

***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  
2025 - 2026**



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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 2025

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

## **Our Pastor**

I'm Father Richard Gray, your new Pastor of St. Philip Neri and St. Clement's. I'm very much looking forward to serving as your Pastor, and I'm looking forward to meeting you and getting to know you in the coming weeks and months. I've heard a lot of good things about both St. Philip Neri and St. Clement, and I'm excited about coming on board.

I was born in Southern New Jersey, though Maryland has been home to me since the 1990s. Prior to entering seminary, I was certified as a schoolteacher for Social Studies and Special Education, and I taught through my 20s until I began to discern that God had another call for me. Eventually God won, and I entered seminary and was ordained 22 years ago. Music has always been an important part of my life, and prior to and during seminary, I was very involved in music ministry as a cantor, choir member, Community and University choir member and soloist, and for a while, Associate Choir Director in a New Jersey parish.

I truly enjoy being a priest and I love to serve God's people. I'm bilingual (English/Spanish) and have been involved in Hispanic Ministry most of my priesthood. I've also done a lot in the past with small group ministry, healing ministry, and of course the day-to-day operations of a parish or a pastorate. Years ago, I served as Administrator of the Pastorate now known as Divine Mercy in Western Maryland, and before coming to St. Philip's and St. Clement's, I was the Pastor of the Pastorate of Our Lady of Perpetual Help in Edgewater, and Our Lady of Sorrows in West River, so I have some experience shepherding multiple parishes. Early in my priesthood I served as Catholic Chaplain to UMBC, and still have fond memories of helping to foster the faith in young adults.

This past year has been my first year having a parish with a school, and I must say that I have very much enjoyed this part of ministry at St. Philip and St. Clement. I look forward to continuing to learn about, support, and be involved with those who will hopefully be the future of our Church. I want everyone, young and not so young, to encounter Jesus, especially in his true presence in the Eucharist. I want all of us to grow in love with our rich Catholic Faith, and pass on a dynamic, living faith to future generations.

I want to be the best Pastor that I can possibly be for you, and with God's grace, I want us to grow as a family of God.

Blessings,

Fr. Rich Gray

# PARENT/STUDENT HANDBOOK

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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.

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## **Overview**

### Archdiocese of Baltimore's Vision Statement

The Catholic schools in the Archdiocese of Baltimore nurture and sustain the God-given gifts of every person, especially students, to be used in service to the Mission of Jesus.

### Archdiocese of Baltimore's Mission Statement

Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential - spiritually, intellectually, physically, socially, and morally. Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial sustainability.

### 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.

### 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.

### National Catholic Educational Association (NCEA)

St. Philip Neri School is a member of the National Catholic Educational Association (NCEA).

### 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

### 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

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 2025-2026

<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	Mrs. Rebecca Burch-Louanglath	rburch@spnmd.org
Teacher PA	Ms Mia Tran	mtran@spnmd.org
Pre-k Aide PA	Ms. Zoe Konstantoulas	zkonstantoulas@spnmd.org
Pre-k Aide PA	Ms. Kayla Feeley	kfeeley@spnmd.org
Teacher PB	Mrs. Carmie Buckey	cbuckey@spnmd.org
Pre-k Aide PB	Mrs. Jean Carpenter	jcarpenter@spnmd.org
Pre-k Aide PB	Ms. Sara Horton	shorton@spnmd.org
Teacher KA	Mrs. Maribel Rodriguez	mrodriguez@spnmd.org
Teacher's Aide KA	Mrs. Ashley Coleman	acoleman@spnmd.org
Teacher KB	Ms. Karen Markiewicz	kmarkiewicz@spnmd.org
Teacher's Aide KB	Mrs. Heather Hechmer	hhechmer@spnmd.org
Teacher's Aide	Mrs. Andrea Dantine	adantine@spnmd.org
Teacher's Aide	Mrs. Heather Horton	hhorton@spnmd.org
Teacher's Aide	Mrs. Kathy Kazmierski	kkazmierski@spnmd.org
Teacher 1A	Mrs. Deborah Flynn	dflynn@spnmd.org
Teacher 1B	Mrs. Megan Hornberger	mhornberger@spnmd.org
Teacher 2A	Ms. Ellen Lewis	elewis@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. Anna Mastrorocco	amastrorocco@spnmd.org
Teacher 4B	Ms. Michelle Novak	mnovak@spnmd.org
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Teacher 5B	Ms. Amanda Cosgrove	acosgrove@spnmd.org
Teacher 6A	Ms. Samantha Santoro	ssantoro@spnmd.org
Teacher 6B	Mr. Tyree Scott	tscortt@spnmd.org
Teacher 7A	Ms. Susan DeLoach	sdeloach@spnmd.org
Teacher 7B	Ms. Emily Parsons	eparsons@spnmd.org
Teacher 8A	Ms. Daley Ryan	dryan@spnmd.org
Teacher 8B	Mr. John Maranto	jmaranto@spnmd.org
ELA	Ms. Megan Moxley	mmoxley@spnmd.org
Art / Resource	Ms. Ashley Novak	anovak@spnmd.org
Library	Mrs. Doreen Giordano	dgiordano@spnmd.org
Music/Computer 3-8	Mr. Philip Lathroum	plathroum@spnmd.org
Music/Computer K-2	Ms. Amy Sewell	asewell@spnmd.org
Physical Education	Mr. Travis Bateman	tbateman@spnmd.org
Resource Teacher	Ms. Ellen Piwko	epiwko@spnmd.org
Resource Teacher	Mrs. Melissa Johnson	mjohnson@spnmd.org
Resource Teacher	Ms. Anna Schomaker	aschomaker@spnmd.org
Spanish Prek-4	Ms. Gloria Klatt	gklatt@spnmd.org
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Business Manager	Mrs. Theresa Wellein	twellein@spnmd.org
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Counselor	Mrs. Sue Porembski	sporembski@spnmd.org
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Health Room	Mrs. Brandi Bush	healthroom@spnmd.org
Cafeteria Manager	Ms. Nancy Reed	nreed@spnmd.org
Cafeteria	Mrs. Theresa Novak	
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
Board Member	Mrs. Terri McAllister
Marketing Director	Mrs. Sue Wenzlick
Admissions Director	Ms. Amy Sewell
Principal	Mrs. Kate Daley
Assoc. Pastor	Fr. Larry Adamczyk

### Pastoral Support

Pastor Fr. Richard Gray  
Assoc. Pastor Fr. Larry Adamczyk  
Deacon Mark Rachid

### School Calendar 2025-2026

The Archdiocese of Baltimore has a plan in case of inclement weather or unforeseen school closings:

- Day 1: Closed
- Day 2: Closed
- Day 3: Closed
- Day 4: Asynchronous Learning
- Day 5: Asynchronous Learning
- Day 6 and Beyond: Add a day of instruction to the calendar

St. Philip Neri School has identified three (3) inclement weather days into the calendar. If the school does not close due to inclement weather or unforeseen event (Day 1, Day 2, Day 3), then the administrators have decided that school will NOT occur on these days: March 20, April 1, and May 15, 2026

Please note: For each inclement weather day that is used, one of the above planned days off will be removed- meaning the students and staff will be in school. Please check your school's newsletter for details.

Two asynchronous ½ days, Friday, November 14 and Friday, February 27, are planned for the students during the 2025-2026 school year. All teachers and staff will be working in person at the school. All students will be working on the assignments at home. Students will be responsible for completion of required work as the assignments will be graded.

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!

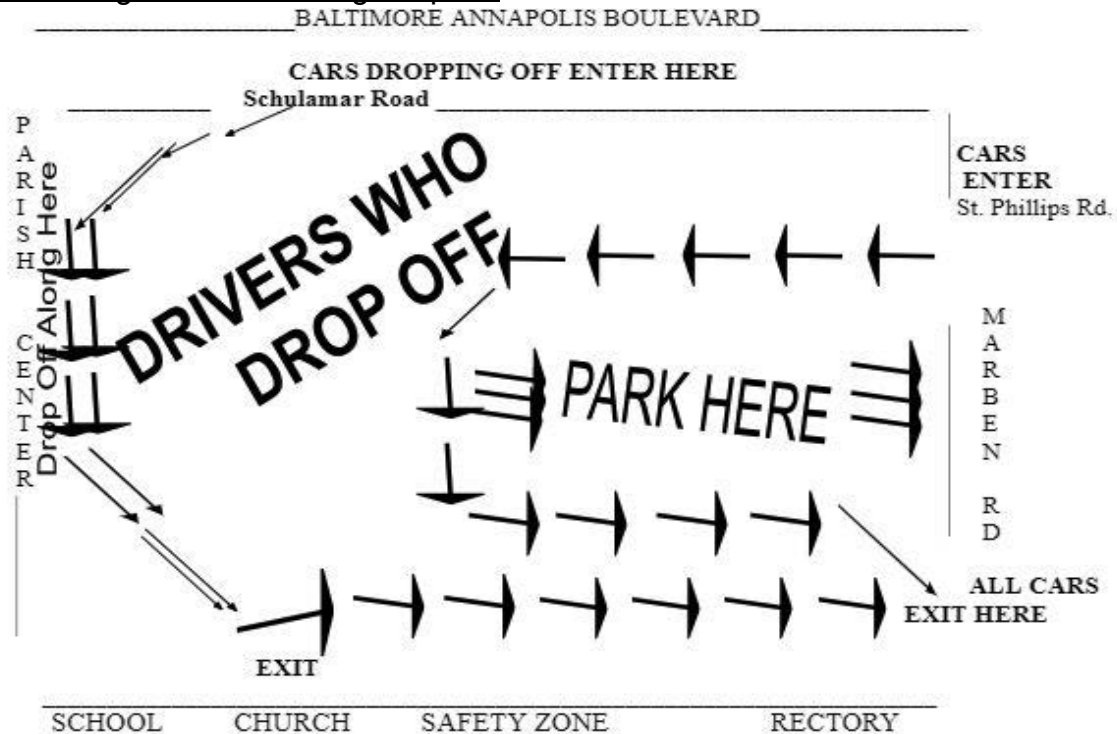
#### Morning Procedure: All Cars Must Enter the Back Parking Lot

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



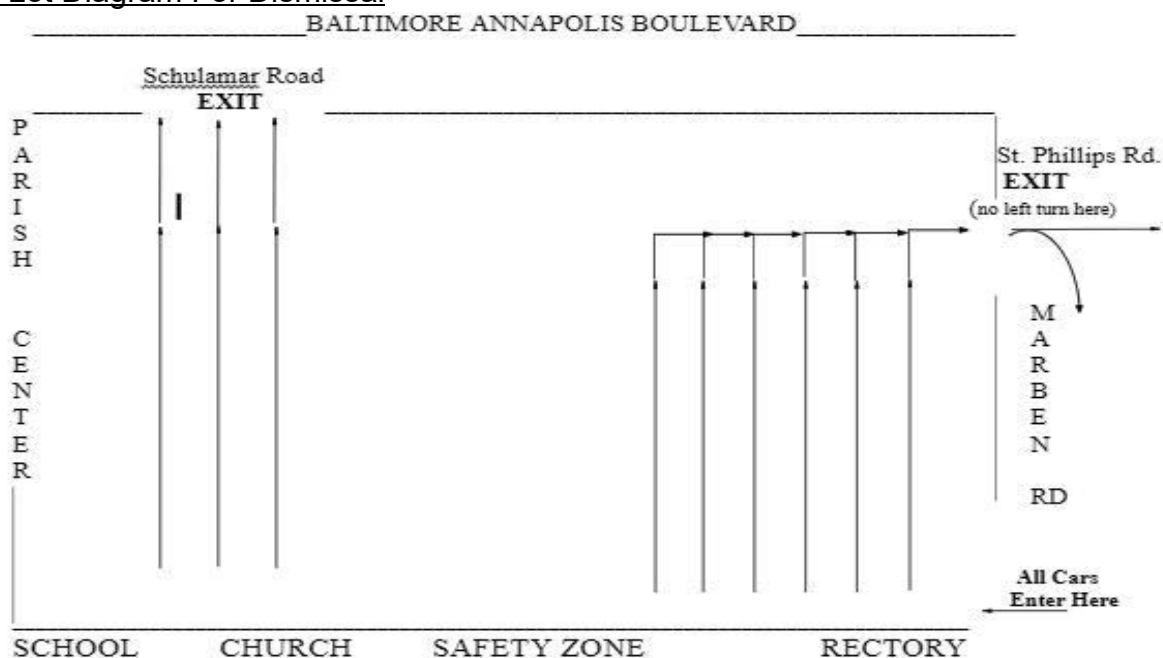
### Dismissal Procedure: All Cars Must Park On The School Parking Lot

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.

### Late Pick Up

The school day ends at 3:00. From 3:00 to 3:10 students can be picked up in the office lobby. Any student who is not picked up by 3:10 will be sent to After-Care. The cost for After-Care until 3:30 will be \$5. If the student is picked up later than 3:30, normal "drop in" After-Care rates will apply. After-Care pickup is located by the playground doors. Parents must go in and sign their child out.

\*\*\*\*\*

## **Catholic Identity**

The official teachings of the Roman Catholic Church are taught in St. Philip Neri School. The faith formation program is under the jurisdiction of the Archbishop. The curriculum integrates the six tasks of catechesis and is developed in accord with the Archdiocesan faith formation curriculum guidelines published by the Institute for Evangelization. Students attend religion classes, participate in liturgical celebrations, and participate in the religious activities of the school. Parents receive information about the faith formation program in the school and the school's expectations of their child(ren) with regard to religion both as an academic discipline and as a lived faith.

All students in grades PreK-8 will respectfully attend various liturgical celebrations during the school year. Students will have the opportunity to participate in the Sacramental Life of the Church. The items listed below are some ways that students can increase their spirituality and participate in faith based activities with the school community.

#### Advent

Students in grades 2-8 will attend reconciliation services. These services will be announced on the school calendar. Parents are also invited to join the school at these services to receive the sacrament.

#### “Buddy” Program

Students will receive a Buddy for the school year through our House Program. They will work together throughout the school year.

#### 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.

#### 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.

#### 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.

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.

St. Philip Neri School emphasizes the Catholic faith and values by implementing the PBIS framework through the House system.

#### 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.

#### Lent

Students in grades 2-8 will attend reconciliation services. These services will be announced on the school calendar. Parents are also invited to join the school at these services to receive the sacrament.

Students will also participate in the Stations of the Cross and the Fitness Stations of the Cross during this time.

#### Living Rosary/Rosary

October is the month of the Holy Rosary. This dedication stems from the liturgical feast of Our Lady of the Rosary, which is celebrated annually on October 7th. It's a time when

Catholics are encouraged to focus on praying the Rosary and meditating on its mysteries, which center on the lives of Jesus and Mary.

#### May Procession & Crowning

One of our Thursday Masses will be dedicated to the Crowning of Mary our Blessed Mother.

#### School Liturgy Schedule

School Masses occur every Thursday at 9:00. Should Mass time need to change, we will let you know as soon as possible. Parents are welcome to join us on any Thursday.

#### Prayer Services

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

#### 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.

#### Retreats (Grade-level)

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

#### 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.

#### Stations of the Cross and/or Fitness Stations of the Cross

Students will participate in the Stations of the Cross and the Fitness Stations of the Cross during the Lenten season.

## 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.

<https://sites.google.com/archbaltschools.org/curriculum-parent-portal?usp=sharing>

### Academic Integrity Policy

The Academic Integrity Policy includes consequences for cheating and plagiarism (including work that used Generative AI/ChatGPT to plagiarize).

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.

### Related Penalty

This measure may involve subtracting points from a student's test/assignment score (to be determined based upon the total value of the points on the test/quiz), confiscating a student's paper, or lowering a student's 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.

## Textbooks

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

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

<b>Early Childhood (PreK)</b>	Religion- Seeds Splash Into PreK Spanish - Symtalk
<b>Primary (K-3)</b>	Religion - Blest Are We, Growing with God Math - Saxon ELA - Open Court, Loyola Press Handwriting Science - Discovery Education, Scott Foresman Social Studies - Discovery Education, Scott Foresman Spanish - Symtalk
<b>Intermediate</b>	Religion - Blest Are We, Growing with God Math - Saxon ELA- Open Court, Journeys, Novels, Voyages, Loyola Press Handwriting Science - Discovery Education, Studies Weekly Social Studies - Discovery Education, Studies Weekly, Scott Foresman *Grade 4 Maryland Adventure (Gibbs Publishing) Spanish - Symtalk
<b>Middle School</b>	Religion - Blest Are We, Growing with God Math - Saxon Course I (6) Course II Glenco/McGraw Hill) (7) Math Accelerated (Glenco/McGraw Hill) (7) Course III (Glenco/McGraw Hill) (8) Algebra I Glenco/McGraw Hill) (8) ELA - Prentice Hall Literature Loyola Press Handwriting Townsend Press Vocabulary Basics (6) Groundwork for a Better Vocabulary (7/8) English Essentials (6-8) Clear Thinking and Writing (6-8) Science - Discovery Education Earth's Changing Surface, Chemical Interactions, Astronomy (Prentice Hall)

	Cells & Heredity, Bacteria to Plants & Animals (Prentice Hall) Motion, Forces & Energy, Human Biology & Health, Code of Heredity, Cells & Heredity (Prentice Hall) Social Studies - Discovery Education History of Our World (Prentice Hall) World Geography (Prentice Hall) American History through 1877 (Prentice Hall) American History 1877-Modern History (Prentice Hall) Spanish - Realidades
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### Grading Policy

All archdiocesan K-8 schools shall follow this grading policy to ensure consistent, transparent, and fair grading of students' academic performance. The purpose is to ensure consistent, transparent grading practices that accurately reflect students' academic performance and mastery of the curriculum.

### Overview of Grading and Reporting

Grades serve as a tool to measure and communicate a student's academic performance and mastery of the curriculum. They provide valuable feedback to students, parents, and educators about the student's understanding of the material, areas of strength, and areas needing improvement. Grades help guide instructional decisions, support student learning, and ensure accountability in the educational process. By reflecting academic achievement, grades aim to motivate students to strive for excellence and foster a culture of continuous learning and growth.

### **Kindergarten – Grade 2**

In Kindergarten through Grade 2, grading is standards-based and reflects students' developmental readiness and progression toward mastery. The focus is on growth, skill acquisition, and demonstration of understanding through developmentally appropriate learning experiences. Progress is reported using performance levels. (Consistently Developing, Making Progress, Support Needed, and Not Assessed at this time).

### Assessment Practices

Assessment methods may include: teacher observation, classwork and student discussions, work samples and portfolios, checklists and rubrics aligned to standards, formal quizzes and tests.

Formal quizzes and tests may be administered in developmentally appropriate ways to assess student understanding. While traditional numerical weighting is not applied in Grades K-2, assessment results are used to inform instructional decisions and report progress toward grade-level students.

### Homework

Homework is used to reinforce skills already taught and may be graded when appropriate.



### Special Subjects

Participation, engagement, and skill demonstration are used to assess subjects like Art, Music, Library, Foreign Language, Technology and Physical Education.

### Behavior

Behavior is reported separately and is not factored into academic performance indicators.

## **Grades 3-8**

### Components of Grading

Grades should primarily reflect the student's academic mastery of the subject content. Schools will determine the category weighting within these ranges and will communicate school-specific grading practices.

### Content Knowledge (60%)

This category will represent the student's mastery of core subject content.

- **Classwork:** Assignments completed during class that show understanding of the material. These assignments should be graded for accuracy, comprehension, and depth of thought.
- **Practice Activities:** These include tasks that help reinforce learning, such as drills, exercises, and review activities. These activities should be integrated with class content and help students solidify their understanding.
- **Tests and Quizzes:** Frequent quizzes and formal tests will assess student retention and comprehension of key concepts. Quizzes assess smaller chunks of content, while tests cover larger units or major concepts. Tests will weigh heavily in this category, given their comprehensive nature.

### Assessment of Learning (20%)

This category includes more formal assessments such as larger tests and projects that evaluate how well students have mastered the material.

- **Projects:** Assignments that require students to apply learned concepts in more complex, real-world situations. These projects should be assessed on both the process (e.g., research, organization) and the final product (e.g., depth of analysis, creativity).
- **Major Tests:** These will account for a significant portion of this category, reflecting a student's overall understanding of unit content.

### Skills Application and Critical Thinking (10%)

This category assesses how students apply their learning in complex or real-world contexts. It encourages critical thinking and problem-solving, going beyond simple recall of facts.

- **Problem-Solving Assignments:** These include tasks where students need to analyze, synthesize, and apply learned concepts to new or unfamiliar situations. Examples include science experiments, math problems requiring creative solutions, or essay questions that ask students to analyze a situation.
- **Critical Thinking Projects:** These might include essays, presentations, or research projects that require students to demonstrate higher-order thinking skills, such as analysis, evaluation, and synthesis of information.

### Homework and Practice (10%)

Homework and in-class activities should provide students with opportunities to reinforce and apply skills and concepts that have already been taught. Homework completed outside of school should be purposeful, developmentally appropriate, and should not introduce new content.

Practice activities, completed during the school day, such as exit tickets, fluency drills, or review exercises, support ongoing learning and skill development. Both contribute to a deeper understanding of the material.

**Homework:** Homework assignments will be graded for completion and may be graded for accuracy if the learning concepts are previously taught concepts. These assignments should provide students with opportunities to practice and review the content discussed in class.

**Practice Assignments:** Practice assignments structured tasks completed during class that reinforce previously taught concepts. These may include exit tickets, spelling tests, math fact drills, or other review activities that support skill development and content retention.

### Behavior

Behavior should not be included in academic grades. It is essential that grades accurately reflect a student's academic performance, rather than their behavior.

### *Subjects and Activities Requiring Participation*

There are courses and activities in which demonstration of mastery through participation is the only way to assess skills and application. These include, but are not limited to:

- **Music:** Participation in performances, rehearsals, and practice sessions is essential to demonstrate mastery of musical skills.
- **Art:** Active participation in art projects, critiques, and exhibitions is necessary to showcase artistic abilities.
- **Class Discussion:** Engaging in class discussions helps demonstrate understanding and the ability to articulate thoughts clearly.
- **Physical Education:** Participating in physical activities, sports, and fitness assessments is crucial for demonstrating physical skills and fitness levels.

- Foreign Language: Engaging in written and verbal lessons.
- Library: Listening to stories and participation in discussion of literature.

Participation in these activities may be graded according to expectations for the course or activity. This ensures that students are actively engaged and effectively demonstrate their level of mastery.

#### **Weighting of Grading Categories**

<b>Category</b>	<b>Weighting (%)</b>
<b>Content Knowledge (Classwork, Practice Activities, Tests, Quizzes)</b>	<b>60%</b>
<b>Assessments of Learning (Major Tests, Projects)</b>	<b>20%</b>
<b>Skills Application and Critical Thinking (Projects, Problem-Solving)</b>	<b>10%</b>
<b>Homework/Practice Activities (Practice Activities, Review)</b>	<b>10%</b>

#### **Trimester Report Card Grade Keys**

<b>Trimester Grade Key Grades 3-8</b>	
<b>A+</b>	<b>97-100</b>
<b>A</b>	<b>93-96</b>
<b>B+</b>	<b>89-92</b>
<b>B</b>	<b>85-88</b>
<b>C+</b>	<b>80-84</b>
<b>C</b>	<b>75-79</b>
<b>D</b>	<b>70-74</b>
<b>E</b>	<b>69 and below</b>

Trimester Grade Key Grades K-2	
Consistently Developing	93-100
Making Progress	75-92
Support Needed	74 and below
NA	Not Assessed at this time

Trimester Grade Key Special 3-8	
Consistently Developing	93-100
Making Progress	75-92
Needs Improvement	74 and below
NA	Not Assessed at this time

### Report Cards and Progress Reports

In the Archdiocese of Baltimore, students in pre-kindergarten through grade 8 will receive report cards three times a year, at the conclusion of each trimester. In addition, the school will send progress reports home for grades 3-8 during the middle of each trimester. Report cards will now be distributed electronically. Paper copies will be available upon request to [office@spnmd.org](mailto:office@spnmd.org).

### Trimester ending dates

First - 11/14/25

Second - 2/27/26

Third - 5/28/26

### Report Cards distributed

12/4/25

3/12/26

6/11/26

### Honor Roll Policy

All Archdiocesan schools shall honor academic achievement with an Honor Roll based on specific criteria. The purpose is to recognize and encourage high academic achievement and positive contributions to the learning environment in accordance with the values of the Catholic archdiocese.

Students in grades 6 through 8 are recognized for their academic achievement with the following awards.

#### Principal's Honor Roll

Academic Achievement: All A's in core subjects.

Special Classes: Making Progress or better in all special classes.

Standards, Effort, and Conduct: Making Progress or better, including unstructured time.

#### Second Honors

Academic Achievement: All A's and B's (more A's than B's) in core subjects.

Special Classes: Making Progress or better in all special classes.

Standards, Effort, and Conduct: Making Progress or better, including unstructured time.

### Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects each 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 eighth 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 eighth-grade student must be in good academic, financial and behavior standing to participate in the end of the year graduation activities.

### Power School Access

It is the parents' responsibility to obtain their passwords for PowerSchool and to monitor grades for their children in grades 3-8. Parents will be contacted by the teacher by mid-trimester with an interim report. In some cases, where there is a significant drop in grades or performance, a conference may be required.

### Communication

Teachers are the first point of contact for any questions or concerns related to your child's grades or classroom behavior. We encourage open communication and recommend reaching out directly to your child's teacher by:

- Phone call
- Email
- A note in the Thursday envelope
- Scheduling a conference

Please do not contact the Admissions Office regarding academic or behavioral matters. If you're unable to reach the teacher directly, you may contact the school office to leave a message.

The administration is committed to supporting both teachers and families in helping every student succeed. We appreciate your partnership in maintaining clear and respectful communication.

### Other 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.

#### Intervention

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.

#### Learning Support and the Student Advocacy Team (SAT) 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.

In the 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. Student Advocacy Team members and particularly 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 by the Student Advocacy Team 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.

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. The school does not permit parents who are not selected as chaperones to join the group at the trip destination as this creates confusion. All chaperones are required to comply with the school's policies, to adhere to the Archdiocesan Child and Youth Protection policies, and to complete VIRTUS training in advance of the field trip. Any parents who are driving on field trips will have additional requirements.

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## **Admissions**

### Application Process

Students must be in good standing (financial, academic, and behavioral) to be accepted into a Catholic school. Parents or guardians must provide pertinent information, including required forms for admission as well as additional information that may assist the school staff with your child(ren).

### 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.

### Class Sizes

The following are the allowable sizes for each homeroom.

PreK = 20 students

Kindergarten = 25 students

Grade 1 through 8 = 25 to 27 students depending on the room.

### 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.

St. Philip Neri School must omit social security numbers and bank account information prior to sharing information.

"I authorize the St. Philip Neri School to share my information with other Catholic Schools in the Archdiocese of Baltimore if my child is denied admission or waitlisted due to space/capacity limits and authorize other Archdiocesan schools to contact me."

### 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

### 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 or assistant principal.

Religion is required for each year a student attends St. Philip Neri School. All students enrolled in St. Philip Neri School must attend religion classes and services. We will always teach and act consistent with the tenets of the Catholic Church.

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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-Kindergarten 4, and Kindergarten Students

Pre-kindergarten 4, 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 about their child's performance at the end of each trimester.

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

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

#### 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**

### 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 and 9:00 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. The teacher's instruction 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.

Tardiness (arriving at 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 (arriving at school late or leaving school

early) and a conference may be requested by the administrative team to address the issue and consequences.

Students who are absent from school may not participate in any after school or evening school sponsored events such as clubs, sports, dances, play rehearsal, chorus and possibly field trips. After 7 student absences in a trimester, a parent, teacher and administrator conference needs to take place to discuss the potential educational impact on the students academic standing.

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 the student with excessive absences and tardies at any point during the school year to make parents and students aware of the possible consequences of not attending school on a consistent basis. Child Protective Services (CPS) may be called due to excessive absences.

### Truancy

Students in Catholic Schools must comply with Maryland State law concerning compulsory attendance. The law requires regular attendance during the entire school year. Students are held accountable for time(s) they are absent from school. A principal may excuse a student for a necessary absence.

Regular school attendance is expected in order for students to achieve their academic potential. Each student's attendance is carefully recorded and permanently retained. Therefore, absence for reasons such as a vacation is strongly discouraged. Excessive absence has a serious impact on the student's academic performance.

The purpose of compulsory attendance is to ensure the continuous development and progress of the child's education. Unlawful absences are considered truant. The school informs parents that if truancy persists, the public authorities will be notified.

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

### Lateness & Assignments

Students may enter their homerooms at 7:45. Students are expected to be in their classroom and ready to learn by 8:00 a.m. Any student arriving after 8:00 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.

If a student arrives after 8:00 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.

### 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 (8:00-3:00), children who arrive after 9:00 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    8:00 a.m. – 3:00 p.m.

### Early Dismissal Days

Hours Pre-k – Grade 8    8:00 a.m. - 12:00 p.m.

### Late Pick Up

The school day ends at 3:00. From 3:00 to 3:10 students can be picked up in the office lobby. Any student who is not picked up by 3:10 will be sent to After-Care. The cost for After-Care until 3:30 will be \$5. If the student is picked up later than 3:30, normal "drop in" After-Care rates will apply. After-Care pickup is located by the playground doors. Parents must go in and sign their child out.

### 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 10:00 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 Bright Arrow alert system.

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 & 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 [insert title of appropriate school official] 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 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.

PBIS						
	Bathroom/ Water Station	Lunch	Recess	Classroom	Hallway/Stairs	Assemblies
Be Respectful	Use a quiet voice Allow others privacy Wait your turn at sink & water station Use polite language	Volume at an appropriate level Be mindful of personal space Wait to be called for Hot Lunch	Volume at appropriate level Include others in games and activities Share equipment Practice good sportsmanship	Use appropriate volume and polite language when speaking Be considerate of other people's belongings Keep your hands and feet to yourself Listen to others when they are speaking	Use polite language Use a quiet voice Keep hands, feet and objects to self	Enter and exit quickly and quietly Sit with your class Follow adults' directions Stay in your personal space and be respectful of others' space
Be Responsible	Wash & dry hands Keep area clean Place paper towels in trash Report unsafe conditions	Handle materials/equipment properly Throw away trash and clean your area Quiet down as soon as asked	Put equipment in its proper place Stay within assigned areas Report broken/lost equipment	Follow classroom procedures Do your own best work Keep your area clean	Keep hallways and stairs clean Follow rules without adult reminders Use quiet feet	Pay attention to the speaker/performance Clap when appropriate Voices off during assembly Raise hand to answer questions when asked
Be Safe	Keep hands, feet, and objects to self Report unsafe behavior Keep social distance No more than 3 at a time in bathroom	Remain seated while eating Clean up any spills or dropped items Report unsafe conditions	Have an adult retrieve equipment from roadways Handle equipment properly Report unsafe conditions	Report unsafe behavior and vandalism Stay in your space	Report all unsafe behavior and vandalism Maintain social distance	Show a calm body; sit still Hands and feet to self
Be Prepared	Walk directly to destination Return to class immediately Leave room at the top when filling your water bottle	Be sure to order Hot Lunch in Homeroom or bring your lunch with you to cafeteria Come prepared to listen and follow directions Go quickly to your assigned space	Wear appropriate clothing for outside activities Always follow the adults' directions	Enter the room quietly Be an active listener Be on time and ready with materials	Walk directly to destination using appropriate route Walk facing forward, staying to the right	Listen attentively to you teacher's directions before you leave the classroom for the assembly Have supplies with you if needed Be ready to participate

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 to each other, including peers, teachers, faculty and staff

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 action including but not limited to digital harassment

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) including distribution of both physical and digital

Smoking/using matches/vaping/gummies

Willful destruction of school property

Leaving school property without permission

Theft or extortion

Fighting or threats of violence

Public displays of affection

Harassment

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

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.

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 outlined in Policy SS 2.0; SS 2.1; SS 2.2. 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 later. If a student is 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.

### 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**

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

<p>necessary.</p> <p>5. Debrief and reteach school-wide expectations.</p> <p><i>*for uniform infractions, pattern of not completing homework, missing materials, a gentle reminder will be sent to parents.</i></p>	<p>5. Complete documentation form.</p> <p>6. Submit form.</p>	<p>student and teacher for follow up</p> <p>5. Contact parents</p>
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### **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>
<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>● Not having materials</li> <li>● Non-compliance</li> <li>● Running</li> <li>● Minor disruption</li> <li>● Pattern of not completing homework (5 times in a trimester)</li> </ul>	<p><b>Behaviors:</b></p> <ul style="list-style-type: none"> <li>● Minor inappropriate language</li> <li>● Refusing to work</li> <li>● Minor dishonesty</li> <li>● Minor inappropriate touching</li> <li>● Minor aggression</li> <li>● Unsafe or rough play</li> <li>● Disrespectful tone, actions (others or property), body language</li> </ul>	<p><b>Behaviors:</b></p> <ul style="list-style-type: none"> <li>● Bullying/harassment</li> <li>● Academic dishonesty (copying)</li> <li>● Major dishonesty (lying repeatedly)</li> <li>● Abusive language/threatening</li> <li>● Physical aggression</li> <li>● Vandalism</li> <li>● Chronic minor infractions</li> <li>● Major/chronic refusal to follow school rules</li> <li>● Theft</li> <li>● Major classroom disruption</li> <li>● Major disrespect toward others or property</li> </ul>
<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> </ol>	<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</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</li> </ol>

<p>5. Debrief and reteach school-wide expectations.</p> <p>*for uniform infractions, pattern of not completing homework, missing materials, a gentle reminder will be sent to parents.</p>	<p>documentation form.</p> <p>6. Submit form.</p>	<p>follow up</p> <p>5. Contact parents</p>
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### **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 touching</li> <li>● Non-compliance</li> <li>● Running</li> <li>● Minor disruption</li> <li>● Minor aggression</li> <li>● Unsafe or rough play</li> <li>● Disrespectful tone, actions (others or property), body language</li> <li>● Pattern of not completing homework (3 times)</li> </ul>	<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 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. Provide multiple (3) warnings.</li> <li>2. Inform the student of the rule violated.</li> </ol>	<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</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> </ol>

3. Describe the expected behavior. 4. Contact parents if necessary. 5. Debrief and reteach school-wide expectations.  *for uniform infractions, pattern of not completing homework, missing materials, a gentle reminder will be sent to parents.	behavior. 4. Contact parents if necessary. 5. Complete documentation form. 6. Submit form.	3. Complete documentation form 4. Admin will contact student and teacher for follow up 5. Contact parents
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### **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> <li>● Not having materials</li> <li>● Squeezing, pouring, flipping water bottles</li> </ul>	<b>Behaviors:</b> <ul style="list-style-type: none"> <li>● Minor inappropriate language</li> <li>● Refusing to work (complete refusal)</li> <li>● Minor dishonesty (impacts others or chronic)</li> <li>● Minor inappropriate touching</li> <li>● Non-compliance</li> <li>● Running</li> <li>● Minor disruption</li> <li>● Minor aggression</li> <li>● Unsafe or rough play</li> <li>● Disrespectful tone, actions (others or property), body language</li> <li>● Pattern of not completing homework</li> </ul>	<b>Behaviors:</b> <ul style="list-style-type: none"> <li>● Inappropriate display of affection</li> <li>● Bullying/harassment</li> <li>● Inappropriate dress (out of uniform)</li> <li>● Major dishonesty (lying repeatedly)</li> <li>● Abusive language/threatening (4 letter words)</li> <li>● Physical aggression</li> <li>● Vandalism</li> <li>● Major/chronic destruction of property</li> <li>● Chronic minor infractions</li> <li>● Major/chronic refusal to follow school rules</li> <li>● Theft</li> <li>● Major classroom disruption</li> <li>● Major disrespect toward others or property</li> </ul>
<b>Procedure:</b> <ol style="list-style-type: none"> <li>1. Inform student of the rule violated.</li> </ol>	<b>Procedure:</b> <ol style="list-style-type: none"> <li>1. Inform student of rule violated</li> </ol>	<b>Procedure:</b> <ol style="list-style-type: none"> <li>1. Inform student of rule violated</li> </ol>



2. Describe expected behavior 3. Contact parents if necessary 4. Debrief and reteach expectations 5. Complete documentation form 6. Submit form	2. Describe expected behavior 3. Contact parents if necessary 4. Complete documentation 5. Assign lunch detention 6. Submit form	2. Describe expected behavior 3. Complete documentation 4. Submit form 5. Admin will meet with student and/or teacher 6. Teacher or admin will contact parents
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### 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 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.

### Bullying Policy

*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. (Please make sure that a link to the bullying form is posted both here and on your school website). Refer to the bullying policy here.*

### 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.*

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## **Financial Obligations**

### Financial: Release of Tuition Obligation/Tuition Refund

#### Procedures

Should a family enroll in an AOB school, and later decide to withdraw, responsibility for tuition payment may remain with the family to compensate the school for expenses already incurred as well as the potential lost opportunity to fill that seat with another student. The amount of tuition obligation is dependent on the date of withdrawal. Please note that enrollment deposits, whether applied against tuition or charged as a separate fee and made at the time of contract signing are non-refundable and non-transferable regardless of the date of withdrawal.

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.)

#### Elementary School release or refunds

- Date of Withdrawal after June 1st: Family Tuition Obligation is 25% of annual tuition and fees
- Date of Withdrawal after First Day of School: Family Tuition Obligation is 50% of annual tuition and fees

- Date of Withdrawal after start of Second Trimester: Family Tuition Obligation is 100% of annual tuition and fees

The basis for the refund policies above is the following:

- Billed vs. Paid - The refund should be calculated based on the amount billed for the school year not the amount already paid. That is why the term release of obligation is used in addition to tuition refund. If the amount is calculated based on what has been paid to date, families who withdraw on the same date will be responsible for a different tuition than those who are on a different payment schedule.
- 25% - School purchased textbooks and supplies as well as completed other administrative tasks based on completed registration. Retaining 25% of the billed tuition is to cover these costs incurred. Since school has not yet started there is the potential that another student can be found to fill the seat, but the closer the withdrawal occurs to the first day of school the less likely that becomes, therefore that risk has also been factored into the obligation percentage.
- 100% – the teacher and the classroom are fixed costs and therefore sunk costs even when a student leaves early.

#### Tuition Policy

Tuition for all grade levels is \$7,375 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, 2025; the last is due by April 1, 2026. 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.

#### New Student Registration

A \$100 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 upcoming school year beginning November 1. All families must complete the re-registration form by January 1. Re-registration fee November 1 through December 1 is \$100 per student. December 1 through January 1 is \$200 per student. Students who do not re-register by January 1 are in danger of losing their spot for the next school year.

### 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.

### Delinquent Tuition

If a student transfers without having fulfilled all financial obligations, the school is only required to release health records and grade level to the new school. Copies of academic records will be released once all financial obligations are met.

### Withdrawal from School

A family with outstanding financial obligations to the current school is not to be accepted at another Catholic school within the Archdiocese of Baltimore.

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## **Health**

### Maryland School Immunization Requirements

All students in Catholic schools must be immunized in accordance with Maryland State Law. 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.

A student is not permitted to possess, administer, or distribute medication, whether prescription or non-prescription. 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 infections)	other symptomatic
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

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

#### Head Injury

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

#### Allergies

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

#### Bloodborne Pathogens

A complete Bloodborne Pathogens Standard Exposure Control Plan has been



established by the school and can be found in each Faculty Handbook and on file in the Office.

### Vision & Hearing Screening

The school follows the directives of Anne Arundel County Health Department and responds to 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.

### 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.

#### General Use Epi Pens

As of the 2025-2026 school year, St. Philip Neri has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

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## **Partnership and Communication with Parents**

### Responsibilities

In enrolling your child in a Catholic School, you agree to certain important responsibilities and conduct which include:

- to be a partner with the school in the education of your child
- to understand and support the Catholic mission and identity of the school
- to read all communications from the school and to request clarification when necessary
- to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
- to discuss concerns and problems with the person(s) most directly involved
- to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
- to promote your school and to speak well of it to others to include, but not limited to, social media platforms
- to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible

- to appreciate Catholic education and the benefits of attending a school in a Christ centered environment
- to behave appropriately at all school related functions, both inside and outside of the school hours, and whether on school property or third-party sites, and including sporting events
- 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
- 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 a child(ren) from the school. Depending on the severity of the breach of partnership with the school, parent, 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. Due to instructional time with their students, teachers may respond to emails and calls up to 48 hours on business days. Teachers typically do not respond to emails and calls during the evening or over the weekend.

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 an emergency. This information 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 Finalsite. 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. Any person picking up a student should be prepared to display a valid identification card when requested.

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, Family Status, and 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, and Email Address

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

#### Bright Arrow

St. Philip Neri School uses the BrightArrow communication system to keep families informed through voice calls, text messages, and emails. This system allows us to send timely updates about school events, weather closures, emergencies, and important reminders. Messages may be sent via phone (voice), email, or text from short code numbers like 87569. To receive text messages, parents must opt in by replying "YES" to the initial message. BrightArrow also supports translation services and allows parents to manage their contact preferences through a secure online portal. Please ensure your contact information is always up to date with the school office.

New This Year: Interims and report cards will be sent digitally using the BrightArrow platform. A paper copy can be requested by emailing [office@spsnmd.org](mailto:office@spsnmd.org).

#### Parent Teacher Conferences

Parent/Teacher Conferences are mandatory at least once in the fall. This will be held on Thursday, October 2.

#### Home & 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.

Please visit the HSA page to see the list of officers and further information.

<https://spnmd.org/home-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**

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)

AHERA – In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post- response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

#### Child and Youth Protection

St. Philip Neri School follows the policies and procedures as outlined by the Office of Child and Youth Protection.

### 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. The Office and Child Youth Protection (OCYP) director, Archdiocese of Baltimore, may also be contacted.

### 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. Please have a valid driver's license for identification.

### Volunteers

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.

Prior to volunteering, all volunteers must be fully trained in VIRTUS as required by the Archdiocese of Baltimore. All policies and procedures must be followed for Child and Youth Protection.

### 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. Any time you volunteer, you must sign in on the Volunteer Sign In Sheet located on the counter in the front office. 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.

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 and 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.

#### Supervision Responsibilities (Before and After the 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 the drop-off time and after the pick-up time, as listed above. The school is not liable for any injuries or accidents which may occur before the drop-off time or after the pick-up time, as 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. Siblings of club attendees should be picked up at regular dismissal time.

#### Tobacco and Drugs

St. Philip Neri school is a tobacco-free and drug-free workplace.

#### Transportation Procedures

Students are only to be released to custodial parents, legal guardians, or those adults listed on emergency contact forms. Students may NOT ever leave school in an UBER, Lift, or any private transportation company. Anyone picking up a student should have a valid identification card with them.

#### 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.

\*\*\*\*\*

## **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 school lunch program at a reasonable cost. 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	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.

\*\*\*\*\*

## Technology

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

*Technology skills are necessary to prepare our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, 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.*

### Artificial Intelligence

Principals must ensure staff and students in the Archdiocese of Baltimore use generative artificial intelligence (AI) in an ethical and responsible manner, following all policy guidelines listed below.

#### Purpose



- To provide clear expectations for staff and students on how to use generative artificial intelligence (AI) ethically and responsibly in the Archdiocese of Baltimore.
- To ensure generative artificial intelligence (AI) supports teaching and learning without replacing critical thinking, creativity, and/or effort.
- To ensure the use of generative artificial intelligence (AI) is aligned with the teachings of the Catholic Church and our Catholic values.
- To protect the privacy and safety of all staff and students by ensuring compliance with data privacy laws (e.g., FERPA) and safeguarding personal information.
- To help prevent potential exposure to misinformation, inappropriate content, and unauthorized generative AI use, ensuring that it is used responsibly and ethically.

## Introduction and Definitions

- Artificial intelligence (AI) refers to computer systems designed to perform tasks that usually require human intelligence, such as reasoning, problem solving, learning, and decision-making.
- As stewards of creation, we are called to use AI to enhance teaching and learning while preserving human judgment and dignity, ethical responsibility, personal interaction, and the common good. AI should serve as a complement to traditional education, rather than a replacement.
- *Generative AI* is a type of artificial intelligence that creates new content, such as text, images, videos, or music, based on patterns it has learned from existing data. Examples include chatbots that write responses, or tools that generate pictures or videos.

## Student Use of AI

- PreK–Grade 4 are not permitted to use *generative* artificial intelligence (AI) at this time.
- Grades 5–8 are not permitted to use *generative* artificial intelligence (AI) for academic purposes.

## Privacy and Safety

- Any user of generative artificial intelligence (AI) must protect student, parent, teacher, and school data by never sharing private information, including but not limited to student names, grades, SAP (Student Accommodation Plan) details, or any other personally identifiable information (PII).

## Misinformation and Potential Bias

- Staff and students must not assume that all AI-generated content is accurate or appropriate to share and must be fact-checked for misinformation and potential bias.
- All staff must carefully review AI-generated content before using it in lessons, parent communications, or content generation.

## Resources

Academic Artificial Intelligence (AI) Privacy and Safety Requirements for All Staff in the Archdiocese of Baltimore (Updated 2025)

### Web-based Services

(Policy ADM 29.0) *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.*

\*\*\*\*\*

## **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</b> August to October 31 and April 1 to June	<b>Winter</b> November 1 to March 31
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-scut 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-scut 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</b> August to October 31 and April 1 to June	<b>Winter</b> November 1 to March 31
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-scut 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-scut 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 must be clean shaven. 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
- No piercings of any kind (other than one in the earlobe) are permitted
- 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 - one per earlobe only. No other piercings are allowed.

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 final decision as to what constitutes acceptable dress and grooming rests with the principal. Students and parents who have questions regarding the acceptability of certain types of clothing and grooming should consult with the principal before appearing in school with them.



### 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. Dates and times are communicated using BrightArrow.

### 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.

### Labeling Clothes & Belongings

All clothing items and belongings should be clearly labeled with the student's name and homeroom. This allows us to return lost items to the rightful owner.

\*\*\*\*\*



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