

**ST. PHILIP NERI SCHOOL
6401 SOUTH ORCHARD ROAD
LINTHICUM HEIGHTS, MARYLAND 21090-2628
Phone: (410) 859-1212
www.spnmd.org**

August 2022

Dear St. Philip Neri Parents,

Welcome to the 2022-2023 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

TABLE OF CONTENTS

Academics	
Honor Roll	8
Instruction/Curriculum	9-12
Progress & Interim Reports.....	8-9
Promotion/Retention/Graduation.....	7-8
Testing.....	9
Acceptable Use Policy for the Internet & Technology Tools	17-19
Accreditation	7
Administration	
Crisis Intervention Plan.....	19
Fire/Crisis Safety Drills	19
Changes in Address/Phone/Email/Name/Family Status	19-20
Administration, Faculty & Staff Contact Information	6
Admissions	27-28
Attendance	29-30
Calendar	5
Child Abuse & Neglect Reporting	35
Communication to Parents.....	20-21
Discipline	31-33
Emergency & Weather-related Closings/Delayed Openings	20
Extended Care	36-37
Field Trips	38-39
Financial Obligations	
Fees	28
Tuition	
Assistance	29
Delinquent Policy	28-29
Payment Schedule	28
Policy	28
Reimbursement	29
Guidance and Counseling	39
Harassment & Bullying Policies	22-24
Health & Safety	33-35
High School Visitation (8 th Graders)	13
History.....	4
Home and School Association	14-15
Home and School Board & Liaisons	7
Homeroom Parents	16
Lost & Found	43

TABLE OF CONTENTS (continued)

Lunch/Snack/Recess37

Mission & Vision Statements4

Non-discrimination Statement 21-22

Partnership with Parents17

Parent-Teacher Conferences..... 12-13

Parking Lot Procedures 24-26

Positive School Environment (PBIS).....39

School Board7

School Hours/Arrivals & Dismissals 30-31

School Supplies.....12

Student Activities/Organizations 37-38

Student Covenant.....7

Student Records 13-14

Student Services

IEP Process36

Reading & Math Resource39

Supervision

School Grounds/Use of School Grounds 35-36

Before & After School Day 35-36

Transportation24

Tuition (see Financial Obligations)

Uniforms/Dress Code..... 40-43

Used Uniform Exchange.....43

Vision/Hearing Screening.....35

Visitors35

Volunteering Opportunities/20-hour Requirement/Certification 15-16

Withdrawals/Transfers29

St. Philip Neri School is a co-ed elementary school for grades prekindergarten through 8. 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.

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 pre-k 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.

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 and 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.

St. Philip Neri School - 2022-2023 Calendar Early Dismissals and No School Days

August 29	FIRST DAY OF THE 2022-2023 School Year - Early Dismissal at 12:15 PM
September 2	Early Dismissal at 12:15 PM
September 5	NO SCHOOL - Labor Day
October 6	Early Dismissal at 12:15 PM - Parent Teacher Conferences
October 7	NO SCHOOL - AOB Professional Day
November 11	Early Dismissal at 12:15 PM
November 23	Early Dismissal at 12:15 PM
November 24	NO SCHOOL - Happy Thanksgiving
November 25	NO SCHOOL
November 30	Grade 8 ONLY - Early Dismissal at 11:30 AM - HS Placement Test
December 20	Early Dismissal at 11 AM
December 21-31	NO SCHOOL - Christmas Break
January 1-2	NO SCHOOL - Happy New Year
January 16	NO SCHOOL - Martin Luther King Day
February 3	Early Dismissal at 12:15 PM - AOB Professional Day
February 20	NO SCHOOL - President's Day
March 3	NO SCHOOL - AOB Professional Day
March 17	Early Dismissal at 12:15 PM
April 6	Early Dismissal at 12:15 PM - HOLY THURSDAY
April 7	NO SCHOOL - GOOD FRIDAY
April 10-14	NO SCHOOL - Easter Break
April 28	Early Dismissal at 12:15 PM
May 2	Grade 7 ONLY - Early Dismissal at 11:30 AM - Prelim HS Placement Test
May 12	NO SCHOOL - Faculty Retreat
May 25	Early Dismissal at 12:15 PM - Field Day
May 26	NO SCHOOL - Happy Memorial Day Weekend
May 29	NO SCHOOL - Happy Memorial Day
June 7	Early Dismissal at 12:15 PM
June 8	Last Day of School - Early Dismissal at 11 AM

ADMINISTRATION, FACULTY, and STAFF FOR 2022-2023

Title	Name	Extension	Email
Pastor	Fr. Andy Aaron	3100	aaaron@archbalt.org
Principal	Mrs. Kate Daley		cdaley@spnmd.org
Asst. Principal	Ms. Rebecca Burch		rburch@spnmd.org
Teacher PA	Mrs. Susan Spitzer		sspitzer@spnmd.org
Pre-k Aide	Mrs. Anne Muha		amuha@spnmd.org
Pre-k Aide	Mrs. Caryn Hamlin		chamlin@spnmd.org
Teacher PB	Mrs. Carmie Buckey		cbuckey@spnmd.org
Teacher Aide PB	Mrs. Jean Carpenter		jcarpenter@spnmd.org
Pre-k Aide	Ms. Rachel Crockett		rcrockett@spnmd.org
Teacher KA	Mrs. Sheri Massa		smassa@spnmd.org
Teacher Aide	Mrs. Heather Horton		hhorton@spnmd.org
Teacher KB	Ms. Karen Markiewicz		kmarkiewicz@spnmd.org
Teacher Aide	Mrs. Rachel Bruggy		rbruggy@spnmd.org
Primary Aide	Mrs. Andrea Dantinne		adantinne@spnmd.org
Teacher 1A	Mrs. Deborah Flynn		dflynn@spnmd.org
Teacher 1B	Mrs. Megan Hornberger		mhornberger@spnmd.org
Teacher 2A	Mrs. Melissa Johnson		mjohnson@spnmd.org
Teacher 2B	Mrs. Kaitlyn McCracken		kmccracken @spnmd.org
Teacher 3A	Mrs. Catherine Feeley		cfeeley@spnmd.org
Teacher 3B	Mrs. Summer Montgomery		smontgomery@spnmd.org
Teacher 4A	Mrs. Becky Berger		bberger@spnmd.org
Teacher 4B	Ms. Michelle Novak		mnovak@spnmd.org
Teacher 5A	Mrs. Jenny Bowser		jbowser@spnmd.org
Teacher 5B	Ms. Carla Johnson		cjohnson@spnmd.org
Teacher 6A	Ms. Anna Schomaker		aschomaker@spnmd.org
Teacher 6B	Ms. Susan Naylor		snaylor@spnmd.org
Teacher 7A	Ms. Susan DeLoach		sdeloach@spnmd.org
Teacher 7B	Ms. Sally Moran		smoran@spnmd.org
Teacher 8A	Mr. Christopher McGloin		cmcgloin@spnmd.org
Teacher 8B	Mr. John Maranto		jmaranto@spnmd.org
Art	Mrs. Jennifer MacRobbie		jmacrobbie@spnmd.org
Library	Mrs. Doreen Giordano		dgiordano@spnmd.org
Math/Religion 6	Mr. Christopher McGloin		cmcgloin@spnmd.org
Music/Computer 3-8	Mr. Philip Lathroum		plathroum@spnmd.org
Music/Computer K-2	Ms. Amy Sewell		asewell@spnmd.org
Physical Education	Mr. Travis Bateman		tbateman@spnmd.org
Resource 4-8/MS ELA	Ms. Ellen Piwko		epiwko@spnmd.org
Resource K-3	Mrs. Luz Morales		lmorales@spnmd.org
Spanish Pre-k-3	Mrs. Luz Garcia		lgarcia@spnmd.org
Spanish 4-8	Ms. Susan DeLoach		sdeloach@spnmd.org
Social Studies	Mrs. Anne Muha		amuha@st.philip-neri.org
Admissions Director	Ms. Amy Sewell		asewell@spnmd.org
Marketing/Development	Mrs. Sue Wenzlick		swenzlick@spnmd.org
Business Manager	Mrs. Theresa Wellein		twellein@spnmd.org
Counselor	Mrs. Sue Porembski		sporembski@spnmd.org
Extended Care Director	Mrs. Carla Ratliff	2106	childcare@spnmd.org
Health Room	Mrs. Brandi Bush	2103	healthroom@spnmd.org
Lunch Director	Ms. Nancy Reed		nreed@spnmd.org
Maintenance	Mr. Joseph Mosmiller		jmosmiller@spnmd.org
Maintenance	Mrs. Susan Roberts		
Office Assistant	Mrs. Joetta Sterrett	2100	jsterrett@spnmd.org
Secretary	Mrs. Susan Frazier	2101	sfrazier@spnmd.org

SCHOOL BOARD MEMBERS FOR 2022-2023

Chair	Mr. Robert Bruce
Finance Chair	Mr. Robert Bruce
Board Member	Mrs. Christy Spurgeon
Catholic Identity Chair	Mrs. Suzanne Lewis
Member	Mr. Michael O'Malley
Member	Mrs. Anne Nichols
Canonical Representative	Fr. Andy Aaron
Marketing Director	Mrs. Sue Wenzlick
Admissions Director	Ms. Amy Boyd
Principal	Mrs. Kate Daley
Assoc. Pastor	Fr. Larry Adamczyk

HOME & SCHOOL BOARD OFFICERS

President	Christina Gran
Vice President	Stephanie Tomas
Treasurer	Mike Kooser
Recording Secretary	Shannon Gamber

HOME & SCHOOL SPECIAL LIAISONS

Room Parent Liaison	Stacy Loveridge
Marketing Liaison	Julia Moon

ACCREDITATION

St. Philip Neri School is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, St. Philip Neri School met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

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!

ACADEMICS

Promotion Requirements

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

Retention

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

Teachers should communicate with parents on a regular basis regarding the child's progress. By mid-February, the teacher, principal, parents, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan.

Graduation Requirements

Students in 8th grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore, will be awarded a diploma at the end of the school year. An 8th grade student must be in good academic, financial and behavior standing in order to participate in the end of the year graduation activities.

Honor Roll for Students in Grades 6-8

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

All A's and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

Second Honors

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.

Progress Reports and Interim 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

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

Grades 3 - 8

I - Independent/Proficient
V - Very Good Progress
P - Progressing
S - Satisfactory
N - Needs Improvement
U - Unsatisfactory/Not Progressing

Effort and Conduct Codes

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

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

Standardized Testing

All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.

Elementary school students in grades 2-8 are administered the MAP Assessment three times a year to measure growth. Pre-k and Kindergarten students are administered the BRIGANCE developmental screenings. Parents are given feedback as to how their child is scoring at the end of the year.

ACRE

All students in grades 5, 8, 9, and 12 are given the ACRE (Assessment of Child/Youth Religious Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. This is a school assessment and no individual student scores are given.

HSPT and Pre-HSPT

Eighth grade students applying to Catholic high schools have the opportunity to take the High School Placement Test (HSPT) during the regular school day. Seventh grade students have the opportunity to take the Pre-HSPT in the spring at school in preparation for the actual exam to be taken in 8th grade.

INSTRUCTION/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

Pre-k 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 Pre-K (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 Pre-K 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, 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 pastors are involved in class liturgy, penance services, and para-liturgies. 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.

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)

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-4	<i>Open Court</i> (McGraw Hill)
Literature	6	Prentice Hall Literature
Literature	7	Prentice Hall Literature
Literature	8	Prentice Hall Literature
English	K-4	<i>Open Court</i> (McGrawHill)
English	5	<i>Voyages in English</i> (Loyola Press)
English	6	<i>Voyages in English</i> (Loyola Press)
	7	<i>Voyages in English</i> (Loyola Press)
	8	<i>Voyages in English</i> (Loyola Press)
Handwriting	1-4	Zaner Bloser
Phonics	K-1	<i>Open Court</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 accelerated math and algebra based on their ability. (Middle school math placement is also based on standardized tests scores.)

<u>Subject</u>	<u>Grade</u>	<u>Text Book</u>
Mathematics	K-5	<i>enVisions Mathematics</i> (SAVVAS)
Mathematics	6	<i>Course I</i> (Glenco/McGraw Hill)
Mathematics	7	<i>Course II</i> (Glenco/McGraw Hill)
Math Accelerated	7	<i>Math Accelerated</i> (Glenco/McGraw Hill)
Mathematics	8	<i>Course III</i> (Glenco/McGraw Hill)
Algebra	8*	<i>Algebra I</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	<i>Science 4</i> (Discovery Education)
Science	5	<i>Science 5</i> (Discovery Education)
Science	6	<i>Earth's Changing Surface, Chemical Interactions, Astronomy</i> (Prentice Hall)
Science	7	<i>Cells & Heredity, Bacteria 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 Publishing)
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	Discovery Education online series Ancient Civilizations <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.

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 pre-k 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.

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.

HIGH SCHOOL VISITATION POLICY

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.

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
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Grade level
- Participation in officially recognized activities and sports
- Honors and awards received

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 (HSA) is an organization that:

- helps parents, school administration, and faculty develop a mutual understanding and appreciation of the mission of Catholic education as lived in the local Catholic school within the Archdiocese of Baltimore.
- provides a formal avenue for parents/caregivers of current students to participate with the faculty and administration in their children's education.
- develops supportive systems for communication and service to the local Catholic school.
- works with the principal to provide programs and processes that engage the school families in spiritual, educational, outreach, social, legislative, public relations, service, and fundraising activities that further the mission of the school.

- collaborates with the other parish, civic, and school organizations.
- is rooted in prayer, discernment, and the contemporary vision of the Church for Catholic education.
- is accountable to the pastor of the parish and the principal of the school.
- provides positive and energetic communication for the administration and school community.
- displays positive public relations/marketing on behalf of the school.
- supports financial endeavors for the school.
- observes the school’s mission and vision.
- selects a representative to serve on the School Board.

All parents are automatically members of the Home and School Association.

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	Santa’s Secret Workshop
Cafeteria/Playground	Race for Education	Classroom Aide	Fall Festival
Talent Show	School Pictures	Field Day	
Library	Musical/Dinner Theatre		

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.

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

VIRTUS - 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.

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.

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.

Homeroom Parents

At various times, we need help with celebrations in the classroom. If you are interested in being a homeroom parent, please reach out to your child's teacher.

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 to include, but not limited to, social media platforms.
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. to appreciate Catholic education and the benefits of attending a school in a Christ centered environment.

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, I-Pads, 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, bugs, ‘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.

ADMINISTRATION

Crisis Intervention Plan/Crisis Team

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/Crisis Safety Drills

Fire and crisis safety drills are conducted on a regular basis during the school year. Crisis safety drills include evacuation, reverse evacuation, lock-down, shelter in place, drop, cover and hold, and other weather drills.

Change of Address/Phone/Email

When there is a change in address, the school is to be notified immediately and that information is immediately changed in School Admin by the parents.

Change in Name or 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.

EMERGENCY & WEATHER-RELATED CLOSINGS/DELAYED OPENINGS

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.

COMMUNICATION TO PARENTS

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. Please contact your child's teacher 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 immediately.

Non-Custodial Parent

Emergency card information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency card, 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.

Swift K12 Alert System

The Swift K12 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 and updates pertaining to the school. If you are not receiving these Alerts, please check your "Spam" folder to see if they have ended up there.

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.

Parent Newsletter and Calendar

Throughout the school year our online monthly calendars are updated to inform parents/guardians of school information. A weekly newsletter will be available online. 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.

NON-DISCRIMINATION STATEMENT

The State of Maryland requires the following statement in the Parent-Student Handbook:

"It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the Federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - (iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school's religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

Requests for reasonable accommodations for a student with a disability may be directed to the principal or the 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. We will always teach and act consistent with the tenets of the Catholic Church.

HARASSMENT POLICY

Policy

It is the policy of the Archdiocese to prohibit harassment on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, 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.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

I. 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.

II. 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, gender identity or expression, sexual orientation, 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, gender identity or expression, or sexual orientation. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission 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.

iii. **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.
- E.

BULLYING POLICY STATEMENT

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. 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 bullying prevention, intervention, and response.

Harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, and sexual orientation are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

“Bullying, harassment, or intimidation” means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

- a. 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:
 - i. 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
 - ii. Is sexual in nature; or
 - iii. Is threatening or seriously intimidating; and

- b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

Electronic technology means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

Retaliation means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).

Reporting forms are located in the main office and on the school's website under "Forms & Documents."

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

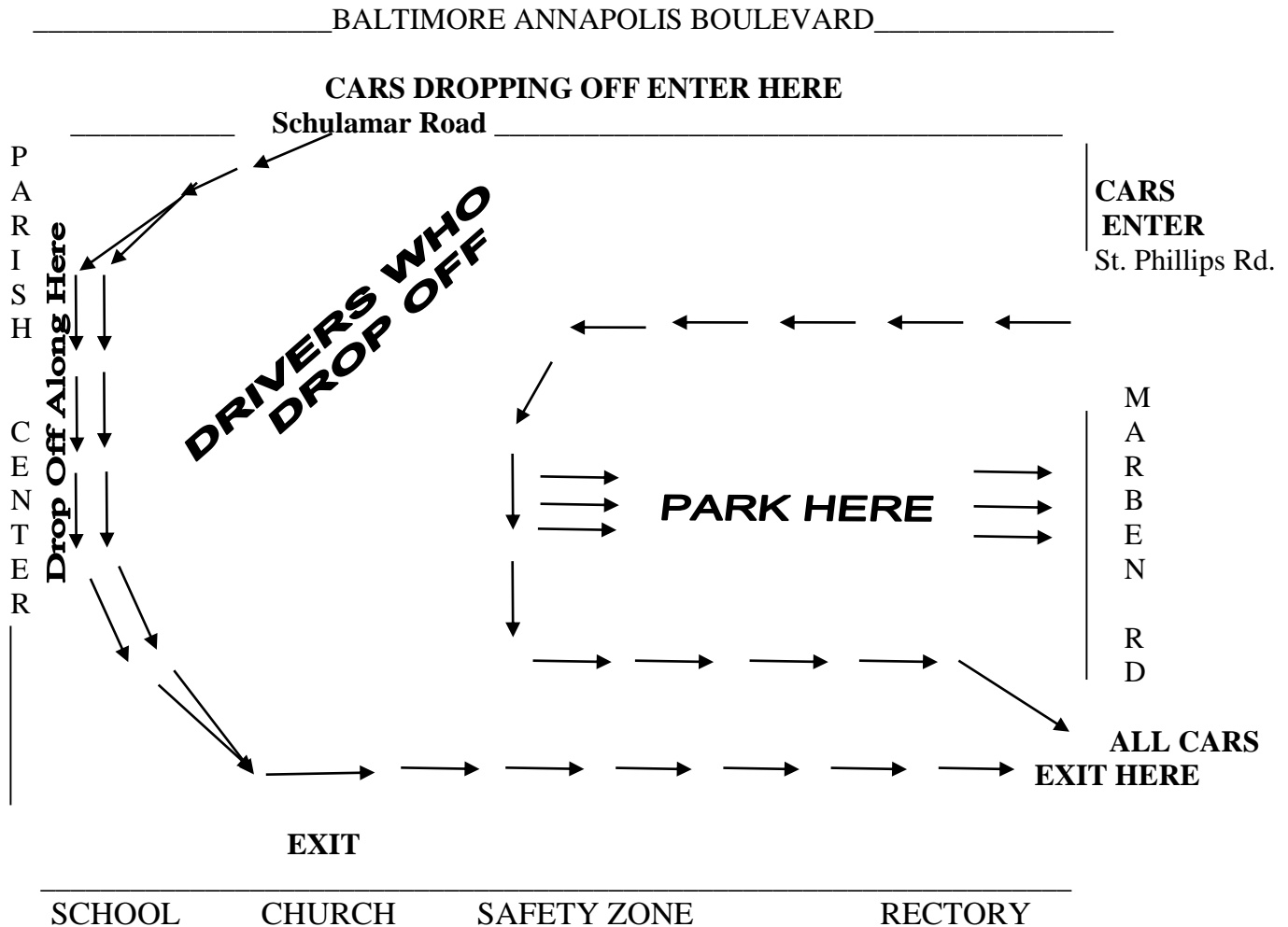
It is critically important that parents and others who drop off or pick up children follow these rules for the safety of all our children!

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

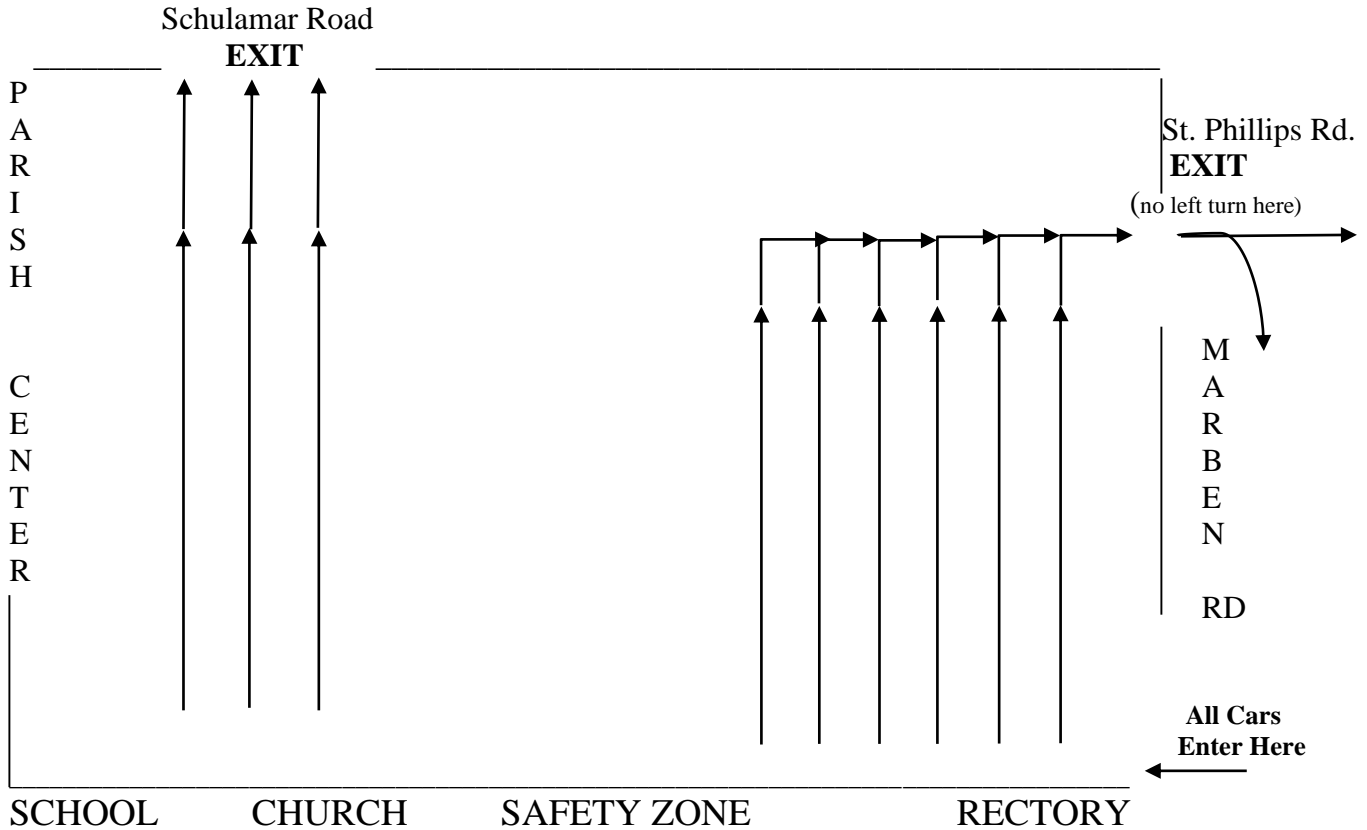
Our dismissal procedure is as follows: All students are dismissed from the school parking lot at the end of the school day. **All drivers must park on the school parking lot to pick up students. Drivers may not park in the circle in front of school.**

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

BALTIMORE ANNAPOLIS BOULEVARD



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. If repeatedly late, you will be charged for Aftercare.

Students will only be released to custodial parents or those indicated on their emergency contact list. **Students will not be released to taxi services or Uber drivers.**

ADMISSIONS

Application Process

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)

Acceptance Policy for Admitting Students

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

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

Student Placement

Students are initially placed using the results of the following:

- School administered placement test
- Teacher recommendation (from sending school)
- Progress reports
- Standardized test results

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

The Brigance K & Pre-k 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.

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.

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.

FINANCIAL OBLIGATIONS

Tuition Policy

Tuition for all grade levels is \$6,800 per student. There is a discount for multiple-child families.

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, 2022; the last is due by April 1, 2023. Each family is required to register with FACTS and make tuition payments to FACTS by the first of each month.

Application Fee

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

Registration

A \$200 per child non-refundable registration fee is charged to all new students and must be paid before acceptance to the 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.

Graduation Fee

A \$100 fee for graduation costs is assessed for each 8th grade student and is paid along with the monthly tuition payment.

Payment Schedule

In a further effort to accommodate our students and their families, St. Philip Neri School offers three options for tuition payment. All payment options require enrollment in the FACTS Tuition Management Program. You may choose from the following options.

Plan I	One annual payment due August 1
Plan II	Two payments due August 1 and January 1
Plan III	Ten monthly payments due July 1- April 1
Plan IV	Four payments: July, Oct, Jan. & April

All payments are due by the first of the month and are considered delinquent as of the sixth of the month. Families who choose either Plan I or Plan II and who do not meet the payment deadlines will automatically be placed in Plan III.

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.

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.)

WITHDRAWALS/TRANSFERS

Once a child has been enrolled in their new school, the new school must send a signed request for their records to St. Philip Neri School. 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. 28, for tuition responsibilities when a child is withdrawn from SPN.

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. 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. Per Student Policy 1.0, more than 20 days absent in one school year is considered excessive. When a student has a chronic or intermittent health problem, parents should contact administration.

The school asks parents to keep sick children home, and they must be fever free without the use of medication for 24 hours.

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.

Lateness/Assignments

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 lateness.

Early Departure/Late Arrivals

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, 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.

SCHOOL HOURS/ARRIVALS & DISMISSALS

Hours

Pre-k – Grade 8 8:10 a.m. – 3:00 p.m.

Arrival

Students' arrival begins at 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 Pre-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 pre-k 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 pre-k 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.

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/vaping/gummies
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Harassment

After school activities, while riding on buses to sports games or other such activities, are included in the definition of on-campus conduct.

When it comes to social media, whether posted during school hours, on school property, or while occurring outside of the school property, if it creates a substantial disruption, the school can take action relative to in-school discipline.

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.

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.

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 to otherwise to preserve a safe and orderly learning environment.

Articles Prohibited in School

Articles prohibited in school include, but are not limited to, the following: controlled substances, drugs, synthetic drugs, alcoholic beverages, cigarettes or other tobacco products, incendiary/explosive devices, weapons "real or look-alike," pornography or obscene materials, or stolen property. Other items not

permitted at school unless an exception is made by the principal include: fad toys, cosmetics, electronic games, smartwatches, fitness trackers, and glass containers. Such items will be taken from the student and returned to parents. The school and its agents are not responsible for a student's personal possessions.

Cell Phones

- Cell phones may not be used by students during school hours, at dismissal, during Before/Aftercare, school functions, or other activities in the school building.
- Phones must be turned off. Cell phones must remain in the backpack at all times.
- Text messages may not be sent or received during the school day to/from others, including parents.
- Picture taking or video filming with any electronic device is not allowed on school property or at school functions.
- If a phone or electronic device is brought to school, it is the complete responsibility of the student; the school is not responsible for loss or damage under any circumstances.
- Smartwatches may not be brought to school, to Before/Aftercare, on field trips, to school functions, etc.

Failure to follow this policy will result in the confiscation of the cell phone or electronic device. A parent must contact the school administrator to schedule an appointment to retrieve the phone. If a second offense occurs, the phone will no longer be permitted on campus.

Phone Calls for Students

Students will be called to the office for a phone call only if it is an emergency. Children are allowed to use the phone at school only for an emergency. Forgotten homework or materials does not constitute an emergency. If a parent needs to communicate with a child or vice versa about arrangements for dismissal, he or she should call the office. Any communication between parents and children for important matters during the school day should be facilitated through the main office. Parents and students should not text or call on the child's cell phone during the school day.

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 principal'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.

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 student's doctor 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. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

Communicable Disease

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)	
COVID-19	

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.

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 the Anne Arundel County Health Department and responds to parents' requests for individual testing.

This testing is usually done for:

1. All new students who have not provided documentation for screening in the past year;
2. All students the year they enter the school in grades pre-k, kindergarten, 1, and 8 or 9;
3. Grade 3 or grade 4 if funding is available;
4. Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

CHILD ABUSE AND NEGLECT REPORTING POLICY PROCEDURES

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, as well as to the principal.

VISITORS

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge before visiting other parts of the school building.

PLAYGROUND/SCHOOL SUPERVISION PROVISIONS

School Grounds

Students need to be supervised at all times while on the playground or using the fields. Teachers are assigned during the day for recess. If using the playground after school, a parent/guardian needs to supervise. Fields should not be used without the permission of the school or the parish. No child should be left unsupervised.

Before & After the Official School Day

The school day officially begins at 8:10 a.m. Dismissal is at 3:00 p.m. 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.

Use of School Grounds

Anyone wishing to use the school grounds should contact the parish office to make arrangements and obtain guidance and permission.

STUDENT SERVICES

IEP Process

If a child is not progressing academically, the school may ask the parents/guardians to initiate or the parents/guardians may initiate on their own the process to request a professional consultation and/or evaluation through the local public school system. The evaluative process is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find.' Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, are a vital part of the process.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation. If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at your child's Catholic school.

EXTENDED CARE - BEFORE AND AFTER SCHOOL

Program Description

The program is open to children who are entering pre-k 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. Parents need to walk students in when dropping off and sign them out when picking them up.

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. 2106 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 for the hot lunch program should be made through Parent Access in PowerSchool. Please contact the school for assistance if needed. 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, flyers, 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
Youth Bowl	Chorus	Church Ushers	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, pre-school siblings and other school-age siblings are not allowed. 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 VIRTUS certification.

POSITIVE SCHOOL ENVIRONMENT

Positive Behavioral Intervention & Supports (PBIS)

The Archdiocese of Baltimore has implemented an evidence and research-based anti-bullying program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.

I. 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.

II. 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.

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. 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.

OTHER STUDENT SERVICES

Reading and Math Resource Program

St. Philip Neri School's resource teachers 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 MAP Testing, the *Open Court* 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.

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, 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

PRE-K STUDENTS UNIFORM **Worn Year-Round**

BOYS AND GIRLS: Gym Uniform

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

GRADES 6-8: Light blue polo shirt with SPN logo
Box pleat skirt (No shorter than 1" above the knee, front and back)

GRADES K-5: 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: Light blue polo shirt with SPN logo

GRADES K-5: 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: Light blue polo shirt with SPN logo

GRADES K-5: 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 PRE-K 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 are 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.

No slippers, moccasin-style shoes, boat shoes, boots, open-toed sandals, Crocs, clogs, thick-soled, or high-heeled shoes are permitted. If a medical condition requires students to wear a non-uniform shoe, a doctor’s note should be submitted to the office. Students with medical exemption for shoes should wear athletic shoes (sneakers).

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
Navy blue spirit sweatshirt with proper uniform shirt underneath

***Light up or skate shoes are not permitted.
***No colored or mismatched laces in shoes.

Please put your child’s name in all uniform components so, if an item is lost, it can be returned to its owner.

Hair

- All students’ hair should be neat and natural.
- No trendy or unusual hairstyles, (such as partially shaved, spiked hair, channels or rows, wrapped sections with woven colored threads or beads) are permitted.
- Hair must be kept away from the face.
- Boys with facial hair must be clean-shaven.
- Boys’ hair must be above the uniform shirt collar and above the eyebrows. Earlobes must be visible.
- Hair may not be dyed, highlighted or altered from its natural color in any way.
- Hair accessories may be worn by girls but should be simple and not provide a distraction. No oversized headbands or bows.

The school recognizes that particular hairstyles are often part of racial, ethnic, spiritual, and cultural identity and practice. Accordingly, it is the policy of the school to permit individual families to decide the appropriate cared-for hairstyle of the children.

Jewelry

- Girls may wear one pair of post earrings in their earlobes only. Hoop earrings are not permitted.
- Small crosses or religious medals on a small chain may be worn but must be kept under the uniform shirt during recess and P.E.

- One flat finger ring
- Simple wrist watch (no Smartwatches or fitness trackers)

Prohibited

- Smartwatches and fitness trackers
- Nail polish, press-on nails, sculptured, French manicures, gel overlays, or designs of any kind. Nail length should not extend beyond the tips of the fingers for safety and hygienic reasons.
- Makeup
- Scarves/scarf headbands, headbands with large flowers or other adornments
- Hats (inside)
- Slippers, moccasin-style shoes, boat shoes, boots, and Crocs
- Jewelry (except as mentioned above)
- Dyed or highlighted hair
- Trendy hair styles (such as partially shaved or spiked hair)
- Any accessory or clothing item bearing an inappropriate message or picture

Uniform Violation

Students should be proud to wear the St. Philip Neri School uniform. Their appearance is to be neat and clean. Uniforms should be neat, with shirts tucked in.

- Teachers will work with parents to rectify any uniform violations for students in preschool through grade three.
- Students in grades 4-8 who are in violation of the uniform code will be issued an administrative referral for a Uniform Violation. Parents will be notified via email of the violation. After three violations, the student will be issued an after-school detention.

Spirit Wear Attire

Spirit wear days are distinct from out-of-uniform days and tag days. Spirit wear days are special days designated by the principal when the students, faculty, and staff may come to school dressed in official St. Philip Neri spirit wear. Spirit wear days are optional. If a student does not choose to dress in spirit wear on these days, he/she should come to school in the regular school uniform.

The following are guidelines for spirit wear days:

- Students should wear an official St. Philip Neri spirit wear shirt* with any St. Philip Neri logo.
- Spirit wear that is defaced, torn, altered or written on is not permissible.
- Dresses and skirts must be reasonable length (no more than 3 inches above the knee) and not too tight.
- Pants – Presentable jeans or pants are acceptable.
- Leggings must be worn with long tops that cover the bottom.
- Shorts may be worn during summer uniform dates.
- No hats are to be worn in school.
- No slippers, moccasin-style shoes, boat shoes, boots, open-toed sandals, Crocs, clogs, thick-soled, or high-heeled shoes are permitted.
- Earrings: Boys are not allowed to wear earrings at any time. Earrings for girls should be small posts.
- Navy blue hooded spirit sweatshirt may only be worn in the building on gym days and Fridays.

*Examples include current t-shirt and past school-issued t-shirts such as club shirts.

Out-of –Uniform or “Tag Day” Attire

- Each student’s attire should be safe and appropriate for wear throughout the school day as determined by the school’s administration.
- Clothing and shoes may not be torn or ripped.
- Dresses and skirts must be of reasonable length (no more than 3 inches above the knee) and not too tight. No thin straps or bare shoulders.
- Pants – Presentable jeans or pants are acceptable.
- Leggings must be worn with long tops that cover the bottom.
- Shorts may be worn during summer uniform dates.
- Shirts – T-shirts with acceptable writing and images are permitted. No tank tops, sleeveless, mesh, or tight shirts are allowed. Low, midriff, or crop tops are not to be worn.
- No hats are to be worn in school.
- No slippers, moccasin-style shoes, boat shoes, boots, open-toed sandals, Crocs, clogs, thick-soled, or high-heeled shoes are permitted.
- Earrings: Boys are not allowed to wear earrings at any time. Earrings for girls should be small posts.

If a student is improperly dressed on any out-of-uniform day, they will be given alternate clothing to wear, or their parents will be called to take them home or bring a change of clothes. 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 during HSA-sponsored times. You may bring your items to exchange or pick up used items you need for a small contribution.

LOST AND 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.