

*Nourishing the Soul, Mind & Body*



**St. Philip Neri School**

6401 South Orchard Road  
Linthicum, Maryland 21090  
410-859-1212  
[www.spnmd.org](http://www.spnmd.org)

**Parent-Student Handbook  
2024 - 2025**

# Wireworx Electric, inc

***No Job Too Small!***

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## **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 2024

Dear Parents and Guardians,

Welcome to the start of a brand new school year at St. Philip Neri School! We are delighted to embark on this journey with you and your children, as we uphold our commitment to providing a Catholic education that nurtures the soul, mind, and body.

At St. Philip Neri School, we strive to create a supportive and enriching environment where each student can grow academically, spiritually, and socially. Our dedicated faculty and staff are here to guide and inspire your children to reach their fullest potential in all aspects of their development.

Throughout the year, we will continue to uphold the values of our Catholic faith while offering a comprehensive curriculum that challenges students to excel academically and to explore their talents and interests. We encourage you to actively participate in your child's educational journey and to engage with our school community through various events and activities such as Fall Festival, Santa's Secret Workshop and Field Day.

As we begin this new school year, let us join together in prayer and gratitude for the opportunity to educate and nurture the next generation of leaders and lifelong learners. Thank you for entrusting us with your children's education. We look forward to a successful and fulfilling year ahead!

Yours in faith and education,

Kate Daley

Principal

Rebecca Burch

Assistant Principal

## Table of Contents

<u>Overview</u>	1-7
• Vision Statement	1
• Mission Statement	1
• History of the School	1
• Awards & Accolades	1
• Accreditation	2
• Administrative Team	2
• School Office Information	2
• Faculty & Staff	3
• School Board Members	4
• School Calendar 2024-2025	4
• Campus Map	5-7
• Parking Lot Procedures	5
• Morning Procedure: All Cars Must Enter the Back Parking Lot	5-6
• Dismissal Procedure: All Cars Must Park On The School Parking Lot	6-7
<u>Academics</u>	7-22
• Curriculum	7
• Textbooks	7-8
• Student Services	9
• Individualized Education Plan (IEP) & Process	9-10
• Field Trips	10
• Promotion Requirements	11
• Retention	11
• Graduation Requirements	11
• Honor Roll (Grades 6-8)	11
• Principal's Honor Roll	11
• Second Honors	11
• Report Cards & Interim Reports	11-12
• AOB Grading Codes	12
• Letter Grades	13
• PreK-Grade 2 Progress Codes	13
• Grades 3-8 Core Subject Subcategories & Specials Classes Achievement Comments	14-15
• Effort & Conduct Achievement Comments	16-17
• Students Failing Two or More Core Subjects	17

• Work Habits	17
• Homework	17
• Academic Dishonesty	19
• Testing Related Penalty	19
• Parent/Guardian Homework Support/Student Responsibility	19
• Instruction/Curriculum	20
• Prekindergarten Program	20
• Religion Classes	21
• Areas of Study	21
• School Supplies	22
<u>Admissions</u>	22-24
• Application Process	22
• Placement	22-23
• High School Admissions & Visitation Policy	23
• Non-Discrimination Statement	23-24
• Emergency Contact Information	24
• Waiting List	24
• Child Custody Issues	24
<u>Assessment Program</u>	24-25
• Standardized Testing	24
• Pre-K4, and Kindergarten Students	24
• Elementary Students	25
• ACRE Assessment	25
• High School Students (HSPT and Pre-HSPT)	25
<u>Attendance &amp; Student's Records</u>	25-29
• Arrival	25
• Absences	25
• Tardiness/Assignment	26
• Truancy	26
• Early Departures & Late Arrivals	26-27
• Regular Dismissal	27
• Early Dismissal Days	27
• Weather Related Delayed Openings And Closures	27
• Non-Weather Related Delayed Openings And Closures	27
• Policy Notes	27-28
• Location & Access to Student's Records	28
• Records Policy (Family Educational Rights & Privacy Act)	28-29

<u>Discipline</u>	29-42
• Statement on Philosophy of Discipline	29-30
• Positive Behavior Intervention and Support (PBIS)	30
• The House System	30
• PBIS Matrix of Expected Behaviors	31
• Behavior	32-33
• General Regulations	33
• Procedures For Rule Violations (Grade PK-K)	33-34
• Procedures For Rule Violations (Grade 1-3)	34-35
• Procedures For Rule Violations (Grade 4-5)	35-36
• Procedures For Rule Violations (Grade 6-8)	36-37
• Social Media	37
• Guidelines for Social Media Use	37-38
• Disciplinary Actions	38
• Reporting and Support	39
• Conclusion	39
• Search and Seizure	39
• Conflict Situations	39
• Student Code of Conduct	40
• Bullying Policy Statement	40-41
• Harassment Policy	41-42
• Sexual Harassment	42
<u>Financial Obligations</u>	43-44
• Tuition Policy	43
• Application Fee	43
• Registration	43
• Re-Registration	43
• Graduation Fee	43
• Payment Schedule	43
• Delinquent Tuition Policy	43-44
• Tuition Assistance	44
• Reimbursement Of Tuition	44
• Withdrawals and Transfers	44
<u>Health</u>	44-48
• Federal Drug-Free Workplace Act's Applicability to Cannabis Use in School	44-45
• Maryland School Immunization Requirements	45
• Dispensing of Medication	45

• Communicable Diseases	45
• Conjunctivitis (pink eye)	46
• Varicella (chicken pox)	46
• Health Records	46
• Head Injury	46
• Insurance	46
• Allergies	46
• Birthdays	46
• Classroom Treats	46-47
• Bloodborne Pathogens	47
• Vision and Hearing Screening	47
• Drinking Water Policy	47-48
<u>Partnerships and Communication with Parents</u>	48-51
• Responsibilities	48
• Support, Partnership, and Compliance by Families	49
• Communication	49
• Non-Custodian Parent	49
• Change in Name or Family Status/Custody	49
• Change in Address, telephone number or email address	49
• Bright Arrow	49
• Between Home and School	50
• Parent Newsletter and Calendar	50
• Thursday Envelope	50
• School Website	50
• School Phones	50
• Parent Teacher Conferences	50-51
• Home and School Association	51
• Homeroom parents	51
<u>Safety</u>	51-56
• Emergency Plan	51
• Crisis Intervention Plan/Crisis Team	52
• Fire and Safety Drills	52
• Emergency & Weather-related Closings and Delayed Openings	52
• Asbestos Hazard Emergency Response Act (AHERA)	52
• Child Abuse & Neglect Reporting Policy Procedures	53
• Articles Prohibited In School	53
• Student's Cell Phones	53



• Phone Calls For Students	53-54
• Electronic Devices	54
• Visitors	54
• Volunteers	54
• 20-Hour Volunteer Requirements	54
• Volunteer Hours Must Be Completed By May 31	55
• Recording Volunteer Hours	55
• Virtus	55
• Minor Volunteers Ages 14-17	55
• Playground and School Supervision Provisions	55-56
• Before & After the Official School Day	56
• Supervision Responsibilities (Before & After the Official School Day)	56
• Transportation Procedures	56
• Walkers	56
• Use of the School Grounds	56
<u>Spirituality</u>	57-58
• Daily Prayer	57
• Student Covenant	57
• Closing Prayer	57
• School Liturgy Schedule	57
• Prayer Services	57
• Sacraments (First Eucharist, Reconciliation, Confirmation)	57
• Service Projects	57
• House System	57
• Advent	58
• Lent	58
• Catholic Schools Week	58
• Retreats (Grade-level)	58
• Religion Curriculum	58
<u>Student Services</u>	58-61
• Before & After School Care	58
• Operation Times	59
• Before & After Care Drop off and Pick up	59
• Staffing	59
• Fees	59
• Cafeteria: Milk & Lunch Program	59
• Snack	59
• Recess	59

- School Activities & Organizations 60
- Leadership Programs 60
- Guidance and Counseling 61
- Student Advocacy Team 61

Technology 61-64

- Acceptable Use Policy for the Internet and Technology Tools 61-63
- Web-Based Services 63
- Photography and Video Recording 63-64
- The Use of the School Name And/Or Logo 64

Uniform/Dress Code Policy 64-69

- Uniform Company 64
- Pre-K Student's Uniform (Boys & Girls) 64
- Girls Uniform (Grades K-5) 65
- Boys Uniform (Grades K-5) 65
- Girls Uniform (Grades 6-8) 66
- Boys Uniform (Grades 6-8) 66
- Gym Uniform Boys & Girls (Grades K-8) 67
- Shoes 67
- Hair Policy 67-68
- Jewelry 68
- Prohibited Items 68
- Uniform Violation 68
- Spirit Wear Attire 68-69
- Out-Of-Uniform/Tag Day Attire 69
- Used Uniform Exchange 69
- Lost & Found 69

## Overview

St. Philip Neri School is a co-ed elementary school for grades PreK through 8. St. Philip Neri School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

### Vision Statement

St. Philip Neri will continue to be the school where teaching Catholic values and academic excellence is paramount for the 21st -century learner. St. Philip Neri will actively nurture Catholic faith and values through liturgy, prayer, worship, outreach and curriculum. St. Philip Neri will provide superior academic preparation through a challenging curriculum, integration of technology and instructional techniques to address and support individual student needs. St. Philip Neri will offer a variety of school activities which provide opportunities for the development of the whole child. St. Philip Neri will continue to recognize the importance of the partnership with family, parish, and school to ensure student success.

### 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.

### History of School

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.

### Awards & Accolades

PBIS - Silver Status and received the following Badges of Recognition:

- Teamwork Makes the Dream Work
- The Power of Teaching
- Our Classroom, Our Community
- Community Connections
- Data on My Mind

### 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.

### Administrative Team

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.

### 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. Rachel Bruggy
Secretary	Mrs. Katie Spielman
Admissions Director	Ms. Amy Sewell
Advancement Director	Mrs. Sue Wenzlick
Counselor	Mrs. Sue Porembski
Health Room	Mrs. Brandi Bush

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

## ADMINISTRATION, FACULTY, and STAFF FOR 2024-2025

<b>Title</b>	<b>Name</b>	<b>Email</b>
Pastor	Fr. Richard Gray	richard.gray@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		
Teacher KA		
Teacher Aide		
Teacher KB	Ms. Karen Markiewicz	kmarkiewicz@spnmd.org
Teacher Aide	Mrs. Ashley Coleman	acoleman@spnmd.org
Primary Aide	Mrs. Andrea Dantinne	adantinne@spnmd.org
Teacher 1A	Mrs. Deborah Flynn	dflynn@spnmd.org
Teacher 1B	Mrs. Megan Hornberger	mhornberger@spnmd.org
Teacher 2A	Mrs. Melissa Johnson	mjohnson@spnmd.org
Teacher 2B	Mrs. Kaitlyn McCracken	kmccracken @spnmd.org
Teacher 3A	Mrs. Catherine Feeley	cfeeley@spnmd.org
Teacher 3B	Mrs. Summer Montgomery	smontgomery@spnmd.org
Teacher 4A	Ms. Ellen Lewis	elewis@spnmd.org
Teacher 4B	Ms. Michelle Novak	mnovak@spnmd.org
Teacher 5A	Mrs. Jenny Bowser	jbowser@spnmd.org
Teacher 5B	Ms. Amanda Cosgrove	acosgrove@spnmd.org
Teacher Aide	Mrs. Heather Horton	hhorton@spnmd.org
Teacher 6A	Ms. Megan Moxley	mmoxley@spnmd.org
Teacher 6B		
Teacher 7A	Ms. Susan DeLoach	sdeloach@spnmd.org
Teacher 7B	Ms. Amanda Supplee	asupplee@spnmd.org
Teacher 8A	Ms. Anna Schomaker	aschomaker@spnmd.org
Teacher 8B	Mr. John Maranto	jmaranto@spnmd.org
Art	Mrs. Ashley Lines	alines@spnmd.org
Library	Mrs. Doreen Giordano	dgiordano@spnmd.org
Math/Religion 6		
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		
Spanish Prek-4		
Admissions Director	Ms. Amy Sewell	asewell@spnmd.org
Development	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. Rachel Bruggy	rbruggy@spnmd.org
Secretary	Mrs. Katie Spielman	kspielman@spnmd.org

## School Board Members

Chair	Mrs. Christy Spurgeon
Canonical Representative	Fr. Richard Gray
Finance Chair	Mr. Robert Bruce
Catholic Identity Chair	Mrs. Carmie Buckey
Board Member	Mr. Joe Oleszczuk
Board Member	Mr. Michael O'Malley
Board Member	Mrs. Anne Nichols
Marketing Director	Mrs. Sue Wenzlick
Admissions Director	Ms. Amy Sewell
Principal	Mrs. Kate Daley
Assoc. Pastor	Fr. Larry Adamczyk

## School Calendar 2024-2025

New to the 2024/25 school year:

1. St. Philip Neri School will be identifying 3 inclement weather days into the calendar. These days are March 24, 2025, April 16, 2025 and May 12, 2025. Please note that for each inclement weather day we need to use to close school from August-April, we will take away one of the three inclement weather (days off) identified in April-May.
2. There are 2 asynchronous days. (These are days students will be working from home.) They are ½ days for students. These days are November 15, 2024 and February 28, 2025. During this time, students will be responsible for completion of work posted in Google Classroom or sent home by the teacher, so that teachers will be given the time to input final grades for the trimester.

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

## Campus Map



### Parking Lot Procedures

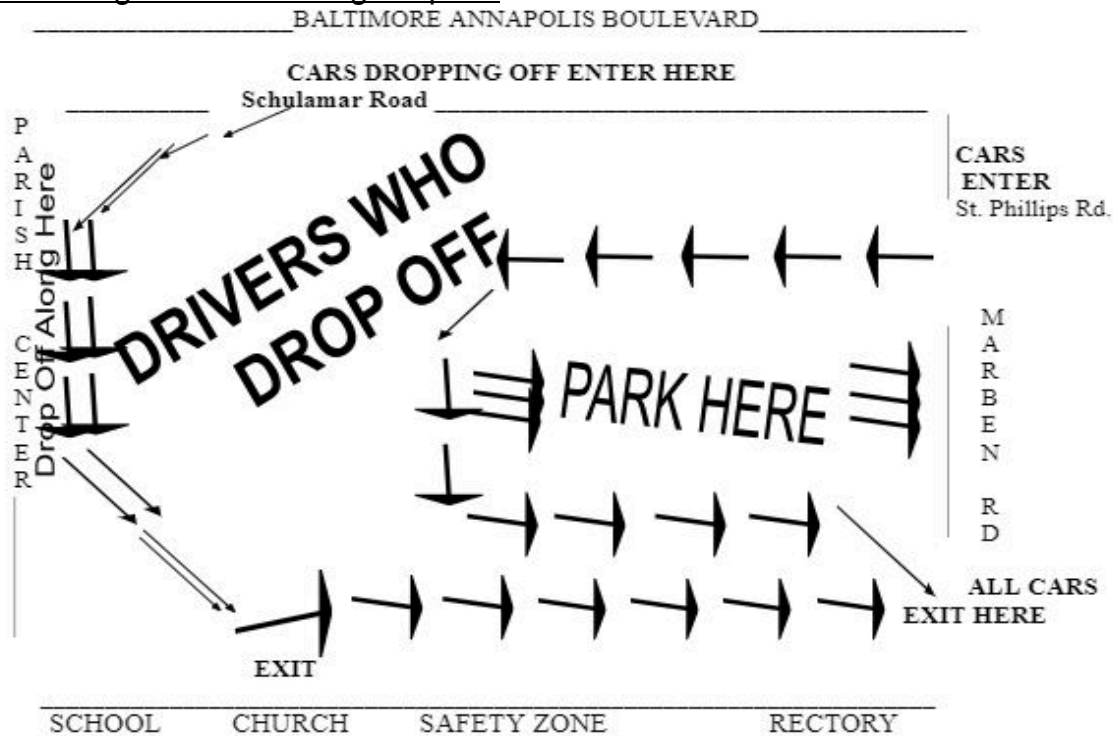
It is critically important that parents and others who drop off or pick up children follow these rules for the safety of all our children!

#### 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

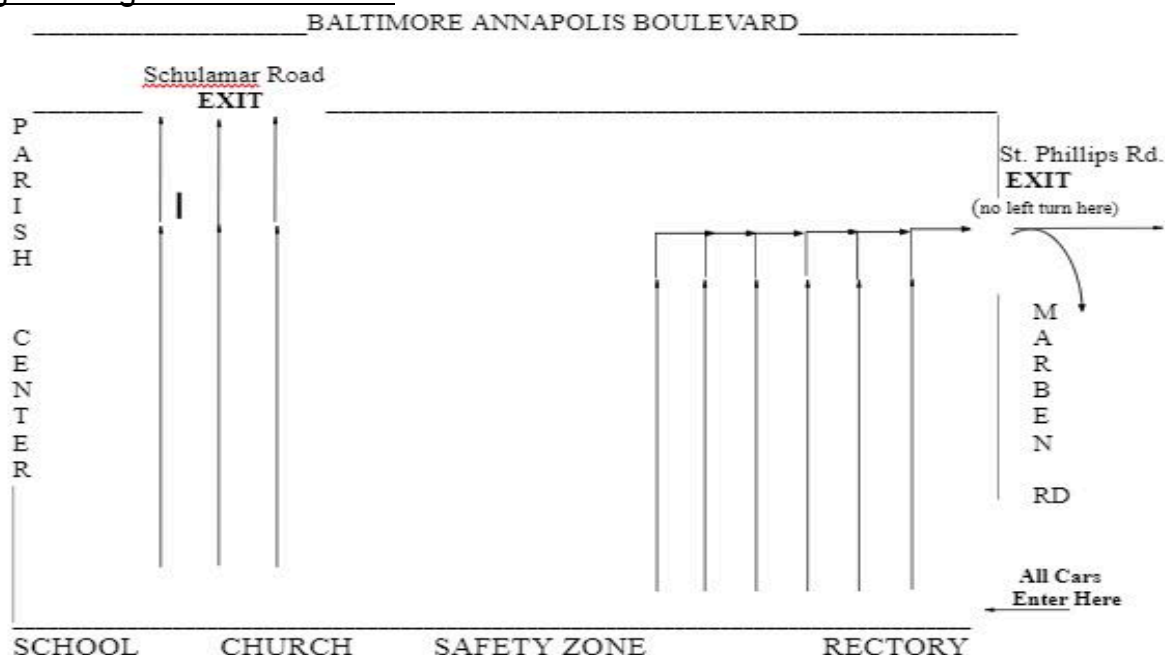
Our dismissal procedure is as follows: All students are dismissed from the school parking lot at the end of the school day. All drivers must park in the school parking lot to pick up students. Drivers may not park in the circle in front of school.

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.

\*\*\*\*\*

## Academics

### Curriculum

St. Philip Neri School follows the Archdiocesan Curriculum standards, instructional minutes and the regulations of the Maryland State Department of Education for non-public schools. Courses are updated on a rotating basis every 5 years.

### 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.



### Art (K-8)

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

### Music (PreK-8)

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

### Physical Education (PreK-8)

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

### Computer (K-8)

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

### Library (PreK-5)

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

### Student Services

The following services are provided by the county if eligible at St. Philip Neri School.

#### Title 1

An in school pull program for reading and math is available to students in grades 1-5 who meet the qualifications of Title 1 services. This program is available two days per week.

#### Speech

An in school pull out program for students in grade K-8 who qualify. This program is available up to two days per week and the teacher is virtual.

#### Resource

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.

#### Individualized Education Plan (IEP) and Process

If a child is not progressing academically, the school may ask the parents/guardians to initiate or the parents/guardians may initiate on their own the process to request a professional consultation and/or evaluation through the local public school system. The evaluative process is generally called the IEP

Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find'. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, are a vital part of the process.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation.

If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at your child's Catholic School.

### Field Trips

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee. 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, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. Parents must notify the teacher if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent. Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion. All chaperones are required to complete Virtus training.

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.

### Promotion Requirements

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

### Retention

Students who do not successfully complete 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 mid February, the teacher, principal, parents, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan.

Students may also be retained for severe attendance and tardy issues during the school year, as determined by the school in consultation with the Department of Catholic Schools.

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 8th grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore, will be awarded a diploma at the end of the school year. An 8th grade student must be in good academic, financial and behavior standing in order to participate in the end of the year graduation activities which include but are not limited to, field trips, retreat, and/or graduation ceremony.

### Honor Roll for Students in Grades 6-8

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

#### Principal's Honor Roll

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

#### Second Honors

All A's and B's (more A's than B's) and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time.

### Report Cards and Interim Reports

Archdiocese of Baltimore report cards will be sent home 3 times a year at the conclusion of each trimester. In addition, the school will send interim reports home for grades PK4-8 at the middle of each trimester.

It is the responsibility of parents to obtain their passwords for PowerSchool. 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.

Students in pre-kindergarten through grade 8 will receive Report Cards 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.

<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
Technology	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      C+ = 80-84  
A = 93-96        C = 75-79  
B+ = 89-92      D = 70-74  
B = 85-88        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. Students are 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 reteaching/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

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

Students failing two or more core subjects may not be advanced to the next grade level.

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.

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:

- 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.
- 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/> The student should check with the teacher on the proper format and source.
- 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.

## 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.

### **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 Linguistics. 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 Vocabulary, Spelling, Writing, and Penmanship)	English Language Arts (Reading, English, 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

## 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.

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## **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

### Placement

Students are initially placed using the results of the following:

- School administered placement test
- Teacher recommendation (from sending school)
- Report cards
- 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.

In order to make sure that the school is a good fit for the student, all new students are given a one-year probationary period. Parents will be notified throughout the year if the student's actions and academics are not meeting expectations.

#### High School Admissions and Visitation Policy

Eighth grade students are allowed up to 3 days for shadow visits to local area Catholic High Schools. While these days are the only excused days off, students will be marked absent since they will not be in the building.

#### Non-Discrimination Statement

The State of Maryland requires the following statement in the 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 and 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.

### 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.

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## **Assessment Program**

### Standardized Testing

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

### Pre-K4, and Kindergarten Students

Pre K4 and Kindergarten students are administered the BRIGANCE developmental screening in the fall and/or spring.

### Elementary Students

Elementary school students in grades 2-8 are administered the NWEA MAP Assessment three times a year to measure growth. Grades 3,5 and 7 also take the Science Assessment each Spring. Parents are given feedback as to how their child is scoring at the end of the year.

### Assessment of Child/Youth Religious Education (ACRE) Assessment

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

### HSPT and Pre-HSPT

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.

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## **Attendance and Student's Records**

### 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 will 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, and possibly field trips.

After an absence and 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 including recess.

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 students 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.

#### Tardiness/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.

Tardiness (coming to school late or leaving school early) is another action that affects a student's readiness to learn. Coming in and/or leaving early, not only disrupts the educational learning for your child, but also those of other students in the class. Parents will be notified in writing for 5 or more tardies and a conference may be requested by the administrative team to address the issue and consequences.

If a student arrives after 8:10 a.m., the parent must bring them to the front of the school, and come into the office and provide a reason for the lateness.

#### 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.

#### 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.

#### Regular Dismissal

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

#### Early Dismissal Days

Hours Pre-k – Grade 8 8:10 a.m. - 12:15 p.m

#### 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.

#### Location and Access to Student's Records

Student's 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 [school name] 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 or assistant 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/Assistant 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 Admissions Director in writing by September 30th.

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

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## 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.

### Positive Behavior Intervention and Support (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 House System

The Ron Clark House System, now embraced by our Catholic School, is a dynamic and inclusive way to foster a sense of community, belonging, and spirited competition among our students. This system divides the school into eight unique houses, each with its own virtues and strengths, encouraging students to strive for excellence both academically and personally.

Our eight houses are:

- **Ingenium:** Celebrating creativity and innovation, members of Ingenium are encouraged to think outside the box and develop new ideas. (Red)
- **Sapientia:** Embodying wisdom, Sapientia guides students to seek knowledge and apply it judiciously in all areas of life. (Purple)
- **Scientia:** Representing the pursuit of scientific knowledge, Scientia inspires a love for discovery and empirical understanding. (Pink)
- **Intellectus:** Valuing intellect and reason, Intellectus fosters analytical thinking and intellectual growth. (Blue)
- **Consilium:** Focusing on counsel and good judgment, Consilium cultivates leaders who make wise decisions for the common good. (Green)
- **Fortitudo:** Standing for courage and strength, Fortitudo encourages resilience and bravery in the face of challenges. (Yellow)
- **Pietas:** Reflecting piety and devotion, Pietas nurtures a deep sense of faith, respect, and moral integrity. (White)
- **Timor Domini:** Rooted in the fear of the Lord, Timor Domini promotes a profound respect for God and a life of humility and reverence. (Orange)

Together, these houses create a vibrant and supportive environment where students are motivated to achieve their best, contribute to their community, and grow in their faith. The Ron Clark House System not only enhances school spirit but also builds character and prepares our students to lead with integrity and compassion.



## PBIS Matrix of Expected Behaviors

PBIS						
	Bathroom/ Water Station	Lunch	Recess	Classroom	Hallway/Stairs	Assemblies
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>Use a quiet voice</li> <li>Allow others privacy</li> <li>Wait your turn at sink &amp; water station</li> <li>Use polite language</li> </ul>	<ul style="list-style-type: none"> <li>Volume at an appropriate level</li> <li>Be mindful of personal space</li> <li>Wait to be called for Hot Lunch</li> </ul>	<ul style="list-style-type: none"> <li>Volume at appropriate level</li> <li>Include others in games and activities</li> <li>Share equipment</li> <li>Practice good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate volume and polite language when speaking</li> <li>Be considerate of other people's belongings</li> <li>Keep your hands and feet to yourself</li> <li>Listen to others when they are speaking</li> </ul>	<ul style="list-style-type: none"> <li>Use polite language</li> <li>Use a quiet voice</li> <li>Keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit quickly and quietly</li> <li>Sit with your class</li> <li>Follow adults' directions</li> <li>Stay in your personal space and be respectful of others' space</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>Wash &amp; dry hands</li> <li>Keep area clean</li> <li>Place paper towels in trash</li> <li>Report unsafe conditions</li> </ul>	<ul style="list-style-type: none"> <li>Handle materials/equipment properly</li> <li>Throw away trash and clean your area</li> <li>Quiet down as soon as asked</li> </ul>	<ul style="list-style-type: none"> <li>Put equipment in its proper place</li> <li>Stay within assigned areas</li> <li>Report broken/lost equipment</li> </ul>	<ul style="list-style-type: none"> <li>Follow classroom procedures</li> <li>Do your own best work</li> <li>Keep your area clean</li> </ul>	<ul style="list-style-type: none"> <li>Keep hallways and stairs clean</li> <li>Follow rules without adult reminders</li> <li>Use quiet feet</li> </ul>	<ul style="list-style-type: none"> <li>Pay attention to the speaker/performance</li> <li>Clap when appropriate</li> <li>Voices off during assembly</li> <li>Raise hand to answer questions when asked</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to self</li> <li>Report unsafe behavior</li> <li>Keep social distance</li> <li>No more than 3 at a time in bathroom</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated while eating</li> <li>Clean up any spills or dropped items</li> <li>Report unsafe conditions</li> </ul>	<ul style="list-style-type: none"> <li>Have an adult retrieve equipment from roadways</li> <li>Handle equipment properly</li> <li>Report unsafe conditions</li> </ul>	<ul style="list-style-type: none"> <li>Report unsafe behavior and vandalism</li> <li>Stay in your space</li> </ul>	<ul style="list-style-type: none"> <li>Report all unsafe behavior and vandalism</li> <li>Maintain social distance</li> </ul>	<ul style="list-style-type: none"> <li>Show a calm body; sit still</li> <li>Hands and feet to self</li> </ul>
<b>Be Prepared</b>	<ul style="list-style-type: none"> <li>Walk directly to destination</li> <li>Return to class immediately</li> <li>Leave room at the top when filling your water bottle</li> </ul>	<ul style="list-style-type: none"> <li>Be sure to order Hot Lunch in Homeroom or bring your lunch with you to cafeteria</li> <li>Come prepared to listen and follow directions</li> <li>Go quickly to your assigned space</li> </ul>	<ul style="list-style-type: none"> <li>Wear appropriate clothing for outside activities</li> <li>Always follow the adults' directions</li> </ul>	<ul style="list-style-type: none"> <li>Enter the room quietly</li> <li>Be an active listener</li> <li>Be on time and ready with materials</li> </ul>	<ul style="list-style-type: none"> <li>Walk directly to destination using appropriate route</li> <li>Walk facing forward, staying to the right</li> </ul>	<ul style="list-style-type: none"> <li>Listen attentively to you teacher's directions before you leave the classroom for the assembly</li> <li>Have supplies with you if needed</li> <li>Be ready to participate</li> </ul>

## 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.

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.

**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</li> </ul>

		infractions <ul style="list-style-type: none"> <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**

<b><u>Level One</u></b>	<b><u>Level Two</u></b>	<b><u>Level Three</u></b>
<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</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,</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> </ul>

homework (5 times in a trimester)	actions (others or property), body language	<ul style="list-style-type: none"> <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>
<p><b>Procedure:</b></p> <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>	<p><b>Procedure:</b></p> <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>	<p><b>Procedure:</b></p> <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**

<b><u>Level One</u></b>	<b><u>Level Two</u></b>	<b><u>Level Three</u></b>
<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>
<p><b>Behaviors:</b></p> <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>	<p><b>Behaviors:</b></p> <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</li> </ul>	<p><b>Behaviors:</b></p> <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</li> </ul>

	touching <ul style="list-style-type: none"> <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>	letter words) <ul style="list-style-type: none"> <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**

<b><u>Level One</u></b>	<b><u>Level Two</u></b>	<b><u>Level Three</u></b>
<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> </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</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> </ul>

<ul style="list-style-type: none"> <li>● Not having materials</li> <li>● Squeezing, pouring, flipping water bottles</li> </ul>	<p>chronic)</p> <ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <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>
<p><b>Procedure:</b></p> <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>	<p><b>Procedure:</b></p> <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>	<p><b>Procedure:</b></p> <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>

### Social Media

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

The use of social media is prevalent in modern society and has a significant impact on individuals and communities. At St. Philip Neri School, we recognize the value of social media for communication, learning, and connection. However, it is essential that students use social media responsibly and in alignment with the values and teachings of our Catholic faith. This policy outlines the expectations and guidelines for students' use of social media, as well as the disciplinary actions for violations.

### Guidelines for Social Media Use

1. Respect and Dignity
  - Treat all individuals with respect and dignity online as you would in person.
  - Avoid posting or sharing content that is offensive, disrespectful, or harmful to others.
2. Privacy and Confidentiality
  - Do not share personal information about yourself or others without consent.

- Protect the privacy and confidentiality of the school community, including students, staff, and families.
  - Use of any version of the school logo is prohibited, including wearing the school uniform in posted pictures.
  - Use of images and likenesses of students and staff is prohibited.
3. Upholding Catholic Values
    - Ensure that all online interactions and content reflect the values and teachings of the Catholic Church.
    - Avoid content that contradicts the principles of our faith, including but not limited to, inappropriate language, images, and behavior.
  4. Cyberbullying and Harassment
    - Cyberbullying, harassment, and any form of online aggression are strictly prohibited.
    - Report any instances of cyberbullying to a trusted adult or school authority immediately.
  5. Academic Integrity
    - Do not use social media to cheat or share unauthorized academic materials.
    - Respect intellectual property rights and refrain from plagiarism.
  6. Appropriate Use of School Devices and Networks
    - Follow the school's Acceptable Use Policy (AUP) when using school-provided devices and networks.
    - Refrain from accessing or sharing inappropriate websites or content.

### Disciplinary Actions

Violations of the Social Media Policy will result in disciplinary actions that align with the severity of the offense and the school's disciplinary procedures. Possible actions include but are not limited to:

1. Warning and Counseling
  - First-time or minor offenses may result in a verbal or written warning.
  - Counseling sessions with a school counselor may be required to discuss the violation and its impact.
2. Parental Notification
  - Parents or guardians will be notified of the violation and involved in discussions about appropriate consequences and corrective actions.
3. Loss of Privileges
  - Temporary or permanent loss of access to school devices, networks, or participation in certain school activities.
4. Detention or Suspension
  - Depending on the severity, students may be assigned detention or suspended from school for a specified period.
  - For serious or repeated violations, suspension can be extended, and a behavioral contract may be required for re-entry.
5. Restorative Actions
  - Students may be required to engage in restorative actions, such as community service, writing apologies, or participating in educational programs about responsible social media use.
6. Expulsion
  - In extreme cases, where the violation severely impacts the school community or contradicts the core values of the school, expulsion may be considered.



### Reporting and Support

Students are encouraged to report any concerns related to social media use, whether it involves themselves or others. Support is available through the school counselor, administration, and trusted staff members. The school is committed to addressing all reports promptly and fairly.

### Conclusion

This Social Media Policy aims to foster a safe, respectful, and faith-aligned online environment for the entire St. Philip Neri community. By adhering to these guidelines, students contribute to a positive and supportive atmosphere, both online and offline, reflecting the teachings of our Catholic faith.

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 principal will exercise his/her discretion whether the suspension should be served in-school or at home.

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, (unless approved in consultation with the superintendent) 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. In some cases, parents are given the option to withdraw the student in lieu of expulsion.

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

### Search and Seizure

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

### Conflict Situations

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

## 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.

### 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, gaming device, tablet, 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).*

*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. Refer to the bullying policy here [Bullying Policy Form](#)*

### Harassment 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.*

#### A. 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.*

#### B. 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.*

### C. 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. A bullying/harassment form should be filled out.*

*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.

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## **Financial Obligations**

### Tuition Policy

Tuition for all grade levels is \$7,175 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, 2024; the last is due by April 1, 2025. 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 and 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.

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**Health**

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.

### Maryland School Immunization Requirements

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

### Dispensing of Medication

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

Students may not possess, dispense or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

### Communicable Diseases

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

- Measles – regular or German (Rubella) Tuberculosis
- Meningitis Whooping Cough (Pertussis)
- Hepatitis Rocky Mountain Spotted Fever
- Food Poisoning Human Immune Deficiency Mumps Virus Infection (AIDS and all Adverse reactions to Pertussis Vaccine other symptomatic infections)
- Lyme disease Animal bites / Rabies
- Chicken Pox (varicella) Influenza Covid 19

### Conjunctivitis (Pink Eye)

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.

### Varicella (Chicken Pox)

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 the 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.

### Birthdays

Student birthdays may be recognized by sending in treats (please see approved treats below) to be shared with classmates. No additional items such as balloons, presents, etc., may be sent to school. All items must be dropped off at the front office in the morning if a student is unable to carry them; items may not be taken to the classroom by the parent. No invitations to parties may be distributed in the classroom unless all students will be receiving one.

### Classroom Treats

#### Purpose

To celebrate students' birthdays in a manner that respects all students' health, safety, and inclusivity, particularly considering those with food allergies. St. Philip Neri School can not guarantee an allergy free environment. If a child has an allergy, parents should pack his/her lunches and snacks.

#### Guidelines

- Advance Notification:



- Parents must inform the classroom teacher at least one week in advance if they plan to bring a birthday treat.
- Approved Treats:
  - If bringing food treats, parents should be mindful of those with allergies. Some ways to prepare for this are:
    - Ensure they are store-bought and clearly labeled with ingredients.
    - Choose items that are nut-free and free from other common allergens (e.g., dairy, eggs, soy, gluten) unless otherwise confirmed with the school nurse.
    - Send an alternate snack for students as agreed upon by the school nurse.
- Allergen Awareness:
  - The school nurse will maintain a list of students' allergies and ensure that treats comply with dietary restrictions.
- Communication:
  - At the start of the school year, classroom parents will inform parents about any known allergies in the classroom to help guide treat selections.
  - Parents are encouraged to discuss any concerns regarding birthday treats with the teacher or school nurse.

Thank you for your cooperation and understanding in making our school a safe and happy place for all students to celebrate their special days.

### Bloodborne Pathogens

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

### Vision & Hearing Screening

The school follows the directives of Anne Arundel County Health Department and responds to parent's 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 PreK, 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 be 20 ounces or less and 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 without the teachers approval
- 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, computer room 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.

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## **Partnership and Communication with Parents**

### **Responsibilities**

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.
10. to behave appropriately at all school related functions, both inside and outside of the school hours, and whether on school property or third-party site, and including sporting events.
11. to follow the guidelines of this handbook including non-academic standards and expectations, including related to parking, drop-off, pick-up, and communication with teachers and staff.
12. to demonstrate appropriate behavior and respect to all teachers, staff, and administrators, this includes verbal, written or electronic exchanges.

### Support, Partnership, and Compliance by Families

In cases of disregard of the direction of staff members, threats or threatening behavior, serious or repeated noncompliance with school policies or procedures, or other demonstrated lack of support or cooperation, whether by parent, child or other family member, the administration reserves the right to withdraw child/children from the school. Depending on the severity of the breach of partnership with the school, parents or other family members may be prohibited from entering the campus.

### 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 have this information in case of emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher immediately.

### Non-Custodial Parent

Emergency contact information for each child is to be kept current in School Admin. It is the parent's responsibility for keeping that information 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.

### Change in Name or Family Status/Custody

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

### Change in Address, telephone number or email address

When there is a change in address, phone number or email address, parents need to update school admin immediately.

### Bright Arrow

This Alert system is our way to send emails and automated voice messages. It will be used to communicate notices, weather-/emergency-related information, and reminders and updates pertaining to the school. If you are not receiving these Alerts, please check your "Spam" folder to see if they have ended up there.

### Between Home and School

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

### Parent Newsletter and Calendar

Throughout the school year our online monthly calendars are updated to inform parents/guardians of school information. A parent newsletter will be available online. Parents and guardians are responsible for the information contained in the newsletter. Please take the time to review the information that is sent home and periodically check the school website. Please call the school office if you have any questions.

### Thursday Envelope

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

### 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.

### 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.

### 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. 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 midterm report in October. 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.

Home and School Association

The purpose of a Home and School Association is to partner with the school in providing support for both the academic and social aspects of the school.

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.

Homeroom parents

At various times, we need help with celebrations in the classroom, and organize different events throughout the year such as the class picnics following the guidelines of the student handbook and the homeroom teacher. If you are interested in being a homeroom parent, please sign up at the Ice Cream Social.

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**Safety**

Emergency Plan

St. Philip Neri's emergency and crisis response plan is reviewed and updated annually. The plan is submitted to local first responders and the AOB.

### 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 and 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.

Regular emergency drills are conducted throughout the year. Any person in the building during an alarm must follow the protocol of the drill with the children and faculty. Evacuation routes are posted in each classroom..

The school has a relocation plan. In the event that students are relocated in an emergency, parents will be notified via the Alert system to pick up their children at a reunification site. Students will be dismissed in an orderly fashion so that there is accountability for every child.

### Emergency & Weather-related Closings and Delayed Openings

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

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

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

### Asbestos Hazard Emergency Response Act (AHERA)

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, reinspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress.

You can review this plan during normal business hours without cost or restriction. If you have any questions about reviewing our management plan please contact the school office at 410-859-1212.

### 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.

### 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.

### Student's Cell Phones

Students are permitted to bring in their cell phones to school, but they must be turned off and left in their backpacks. 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.

- 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.

### 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.

### 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 through RAPTOR before visiting other parts of the school building.

### Volunteers

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	School/Parish Picnic	Santa's Secret Workshop	Cafeteria/Playground
Race for Education	Fall Festival	Talent Show	School Pictures
Field Day	Library	Musical	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 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.

### 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. Rachel Bruggy. Please contact Mrs. Rachel Bruggy 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. Rachel Bruggy, 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.

### Playground & School Supervision Provisions

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.

#### Supervision Responsibilities (Before and After the Official School Day)

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above.

If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

#### Transportation Procedures

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.

#### Use of School Grounds

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

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## **Spirituality**

### Daily Prayer

Each morning the school starts with prayer and announcements. Students pray before and after lunch as a class. At the conclusion of each day the school says a closing prayer.

### 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!

### Closing Prayer

Dear God, we pray for the gifts of the Holy Spirit to guide us through life. May we be filled with wisdom to make good decisions, understanding to empathize with others, counsel to seek guidance when needed, fortitude to stand firm in our beliefs, knowledge to learn and grow, piety to love and honor you, and fear of the Lord to respect your power and authority. Help us to use these gifts along with our creativity to bring joy and peace to those around us. Amen.

### School Liturgy Schedule

School Masses occur every Thursday. The first Thursday of each month is for the whole school. The second Thursday of the month is for grades Pk-3. The third Thursday of the month is for grades 4-5. The fourth Thursday of the month is for grades 6-8. The fifth Thursday of the month is for any grade that wishes to attend.

### Prayer Services

Prayers Services are conducted at various times throughout the school year. Typically they happen during Thanksgiving, Christmas and Lent.

### Sacraments (First Eucharist, Reconciliation, Confirmation)

Sacraments are completed through St. Philip Neri Church.. Please contact the parish office for more information regarding receiving the sacraments.

### Service Projects

Service projects are completed throughout the year. Some examples include, canned food drives, brown bag lunches, Operation Motto Grasso, adopting families at Christmas time.

### House System

We adopted The Ron Clark Academy House System into our school as a dynamic, exciting, and proven way to create a positive climate and culture for students and staff. Using RCA's methods will help your school or district confidently implement processes that build character, relationships, and school spirit.

Students are celebrated for their efforts through a process that builds character, empowers academic excellence, fosters school spirit, enhances relationships, and promotes a culture of belonging for all. Our House System incorporates the gifts of the Holy Spirit as virtues taught to the students.

Advent

Each year we celebrate advent in different ways. Every classroom has an advent wreath and teachers take the time to discuss the significance of the advent season. Students also attend confession at this time.

Lent

Each year we celebrate lent in different ways. Students participate in the Stations of the Cross and the Fitness Stations of the Cross during this time. Students also attend confession at this time.

Catholic Schools Week

Catholic Schools Week is celebrated Archdiocese wide during the last week of January. The week begins with 9:30 a.m. Mass on Sunday and each day that week is a celebration of the important parts of our education, students, staff and community.

Retreats (Grade-level)

The eighth grade attends a retreat each year. Information will be sent home as it becomes available.

Religion Curriculum

Textbooks: Blest Are We and Growing with God Program

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.

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.

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**Student Services**

Before and After School Care

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. The program is regulated by the Maryland Office of Child Care.

### 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 and After Care 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.

### Cafeteria: Milk & Lunch Program

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.

## School Activities & Organizations:

### 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	Talent Show	Robotics Club	Chorus
Church Ushers	Altar Servers	Drama Club Jr.	Student Ambassadors	

### Leadership Programs:

#### 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 3.8 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.

#### House System

We have implemented the House System into the PBIS Program. There are opportunities for leadership within each House.

### 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 and IXL. 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.

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## Technology

### Acceptable Use Policy for the Internet and Technology Tools

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

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

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

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

*All users of the School network and technology tools, whether on a School-owned or personal*

device, are responsible for adhering to the following guidelines for acceptable use.

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

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

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

- *Violating the rights or privacy of others, including by photographing or filming an individual without consent*
- *Posting or distributing videos or photographs without consent of the persons depicted and the School*
- *Using technology to send profanity, obscenity, or other offensive or harmful language*
- *Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or “pirating” music)*
- *Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)*
- *Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols*
- *Revealing personal information beyond what is required for login while using Internet or web-based resources*
- *Responding to inappropriate messages from others (which should be reported to the School)*
- *Downloading or copying information onto disks or hard drives without prior teacher approval*
- *Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)*
- *Sharing of passwords or attempting to discover another’s password (passwords should be changed frequently)*
- *Using or accessing another’s account (network accounts are to be used only by those for whom the account has been established)*
- *Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, ‘worms’, etc.*
- *Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.*
- *Accessing or searching files, directories, or folders for which the user does not have authorization*
- *Intentionally erasing, renaming, or disabling of anyone else’s files or programs*
- *Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor*
- *Violating School conduct rules or the law.*



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

*Parents are responsible for:*

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

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

#### Web-Based Services

*The School uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.*

#### 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.

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.

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**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)

<b>Girls Uniform (Grades K-5)</b>	
<b>Fall/Spring August to October 31 and April 1 to June</b>	<b>Winter November 1 to March 31</b>
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. \*\*\***

<b>Boys Uniform (Grades K-5)</b>	
<b>Fall/Spring August to October 31 and April 1 to June</b>	<b>Winter November 1 to March 31</b>
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.)

<b>Gym Uniform Boys and Girls (Grades K-8)</b>	
<b>Fall/Spring</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)
<b>The school sweatshirt with proper uniform shirt underneath may only be worn on gym days.</b>	

Shoes

In the rare instance that an issue requires an alternate shoe instead of the uniform one, the student must have a doctor's note, and the alternate shoe must be an all black tennis shoe (this includes the soul and emblem, and laces). No other color/style shoe may be worn.

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 Policy

Hairstyles are to be neatly groomed. For boys, hair is not to exceed the top of the collar, the top of the ear, or be below the eyebrows. Boys sideburns are not to exceed the bottom of the ear. Boys may not have beards or mustaches.

The following styles are examples of prohibited hairstyles: head shaving, lines and designs, faux-hawks, mohawks, mullets, spikes, fades, ombre, highlighting or coloring of any kind.

St. Philip Neri School recognizes that particular hairstyles may be part of social, ethnic, spiritual and cultural identities and practices or adopted for protective purposes. In those cases, it is the policy of St. Philip Neri School to permit individual families to receive an exception from this policy so that they may choose the appropriate cared-for hairstyle for their child. Should a parent have a question about a hairstyle or wish to request an exemption, they should contact the administration before getting his/her hair cut or styled.

### 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 Items

- 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 (see above)
- 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 four through eight 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 the official St. Philip Neri spirit wear shirt selected for the current school year. (All other “spirit wear” may be worn on out-of-uniform days only.)
- Students should wear the school's gym shorts (summer uniform time only) or sweatpants (anytime) only.
- Spirit wear that is defaced, torn, altered or written on is not permissible.
- Students may wear tennis shoes.
- All other uniform rules apply regarding hair, makeup, jewelry, etc.

### Out-Of-Uniform/Tag Day Attire

On occasion, there may be out-of-uniforms days scheduled. Clothing may not contain terms, logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature.

- 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 - no rips or tears.
- 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.

\*\*\*\*\*



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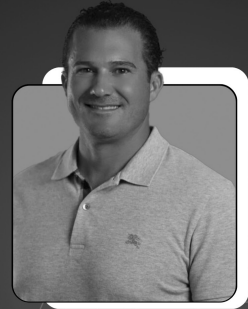


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