

ST. PHILIP NERI SCHOOL
6401 SOUTH ORCHARD ROAD
LINTHICUM HEIGHTS, MARYLAND 21090-2628
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www.st.philip-neri.org

August 2018

Dear St. Philip Neri Parents,

Welcome to the 2018-2019 school year! St. Philip Neri School is a parish faith community dedicated to fostering the Catholic faith and educating our children in a loving and nurturing environment. Under the guidance of the Holy Spirit, students are given the opportunity to develop their individual potential and acquire the knowledge and Christian attitude necessary to become Disciples of Christ. A foundation for future academic success is provided through excellence in teaching and learning, in partnership with the family, the parish and school communities.

We are happy that you and your children are joining us as we look forward to a faith-filled and productive year. Your child's progress at school will depend largely on the communication between parents and teachers. We ask that you contact us with any questions or concerns; our goal is for every child to feel successful and valued. In order to accomplish this aim, we ask that you carefully read through this handbook and support us in our work by:

- Supporting the tenets and values of the Catholic faith
- Reading all communications from school and keep open lines of communication with your child's teachers
- Attending all meetings requested by faculty and staff
- Discussing concerns with the persons most directly involved
- Promoting our school with friends and neighbors
- Meeting your financial obligations in a timely manner
- Supporting fundraising efforts whenever possible
- Volunteering assistance when you are able

Let us together pray that Christ's hand will guide us through this year and help us to foster an environment where the Gospel Spirit is truly lived. I will always make myself available if you have any questions, comments, or concerns. Feel free to email or contact the office by phone to make an appointment.

God bless all our families!



Kate Daley
Principal

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St. Philip Neri is a co-ed elementary school for grades Prek through 8. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). Requests for reasonable accommodations for a student with a disability may be directed to the Principal or Assistant Principal. Religion is required for each year a student attends St. Philip Neri School. All students enrolled in St. Philip Neri School must attend religion classes and services.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

St. Philip Neri School reserves the right to amend the Parent-Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent-Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

ARCHDIOCESE OF BALTIMORE – MISSION STATEMENT

Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential—spiritually, intellectually, physically, socially, and morally.

Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial stability.

ST. PHILIP NERI SCHOOL – MISSION STATEMENT

St. Philip Neri School is dedicated to fostering Catholic faith and academic excellence. Under the guidance of the Holy Spirit, students are provided the opportunity to develop their gifts and talents while striving to become active members of their church. A foundation for future success and life-long learning is provided in partnership with the family, parish and school community.

VISION STATEMENT

St. Philip Neri will continue to be the school where teaching Catholic values and academic excellence is paramount for the 21st-century learner.

- St. Philip Neri will actively nurture Catholic faith and values through liturgy, prayer, worship, outreach and curriculum.
- St. Philip Neri will provide superior academic preparation through a challenging curriculum, integration of technology and instructional techniques to address and support individual student needs.
- St. Philip Neri will offer a variety of school activities which provide opportunities for the development of the whole child.
- St. Philip Neri will continue to recognize the importance of the partnership with family, parish and school to ensure student success.

HISTORY

St. Philip Neri is a Catholic and Parochial school in Linthicum, Maryland. On September 8, 1965, St. Philip Neri Catholic School opened with students attending kindergarten through Grade 4. Each September, another grade was added to bring the school to its educational level of Prek through Grade 8. Sisters of Notre Dame de Namur and lay teachers staffed the school from its beginnings. In 1973, after the Sisters of Notre Dame withdrew, three Benedictine Sisters joined the faculty.

In 2012, St. Philip Neri School transitioned into an Archdiocesan Collaborative School model. The ACS model combines the benefits of centralized governance with the benefits of local community involvement and a sense of ownership and decision-making at the local level.

In keeping with the Sisters of Notre Dame de Namur's saying, "Making known God's goodness ... educating for life," our faculty, staff, and administration have dedicated their gifts and talents to carry on the morals, values, and traditions that were established by the Sisters.

ACCREDITATION

In accordance with the standards set by the Archdiocese of Baltimore, St. Philip Neri School met the requirements established by AdvancED Accreditation Commission, and was, therefore, accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.

LOCATION

St. Philip Neri School campus is located at 6401 S. Orchard Road in Linthicum, Maryland. The school and the church share a 15-acre campus, nestled in a quiet residential neighborhood.

The school premises, including the fields and equipment, may not be used by outside groups. In order for anyone to use the ball fields or school playground they must contact the school or parish office with a written request, which then must be approved by the office. Unauthorized use of the school premises is considered trespassing.

DIRECTIONS

From the South:

- Take 97 North toward Baltimore.
- Take Exit 16, MD 648 North, Baltimore Annapolis Boulevard, Ferndale.
- Turn left on Edgewood Road.
- Take the 3rd right onto S. Orchard Road. The school will be on your right.

From the North:

- Take 295 South to 695 East toward Glen Burnie/Key Bridge.
- Take Exit 5, MD 648 South, Baltimore Annapolis Boulevard, Ferndale.
- Make a slight right onto East Maple Road
- Turn left onto S. Orchard Road. The school will be on your left.

STUDENT COVENANT

Today, I will be respectful. I will be responsible. I will be safe. I will be prepared. I will succeed. I will accept nothing less than my personal best!

ADMINISTRATION

St. Philip Neri School is an Archdiocesan Collaborative School. As an ACS school, the principal is the chief administrative officer of the school, accountable directly to the superintendent of Catholic schools. The principal works in partnership with the school board and the pastor.

St. Philip Neri's School Board is a deliberative body, with limited jurisdiction in the areas of Catholic identity, finance, facilities, marketing, and development.

The board now has the following six standing committees: Finance; Strategic Planning; Marketing/Development; Catholic Identity; Facilities; and Membership. Each committee is chaired by a board member and has regularly-scheduled meetings.

Over the years, the board has been able to provide for a strong education, which is open to all, while maintaining a strong financial base. In all it does, the board continues to keep our Catholic identity, as the school and board are always mindful of the holy presence of God.

The **School Board** members for the 2018-2019 school year are:

Chair	Mr. Garrett O'Day
Secretary	Mrs. Susan Moran
Finance Chair	Mr. Robert Bruce
Strategic Planning Chair	Dr. Gail Donahue
Marketing/Development Chair	Ms. Rebecca Burch
Facilities Chair	Mr. Michael Spurgeon
Catholic Identity Chair	Mrs. Suzanne Lewis
Member	Mr. Michael O'Malley
Member	Mrs. Anne Nichols
Member	Mr. Charles Motsay
Canonical Representative	Fr. Michael DeAscanis
Advancement Director	Mrs. Sue Wenzlick
Principal	Mrs. Kate Daley



ADMINISTRATION, FACULTY, & STAFF FOR 2018-2019

Title	Name	Extension	Email
Pastor	Fr. Michael DeAscanis	219	mdeascanis@archbalt.org
Principal	Mrs. Kate Daley	200	cdaley@st.philip-neri.org
Asst. Principal	Miss Joan Brooks	200	jbrooks@st.philip-neri.org
Teacher Prek	Ms. Erin Lukas		elukas@st.philip-neri.org
Prek Aide	Mrs. Heather Horton		hhorton@st.philip-neri.org
Prek Aide	Mrs. Anne Muha		amuha@st.philip-neri.org
Teacher KA	Ms. Karen Markiewicz		kmarkiewicz@st.philip-neri.org
Teacher KB	Mrs. Susan Spitzer		sspitzer@st.philip-neri.org
KA Aide	Ms. Kaitlyn Solloway		ksolloway@st.philip-neri.org
KB Aide	Mrs. Grace Eppard		geppard@st.philip-neri.org
Teacher 1A	Mrs. Deborah Flynn		dflynn@st.philip-neri.org
Teacher 1B	Mrs. Cynthia Jones		cjones@st.philip-neri.org
Teacher 2A	Mrs. Melissa Johnson		mjohnson.philip-neri.org
Teacher 2B	Mrs. Luz Morales		lmorales@st.philip-neri.org
Teacher 3A	Mrs. Catherine Feeley		cfeeley@st.philip-neri.org
Teacher 3B	Miss Summer Liberto		sliberto@philip-neri.org
Teacher 4B	Mrs. Michelle Novak		mnovak@st.philip-neri.org
Teacher 5A	Ms. Rebecca Burch		rburch@st.philip-neri.org
Teacher 5B	Ms. Carla Johnson		cjohnson@st.philip-neri.org
Teacher 6A	Ms. Sandra Libby		slibby@st.philip-neri.org
Teacher 6B	Mrs. Ellen Pultro		epultro@st.philip-neri.org
Teacher 7A	Ms. Allison Shaw		ashaw@st.philip-neri.org
Teacher 7B	Ms. Ashley Klaiss		aklaiss@st.philip-neri.org
Teacher 8A	Mrs. Christy Crawford		ccrawford@st.philip-neri.org
Teacher 8B	Ms. Cheryl Schrull		cschrull@st.philip-neri.org
Art	Mrs. Jennifer MacRobbie		jmacrobbie@st.philip-neri.org
Library	Mrs. Doreen Giordano		dgiordano@st.philip-neri.org
Music/Computer	Mr. Philip Lathroum		plathroum@st.philip-neri.org
Music/Computer K-2	Mrs. Amy Boyd		aboyd@st.philip-neri.org
Physical Education	Mr. Travis Bateman		tbateman@st.philip-neri.org
Resource 4-8	Ms. Ellen Piwko	111	epiwko@st.philip-neri.org
Resource K-3	Mrs. Kathleen Currie	111	kcurrie@st.philip-neri.org
Spanish Prek-3	Ms. Luz Garcia		lgarcia@st.philip-neri.org
Spanish 4-8	Ms. Susan DeLoach		sdeloach@st.philip-neri.org
Advancement Director	Mrs. Sue Wenzlick	207	swenzlick@st.philip-neri.org
Business Manager	Mrs. Theresa Wellein	202	twellein@st.philip-neri.org
Counselor/Religion 8	Mrs. Sue Porembski	208	sporembski@st.philip-neri.org
Extended Care Director	Mrs. Carla Ratliff	212	childcare@st.philip-neri.org
Health Room	Mrs. Brandi Bush	203	healthroom@st.philip-neri.org
Lunch Director	Ms. Nancy Reed	225	nreed@st.philip-neri.org
Maintenance	Mr. Joseph Mosmiller	210	jmosmiller@st.philip-neri.org
Office Assistant	Mrs. Joetta Sterrett	200	jsterrett@st.philip-neri.org
Secretary	Mrs. Susan Frazier	201	sfrazier@st.philip-neri.org

ADMISSIONS AND REGISTRATION

Acceptance Policy for Admitting Students

Students are accepted at St. Philip Neri School in the following order:

1. Siblings of students already attending St. Philip Neri School
2. Children from families belonging to St. Philip Neri Parish
3. Catholic non-parishioners
4. Children from non-Catholic families

Required Documents for Prekindergarten and Kindergarten

- Child's Birth Certificate – St. Philip Neri School recognizes state regulations that require a child entering kindergarten to be five years of age by September 1 of that actual year. First grade students must be six years of age by September 1 of that actual year. Students entering prekindergarten must be four years old by September 1 of the entering year.
- Baptismal Certificate (Catholic students only)
- Custody Court Documents (if applicable)
- \$200 Registration Fee (non-refundable)
- Up-to-date Immunization Record (signed by a doctor)

Required Documents for Grades 1 -8

- All of the above – PLUS –
- First Reconciliation and First Communion Certificates (Catholic students only)
- Current Report Card
- Report Card from prior school year
- Any Testing Reports or Individual Education Plans (IEP'S)

The final acceptance of all new students is based on academic evaluation and level of maturity. All new students are given a two-month evaluation period. If during this time the school is unable to meet the needs of the student, the parents will be asked to place their child in another school. Such recommendations would only occur after conferences with the parents and after exhausting all other methods of assistance.

Application Fee

There is an initial \$25 on-line application fee due when first applying to St. Philip Neri School.

Re-Registration

All current students must re-register for the fall term by completing the re-registration form and paying a non-refundable re-registration fee of \$200 by the end of January.

WITHDRAWALS/TRANSFERS

Once a child has been enrolled in their new school, the new school must send or fax to St. Philip Neri School a signed request for their records. Health records and transcripts of grades and test scores will be mailed directly to the prospective school. All rented books and library books must be returned, and all outstanding school bills must be paid before any transcripts will be forwarded to another school. Please refer to "Reimbursement of Tuition," p. 9, for tuition responsibilities when a child is withdrawn from SPN.

TUITION

Tuition Policy

Tuition for all grade levels is \$6,440 per student. Part-time Prek tuition is \$4,600 per student. There is a discount for multiple-child families. A \$200 per child non-refundable re-registration fee is due in January to guarantee your child(ren)'s seat(s) for the following fall term.

Tuition is to be paid through FACTS over a 10-month period. Tuition payments are due by the first of each month. The first payment is due July 1, 2018; the last is due by April 1, 2019. Each family is required to register with FACTS and make tuition payments to FACTS by the first of each month.

Tuition Assistance

Tuition assistance is available. Those families seeking assistance may apply through FACTS. No aid can be given to families who have outstanding tuition due from the previous year.

Reimbursement of Tuition

If a student attends school for any period of time and subsequently leaves prior to January 1, the financial obligation to SPN is 50% of the total tuition. If a student leaves between January 1 and March 15, the financial obligation to SPN is 75% of the total tuition. If a student leaves any time after March 15, the tuition obligation to SPN is 100%. If a student is withdrawn **prior to the first day of school**, any tuition paid will be reimbursed.

All tuition refunds are contingent upon St. Philip Neri School receiving written notice prior to the student's actual departure date. The refund amount will be determined based on the actual departure date.

The school reserves the right to withhold all student records (with the exception of health records) until accounts have been paid in full. Since individual student accounts are invoiced on a family basis, these policies will affect each child in the family. (If a withdrawing student leaves a balance due, the younger siblings will not be admitted to school until the student leaving is paid in full.)

Delinquent Tuition Policy

Every effort will be made to accommodate special circumstances that affect the payment of tuition. However, if tuition is not paid by the first of each month and if no arrangements have been made for late payments, Parent Access to PowerSchool for the student's grades will be denied, and progress reports will be withheld.

If tuition is delinquent at the end of a trimester, the school will suspend the child until payment is received unless arrangements have been made and kept. If dismissal occurs, re-admission to school will only be allowed once past-due tuition payments have been made.

St. Philip Neri School reserves the right to refuse to provide any official school record, including progress reports, honor certificates, and diplomas to parents or to other educational institutions until all tuition, fees, and other financial obligations to St. Philip Neri are satisfied in full.

SCHOOL HOURS/ARRIVALS & DISMISSALS

Hours

Full-time Prek – Grade 8 8:10 a.m. – 3:00 p.m.
Part-time Prek 8:10 a.m. – 12:15 p.m.

Arrival

Students' arrival begins 7:45 a.m. Students may not enter the building before 7:45 a.m. unless attending Extended Care or a preapproved club or activity. Students should be dropped off on the parish parking lot and enter through the ramp door and report directly to homeroom.

Supervision Responsibilities Before and After the Official School Day

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before- or after-school care, parents must comply with the rules established by the program for drop-off and pick-up.

Dismissal

Car riders in grades K–8, are dismissed through the doors leading to the parish parking lot. The students will be led by their teacher and are to be met by their parent and led to their cars.

Full-time Prek students' parents need to meet their children by the benches off the parish lot near the parish office doors in order to sign their child out. Part-time Prek students will be dismissed through the front doors closest to the church where you will meet the teacher and sign out your child.

Students walking home must have a walker's authorization form signed by the parent/guardian before being allowed to leave the school grounds. Walkers will be dismissed through the school lobby doors.

No student will be allowed to cross the street to meet a parent. Parents must meet the child on the lot and cross the student. Students who cannot be picked up in a timely manner following dismissal will be sent to the Extended Care program where the program's drop-in fee may be charged.

Early Dismissal Days

On occasion the school will dismiss early for professional days or holidays. Please check the calendar for dismissal time.

Special Circumstances

In the event that the pick-up of a student is delayed by an unforeseen or emergency situation, parents must contact the school office to alert them of their late arrival. Students could be sent to the Extended Care program, where the program's drop in fee may be charged.

INCLEMENT WEATHER

In the event of inclement weather, you will be notified through the Alert system at the email(s) and phone number(s) you have provided for this purpose when you registered.

St. Philip Neri School follows Anne Arundel County Public Schools in closing for weather emergencies and for the resumption of classes after the emergency.

Parents are asked to listen to Radio Station WBAL 1090 AM or WBAL TV Channel 11 and check the school website for emergency announcements. An email will also be sent out through the Alert system. Please do not call the school office as it is important that the phone lines be kept open for any emergencies that might arise. Please remember to listen to the radio during the school day for possible early dismissal should inclement weather exist.

ATTENDANCE

Absence

Regular attendance is considered essential for learning at St. Philip Neri School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must telephone the school between 7:45 a.m. and 9:00 a.m. to report the reason for absence. All absences and tardiness become part of a student's permanent record. Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc.

When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. Maryland State Law requires that students absent for five (5) consecutive days must obtain a doctor's release and present it to their teacher upon return to school.

A child may not return to school until he/she is well enough to participate in all school activities. If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.

As soon as a student has been absent ten (10) days, either consecutively or non-consecutively, a parent or guardian will be contacted. A conference may be set by an administrator with the student and parent or guardian to discuss the effects of absence on the student's academic performance. A student may be denied promotion if absences throughout the year are in excess of eighteen (18) days unless homebound tutoring by a certified teacher has been received.

Tardiness

Students may enter their homerooms at 7:45 a.m. The school day begins at 8:10 a.m. Any student arriving after 8:10 a.m. is considered late and must report to the office for a late slip. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to tardiness.

Truancy

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion.

Early Departure/Late Arrivals

The school discourages late arrivals and early departures and requests families to arrange medical and dental appointments, etc., either after school hours, on Saturdays, or during vacation periods. Check the calendar for days when school is not in session.

On a regular school day (8:10-3:00), children who arrive after 9:10 a.m. or leave before 2:00 p.m. will be marked absent for half a day. Children leaving after 2:00 p.m. will be recorded as “leaving early.”

If a student must be dismissed early, the student must submit a note to the teacher, signed by the parent(s)/guardian(s), that day. The note should include the reason for the request and the time the student must leave school. The parent/guardian must sign the student out in the office.

High School Visitation

Students in the 8th grade are allowed two shadow days (marked as excused absences) to visit the high schools they are interested in attending. St. Philip Neri School should be called either on the day prior to or on the day of the absence. It is the responsibility of the student to obtain any missed assignments and to complete them within the time designated by the teachers.

SCHOOL SUPPLIES

Prior to the start of school, students receive a list of all school items required for the school year. Students should have these items with them on the first day of school and replace them as necessary throughout the entire year. A sleeping mat is provided to Prek and kindergarten students.

All books must be covered at all times. The student’s name and grade should be written on the cover. In carrying books back and forth to school, students should take care that they are transported with a minimal amount of damage and exposure to inclement weather. Parents are required to buy backpacks for this purpose. Since we do not require you to purchase textbooks, we appreciate your help in prolonging their life and good condition. Payment will be required for damaged or lost books.

ACADEMIC POLICIES

Grading

Grades are based on the degree of success the individual student has achieved in completing their program. Students shall be graded in accordance with their ability and achievement. Teachers will share their grading guidelines with students at the beginning of the school year and also with parents during Back to School Night.

Work Habits

- Written assignments must be neat, legible and complete.
- All papers for students in Grades 2-8 must display the proper school heading.
- Books, book bags, pencil cases and notebooks should be free of scribbling and graffiti inside and out.
- Notebooks, folders and other supplies must be replaced when worn or depleted.
- Requirements for homework are determined by the staff annually and communicated to the parents via a letter or at the Back to School Night meeting.
- Students must always have a book to read!

Homework

Homework will be given in Grades K-8. Homework is intended to underscore and provide practice in the subject matter addressed during the school day. Completing homework in a timely manner is an important organizational skill for students to learn. Students are accountable for homework and will be given credit for their work. Understandably, all assignments are not going to be of equal value. Friday night homework is given at the discretion of the teacher. Extended projects, library research, and long-range assignments are part of each student's core curriculum. In the upper grades, homework will also provide an opportunity to master independent study and research skills.

There will be homework in math and language arts almost every evening. On the average, homework (written and study work) will follow the time allotment below:

- **Grades K through 2** **30 minutes per evening**
- **Grades 3 and 4** **60 minutes per evening**
- **Grades 5 and 6** **90 minutes per evening**
- **Grades 7 and 8** **120 minutes per evening**

Homework Guidelines

- Points will be deducted if an assignment is turned in late.
- Students must remember that collaborations with other students are not acceptable.
- If the Internet is to be used to research answers and/or complete assignments, students should use work-cited references.
- Assignments will be posted on the teachers' homework sites.
- Students who have an excused absence due to illness or family emergency for an extended length of time will be permitted a reasonable deadline.

Parent/Guardian Homework Responsibilities and Student Support

Parents/guardians are expected to see that their children fulfill their homework responsibilities. If home assignments cannot be completed because of home conditions, e.g., sickness in the family, death of a relative, etc., students may defer doing the assigned homework, but a written explanation should be provided to the teacher and administration in order to obtain permission. Attendance at sporting events and extra-curricular activities/practices is not considered an excusable reason for not having homework done on time.

At all grade levels, homework will be included in determining the subject area grade on the report card. When a teacher notices that a student is consistently missing assignments, he/she will notify the parents and offer appropriate suggestions. Please know that missing assignments will negatively affect the final grade.

We ask that parents/guardians support the teachers and fulfill their supervisory responsibilities by attending to the following:

- Review the assigned work with the child.
- Provide a quiet, well-equipped place as well as the time required to complete assignments.
- Provide assistance to the child as needed and help them plan their time so as to complete long-term assignments by the due date.
- Emphasize the need for study.
- Parents/guardians are asked to sign all primary (K-3) homework.
- Parents/guardians of middle school students must sign all tests.
- Make sure that students are on time each day to complete morning work and begin an organized day.

Make-up Work and Requesting Homework

If you wish to pick up your child's missed work when he/she is absent, please make your request when you phone in their absence. Collected work will be brought down to the front office upon dismissal where you may pick it up. **Homework must be requested before 9:00 a.m.** If homework is not requested before 9:00 a.m., it will not be collected for that day. Class time will not be interrupted for the teacher to gather homework.

Vacations are discouraged while school is in session. Teachers will not supply work prior to an absence. In case of prolonged absence, it is the responsibility of the parent to contact the homeroom teacher to discuss the child's needs and missed work. If absence continues, the parent will be responsible for making home teaching arrangements with their local public school. Homework is due within the same number of days the child was absent (e.g., if absent 3 days, the student has 3 days to complete assignments).

Academic Dishonesty

This measure may involve subtracting points from a student's test score (to be determined based upon the total value of the points on the test/quiz), confiscating a student's test paper, or lowering a student's test score or grade. The action may result in an immediate detention as well. Cheating includes, but is not limited to, obtaining unauthorized information on a quiz or test, plagiarizing written work, copying another student's homework or report, and giving aid by allowing another student to copy a quiz, test, exam composition, lab report, research paper, or homework.

ACADEMIC PROGRESS OF STUDENTS

Progress Reports

The Archdiocese of Baltimore uses PowerSchool to record student progress throughout the year. Progress reports are issued three times a year, usually in the months of December, March and June.

Parents of students in Grades 3-8 have the opportunity to view their child's academic record online through PowerSchool at their convenience throughout the school year. Parents are required to complete an online training session to learn how to access their child's information and to receive their child's access code. Parents who do not have access to the Internet may view their child's report at the public library or at school. Parent Access and the use of PowerSchool do not replace the need for parents and teachers to communicate about the student's progress.

If there is a concern about the student's progress, the teacher and parent should be in communication on a regular basis. It is the joint responsibility of the parent/guardian and the teacher to cooperate in remedying the situation. Parental interest is an essential ingredient for success. Working together, the parent and teacher can assist the child in making progress through constant encouragement and mutual assistance.

Below is an interpretation of the Progress Report grades and codes.

Achievement Codes

Grades K - 2

E	-	Emerging
P	-	Progressing
I	-	Independent
N/A	-	Not Assessed at this time

Grades 3 - 8

P	-	Demonstrates Proficiency
V	-	Very Good Progress
G	-	Good
S	-	Satisfactory
I	-	Needs Improvement

Effort and Conduct Codes

1	-	Outstanding
2	-	Good
3	-	Satisfactory
4	-	Improvement Needed
5	-	Unsatisfactory

N	-	Not Yet Demonstrating
N/A	-	Not Assessed at this time

Grades 3 – 8 Are Assessed in the Following Manner for Academic Performance

A+	=	97-100	C+	=	80-84
A	=	93-96	C	=	75-79
B+	=	89-92	D	=	70-74
B	=	85-88	E	=	69 & below

Honor Roll

Honor Roll for students in Grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria:

Principal’s Honor Roll	Student achieves all A’s and Satisfactory or better in all special classes, standards, effort, and conduct, including unstructured time.
Second Honors	Student achieves all A’s and B’s (more A’s than B’s) and Satisfactory or better in all special classes, standards, effort, and conduct, including unstructured time.

GRADUATION/PROMOTION/RETENTION POLICY**Promotion**

Students are promoted to the next grade upon successful completion of all subjects in a given year.

Retention

Students who do not successfully complete the required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents.

Prekindergarten Program

Our Prek program is designed to help parents prepare their children for school both academically and socially. Teachers may recommend that students who do not display readiness for the structure of kindergarten remain for an extra year in Prek. Because children develop at differing rates, this is usually an indicator of maturity, not of intelligence. It is important for parents and teachers in the early years to have frequent communication.

Kindergarten Graduation Program

A kindergarten graduation is held on the last day of kindergarten. This program is held in the morning in the auditorium for the children’s parents, families and friends. Each kindergarten child participates in the program and receives a diploma upon successfully completing the Kindergarten Educational Program.

An extended year in kindergarten is recommended for students who are not displaying readiness in reading/math skills or social development.

Grade 8

An eighth grade student who is carrying a grade below 70 in one major subject – language arts, math, science, or social studies – will not receive a graduation certificate stating satisfactory completion of eighth grade requirements. This student must satisfactorily complete the required summer school courses in order to receive a graduation certificate.

An eighth grade student who is carrying two or more grades below 70 in the major areas listed in the above paragraph will not be allowed to participate in the graduation ceremonies held at St. Philip Neri School. The student must repeat Grade 8 at another school.

Probation Policy

All new students are on a first-year probationary status. Academic and behavioral progress is evaluated at the end of each marking period to determine if a student should remain at St. Philip Neri School. Any returning student who was placed on a behavior contract during the previous year is placed on probation for the current school year.

TESTING

All new students, except for prekindergarten, will be tested to determine admission and placement.

Kindergarten and First Grade Screening

The Brigance K & 1 Screening Program from Curriculum Associates is administered to incoming kindergarten and first grade students in the spring. The results of this screening enable the teacher to identify strengths and areas in need of improvement.

Grades 2-8: Math and reading placement tests are administered in the spring to new students for Grades 2 through 8

Grades 5 and 8: The ACRE (Assessment of Catholic Religious Education) test is administered to all Archdiocesan students in Grades 5 and 8 to assess their religious knowledge, beliefs, and practices.

Grades 3-8: The Iowa/CogAt, a standardized cognitive skills test, is administered in the spring to all Archdiocesan students in Grades 2-8.

Upon request of principal/parent, diagnostic testing is provided by one of the reading/math resource Teachers for individual student need. Further testing will be recommended through the ARD referrals to the appropriate public school districts.

CURRICULUM

St. Philip Neri School delivers its instructional program and curriculum in concert with the Archdiocesan Course of Study and the regulations of the Maryland State Department of Education for non-public schools. Faith permeates every aspect of our lives and is an integral part of all areas of learning. All children enrolled in St. Philip Neri School must attend religion classes and services.

Prekindergarten Program

Prek will follow an integrated curriculum that falls within the guidelines of the Archdiocese of Baltimore Course of Study. Student will achieve the standards for early child development. *Splash into PreK (Houghton Mifflin Harcourt)* is a comprehensive and integrated early learning program designed to ensure success for today's 4-year-old learners through the latest research and interactive learning philosophies.

Splash into PreK includes all the main domains of learning including Emotional, Physical, Cognitive and Linguistic. *Splash* also integrates all of the curricular areas including reading and language arts, math, science and social studies, health and art into the daily instruction. Children also have the opportunity to participate in extensive and fun real-world Center Activities that maximize their experiences with the real world around them.

Religion

The religion program strives to achieve the threefold dimension of message, community and service. This program offers a Christ-centered, sequentially-developed learning experience based on Scripture, doctrine and a deepening prayer life.

Grade and class liturgies are held on the first Friday of each month. These liturgies are planned by individual grades throughout the year. Students and their teacher, in conjunction with the priest, select readings suitable for that day. Penance services are held periodically throughout the year. Class Masses will be planned periodically. Our pastor is involved in class liturgy, penance services and paraliturgies. Parents are encouraged to attend these services whenever possible in order to show support of your child's faith development. Religion is required for each year a student attends St. Philip Neri School. All students enrolled must attend religion classes and services.

Family Life

Physical, spiritual, and emotional growth as a God-created individual is discussed within each grade (K-8) at an appropriate level for the maturity of the students. This catechesis is offered as a core component of the curriculum of religious instruction and faith formation. Parents will receive notification at the start of this program.

<u>Subject</u>	<u>Grade</u>	<u>Text Book</u>
Religion	K-8	<i>Blest Are We</i> (RCL Benzinger)
Family Life	K-8	RCL Benzinger

Language Arts

The language arts program consists of a literature-based reading, English, and spelling program, with a strong emphasis on phonics. The process of writing is emphasized to develop the student's ability across the curriculum.

<u>Subject</u>	<u>Grade</u>	<u>Text Book</u>
Reading	K-2	<i>Imagine It</i> (McGraw Hill)
Reading	3-5	<i>Journeys</i> (Houghton Mifflin)
Literature	6	Prentice Hall Literature
Literature	7	Prentice Hall Literature
Literature	8	Prentice Hall Literature
English	3-5	<i>English Levels 3-5</i> (Houghton Mifflin)
English	6	<i>Voyages in English</i> (Loyola Press)
	7	<i>Voyages in English</i> (Loyola Press)
	8	<i>English Essentials</i> (Loyola Press)

Handwriting	1-5	Zaner Bloser
Phonics	K-2	<i>Imagine It</i> (McGraw Hill)
Writing	K-3	<i>Writing Fundamentals</i> (Schoolwide)

Math

The math program consists of building an understanding of concepts, applying arithmetic skills, and developing and using problem-solving skills. Our seventh and eighth grade students receive pre-algebra and algebra, based on their ability.

<u>Subject</u>	<u>Grade</u>	<u>Text Book</u>
Mathematics	K-5	<i>Go Math</i> (Houghton Mifflin)
Mathematics	6	<i>Course I</i> (Glenco/McGraw Hill)
Math	7	<i>Course II</i> (Glenco/McGraw Hill)
		<i>Math Accelerated</i> (Glenco/McGraw Hill)
Intro to Algebra	8	<i>Course III</i> (Glenco/McGraw Hill)
Algebra	8	<i>Algebra</i> (Glenco/McGraw Hill)

*Algebra is offered to students who have proven advanced math, reasoning, and problem solving skills.

Science

Life science, earth science (including space), physical science, ecology with Chesapeake Bay studies, technology and use of the scientific processes are the areas of study within the science curriculum appropriate for Grades 1-8.

<u>Subject</u>	<u>Grade</u>	<u>Text Book</u>
Science	1	<i>On the Move Workbook</i> (Scott Foresman)
Science	2	<i>Science 2</i> (Scott Foresman)
Science	3	<i>Science 3</i> (Scott Foresman)
Science	4-5	<i>Science</i> (Scott Foresman)
Science	6	<i>Earth's Changing Surface, Chemical Interactions, Astronomy</i> (Prentice Hall)
Science	7	<i>Cells & Heredity, Bacterial to Plants & Animals</i> (Prentice Hall)
Science	8	<i>Motion, Forces & Energy, Human Biology & Health, Code of Heredity, Cells & Heredity</i> (Prentice Hall)

Social Studies

American History, World History, and geography skills are covered throughout our social studies program, emphasizing the study of cultures of peoples.

<u>Subject</u>	<u>Grade</u>	<u>Text Book</u>
Social Studies	1	<i>All Together</i> (Scott Foresman)
Social Studies	2	<i>People and Places</i> (Scott Foresman)
Social Studies	3	<i>Communities</i> (Scott Foresman)
Social Studies	4	<i>Maryland Adventure</i> (Gibbs Smith)
Social Studies	5	<i>Building a Nation</i> (Scott Foresman)
Social Studies	6	<i>History of Our World</i> (Prentice Hall)
Social Studies	7-8	<i>World Geography</i> (Prentice Hall)
		(7) <i>American History through 1877</i> (Prentice Hall)
		(8) <i>American History 1877-Modern History</i> (Prentice Hall)

Spanish

Spanish is introduced in prekindergarten. Throughout the grades there is an emphasis on listening and speaking skills. Students in Grades 4-8 are exposed to reading and writing the language. Cultural appreciation is developed in all grades.

<u>Subject</u>	<u>Grade</u>	<u>Text Book</u>
Spanish	K-5	Symtalk
Spanish	6-8	<i>Realidades</i> (Prentice Hall)

Latin

Latin is offered as an optional academic course to students in Grades 7 and 8. The class meets twice a week before school. Vocabulary and grammar are emphasized and applied through listening and conversation activities. Cultural appreciation is developed throughout the course.

Art

Student creativity is emphasized in our art program. The study of famous artists and exposure to various media, color theory, and basic elements of design and shape assist the development of the student's talent.

Music

The program includes a wide variety of music which enables the student to perform rhythm, melody, and harmony with instrument and voice and understand basic music concepts and transcription skills.

Physical Education

The program is committed to preparing students to lead a healthy and physically active life, cultivating the total development and well-being of each child.

Computer

The program combines formal computer classes with curriculum integration for all students.

Library

Grade appropriate skills are emphasized including an appreciation of literature and the proper use of the library.

PARENT-TEACHER CONFERENCES

Any parent may request a conference with a teacher by sending a note or an email to the teacher concerned. Teachers are unable to see parents between 8:00 a.m. and 3:00 p.m. unless a teacher has a planning period. This is to be taken into consideration when requesting an appointment. If an emergency arises when a parent must talk with a teacher during school time, someone will relieve the teacher to discuss the issue. Parents or teachers may request an administrator be present at a conference.

Formal parent-teacher conferences are scheduled at the time of the first trimester progress report. A teacher or parent may request a conference at any time during the year as deemed necessary. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Therefore, the parents should first contact the teacher involved and then, if necessary, the teacher and parent should go to the principal/assistant principal.

Parents are not permitted to interrupt teachers either before school or during class hours. Teachers should be seen by appointment only. If a conference with the principal/assistant principal or teacher is needed, please call the office, write a note, or send an email at least a day or two in advance of the requested conference date. Should a written request sent to the teacher be unanswered within 24 hours, the parents are asked to call the office and leave a message with the secretary. Good communication is essential to your child's growth in learning.

STUDENT RECORDS

Student records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.

Records Policy (Family Educational Rights and Privacy Act)

St. Philip Neri School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of St. Philip Neri School are as follows:

- Parents have the right to inspect and review the student's education records maintained by the school. Parents should submit to the principal a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the school correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the Principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the school decides not to amend the record as requested, the school will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
 - To school officials who have a legitimate educational interest in the information. A school official is a person employed by the school or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the school has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the school.
 - To other schools to which a student is transferring.
 - In connection with financial aid under certain circumstances.
 - To specified officials for audit or evaluation purposes.
 - To organizations conducting certain studies for or on behalf of the school.
 - To accrediting organizations.
 - In order to comply with a judicial order or lawfully issued subpoena.
 - To appropriate officials in cases of health and safety emergencies.

The school also may disclose appropriately-designated “directory information” without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the school to include this type of information in certain publications. Examples of such publications include a playbill, showing the student’s role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The school has designated the following as directory information:

- Student's name
- Participation in officially-recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Honors and awards received
- Date and place of birth
- Dates of attendance
- Grade level

Parents who do not want the school to disclose the above directory information without their prior written consent must notify the principal in writing by September 30.

- A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.
- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Philip Neri School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

HOME AND SCHOOL ASSOCIATION

The Home and School Association exists to help build and strengthen our parish community in Northern Anne Arundel County by serving as sponsors of our academic program so as to help realize its threefold purpose: to teach doctrine, to build community, and to serve. This commitment is fulfilled through service.

All parents and guardians are considered members of the Home and School Association. Parents are encouraged to attend and support the meetings, activities, and fundraisers sponsored by the HSA. The meetings and events are a wonderful way for families to get to know each other as well as promote good will and camaraderie between the school staff, administration, and families. As a general rule, children do not attend the general meetings.

Service to the home:

- by promoting a clearer understanding of the mutual educational responsibilities of parents and teachers
- by sponsoring activities to strengthen the family-school community

Service to the school:

- by perpetuating the existence of St. Philip Neri School
- by promoting active membership within the Home and School Association
- by developing an active volunteer program

The **Home and School Association Officers** for the 2018-2019 School Year are:

President	Joy Cortina
Vice President	Christina Gran
Treasurer	Lori Darmafall
Recording Secretary	Cathe Taylor
Corresponding Secretary	Krista Matheson

The **Home and School Special Liaisons** for the 2018-2019 School Year are:

Room Mom Liaison	Becky Berger
Fundraising Liaison	Jen Legendre
Teacher Representative	Cynthia Jones
Marketing Liaison	Grace Eppard

All parents are automatically members of the Home and School Association. Meetings are held the third Wednesday of September, November, February and May.

PARTNERSHIP WITH PARENTS

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

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

Parental Support/Compliance

In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent’s child/children from the school.

ACCEPTABLE USE POLICY FOR THE INTERNET & TECHNOLOGY TOOLS

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, iPads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the school are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The school reserves the right to edit Internet accounts for child-only configurations and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the school imposes on the use of the Internet and technology tools and that they understand the standards of behavior the school expects of users.

All users of the school network and technology tools, whether on a school-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

Acceptable uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the school
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.

Unacceptable uses of the Internet and technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the school
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
- Sending false information or sending messages to the school community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the school)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, 'worms', etc.

- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files or programs
- Accessing social media, email, or other off-task websites or apps during school without explicit permission of a teacher or adult supervisor
- Violating school conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the school's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting the school in its enforcement
- Partnering with the school in monitoring their child's technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to school personnel.

Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

Web-based Services

The school uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The school may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services.

Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this handbook. A list of the school's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the school, the parent consents to the child's participation in the school's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the school principal in writing.

SAFETY ISSUES

Child Abuse and Neglect Reporting

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department. Information on how to report suspected abuse or neglect is part of the volunteer training required by the Archdiocese of Baltimore for all parish and school employees and volunteers.

Insurance

Early in the school year an accident insurance policy will be available for each child at a minimal charge. This covers the child while at school as well as when traveling to and from school. The 24-hour coverage is also available. The school encourages parents to take advantage of this service.

Security

To ensure the safety of all students, teachers, staff and parent volunteers, all outside doors of the building are locked/closed at all times. To enter and exit the school building, the front/lobby doors must be used. Ring the bell and identify yourself. Admittance is granted by the office. All parents, volunteers, and visitors must report to the office upon arrival, sign in, and receive a visitor's pass, which is to be worn at all times while on the school campus. A safety policy is in effect at all times. Unauthorized visitors are considered to be intruders and are a potential threat to the school community and will be handled accordingly. For the protection of your children and the entire school community, the teachers and staff will enforce the safety policy, which includes contacting the proper authorities. Volunteer certification is necessary for anyone who is near to or working with children.

Restricted Areas

When school is in session, students may not be outside the school building unless they are involved in a class or recess and are accompanied by a faculty member. The faculty room is a restricted area for students. Empty classrooms are restricted areas. Corridors are to be generally clear of traffic except for movement at the change of class.

Crisis Intervention Plan

A Crisis Intervention Plan has been in effect since 2003. The Crisis Team consists of the principal, assistant principal and other school members. Other individuals are solicited as needed. Steps of intervention are reviewed with the faculty at the start of each school year and are noted in the Faculty Handbook for reference. The Alert system is the vehicle of communication between home and school during an emergency. Parents/guardians who provide email and phone numbers for the Alert system are notified should an emergency occur.

FIRE DRILLS

Teachers practice and instruct each class as to the route to follow for the fire drill. Absolute silence must be maintained during the entire fire drill. Attendance is immediately taken. If anyone is missing, this must be reported immediately to the principal. All volunteers, visitors, etc. must also leave the building by the nearest exit and wait for the "all clear" bell before returning to the building.

COMMUNICATION

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Teachers are seen by appointment. Please contact them directly by email or phone to schedule a mutually convenient time to meet.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher in writing within one week after the change is effective.

Non-Custodial Parent

Emergency information for each child is to be kept current. Children will only be released to the person(s) designated in the emergency information provided unless otherwise instructed by the custodial parent/guardian.

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records.

St. Philip Neri School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

Between Home and School

Parents are afforded a variety of methods to communicate with the school administration and staff. All office staff and teachers have access to email. The listings can be found on the school website and in the front of this handbook. Parents may also send in written notes that will be forwarded from the school office to the proper recipient.

Monthly Newsletter and Calendar

Throughout the school year our online monthly calendars are updated to inform parents/guardians of school information. A monthly newsletter will be available online as well no later than the second Wednesday of the month. Parents and guardians are responsible for the information contained in the newsletter. Please take the time to review the information that is sent home and periodically check the school website. Please call the school office if you have any questions.

Thursday Envelope

The Thursday Envelope will contain information pertinent to the school, parish, Home and School Association and other organizations. This envelope is sent home every Thursday with your child. **Please make sure that you check the envelope every week.** Once you have removed the information, please sign the envelope and return it to your child's homeroom teacher.

Alert System

The Alert system is our way to send emails and automated voice messages. It will be used to communicate notices, weather-/emergency-related information, and reminders pertaining to the school.

Change in Name/Family Status

If there is a change in the family status or the change of a child's name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school.

Change in Address/Phone/Email

If a family changes residence or has a new work or home telephone number, it is important to notify the school office as soon as possible. This information is necessary for the security of your child and so that we may reach you quickly in case of an emergency. Please notify us as well of an email change so we can update our contact information in the Alert system.

School Phones/Cell Phone Policy

School phones are to be used for school-related matters by teachers, staff, and administration only. Students will be allowed to place and receive calls in an emergency after receiving permission from a teacher, staff member, or the administration. Students are not permitted to call home for forgotten articles, except for band instruments. Only essential telephone messages will be delivered to the student during school hours.

Student cell phones must be powered off and kept in student backpacks during the school day and during school-sponsored events. This includes Extended Care. Misuse of the phone privilege will result in the student's cell phone being confiscated and held in the front office for a parent/guardian to pick up. The first offense will result in the student receiving a pink slip. The second offense will result in the student serving a detention and having their phone privilege revoked for the remainder of the school year.

The Use of the School Name and/or Logo

The use of the school name and/or logo in association with either a school-sponsored organization or an organization with which members of the St. Philip Neri School community participate is strictly prohibited unless permission from the school administration is obtained.

To use any version of the school logo, the responsible party must write a letter and supply a sample of how the logo is to be used.

HARASSMENT POLICY

Harassment or abuse of any kind is not acceptable behavior in St. Philip Neri School and will result in disciplinary action up to and including suspension/expulsion.

Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

Scope

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students,

teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

Prohibited Conduct

- A. For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, or protected activity that:
 - (i) has the purpose or effect of creating an intimidating, hostile or offensive environment;
 - (ii) has the purpose or effect of unreasonably interfering with an individual's academic performance; or
 - (iii) otherwise adversely affects an individual's educational opportunities.
- B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submissions to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

Procedure

- A. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.
- B. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.
- C. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.
- D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

BULLYING POLICY STATEMENT

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore schools. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for prevention and intervention.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property, at school-related activities, off school property or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impacts the interest of

students or the school community are subject to disciplinary and/or legal action. Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation. A standardized reporting form is available at <https://www.st.philip-neri.org/assets/files/Bullying-Reporting-Form.pdf> and from the school office. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

As used in this policy, "bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:

- motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school.

DISCIPLINE

Statement on Philosophy of Discipline

St. Philip Neri School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility, to establish an atmosphere conducive to academic excellence, and to protect the welfare of the individual, as well as the school community.

Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

Behavior

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors that are unacceptable:

- Disrespect in manner and/or language
- Rowdiness
- Using the property of others without permission
- Dishonesty
- Disruptive Behavior
- Failure to have necessary supplies for class work
- Dangerous Play
- Rudeness
- Vulgarity
- Dress code violations
- Gum
- Harassment of any kind by word or manner

- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s)
- Smoking/using matches
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Harassment

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as follows:

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.

An expelled student forfeits all privileges of the St. Philip Neri School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

Search and Seizure

St. Philip Neri School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

Conflict Situations

Conflicts are a normal and healthy part of living and growing. The Administration will implement acceptable conflict resolution techniques to work towards a solution.

HEALTH AND SAFETY

AHERA

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections,

response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the school's office and may be viewed upon request during normal business hours.

Maryland School Immunization Requirements

A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

Emergency Contact Information

Part of the registration process you completed through the SchoolAdmin site was providing the school with emergency contact information and notification of any health concerns including allergies and any medication (prescription or over-the-counter) regularly taken either at home or at school.

At least one of the contacts listed on the emergency card should be a parent/guardian. Please notify the front office if you need to make a change to your child's emergency information. It is imperative that the emergency information for each child is kept current throughout the school year.

Policy for Sick Children

Parents must keep children at home when they are not feeling well as this can help the school control any large-scale illnesses. Children who have a temperature of 100° or higher, are vomiting, or have diarrhea, will be sent home and may not return until they have been fever-free for 24 hours without the use of medication such as Tylenol or Advil. Children who are ill enough to be kept in during recess periods should be kept at home until they can follow the regular school schedule. The school does not have adequate personnel for individual supervision. A note must accompany the student when returning to school stating the reason for the absence. A doctor's written and signed request is needed for a student to be excused from physical education class.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

Measles – regular or German (Rubella)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)
Hepatitis	Rocky Mountain Spotted Fever
Food Poisoning	Human Immune Deficiency
Mumps	Virus Infection (AIDS and all other symptomatic infections)
Adverse reactions to Pertussis Vaccine	Animal bites / Rabies
Lyme disease	Influenza
Chicken Pox (varicella)	

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over.

Dispensing of Medication

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the physician is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

Students may not possess, dispense or distribute medication on their own. All medication must be delivered to school by a parent/guardian. Calamine lotion and cough drops may be administered with a note from parents.

Health Records

Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

Head Injury

If any injury to the head or any other serious injury occurs to a student, then nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

Insurance

The school provides the option for parents to purchase health insurance for their children.

Allergies

Parents must notify the school of their child's allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an EPIPEN with them, the physician must state this requirement on the order.

Bloodborne Pathogens

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the Office.

Vision/Hearing Screening

The school follows the directives of Anne Arundel County Health Department and responds to parents' requests for individual testing. This testing is usually done for all students in grades Prek, kindergarten, 1, 4, and 8 as well as for new students in all other grades.

VISITORS

For security reasons, any parent or visitor who comes to the school during school hours **must report to the school office** to receive a visitor's badge and to state the purpose of the visit (see page 24, *Security*). No parent may go to a classroom for classwork or to drop off lunches, etc. These are to be handled through the school office. Homework is available for pickup at the school office only after school.

VOLUNTEERING

Volunteer Opportunities

The faculty encourages parents to become involved in the education of their children. There are many opportunities to assist in our school as a volunteer. A listing of some of the school events and other opportunities for volunteering is sent home the first week of school. Other opportunities are sent home via the Thursday envelope or through the Alert system. Volunteers are active in every aspect of the total school program and are viewed by this community to be essential contributors to the building and maintaining of quality programs.

20-Hour Volunteer Requirement

Each family is required to volunteer 20 hours during the school year or pay \$250 (\$12.50 per hour not completed). Any properly-certified adult family member (See “**Archdiocesan Volunteer Certification Requirements**”) may complete volunteer hours for your family. However, due to safety and liability issues, **no younger siblings are permitted to accompany the person who is volunteering.**

Some of the areas in which volunteers are needed and which will help satisfy the 20-hour volunteer requirement are:

Field Trips	Health Room	School/Parish Picnic
Cafeteria/Playground	Hearing & Vision Testing	Race for Education
Parking Lot	Middle School Dances	Talent Show
Library	Musical/Dinner Theatre	Field Day
Classroom Aide	School Pictures	

There are some activities that have, by tradition, been assigned to particular grades. Some other activities have recently been assigned so that each grade is responsible for assisting with the success of our events. Classroom parents will be expected to recruit and organize volunteers to assist. All will earn volunteer hours.

Grade 8 Luncheon	Grade 7 parents
Graduation Reception	Grade 6 parents
Kindergarten Graduation Reception	Grade 1 parents
Set-up and Clean-up of Santa’s Secret Workshop	Kindergarten and Prek parents

NOTE: Tuition Assistance raffle ticket sales do not count toward volunteer hours. When volunteer hours are available for providing baked goods, please keep in mind that hours are given only for **homemade items.** Each of the following will be equivalent to one volunteer hour: two dozen **homemade** cookies or cupcakes or one **homemade** cake/pie.

Volunteer Hours Must Be Completed By May 31

Any hours completed **after May 31** will be credited to the following school year. This deadline is necessary to allow ample time for notifications and billing for those families who have not completed their required service hour agreement. Families who have not completed all of the required 20 hours of volunteer service will be charged \$12.50 for each hour that has not been completed.

Recording of Volunteer Hours

Any time you volunteer, you must sign in on the Volunteer Sign In Sheet. There is a sign in sheet located on the counter in the front office where you will sign in for most volunteer activities. For certain events taking place after school hours, sign in sheets will be provided at the event location. Event coordinators

will be responsible for forwarding these sign in sheets to the front office for recording of hours. For events such as Fall Festival or class field trips where a large number of volunteers are expected, there will be separate sign in sheets out in the lobby to avoid overcrowding the office.

To receive credit for your volunteer time, you must sign IN when you arrive and OUT when you leave so that we will know how to properly credit your volunteer account. Time is rounded up to the nearest quarter hour. When providing requested baked goods for an event, simply log in the number of baked goods provided. For work done at home, please log in the total time worked. Field trips are allotted a set number of volunteer hours and you will be credited for that amount of time only. Only one family member per field trip will be allotted hours for that field trip.

Any questions regarding your volunteer account can be addressed to Mrs. Susie Frazier in the front office.

ARCHDIOCESAN VOLUNTEER CERTIFICATION REQUIREMENTS

Volunteer Certification Instructions for Volunteers Ages 18 and Over

In accordance with Archdiocesan policy, all volunteers over the age of 18 who have direct access to students are required to complete the Archdiocese of Baltimore Office for Child & Youth Protection volunteer certification program. A letter with complete step-by-step instructions is available in the front office. The volunteer coordinator for St. Philip Neri School is Mrs. Susie Frazier. Please contact Mrs. Frazier with any questions concerning this certification program.

Minor Volunteers Ages 14 - 17

Minor Volunteers who will have substantial contact with minors must complete the Worthy of the Call program through St. Philip Neri Parish. For more information on this program, please contact Mrs. Hilary Bateman at 410-859-0571 x224.

Only those who have completed all of the requirements for certification will be able to volunteer directly with the students. This includes volunteering as a room mother, on the playground, in the cafeteria, as a field trip chaperone, in the sports programs, fundraising events or any other activity which involves directly working with the students. When seeking certification, please do not wait until the last minute but allow sufficient time for the certification process to be completed. For questions regarding this program, please contact Mrs. Susie Frazier, our volunteer coordinator, in the front office.

UNIFORM/DRESS CODE POLICY

All uniform items are available through the school uniform supplier, Flynn & O'Hara. No substitutions may be made on the main articles of clothing. School jumpers, skirts, sweaters, polo shirts, and gym uniforms must be purchased from Flynn & O'Hara. Socks, shoes, belts, white blouses/shirts, navy blue uniform pants and shorts may be purchased elsewhere. School uniforms may be purchased from Flynn & O'Hara by visiting their store, placing an order over the phone, or by placing an order through their website:

Flynn & O'Hara Uniforms
Burwood Shopping Center - 1608 West Furnace Branch Road, Glen Burnie, MD 21061
410-684-2816
www.flynnohara.com

**Prek STUDENTS UNIFORM
Worn Year-Round**

BOYS AND GIRLS: Gym Uniform

**GIRLS WINTER UNIFORM
Worn November 1 to March 31**

GRADES 6-8: White pointed-collar blouse OR light blue polo shirt with SPN logo
Box pleat skirt (No shorter than 1” above the knee, front and back)

GRADES K-5: White pointed-collar blouse OR white polo shirt with SPN logo
Box pleat bib-style jumper (No shorter than 1” above the knee, front and back)

ALL GIRLS: Navy uniform pants (optional)
Gray crew, v-neck pullover, or cardigan sweater with SPN monogram
Solid white or navy crew socks, knee socks, or tights (no logos or designs)

***Girls **MAY NOT** wear any jeans, pants or leggings under their uniforms during the school day. ***

**BOYS WINTER UNIFORM
Worn November 1 to March 31**

GRADES 6-8: White dress shirt OR light blue polo shirt with SPN logo

GRADES K-5: White dress shirt OR white polo shirt with SPN logo

ALL BOYS: Navy trousers (no jeans/corduroys)
Gray crew, v-neck pullover, or cardigan sweater with SPN monogram
Solid white or navy crew socks (no logos or designs)
Solid brown or black belt (Must be worn with pants that have belt loops.)

**SUMMER UNIFORM FOR ALL STUDENTS
Worn August to October 31 & April 1 to June**

GRADES 6-8: White dress shirt/pointed-collar blouse OR light blue polo shirt with SPN logo

GRADES K-5: White dress shirt/pointed-collar blouse OR white polo shirt with SPN logo

ALL STUDENTS: Navy shorts and solid brown or black belt (if shorts have belt loops)
Solid white or navy crew socks (no logos or designs)
Regular school shoes are worn.

**SHOES
Worn Year-Round**

ALL PREK STUDENTS: Tennis shoes/sneakers (no light-up or skate shoes or mismatched laces)

ALL IN GRADES K-8: **Tan buck school shoes with red soles – OR --
Merrell Jungle Moc Nubuck (nubuck color only)**

. These non-scuff shoes may be purchased at Flynn & O’Hara as well as other shoe vendors. These are the only permissible school shoes.

For students’ safety, shoelaces must be securely tied, and the loops must be visible. Shoelaces tucked into shoes causing shoes to flop is not permissible. When shoelaces need replacing, they must be replaced with the same color as the original laces. Students are not permitted to write on or otherwise decorate their shoes. Neon, off-color, or mismatched laces are not permitted.

GYM UNIFORM

Worn all day on Gym Day

ALL STUDENTS: Gray t-shirt and black shorts with the school emblem
(August-October, April-June)
Gray sweatshirt and black sweatpants with the school emblem
for cold weather
Solid white crew socks (no logos or designs)
Tennis Shoes/Sneakers

***Light up or skate shoes are not permitted.

***No colored or mismatched laces in shoes.

Makeup, Jewelry, & Hair

Makeup: Makeup of any kind may not be worn. This means no nail polish of any kind, colored or clear. No artificial nails or nail extensions may be worn.

Jewelry: A wrist watch is the only jewelry permitted on the arm. Only one small stud earring per ear lobe may be worn with the uniform. Boys are **not** permitted to wear earrings. Earrings worn in the cartilage are not permitted. No additional body piercing or tattoos are permitted. Only religious necklaces may be worn.

Hair: Haircuts must be neat and clean and must not obstruct the child's vision/eyebrows. Radical and fad hairstyles are not permitted. Hair color and style must be natural, with no tinting, highlighting, spiking, etc.

Girls – Hair bows should be small and not whole-head covering. Hairbands or scrunchies are for headwear only. If hair decorations are being played with at school, they will be taken from the child.

Boys – Hair must not touch shirt collar, cover the earlobes, or cover the eyebrows.

Uniform Violation

Student appearance is to be neat and clean. Appropriate dress includes properly-fitted uniforms, skirt length no shorter than 1" above the knee, pants worn at waist, shirts/blouses buttoned and tucked in, and undergarments not visible. Colored or decorative undergarments are not permitted under the school or gym shirt. Long sleeve shirts and blouses may not be rolled up and must be buttoned at the cuff.

If a child is not in compliance with the given uniform regulations, the parent must send a note to school stating the reason for the incomplete uniform. Otherwise, any student not wearing the uniform according to the policies of St. Philip Neri School will receive a Uniform Violation Notice. Continued uniform violations may result in a detention.

Out of Uniform Days

Student appearance must be neat and clean. The following are regulations for out-of-uniform days:

- No torn or ripped clothing
- No sleeveless, low-cut, or midriff tops
- No tight-fitting tops, shorts, skirts or pants
- No baggy shorts, pants or tops
- No inappropriate writing on clothing
- No short skirts or short shorts. Shorts must be no higher than 1" above the knee.

- During winter uniform, long pants are required. Capris and shorts are not worn after November 1. They may be worn after April 1, depending on the weather.
- No sandals, flip flops, backless or open-toed shoes are to be worn. Tennis shoes are preferred. Shoes must be conducive to the playground. No light-up or skate shoes are permitted.
- Makeup, nail polish and jewelry may not be worn. Dangle earrings are not permitted.
- Students may not wear caps/hats in the building.
- If it is gym day, students may wear clothes appropriate for gym class but must wear tennis shoes.
- No jackets are to be worn in the classroom during the school day.

The school reserves the right to determine whether a student is dressed appropriately for school. The decision rests with the school administration as to whether or not the child may remain in school for the day. St. Philip Neri School cannot anticipate all styles and fads. The administration determines what is appropriate for school and asks that parents support the school guidelines.

Used Uniform Exchange

Families may take advantage of the Used Uniform Exchange held downstairs in the school on the first Monday of every month from 2:15 p.m. to 3:00 p.m. You may bring your items to exchange or pick up used items you need for a small contribution.

Lost & Found

Students must have each article of clothing, lunch boxes, and any other personal items marked with their name so that if they are lost, they may be returned promptly to the owner. Items that are found are turned in to the school office. A child who has lost anything may check before or after school for the lost item. Any unclaimed items will be given to the Used Uniform Exchange or to the poor.

STUDENT SERVICES

Reading and Math Resource Program

St. Philip Neri School's certified special educator and reading specialists collaborate with teachers to provide tailored programs geared toward remedial reading, writing, and math instruction. The need for intervention is based on teacher and parent input as well as data collected from the Iowa testing, the *Journeys* and *Imagine It* reading programs, DIBELS and QRI's. Both teachers and resource staff of St. Philip Neri work together with the public school systems to help in identifying learning deficits as well as developing Individual Education Plans, Service Plans, or Alternative Intervention Strategies when necessary. Ongoing communication with parents is an integral part of reading and math resources that lends itself to the success of our intervention program.

ARD Referral Process

If a child is not progressing academically, the school may ask the parents to initiate or the parents may initiate on their own the process to request professional assistance from the local public school system. The Admission, Review and Dismissal Process (ARD) is available to children who may need further academic assistance. The ARD process begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws. An initial ARD meeting with the ARD committee from the child's local public school (St. Philip Neri School must be invited to participate in this meeting) will determine whether or not an evaluation plan is necessary.

If an evaluation plan is developed and the test results determine that there is a need for implementation of an Individualized Education Program (IEP), St. Philip Neri School administrators will consult with the parents to determine the most appropriate academic placement for the child.

Guidance and Counseling

The Guidance Department of St. Philip Neri School is committed to the overall growth and development of each student as a total person. A licensed counselor will be in attendance part time. The counselor is available to discuss various concerns with students/parents including academic, personal, and social issues. The guidance counselor works collaboratively with administrators, teachers, staff, and parents in an effort to promote student adjustment and success in school. Meetings are arranged by appointment and may be initiated by a student, counselor, parent, or faculty/staff member. The school counselor may refer families for outside assistance when deemed necessary.

EXTENDED CARE -- BEFORE AND AFTER SCHOOL

St. Philip Neri School offers a licensed Extended Care program providing care before and after school and a summer program that provides enrichment and fun activities.

Program Description

The program is open to children who are entering Prek through grade 8 and enables boys and girls to participate in many different activities. Under the supervision of trained staff, participants are guided toward positive values, responsibility, resourcefulness, and caring for others. The program provides a homelike atmosphere where the child is able to choose among a variety of activities. These activities include arts and crafts, indoor and outdoor games, and much more. An afternoon snack is provided.

Operation Times

The center will be open from 6:45 a.m. to 7:45 a.m. and from 3:00 p.m. to 6:00 p.m. Monday through Friday. It will also be open when the school is closed for half days and official holidays. The center will be closed during the Thanksgiving, Christmas and Easter breaks. The center will be closed when school is closed for snow, floods, or severe weather.

The summer program is open from 7:00 a.m. to 6:00 p.m., and provides a full schedule of age-appropriate activities.

Staffing

The adult/child ratio will be at least one adult for every 15 children. There will be a director who is over 21 years old with experience and course work in the field. There will also be at least one aide who is over 16 years old and has experience in the field.

Fees

Since fees may possibly change from year to year, parents may call 410-859-1212 ext. 212, during Extended Care hours to discuss fees.

LUNCH/SNACK/RECESS

Students may bring their lunch to school each day or choose to participate in the hot lunch program. Children eat their lunch in the school cafeteria. Hot lunch is provided by the Archdiocese of Baltimore's Child Nutrition program at a reasonable cost. All payments by check for the hot lunch program should be made out to "Child Nutrition." The lunch menu and prices will be sent home on a monthly calendar.

Table manners, courtesy and low- tone conversation are encouraged while eating food. Microwave facilities are not available for student use. It is recommended that parents provide younger children with lunch boxes

clearly marked with the child's name and grade. In order to be environmentally conscious, we ask that each child bring a cloth napkin or towel in the lunch box instead of paper.

Fast food lunches, sodas and power drinks are not permitted. No glass bottles are permitted. No food or drinks are permitted outside at recess. Encourage your child to eat and purchase nutritious lunches.

Snacks

All students have a mid-morning break and should bring a healthy snack to consume during this time. Please note that the school does not provide snacks for the children.

Recess

Students will not be allowed to stay inside for recess without a note signed by a doctor. Please do not ask that your child remain indoors during recess. If they are too sick to go outdoors, they should remain home. If outdoor recess is canceled due to weather conditions, an announcement will be made prior to the lunch shift. During the winter months, students should come to school prepared for outdoor recess with appropriate outer wear.

STUDENT ACTIVITIES AND ORGANIZATIONS

National Junior Honor Society

Academically-qualified students in Grades 7 and 8 are invited to apply to the National Junior Honor Society after the first trimester. In order to be offered membership into the National Junior Honor Society, students must have at least a 3.5 (B+) grade point average and receive Good and Outstanding in all Effort/Conduct areas on their report card. Leadership, service, character and citizenship are all necessary criteria for membership. Applications and information are sent home with students in Grades 7 and 8 after the first trimester for those students who meet application criteria.

Final determination as to which students will be invited to join the SPN Chapter of the NJHS will be made by a majority of advisors. All decisions made by the advisors are final, and applicants should realize that membership in the NJHS is an honor and a privilege.

Student Council

This is a wonderful opportunity for students to develop their leadership skills. Students learn about and participate in the political process in the Student Council. The Student Council promotes service to others by helping charitable causes through school projects while having fun. They also help to promote school spirit and fun activities. Officers are elected by the student body each fall.

Altar Serving

Catholic students in Grades 4-8 may become altar servers to help with Masses. Parents are encouraged to contact the parish office for more details on training.

Band

Instrumental Music for America is an "On School Time" educational teaching program designed to give young students in Grades 4-8 the best possible opportunity to learn to play a band instrument. The program employs only those highly-qualified teachers who have earned college degrees in the field of instrumental music. This program operates as follows:

- Students will receive one class lesson per week in groups of like instruments. These lessons will be 30 minutes long.

- All students in Advanced Band are required to participate in the weekly scheduled after-school band practice.
- The payments for these lessons are billed directly to the home.
- Students, when enrolling, may obtain an instrument through the program’s rental plan.

Safety Patrol

Safety Patrols are stationed to assist with the safety of the children in the car lines and at the school entrances during school arrival and dismissal. These student leaders are to be respected by students and school visitors.

Additional Clubs

A variety of other clubs/activities are available at various times of the year. Information regarding availability, dates, times and cost will be communicated via the Thursday Envelope, fliers, newsletter or email. The club moderator has the right to not allow a student to participate in their after-school activity if a discipline issue arises.

SCHOOL AND EXTRACURRICULAR ACTIVITIES

Band	Science Explorers	Spring Musical	National Junior Honor Society
Talent Show	Safety Patrol	Drama Club Jr.	Robotics Club
Garden Club	Chorus	Church Ushers	Robot Fest
Summer Camp	Altar Servers	Student Ambassadors	Student Council

FIELD TRIPS

Field trips are considered an integral part of the school’s educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent.

Parent(s)/guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, preschool siblings and other school-age siblings are not allowed. **Volunteer hours are given for chaperoning but are limited to one family member per field trip.** We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion.

All chaperones are required to complete the required volunteer certification program.

POSITIVE SCHOOL ENVIRONMENT

Positive Behavioral Intervention & Supports (PBIS)

At St. Philip Neri School, we focus on creating a positive, safe and nurturing community. We have consistent, school-wide expectations for all our students. With Positive Behavior Interventions and Supports (PBIS), it is our goal to celebrate students making great choices through words of encouragement and praise but to also have a consistent plan to support students who need help meeting the school wide expectations. St. Philip Neri School is a PBIS Maryland Recognition School.

I. What is PBIS?

PBIS is a statewide program created in partnership with Shepherd Pratt Health System and John Hopkins University. PBIS has been implemented in every Archdiocesan elementary and high school.

PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.

PBIS is not a packaged curriculum, scripted intervention, or manualized strategy.

PBIS is a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students.

PBIS supports the success of *all* students.

II. Expectations are Taught and Retought

Throughout the year our staff spends time with the students teaching them about nourishing the “Soul, Mind and Body,” – what it looks like and sounds like in each area of the school. Posters are also displayed throughout the school to remind our students at all times. Students are taught what they should do instead of told what they shouldn’t do.

III. Our Program is Data Driven

A representative team of staff members implements our PBIS program. This team meets monthly to discuss concerns, analyze the data and to create goals for the school. Often each grade will choose a monthly goal based on an expectation that needs more focus. When students achieve their goal they are celebrated.

TRANSPORTATION

Walkers

As a security measure, no child is permitted to walk home without parental permission on file in the school office. Parents must request a “Permission to Walk Home” form from the school office, which must be completed, including the address of the home to which the child will be walking. This form must be signed and returned to the school office. Please note that this permission will only be given to students who actually walk all the way home. No child will be allowed to be picked up by car if they are listed as a walker. Any arrangements to go home with a classmate must be made prior to the school day. Students will not be allowed to call home to make arrangements to go home with friends.

A new “Permission to Walk Home” form is required for each school year.

PARKING LOT PROCEDURES

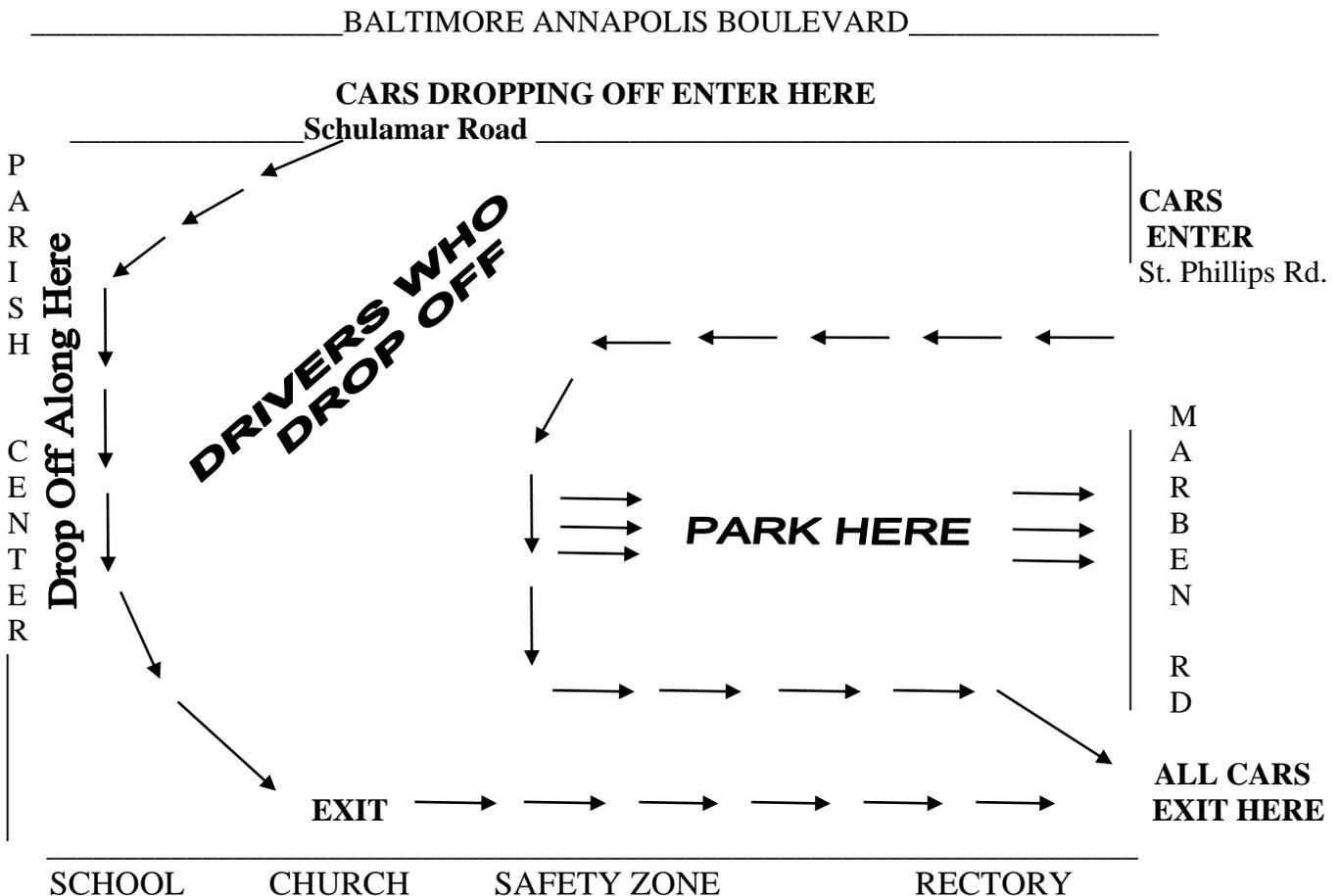
It is critically important that parents and others who drop off or pick up children follow these rules for the safety of all our children!

MORNING PROCEDURE: ALL CARS MUST ENTER THE BACK PARKING LOT

Cars dropping off students: Enter the parking lot at Baltimore Annapolis Boulevard. Drive on the right side of the parking lot by the parish center. Pull all the way up to the safety zone (shown on diagram) and stop and drop off students. Students should get out on the right side of the car. Students then walk on the parking lot alongside the parish center and enter the sidewalk and ramp to the church lobby door. Cars exit at the Marben Road exit.

Parents who wish to park and walk in with the students: Enter the parking lot at St. Phillips Road. Drive on the left side of the parking lot; park facing Marben Road. Walk the students toward the safety zone alongside the church. Parents/guardians must hold the student's hand to prevent the child from walking in front of a car exiting from the parking lot. Cars exit at the Marben Road exit.

PARKING LOT DIAGRAM FOR MORNING DROP-OFF



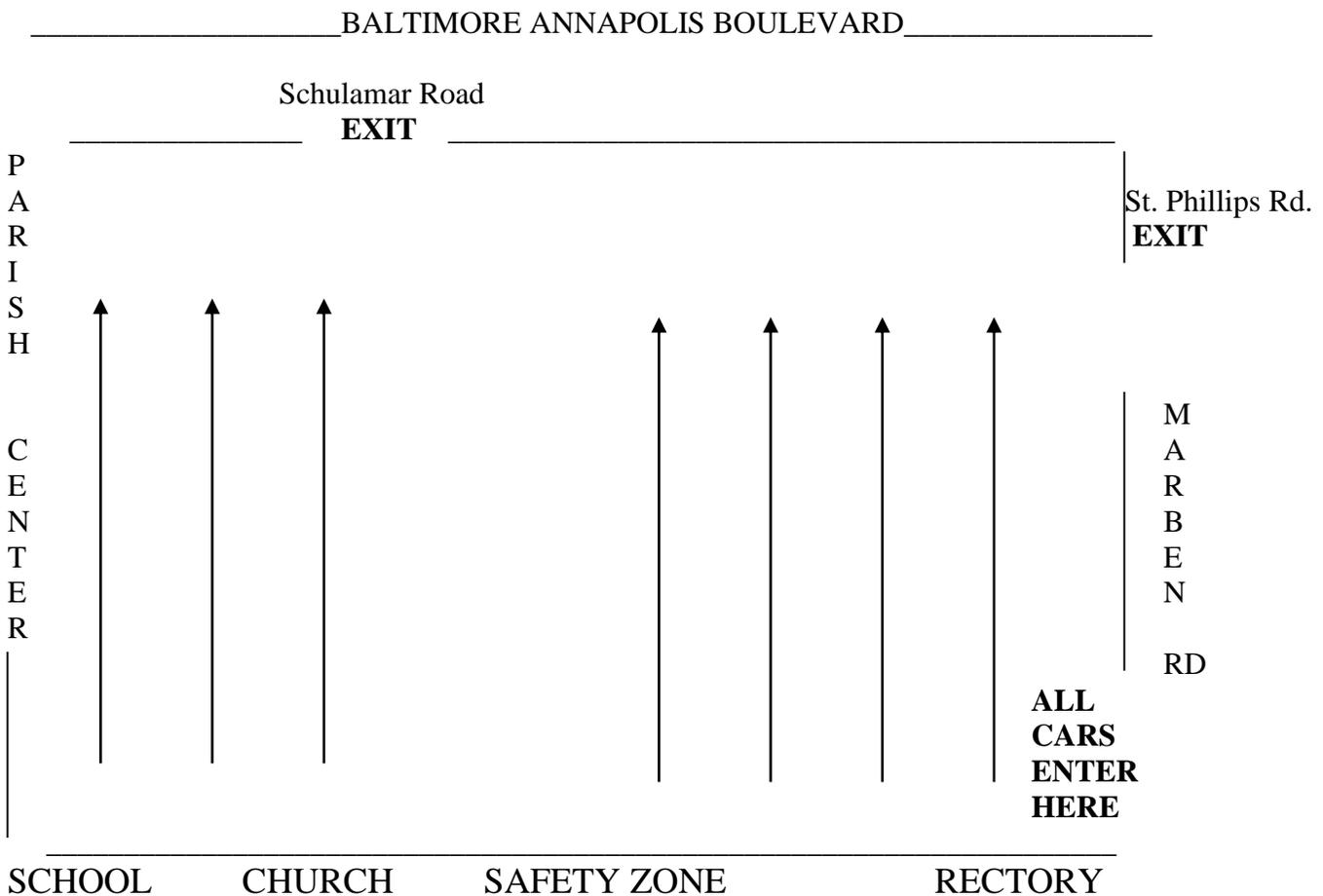
DISMISSAL PROCEDURE: ALL CARS MUST PARK ON THE SCHOOL PARKING LOT

Our dismissal procedure is as follows: All students are dismissed from the school parking lot at the end of the school day. **All drivers must park on the school parking lot to pick up students. Drivers may not park in the circle in front of school.**

There are NO PARKING signs posted on the street and cars that ignore the restrictions will be ticketed. If everyone cooperates, all students will be off-campus within 10 minutes of dismissal time, safe and sound.

1. ENTER at Marben Road (by the church rectory)
2. Park your car STADIUM-STYLE PARKING, facing B & A Blvd. (bumper-to-bumper)
3. Three lines will be for exiting to Schulamar Road
4. Six or seven lines will be for exiting to St. Phillips Road and Marben Road
5. Cars will be dismissed one row at a time out each exit
6. Cars that arrive after 2:50 p.m. will be held in a marked-off area near the church rectory to protect the students walking to cars. These cars will be dismissed after the others have left the property. (See diagram on the following page.)

PARKING LOT DIAGRAM FOR DISMISSAL



Teachers and safety patrols will be on duty to assist with the safety of the children. All parents and passengers are asked to respect and obey these rules and all personnel on duty. Cooperation is needed in this serious matter. **Parents must inform the person driving their children to and from school of these procedures.**

Children will be supervised until 3:15 p.m. in the Safety Zone near the Rectory. Parents who are running a few minutes late should pick up their children in the Safety Zone. Students not picked up by 3:15 p.m. will be brought to the school lobby and will be supervised by at teacher until 3:30 p.m. Children not picked up by 3:30 p.m. will be sent to Extended Care. If you have a traffic emergency, please call the school office.