspire the seed of wisdom which is wonder. Furthermore, through the cultivation of wonder by means of the classics students achieve greater Christian perfection. Perceiving the splendor of creation, students inquire after its order and come to better know its Creator.

Oral Presentations

Oral presentations have made Fridays at Kolbe special days since their introduction in 1984. Kolbe Academy students from the fifth grade up present reports concerning something they have been learning in class. After each presentation, the students presenting take questions and critiques from their peers. The reasons for emphasizing speaking are basic to Catholic education: to help the child to be an attractive representative of Catholic truth; to train him to be an effective agent or spokesman in the army of Christ; and simply to demonstrate his education. It is a dictum of Ignatian education that the proof of a person's education is his ability to express it.

Grading System

Students receive marks concerning their preparation, organization, attention and participation. They also are evaluated according to these personal characteristic categories: responsibility, neatness, grooming, manners, self-control, obedience and respect. Student academic work is evaluated according to the following scale: 98-100=A+; 95-97=A; 92-94=A-; 89-91=B+; 86-88=B; 83-85=B-; 80-82=C+; 77-79=C; 74-76=C-; 71-73=D+; 68-70=D; 65-67=D-; 64 and below =F

Parent and Student Information

A. CARE AND HANDLING OF TEXTBOOKS, PERSONAL EFFECTS AND SCHOOL EQUIPMENT:

1. Textbooks are loaned to students for use during the school year
 - a. Textbooks must be covered and labeled with name and grade on the outside cover.
 - b. Books may not be left unattended; they must be kept in the student's locker, in the desk or on the person.
 - c. Nothing but appropriate bookmarks may be placed in books.
 - d. The student will be charged for lost or damaged books.
 - e. Final report cards will be withheld until lost or damaged books are paid for.

2. Personal Effects

All personal effects (sweaters, lunch boxes, briefcases, book bags, etc.) shall be labeled with student's name at the beginning of the school year within the first week of school.

3. Sports Equipment

Sports equipment available for use by students at recess and lunch time is placed in a container aside the yard storage shed after the start of the school day and until but not beyond, the close of instruction. No students are permitted within the storage shed at any time without express permission from a faculty member. Play equipment may not be used before or after school.

B. GROOMING AND ATTIRE:

1. Grooming
 - a. Students may not appear at school in soiled shirts, dirty trousers, sweaters, skirts or jumpers.
 - b. Girls' hair shall be neat and combed. Extreme hairstyles are prohibited.
 - c. Boys' hair shall be neatly trimmed in a traditional style.
 - d. Boys must be clean-shaven, mustaches and beards are prohibited.
 - e. Makeup is not permitted for girls in grades below high school. High school students may wear a moderate amount of makeup.
 - f. Shoes are to be polished and tied at all times.
 - g. Fingernails must be clean and of a modest length. Only clear or flesh-colored nail polish may be used.

2. Attire
 - a. Girls' skirts and jumpers must completely cover the knee.
 - b. Stud or small tasteful earrings, time-pieces, class rings or pieces of a religious nature are the only forms of jewelry permitted.
 - c. Tennis shoes and sandals are unacceptable uniform shoes. Shoes that cannot be shined (with the exception of suede) are prohibited.
 - d. The school sweater is the primary outer garment.
 - e. Free dress still requires attire that is neat, clean and modest.

- f. Boys must wear a belt if the trousers have belt loops.
 - g. High school boys must wear a tie. Grades 1 through 8 are also encouraged to wear ties. The ties are to be kept neat and clean, and must be of a dark hue.
 - h. Proper attire must be worn for P/E activities.
3. Practical Guidelines for Modesty (On or Off Campus)

Coverage

- a. Skirt Length Skirts should cover the knee.
- b. Front Neckline Your bra should not show.
No cleavage should show.
- c. Back Neckline Do not wear a plunging back.
The back neckline should not go below the back strap of an ordinary bra.
- d. Shoulders Do not wear strapless gowns.
Do not wear spaghetti straps.
On very hot days, straps of at least 2 1/2 inches width on a top or sundress are acceptable (not appropriate for mass, however).
- e. Gaps No portion of the stomach or lower back should show.

Tightness

- a. Check both your front and your back.
- b. Clothes should not cling to the bust or behind. There should be a little room.
- c. If your bra or underwear lines show, the garment is too tight.

Transparency

- a. Check skirts for transparency by standing in front of a light. If you can see the outlines of your legs, wear a slip.
- b. If you can see your bra through your shirt, wear a camisole.

C. COURTESY AND DEPORTMENT:

1. Courtesy

- a. Students shall address all adults by name (Yes, Mr. Smith; No, Mrs. Brown). In the event the name of the adult is not known, the student should use “yes, sir” or “no, ma’am” as is appropriate.
- b. If a classroom is visited by a guest or any other adult, all students shall rise from their seats and are to remain standing next to their desks until told to be seated by their teacher.
- c. Students at all times shall conduct class work courteously and promptly.

2. Conduct While at School

- a. Running is never allowed in the building.
- b. Playing, rough-housing, pranks, antics, unnecessary noise within the school are all prohibited activities.
- c. All books, clothing, lunches and personal belongings are to be kept in the appropriate places.

- d. When using the stairway, students shall keep to the right and shall never run, push or shove while using the stairs.
- e. Students must use playground door at all times, except during rainy weather.
- f. Students shall not climb on the trees, tables or fences. Sitting or standing on the rolling gate, other parts of the chain link fence, and tabletops is prohibited.
- g. Name calling, rock throwing, discourteous and uncharitable conduct toward fellow students are prohibited.
- h. Students may not leave the school during school hours, except with parental permission.
- i. Bathroom needs are to be handled during the morning recess and lunchtime periods.
- j. Screaming or shouting during play periods is not permitted.
- k. Exclusive friendships and “cliques” are not permitted to be practiced at the day school.

3. Consumption of Food Products

- a. Lunch: Students shall eat their lunches in the proper area and dispose of the refuse in the receptacles provided. Food may be consumed in the classrooms only during rainy weather and with the permission of the staff.
- b. Gum is prohibited on school grounds, at school programs and field trips.
- c. Snacks may not be consumed inside the building. During rainy weather snacks may be consumed indoors with permission.

4. Use of School Facilities

- a. Restrooms: no more than two students shall use these facilities at one time. Congregating and visiting are not permitted in the lounge. Rough-housing, misconduct and all other noises are not permitted at any time.
- b. Kitchen facilities are for use of the staff only. Students may use the kitchen to prepare food for “Hot Lunch Days” with the permission of the teacher.
- c. Special permission must be obtained before a student may take a book or other equipment from school. (Textbooks and books used for class assignments are excluded from this prohibition.)
- d. Library use procedures are available from the acting Librarian.
- e. Computers are for use of students and staff. Permission must be obtained before placed in operation.

D. DAILY SCHEDULE:

1. Morning

- a. Monday -Thursday
 - Gate Opens: 7:40 a.m. Students are to proceed to classrooms
 - First Bell: 7:50 a.m. All students stop activities and assemble in the hall for Mass and prayers. Students are to quietly prepare for Mass. All talking shall stop at the time the first bell is rung. Students not within the gated yard or school building by this bell are tardy.
 - Second Bell: 7:55 a.m. Mass begins.
 - First Period: 8:35 a.m. Students report to class.

b. Friday Gate Opens: 8:00 a.m.
 Tardy Bell: 8:15 a.m.
 Second Bell: 8:20 a.m. Prayers and Pledge of Allegiance
 Holy Mass: 8:30 a.m.
 Presentations: 9:10 a.m.

2. Lunch

Grades 1 through 4: 11:30 to 12:10
Grades 5 through 12: 12:10 to 12:30

The Angelus and noon prayers are said at 12:10.

3. End of School Day

First Bell: 3:00 p.m. Students assemble for afternoon prayer prepared to depart.
Second Bell: 3:05 p.m. Afternoon prayer and announcements.
Dismissal: 3:10 p.m.

E. PARENTS:

1. Picking up children from school

- a. Parents should come for their children promptly when they are released from school. Please remember, our faculty will supervise children on the school grounds only until 3:30 p.m. At that time, the yard gate will be closed.
- b. If parents or guardians are going to be late in coming for their student, they should call the office to alert the school of this delay.

2. Double-parking to Pick Up or Drop Off Students

- a. Students may never enter or leave a vehicle that is double-parked.
- b. Parents must pull to the curb to let their children into or out of the family car. Because of the reduced width of F Street, double parking or not pulling in close to the curb diminishes the amount of room other traffic is given to pass. Serious traffic congestion can be avoided by careful arrival and departure from school. (Note: The Napa Police Department has periodically come by to observe traffic at the time school is let out. They are looking for parents double-parking and children darting out into the street from between parked cars.)

3. Crossing F or York Streets

Students may never jay-walk. Students must cross at the crosswalks at all times, before and after school as well. Students grade 1–4 must be accompanied by an adult or the parent’s designated junior or senior high escort.

4. Early Release

Parents who need to pick up their children prior to the regular dismissal time must first check in at the office. The office will send for the children and the parent must sign the early release log located in the lobby. Parents are asked to please phone the office before arriving for their children.

5. Telephone Calls to the School

- a. Telephone calls should be infrequent. Parents are asked not to phone during school hours unless it is an emergency.
- b. Students are allowed to use the school phone only for an emergency.

6. Non-Scheduled Meeting with Staff

Staff is always accessible to any parent who desires to speak with teachers or administrator; however an appointment should be made if the parent expects the meeting to be more than a brief discussion. Teachers are available after school to make future appointments with parents.

7. Doctors' Appointments

Appointments for the doctor or dentist should be after school hours.

8. Parental Assistance at School

- a. Parents are asked to dress appropriately if helping at school in any function.
- b. Parents who assist with yard-duty will be provided with directions and guidelines.

9. Parent/Teacher Conferences

Parents are given the opportunity to meet with the teachers and confer regarding their children's progress during the school year. It is mandatory that both parents attend these conferences. These conferences, along with the quarterly report card, constitute the ordinary periodic reporting of student progress, achievement and conduct.

10. Special Programs at Kolbe Academy

Families are reminded that the programs involving the children of Kolbe Academy require the parents to be present. Children have often practiced for weeks in order to provide an interesting and entertaining program.

11. Tuition and Fees

Tuition and completed service hour forms are to be in the office by the 5th of each month. Other arrangements should be made if this is not possible. Please see the administrator if a problem arises regarding tuition and other fees.

F. SCHOLARSHIP:

1. Student work must be done according to the standards established by Kolbe Academy and as implemented by the teacher in each learning situation.
2. It is the student's responsibility to strive to achieve those skills and goals outline above in the opening pages of this handbook.
3. All work must be done neatly, accurately and promptly. Assignments and notes are to be handwritten in traditional blue or black ball-point pen.
4. Assignments must be submitted on time as directed by the responsible teacher. Late work will not be tolerated. Late work is subject to penalization and the respective student to academic discipline. Penalties and discipline are determined by the teacher, and in serious circumstance by the administrator. Penalties and discipline may include grade reduction, extra assignments, detention, restriction, probation, suspension or expulsion. Children

who come unprepared for class at Kolbe Academy will be sent home at the discretion of the administrator.

5. All students upon initial enrollment are placed on academic and department probation.

G. ILLNESS AND MEDICATIONS:

1. Illness

- a. If a student becomes ill where he or she cannot continue, the student should report to the teacher for release to the administrator's office.
- b. If a student has a communicable illness (cold, flu, measles, chicken pox) that student should remain home until the period of contagion is passed.
- c. If a student is to take medicine at school, that parent should deliver the medicine, written permission and directions for taking the medications to the teacher.

2. Pain Reliever

- a. The school will not distribute any pain reliever without written permission from the parent or guardian.
- b. Because of "Reyes Syndrome" the school will not give aspirin to any student.

3. Other Medications

NO PRESCRIPTION MEDICATION shall be administered by any school personnel except on the written orders of a physician. These medications shall be safeguarded at school to avoid ingestion by the wrong student.

The procedure for administering medications by the school personnel is:

- a. If the parent is unable to be present, only the administrator or administrator's designee may administer to the student the medication according to the physician's written instruction.
- b. Written orders from a physician shall be on file stating:
 - i. Child's name
 - ii. Name of the drug
 - iii. Dosage
 - iv. Time of day medication is to be administered
 - v. Purpose of medication
 - vi. Anticipated number of days it must be given
 - vii. Possible side effects
 - viii. Storage instructions
- c. The medication must be brought in a container appropriately labeled by a pharmacy or physician.
- d. Individual records shall be kept of such medications administered by school personnel.

H. ABSENCES, DISCIPLINE AND STUDENT PRIVILEGES:

1. Student Absences

- a. If a student will be absent, the school should be notified prior to 7:50 a.m., if at all possible.
- b. Each absence by a student must be followed with a note from the parent or guardian.

- c. Absences from school (cutting) may be cause for suspension. Continue absences without justification may bring about the student's removal from Kolbe Academy.
 - d. Leaving the campus without permission during the school day may result in suspension from school.
2. Tardiness
- School begins at 7:50 a.m. Monday through Thursday, and at 8:15 a.m. on Fridays. Mass, prayers, and other morning responsibilities are most important for our students. Any student arriving past 7:50 a.m. (8:15 on Fridays) will be marked tardy. The time lost due to tardiness will be made up.
3. Student Discipline
- a. Infractions of these rules and guidelines, as well as any violation of common order or moral standard will result in disciplinary measures taken. These measures may be in the form of extra work, assignment to clean up details, being kept after school, suspension or expulsion.
 - b. The continued or serious violation of school policy may result in the student's removal from the school. The objective of disciplinary measures is to insure that the student has learned to correct the problem for which he or she is being punished.
4. Student Privileges
- a. Special programs, field trips, free dress days, are all privileges that must be earned by the students. These and other privileges are offered to the students who illustrate that they are mature and worthy of the invitation to join the field trip.
 - b. Students are encouraged to work for these privileges and maintain academic and deportment levels that will allow them to retain the privileges.
 - c. No stereos or personal electronic devices are allowed in school or on field trips. Students in the high school may use electronic organizers, but only for the professional purposes allowed by the teacher and administrator.

I. SERIOUS MISCONDUCT, SUSPENSIONS AND EXPULSIONS:

GENERAL STATEMENT:

Because of the nature of Kolbe Academy, which is a fully integrated school with grades one through twelve, and because of the effect that older students may have on younger students, the Board of Trustees of Kolbe Academy established the following policies on:

1. Fighting, Physical and Verbal Abuse

Any student who attacks another student or students will be automatically suspended pending investigation of the circumstances. Upon investigation, student may be placed on restriction, detention, further suspension, or expulsion.

2. Possession or Use of Drugs

Possession or use of drugs will be grounds for automatic expulsion.

3. Pornography

Any student who possesses or brings onto campus any material of a sexually immoral nature will be automatically suspended pending investigation of the circumstances and possible expulsion.

Special Note: *If it comes to the attention of the Board of Trustees of Kolbe Academy that a student's household has or patronizes a pornographic publication, watches "X" rated TV or videos, or allows the student access to that material, the parents or guardians will be requested to remove their children from the school.*

4. Immodest, Impure, Immoral Conduct

- a. Any student who engages in any conduct which is grossly immodest or immoral will be suspended pending evaluation of the circumstances.
- b. Upon investigation, student may be placed on restriction, detention, further suspension, or expulsion.

5. Dating

Exclusive relationships between members of the opposite sex is prohibited. If a relationship is observed which is not in conformance with this policy, the students will be warned. If the relationship continues, the students will be faced with suspension.

6. Dishonest Conduct

Any conduct that seriously deprives another of property, good name, or would tend to cause another person great mental anguish may be cause for expulsion.

7. Conduct Off Campus

Any conduct off campus which brings great discredit to Kolbe Academy will be cause for expulsion.

8. Cheating

Cheating during tests will result in a failure grade on the test, and depending on the circumstances, may involve additional punishment.

9. Final evaluations and disciplinary decisions rest solely with the administration of Kolbe Academy.

J. OTHER POLICIES:

1. Harassment

Kolbe Academy has a written policy prohibiting all forms of harassment at the school. The policy is available for parental review in the office.

2. Abuse and Reporting

Kolbe Academy has a written policy regarding physical abuse and its reporting according to state law. The policy is available for parental review in the office.

3. Confidentiality and Proper Channels

- a. Kolbe Academy is a small school that enjoys a cordial family atmosphere. This situation, along with the norms of professionalism, requires strict observance of confidentiality in and out of the school. As the staff of Kolbe Academy is required and committed to honoring the confidentiality of all matters and information they are privy to, so to must the families of Kolbe Academy respect the well fare of others and the school as a whole and likewise maintain confidentiality at all times.
- b. It should be noted that all staff of Kolbe Academy are agents of the school. As such, all personnel are required to bring to the administrator any information they posses regarding enrolled students in so far as that information concerns the well fare of the student, other students or of the school as a whole.
- c. Gossip and murmuring destroys small schools. All personnel, students and families are requested to follow the proper channels when raising questions and airing concerns. When issue originates from the classroom, please consult the teacher first. When issue originates from school policy, or administrative action, consult the administrator first. If a situation is not resolved to one's satisfaction, please follow the chain of command: teacher, administrator, Board of Trustees.

4. Disclaimer

The administration reserves the right at any time to unilaterally revise, modify, delete or add to any and all policies, procedures and work rules stated in this Handbook or in any other document. These policies and procedures establish guidelines only. The interpretation of this handbook is the responsibility and right of the administration.

STATEMENT OF ACCEPTANCE

We have read and agree to abide with policies set forth in the Kolbe Academy Parent/Student Handbook.

PARENTS:

Please print name: _____

Signature: _____

Date: _____

CHILDREN:

Signature: _____

Please return this page to the School Office no later than September 14th of the current academic year.