



Saint Philip Neri School

Parent and Student Handbook

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www.spnschool.org

St. Philip Neri School
3015 Chestnut Street
Lafayette Hill, Pa 19444

MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. Attending a Catholic school is a privilege, not a right.
2. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
3. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
4. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
5. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
6. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian with my child/children enrolled at Saint Philip Neri Catholic School, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child/children, I commit myself to uphold all principles and policies that govern the Catholic School. I acknowledge that I have read, accept and will abide by the policies found in the Saint Philip Neri School Parent and Student Handbook.

Family Name: _____ Parent Signature: _____

Date: _____

Student Handbook

STUDENT – PARENT HANDBOOK

This handbook contains the policies and procedures of Saint Philip Neri Catholic School. We reserve the right to amend or add to the policies, rules and regulations contained in this handbook, and thus, the information contained herein is subject to change as circumstances dictate. Official announcements will be published during the school year, via the newsletter, and other forms of communication to current and new students as circumstances arise.

The Principal of the school, in consultation with the Pastor, is the final authority in all matters and can waive any and all regulations as seen fit for just cause. If you have a question about a particular policy or procedure, please contact the Principal.

STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY THE SCHOOL'S POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT TO ATTEND SAINT PHILIP NERI CATHOLIC SCHOOL.

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Mission Statement

Saint Philip Neri School incorporates a challenging and intellectual curriculum based on our Catholic faith. We aim to develop the whole child, meeting the physical, emotional, and spiritual needs of each. Our emphasis on respect for self and others, service to our community, and personal responsibility, helps our students grow as individuals, become productive citizens in a global society, and live the Catholic faith. Students achieve individual academic potential in a safe and supportive environment, through the use of diverse and creative instructional techniques.

Philosophy

The purpose of St. Philip Neri School is to provide a foundation on which to build Catholic Christian values in each student. Our first priority is to build Catholic beliefs, as handed down by the church, and to foster faith experience. We educate our children for this world and the world to come. We strive to give our students a solid set of religious, cultural, moral, and social values, which they can share with others.

We believe that for Christian values to grow, they must emanate from the home, be confirmed in the school, and provide the basis for a strong, vibrant Christian life.

Therefore, each student is “celebrated” as God’s creation. We see the Risen Christ in ourselves and others.

Parents, as primary educators, share their child with us. We see and commit ourselves to provide the best possible development of the child. Parents and teachers work together as a team for the benefit of the child. Together, our goal is to build a community of faith and trust in which we can grow and learn.

Objectives

Parents and teachers work together in providing the example and learning experience that helps students recognize and accept their responsibility to learn and achieve their God-given potential:

- to provide meaningful worship experiences involving the whole school community on a regular basis so that students develop an appreciation of the Catholic faith and tradition

- to provide opportunities which help students master the basic skills of reading, communication, computation, and problem solving, while progressing in diversified learning modes
- to foster an atmosphere where students learn how to study, how to think for themselves, how to make individual decisions
- to monitor continuous self-assessment, encouraging the student to become a self-initiate learner
- to integrate learning experiences from all subject areas in order to provide a unified vision of the child's total environment
- to incorporate an organizational structure which includes team administration, teaching, and shared decision making
- to provide a program of home-school communication which reinforces the school's efforts by generating interest and encouragement from parents and other adults in the community whose attitudes influence student motivation and learning. The home is the first school of values essential to a well-ordered society. Parents have an obligation to continuously educate their children in an atmosphere of love and respect for God and man. The sacrifices parents make to provide Catholic education for their children honor God and the community of man. This partnership of parents with the school is reinforced by:
 - a. setting a good example by attending Sunday Mass and the Sacrament of Reconciliation.
 - b. sending students physically fit, with sufficient sleep, clean, properly dressed, and nutritionally fed.
 - c. assisting daily schoolwork and the student's academic and moral development by examining report cards carefully, supervising home studies, and cooperating with the school in matters of activities, recreation, and discipline.
 - d. identifying and encouraging the student's special interests and talents so that they may be developed in cooperation with the faculty.
 - e. adhering to school policies, e.g. sending a written explanation whenever a student is absent from school, signing in when a student is late or must leave early, and notifying the teacher of changes to the student's routine, etc.

Admissions

St. Philip Neri School is operated under the auspices of the Catholic Bishop of Philadelphia, in the Archdiocese of Philadelphia. All schools in the Archdiocese admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in these schools. St. Philip Neri School will not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of educational policies, loan programs, athletic, or other school-administered programs.

St. Philip Neri School endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

School Age

St. Philip Neri follows the local public school district's age requirements for admission. A child entering pre-kindergarten must be four years of age and a child entering kindergarten must be five years of age on or before September 15th the year he/she seeks admission.

Before a student is accepted for registration, the following must be presented:

- a birth certificate.
- a certificate of Baptism if the child was not baptized at St. Philip Neri Church.
- a record of compliance with local and state of Pennsylvania health regulations. This record must be returned to the school office before the first day of school.
- Students applying for grades 1 – 8 must also present the latest report card from the school from which the student will be transferring and any other pertinent academic information.

Registration Guidelines

Families are accepted into St. Philip Neri School in the following preferential order:

1. Parents with children already in the school
2. Saint Philip Neri Parishioners

3. Catholic students coming from a parish without a school.
4. Catholics students coming from another parish school with the approval of the Pastor
5. Non-Catholic students

Registration

Registration for pre-kindergarten, kindergarten, and other students new to our school is an open registration process which takes place in February. This registration is only for new students. Current families will have the opportunity to register for the pre-kindergarten and/or kindergarten in the fall. Open Houses for the school take place in January in conjunction with Catholic Schools Week. There is a non-refundable registration fee and technology fee due at the time of registration.

Re-Registration

Families registered in our school are required to annually re-register. Re-registration is done through OptionC, our student information system. Families are required to meet the re-registration deadline date. After the deadline date, all families are considered re-registered for the following school year unless written notification of withdraw is given to the Principal.

Admissions of Non-Catholics

Our school serves a variety of purposes, including the academic, social and physical development of the students. However, the primary purpose of our school is religious. We exist for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community of faith. Our school offers a complete Catholic religious education program and makes every effort to develop the faith in all the students so that they may live a full Christian life.

Non-Catholic students may be admitted to our school under the following conditions:

1. The permission of the Pastor is obtained.
2. Adequate facilities and space are available, without denying the admission of eligible Catholic students.

3. The parent(s)/guardian(s) agree in writing to permit their child/(ren) to attend religion classes and religious functions that are offered as part of the school program.
4. The parent(s)/guardian(s) commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our school.
5. The parent(s)/guardian(s) agree through the FACTS Management System to assume responsibility for all financial obligations.

Attendance

School Hours:

- Grades Pre-Kindergarten – 8: 8:10AM – 3:00PM
- Pre-Kindergarten Half Day: 8:10AM – 12:00PM

School Office Hours

7:30AM – 4:00PM

Arrival

For the safety of students, students will be supervised outside beginning at 7:50 AM. All children who arrive earlier than 7:50AM will be sent to the morning C.A.R.E.S. Program and parents will receive a bill for this service. The school has no responsibility for students or parent(s)/guardian(s) on the premises during unsupervised times. On inclement days, students will enter school directly and proceed to their classrooms. Please do not accompany your child to his/her classroom. We appreciate your cooperation with this request.

Lateness

Students will be listed as late if they are not in line at 8:10AM. A late pass will be given to the student to gain admission to the classroom. The instructional day is too important to allow for interruptions and repeating of daily instructions.

- A student who arrives late for school must be accompanied by a parent and:
 - a. report to School Office for a late admission slip
 - b. present the late admission slip to the teacher in the class

Lateness Policy

- A tardy slip will be issued for each lateness.
- **Four** tardy slips will result in a **morning detention**.
- See “Attendance” section for school hours

Absence from School

If for any reason a student is absent from school:

- Parent/guardian must notify the School Office (610-828-3082), attendance line, the day of the absence between 8:30AM and 9:00AM stating the reason for the absence.
- Must be done on each day of absence unless indicated that a student will be out for an extended period of time due to serious illness.
- Failure to do so will result in a call and/or an e-mail from the school to assure the safety of the student.
- When the student returns to school, a written, dated note explaining the reason for the absence must be sent to the Homeroom teacher from the parent/guardian.
- After 3 consecutive days’ absence, state law requires that a doctor’s note be provided.
- Homework, when requested by 10:00AM, will be provided at the end of the school day.
 - It is the responsibility of the student to complete work and tests that have been missed due to absence.

Vacation Policy

Extended vacations during the school year are strongly discouraged. Vacations are planned at the discretion of the parents but the administration cautions the family to take into consideration the burden it places on the child to learn and make up the required schoolwork. The school should be notified of an extended absence. Work may be requested, but it is at the discretion of the teacher if it will be given to the student prior to

the vacation. It is the responsibility of the student to make up the missed work within a week of returning.

Early Dismissal/ Dental and Doctor Appointments

Please make dental and doctor appointments after school hours if possible.

- Student needing to be dismissed early must have written notification from a parent/guardian.
- Students will meet their parent/guardian in the Main Office and be signed out before leaving school grounds.
- In the event of someone other than the parent or guardian picking up the students, provisions must be made by the parent/guardian and the school office must be notified.
- No student may walk to an appointment by themselves.
- Students are marked as a PM absence if they leave before 1:00PM.

Snow Closing/ Delayed Openings

Notification will be made via our OptionC Broadcast System for school closings and delayed openings. Notification will be given via phone, text messaging and e-mail. Contact information must be kept up-to-date in OptionC and with the School Office. School closings and delayed openings can also be found on our website at www.spnschool.org

Emergency Closing Numbers

St. Philip Neri: #343

Colonial School District: #305

Early Closings

In the event of an early closing due to weather or an emergency

- Information will be disseminated through our OptionC Broadcast System via phone, text messaging and e-mail.

- Information will include dismissal time and bus information.
- C.A.R.E.S. and after school activities will be canceled.
- All families should have on file with each Homeroom teacher the emergency closing form.
- Students will be sent home their regular way unless specified by the parent/guardian.
- Should the need arise for you to pick up your child/children, please go directly to the School Office. A sign-out sheet will be provided.

Emergency Contact Forms

The school requires the parent(s)/ guardian(s) of each student to complete an emergency contact form provided by the School. It is important that the information on this form is accurate and updated so the School can contact the parent/ guardian in the event of an emergency.

Safety: Fire, Severe Weather, and Emergency Drills

Saint Philip Neri School maintains a Crisis Intervention Plan, which provides each Faculty and Staff person with general guidelines for responding to a variety of emergency situations. Drills are conducted for fire, shelter-in-place, lockdowns and evacuation of the buildings.

Fire, severe weather, and emergency drills are held monthly. Students are required to be silent during drills so that instructions can be heard without any confusion. When a severe weather warning is in effect at dismissal time, students will be kept in school until it is safe to leave. For the safety of students, faculty and staff, all outside doors of the school are kept locked at all times. Access to the school building is maintained and monitored by the school office via visual intercom systems and entry bell.

Saint Philip Neri School is a smoke-free campus. No smoking is allowed in the school buildings or school grounds by anyone. Violations will result in suspension and school-related activities.

Communications

Effective communication is the single most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress.

- Regular modes of communication include this handbook, weekly e-mail distribution of SPN Weekly Communications, Community News and a Principal's Weekly Newsletter.
- Newsletters, SPN Weekly Communications, and Community News are archived on the school web-site under "Parent's Corner."
- Other modes include:
 - the monthly calendar of events located on the School's website, www.spnschool.org
 - OptionC updates
 - Parent-teacher conferences
 - School and teacher web pages
 - Home and School meetings
- Parents can monitor student grades by accessing OptionC at: <https://www.optionc.com/corporate/home/school-login>. School Code: 8317
 - Progress Reports
 - Report Cards

It is the responsibility of the youngest child in each family beginning in Kindergarten and those Pre-Kindergarten children with no siblings enrolled at the school to provide parents with written communications. Parents are asked to check book bags and folders regularly for such communications. Any communications, forms, money, etc. that are brought to school are forwarded to the School Office through the Homeroom teacher. Please make sure these items are clearly labeled with the student's name and purpose.

Parent- Teacher Conferences

Conferences give parents and teachers an opportunity to discuss each individual student in order to develop a better understanding of the student and the school

program. Conferences are encouraged whenever the parent or teacher deems it necessary. School-wide conference times will be scheduled in the first and second trimester marking periods. Parent conferences during the first trimester are mandatory.

Appointment with Teachers

Teachers may not be interrupted during the school day for conferences. Lunches, messages, forgotten books, etc. should be left at the School Office with the child's name, grade and room number.

If a parent wishes to consult with any Faculty member or with the Principal, a request for an appointment will be honored as soon as possible. Please indicate the nature of the concern so that the teacher can prepare to address it. Parents are the first teachers of a child, and as such, their input is vital to school success. All conferences with teachers will be scheduled so as not to interrupt classes, conflict with other meetings, or keep the teacher from his/ her responsibilities.

Parents are advised to bring matters pertaining to discipline, grades, classroom procedures, etc. to the direct attention of the teacher before involving the Principal.

School Visitation

All visitors must report to the School Office. Visitors are required to sign in, state their destination, and sign out when leaving. Visitors and parents will wear an identification badge while they are in the school. Pennsylvania State Police and Archdiocese of Philadelphia required clearances must be obtained before any interaction with students can take place. Please see "Volunteer Required Clearances" on our website under Parent's Corner for clearance information or go to: <https://www.spnschool.org/volunteer-required-clearances/>

If a student forgets homework, lunch, instruments, etc., please label with student's name, grade and room number and leave the item with the School Office. For safety and security, no one is to go to a classroom without office permission.

Student Records

Unless a court or custody agreement specifies otherwise, each parent/ guardian with legal custody is entitled to access all school records of the child/(ren). Absent a

subpoena or court order, school records of the child/(ren) may be disclosed only upon written consent of the parent/ guardian with legal custody.

Release of a Child

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/ guardian. To determine the custodial parent/ guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

Legal Custody Issues

Parents are asked to inform school personnel when legal custody of the child/(ren) resides with one parent. It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

Dress Code

When purchasing clothing items for the school year, please be advised that **no exceptions to any part of the dress code will be acceptable**. Students are to be in uniform on the first day of school.

Hairstyles

- Both girl's and boy's hairstyles should be conservative.
- Extreme hairstyles are not permitted in school such as but not limited to dyed/bleached hair, tails, grooves, shavings or extreme differences in length.
- Boy's hair may not be in eyes or touching collar. Facial hair is not permitted.

- Administration reserves the right to determine the appropriateness of any hairstyle.

Jewelry

- Jewelry is not part of the school uniform.
- Small post earrings are permitted to be worn by girls.
- Wrist watches are permitted.
- Religious medal or cross may be worn.
- Boys are not permitted to wear earrings.
- Bracelets on ankle and wrist, pins and buttons are not part of the school uniform. This includes but is not limited to all rope, yarn and beaded neck, ankle and wrist bands.

Girls' Winter Uniform

- Jumper Blue SPN plaid (Grades 1-4) (Flocco's/Flynn & O'Hara)
- Skirt /Kilt Blue SPN plaid (Grades 5- 6- 7- 8)
 - *Skirts may be no shorter than 3" above the knee and may not be rolled at the waist. Ripped and pinned hems must be mended.
- Blouse Light blue (long or short sleeve) Oxford blouse (Gr. 5-8)
Light blue (long or short sleeve) Peter-pan collared blouse (Gr. 1-4)
- Socks Navy blue (solid color) knee socks, ankle crew socks, or tights.
Ripped tights must be replaced.
- Shoes **Required shoes are Hush Puppies Tuft Brown or Genuine Bucs (Tan or Navy Blue). Lower grade (1-4) girls may also wear Stride Rite Black Strap**
- Sweater Navy sweater: V-neck, cardigan, or vest monogrammed with "St. Philip Neri"
- No nail polish, artificial nails or make-up permitted.
- No oversized hair accessories permitted.

Boys' Winter Uniform

- Shirt Light blue (long or short sleeve) Oxford shirt
- Tie Blue SPN plaid – required for dress shirt
- Pants Navy blue, solid dress pants. Black or navy belt may be worn.
Pants must sit on waist.
- Shoes **Required shoes are Hush Puppies Tuft Brown or Genuine Bucs (Tan or Navy Blue Buc)**
- Sweater Navy sweater: V-neck, cardigan, or vest monogrammed with “St. Philip Neri”

Kindergarten Winter Uniform

- Light blue banded golf shirt (long or short sleeve)
- Navy sweat shirt and sweat pants with SPN school logo
- Sneakers, predominately **white with white shoe laces**, are worn all year.

Pre-Kindergarten Winter Uniform

- Navy sweat shirt and sweat pants with SPN school logo
- Gray T-shirt with SPN school logo
- Sneakers, predominately **white with white shoe laces**, are worn all year.

Gym Uniform

The gym uniform, including **predominately white sneakers with white shoe laces**, is worn to school on the scheduled gym day.

- Winter uniform Navy sweat shirt with SPN school logo
Navy sweat pants with SPN school logo
Gray T-shirt with SPN school logo
- Summer uniform Gray T-shirt with SPN school logo
Navy mesh shorts with SPN school logo only
- Socks All white socks. Ankle must be covered. No logos or stripes

Summer Uniform

- Worn optionally from April 15th to October 31st
- Consists of navy walking shorts for girls and boys or navy skort for girls grades K through 8, and SPN monogrammed light blue banded golf shirt (Flocco's/Flynn & O'Hara), predominately **white sneakers with white shoe laces only** – tie or Velcro (no zippers or slip-ons), all white crew socks, no stripes or logos. Socks must be seen above the ankle.
- Girls (Grades 5-8) may wear the uniform skirt with the SPN monogrammed banded golf shirt. Navy crew socks may be worn with the summer uniform. Boys may wear the SPN monogrammed banded golf shirt with long navy pants. School shoes, not sneakers, must be worn when wearing skirt or long pants. Required school shoes: **Hush Puppies Tuft Brown or Genuine Buc. Tan or Navy Blue Buc**
- Kindergarten students wear navy walking shorts for girls or boys or navy skort for girls, SPN monogrammed light blue banded golf shirt, all white socks, and predominately **white sneakers with white shoe laces.**
- Pre-Kindergarten students wear gray T-shirt with SPN school logo, navy mesh shorts with SPN school logo, all white socks, and predominately **white sneakers with white shoe laces.**

Tag/Dress Down Days

Tag Days or dress down days may be granted at the discretion of the Principal. All attire must be appropriate for a Catholic School.

- Full shoe must be worn
- Choices NOT appropriate include but are not limited to:
 - Short Shorts
 - Shorts with writing on back
 - Muscle shirts
 - Tight shirts- boys or girls
 - Tank tops- boys or girls
 - Crop tops- boys or girls
 - Inappropriate writing on shirts
 - Pajama bottoms
 - Flip flops or sandals- boys or girls
 - Leggings may be worn but long shirts must be worn for girls

The Principal reserves the right to have a parent pick up a child/ren if the student's attire is not Catholic School appropriate. Students are expected to remain in complete school uniform at all times while in the school building, on school property, in the school yard, dismissing to buses, etc. If a student is out of uniform, parents must send a note of explanation to the homeroom teacher.

Code of Conduct

Discipline

St. Philip Neri School believes that discipline is fundamental to life. Discipline is a necessary reflection of the philosophy of a Catholic school, which attempts to develop a fully committed Christian -- a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to himself/herself and others.

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students and parents/guardians in school and at school-sponsored events. The discipline code also pertains to events in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings, or could be disruptive or be an embarrassment to the school.

Discipline Policy

Discipline is the acceptance of the rules and regulations presented by a lawful authority. St. Philip Neri School takes a proactive approach to discipline with the ongoing intent to maintain a safe learning environment and address problematic student behaviors across all school settings. Through consistent discipline, St. Philip Neri School instills a sense of moral character.

St. Philip Neri School students are required to follow the **SPN Discipline Policy** when they are in the “school setting.”

- “School setting” shall mean in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by St. Philip Neri School.
- Policy also applies to off-campus behavior that somehow brings discredit or scandal to the school and/or causes substantial disruption to the learning environment.

The **SPN Discipline Policy** includes both the **Code of Conduct** and the **Consequences of Behavior**. The **Code of Conduct** outlines the behavioral expectations of St. Philip Neri School students. The **Consequences of Behavior** hold students accountable for their choices and require them to take ownership of their actions. St. Philip Neri School students who do not comply with the **Code of Conduct** must accept the **Consequences of Behavior**. **Consequences will be cumulative throughout the school year.**

The administration, faculty, and staff of St. Philip Neri School enact this policy with the expectation of full cooperation from the parents of its students.

Bullying Policy

According to the Pennsylvania School Code, bullying shall mean an intentional electronic, written, verbal, or physical act or series of acts:

1. Directed at another student or students;
2. Which occurs in a school setting;
3. That is severe, persistent, or pervasive; and
4. That has the effect of doing any of the following:
 - a. Substantially interfering with a student’s education;
 - b. Creating a threatening environment; or
 - c. Substantially disrupting the orderly operation of the school; and “school setting” shall mean in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

In its policy relating to bullying, a school entity shall not be prohibited from defining bullying in such a way as to encompass acts that occur outside a school setting if those acts meet the requirements contained in # 1, 3, and 4 above.

List of Infractions

****FACULTY, ADMINISTRATION, AND/OR POLICE RESERVE THE RIGHT TO ALTER THE CONSEQUENCES LISTED BELOW WHEN DEEMED NECESSARY****

***Consequences are issued in Grades Pre-Kindergarten through 3 at the teacher's discretion**

***Demerits are issued for Grades 4 through 8**

4 Demerits = 1 Detention

**** 3 Detentions = 1 in-school suspension****

When a student receives a demerit, the parent/guardian must sign it on the night issued. It must be returned the following day to the issuing school official. A parent/guardian's signature indicates that the parent/guardian has seen the demerit. It does not indicate the parent/guardian's permission for the student to receive the demerit. Refusing to sign the demerit does not remove it. The school official issuing the demerit and the Principal have already made that decision.

MINOR INFRACTIONS: *1 Demerit will be given for each minor infraction*

Examples are but not limited to:

- Uniform regulations
- Nail polish / make-up / jewelry / hair
- Chewing gum
- Littering
- Missed assignments
- Out of bounds (i.e., being where you should not be)

MAJOR INFRACTIONS: *2-4 Demerits will be issued based on Principal/teacher discretion, for each major infraction*

Examples are but not limited to:

- Disrespect for authority to Faculty, Staff, adult volunteers and visitors, and to fellow student(s)
- Irreverence
- Cheating / plagiarizing
- Abusive, foul language or gestures, or engaging in immoral conduct
- Truancy- unexcused absences
- Verbal Harassment, intimidation, teasing, excessive taunting, threats of any kind to students and/or teachers (see BULLYING POLICY)
- Physical harassment, such as, but not limited to, biting, shoving, kicking, pinching, spitting, hair pulling
- Leaving the school premises during school hours
- Leaving the school premises during a school-sponsored activity

SEVERE INFRACTIONS

First Offense – automatic detention

Second Offense – 1 day in-school suspension

Third Offense – 3 day out-of-school suspension

****A re-admittance conference will be held with the Principal and teacher(s) after the 3rd offense****

Examples are but not limited to:

- Unauthorized use of an electronic device
- Abuse or destruction of school property
- Stealing
- Fighting
- Smoking
- Repeated bullying offenses

- Harassment: Please refer to Harassment Policy

Harassment Policy

Saint Philip Neri School follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual harassment refers to any unwelcome verbal or physical behavior for the purpose of intimidation, humiliation or attention getting or possession of sexually offensive pictures or objects on school property or at school/parish sponsored activities. Any student or adult who is determined to have violated this policy will be subject to appropriate disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the proper legal authorities.

EXTREME INFRACTIONS

Police will be notified

****Consequences will be determined at the discretion of administration and police. ****

*****Expulsion is a possible consequence at this level. *****

Examples are but not limited to:

- Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or school-related activities
- Possession or use of weapons
- Bomb threats or triggering other false alarms

Suspensions

Just and appropriate disciplinary policies are essential educational processes, which include procedures that are more remedial than punitive, yet include the necessary provisions that protect the common good of the school community. Suspension may lead to dismissal. The Principal will inform the parents/ guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

Procedures for Student Suspensions

- Infractions of a serious nature are determined by the School.
- Parents/ guardians of the student will be informed in writing of the suspension as soon as possible.
- Suspensions will be determined (in-school or out-of-school) at the discretion of the Principal.
- Parents are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- Where possible, a student will be referred to a counselor.
- Signed agreement of parents and a written report of the suspension will be filed in the student's records.
- Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records only will be made available to authorized school personnel and parents.

Expulsion

After two (2) formal suspensions, a student may be expelled. Students who are expelled may apply for re-admission after one full year. The school will determine whether re-admittance is appropriate. In certain instances, the infraction may warrant immediate expulsion. The school reserves the right to expel any student at any time where the school considers the conduct of the student or parent/guardian to be inconsistent with school policy; the good of the school community or Catholic teachings. Parents/guardians of the student will be informed in writing of the expulsion as soon as practicable.

If a student is expelled for severe disciplinary actions, the expulsion notice becomes part of the student's permanent record that must be forwarded to the student's new school.

These categories do not cover every possible situation. Saint Philip Neri School will determine which behavior is inappropriate. This policy applies both in and out of the classroom, in the school community generally and outside the school community, where

the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

Saint Philip Neri School reserves the right to dismiss any student at any time where the school considers the conduct of the student and/or parent/guardian to be inconsistent with school policy, the good of the school community or Catholic teachings.

FACULTY, ADMINISTRATION, AND/OR POLICE RESERVE THE RIGHT TO ALTER THE CONSEQUENCES LISTED ABOVE WHEN DEEMED NECESSARY

Family Information

Change of Vital Information

Parents should inform the School Office of any changes in address, telephone number, e-mail address, employment, or emergency card information.

Tuition and Fees

Tuition is paid through the FACTS Management System. Other arrangements need to be made through the Church Office. Tuition and all fees must be met before the final report card is issued.

Tuition is determined in January for the following school year. The school may also impose fees for other items, such as but not limited to, lunch/recess supervision, extracurricular activities, field trips, books, and registration. This information is communicated to the parent(s)/ guardian(s) through our OptionC Broadcast System.

In justice to all parents and the parish community, parents are expected to keep tuition payments up to date.

- Both parents are jointly responsible for tuition and other fees charged by the school.
- Pastor, Administration, and Business Manager review the tuition records.
- The student report card will not be released if the tuition account has an outstanding balance, unless the parent has met and made suitable arrangements with the Pastor or the Business Manager.
- School reserves the right to take further action, up to and including dismissal and withholding of school records, if tuition payments are not made in a timely fashion.

The fees listed below are set on an annual basis:

- Registration fee
- Sacramental fee
- Technology fee

Telephone Use – School Office

The telephone in the School Office is for business only.

- Student may use the phone only in the case of an emergency with permission of the office staff.
- Permission will not be given to a student to call home for forgotten supplies or to communicate social plans.
- Please do not request that a child phone home during or after school for any reason.
- If a child is detained at school for any reason without prior notification, permission will be granted to use the phone.
- Urgent messages for students will be relayed to them from the School Office.
- During class time, neither student nor teacher may be called to the phone.
- Messages can be given to the School Office when necessary, and they will be given to the appropriate teacher.

Cellular Telephones/ Electronics

Students are **not** permitted to use cell phones while school is in session.

Cellular telephones may be carried in a book bag for emergency use.

- May not be left in an “on” position
- May not be used in the school building or on school grounds without the permission of an adult.
- **Text messaging and e-mailing are also prohibited in school or on school grounds.**
- School is not responsible for replacement of lost phones or electronics.

Any electronics that may be distracting or disruptive to the learning environment are not permitted in the school. Any items of this nature will be confiscated. A parent/guardian will be required to pick up the device from the School Office.

Lost and Found

Please make sure that all students’ articles are tagged with name, grade, etc. The Lost and Found receptacle is located just outside the uniform closet. Please have children check this location whenever items cannot be located. The items in this receptacle will be donated periodically.

Medical Information

A licensed nurse is provided by the public school district according to the school’s enrollment on Tuesdays and Wednesdays. Our parish provides a licensed nurse on Mondays, Thursdays and Fridays.

Annual Health Update

An annual health update is requested at the beginning of the school year by the school nurse. Please complete and return to school immediately.

Non-Emergency Administration of Student Medication

Teachers and other school employees are not allowed to administer medication to students, except under certain emergency conditions as described by the State of Pennsylvania. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student.

School Medication Authorization

No school personnel shall administer to any student nor shall any student possess or consume any prescription or non-prescription medications until a completed and signed **School Medication Authorization Form** is on file in the office. The form shall be completed by the student's parent(s)/guardian(s) and physician. This form shall be filed prior to administering any medication to a student, specifying the times at which the medication must be administered and the appropriate dosage. All such medication should be in the original, labeled pharmacy container, and transported to and from school by an adult.

Immunizations

The Pennsylvania School Health Act requires that all students entering Pennsylvania schools meet the following requirements. Proof of these required immunizations must be provided to the school nurse at Registration:

- Diphtheria, Tetanus and Pertussis: Four or more properly spaced doses of DTaP vaccine, with one dose given after 11th birthday. Required for students entering Grade 7.
- Polio: Four properly spaced doses of polio vaccine, with one dose given on or after the fourth birthday.
- Measles, Mumps and Rubella: Two properly spaced doses, usually given as MMR vaccine, given on or after the first birthday.
- Hepatitis B: Three properly spaced doses of Hepatitis B Vaccine, with the last dose given at or after age 24 weeks.
- Varicella- Two doses of Varicella vaccine given on or after the first birthday, or history of the disease.
- Tuberculin Test: Date and result (if considered high risk).

- Tdap: One dose required for students entering the 7th grade.
- Meningitis (Menactra): One dose required for students entering the 7th grade.

Exclusion for not providing documentation of mandated immunizations is on day 6 of school, unless there is a plan signed by the health care provider.

Physical Examination

Students must have a complete physical examination upon original entry into school (Kindergarten or First Grade), and in Grade Six. New students to Pennsylvania schools must have a physical exam if their records do not meet Pennsylvania requirements.

Physical exam forms are located on the school's website at:

<http://www.spnschool.org/ParentsCorner/RequiredForms.aspx>

Dental Examination

Students must have a complete dental examination upon original entry into school, (Kindergarten or First Grade), and in Grade Three and Grade Seven. New students to Pennsylvania schools must have a dental exam if their records do not meet

Pennsylvania requirements. Dental exam forms are located on the school's website at:

<http://www.spnschool.org/ParentsCorner/RequiredForms.aspx>

Health Screening

Vision screening, height, weight, and BMI% are completed on all students each year.

Hearing screening is done in kindergarten, first, second, third, and seventh grades.

Scoliosis screening is done on sixth grade students without a sixth grade physical and all seventh grade students. If you have any questions, please leave a message for the school nurse.

Emergency Cards

Each student must have a completed emergency card with parents' signatures on file in the office. This card designates parent or "substitute parent" to be notified in the event of a serious illness or injury at school. The "substitute parent" should be someone who can assume responsibility for the sick or injured child. This is a serious undertaking and

should be arranged by mutual consent. Please designate a local resident as the alternate person.

- To keep information current, emergency cards are issued to all students each year.
- Please contact the School Office whenever there is a change in the required information. Remember, emergency action is dependent upon correct information.
- Parents who plan to be away from home for an extended period of time are encouraged to notify the school, in writing, of alternate emergency phone numbers, and persons to contact.
- In case of an accident at school, first aid will be administered. When neither parent can be reached, persons indicated on the card are contacted. If the parent, guardian, or emergency contact cannot be reached, the Principal shall call the police or paramedics, and place the matter in their hands.

Allergic Reactions to Food or Insect Bites and Asthma

Parents of children with known severe reactions to food or insect bites and/or asthma must supply the school with emergency medications, permission from your physician to give the medication, and an Action Plan for emergency treatment. Additional action plans can be found on the school's website at:

<http://www.spnschool.org/ParentsCorner/RequiredForms.aspx>

When to Keep Your Child at Home

- Fever (temperature over 100): Children are not to be sent to school when taking medication to reduce a fever (Acetaminophen or Ibuprofen). **A child needs to be fever-free for 24 hours without fever-reducing medication before returning to school.**
- Vomiting: **A child needs to be 24 hours free from vomiting before returning to school.**
- Diarrhea: **A child needs to be 24 hours free from diarrhea before returning to school.**

- Eye infection: **A child needs to be on appropriate treatment for 12 hours before returning to school.**
- Severe headache
- Untreated rash or skin eruption anywhere on the body
- Under the influence of prescription pain medication

The school reserves the right to send a child home who exhibits any of these symptoms during the school day. If the parent/guardian cannot be reached, the emergency contacts will be tried.

A child should remain at home at least 24 hours with no fever or vomiting following an illness. Notify the school that your child will be absent. When your child returns to school, he/she must bring a written excuse stating the date(s) and reason for absence. This excuse must be signed by a parent or legal guardian. An absence of three or more days due to illness requires a doctor's note.

By following these guidelines, you will protect not only the health of your child, but also the health of his/her classmates and school staff.

Communicable Diseases

Any student suspected of having any of the following communicable diseases must remain out of school for the indicated time, and must return to school with a parent's or physician's note indicating type of treatment. Since these diseases are contagious, school authorities, the main office and the classroom teacher, must be notified. It will be the job of the school to notify the classroom or school community.

DISEASE	EXCLUSION FROM SCHOOL
Any undiagnosed rash	Until diagnosis is established or symptoms are gone for 24 hours
Contagious Conjunctivitis (Pink Eye)	12 hours after start of physician prescribed treatment and discharge has ceased

Fifth Disease	No exclusion unless fever is present
Hand, Foot and Mouth Disease	Free from fever, after all blisters have dried.
Herpes Simplex	No general exclusion
Impetigo	24 hours after the start of appropriate therapy.
Meningitis	As indicated by physician. A physician's note should indicate allowed activity including physical education restrictions.
Mononucleosis	As indicated by physician. A physician's note should indicate allowed activity including physical education restrictions.
Pediculosis (Lice/Nits)	Until treated and free of lice
Ringworm	Proof of treatment. If lesion not dry, it should be covered.
Influenza	No fever for 24 hours without fever-reducing medication,
Scarlet Fever	24 hours after appropriate antibiotic therapy has begun
Strep Throat	24 hours after appropriate antibiotic therapy has begun
Whooping Cough	Notify the school immediately after 5 days of appropriate antibiotic therapy and a physician's note.

Lunch

Lunch/ Recess Times

Grades 1 through 4: Lunch 12:20PM to 12:40PM

Recess 12:40PM to 12:55PM

Grades 5 through 8: Recess 12:20PM to 12:40PM

Lunch 12:40PM to 12:55PM

Pre-K and Kindergarten: Lunch only 1:00PM to 1:30PM

Lunch time should be pleasant and relaxing for all; therefore, the following guidelines are to be obeyed:

Cafeteria Rules

- Everyone is to stay seated during lunch.
- Conversation in the cafeteria must be carried on in a moderate conversational tone.
- Lunches should be eaten in a mannerly way.
- Each student is responsible for cleaning up his/her own lunch area: table, seat, and floor. All refuse should be put into the containers at the end of the lunch period. Table wipers will be assigned for each table.
- The directions of lunch monitors on duty are to be followed and respected.
- Seating arrangements are assigned by grade level. No student should switch from their assigned seat without permission.

Recess Rules

- Outside recess is strongly encouraged. (Morning recess is decided by the early childhood and primary teachers.) Outside lunch recess is decided by the Principal and the lunchroom coordinator. Children should be prepared to go outside unless it is raining, frigid, or extremely windy.
- Students will be respectful to yard monitors.
- Students will stay within the boundaries of the play area.
- Food is eaten only in the cafeteria. No food can be eaten outside.

- Students are to be in visible areas at all times.
- Balls may be used in organized games. (No softballs or baseballs.)
- No baseball bats or lacrosse sticks
- Jump ropes may be used.
- Students are to be considerate of each other when playing.
- Students will treat each other with dignity and respect.

Lunch Recess Boundaries

Cones are placed at the entrance to the church parking lot. Cones are placed to designate playing area. Each grade is assigned a specific area. No child is to leave the enclosed areas. Field is used weather permitting and condition of the field.

Lunch Recess for Winter and Rainy Days

Students will remain in their classrooms and may talk quietly during indoor recess. They may play games or do assigned tasks as directed by their teacher. Students must remain seated during indoor recess.

Violation of Cafeteria and Recess Rules

Minor infraction: Student(s) will be asked to sit until recess ends.

Major infractions:

Grades four through eight:

- Student(s) will be given a Lunch/Recess Infraction slip signed by the Lunch Supervisor and/or Homeroom teacher/Principal.
- This slip will explain the infraction and will require a parent/guardian signature.
- Students will receive demerit(s) based on the consequences found in the “List of Infractions.”

Grades one through three:

- Students will receive a Lunch/Recess warning slip signed by the Lunch Supervisor and/or Homeroom teacher/Principal.

- This slip will explain the infraction and will require a parent/guardian signature.
- Consequences will be determined by the Homeroom teacher/Principal

Academic Policies

Preparation for Class

The student is responsible for completing all class assignments and homework on time.

- Failure to do so indicates a lack of serious preparation for class.
- Incomplete homework assignments could result in a demerit, and will ultimately affect the student's effort grade on the report card.
- Daily performance of students is assessed by the teacher.
- Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade.
- All students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use his/her copybook as a drawing or scribbling pad.

Class Participation

Students are expected to:

- give attention and respect to the teacher at all times.
- show respect and concern for other students by a willingness to share and to take turns.
- actively participate in class by responding orally or in writing as circumstances dictate.

Homework Policy

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class.

- Homework includes both written and study assignments, and should be done by the student independently.

- No parent should do an assignment for the child. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision.
- Missed homework assignments will directly affect the child's grade
- Ample time should be allowed for the completion of out-of-class research assignments or projects.

Parents are asked to provide a quiet place for homework and to supervise study assignments.

- This is of great importance in the lower and middle grades especially where study habits are being formed.
- The supervision should decrease and more independent study encouraged at the middle school level.
- Parents are requested to check and sign written homework if required by the teacher to insure its being done neatly and correctly.

The following time per night is suggested for homework; this includes both written and study assignments:

- Grades 1 - 2: 30 minutes
- Grades 3 - 4: 60 minutes
- Grades 5 - 6: 90 Minutes
- Grades 7 - 8: 120 minutes

The school realizes that teachers, students, and subjects vary. The objective is not time, but the extension of learning beyond class time. Since each child is a unique individual, the time needed on homework may vary with each student.

In the event of absence or suspension, all homework and missed assignments are to be made up. If a student is absent, parents may e-mail the teacher for homework before 10:00AM. Homework may be picked up in the main office after 3:00PM.

Tips for Parents

- Provide a time and place in your home during which homework is done.
- Parents are encouraged to monitor their children's homework and provide assistance as needed.

- If at any time your child is consistently taking an abnormally long amount of time to complete the assignments, kindly notify the teacher in writing. Communicating this fact can be a service in helping us to provide better time limitations.
- Please feel free to contact the teacher with any parental/ guardian concerns.

Test Grades

In order for parents to be aware of the academic progress their child is making with regard to weekly tests, parents must review student grades on-line by using OptionC at: <https://www.optionc.com/corporate/home/school-login> . Use of test folders will be at the discretion of the teachers. If a student is absent on a day a test has been scheduled, he/she must make up this test at a time designated by the teacher. All tests and work missed because of absence must be made up within a week of the child's return to school.

Honors Math Program

The Archdiocesan criteria for students being admitted into the Elementary Honors Math Program are the following:

- Consistent scores of 90 or above in the National Percentile Math Composite Score for the Terra Nova Achievement Tests;
- Consistent scores of 85 or above in the National Percentile Reading Component of the Terra Nova Test;
- Cognitive Skill Index of 125 (falling in the range of 125) in the InView ability test;
- Evidence of above average performance (93 or above) on the Math End-of-Level Mastery Test administered in June;
- Final Report Card grade in Math: 93 or above
- Final Report Card grade in Reading: 85 or above
- Satisfactory classroom participation and performance
- Student effort as indicated by the quality of his/her work.

This criterion is not arbitrary. Students not meeting these criteria are not to be admitted to the program.

Make-Up Work

In an effort to develop responsibility, we ask those students in grades four through eight to request missed tests, homework, or class work from their subject teachers on the day the students return to school. All work must be made up within a week of the student's return to school.

Academic Demerits

Learning not only cultivates intellectual skills, but also responsibility for one's actions. The school will also issue an academic demerit for any of the following reasons:

- Neglect of written homework
- Failure to listen to and follow directions after repeated warnings
- Lack of responsibility in handing work in on time or failure to return a test paper signed by parent/ guardian
- Absence work not made up after a reasonable amount of time
- Carelessly completed class work after explicit directions have been given by the teacher
- Doing homework in class

Report Cards

Report cards are issued three times a year to students in Grades Kindergarten through eight and twice a year for Pre-Kindergarten. Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

- major testing (at least three tests in the major subjects)
- quizzes
- oral and written reports
- independent classroom work
- active participation in classroom lessons and activities
- class/ individual projects

Honors Policy

To qualify for Honors Commendation in 5th through 8th grade, a student must:

- Earn a grade of 85 in all subjects to attain 2nd Honors
- Earn a grade of 90 in all subject areas to attain 1st Honors
- Earn a 3 or 4 on the rubric scale in all special subject areas
- Earn a 3 or 4 on the rubric scale in Personal & Social Growth and in Effort and Study Skills

Honors are a special distinction that includes the education of the whole child, academically and personally.

Promotion or Retention

Student progress is monitored throughout the school year.

- At the first trimester conference, the parent/ guardian is informed of the student's academic, social, and emotional progress.
- In January, the teacher will contact the parent/ guardian of a student who continues to experience difficulty, to discuss the possibility of retention and support services.
- By mid May, the teacher(s) will schedule a follow-up meeting with the parent(s)/ guardian(s).
- If retention is indicated, the parent(s)/ guardian(s) will receive an official notification which must be signed and returned to the school administration.

Promotion or retention is at the discretion of the administration in consultation with the teacher. Promotion to the following grade depends on the satisfactory completion of the requirements for each grade level. Failure to accomplish the basic requirements may mean that it is advisable for the child to repeat the grade. Parents will be advised of unsatisfactory progress.

Graduation

Graduation requirements are, in addition, dependent on the expectations of high schools chosen by eighth graders. The graduation Mass and ceremony is the

culmination of a student's years at St. Philip Neri School. It is expected that all graduating eighth graders are present for this occasion.

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. **All financial responsibilities must be met for an eighth grade student to attend the Dinner Dance and Graduation.**

Responsibilities include:

- tuition
- technology fee
- lunch/recess duty fee
- graduation fee
- any miscellaneous fees

Procedures for graduation are determined by the administration and the eighth grade teachers.

Participation in closing exercises is a privilege, not a right. St. Philip Neri School has the right to deny any student from participating in closing exercises if, in the view of the School, the student's conduct or academic or disciplinary record that the privilege should not be extended.

Standardized Diocesan Testing

The Terra Nova Test is administered every academic year in the spring to students in grades three through seven. It measures progress made in non-verbal skills, Mathematics, Reading, Language Arts, Reference Skills, Social Studies, and Science. The results are communicated to parents and are utilized by the school for curriculum planning.

Assemblies

The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

Books and Materials

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered, with the exception of copybooks. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name, school, address, and room number.

All lost or damaged books must be paid for in full by the parent(s)/ guardian(s).

Students are expected to take care of their personal belongings, their books, and their clothing as well as the classroom and school property. Any malicious damage will necessitate compensation. Damage to neighborhood property on the way to and from school reflects on both school and home training.

Library

Library skills are taught weekly in Pre-Kindergarten through sixth grade. Kindergarten through sixth grade borrow books during their weekly visit. There is no fine for late books but students are not allowed to sign out material until late books are returned. A replacement charge will be levied for lost books.

Acceptable Use Policy/Technology

Computers are a valuable tool for education. One of this school's purposes is to encourage the proper use of computer related technology including the internet. Students and all users of computer technology have a responsibility to use these tools properly.

Our goals are to provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communication technologies. Also to encourage critical thinking and problem solving skills that will be needed in this increasing electronic and global society.

With the right of access comes the responsibility to use the resources both correctly and wisely. Access to computers and people worldwide may mean the appearance of material that is not educationally defensible in a school setting. Monitoring and controlling all such material is done by the school using internet screening/ filtering software.

Violation of the Acceptable Use Policy may result in any or all of the following:

- Loss of internet access
- Loss of device
- Disciplinary or legal action by the school and other involved parties.

Reference the Responsible Use Technology Access Form on St. Philip Neri's website by using the following link: <https://www.spnschool.org/technologyphoto-release-forms/>

Student Life

Field Trips

Parents will be notified of all trips to areas outside the immediate school environment. A written request and permission slip must be signed by the parent/ guardian before a child is permitted to attend. All possible precautions are taken to prevent injury of any kind. St. Philip Neri School does not assume liability for injuries that take place on field trips. Parent(s)/guardian(s) will cover the cost of transportation and any admission fees. All field trips are educational in nature.

Field trips are privileges afforded to students. At the discretion of the Principal, students can be denied participation on a field trip if they fail to meet behavioral requirements.

If a parent/guardian does not wish a child to attend the trip for any reason, he/she should notify the school. The child must attend school on the day of the trip or be marked absent.

Tag Days

These are dress-down days sponsored periodically by the Student Council. A donation of \$1.00 per child is requested. The money collected is used for charity or worthy causes. Please refer to page 14 for Tag Day Dress Code.

Student Activities

Student activities include:

- Student Council
- Drama Club

- Children's Choir
- Instrumental Band Program and String Program
- Ping Pong (Grades 5-8) during lunch recess
- Reading Olympics
- Girls on the Run
- Science Explorers
- Scouting
 - a) Brownies
 - b) Cub Scouts
 - c) Boy Scouts
- Athletics: St. Philip Neri participates in the spiritual-based CYO interscholastic athletic program for students. These programs are administered by the Athletic Association and are self-supporting and independent from the school. Participation in CYO sports is for Grades 5 through 8 except Spring track which is open for all students.

Activities include:

- a) cross country
- b) volleyball
- c) field hockey
- d) soccer
- e) basketball
- f) track
- g) baseball
- h) softball
- i) intramural basketball- (3rd and 4th grade only)

Support Groups

Special Services

The Federal Government, through the Montgomery County Intermediate Unit, provides remedial services for students in the areas of Reading and Math. Speech Therapy and Counseling services are also provided.

Children Are Receiving Extended Services (C.A.R.E.S) Program

After-school child care is available Monday through Friday from 3:00PM until 6:00PM St. Philip Neri also offers before-school C.A.R.E.S from 6:45AM until 7:50AM. There is a registration fee, a fee per child per hour, and a fee for late pick-up. Please refer to the C.A.R.E.S handbook on our website at: <https://www.spnschool.org/the-c-a-r-e-s-program/> for additional information.

Home and School Association

Mission Statement

To bring parish families together through active participation in special events and profitable fundraising programs thereby fostering community spirit and enhancing the school environment.

Responsibilities

The St. Philip Neri Home and School Association discuss and suggest activities that benefit the school's educational mission. Committees staffed by parents enrich student life through assembly programs and parent volunteer programs. Teachers participate through a faculty liaison. Home and School membership also includes a representative from the parish CYO. St. Philip Neri's Home and School Association recognizes financial responsibilities through fund-raising events during the school year. The Home and School Association is not a policy-making association nor are its members or its board expected to be liaisons between staff and parents.

Home Room Parents

The home room parent/guardian will work with the teacher to organize and assist on class trips, functions, projects, and other responsibilities needed. The teacher will notify the home room parents when she/he needs assistance. Parents may not be a home room parent two (2) consecutive years for the same class; unless no other parent(s)/guardian(s) have volunteered.

Volunteers

Volunteers are asked to assist in school in a variety of ways. There are many opportunities including library and computer aides, lunch/ recess monitors, home room parents, and special activities sponsored by the Home and School Association.

Volunteer forms are sent home in May and September. We encourage you to get involved and “lend a hand” in whatever way you are able.

The Archdioceses of Philadelphia requires that all church and school volunteers who regularly interact with children attend a Safe Environment or VIRTUS Training Session, complete an online training session, Mandated Reporting of Child Abuse, complete a Pennsylvania State Police Criminal Background check, complete a Child Abuse Clearance check, sign a PA Disclosure Statement for Volunteers and complete an FBI Fingerprint Card (for those who have not been a PA resident for ten consecutive years.)

The following are links can be used to complete the clearances:

- **Safe Environment or VIRTUS training session** at: <https://learning.chilyouthprotection.org/login/index.php>
- **Mandated Reporting Online Training** at: <https://learning.chilyouthprotection.org/login/index.php>
- **State Police on-line application** at: <https://epatch.state.pa.us/Home.jsp>
- **Child Abuse** form at: <https://www.compass.state.pa.us/cwis/public/home>
- **PA Disclosure Statement for Volunteers:** <http://www.spnschool.org/volunteer-required-clearances/>
- **FBI Fingerprinting** at: <https://uenroll.identogo.com/>

Transportation

Any child who has a change in their normal dismissal, must have a signed note by the parent/guardian confirming the change, contact the School Office or e-mail the Homeroom teacher as soon as possible during the school day.

Buses

Buses are provided through government funding for all children living one mile from school or in areas designated as hazardous for walking. The bus drivers are responsible for the children's safety on the buses. With the consent of the Principal, they may forbid a child to ride the bus for a given length of time because of disruptive conduct on the bus. If your child rides the bus, he/she MUST follow bus regulations.

Students may only ride a school bus if they are scheduled to do so. Students may only ride a bus in the school district where he or she lives. For example, the Colonial School District does not transport students who live in other school districts. This means students are not permitted to bring classmates home with them on a Colonial bus or van.

Note that when the weather is inclement, the Philadelphia buses follow the schedule for the Philadelphia School District.

Car Riders

Please share this important information with anyone (relative, babysitter, etc.) that drives your children to school or picks them up at dismissal. The safety of our students depends on all drivers being aware of proper procedures.

- **A.M. Drop Off**

Students may be dropped off for school on the Ridge Pike entrance to the school. For the safety of all students, drivers follow a moving car line system at both points. DO NOT PARK. Pull forward to allow many students to exit from the cars at the same time. Please drive slowly and cautiously. Also, do not drop off students via the Germantown Pike entrance for the safety of our student walkers.

- **P.M. Pick Up**

A moving car line is in effect for car riders. Cars are to enter the school grounds from Ridge Pike only. Cars will begin forming lines between parking islands

facing Chestnut Street. Students will be dismissed from the 3rd/4th grade hallway. Once all cars are loaded, cars will exit the school grounds by Chestnut Street.

Bicycles

It is the parent(s)/ guardian(s) responsibility to determine their child's readiness to ride a bike to school. Students should know and practice bicycle safety rules before being permitted by parents to do so. Bicycles must be "walked" on all school grounds.

Bicycles are parked in the bike racks located in the back driveway by the gymnasium. Bicycles should be locked. St. Philip Neri School will not assume responsibility for students who may receive injuries while riding bicycles or for stolen bicycles.

Walkers

Walkers (Grades K-8) are to use designated lines and routes to and from school.

Parents should be aware of their child's route home. All children must cross Germantown Pike and Ridge Pike only where the crossing guards are, both morning and afternoon. Crossing guards are provided by our local Police Department and are not employees of the school. Crossing guards are on duty at Ridge Pike and Chestnut Street, & Germantown Pike and South Warner Road. Crossing guards are present at arrival and dismissal of school.

PARENT AGREEMENT

I have read this Handbook which includes the Memorandum of Understanding and the Student Release, Waiver of Liability and Indemnity. I understand that its contents are the official rules and regulations of Saint Philip Neri Catholic School. I acknowledge that my child/children must abide by these rules.

FAMILY NAME: _____

PLEASE PRINT

PARENT'S NAME: _____

PLEASE PRINT

PARENT'S SIGNATURE: _____

DATE: _____

This agreement remains in effect for all the years your child/children attend Saint Philip Neri Catholic School. Addendums will be added as necessary.