

ST. PHILIP NERI PARISH ELEMENTARY SCHOOL PARENT-STUDENT HANDBOOK

St. Philip Neri School is a Catholic parish elementary school founded in 1951 and supported by the parish family. The school provides a safe, nurturing, value-centered learning environment for students in preschool through eighth grade.

ADMISSION POLICY

As part of the Archdiocese of Philadelphia, St. Philip Neri School admits students of any race, color, nationality and ethnicity to all the rights, privileges, programs and activities generally accorded or made available to students at our school. Similar policies apply to the school staff. Our school does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its education policies, its admissions policies or in any school administered program.

ST. PHILIP NERI CHURCH MISSION STATEMENT

We are the Catholic Parish Community of St. Philip Neri, answering Christ's call to discipleship through word, sacrament and service. We proclaim God's hope and love to all.

ST. PHILIP NERI SCHOOL MISSION STATEMENT

St. Philip Neri School declares its Catholicity by accepting the mission of the Church to share the message of hope proclaimed by Jesus to foster a faith community and to witness the meaning of Christian service. Our parish school seeks to support families in their efforts to educate their children in our faith, to encourage their children to be and do their best according to the talents God has given them and to form healthy individuals who will become active parishioners and contributing members of society.

SCHOOL MOTTO

Learning, Growing and Serving with Joy

PATRON SAINT - St. Philip Neri

SCHOOL COLORS - Green and White

ACCREDITATION

St. Philip Neri School is accredited by the Middle States Association of Colleges and Schools.

ADMINISTRATIVE PERSONNEL

Reverend Robert A. RoncasePastor
Mrs. Patricia Schleeweiss.....Principal

ADMISSION POLICY

Generally, a child must be 5 years of age on or before September 15 for admission to Kindergarten. A child must be 6 years of age on or before September 15 for admission to Grade 1. The age requirements may be taken under advisement in some cases. The Principal makes the final determination.

At the time of registration, the following is required:

1. Birth Certificate (original)
2. Baptismal Certificate (Catholic applicants only)
3. Health Records and Updated Immunization Records
4. Academic Records and Standardized Test Results

Non-Catholic students whose parents accept the philosophy of St. Philip Neri School will be accepted on a space available basis.

ATTENDANCE

Regular attendance is an important part of a student's progress in school. If a student is sick, parents are asked to call the school office to report the absence between 7:45 and 8:30 AM. After the absence, the child should bring in a note with days and dates of the absence, the reasons and the parent's signature. Prolonged absence, three days or more, requires a doctor's certification. Pennsylvania School Law requires this certification. Without a note, the attendance roll slip is marked "unexcused absence" or "parent neglect".

Special attention is given to excessive absence in relation to academic progress. After a child has been absent for a total of ten days in the current school year, an administrative review of the child's attendance records will take place. Actions may include but is not limited to the request for doctor certification for all future absences. Students who miss an excessive number of school days without a physician's note or known valid reason are considered truant and subject to dismissal.

Due to the Catholic nature of the school, certain religious and seasonal celebrations are special and require the student's attendance. These events include the following:

- Christmas Concert
- Spring Program
- May Procession
- The Living Rosary

Practices and retreats held in preparation for reception of the sacraments of Penance, First Holy Communion and Confirmation also require students' attendance. Before students receive the Sacraments of Penance, First Communion and Confirmation, parents are required to attend parent meetings at which time the administrators offer catechesis and program information. These meetings include:

- Reconciliation Meeting
- Reconciliation Celebration for Students & Families
- Communion Meeting
- Confirmation Meeting

SCHOOL HOURS

DAILY SCHEDULE

7:45 A.M.	Attendance & Announcements and Prayers
7:55 A.M.	Classes Begin
11:45 A.M.	Lunchtime Prayers
11:50 A.M.	Lunch & Recess
12:30 P.M.	Afternoon Prayers. Classes resume.
2:20 P.M.	Prayers & Dismissal Preparation
2:25 P.M.	Dismissal for buses
2:30 P.M.	Dismissal for students walking or being driven home by car

School attendance is taken at 7:45 A.M. All students should report to their classrooms by that time. Any student coming to school after 7:45 should report to the office for a late pass. This does not apply to students coming late on a bus due to bus problems.

PLEASE NOTE: Only students being bused to school may arrive before 7:20 A.M. No student should be dropped off by car earlier than 7:20 A.M.

LUNCH/RECESS

Students bring their lunches to school and eat in their classroom or the Neri Center. In good weather, the students are able to go out to the schoolyard to play. If the weather is inclement, students have indoor recess. Each unit has an indoor recess cart full of games and activities. Parent volunteers and teachers share supervision of the students during this period. Students are required to obey rules and regulations. Parent volunteers must be respected.

LUNCHTIME RULES

1. All students are to remain in their seats.
2. Kindergarten through Grade 3 students are to be silent for the first 10 minutes of lunch. This is the time to eat and calm down. After ten minutes, they may speak to each other quietly.
3. Students in Grades 4 through 8 are to be silent for the first 5 minutes in order to pray
4. When the students are finished eating, the lunch monitor will call the individual table to throw away their trash.
5. If students need to use the bathroom or to get up for any other reason, they need to raise their hand and ask permission.
6. Students will not be dismissed unless there is order and silence. If anyone does not follow lunchtime rules, they will be sent to the office.

LUNCH ORDERS

Students may purchase milk from the school on a bi-monthly basis. On certain days during the month, the students can purchase sandwiches, pizza, salads etc. Orders are sent home at the end of every other month for the following two months.

COMMUNICATION

School and home both share the responsibility for communication with each other. The goal of any school and home communication is to help both parties aid the student in his/her growth and development. The written word and spoken word are important means to keeping channels open and information flowing accurately and helpfully.

1. The principal communicates in writing to the school community often, sharing information about policies, instructional methods, events, and Catholic education.
2. Teachers communicate with parents through assignment books, notes, reports, email, and via phone.
3. Activities and upcoming events are published in the Church Bulletin.

WEEKLY COMMUNICATION

Every week, the oldest and/or only child in the family will receive the major school communications for the family. Parents should review the material and sign and return any tests included in the envelope by the teachers. The envelope must be returned the next school day.

PARENT-TEACHER CONFERENCES

Our focus as parents and educators in a Catholic school is to promote a Christ-like atmosphere for the children, the school, and our entire faith community. We bring Christ into our school when we base our relationships on mutual respect, courtesy, and deference to knowledgeable expertise. We urge parents to contact the teachers or the principal directly to get accurate information about the school and its' policies and curriculum. In all cases, if you feel your child's needs or your concerns are not being met, please contact the principal.

Parents and teachers need to share their insights about the students in order to foster growth in the students. Parent-Teacher Conferences are scheduled at the completion of the first trimester, however conferences may be arranged at other times at the discretion of the teacher, parent, or principal.

Normally, conferences are held between parents and teachers. On occasion, the student may be required to be present. When the need arises, other concerned parties, the principal, speech therapist, psychologist, remedial teacher, etc., may also be present. The school has developed an Education Support Team to assist teachers and families in helping children succeed.

If parents have urgent information for a teacher in the morning, the parent should call the school office or stop by the school office. Parents are asked not to delay a teacher from beginning the class day or afternoon sessions by stopping by the classroom for an impromptu meeting. No conference is permitted during a teacher's instructional day. The students need the teacher's full attention and instruction. Call for appointments with the principal or teachers or leave a message with the school secretary or on voice mail.

All visitors, including parents, must first register in the school office. No one may go directly to any classrooms or faculty rooms.

RECORDS

Unless a court or custody agreement otherwise specifies, each parent/guardian is legally entitled access to all school records of their child or children. Only the parent or guardian with legal custody of the child has the legal right to make religious and education decisions. If there is joint custody, then both parents must agree on life decisions. Religion and education are life decisions.

Parents are requested to send a copy of the court order or legally enforceable agreement adjudicating the determination of custody to the principal. The court order or agreement will be placed in the child's personal files in the school office.

Non-custodial parents or guardians who have legal custody and are therefore entitled to copies of the child's report cards, newsletters, and the like should request this information from the school office.

TELEPHONE CALLS & WRITTEN CORRESPONDENCE

The parent, the teacher, or the principal can initiate communication. All parties share a responsibility for that communication. We advocate the use of a sealed envelope for notes related to any problems, questions, or misunderstandings.

Written notes are required for the following:

- Absences – Include in the note the days and dates of the absence(s) and the reason(s). This is to be signed by the parent or guardian and is to be presented to the classroom teacher on the first day back to school from the absence. This is a requirement for all absences. Any absence for which there is no written communication is considered “UNEXCUSED”, “PARENTAL NEGLECT” or “TRUANCY”. For your convenience, a page of absence notes is included in the back of this Student Handbook.
- Uniform Issues – Should you send your child to school in an incomplete uniform, a note is required explaining the reason for deviation and the date by which it shall be corrected. This is not needed for scheduled Dress Down Days.
- Change in Dismissal – A note will be needed if your child is to leave the school other than by the usual means.
- Late Arrivals or Early Dismissals for Appointments – These notes must be sent to the school office in advance of the appointment.
PLEASE NOTE: Students who miss school time for appointments will not have fulfilled the requirements for perfect attendance. The student must have been present for morning and afternoon roll. We strongly urge you to make arrangements for appointments outside of school time.
- Inability to participate in gym class – Please note the length of time the student will be unable to participate in gym class so that the teacher can accommodate the student.
- Vacation – Notification of vacations must be made in advance. We strongly urge you to arrange vacations during our usual holidays. Your child's attendance is important to their education. However, if it is necessary for students to be absent from school for a family vacation, students will be given class assignments to be completed at the teacher's discretion.

Telephone calls are required for the following:

- Absences – If your child is absent, please call the school by 8:30AM to report the absence. Homework can be sent home with a sibling or will be available for pick up after 2:00PM.

HOME & SCHOOL ASSOCIATION MEETINGS

The Home & School Association, HSA, serves the school community by engaging parents in the education of their children in a variety of ways. Parents are encouraged to serve on the board of the HSA and thereby participate in planning programs for the school community. The board serves in a leadership capacity under the guidance of the pastor and principal. The board responds to the needs of the school community by holding general meetings, conducting family events, and supporting the school. The HSA provides material support for the school as well as volunteer assistance in school activities. General meetings are held as opportunities for parents to learn more about the education of their children and about issues facing parents, teachers, and children today. All families are encouraged to participate in the association and to attend the general meetings.

VISITORS TO THE SCHOOL

All school visitors (volunteers, parents, etc.) must come to the main office before entering school. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the nametags and sign out at the time of departure. No visitors may approach classroom teachers or students without the knowledge and permission of the principal.

Lunches and other items that are brought to the school must be dropped off at the office. The school secretary or other designee of the school office will see that the children get their forgotten items. This procedure avoids any unnecessary interruptions and provides for greater safety.

Children leaving school early for an excused reason will meet their parents at the office. Parents or designated adults must come into the office to have a student paged. Students will remain in class until they are paged.

Parents are asked to make appointments for meetings and to not detain teachers at the beginning of the class day. If there is a pressing issue as to the health and well being of the child for the day, parents should stop at the office and speak to the principal or school secretary.

CHRISTIAN BEHAVIOR

The essence of Christian discipline is self-discipline within the growth process. Students need to realize that the observance of reasonable rules brings happiness to themselves and others. They must be aware that the policies of the school aim at safeguarding their liberties rather than curbing them. Our school defines discipline as freedom controlled by responsibility.

The key to forming a happy faith community at St. Philip Neri School is respect and cooperation. When a child acts out of respect for others and works in a responsible way with school personnel, maximum teaching and learning can take place. Respect and cooperation will create a school environment where children are free to learn and are learning to exercise freedom within the framework of responsibility. A spirit of peace and justice will be able to thrive in such an environment.

An orderly school environment requires a clear definition of individual responsibilities. This Code of Discipline categorizes unacceptable behaviors, provides appropriate disciplinary responses, and strives to create a spirit of consistency and fairness to foster an attitude of positive cooperation among all members of the school community.

DISCIPLINE

The discipline code applies to students and parents/guardians in school and at school sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to St. Philip Neri School.

PARENT RESPONSIBILITIES:

- Teaching your child self-respect, respect for others, and respect for rightful authority
- Instilling a positive and enthusiastic attitude in your child for all areas of his/her education
- Recognizing that faculty, staff, and volunteers are due the same consideration and respect that parents expect from teachers and parents expect from their children
- Building a mutually supportive working relationship between yourself and your child, his/her teachers, and the school
- Understanding and cooperating with the rules of the school concerning student conduct and familiarizing your child with school regulations and procedures
- Contacting or responding to the appropriate school personnel when situations arise which affect your child's progress in school
- Encouraging your child to take pride in personal appearance
- Insisting on prompt and regular attendance
- Providing a space conducive for study and completion of homework assignments and being available for assistance and monitoring
- Guiding and assisting your child in reaching his/her maximum potential
- Recognizing that unrealistic pressures to achieve can be detrimental to a child's development
- Being aware that faculty and staff assume the parental role while your child is in school

STUDENT RESPONSIBILITIES:

- Making an earnest effort to do his/her best work on a consistent basis
- Accepting responsibility for his/her own actions
- Attending school daily and being on time and prepared for classes and school functions
- Being aware of written rules and regulations for student behavior and knowing that students' conduct must be in accord with those regulations
- Following the uniform dress code as outlined in the School Handbook
- Exercising proper care when using school facilities and other equipment
- Respecting the rights of others, including the right to receive an education in an orderly and disciplined atmosphere, free from verbal, physical, or sexual harassment
- Knowing that disrespectful and indecent language written or spoken will not be tolerated
- Making positive contributions to St. Philip Neri School to result in an atmosphere of respect, responsibility, and reverence
- Recognizing and respecting the rightful authority of faculty, staff, and all volunteers in matters of instruction, discipline, and behavior during school sponsored activities

DISCIPLINE INFRACTION SYSTEM

Students in Grades 4 through 8 will use a check/demerit/detention system.

- Fourth & Fifth Grade: Students who earn 5 checks within one week will receive a demerit. After receiving 2 demerits, students will be required to serve detention.
- Sixth Grade: Students who earn 4 checks within one week will receive a demerit. After receiving 2 demerits, students will be required to serve detention.
- Seventh Grade: Students who earn 3 checks within one week will receive a demerit. After receiving 2 demerits, students will be required to serve detention.
- Eighth Grade: Students who earn 2 checks within one week will receive a demerit. After receiving 2 demerits, students will be required to serve detention.

Students in Kindergarten through Grade 3 will use a check/loss of lunch recess/demerit system.

- Kindergarten: Students who earn 5 checks within one week will lose lunch recess. After losing 2 lunch recesses, students will receive a demerit.
- First Grade: Students who earn 4 checks within one week will lose lunch recess. After losing 2 lunch recesses, students will receive a demerit.
- Second Grade: Students who earn 3 checks within one week will lose lunch recess. After losing 2 lunch recesses, students will receive a demerit.
- Third Grade: Students who earn 2 checks within one week will lose lunch recess. After losing 2 lunch recesses, students will receive a demerit.

A check will be given for the following behaviors:

1. Failure to wear required uniform or other dress code violation
2. Bringing prohibited materials/equipment to school
3. Disrespectful behavior toward teacher

4. Disrespectful behavior toward classmates
5. Being unprepared for class
6. Talking in class
7. Not getting parental signature on required materials
8. Not keeping books covered
9. Writing or passing notes during class
10. Leaving books or other items where they don't belong
11. Writing on oneself or others
12. Disrespectful behavior during prayers
13. Chewing gum or eating during class
14. Use of cell phone on school property
15. Any other infraction that displays a lack of responsibility

PROCEDURE FOR DEMERITS OR DETENTIONS

When a student receives a demerit or detention slip, 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 signature indicates that the parent/guardian has seen the demerit or the detention. It does not indicate the parent/guardian's permission for the student to receive the demerit or detention. The teacher issuing the demerit or detention and the administration have already made that decision. Detentions will be held every Thursday for Grades 4 through 8 from 2:30-3:30 PM. Students in Kindergarten through Grade 3 may receive a detention after repeated loss of lunch recess. The detention will be from 2:30 to 3:00 PM. Parents will be responsible for the prompt pick-up of their child. Repeated infractions/demerits will be reflected in the Personal and Social Growth grade on the report card.

SERIOUS INFRACTIONS

Serious infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a bus or at a school function. Examples of serious infractions include:

- Truancy – unexcused absences
- Violent behavior – any fighting or behavior that causes physical injury
- Blatant disrespect for authority or any adult in the building
- Vandalism – destruction or defacing of parish, school or personal property (restitution needed)
- Possession of any item which may present danger to others in school or out of school
- Leaving school property without permission
- Harassment; physical, verbal, or sexual (refer to handbook for Archdiocesan policy)
- Teasing or bullying
- Using profane, obscene, lewd or abusive language
- Lying to school personnel
- Plagiarism

HARASSMENT

St. Philip Neri School follows the Philadelphia Archdiocesan Policy prohibiting harassment including sexual harassment. Sexual harassment refers to unwelcome sexual attention, sexual advances, requests for sexual favors or other verbal, visual, or physical conduct of a sexual nature.

Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student. A complete copy of this policy is maintained by the administration and is available for review upon request.

VIOLENT/THREATENING/HARASSING AND INAPPROPRIATE CONDUCT

It is the intent of St. Philip Neri School to provide an educational environment free from all forms of improper threats, teasing, bullying, intimidation, hostility, and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements and behavior not otherwise conducive to the educational and religious missions of SPN. Unacceptable conduct, either by a student or a parent/guardian includes, but is not limited to:

- Disrespectful behavior of any kind toward or about any staff, student, volunteer, or parent
- Insubordination
- Fighting
- Bomb scares or triggering false alarms
- Use or possession of drugs or alcohol
- Smoking
- Possession of any kind of weapon
- Stealing
- Intimidation, harassment, or threats of any kind
- Teasing or bullying
- Any other behavior that warrants attention not specified above

Harassment, bullying, or violence of any type is not tolerated. The principal investigates all complaints of harassment. Conduct by anyone that is incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the dismissal of the student, as well as reporting the incident to the appropriate legal authorities.

In addition, in cases 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.

GUM CHEWING

Gum chewing is not permitted in St. Philip Neri School for sanitary reasons and the resulting cleaning difficulties. This rule applies to the school building, school buses, school grounds and property belonging to the parish. The rule applies to students, faculty, and staff.

SEARCH OF STUDENT PERSONAL PROPERTY

The school has the right to search desks, lockers, and coat closets, as they are the property of the school. The pastor and principal are the responsible school officials for conducting student searches.

PROCEDURES FOR SUSPENSION/DISMISSALS

Just and appropriate disciplinary policies are essential educational processes which include procedures, more remedial than punitive, yet include the necessary provisions that protect the common good of the school community. Suspensions may lead to dismissal. The administration 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.

Suspensions:

- Infractions of a serious nature
- Parents/guardians will be informed in writing of the suspension as soon as practical
- Suspensions will be implemented (in-school or out-of-school), at the discretion of the administration
- Following the suspension, parents/guardians will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied
- Parents and students are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior
- A student may be referred to a professional counselor
- Signed agreement of the parents and a written report of the suspension will be filed in the student's record
- Suspension records are not part of the student's permanent or cumulative record

Dismissals:

- After two suspensions, a student may be dismissed
- In certain instances, the infraction may warrant immediate dismissal
- Parent/guardian of the student will be informed in writing of the dismissal

DRUG & ALCOHOL POLICY

Our parish school community, in an effort to protect and promote the spiritual, emotional, and physical well being of students, has developed a policy and procedure to safeguard the school community's right to a drug-free environment. It is vitally important that all members of the school community cooperate with these policies and procedures on alcohol, narcotics, and drug abuse. The provisions of the policy are not primarily punitive but remedial. All suspicions and concerns should be reported to the principal and be handled in

confidence to protect the name and rights of all involved. In addition, it should be noted that drug and alcohol prevention education is part of the school's curriculum.

A student within school jurisdiction who is under the influence of drugs, or who possesses, uses, or distributes such shall be in violation of the school policy. Distribution or possession of any drug paraphernalia and/or drug look-alikes is prohibited.

Suspicion/reasonable belief: Students suspected or believed to be possessing, using, or under the influence of drugs/alcohol or endangering the health, safety, and welfare of the school community will be reported. The reporter should notify the principal or principal designee who will investigate the situation, notify the student's parents or guardians, and take appropriate action, which may include a search by the principal with a witness as defined by the policy. If founded, appropriate disciplinary action will be enforced.

The principal should be notified immediately if a student or non-student is caught distributing drugs. The principal will decide the disciplinary action to be enforced. The action may include suspension or recommendation for expulsion. Parents will be involved whenever possible. The school administration can choose not to involve parents and then students will be referred to an outside agency for investigation, remediation, and treatment. The Pennsylvania Drug and Alcohol Abuse Control Act (1972), Section 12, protects the rights of the school to refer students for treatment without parental knowledge or consent. Students seeking drug or alcohol related help for themselves or others should be praised for their initiative and concern. Information will be handled in confidence to secure qualified and confidential help for the student.

CURRICULUM

The office of Catholic Education through the Department of Elementary Curriculum and Instruction has established all curriculum policies and procedures at St. Philip Neri School. Teachers use approved curriculum guidelines and textbooks and instructional materials. The curriculum is structured to provide sequential development in each academic area. To accommodate the needs of individuals, flexible grouping and other various teaching strategies are utilized and participation in specific programs is encouraged. The Montgomery County Intermediate Unit, Non-Public School Services, helps to provide speech therapy, math remediation, reading remediation and guidance. Reading remediation, Title I, is available through the local school district.

The religion curriculum is not confined to one class period. It flows into each aspect of the school as students learn who God is and how they share His love in our faith community. The religion course of study has guidelines and objective established for each grade level, preschool through grade eight. Prayers, concepts and basic truths and teachings of our Catholic Church are taught according to the developmental age of the students. As the students experience the learning process in each curriculum area, they continue to grow as total Christian persons.

GRADING

The school adheres to the Archdiocesan policy whereby children in the primary grades (1-3) receive letter grades and the upper grades (4-8) receive numerical grades in all academic subjects. Report cards are issued three times a year. Progress Reports will be sent home mid-trimester. Each report card grade reflects a wide range of the student's experience:

1. Oral participation, class cooperation and attentiveness
2. Homework and in class assignments
3. Major test results and quizzes
4. Projects

Several major marks are required for each trimester marking period. All tests are sent home to the parents in the Wednesday communication envelope. A parent's signature is required on each test. In assessing a child's progress, parents are encouraged to look at these test results, project grades and homework. Grades for students in grades 4 through 8 can also be seen on www.gradeconnect.com. If you have questions about your child's progress, please email the teacher or call the school office to make an appointment with the teacher.

Primary Grades:

- O - Consistently produces work of high quality and applies learned skill
- VG - Regularly produces work of high quality and applies learned skill
- G - Frequently produces quality work and applies learned skill
- S - Produces work of satisfactory quality and usually applies learned skill
- I - Produces work of inconsistent quality and needs frequent reteaching
- U - Produces work of unsatisfactory quality

Grades 4 through 8:

A numerical grade indicates the general evaluation for the subject. 70 indicates a passing grade.

Report Cards:

1st Trimester grades are based on the first trimester work

2nd Trimester grades are based on the second trimester work

3rd Trimester grades are based on the third trimester work

Final Mark indicates the average of each trimester grades

Honor Roll Policy:

Students in grades 4 through 8 have the opportunity to earn Distinguished, First and Second Honors.

Distinguished Honors:

- Student will have achieved 95-100 in all core curriculum areas. This is not an average of all subjects.
- Student will have achieved a 3 or 4 in Art, Music, Physical Education and Technology.
- Student will have achieved a 3 or 4 in Conduct and Effort.

First Honors:

- Student will have achieved 90-94 in all core curriculum areas. This is not an average of all subjects.
- Student will have achieved a 3 or 4 in Art, Music, Physical Education and Technology.
- Student will have achieved a 3 or 4 in Conduct and Effort.

Second Honors:

- Student will have achieved 85-89 in all core curriculum areas. This is not an average of all subjects.
- Student will have achieved a 3 or 4 in Art, Music, Physical Education and Technology.
- Student will have achieved a 3 or 4 in Conduct and Effort.

HOMEWORK

Homework that is properly designed will be constructive in the learning process and will reinforce and relate to that learning. To accomplish this successfully, full cooperation between parents and the school is needed.

Parents are asked to check the student's work for neatness and correctness. It is permissible to leave errors in the homework so a teacher can determine whether the child understands the concept. Parents are encouraged to write or call a teacher if the child is having difficulty.

Students in grades 2 through 8 have an assignment book in which to write down assignments. Students in grade 1 have copybooks in which the assignments are attached. If

you have a question about the assignments or lack of assignments, please contact the teacher immediately.

Homework is assigned each evening according to the following Archdiocesan time allotments:

Grades 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	90 minutes
Grades 7 and 8	120 minutes

We encourage students to be responsible for getting their assignments. Therefore, when a student misses class due to absence, appointments, special lessons, etc., he/she should approach the teacher and request make-up work and/or assistance for lessons missed.

Please be considerate in requesting work for your child when there is a long absence. Call the school and leave a message for the teacher. Requests for homework should be made early in the day but it will not be prepared for pick up during a teacher's instructional day. A teacher who is instructing her students cannot simultaneously get materials ready.

PROMOTION/RETENTION POLICY

Education is a cumulative process. St. Philip Neri School seeks to provide the strongest possible foundation for future learning and reserves the right to recommend the retention of any student who has not met the specific requirements of his/her grade or who has not demonstrated, through objective evaluation and teacher judgment, achievement consistent with his/her potential. Retention is offered to students who need more time to master grade specific skills. Promotion is at the discretion of the principal. A student is promoted when he/she adequately demonstrates mastery of skills required in the given grade.

BOOKS AND STUDENT MATERIALS

Students must have and use all stationery and learning materials required by the school. Textbooks are to be covered in either brown paper or book sox and workbooks must be covered in clear contact paper. All books are to be carried in a school bag. Lost or damaged books are to be replaced and paid for by the students. Prices for books are available at the school office. Textbooks must be in a proper condition to be passed on to other students year to year. Fines will be charged for damaged or missing books.

Students are not permitted to doodle in or on their textbooks, workbooks or copybooks. We strongly encourage respect for property, orderliness and pride in one's work. Parents are asked to review the student's books and materials to help instill these values in the student. Students must be prepared for each class with all books, supplies and necessary materials. The teachers determine the needed supplies for each class.

FIELD TRIPS

Each class may have educational field trips during the school year. Written permission from parents for students to participate is required for each trip. The permission slip must be signed “as is”. Any crossing out of the wording would eliminate the student from attending the trip. Both parents and/or guardians should sign the permission form. A form has been included in this publication for your review. Faculty members as well as parent chaperones accompany the class. Chaperones are selected by the teacher(s) planning the field trip. Chaperones must abide by the requirements and supervisory directives of the school and the teacher(s) in charge. The teachers set the conditions for any trip. All members of the school community must uphold these conditions and the policies set forth in this handbook and by the Archdiocese. A field trip is a privilege and not part of the regular curriculum. Therefore, the teacher upon notification to the principal may withhold permission for a student to participate in a field trip.

LIBRARY

Each class has a weekly library period. Students are taught library skills as part of the Integrated Language Arts curriculum. Each student may borrow a book a week. Some books may be renewed for an additional period of time. A fine of 5 cents per day is charged for each book or magazine not returned by its due date. Lost or damaged books must be paid for. The librarian determines the cost of the replacement.

Students may use the reference library by making arrangements with their classroom teacher. Some reference books may be borrowed overnight.

GYM

Gym classes are held weekly. Every student is expected to show good sportsmanship in gym. Any student displaying conduct that could bring about harm to himself/herself or another or which reflects poor sportsmanship or conduct/language inappropriate for St. Philip Neri School will be dealt with in a manner considered appropriate by the teacher and administration.

EMERGENCY INFORMATION

EMERGENCY CARDS

Emergency cards are kept on file in the school office. Parents are asked to fill them out in pencil so changes can be made easily. All phone numbers including home, business and cell must be provided. Changes in guardians, emergency contact persons, phone numbers, place of business, etc. must be sent to the school office in writing as soon as possible after the change occurs. Without accurate information, the school is hindered in helping a student in an emergency.

EMERGENCY CLOSING

For emergency closing due to inclement weather, please watch the TV stations listed below. We are closed or we open late according to Upper Perkiomen School District. Please do not call the school or teachers at home. The school and faculty phone lines must be kept open for changes as they occur.

If Upper Perkiomen has a delay, then Boyertown, Brandywine Heights and Quakertown School District will bus accordingly. If Souderton does not have that same delay, they will not bus your children and parents must provide morning transportation.

In cases of early dismissal, you will receive a phone call from a volunteer. We must have confirmation that a parent is aware of the early dismissal before we can release your child to go home on the bus.

Television Stations:

Channel 69 – WFMZ

Channel 29 – WTXF (Fox)

Channel 6 – WPVI (ABC)

Channel 10 – WCAU (NBC)

HEALTH REGULATIONS

A qualified school nurse from the Upper Perkiomen School District takes care of medical records and directs the vision screening, audiometric testing, and other required duties set by the state. The nurse is available at the school one morning each week.

The health regulations of the Commonwealth of Pennsylvania require that all children have a physical examination and a dental examination. Physical examinations are required upon original entry (kindergarten or first grade), 6th grade and 11th grade. Dental examinations are required upon entry (kindergarten or first grade), 3rd grade and 7th grade. Examinations done by a licensed family physician/dentist within the last year prior to the opening of the school term can be accepted. In addition, Pennsylvania law also requires that all children before entering schools in the Commonwealth must have the following immunization:

1. Three doses of Hepatitis B vaccine
2. A dose of MMR after the first birthday and a second dose of MMR (measles, mumps, rubella) vaccine
3. A fourth dose of tetanus and diphtheria (Td) administered on or after the fourth birthday.
4. Three or more doses of trivalent oral polio vaccine or at least four doses of inactivated polio vaccine.
5. Varicella Vaccine (Chicken Pox)

The new immunization requirements are required for children entering school for the first time. All students entering 7th grade must have three Hepatitis B shots and the Varicella Vaccine, or provide proof of having had the disease. Provisional enrollment has been granted for students who do not meet these new requirements. Parents have eight months from the start of the school year to comply with the immunization requirement. Provisional enrollment is reviewed every 30 days.

Students may not bring any medication to school. No student may take medication, prescribed or over the counter, without authorization and supervision. Students requiring medication on field trips must provide a copy of the school medication authorization form prior to the trip. If the trip exceeds the length of the school day and further medication must be administered, written notification must be provided prior to the trip.

HEALTH RECORDS

Records must be kept up to date so we request that you notify the school office if your child has received further immunization or has contracted a communicable disease.

ILLNESS

No sick child will be sent home without the knowledge of the parents or authorized person. Since the school has limited facilities for sick children, parents are asked to respond as promptly as possible when a child becomes sick. If your child is ill before school, please do not send them to school. Your child should be free of fever for 24 hours before returning to school. Other children's welfare could be affected adversely if a child comes to school sick.

After an illness, a child must bring an absence note to the teacher stating a reason for the absence on his/her first day back from the absence. The note should include the days

and dates of absence, the reason for the absence and the parent's or guardian's signature. For your convenience, please use the absence notes in the back of this Handbook.

MEDICATION

Teachers and other non-administrative school employees shall not be required to administer medication to students. Parents and guardians are responsible for administering medication to their children. 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. Parents and guardians may authorize their child to self-administer a medication according to the school's procedures.

Prescription medication refers to any medication prescribed by a licensed physician. Non-prescription medication means any medication that can be obtained over the counter.

Conditions for administration of medication include:

- A School Medication Authorization form must be completed by a student's parents or guardians and a physician and filed in the school office. This form must be on file prior to dispensation of any medication to a student. The form must specify the times the medication must be dispensed and the appropriate dosage. No school personnel may administer to any student nor may any student possess or consume any prescription or non-prescription medication until this form has been submitted.
- All medication must be left with the school nurse or the school secretary.
- The medication must be in a container clearly labeled by a licensed pharmacy detailing the following information: name of student, contents, dosage and doctor's name.
- All student medication will be administered by the school nurse or other adult designated by the principal. This includes teachers and the school secretary.
- Students may not bring in any other medication to school. No student may take medication, prescribed or over the counter, without authorization and supervision.
- The homeroom teacher may approve the use of cough drops with a written note from the parents/guardians. The teacher, not the student, will provide the cough drops.
- Students requiring medication on field trips must provide a copy of the school medication authorization form prior to the trip. If the trip exceeds the length of the school day and further medication must be administered, written notification must be provided prior to the trip.

SAFETY

The school buildings are locked. Entrance to the main building is through the front door only. Visitors should ring the doorbell and then sign in at the secretary's desk. No child may open the door. If parents designate another person to pick up their child/children, a notification to that fact must be presented to the school office by the parents in advance. If emergency numbers change, parents should send all information to the school office and the child's teacher.

EMERGENCY DRILLS

Emergency drills are conducted periodically according to state regulations. Students are urged to be safety conscious and follow instructions and practices exactly.

FIRE DRILLS

The clanging of the fire bell signals fire drills. Absolute silence is maintained throughout the fire drill, unless necessity requires it otherwise. Students must leave the classroom and building as quickly as possible. Proceed from the classroom in a single file to the exit the class has been instructed to use. Students must walk fast but not run. Students should remain outside the building until the signal is given to return.

SHELTER IN PLACE DRILLS

These drills are conducted to prepare in the event of an emergency as determined by the Archdiocese of Philadelphia, the Fire Department or the Police Department. The students quietly report to designated areas. Staff and students are not permitted to leave their designated areas until they receive direct instructions from the police or fire department that Shelter In Place is over. Parents will not be permitted into the building while the Shelter In Place is activated.

At the beginning of each school year, parents are to prepare a Shelter In Place Kit for their child. The kit should be a small plastic storage container (the size of a shoe box) with a lid and your child's name and grade clearly marked on the box. The kit should include bottled water, non-perishable snacks, handi-wipes, etc.

TECHNOLOGY

Computers are a valuable tool for education. We strive 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 and in accordance with our established policies.

RESPONSIBILITIES OF USER

With right of access comes the responsibility to use the source both correctly and wisely. Access to the internet may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such material is impossible. The school will make every effort to discourage the appearance of such material. However, the opportunities and information made available by the internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway.

General Guidelines for Use of the Internet:

- All users are required to take simple internet training from the technology teacher.
- Transferring copyrighted material to or from a diocesan school without express permission of the owner is a violation of Federal Law. The user is deemed responsible to see that this doesn't occur.
- Use of email and other internet facilities to harass, offend, or annoy other users is strictly forbidden.
- Email accounts through the school's computer may be restricted.
- Any attempt to circumvent system security, guess passwords, or in anyway gain access to secured resources is forbidden.
- Use of the internet for commercial gains or profits is not allowed from an education site.
- Users will not move, repair, reconfigure, modify, or attach external devices to the systems.
- The system operator has the right to monitor all activities.
- Additional rules and restrictions may be added at any time.

DISCIPLINE

Students are to adhere to the following rules:

- For reasons of personal safety, students will NEVER post personal contact information about themselves or other people. This may include address, telephone number, school address, etc.
- Students will not access material that is profane or obscene or displays or advocates illegal acts, violence, or discrimination toward other people.
- Students will not plagiarize works they find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were their own.
- Students will not use obscene, profane, lewd, vulgar, rude, or threatening language. Nor will they harass or annoy any other user.
- Students will not knowingly or recklessly post false information about a person or organization.
- Students will not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- The illegal downloading of copyrighted software is prohibited.

Violations of these rules may result in loss of internet access and/or disciplinary or legal action by the school or other involved parties. St. Philip Neri School or the Archdiocese of Philadelphia reserves the right to amend this policy.

TRANSPORTATION

Students come to school primarily on buses, but some students come by car or walk. Please adhere to the following guidelines concerning these methods of transportation.

BUSES

Children riding buses must ride regularly to and from school on their assigned buses. The conduct of the students to and from school on these buses is an important part of our total school program. All students should show cooperative, courteous, Christian behavior. Poor conduct jeopardizes the safety of all persons on the bus. Maintaining good order on the buses requires the cooperation of students, parents, teachers, and bus drivers.

The school cooperates with the school district transportation departments in safeguarding the welfare of the students and the bus driver. Students incur on themselves suspension from riding the bus when their behavior is inconsiderate, unacceptable, and detrimental to the safe operation of the bus. The school will notify parents in advance of any suspension from riding the bus.

Buses may not be used for transportation to after school activities. If a daycare emergency occurs, please call the transportation department to arrange travel then send written notification for the approved travel arrangements with your child. All requests must be submitted before noon on the day of the change.

Children riding the bus from one school district may not use the bus from another district due to insurance concerns.

WALKERS

Students walking to and from school should do so along the safest routes, observing proper safety rules for pedestrians. A crossing guard is on duty at some corners. Please have the students cross at these corners. If there is no crossing guard, call the town or borough office to report this.

Students walking to school must have a letter stating that they have permission to walk to and from school. If children walk only on certain days or if they go somewhere other than home, please indicate this on the letter.

PRIVATE CARS

Morning: Parents who bring their children to school by car should either park in the school parking lot and walk their children to the school entrance or drop them off at the entrance to the main building if no buses are dropping off students. No one may block the buses nor park or double park in the front of school at the opening and closing of the school day.

Afternoon: Cars should line up in the alley between the school and the parking lot. Please stay to the right of the road to avoid blocking the alley. When the buses leave, parents may pull up to the front of the main building where the teachers will guide the students to the cars.

If parents regularly drop off/pick up their children in lieu of bus transportation, they must submit a note to the school office indicating the student's name and the days that this mode of transportation will be used. Parents must date and sign such notification.

Children whose rides have not arrived will be brought back into the school building. No children are allowed to linger in the play areas. When parents arrive after dismissal, they should come into the building to pick up their child and notify a staff member that they have arrived. Students who have not been picked up by 2:45 will be placed in the C.A.R.E.S. program and families will be charged the minimum fee for use.

C.A.R.E.S. PROGRAM

PHILOSOPHY

The after school care program titled CARES (Children Are Receiving Extended Services) strives to create an enjoyable atmosphere with varying activities, including vigorous play, seasonal art activities, homework time, and indoor games. The children are served a nutritious snack and juice each day.

ADMISSION POLICIES

Only students enrolled in St. Philip Neri School will be allowed to enroll in the extended care program. Extended care is a privilege, not a right. Children must obey the rules and regulations in order to continue in CARES. Parents must agree to that condition and support the school in its efforts to provide a safe and enjoyable Catholic environment for the children.

PAYMENT

There are three payment schedules depending upon the time of pickup. No compensation will be made for early pick-up. Pick-up will be either 4:00, 5:00 or 6:00 PM, according to KYW News time. The daily rate for the actual pick-up time will be applied. If a child is picked up after 6:00, a late fee of \$5.00 per 15 minute increments will be applied.

Beginning September 2009, the cost of CARES is as follows:

2:25 – 4:00 PM.....	\$10.00 per day, per child
2:25 – 5:00 PM.....	\$12.00 per day, per child
2:25 – 6:00 PM.....	\$14.00 per day, per child

Our CARES fee is payable upon receipt of invoice or by the fifteenth day of each month that the invoice is sent. For example, CARES payment for September CARES will be due on or before October 15th. If necessary, other payment schedules may be arranged on an individual family basis by notifying the school office.

DAILY RELEASE

Children will be released only to parents of record or to an individual the parent of record designates on the CARES application. It is the responsibility of the parent of record to keep the school updated on any change. Parents must come into the building and sign the student out with both signature and time.

DISCIPLINE CODE

All rules and expectations for good behavior that are enforced during the school day as outlined in this Handbook are in place during CARES.

EMERGENCY CLOSING

CARES will operate as usual until 6:00 PM unless school is dismissed early due to inclement weather or other emergency or in cases of previously scheduled events (Christmas Concert, Spring Program, etc.). The administration or CARES supervisor will notify all parents in either case.

If the school is dismissed early due to snow or other inclement weather, the children will be kept at the school for one hour beyond the school's early dismissal time. Parents using CARES should arrange for pickup as soon as possible within that time period.

UNIFORMS

Part of our Catholic School identity is our school uniform. Your children should be proud that they attend St. Philip Neri School. You are proud that you are able to send your children to this excellent catholic school. They should wear their uniform proudly and know that they represent their school as well as their family. Being neat, clean, and orderly is a good thing!

Parents are requested to review the condition and correctness of each student's uniform attire. Students are required to follow uniform regulations daily. If there is a problem (shoe repair, etc.) parents should write a note to the classroom teacher. Students who do not cooperate with uniform regulations will be given a check and assessed for continual lack of cooperation on his/her report card.

Khaki uniform pants (boys and girls) must be purchased at Flynn & O'Hara.
Khaki chino skorts must be purchased at Flynn & O'Hara.

Flynn & O'Hara
Valley Plaza Shopping Center
1876 Catasauqua Road
Allentown, PA 18109
610-231-3788 – store
800-441-4122 – headquarters
www.flynnohara.com

GIRLS DAILY ATTIRE

SUMMER UNIFORM OPTIONS – WORN APRIL 1 – NOVEMBER 1

*Kindergarten through Grade 3 (*4):*

1. Jumper with white Peter Pan collar blouse
2. Green with white logo polo shirt or white with green logo polo shirt with skort
3. Green logo cardigan sweater
4. Green, navy or white knee-high, crew socks or tights with uniform shoes. No "in the shoe" socks.

*The girls have the option of wearing their jumper in the fourth grade. Fifth grade through eighth grade must wear the khaki skort.

Grades 4 though 8:

1. Knee length khaki skort or khaki pants
2. Green with white logo polo shirt or white with green logo polo shirt or white button-down oxford blouse
3. Green logo sweater vest or V neck logo sweater
4. Green, khaki or white knee-high, crew socks or tights with uniform shoes. No "in the shoe" socks.
5. Belts must be black or brown.

WINTER UNIFORM OPTIONS – WORN NOVEMBER 2 – MARCH 31

Kindergarten through Grade 8:

1. White turtleneck shirt or white button down oxford shirt
2. Green cardigan sweater with white logo
3. Girls khaki uniform pants – Flynn & O’Hara only
4. Knee-high socks or tights, ONLY with uniform shoes. No crew or “in the shoe” socks.
5. Due to the cold, girls who do not wish to wear the uniform pants may wear the green gym sweatpants under their jumpers or skorts to and from school. Only the uniform sweatpants may be worn. Pajama-style pants may not be worn at any time. Sweatpants are not to be worn throughout the day.
6. Belts must be black or brown.

BOYS DAILY ATTIRE

SUMMER UNIFORM OPTIONS – WORN APRIL 1 – NOVEMBER 1

Kindergarten through Grade 8:

1. Khaki uniform pants or khaki walking shorts – Flynn & O’Hara only
2. Green polo shirt with white logo or white polo shirt with green logo
3. Green, khaki or white socks. No “in the shoe” socks.
4. Belts must be black or brown.

WINTER UNIFORM OPTIONS – WORN NOVEMBER 2 – MARCH 31

Kindergarten through Grade 8:

1. Khaki uniform pants – Flynn & O’Hara only
2. White dress shirt and uniform tie or white turtleneck
3. Green logo sweater vest or V neck sweater
4. Green, khaki or white socks. No “in the shoe” socks.
5. Belts must be black or brown.

ALL STUDENTS

The uniform should be pressed and cleaned with all buttons attached and hem intact. All shirts and blouses are to be worn tucked into pants and skorts. Belts must be worn at all times when a shirt is tucked into pants or shorts with belt loops.

SHOES

Students must wear either buckled, Velcro or laced shoes, which are usually called oxfords. All shoes must be brown or black. Girls in Kindergarten through Grade 3 may also choose to wear blue shoes. Students in Grades 4 through 8 may wear a loafer shoe. Shoes may not have lug soles or heels more than $\frac{3}{4}$ inch. Students **may not wear** boots, high-topped oxfords, clogs, hiking boots, leather or suede sneakers, sandals or flip flops. Disregard for this policy may result in specific uniform shoes next year.

GYM UNIFORM OPTIONS

Kindergarten through Grade 8:

1. Dark green uniform sweatsuit
2. Green uniform mesh shorts
3. Gray logo T-shirt or white turtleneck
4. White or green socks—No “in the shoe” socks.
5. Sneakers – No high-topped sneakers, Heely’s or sneakers that will leave a black scuff mark.

If the local temperature is 85° and above, students may wear their gym uniform.

ADDITIONAL ATTIRE

Green fleece jackets and sun visors with the school logo are available to order through the school office. Students are permitted to wear these visors only with their gym uniform.

HAIRSTYLES

No student is to sport an extreme hairstyle or wear excessive hair ornamentation. Hair is not to be dyed or highlighted. Boys hair must be cut above their ears and collars. Haircuts and styles may not be detractive as determined by the school administration and faculty.

SPECIAL NOTES

- **No body piercing or tattooing, temporary or permanent, is permitted.**
- **No jewelry except:**
Students may wear one scapular or religious medal and one watch.
Girls may wear one set of earrings. Dangling earrings are not allowed.
Bracelets may not be worn. This includes “cause” and friendship bracelets. Medical alert bracelets are not an issue.
- **Nail polish and makeup are not permitted**
- **Boys may not wear earrings.**

DRESS DOWN DAYS

Dress Down Days (DDD) are a privilege. We will have a scheduled Dress Down Day each month. Passes can be obtained in several ways:

1. Regardless of the date of their birthday, students are only permitted to dress down on scheduled DDD. Students will receive a Birthday DDD Pass that can be used on the scheduled DDD of their choice.
2. Each student will receive a DDD pass if their parent attends a Home & School general meeting.

3. A DDD pass may be purchased for \$2.00 from the Student Council. One dollar will be donated to charity. The other dollar will go into the Student Council fund.

If the rules are not followed, the privilege will be revoked. All attire for such days must be modest in light of the school's Catholic nature and philosophy. If you do not abide by these rules, the parent will be called to bring a change of clothing to school.

Students may dress down, wearing jeans and a polo shirt, blouse, or T-shirt. In hot weather a pair of shorts may be worn. The shorts must cover the thigh. Shorts, skirts and skorts must be no shorter than three inches above the knee. Tight shorts and halter tops are not permitted. No article of clothing may be worn if it is torn or cut-off. Baggy pants or shorts are also not permitted. Students may not wear Heely's or flip flops. Clothing may not bear any offensive language or image as determined by the faculty and administration.

Good rule: *If you think you shouldn't wear it, you shouldn't.*

RIGHT TO AMEND

St. Philip Neri School retains the right to amend this handbook as necessary. Parents will be given prompt written notification of changes.

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