

## **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.*

**St. Philip Neri School**  
**6401 South Orchard Road**  
**Linthicum, Maryland 21090-2628**

August 2023

Dear St. Philip Neri Parents and Guardians,

Welcome to the start of a brand new school year at St. Philip Neri, where we are proud to provide a Catholic education that nurtures the mind, body, and spirit of our students. It is with great pleasure and enthusiasm that we extend our warmest greetings to you and your children. As administration, we are honored to have the opportunity to work with you as we start the new school year.

At St. Philip Neri, we embrace the rich traditions and values of Catholic education, which form the foundation of our educational philosophy. We are committed to fostering the holistic development of each student, helping them grow academically, spiritually, and morally.

Our dedicated teachers integrate Catholic teachings into their curriculum, incorporating values such as compassion, respect, and service to others. Through religious instruction, prayer, and participation in sacraments, we aim to deepen our students' faith and guide them on their spiritual journey. We believe that a strong spiritual foundation not only helps our students make ethical decisions but also instills in them a sense of purpose, empathy, and social responsibility.

In addition to our faith-based education, we are proud to offer a rigorous academic program that prepares our students for success in higher education and beyond. Our committed faculty members are skilled in their respective fields and provide personalized attention to meet the diverse needs of our students. We strive for academic excellence while fostering critical thinking, creativity, and a love for lifelong learning.

As a Catholic school, we are privileged to celebrate and participate in various religious events and traditions throughout the year. These include Masses, prayer services, and opportunities for community service. We encourage our students to actively engage in these activities, as they provide valuable experiences that reinforce their spiritual growth and strengthen their connection to the Catholic community.

At St. Philip Neri, we believe in the importance of strong family-school partnerships. We encourage parental involvement and engagement, as we recognize that parents are the primary educators of their children. Together, we can work to create a nurturing and supportive environment that fosters the holistic development of our students.

We invite you to explore our school's website, where you will find information about our Catholic identity, curriculum, extracurricular activities, and other important resources. Our website will be regularly updated with announcements, events, and ways in which you can actively participate in our school community.

Once again, we extend our warmest welcome to each and every one of you. We are excited about the year ahead and the tremendous impact a Catholic education can have on the lives of our students. Let us work together to create a vibrant, inclusive, and faith-filled environment at St. Philip Neri School.

Thank you for choosing a Catholic education for your children. We look forward to a successful and enriching school year.

Blessings,

Kate Daley  
Principal

Rebecca Burch  
Assistant Principal

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# **ST. PHILIP NERI SCHOOL**

## **PARENT/STUDENT HANDBOOK**

### **2023-2024**

St. Philip Neri School is a co-ed elementary school for PreK-4 through 8th grade. St. Philip Neri School prohibits discrimination on the basis of race, color, sex, national origin, religion, age, disability, protected activity (*i.e.*, opposition to prohibited discrimination or participation in the complaint process), or any other basis protected by law in its education programs and activities. This policy does not prohibit St. Philip Neri School from giving preference to Catholics over non-Catholics in hiring and admissions decisions. Further, the school is not required to adopt any rule, regulation or policy that conflicts with its religious or moral teachings. 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.

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

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

#### **MISSION**

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**

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.

### **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.

## **2023-2024 SCHOOL CALENDAR**

The school calendar is updated regularly and available online at <https://spnmd.org/calendar/>.

## ADMINISTRATION, FACULTY, and STAFF FOR 2023-2024

<b>Title</b>	<b>Name</b>	<b>Email</b>
Pastor	Fr. Andy Aaron	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 PA	Ms. Mia Tran	mtran@spnmd.org
Pre-k Aide PA	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 PB	Ms. Amanda Cosgrove	acosgrove@spnmd.org
Teacher KA	Mrs. Sheri Massa	smassa@spnmd.org
Teacher Aide	Mrs. Marie Jordan	mjordan@spnmd.org
Teacher KB	Ms. Karen Markiewicz	kmarkiewicz@spnmd.org
Teacher Aide	Mrs. Rachel Bruggy	rbruggy@spnmd.org
Primary Aide	Mrs. Andrea Dantine	adantine@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	rberger@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 Aide	Mrs. Heather Horton	hhorton@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
MS Language Arts	Ms. Megan Moxley	mmoxley@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 Teacher	Ms. Ellen Piwko	epiwko@spnmd.org
Resource Teacher	Mrs. Luz Morales	lmorales@spnmd.org
Resource Teacher	Mrs. Mary Ellen Gambogi	mgambogi@spnmd.org
Spanish Prek-4	Mrs. Luz Garcia	lgarcia@spnmd.org
Admissions Director	Ms. Amy Sewell	asewell@spnmd.org
Development Director	Mrs. Sue Wenzlick	swenzlick@spnmd.org
Business Manager	Mrs. Theresa Wellein	twellein@spnmd.org
Educational Technology Assistant	Mr. Matthew Pilkus	mpilkus@spnmd.org
Counselor	Mrs. Sue Porembski	sporembski@spnmd.org
After Care Director	Mrs. Carla Ratliff	childcare@spnmd.org
Health Room	Mrs. Brandi Bush	healthroom@spnmd.org
Lunch Director	Ms. Nancy Reed	nreed@spnmd.org
Maintenance	Mr. Joseph Mosmiller	jmosmiller@spnmd.org
Maintenance	Mrs. Susan Roberts	sroberts@spnmd.org
Secretary	Mrs. Katie Spielman	kspielman@spnmd.org
Secretary	Mrs. Susan Frazier	sfrazier@spnmd.org

### **SCHOOL OFFICE INFORMATION**

The school office is open for business from 8:00 a.m. to 3:30 p.m. School faculty, staff, and administration may be contacted through the school office or at their school email address, which can be found on the school website.

School Office Telephone 410-859-1212

Principal	Mrs. Kate Daley
Assistant Principal	Ms. Rebecca Burch
Business Manager	Mrs. Theresa Wellein
Secretary/Virtus Program Coordinator	Mrs. Susie Frazier
Secretary	Mrs. Katie Spielman
Admissions Director	Ms. Amy Sewell
Development Director	Mrs. Sue Wenzlick
Counselor	Mrs. Sue Porembski
School Nurse	Mrs. Brandi Bush

School Address St. Philip Neri School  
6401 S. Orchard Road  
Linthicum, Maryland 21090

School Website [www.spnmd.org](http://www.spnmd.org)

### **ORGANIZATIONS**

#### **SCHOOL BOARD MEMBERS FOR 2023-2024**

Chair	Mr. Robert Bruce
Finance Chair	Mr. Robert Bruce
Board Member	Mrs. Christy Spurgeon
Catholic Identity Chair	Mrs. Carmie Buckey
Board Member	Mr. Michael O'Malley
Board Member	Mrs. Anne Nichols
Canonical Representative	Fr. Andy Aaron
Development Director	Mrs. Sue Wenzlick
Admissions Director	Ms. Amy Sewell
Principal	Mrs. Kate Daley
Assoc. Pastor	Fr. Larry Adameczyk

#### **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.

### **HOME & SCHOOL BOARD OFFICERS**

President	Stephanie Tomas
Vice President	Chris Gran
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 accept nothing less than my personal best!

### **GENERAL REGULATIONS**

All disciplinary regulations have been made in order to protect the rights of students and teachers and the reputation of the school and its property. The rules contained in this handbook will ensure harmony and good order without which there can be no effective teaching or learning. These rules apply to any student: 1) who is on school property; 2) who is in attendance at school; 3) who is at any school sponsored activity; 4) whose conduct at any other time or place that has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of the school.

**The principal reserves the right to institute any rule or policy at any time without amending the handbook in order to ensure the safety of the children, advance the mission of the school, or strengthen the children's religious formation.**

## **ACADEMIC POLICIES**

### **PROMOTION REQUIREMENTS**

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

### **RETENTION/SUMMER SCHOOL**

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

Teachers should communicate with parents on a regular basis regarding the child's progress. By midFebruary, 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.

If a student fails one academic subject for the year, that student must successfully attend summer school prior to entering the next grade for the new school year. Written proof will be required.

If a student fails two or more academic subjects for the year, he/she will be automatically retained for the following school year.

### **GRADUATION REQUIREMENTS**

Students in 8<sup>th</sup> 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 8<sup>th</sup> grade student must be in good academic, financial and behavior standing in order to participate in the end of the year graduation activities which include, but are not limited to, field trips, retreat, and/or graduation ceremony.

### **HONOR ROLL**

Students in Grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on the Honor Roll at the end of each trimester, 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**

Progress Reports are sent home three times a year. St. Philip Neri School uses the Archdiocesan Progress Report. Parents in Grades 3-8 can and should monitor their child's academic progress online using PowerSchool. While parents are encouraged to monitor their child's grades, this does not take the place of the teachers notifying parents when they see a child's grades go down over a period of time or when they see a student struggling. Emailing, phone calls or requests for conferences are all communication tools that may be used.

## **GRADING**

Grades are based on the degree of success the individual student has achieved in completing their program. Students shall be graded in accordance with their ability and achievement. This will enable the student to be aware of the grading procedure of his/her teachers.

Parents/guardians of children in Grades 3-8 may view their child's progress on-line by accessing the PowerSchool website via access codes which will be sent home the first few weeks of school. Issued passwords, if misplaced or forgotten, may be obtained directly from PowerSchool.

<b>Archdiocesan Progress Report Grading Codes by Grade Level</b>			
<b>Course</b>	<b>PreK - 2</b>	<b>Grades 3-5</b>	<b>Grades 6-8</b>
Language Arts	Progress Codes	Letter Grade	Letter Grade
Math	Progress Codes	Letter Grade	Letter Grade
Science	Progress Codes	Letter Grade	Letter Grade
Social Studies	Progress Codes	Letter Grade	Letter Grade
Religion	Progress Codes	Letter Grade	Letter Grade
Spanish	Progress Codes	Achievement Comments	Achievement Comments
Library	Progress Codes	Achievement Comments	N/A
Computer	Progress Codes	Achievement Comments	Achievement Comments
Physical Education	Progress Codes	Achievement Comments	Achievement Comments
Art	Progress Codes	Achievement Comments	Achievement Comments
Music	Progress Codes	Achievement Comments	Achievement Comments
All Classes		Effort and Conduct	Effort and Conduct

## **LETTER GRADES:**

**A+ = 97-100**

**A = 93-96**

**B+ = 89-92**

**B = 85-88**

**C+ = 80-84**

**C = 75-79**

**D = 70-74**

**E = 69 and below**

<b>PreK-Grade 2 Progress Codes</b>		
<b>Grade</b>	<b>Description</b>	<b>Comments</b>
<b>I</b>	<b>Independent/Proficient</b>	<p>The student understands the concept/skills and works with little or no reinforcement or assistance.</p> <p>The student shows the ability to apply the knowledge or perform skills accurately without instructional support. Student is able to do more challenging work.</p>
<b>P</b>	<b>Progressing</b>	<p>The student's understanding of concepts/skills are developing and are in need of occasional reinforcement and assistance.</p> <p>The student is retaining material and shows the ability to apply the knowledge or skill with little instructional support.</p>
<b>E</b>	<b>Emerging</b>	<p>The student's understanding of the concepts/skills are still at the beginning level and/or need reinforcement and assistance.</p> <p>The student is being introduced to the skill and is beginning to use the skill in context with extensive instructional support. The student needs re-teaching/reinforcement.</p>
<b>NA</b>	<b>Not assessed at this time</b>	

<b>Grades 3-8 Core Subject Subcategories and Specials Classes Achievement Comments</b>		
<b>Grade</b>	<b>Description</b>	<b>Grade</b>
<b>I</b>	<b>Independent/Proficient</b>	<b>97-100</b>
<b>V</b>	<b>Very Good Progress</b>	<b>93-96</b>
<b>P</b>	<b>Progressing</b>	<b>85-92</b>
<b>S</b>	<b>Satisfactory</b>	<b>75-84</b>
<b>N</b>	<b>Needs Improvement</b>	<b>70-74</b>
<b>U</b>	<b>Unsatisfactory/Not Proficient</b>	<b>1-69</b>
<b>NA</b>	<b>Not Assessed at this Time</b>	<b>0</b>

## **ACHIEVEMENT COMMENTS**

### **I= Independent/Proficient**

- Always applies skills or processes with ease and confidence in completing grade level and above academic performance tasks
- Always demonstrates a thorough understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Always uses knowledge to skillfully communicate complicated ideas and concepts within the content area
- Always completes and turns in accurate class work and homework

### **V= Very Good Progress**

- Consistently applies skills or processes with ease and confidence in completing grade level appropriate academic performance tasks
- Consistently demonstrates an above average understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Consistently demonstrates the ability to use knowledge to effectively communicate difficult ideas and concepts within the content area
- Consistently completes and turns in above average class work and homework

### **G= Good Progress**

- Demonstrates above average uses of skills or processes in completing required grade level and appropriate academic performance tasks
- Demonstrates above average understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrates above average understanding of important information
- Usually accomplishes purposes of academic tasks
- Demonstrates average ability to use required knowledge to communicate important information.
- Completes and turns in above average class work and homework

### **S=Satisfactory**

- Demonstrates meeting the level of expectation.
- Demonstrates average application of skills or processes required to complete grade level academic performance tasks
- Demonstrates average understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrates average knowledge of important information
- Demonstrates average ability to use required knowledge to communicate ideas
- Completes and turns in average class work and homework

### **N= Needs Improvement**

- Makes many errors when applying skills or processes required to complete grade level academic performance tasks
- Demonstrates an incomplete understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrates an incomplete knowledge of important information
- Unable to use acquired knowledge to correctly communicate important ideas
- Performance is markedly below grade level
- Class work and homework fail to meet teacher criteria

**U=Not Progressing**

- Unable to perform any understanding of skills or processes required to complete grade level academic performance tasks
- Demonstrates no understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught during this trimester
- Demonstrates no knowledge of important information
- Unable to use acquired knowledge to correctly communicate ideas
- Class work and homework fail to meet teacher criteria

<b>Effort/Conduct Achievement Comments</b>		
<b>Grade</b>	<b>Description</b>	<b>Grade</b>
<b>O</b>	<b>Outstanding</b>	<b>93-100</b>
<b>G</b>	<b>Good</b>	<b>85-92</b>
<b>S</b>	<b>Satisfactory</b>	<b>75-84</b>
<b>N</b>	<b>Needs Improvement</b>	<b>70-74</b>
<b>U</b>	<b>Unsatisfactory</b>	<b>0-69</b>

**EFFORT COMMENTS:****O= Outstanding**

- Always exceeds the level of expectation
- Immense amount of effort put forth
- Highest level of class participation
- Class work/project/assignment criteria meets highest standards

**G= Good**

- Most of the time exceeds the level of expectation
- Admirable amount of effort put forth
- Above average level of class participation
- Class work/project/assignment criteria meet above average standards

**S=Satisfactory**

- Meets the level of expectation
- Adequate amount of effort put forth
- Adequate level of class participation
- Class work/project/assignment criteria meets standards

**N=Needs Improvement**

- Below average amount of effort put forth
- Below average level of class participation- almost always called on, rarely volunteers
- Class work/project/assignment criteria sometimes meets standards/not all criteria met

**U=Unsatisfactory**

- Little or no effort put forth
- Little to no class participation- always called on, never volunteers
- Classwork/project/assignment criteria rarely meet standards/criteria barely met
- Students failing two or more core subjects may not be advanced to the next grade level.

Progress Reports are distributed at the end of each trimester. Marks are based on actual achievement of the student according to his/her grade level of instruction. These grades are based on the student's daily performance, homework assignments, weekly tests, unit tests, projects and papers.

**CONDUCT COMMENTS****O=Outstanding**

- Always exceeds the level of expectation
- Demonstrates highest level of self-control
- Follows classroom rules
- Makes good choices
- Role model to other students

**G=Good**

- Most of the time exceeds the level of expectation
- Demonstrates self-control, rarely needs reminders
- Follows classroom rules, rarely needs reminders
- Makes good choices, rarely needs redirection

**S=Satisfactory**

- Meets the level of expectation
- Demonstrates self-control, sometimes needs reminders
- Follows classroom rules, sometimes needs reminders
- Makes good choices, sometimes needs redirection

**N=Needs Improvement**

- Has trouble demonstrating self-control, needs reminders
- Has trouble following classroom rules, need reminders
- Sometimes has trouble making good choices, needs redirection

**U=Unsatisfactory**

- Has difficulty demonstrating self-control, needs constant reminders
- Has difficulty following classroom rules, needs constant reminders
- Has difficulty making good choices, needs constant redirection

Parents will be contacted by the teacher by mid-trimester for students who are failing, are in danger of failing the trimester, or who have had a significant change in their academic status. In many cases, a conference will be requested and scheduled to help identify the support the student needs to meet with success. After this communication from the school, it is the responsibility of the parent/guardian to check with the teacher on their child's progress.

## **WORK HABITS**

- Written assignments must be neat, legible, and complete.
- All papers for students in Grades 2-8 must display the proper school heading according to grade level.
- Books, book bags, pencil cases, and notebooks should be free of scribbling and graffiti inside and out.
- Notebooks, folders, and other supplies must be replaced when worn or depleted.
- At all levels, students are required to do homework.
- Students must always have a book with them to read!

## **HOMEWORK**

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

On the average, homework will follow the time allotment below:

Grades K through 2 20-30 minutes per evening

Grades 3 and 4 30-45 minutes per evening

Grades 5 and 6 45-60 minutes per evening

Grades 7 and 8 60-90 minutes per evening

### **Middle School (Grades 6-8) homework accountability should follow the following guidelines:**

- Daily or cyclical homework assignments, such as math/vocabulary, will be valued at a consistent amount. For example, 2 points for completing the assignment neatly and with the majority of problems correct, 1 point if many problems are incorrect due to carelessness/lack of effort or one day late, 0 point if not turned in within two days.
- Daily homework can be cumulative for a week at a time but must be recorded weekly. This allows teachers to enter a weekly grade in PowerSchool.
- Long-term assignments will usually carry more point value. Students are responsible for turning in work on time and will be penalized for lateness.
- Collaborations with other students on independent homework assignments are not acceptable and can be considered cheating in which consequences may result.
- If the Internet is to be used to research answers and/or complete assignments, students should use Work Cited references.
- Students who have an excused absence for an extended length of time will be permitted a reasonable deadline that will be determined by their teacher.

## **LATE WORK POLICY**

Students are held accountable for turning in well-crafted assignments on time. Due dates are given on assignments so students are working on content in a timely manner and are aligned to when this content is introduced and assessed in class. Students completing assignments on time are prepared for in-class instruction and activities. Students who do not have their assignments complete have difficulty staying abreast of course material and meeting expectations. To stress the importance of turning in work on time, assignments will lose 5% of their possible points each school day it is late. **No work will be accepted after ten (10) school days from the assignment's original due date.** An example of the calculations is below.



Date:	At the beginning of class on Wednesday, September 11	After class on Wednesday through Thursday, September 12	Friday, September 13	Monday, September 16	Tuesday, September 17	Wednesday, September 18
Percent off	0%	5%	10%	15%	20%	25%
Possible Maximum Point Value	20	19	18	17	16	15

### **ACADEMIC DISHONESTY**

SPNS will not excuse a lack of awareness or understanding of what constitutes academic dishonesty. Any attempt to commit any of the following infractions also constitutes academic dishonesty. Academic dishonesty includes but is not limited to:

- **Plagiarism:** Failure to acknowledge ideas, phrases, data, music, or images used in any paper, examination, quiz, report, presentation, exercise or project submitted in a course but gained from another person. Guidelines for proper documentation are available from many sources, including the Purdue Owl. <https://owl.english.purdue.edu/owl/resource/747/01/>
- **Misrepresentation or falsification of data** in any coursework.
- **Cooperative or collaborative effort in coursework without the explicit permission of the instructor.** Assume collaboration and/or cooperation are not permitted unless you are expressly informed that they are. This is not meant to inhibit discussion and debate of academic subjects either inside or outside the classroom.
- **Cheating on examinations or tests:** to give or receive assistance from written material, another person, his or her paper, or any other source, including electronic sources, or to attempt to do so, during an examination or test. The only exceptions will be at the explicit instruction of the teacher of the course.
- **The submission of work as one's own that has been prepared by another person or AI.**
- **Stealing, altering, redirecting, or otherwise tampering with the form or content of digital media created or presented by another person without explicit permission of that person.**
- **Forgery or falsification of academic documents.**

### **TESTING RELATED PENALTY**

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

## **PARENT/GUARDIAN HOMEWORK SUPPORT/STUDENT RESPONSIBILITY**

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

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

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

- Review the assigned work with the child
- Provide a quiet, well-equipped place
- Allow for the time required to complete the assignments
- Provide assistance to the child as needed and help them plan their time so as to complete long term assignments by the due date
- Emphasize the need for study
- Check PowerSchool Parent Access regularly

It is the student's ultimate responsibility to write down the daily assignments in their daily planners.

It is NOT the parent/guardian's responsibility to bring forgotten homework assignments to school in order to avoid a late penalty. The school will not accept school work brought in for students after the school day begins. This policy helps students learn to be responsible for their work and is fair to those students whose families cannot bring in forgotten assignments.

## **TESTING PROGRAMS**

### **STANDARDIZED TESTING PROGRAM**

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 Growth 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 TESTING**

Each year, in compliance with the requirements of the Archdiocese of Baltimore, St. Philip Neri School administers the ACRE, the Assessment of Catholic Religious Education Test. This test is written and published by the National Catholic Education Association (NCEA). The assessment is administered to the entire fifth and eighth grade classes.

The NCEA returns to the school a school report highlighting areas of strength and areas of concern in our religion program and instruction. No individual student scores are given. These results help the school assess the students' understanding of some basic Catholic truths, doctrines, understanding or perception of God, worship, sacraments, scripture, and church.

## **HSPT AND Pre-HSPT**

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**

The Archdiocese of Baltimore Curriculum is designed to prepare students to be Catholic, college and career ready. Each course of study fosters students' Catholic identity, shaping them to be models of Christian living for others. We provide students with a curriculum that is rigorous and rich in various disciplines. By continuing to implement new standards that are challenging, we work to fulfill the promise of quality Catholic education that educates the whole child: mind, body and soul.

Operating under the auspices of the Archdiocese of Baltimore Department of Catholic Schools, St. Philip Neri School follows the course of study developed by this educational entity. This curriculum meets and exceeds the curriculum requirements for the Maryland State Department of Education. The Archdiocese of Baltimore periodically reviews and updates curriculum. Curriculum content is determined through faculty selection of appropriate grade level materials.

Students at St. Philip Neri School are instructed with a goal of developing lifelong learners. It's our ministry as Catholic educators to embody our faith in everything we do. We model and teach children how to form a personal relationship with Jesus and build a foundation for lifelong learning and discipleship.

## **PREKINDERGARTEN PROGRAM**

Pre-k will follow an integrated curriculum that falls within the guidelines of the Archdiocese of Baltimore Course of Study. Students 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 CLASSES**

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 every Thursday of the month. These liturgies are led by individual grades throughout the year. 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.

<b>Areas of Study</b>		
<b>PreK</b>	<b>Grades K-2</b>	<b>Grades 3-8</b>
Religion	Religion	Religion
Language and Literacy, Reading Foundations, Communication Skills	English Language Arts (Reading, English, Language and Literacy Language and Literacy Vocabulary, Spelling, Writing, and Penmanship)	English Language Arts (Reading, English, Language and Literacy Language and Literacy Vocabulary, Spelling, Writing, and Penmanship Grades 3-4)
Math Readiness	Math	Math
Gross/Fine Motor Development	Science	Science
Social and Emotional Development	Social Studies	Social Studies
Music	Music	Music
PE	PE	PE
Spanish	Spanish	Spanish
Technology	Technology	Technology
Art	Art	Art

## **TEXTBOOKS**

Textbooks are used by teachers as one of many teaching tools that provide resources for student learning. Therefore, a textbook is not purchased for the sole use of each individual student in every academic subject area. Textbooks belong to the school and are used by the students. Any damage, defacement, or loss of a book will require a replacement by the family. Students are responsible for turning in the textbooks they have been assigned at the end of each year. All books must be covered at all times.

A current list of textbooks used in Grades PreK4-8 can be found on the St. Philip Neri School website at [spnmd.org](http://spnmd.org). Each year, the State of Maryland Non-public School Textbook Program allocates (based on a per student figure) money for textbook purchases. This funding infuses much needed income into the budget for purchase of state approved textbooks. We strongly encourage parents to write to their representatives in the state legislature to support the continued funding of textbooks for non-public schools.

## **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 eighth grade are allowed two days (marked as excused absences) to visit the high schools they are interested in attending. The school office should be called on the day of the absence or can be done prior. It is the responsibility of the student to obtain any missed assignments and complete them within the time designated by the teacher.

## **STUDENT RECORDS AND PRIVACY POLICY**

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

## **RECORDS POLICY (Family Educational Rights and Privacy Act)**

St. Philip Neri School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to

the student when the student turns 18 or enrolls in college.) These rights and related procedures of St. Philip Neri School are as follows:

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

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

The school has designated the following as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing

- Electronic mail address
- Photograph
- Honors and awards received
- Grade level

Parents who do not want the school to disclose the above directory information without their prior written consent must notify the Principal, in writing by September 15, 2023.

- 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 same 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 Resurrection-St. Paul 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	Fall Festival
School Pictures	Field Day	Library	Musical
			Talent Show
			Joe Corbi’s

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.

## **RECORDING OF VOLUNTEER HOURS**

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 Ms. Amy Sewell in the admissions office.



## **ARCHDIOCESAN VOLUNTEER CERTIFICATION REQUIREMENTS**

### **VISITORS**

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All individuals, including parents and volunteers, must check-in at the front office prior to gaining access to the school.

### **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 the parish office.

### **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 AND TECHNOLOGY TOOLS**

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

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

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

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

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

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

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

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

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval

- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, 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 behavior 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.

**PHOTOGRAPHY AND VIDEO RECORDING**

Photographs and video recordings taken by St. Philip Neri School administration, staff, and authorized third parties, such as the school photographers, are the property of St. Philip Neri School. Parents and visitors to the school must obtain the express written permission of the school if they want to photograph or video record persons or property associated with St. Philip Neri School. Parents and student family members will be allowed to photograph or video record their children, their child's classmates and school personnel at specific school functions. In exchange for the allowance of this photography and video recording, the families of St. Philip Neri School agree to keep the photographs and video records confidential and not to disseminate them to any other persons, businesses, social media or other third parties without the express written permission of St. Philip Neri School and the parties involved. The unauthorized dissemination of information in violation of this privacy policy may result in disciplinary action up to and including withdrawal of your child and possible criminal and/or civil legal action against you.

## **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.

## **SOCIAL MEDIA**

Official St. Philip Neri School social media pages or groups will only be administered by an employee of the school. The site will contain notices, reminders and announcements.

Groups using the St. Philip Neri School name (including our “SPN” or “SPNS acronym or “Jesters”) and/or logo must register the group with the school, and receive approval from the school administration. A school administrator must have admin privileges to the page. The SPN Facebook network is a private Facebook site for current SPN parents only. Postings relating to school classes or school sponsored activities and events, whether on site or off campus, must be approved by the school administration.

## **THE USE OF THE SCHOOL NAME AND/OR LOGO**

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

To use any version of the school logo, the responsible party must complete and return the official request form and supply a sample of how the logo is to be used. If it is not possible to supply the school with a sample of how the logo is to be used, permission will be decided on a case-by-case basis.

## **COMMUNICATION**

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. 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 has this information in case of an 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.

### **SwiftK12 MESSAGE SYSTEM**

SwiftK12 Message System, our vehicle to send emails and automated voice messages, will be used at the discretion of the school administration to communicate notices or reminders that cannot wait for the Friday Newsletter.

### **BETWEEN HOME AND SCHOOL**

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

### **WEEKLY NEWSLETTER AND CALENDAR**

Throughout the school year our online monthly calendars are updated to inform parents/guardians of school information. A weekly newsletter, along with other pertinent information, is published each Friday. The newsletter will be sent via SwiftK12 alert. The weekly newsletter is also available on the school's website [www.spnmd.org](http://www.spnmd.org). 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. If clarification is needed, the school office welcomes your call.

### **THURSDAY FOLDERS, FLYERS, LETTERS**

Thursday Folders may go home with the youngest and only child weekly. Every student will have a Thursday folder for classroom communication, chaperone forms, permission slips, etc. Teachers will communicate whether or not the school work contained in the folders needs to be returned or kept at home.

Online fliers will be attached to the school newsletter. Fliers for special events, major announcements, lengthy information or information requiring a form to be returned to an individual or group may be sent home in Thursday folders.

### **SCHOOL WEBSITE**

The school website contains all information associated with the school. A continuously updated school year calendar can also be found on the website.

### **CHANGE IN ADDRESS/CHANGE IN NAME/CHANGE IN PHONE/EMAIL**

If there is a change in the family status, a legal change of a child's name, change of family or parent address, phone numbers, or email addresses, it is important that the school be informed promptly. 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. Please inform the school office so that the information can be conveyed to proper school personnel. The school prefers that change(s) be relayed to the school office as an email. This method will allow your change to be relayed to the administrative team so that the change(s) may be made by all parties, where applicable, in a timely manner.

## **SCHOOL PHONES**

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

## **CELL PHONES**

Students are permitted to bring in their cell phones to school, but they must be turned off and turned into their homeroom teacher when they arrive at school. At no time during the school day or while in the school building are students allowed to have access to their personal cell phone. If a student is found in possession of a cell phone during the school day, it will be confiscated and kept in the office until a parent, student, and administrator meeting takes place. The student will receive consequences for not following the policy. Consequences will be determined by the administrator. The school will assume no responsibility for lost or damaged cell phones. Cell phones may not be used during Before and After Care, or during after school clubs and activities. Cell phones are to be left off until the student has left the property.

## **ELECTRONIC DEVICES**

Students should not bring any other type of electronic devices to school, such as, but not limited to, hand held computer games, iPods, cameras, iPads, Apple watch, etc. The same policy regarding cell phone confiscation and responsibility for loss and damages will apply to electronic devices. Electronic devices may not be used during Before and After Care, or during after school clubs and activities. Electronic health monitoring devices, such as a Fitbit, will not be permitted if the device has the capability of accessing the internet, has a camera, video, microphone phone or wifi. This policy can be reviewed for health related needs.

## **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**

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

#### **POLICY**

It is the policy of the Archdiocese to prohibit 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.

### **SEXUAL HARASSMENT**

St. Philip Neri School recognizes that harassment on the basis of sex is a violation of both federal and state employment discrimination laws and Board of Education policies. Further, the school believes that sexual harassment is both morally wrong and offensive and will not tolerate such conduct on the part of any employee, supervisor, manager, administrator, student, or visitor. It is the school's intent to provide all employees and students a work and learning environment free from sexual harassment.

### **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."

The principal or designee will notify the parent/guardian of the alleged victim of a report of bullying, harassment or intimidation within three (3) business days after the incident is reported. The principal or designee will notify the parent/guardian of the alleged perpetrator of a report of bullying, harassment or intimidation within five (5) business days after the incident is reported

**Reporting forms are located in the main office and on the school's website. ([Link](#))**

### **TRANSPORTATION**

Parents are responsible for transporting their children to and from school. Students will only be released to custodial parents or those indicated on their emergency contact list. Students will not be released to taxi services, Uber, Lyft drivers or any private transportation company.

Parents are required to show respect to teachers, patrols and parent volunteers in the school parking lot during arrival and dismissal. Disruptive, rude behavior, and/or inappropriate language may result in one's being barred from the property.

### **WALKERS**

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

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

## PARKING LOT PROCEDURES

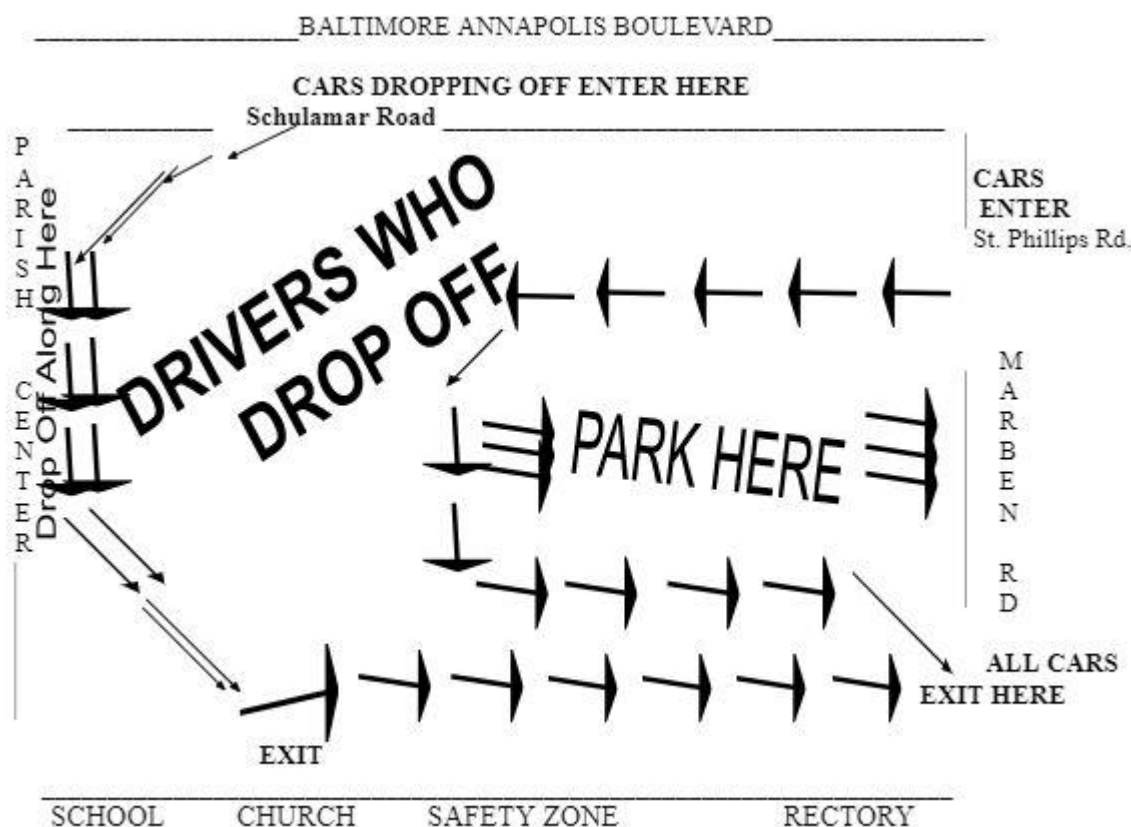
It is critically important that parents and others who drop off or pick up children follow these rules for the safety of all our children!

### MORNING PROCEDURE: ALL CARS MUST ENTER THE BACK PARKING LOT

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

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

### PARKING LOT DIAGRAM FOR MORNING DROP-OFF



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

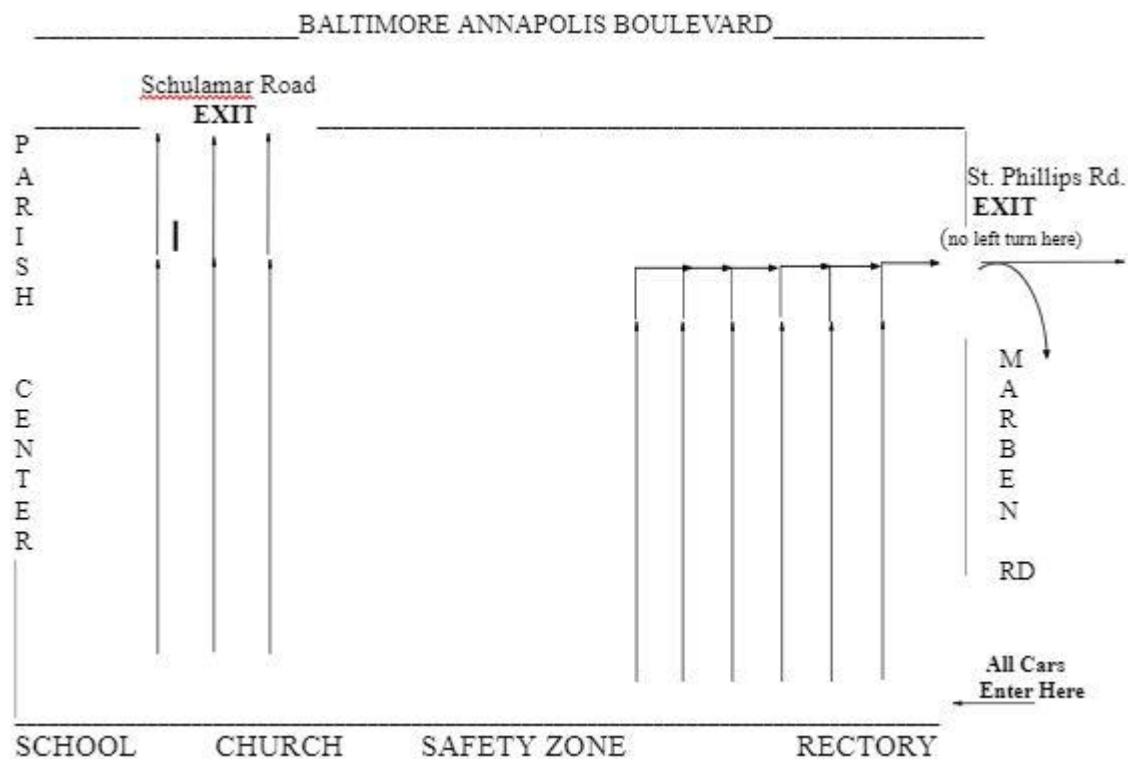
Our dismissal procedure is as follows: All students are dismissed from the school parking lot at the end of

the school day. All drivers must park on the school parking lot to pick up students. Drivers may not park in the circle in front of school.

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

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

### **PARKING LOT DIAGRAM FOR DISMISSAL**



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

Children will be supervised until 3:15 p.m. in the Safety Zone near the Rectory. Parents who are running a few minutes late should pick up their children in the Safety Zone. Students not picked up by 3:15 p.m. will be brought to the school lobby and will be supervised by a 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.

## **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.

**All children who are accepted into St. Philip Neri School are under an automatic one-year probationary period. If, during that time, a child fails to meet the school's academic or behavioral standards the school reserves the right to dismiss the child.**

### **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.

### **WAITING LIST**

Considering class size limitations, applications for enrollment in any grade may exceed the available space. A waiting list will be established, and reduced, as space becomes available on the basis of the general admission criteria.

### **CHILD CUSTODY ISSUES**

Parents should provide the school with any information and documentation regarding child custody, if applicable. In the case of a change of custody, a copy of the portion of the court order that describes the custody arrangement must be on file with the school.

## **FINANCIAL OBLIGATIONS**

### **TUITION POLICY**

Tuition for all grade levels is \$6,975 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, 2023; the last is due by April 1, 2024. 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, readmission 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. 34, for tuition responsibilities when a child is withdrawn from SPN.

### **ATTENDANCE**

#### **SCHOOL HOURS/ARRIVALS & DISMISSALS**

Hours Pre-k – Grade 8    8:10 a.m. – 3:00 p.m.

Early Dismissal Days    8:10 a.m. - 12:15 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.

#### **ABSENCES**

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 7:30 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.

There are regularly scheduled vacations and holidays in the school calendar, which is based on mandated instructional days by the State of Maryland and the Archdiocese of Baltimore. Please check these ahead of time when scheduling trips or doctor’s appointments. Permission may not be given by any teacher or administrator for students to be absent for extra vacations or holidays. These decisions are the responsibility of the parents. Prolonged unauthorized absences can and does affect students’ grades and academic standing. The school cannot be responsible for the consequences of these absences. Personal instruction delivered by the teacher cannot be replicated. Missed work and assignments may only be obtained upon return and provided that missed work assignments may not be available for all absences, as they are dependent upon the nature of the work. Teachers are not responsible for creating alternative assignments or experiences for absent students.

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 the AOB policy, a student marked absent for more than 20 instructional days in one school year is considered excessively absent and may result in the student being retained. The administration reserves the right to request a conference with parents of student with excessive absences and tardies at any point during the school year in order to make parents and students aware of the possible consequences of not attending school on a consistent basis.

The school asks parents to keep sick children home, and they must be fever free without the use of medication for 24 hours. If they are vomiting please keep them home, often this is a sign of something starting.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, play, talent show etc. If your child is absent from school, or leaves early due to illness, they may not attend an after school club, activity or the After Care Program.

Parents with students in Grades 3-8 may monitor their child's attendance records by using their parental access to PowerSchool. An **A** in PowerSchool indicates an absence from school. A **T** indicates a late arrival or early departure.

Vacations and sports are not considered legitimate reasons for missing school and are therefore strongly discouraged. A calendar outlining the major holidays, planned days off, and early dismissal days can be found on the school website. Please consult this calendar when making vacation plans and appointments. Classroom instruction is difficult to replicate for a child who is absent. Missed work and assignments may only be obtained upon return.

### **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 and may be reported to the Maryland State Department of Education.

### **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.

## **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 time 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. If a student is participating in a before or after school club and activity, it is the parents’ responsibility to find other arrangements for siblings or carpool passengers.

## **DISMISSAL**

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

Full-time pre-k students’ parents need to meet their children by the side door closest to the playground in order to sign their child out.

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.

## **EARLY PICKUP**

If parents need to pick up their child/children prior to the 3:00 p.m. dismissal, **a note, not a phone call**, must be presented to the student’s homeroom teacher during homeroom on the day of the early pick-up. This note must contain the date, student’s full name, time of dismissal, the full name of the person who will pick up the student, and whether or not the student will return to school following the departure.

Please check the school calendar when planning a departure so that a child does not need to leave during the middle of a planned event such as a Mass, prayer service or assembly. It is preferable that students leave prior to the start of a school event or during the change of a class period.

In the event of an unforeseen early pick-up, parents/guardians should call the school office at ext. 241, prior to their arrival.

The student must be signed out in the departure book located in the school front office. The person picking up the student must be listed on the Emergency card and provide proper ID to the school.

### **EARLY DISMISSAL DAYS**

St. Philip Neri School designates days when students will dismiss at 12:15 p.m. instead of the usual 3:00p.m. Please check the school calendar and school website for early dismissal dates. It is the parent/guardian's responsibility to make sure that the student has a ride home from school.

### **WEATHER RELATED DELAYED OPENINGS AND CLOSURES**

When Anne Arundel County Public Schools (AACPS) are in session, St. Philip Neri School follows AACPS regarding delayed opening or closure due to inclement weather. In the case of inclement weather, on days when Anne Arundel County Public Schools are not in session, all information pertaining to delays and closures will be posted on the school website, and notification will be sent through the school email system.

A **two-hour delay** means the St. Philip Neri School day will begin at 10:10 a.m. with Before Care starting at 8:45. Lunch periods will be provided.

On days when the school is closed early due to inclement weather, the After-Care program and all after school activities for that day will be canceled as well. Parents will be notified via SwiftK12 Alert.

Please take the time to plan for the event that school may be forced to close early and discuss with your child beforehand what he/she is to do on these occasions. Children must be picked up promptly on days when early closing is necessary in order to ensure the safety of the students and staff in getting home.

### **NON-WEATHER RELATED DELAYED OPENINGS AND CLOSURES**

There may be non-weather related circumstances (such as loss of power at school) requiring St. Philip Neri School to cancel school, open late, or close early. These occasions will be communicated in a timely manner via email, phone call, text, and/or web announcement.

**PLEASE NOTE:** In order to keep the school phone lines available and open, in the event of an emergency or inclement weather closure, please check the website for emergency messages prior to calling the school office. Please call us in the event that you need to communicate transportation requests, but understand that the office will likely be busy taking other calls as well.

### **POLICY NOTES**

Repeated absences, tardiness, and early dismissals can seriously affect a child's success and progress in school. Please be aware that attendance is reflected on the child's permanent record. Repeated offenses will be addressed by the administration.

The administration will make an exception to the administrative referral and retention policy for a child who is receiving school related services during our school day. However, the student's attendance must still be marked accordingly. Please contact the school office for further information on this exception.

## **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
- Graffiti/Stickers/Writing on self, uniform or technology

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.

## PROCEDURES FOR RULE VIOLATIONS GRADE PK-K

<u>Level One</u>	<u>Level Two</u>	<u>Level Three</u>
Behaviors that do not appear chronic or significantly violate the rights of others	Behaviors that put others at risk or harm, are chronic (occur 3 times) L1 behaviors, significantly violate the rights of others	Behaviors that violate SPN policies, require administrator involvement, chronic (occur-3 times) L2 behaviors
<b>Behaviors:</b> <ul style="list-style-type: none"> <li>● Calling out</li> <li>● Minor inappropriate language</li> <li>● Refusing to work</li> <li>● Minor dishonesty</li> <li>● Not having materials</li> <li>● Non-compliance</li> <li>● Running</li> <li>● Minor disruption</li> <li>● Pattern of not completing homework</li> </ul>	<b>Behaviors:</b> <ul style="list-style-type: none"> <li>● Refusing to work</li> <li>● Minor dishonesty</li> <li>● Minor inappropriate touching</li> <li>● Minor aggression</li> <li>● Unsafe or rough play</li> <li>● Disrespectful tone, actions (others or property), body language</li> </ul>	<b>Behaviors:</b> <ul style="list-style-type: none"> <li>● Bullying/harassment</li> <li>● Major dishonesty (lying repeatedly)</li> <li>● Abusive language/threatening (4 letter words)</li> <li>● Physical aggression</li> <li>● Vandalism</li> <li>● Major/chronic destruction of property</li> <li>● Chronic minor infractions</li> <li>● Major/chronic refusal to follow school rules</li> <li>● Theft</li> <li>● Major classroom disruption</li> <li>● Major disrespect toward others or property</li> </ul>
<b>Procedure:</b> <ol style="list-style-type: none"> <li>1. Provide multiple (3) warnings.</li> <li>2. Inform the student of the rule violated.</li> <li>3. Describe the expected behavior.</li> <li>4. Contact parents if necessary.</li> <li>5. Debrief and reteach school-wide expectations.</li> </ol> <p>*for uniform infractions, pattern of not completing homework, missing materials, a gentle reminder will be sent to parents.</p>	<b>Procedure:</b> <ol style="list-style-type: none"> <li>1. Provide warning</li> <li>2. Inform the student of the rule violated.</li> <li>3. Describe expected behavior.</li> <li>4. Contact parents if necessary.</li> <li>5. Complete documentation form.</li> <li>6. Submit form.</li> </ol>	<b>Procedure:</b> <ol style="list-style-type: none"> <li>1. Inform student of rule violated</li> <li>2. Describe expected behavior</li> <li>3. Complete documentation form</li> <li>4. Admin will contact student and teacher for follow up</li> <li>5. Contact parents</li> </ol>

## PROCEDURES FOR RULE VIOLATIONS GRADE 1 - 3

<u>Level One</u>	<u>Level Two</u>	<u>Level Three</u>
<i>Behaviors that do not appear chronic or significantly violate the rights of others</i>	<i>Behaviors that put others at risk or harm, are chronic (occur 3 times) L1 behaviors, significantly violate the rights of others</i>	<i>Behaviors that violate SPN policies, require administrator involvement, chronic (occur-3 times) L2 behaviors</i>
<b>Behaviors:</b> <ul style="list-style-type: none"> <li>● Tardiness</li> <li>● Calling out</li> <li>● Refusing to work</li> <li>● Minor dishonesty</li> <li>● Not having materials</li> <li>● Non-compliance</li> <li>● Running</li> <li>● Minor disruption</li> <li>● Pattern of not completing homework (5 times in a trimester)</li> </ul>	<b>Behaviors:</b> <ul style="list-style-type: none"> <li>● Minor inappropriate language</li> <li>● Refusing to work</li> <li>● Minor dishonesty</li> <li>● Minor inappropriate touching</li> <li>● Minor aggression</li> <li>● Unsafe or rough play</li> <li>● Disrespectful tone, actions (others or property), body language</li> </ul>	<b>Behaviors:</b> <ul style="list-style-type: none"> <li>● Bullying/harassment</li> <li>● Academic dishonesty (copying)</li> <li>● Major dishonesty (lying repeatedly)</li> <li>● Abusive language/threatening</li> <li>● Physical aggression</li> <li>● Vandalism</li> <li>● Chronic minor infractions</li> <li>● Major/chronic refusal to follow school rules</li> <li>● Theft</li> <li>● Major classroom disruption</li> <li>● Major disrespect toward others or property</li> </ul>
<b>Procedure:</b> <ol style="list-style-type: none"> <li>1. Provide multiple (3) warnings.</li> <li>2. Inform the student of the rule violated.</li> <li>3. Describe the expected behavior.</li> <li>4. Contact parents if necessary.</li> <li>5. Debrief and reteach school-wide expectations.</li> </ol> <p>*for uniform infractions, pattern of not completing homework, missing materials, a gentle reminder will be sent to parents.</p>	<b>Procedure:</b> <ol style="list-style-type: none"> <li>1. Provide warning</li> <li>2. Inform the student of the rule violated.</li> <li>3. Describe expected behavior.</li> <li>4. Contact parents if necessary.</li> <li>5. Complete documentation form.</li> <li>6. Submit form.</li> </ol>	<b>Procedure:</b> <ol style="list-style-type: none"> <li>1. Inform student of rule violated</li> <li>2. Describe expected behavior</li> <li>3. Complete documentation form</li> <li>4. Admin will contact student and teacher for follow up</li> <li>5. Contact parents</li> </ol>

## PROCEDURES FOR RULE VIOLATIONS GRADE 4 - 5

<u>Level One</u>	<u>Level Two</u>	<u>Level Three</u>
<i>Behaviors that do not appear chronic or significantly violate the rights of others</i>	<i>Behaviors that put others at risk or harm, are chronic (occur 3 times) L1 behaviors, significantly violate the rights of others</i>	<i>Behaviors that violate SPN policies, require administrator involvement, chronic (occur-3 times) L2 behaviors</i>
<b>Behaviors:</b> <ul style="list-style-type: none"> <li>• Tardiness</li> <li>• Calling out</li> <li>• Refusing to work</li> <li>• Minor dishonesty</li> <li>• Uniform violation</li> <li>• Non-permitted food or drink</li> <li>• Not having materials</li> </ul>	<b>Behaviors:</b> <ul style="list-style-type: none"> <li>• Minor inappropriate language</li> <li>• Refusing to work (complete refusal)</li> <li>• Minor dishonesty (impacts others or chronic)</li> <li>• Minor inappropriate touching</li> <li>• Non-compliance</li> <li>• Running</li> <li>• Minor disruption</li> <li>• Minor aggression</li> <li>• Unsafe or rough play</li> <li>• Disrespectful tone, actions (others or property), body language</li> <li>• Pattern of not completing homework (3 times)</li> </ul>	<b>Behaviors:</b> <ul style="list-style-type: none"> <li>• Inappropriate display of affection</li> <li>• Bullying/harassment</li> <li>• Inappropriate dress (out of uniform)</li> <li>• Major dishonesty (lying repeatedly)</li> <li>• Abusive language/threatening (4 letter words)</li> <li>• Physical aggression</li> <li>• Vandalism</li> <li>• Major/chronic destruction of property</li> <li>• Chronic minor infractions</li> <li>• Major/chronic refusal to follow school rules</li> <li>• Theft</li> <li>• Major classroom disruption</li> <li>• Major disrespect toward others or property</li> </ul>
<b>Procedure:</b> <ol style="list-style-type: none"> <li>1. Provide multiple (3) warnings.</li> <li>2. Inform the student of the rule violated.</li> <li>3. Describe the expected behavior.</li> <li>4. Contact parents if necessary.</li> <li>5. Debrief and reteach school-wide expectations.</li> </ol> <p>*for uniform infractions, pattern of not completing homework, missing materials, a gentle reminder will be sent to parents.</p>	<b>Procedure:</b> <ol style="list-style-type: none"> <li>1. Provide warning</li> <li>2. Inform the student of the rule violated.</li> <li>3. Describe expected behavior.</li> <li>4. Contact parents if necessary.</li> <li>5. Complete documentation form.</li> <li>6. Submit form.</li> </ol>	<b>Procedure:</b> <ol style="list-style-type: none"> <li>1. Inform student of rule violated</li> <li>2. Describe expected behavior</li> <li>3. Complete documentation form</li> <li>4. Admin will contact student and teacher for follow up</li> <li>5. Contact parents</li> </ol>

## PROCEDURES FOR RULE VIOLATIONS GRADE 6 - 8

<u>Level One</u>	<u>Level Two</u>	<u>Level Three</u>
<i>Behaviors that do not appear chronic or significantly violate the rights of others</i>	<i>Behaviors that put others at risk or harm, are chronic (occur 3 times) L1 behaviors, significantly violate the rights of others</i>	<i>Behaviors that violate SPN policies, require administrator involvement, chronic (occur-3 times) L2 behaviors</i>
<b>Behaviors:</b> <ul style="list-style-type: none"> <li>● Tardiness</li> <li>● Calling out</li> <li>● Refusing to work</li> <li>● Uniform violation</li> <li>● Non-permitted food or drink</li> <li>● Not having materials</li> <li>● Squeezing, pouring, flipping water bottles</li> </ul>	<b>Behaviors:</b> <ul style="list-style-type: none"> <li>● Minor inappropriate language</li> <li>● Refusing to work (complete refusal)</li> <li>● Minor dishonesty (impacts others or chronic)</li> <li>● Minor inappropriate touching</li> <li>● Non-compliance</li> <li>● Running</li> <li>● Minor disruption</li> <li>● Minor aggression</li> <li>● Unsafe or rough play</li> <li>● Disrespectful tone, actions (others or property), body language</li> <li>● Pattern of not completing homework</li> </ul>	<b>Behaviors:</b> <ul style="list-style-type: none"> <li>● Inappropriate display of affection</li> <li>● Bullying/harassment</li> <li>● Inappropriate dress (out of uniform)</li> <li>● Major dishonesty (lying repeatedly)</li> <li>● Abusive language/threatening (4 letter words)</li> <li>● Physical aggression</li> <li>● Vandalism</li> <li>● Major/chronic destruction of property</li> <li>● Chronic minor infractions</li> <li>● Major/chronic refusal to follow school rules</li> <li>● Theft</li> <li>● Major classroom disruption</li> <li>● Major disrespect toward others or property</li> </ul>
<b>Procedure:</b> <ol style="list-style-type: none"> <li>1. Inform student of the rule violated.</li> <li>2. Describe expected behavior</li> <li>3. Contact parents if necessary</li> <li>4. Debrief and reteach expectations</li> <li>5. Complete documentation form</li> <li>6. Submit form</li> </ol>	<b>Procedure:</b> <ol style="list-style-type: none"> <li>1. Inform student of rule violated</li> <li>2. Describe expected behavior</li> <li>3. Contact parents if necessary</li> <li>4. Complete documentation</li> <li>5. Assign lunch detention</li> <li>6. Submit form</li> </ol>	<b>Procedure:</b> <ol style="list-style-type: none"> <li>1. Inform student of rule violated</li> <li>2. Describe expected behavior</li> <li>3. Complete documentation</li> <li>4. Submit form</li> <li>5. Admin will meet with student and/or teacher</li> <li>6. Teacher or admin will contact parents</li> </ol>



## **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 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.
- 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.

## **STUDENT CODE OF CONDUCT**

**All students are expected to demonstrate mature, responsible behavior. By way of example, but not of limitation, all students shall:**

- ☐ Treat each other and all other members of the School community, including the principal, the administration, the staff, and visitors with courtesy and respect.
- ☐ Demonstrate Christian values in speech, gestures, and actions.
- ☐ Greet and respond to everyone in a polite manner.
- ☐ Maintain silence in hallways (e.g., when returning from recess or changing classes).
- ☐ Be considerate of the needs of others.
- ☐ Comply with the Values Code, the Anti-Violence Guidelines, the Anti-Bullying Guidelines, and the Additional Behavior Guidelines.
- ☐ Comply with all policies, rules, regulations, and guidelines specified or implied in this Handbook.
- ☐ Comply with expectations of the principal, the administration, and the staff.
- ☐ Properly care for all books, technology, supplies, and furniture supplied by St. Philip Neri School.

## **HEALTH AND SAFETY**

### **FEDERAL DRUG-FREE WORKPLACE ACT'S APPLICABILITY TO CANNABIS USE IN SCHOOLS**

There have been significant legislative changes at the state level around the use of cannabis in recent years. This year, the Maryland General Assembly enacted legislation that will allow individuals 21 and older to purchase cannabis products legally from a licensed dispensary, beginning on July 1, 2023. However, it is important to keep in mind that, despite these changes, cannabis continues to be classified as a Schedule 1 controlled substance under federal law, and its use remains illegal under federal law.

The policies and regulations set forth by the Federal Drug-Free Workplace Act apply directly to the use of cannabis in schools, including childcare facilities located in schools, even if such use might be permitted under State law. All employees, contractors, volunteers, and visitors are required to comply with this law and may not distribute, possess, use, or be under the influence of cannabis while in schools or during working hours, including but not limited to while transporting students or attending school-sponsored activities.

### **ADHERA**

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 34 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	Lyme disease
Animal bites / Rabies	Chicken Pox (varicella)
Influenza	COVID-19
Virus Infection (AIDS and all Adverse reactions to Pertussis Vaccine other symptomatic infections)	

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 Office of Risk Management, on behalf of the Archdiocese of Baltimore, offers a voluntary student accident plan for school families to purchase. This coverage is an inexpensive way for families to cover co-pays, high deductibles, and may even provide accident coverage in the event that no other health coverage is available. If a family declines this coverage please be aware that any injuries sustained while at school or during school activities may not be covered by any Archdiocesan insurance policy. For more details regarding purchasing student accident insurance please visit [www.archbalt.org/risk](http://www.archbalt.org/risk).

## **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.

## **DRINKING WATER POLICY**

Water is an essential component of health and well-being. Increasing hydration through the consumption of water has been shown to improve nutrition, decrease excess weight gain, and improve students' cognitive function.

Students may access water from the refillable water bottle station located in the school throughout the school day. Students should bring a **non-breakable** bottle filled with water from home. The following guidelines apply:

- Water bottles must have a closable lid with a pushup top to prevent spills. Disposable water bottles are not permitted.
- Water bottles must be clearly labeled with the student's first and last name in permanent marker
- Water bottles must contain water only: **NO** juice, sports drinks, or energy drinks
- Water bottles are to be taken home daily by the student to be washed and refilled for the next school day
- Water will only be consumed at the beginning of class or the end of class or at the discretion of the teacher supervising water bottle use
- Students may not leave class to refill the water bottle

- Water bottles are not to be in close proximity to technology equipment and are not permitted in the computer lab or library
- Water bottles are not permitted during exams, science labs, or other activities where student safety is a concern
- Throwing or flipping bottles, pouring or squeezing the contents on another student or teacher, students' property, or school property will result in loss of water bottle privilege and disciplinary action
- School administration and teaching staff reserve the right to direct, supervise, and modify water bottle use in school as it applies to the curriculum, specific academic activities, and student safety
- Failure to abide by any of the above guidelines will result in loss of the student's water bottle privilege.

### **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 PROVISION**

#### **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 pickup 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**

### **INDIVIDUALIZED EDUCATION PLAN (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). For more information, please talk with your child's teacher and the resource team. 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, St. Philip Neri School.

### **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.

### **STUDENT ADVOCACY TEAM**

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.

## **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.

## **BEFORE & AFTERCARE DROP-OFF AND PICK-UP**

Parents should pull through the front loop and park near the side playground doors. Then proceed to the side door.

## **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**

### **LUNCH**

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.

### **SNACK**

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 outerwear.

## **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.

### **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.

### **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	Spring Musical	National Junior Honor Society
Talent Show	Drama Club Jr.	Robotics Club
Chorus	Church Ushers	Altar Servers
Student Ambassadors		

### **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. Students are expected to stay until the end of the regular school day following the return from a field trip. In advance of the trip, a permission form, required by the Archdiocesan Division of Catholic Schools, is sent home. A student will be permitted to attend the trip ONLY if the permission slip is signed by the parent/guardian



and returned to the teacher by the specified date along with any fee. A verbal OK over the phone or handwritten note cannot be accepted as permission.

If, for some extraordinary reason, a student is unable to participate in a field trip, the student is expected to attend school on that day. Fees must still be paid since the rate the school is quoted reflects total class participation. The teacher(s) will supply work, and the student will be assigned a classroom in which to work under the supervision of a staff member.

The teacher must be notified in advance if a child will not participate in a field trip experience. If a student is unable to attend because of illness, we cannot promise a refund. Students who are kept home from the field trip will be marked absent.

As the need arises, we encourage parents or guardians to participate as field trip chaperones. However, because of safety and liability factors, Preschool 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.

Parents must be VIRTUS certified prior to offering their services to serve as a class trip chaperone. Please see the VIRTUS section for more information.

Teachers are responsible for the safety and care of students both in and out of the school building. First aid kits and medications for students who require them will be sent on all field trips. The school nurse will prepare the medications that are to be administered to students during the trip and notify teachers. Teachers should consider the medication needs of the student and the teacher's supervisory role when arranging bus transportation and student groupings for the field trip. All medications are to be kept in the possession of the teachers in charge at all times and administered by the teachers to the students who require them during the trip. Parent chaperones are not permitted to carry or administer medication to students, unless for their own child, and have made prior arrangements in collaboration with the nurse and teacher.

All students need to ride the bus both ways. Attendance on a field trip is considered a privilege and students may be denied participation if they fail to meet academic or behavioral requirements.

## **POSITIVE SCHOOL ENVIRONMENT**

### **POSITIVE BEHAVIOR 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.

The staff of St. Philip Neri School is focused on working with students and their families to promote positive behavior in all school settings. We have four school rules BE RESPECTFUL, BE RESPONSIBLE, BE SAFE, and BE PREPARED. When the school rules are followed, students have an

opportunity to be recognized for their efforts by positive reinforcement from their teachers and peers. When school rules are not followed, specific consequences result based on the behavior.

We continue to strive to improve PBIS to ensure that our students, parents and staff are immersed in a positive learning environment.

### **I. Expectations are Taught and Retaught**

Throughout the year our staff spends time with the students teaching them about being “safe, respectful, prepared and responsible” – 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.

### **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](http://www.flynnohara.com)

<b>Pre-K Student’s Uniform Boys and Girls Worn Year-Round</b>	
<b>Fall/Spring August to October 31 and April 1 to June</b>	<b>Winter November 1 to March 31</b>
Light gray gym Tee Shirt w/SPN logo	Light gray gym Tee Shirt w/SPN logo
Black Micromesh Nylon Gym shorts w/white SPN logo	Light gray sweatshirt w/SPN logo
White Crew Socks	Black sweatpants w/white SPN logo
Athletic Shoes (no lights or wheels)	White Crew Socks
	Athletic Shoes (no lights or wheels)

### Girls Uniform (Grades K-5)

Fall/Spring August to October 31 and April 1 to June	Winter November 1 to March 31
White polo shirt with SPN logo	White polo shirt with SPN logo
Box pleat bib-style jumper (no shorter than 1" above the knee, front and back) or Navy uniform pants	Box pleat bib-style jumper (no shorter than 1" above the knee, front and back)
White or Navy Crew Socks or White or Navy Knee Socks or White or Navy Tights (no logos or designs)	White or Navy Crew Socks or White or Navy Knee Socks or White or Navy Tights (no logos or designs)
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.	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.
Optional* Girls may wear navy uniform shorts	Gray crew, v-neck pullover or Cardigan sweater with SPN monogram

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

### Boys Uniform (Grades K-5)

Fall/Spring August to October 31 and April 1 to June	Winter November 1 to March 31
White polo shirt with SPN logo	White polo shirt with SPN logo
Navy uniform trousers (no jeans/corduroys) OR Navy uniform shorts	Navy uniform trousers (no jeans/corduroys)
White or Navy Crew Socks (no designs or logos)	White or Navy Crew Socks (no designs or logos)
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.	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.
Solid brown or black belt (Must be worn with pants that have belt loops.)	Gray crew, v-neck pullover or Cardigan sweater with SPN monogram
	Solid brown or black belt (Must be worn with pants that have belt loops.)

<b>Girls Uniform (Grades 6-8)</b>	
<b>Fall/Spring August to October 31 and April 1 to June</b>	<b>Winter November 1 to March 31</b>
Blue polo shirt with SPN logo	Blue polo shirt with SPN logo
Box pleat skirt(no shorter than 1” above the knee, front and back) or Navy uniform pants	Box pleat skirt (no shorter than 1” above the knee, front and back)
White or Navy Crew Socks or White or Navy Knee Socks or White or Navy Tights (no logos or designs)	White or Navy Crew Socks or White or Navy Knee Socks or White or Navy Tights (no logos or designs)
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.	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.
Optional* Girls may wear navy uniform shorts	Gray crew, v-neck pullover or Cardigan sweater with SPN monogram

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

<b>Boys Uniform (Grades 6-8)</b>	
<b>Fall/Spring August to October 31 and April 1 to June</b>	<b>Winter November 1 to March 31</b>
Blue polo shirt with SPN logo	Blue polo shirt with SPN logo
Navy uniform trousers (no jeans/corduroys) OR Navy uniform shorts	Navy uniform trousers (no jeans/corduroys)
White or Navy Crew Socks (no designs or logos)	White or Navy Crew Socks (no designs or logos)
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.	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.
Solid brown or black belt (Must be worn with pants that have belt loops.)	Gray crew, v-neck pullover or Cardigan sweater with SPN monogram
	Solid brown or black belt (Must be worn with pants that have belt loops.)

Gym Uniform Boys and Girls (Grades K-8)	
Fall/Spring	Winter November 1 to March 31
Light gray gym Tee Shirt w/SPN logo	Light gray gym Tee Shirt w/SPN logo
Black Micromesh Nylon Gym shorts w/white SPN logo	Light gray sweatshirt w/SPN logo
White Crew Socks	Black sweatpants w/white SPN logo
Athletic Shoes (no lights or wheels)	White Crew Socks
	Athletic Shoes (no lights or wheels)
<b>The navy blue spirit sweatshirt with proper uniform shirt underneath may only be worn on gym days and Fridays.</b>	

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).

\*\*\*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) 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 sweatshirts 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.

**RECEIPT OF HANDBOOK  
2023-2024 SCHOOL YEAR**

**I. FAMILY INFORMATION**

**Parent/Guardian Name**

**Student Name and Homeroom**

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**II. RECEIPT OF HANDBOOK**

I/we have received a copy of the school handbook and have carefully read and understand the policies, procedures, and regulations of this school, including tuition charges, parent responsibilities, and dress and disciplinary regulations and accept them as conditions of enrollment of our child(ren) in this school.

Please note that there will be more specific information coming home from each grade level concerning class rules, expectations and grading policies.

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**Parent/Guardian Signature**

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**Date**