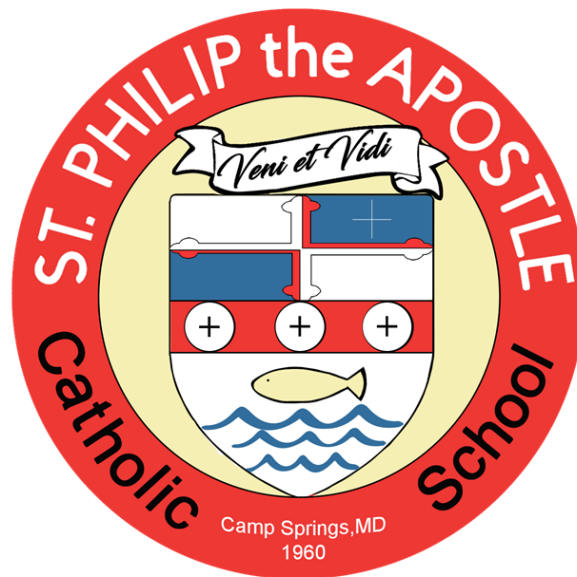


St. Philip the Apostle Catholic School

**2021 - 2022**  
**Parent-Student**  
**Handbook**



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*Revised July, 2021*

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## VISION STATEMENT

Our vision is of a community of academic excellence, spiritual development, and respect for humanity, providing the highest-quality, most rigorous education in the county.

## MISSION STATEMENT

Our mission is to teach with respect and reverence as Jesus did, in order to equip students with the strength of mind, body, and spirit necessary to succeed in the high schools, colleges, and careers of their choice. We hold all persons, with their individual abilities and talents, as gifts from God.

**St. Philip the Apostle Catholic School is fully accredited by AdvancED with the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.**

**The Pastor and Principal reserve the right to make changes to the handbook at any time. Parents will be promptly notified if necessary changes are to be made during the school year.**

# STATEMENT OF ACCOUNTABILITY

## Role of the Student

Students will:

- Be on time for school.
- Arrive prepared and with all materials.
- Complete homework and projects on time.
- Obey school rules and regulations.
- Respect the rights of others.
- Be respectful to the school staff and their peers.
- Participate in classroom prayer, prayer services, liturgy, and all religious practices.
- Accept responsibility for their actions.

## Role of the Faculty

Faculty will:

- Model Christian behaviors and attitudes.
- Display professionalism and a dedication to Church teaching.
- Participate in ongoing spiritual and professional formation.
- Use instructional strategies that are most effective in promoting mastery learning.
- Communicate effectively with students, parents/guardians, teachers and administrators.
- Present content using a variety of methods, which are sensitive to the individual needs of our students as well as the Archdiocesan outcomes.
- Maintain a caring classroom environment conducive to learning.

## Role of the Parent

Parents will:

- Ensure the student arrives on time and is fully prepared for school.
- Respect the teachers and administrative support staff as dedicated professionals and work with them in a spirit of cooperation and support.
- Follow school policies and disciplinary actions.
- Pay tuition, fees, and expenses on time.
- Complete required service hours.
- Attend Home and School Association meetings and parent/teacher conferences.

A commitment of support from the home, school, and parish community is essential to fulfilling the purpose and goals of our mission. To this end, certain responsibilities are accepted. The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

# CONFIDENTIALITY

All confidential reports, which include test scores, grades, psychological reports, and custodial information, are kept in a locked file in the main office. Parents must submit a signed release form (Form 19) to request the release of these documents when transferring a child to another school. All financial obligations must be met in order to release documents.

The Buckley Amendment addresses the rights of a non-custodial parent. The custodial parent must provide the school with a copy of a court order requesting that the non-custodial parent may or may not have access to records. If the court document is not provided, the non-custodial parent will have the same rights as the custodial parent.

The school reserves the right to use student pictures in publications and on the school's website unless a request to the contrary is received.

# PARENT/GUARDIAN COOPERATION

## **ADW Policy 3621: Parent/Guardian Cooperation**

*Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. Philip the Apostle Catholic School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that St. Philip the Apostle Catholic School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. Philip the Apostle Catholic School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith, prayers, and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. Philip School.*

## **Direct Contact Volunteerism**

If a parent volunteers to work directly with the students, or chaperone a trip, s/he must comply with the Child Protection Policy of the Archdiocese of Washington which involves fingerprinting, a background check, and a three-hour workshop sponsored by the Archdiocese. **Volunteers may not use their cell phones for personal matters in the classroom, during student activities, or while chaperoning a field trip.**

## **Home and School Association**

The Home and School Association (HSA) is a communications vehicle between the school and the home. The HSA fosters collaboration between parents and teachers. Parents and teachers are members of the HSA and meet four times a year. Families are expected to attend meetings and to participate in HSA functions. There is an annual fee for the HSA which is included in your tuition/fees schedule.

## **School Advisory Board**

In accordance with the Archdiocesan Board of Education, an Advisory Board consists of the Pastor, Principal, a faculty member, community members, and parents who set the direction for the school. Strategic planning, marketing, STEM, and development are included in discussions from which policies are established. Final policy decisions rest with the Pastor and Principal.

# **ADMISSIONS INFORMATION**

## **ADW Policy 3511b**

*All applicants must follow all applicable policies and procedures regarding school-based entrance requirements, health examinations and immunizations before receiving any final admissions decisions.*

## **Non-discriminatory Policy**

The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington: [www.adwcatholicsschools.org](http://www.adwcatholicsschools.org)

## **Inclusion Policy**

St. Philip the Apostle Catholic school welcomes and embraces all children for their individuality. The school celebrates diversity as a reflection of the human race which, as we are all made in the image of God, includes all children, including those with learning disabilities and special health care needs. To help us facilitate caring for your child, students' special needs must be brought to the attention of the admissions personnel and any documentation available, such as IEPs and IFSPs, should be submitted upon application for admission.

The Archdiocese of Washington serves children with many special learning needs, including ADHD, Autism Spectrum Disorders, intellectual disabilities, cerebral palsy, emotional disabilities, and mild vision and hearing impairment, as well as students who are gifted learners and those for whom English is a second language. Any child coming to St. Philip School with special learning needs will be transitioned into our community under a Resource program sanctioned by the Archdiocese.

## General Admissions Policies

The following criteria will be used to accept students to St. Philip the Apostle as in compliance with the Archdiocese of Washington's School Admissions Policies 3510 and 3511:

1. Those with siblings presently enrolled
2. Members in good standing at St. Philip the Apostle Catholic Church\*\*
3. Members in good standing of other Catholic parishes\*\*
4. Non-Catholic students

*\*\*Completed Pastoral Recommendation Form required.*

## Application/Registration Criteria and Process for New Students

St. Philip the Apostle Catholic School uses TADS Management Company for registration for admissions, enrollment, tuition/billing, and financial aid (tuition assistance). A non-refundable registration fee is determined annually and paid on TADS upon completion of the registration forms. If you have questions or concerns about your account, contact TADS directly at 800-477-8237 or help@tads.com

- If Catholic, the family should be registered, contributing, and active members of a parish. All applicants require a birth certificate, Baptismal certificate, and First Communion certificate (if older than 2nd grade) as well as a *Pastoral Recommendation Form*.
- In accordance with Maryland State regulations, a student entering into
  - **Pre-Kindergarten** must be three (3) years of age and toilet trained on or before September 1st. *\*\*Please note that students will remain in Pre-Kindergarten until they have reached the appropriate age to move into the Kindergarten classroom.*
  - **Kindergarten** must be five (5) years of age on or before September 1st.
  - **Grade 1** must be six (6) years of age by September 1 and provide evidence verifying the child has attended a Kindergarten program, alternative program, or legally recognized homeschool program.
  - Grades 2 through 8 must provide academic and disciplinary reports from the most recent academic year.
- Admission into classes from Kindergarten through Grade 8 must have a completed teacher recommendation from their previous school.
- All new applicants must come in for a school day to shadow their peers. Academic screening of reading, math, and writing skills will be administered.
- New students are admitted on a probationary period for the first year to monitor academic progress and self-discipline.

## Re-Enrollment of Current Families

Registration for the upcoming school year begins the first week in November. A non-refundable re-registration fee will be charged for each child enrolling.

Students who choose not to re-register or have withdrawn from the school for any length of time, for any reason, must reapply to be considered for readmission. Students will not be readmitted during the same academic year of withdrawal.

Students in the middle school years may not re-register if they have failed two core subjects for the academic year.

**PLEASE NOTE: All families (new and returning) who request the St. Philip the Apostle Sibling Grant or any tuition assistance MUST have completed the Archdiocese of Washington TADS financial aid forms online, as well as the St. Philip the Apostle Catholic School Sibling Grant application, and must supply all required supporting documentation by the deadlines.**

## FINANCIAL OBLIGATIONS

The Pastor, in consultation with the Principal, School Advisory Board, and the Parish Finance Council, sets the amount of tuition. Tuition and fees for the upcoming school year are published in early spring.

St. Philip the Apostle Catholic School can only remain financially solvent through the collection of tuition. Every family is responsible to keep tuition affordable through the timely payment of their financial obligations. All payments made after May 1st must be made in cash or by money order.

### Delinquent Tuition Policy

In order to provide quality Catholic education to our students at an affordable cost and ensure the financial stability of our school, the timely receipt of tuition is of the utmost importance. For this reason, the following policy will be adhered to for the management of delinquent tuition. Families with delinquent tuition accounts may be subject to the following:

1. Late fees
2. Suspension of access to the Rediker Parent Portal
3. Withholding of progress reports and report cards
4. Withholding of transcripts
5. Suspension of parent conferences with teachers and/or administrative staff
6. Students will not be permitted to attend second semester classes until all tuition and fees for the first semester are paid in full
  - a. Any classes missed will be considered unexcused
  - b. Missed assigned work cannot be made up



7. Families that have not met their financial obligations for the second semester will not be permitted to attend school after May 1
  - a. Any classes missed will be considered unexcused
  - b. Missed assigned work cannot be made up
  - c. Payments made after May 1 must be made in cash or by money order
8. Registration cancellation of any student(s) whose family fails to satisfactorily meet tuition and fee payments during the preceding semester
9. Student(s) may be required full tuition payment in advance of registration acceptance
10. Withhold re-registration and deny re-admission for the following school year until all tuition and fees have been paid in full.

Please note that if a tuition account is not rectified within 30 days, parents will be required to meet with the Principal to seek a resolution. If there is no resolution, a process for withdrawal and transfer from St. Philip the Apostle Catholic School will take place.

### **Contributing Parishioner Tuition Rate**

The determination by the pastor for a family to receive the Contributing Parishioner rate for tuition is based on the following criteria: student's Baptism certificate (First Communion certificate if older than 2nd grade), a Pastoral Recommendation Form signed by the pastor stating that the family is registered in a parish and shows regular Mass attendance, recordable offertory support, and participation in the life of the parish. Please submit the completed Pastoral Recommendation Form and complete all financial aid forms in TADS.

### **Sibling Grant Information**

St. Philip the Apostle Catholic School is committed to supporting all family members seeking a Catholic education. Families with two or more children enrolled in Kindergarten through Eighth Grade\* at St. Philip the Apostle School are eligible to apply for a Sibling Grant. In order to be considered for a Sibling Grant, families will have to adhere to the following procedure:

1. Families must have submitted their ADW tuition assistance application via TADS.
2. Families with need for the sibling grant must submit a written request for the St. Philip the Apostle Sibling Grant application form.
3. Families must fully complete and submit the Sibling Grant application form to the school office by April 15 (no exceptions will be made).
4. Applications will be reviewed, and a final decision will be determined by June 1st. If awarded, Sibling Grants are reflected on the TADS Tuition Agreements that are sent (via email) in early June.
5. Please be advised that the current school year tuition must be up to date before the Sibling Grant application can be reviewed.

\*Pre-K Siblings are not eligible for the Sibling Grant. Our Pre-Kindergarten tuition, as well as our Extended Care fees, for children under the age of 13, typically qualifies for the Child and Dependent Care Credit on the federal tax return and with Flexible Spending Programs. Please consult the IRS or your tax professional for more information.

## **Financial Aid/Tuition Assistance**

Financial Aid is available for those families in need who truly desire a Catholic education for their children. **All families who request tuition assistance (including the Sibling Grant, Contributing Parishioner Grant, ADW Employee Tuition Benefit Plan, etc.) MUST complete the Archdiocese of Washington TADS financial aid forms online, and supply all the required supporting documentation by the deadlines listed below:**

**Returning Families: Early December\***

**New Families: Early February\***

*\*Exact dates are announced from the Archdiocese of Washington prior to opening re-registration of returning families and the registration/application of new families.*

**The Archdiocese of Washington sends out Award notifications in early April.**

It is our intent that St. Philip the Apostle School remains affordable for all families who wish to give their children a Catholic education. However, aid is limited, based on our yearly budget.

*\*The amount of the financial award is needs-based, and is for partial tuition only. It does not apply to registration fees, book fees, facilities fees, technology fees, HSA fee, or any other expense that is not deemed tuition.*

If additional tuition assistance is needed, families must submit a written request, with a detailed explanation, to the Principal by April 15. **Families seeking additional financial aid MUST ADHERE to the following criteria/guidelines to be considered for ANY and ALL tuition assistance, including emergency tuition assistance:**

- 1. Families must have completed the Archdiocese of Washington TADS financial aid forms online, and supplied all the required supporting documentation by the appropriate deadline (please see above).**  
Any changes in a family's financials must be updated on TADS.
- 2. All written requests from current families must be submitted by April 15.**  
Late submissions will not be reviewed until after all other applicants have been awarded, and potentially could result in no financial aid being awarded due to lack of funds.
- 3. Families must submit a completed St. Philip the Apostle Catholic School Tuition Assistance Grant application by April 30.**
- 4. Since Awards for the BOOST scholarship applicants are not announced until mid-July, St. Philip the Apostle School and Parish may offer financial aid that is contingent upon NOT being awarded any BOOST scholarship funds.**

**If the student(s) is/are awarded any BOOST scholarship money, then the financial aid that was contingently offered by St. Philip School and Parish will be NULL and VOID.**

## **Service Hours Program**

The Service Hours Program provides opportunities for parents to work together to build a strong community spirit at St. Philip the Apostle School. This program is not a fundraiser; rather, it is a chance for families to share their time and talent to benefit our school children.

**All families must sign a family participation agreement promising to work 25 hours during the school year at fundraising and social events sponsored by the school/Home-School Association/certain parish functions, or as a volunteer for the school. Families will be charged a \$20 fee per hour not worked. This fee is subject to change yearly. When both parents work a function, they may receive double hours.**

All hours must be worked by adult family members (father, mother, grandmother, grandfather, aunts or uncles). We do not allow high school age siblings to fulfill this obligation (this program also does NOT track volunteer hours required for high school graduation). No transfer of hours is permitted.

It is the responsibility of each family to ensure that their hours are entered in the Hours Book in a timely fashion. This book is available in the front office during school hours. If it is not possible for a family to enter their own hours, they must notify the school office. All hours must be completed by April 30th each year. The fee for outstanding hours is due no later than May 1st. If payment is not received by May 1st, a \$40.00 late fee will be assessed.

**This is a binding financial obligation. Report cards and transcripts will not be released to anyone who has not completed or paid for their hours. Additionally, no student will be permitted to attend school after May 1st unless all financial obligations have been met. Consistent failure to comply with the Service Hours Program may jeopardize a family's admission eligibility.**

The following is a list of some of the ways hours can be earned. There are jobs that can be done at home, during the evening, or on weekends. This is just a partial list – be creative! Virtually anything that helps a teacher, raises money for the school, or improves the building will count for hours. The Principal has the final decision in determining the validity of service hours not included in the list. All volunteers who participate in school activities with children must comply with the Child Protection Policy of the Archdiocese of Washington. For further information about the Child Protection Policy, call the school office at (301) 423-4740.

The following is a list of service opportunities. It is not all inclusive. Parents are encouraged to offer new ideas for program enhancements which may lead to additional service opportunities.

- Completion of the Child Protection Clearance Process (3 hrs per parent)
- Attend Home and School Association General Meeting (2 hrs per meeting)
- School Board membership (hrs related to attendance)
- Home and School Association officer
- Room Parent
- Committee Chairperson
- Field trips
- STEM activities
- Building Repairs/Maintenance
- Organize an author visit
- Parish events - Community Sunday, Crab Feast, Picnic, Dante Ross dinner, etc.
- Coach or assistant coach for athletics (12.5 hrs per coach)
- Playground/Recess duty
- Lunch duty
- Field Day
- Book Fair
- Science Fair
- Classroom cleaning
- Help write grant proposals
- Marketing assistance (social media, website, printed products, etc.)

**Parents or guardians who volunteer to chaperone school activities may not use their cell phones for personal matters in the classroom, during student activities, or while supervising students on field trips.**

## **Withdrawal**

Due to financial obligations, salary agreements with our teachers and pre-purchased provisions for each student, the school must be notified in writing if you plan to withdraw your child(ren) from St. Philip the Apostle.

- A. **All yearly fees (*Materials Fee, Book Fee, Technology Fee, Facilities Fee, HSA Fee and Service Hours\**) are due IN FULL upon withdrawal from St. Philip the Apostle.**
- B. **Withdrawal from St. Philip the Apostle School DURING the First Quarter marking period:** If the school is not notified in writing by September 1, the First Quarter tuition for the current school year will be billed and considered **due by October 31.**
- C. **Withdrawal from St. Philip the Apostle School AFTER the First Quarter marking period:** If a student who is registered for the current school year withdraws AFTER the First Quarter marking period, then that student's yearly tuition is **DUE IN FULL by the last day of the month of withdrawal.**
- D. The school reserves the right to withhold transcripts for students with an outstanding balance.

# ATTENDANCE

The State of Maryland provides by law for compulsory attendance by all students between the ages of 5 and 16 years. The responsibility for compliance with the law belongs to the parents, but the school is obligated to keep an accurate record of daily attendance for each student.

**When illness or a family emergency prevents attendance, the parent is asked to contact the school office by 8:30 a. m. for each day of absence.**

When the child returns to school following an absence, a written excuse giving dates and the reason for the absence is given to the teacher for the child's record. **This written excuse is mandatory. If a note is not received, the absence will be marked unexcused.**

## **ADW Policy 3535: Archdiocesan School Attendance**

*The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):*

- 1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);*
- 2. Death in the student's immediate family;*
- 3. Necessity for a student to attend a judicial proceeding;*
- 4. Lawful suspension or exclusion from school by chief administrative officer.*
- 5. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and*
- 6. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.*

*Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence.*

**Personal vacations during school time are strongly discouraged.** When a child misses school because of family vacations or reasons other than the child's illness, **teachers are NOT required to provide assignments prior to the absence. Students are required to take missed tests immediately upon return to school.** Please check the St. Philip the Apostle Homework website daily for homework assignments.

**Vacations should not be scheduled during midterm or final exam weeks.** Please consult the school calendar before scheduling vacations.

Students who are absent more than two days due to illness may make arrangements to pick up class assignments on the third day of absence. Contact the school office prior to 9:00am for pickup after 3:15pm.

Students with an excused absence have the same number of days out to make up assigned work, quizzes, and tests. For example, if a student is out three days due to illness, s/he will have three days to make up their work.

Unexcused absences may jeopardize a student's placement at St. Philip the Apostle School.

Students who are absent (excused or unexcused) more than 40 days during the course of the academic year will be retained.

## Opening Time

Students enrolled in Morning Care may enter the building through the Social Hall door beginning at 6:30am daily. All other students may enter through the school's front entrance beginning at 7:40am daily. **Students should not be on school grounds unsupervised by parents before 7:40am.**

Students must be in their classrooms by 8:00am or they will be marked tardy.

## Closing Time

School closes at 3:15pm daily, except for scheduled early dismissals. On those days, school closes at 12:00pm. Consult the school calendar for scheduled early dismissal days.

Only students enrolled in After Care may stay beyond dismissal. Those who are not enrolled in After Care will be fined \$1 per minute per family until they are picked up by a parent or designated guardian.

The school is not responsible for supervision of students before or after the times stated above (opening and closing). The school is not liable for any injuries or accidents, which may occur before opening or after closing of school.

## Emergency Closings

St. Philip the Apostle Catholic School follows the decision of the Prince George's County Public School System. The decision to close school or dismiss early from school due to weather is not a decision made by the school administration. Please do not call the school or parish office. Information regarding late opening, early dismissal, or school closing due to inclement weather will be announced over the local radio and television stations, as well as online.

- If Prince George's County Public Schools are delayed or closed, then there is a delay or closure for all St. Philip the Apostle students.

- If we are scheduled for a 12:00pm dismissal and the county has a two-hour delayed opening, St. Philip the Apostle will be closed for the day.
- There will be no Extended Care or after school activities on days when there is an emergency closing.
- If Prince George's County dismisses for *extreme heat*, we will remain open since our building is air-conditioned.
- If the Prince George's County Public Schools have a previously scheduled day off and St. Philip the Apostle is in session, the decision to have a delayed opening or closure will be made by the Catholic Schools Office and the announcement will come from the Archdiocese of Washington.

For early school closings due to inclement weather, the Rediker AP Notify system and Constant Contact email system will be used to contact families regarding school closing information. Parents should make every effort to pick up their child(ren) right away and should make contact with the main office should a delay be inevitable.

## **Tardiness**

**Students are expected to be in their classrooms before 8:00am.** The first bell rings at 8:00am. Students who arrive after 8:00am will be marked tardy. **They are to report to the school office and must be signed in by a parent.** Emergencies causing tardiness are either to be called into the office prior to the student's arrival or are explained in a written note. Repeated and/or unexcused tardiness can affect a student's performance in school and acceptance into high school.

### **Chronic lateness and/or absence may jeopardize placement or re-registration at St. Philip the Apostle School.**

It is important that students arrive on time for school each day. When students arrive late, they not only miss instruction, they disrupt the classroom environment. In an effort to avoid interruptions, the homeroom period from 8:00 to 8:20 a.m. is designed to allow students to prepare for the day.

Families who accumulate five tardies or more per quarter will be assessed an additional service hour for each subsequent tardy in the quarter. Should additional service hours not be met for the year, parents will be required to pay the \$20/hour fee. Student eligibility for honor roll in that quarter may be in jeopardy as a result of excessive tardiness.

## **AM and/or PM Absence**

If a student arrives at school after 8:00am but before 10:30am, the student will be marked tardy. A student who arrives after 10:30am will be marked half day/AM Absent. If a student leaves school before 1:30pm and does not return, the student will be marked half day/PM

Absent. Any student who is signed out of school between 1:30-2:50pm will be marked for an early dismissal.

## **Release from School**

Appointments of any kind during class time are discouraged. If appointments must be made during school hours, a written note should be sent to the school office the day before the appointment, giving the reason for requesting the student's release. The principal should grant the early dismissal to a student only if the request is made in writing by the parent or guardian. This request will be kept on file.

**A child will not be released to anyone other than the parents (or parent with legal custody) or guardian as listed on the emergency card for the child.**

## **Late Pick Up from Dismissal**

Following dismissal, there will be a 10 minute grace period for pickup. After the grace period, a staff member will be assigned to watch the children. The charge for this will be \$1.00 per minute per family. Parents who have not picked up their children on time will be called beginning at 3:25pm (or at 12:10pm on 12:00pm dismissal days). The late pickup policy will be in effect for all after-school activities.

**NOTE: If a parent or guardian needs to enter the school building, they must check in at the main office and receive a visitor's pass before proceeding to a classroom or any other room within the school.**

## **Attendance for Co-Curricular and/or Extracurricular Activities**

If a student is absent during the school day, he/she may not attend co-curricular and/or extracurricular activities, events or clubs unless there are extenuating circumstances and permission is given by the principal.

# **ACADEMICS**

## **Curriculum**

St. Philip the Apostle Catholic School reflects a strong academic curriculum integrating religious truths and values with academic instruction to prepare students for the future.

The Principal is the instructional leader, supported by teachers and parents. The school follows the established curricula of the Archdiocese of Washington and the State of Maryland.

## **Library/Media Center**

Books, reference materials, and computers are available for use. Library books that are lost or damaged must be paid for by the student. Students will be charged 10¢ for every day a book is late.



## Homework

Parents are the primary educators of their children. Teachers and parents should work together to foster good habits of independent work and study, to reinforce learning that has taken place at school, and to involve students in the learning process at home. Homework includes study, reinforcement of key concepts, review, and long-term projects assigned by the teachers. Parents can help their children by providing a specific place for home study. They can also project a positive attitude about homework and all aspects of school and learning.

In Grades 4-8, teachers coordinate their homework assignments as much as possible so students are not overloaded on a particular day. St. Philip the Apostle School discourages vacations during the school year. If families are going on vacation, assignments will not be provided ahead of time. Please check the homework website daily for assignments.

The time and complexity of the homework assignments are determined by the students' developmental capabilities. The general guidelines are as follows:

- Grades 1-2 30 minutes
- Grades 3-5 60 minutes
- Grades 6-8 90 minutes to 2 hours

Parents are expected to see that all homework assignments are completed. **Students should copy their assignments daily into a homework notebook. Late assignments will not receive full credit.**

When requesting homework for your absent son/daughter, please call the school office by 9:00am. The teacher will be given the message and will have your child's books and homework placed in the office by 3:00 p.m. It is the responsibility of the student and the parent to see that all tests and class work missed during absences are made up. Days allowed for make up of homework correspond to the number of days absent for illness or family emergency. **If assignments are not completed and given to the teacher by the due date, a grade of zero will be given.**

## Progress Reports

A progress report is issued between quarterly report cards for grades 1-8 and between semesters for Pre-Kindergarten and Kindergarten. Teachers in grades 4-8 will update grades regularly in Rediker. Students and parents are responsible for checking Rediker for student progress throughout the quarters and informing teachers of concerns. Any student in grade 8 who is failing will not be permitted to participate in graduation activities (luncheon, class trip, graduation).

## Report Cards

The report card is a means of communicating quarterly the progress of students to their parents. Students are evaluated according to the following system. Pre-Kindergarten and Kindergarten students receive a report card at the end of each semester (January and June). Students in Grades 1-8 receive a report card quarterly.

### Pre-Kindergarten-Grade 3 Standards-Based Report Card

EE= Exceeds the grade level expectations at this time

ME= Meets the grade level expectations

AE= Approaching the grade level expectations at this time

NE= Not approaching the grade level expectations at this time

X= Not assessed at this time

\*= See attachment. Teachers should put an asterisk in the appropriate subject area to denote an attachment.

#### Academics: Grades 4-8 (and Middle School Spanish)

93 – 100 = A

85 – 92 = B

77 – 84 = C

70 – 76 = D

Below 70 = F

#### Specials

(Spanish K-5, Music, PE, Art, Tech)

E = Excellent

G = Good

S = Satisfactory

I = Improvement Needed

U = Unsatisfactory

## Honor Roll

The Honor Roll has been established to promote scholarship for students in Grades 4-8. It has proved to be an excellent motivator and is a highly sought after achievement.

- **Principal's List** requires an A in all core subjects and an E in all Specials subjects.
- **First Honors** requires all A's and two B's in the core subjects and E's and two G's in all Specials subjects.
- **Second Honors** requires A's and B's in the core subjects and must earn an S or above in all Specials subjects.

Please note: Students receiving conduct referrals and/or suspensions in a given quarter will not be eligible to be on the Honor Roll.

## Middle School

Teachers provide office hours after school each week for students wishing to get additional help. Students wanting to take advantage of this opportunity are asked to notify the teacher prior to attending.

At the end of the second quarter (January) and the end of the fourth quarter (May) students will take comprehensive exams. The sixth graders will take exams in Math, English, and Religion while seventh and eighth graders will take exams in all six core subjects. Review

materials will be distributed several weeks in advance, and an alternative class schedule will be implemented to allow for full exam periods during exam weeks. **Students who are absent the day of midterm or final exams will require a doctor's note upon return.**

## **Standardized Assessments**

Scantron assessments in math and reading are administered three times during the year to grades *1 through 8*. Faith Knowledge Assessment is administered once per year to grades 3 through 8. Standardized assessments are mandatory for all students.

## **Band Program**

The Archdiocesan Music Program offers instrumental music lessons to students in grades 4-8. Beginner and Advanced classes are held during the school day. Missed classwork is the sole responsibility of the child. Additionally, Advanced Band members meet after school one day a week. A fee is required for the program.

## **National Junior Honor Society**

Students in grades 6-8 are considered academically eligible if they have a 3.2 or better cumulative average in their core subjects and an S or better in other classes after the first two quarters of the academic year. All grades earned in Grades 6-8 are included to reach the cumulative average. These students are then invited to apply for membership to the Honor Society. Acceptance in the National Junior Honor Society is not guaranteed.

Students who apply to the Honor Society must complete an application demonstrating their display of the five Honor Society qualities and complete an essay. The student's application packet also includes a record of study reminders and behavior reports along with any extra material or information deemed appropriate by the student or the moderator for the principal to have a complete picture of the student. The moderator and principal are available to answer questions regarding completion of the application.

National Junior Honor Society members are selected by the moderator and the principal on the basis of their display of the five qualities of the Society: character, service, leadership, scholarship, and citizenship.

## **Field Trips**

Educational field trips, including in-school assemblies, are scheduled during the year in all grades, and are supervised by classroom teachers and parent chaperones.

Applicable fees and permission forms must be signed and returned to the school in a timely manner. If a child is absent, s/he will be required to complete a related academic assignment that will be graded by the teacher.

**Students are expected to uphold all school policies, rules, and expectations while on academic trips and supervised by school staff.**

## **Resource**

The resource teacher works with students who have a documented educational need. The resource teacher also coordinates additional educational testing and individual accommodation plans for students. **A two week notice is requested when a family needs information and/or forms for testing, educational planning, recommendations, or other needs.** This will ensure timely and thorough completion of any evaluation.

All confidential material will be forwarded to the appropriate parties. Please use the form provided by the school when requesting this information.

## **Retention and Summer School**

Retention in the primary grades is dependent upon a student's maturity and the development of math, reading, and language arts skills. Students in grades 4-8 are required to successfully complete all core subjects - Math, English/Language Arts, Reading/Literature, Religion, Science, and Social Studies.

One failed core subject will require summer school. Written proof of attendance and a passing grade is required before promotion to the next grade.

Two failed core subjects will result in retention. Middle School students failing two core subjects will be retained and require withdrawal from St. Philip the Apostle School.

Diplomas are issued to students who successfully complete the eighth grade requirements and have paid all tuition and fees to the school. Students who are recommended for retention will receive a certificate of attendance.

# **COMMUNICATION**

Good communication between the home and school is essential for student success. Parents are asked to ensure their contact information is up to date with the office so that a teacher may reach out with any concerns. At the same time, parents may request communication from the teacher via email or a phone call to the Main Office.

## **School Main Office**

The Main Office is open and phones are answered from 7:30am to 4:00pm on school days. Visitors and volunteers entering the school are to report to the Main Office upon arrival.

Students are permitted to use the office phone for emergencies only. If you wish to speak to a teacher, please call the office at (301) 423-4740 and leave a message with the receptionist. The teacher will return your call within 48 hours. For weekends and holidays, teachers and staff have until the next school day to respond.

## Calendar

A yearly calendar is included in this handbook. This official school calendar is in compliance with the Archdiocesan school calendar. Check the Weekly Newsletter via email and the St. Philip the Apostle website for changes.

## Conferences and Appointments

Conferences are held for every student at the end of the first and third quarters. **Other conferences are by appointment only.** Parents may contact teachers by calling or emailing the school office or by sending a note to the teacher. Due to teacher responsibilities before, during, and after school, parents are asked to understand that unscheduled conferences will not be honored. All Parent-Teacher conferences outside of those arranged annually are to be scheduled through the child's homeroom teacher.

If you have sent your request through email and have not received a response within 48 hours, please follow up with a note or phone call. For weekends and holidays, teachers and staff have until the next school day to respond. *A conference may not interrupt the daily teaching schedule.*

**NOTE: Parents are asked to contact the teacher first to communicate their concerns. If an agreeable solution is not reached, parents are encouraged to contact the principal.** A meeting with the Principal is by appointment and must be arranged via email or phone call by calling the Office Manager.

## Weekly Newsletter

The Weekly Newsletter containing flyers, messages, and important information from the school office will be emailed each week. Please keep your contact information up to date with the school office to ensure you receive these important messages.

# SELF DISCIPLINE AND STUDENT CONDUCT

St. Philip the Apostle School strives to create a Christian environment conducive to learning in which mutual rights and responsibilities of students are recognized and upheld. Regulations are based on the safety of each child, respect for one another, and the goal of academic excellence. In order for students to develop their potential for constructive Christian

leadership, they must be guided to grow in self-discipline. Included in this development are organization of tasks, acceptance of individual responsibility, and accountability for personal actions.

All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other facets which make up the community. Therefore, all who use the St. Philip the Apostle campus agree to:

- Use appropriate, courteous language, oral, written and/or gestured.
- Respect the belongings, work and character of others.
- Observe classroom rules.
- Respect adults and students on the campus, online, or at any related function.
- Dress appropriately, according to set guidelines.
- Act with appropriate decorum at all liturgies, prayer gatherings, assemblies, and outside activities.
- Accept shared responsibility for the cleanliness of our school and classroom.
- Accept responsibility for ourselves and our own actions.

**A student who engages in conduct, whether inside or outside the school, which is detrimental to the reputation of the school may be disciplined by the school, which may include suspension or expulsion.**

### **ADW Policy 3543: Prevention Programming**

*As a Catholic school, St. Philip the Apostle School believes and teaches that each of us is called to love our neighbor and to treat them with respect. St. Philip the Apostle School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously.*

*The reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.*

*Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:*

1. *Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and*
2. *Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.*

## **Threats**

***In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. Philip the Apostle School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.***

## **Sexual Harassment**

Under Federal and State laws and policies, sexual harassment is illegal and prohibited in school settings by any adult or student. Examples of such behavior are:

- Staring or leering at parts of someone else's body
- Comments, gestures, or jokes of a sexual nature
- Display of sexual pictures or objects
- Spreading sexual rumors or commenting about sexual behavior at school or through social media
- Repeated pressuring for dates or unwanted sexual activity
- Touching, grabbing, or pinching another's body parts
- Threats of physical sexual assault

## **Cheating, Plagiarism, Forgery**

All cheating, plagiarism, and forgery are incompatible with the Christian nature of St. Philip the Apostle Catholic School.

Cheating is dishonest. It is exhibited in copying another student's answers during testing or copying class work or homework. If a student allows another to copy, both students involved will receive a zero for the assignment/assessment and an automatic detention.

Plagiarism is claiming another's work as one's own. In written, oral, or graphic work, students are expected to give credit for material used. This includes articles, computer research, TV programs, books, etc. An assignment which is tainted by plagiarism will receive a grade of zero and an automatic detention will be assigned.

Forgery is another form of dishonesty. Forging a parent or guardian's signature on any paper will result in the student receiving an automatic detention for the first offense. A second offense will result in a suspension.

## Demerits

Every St. Philip the Apostle student has the right to learn and engage in the learning process of a classroom with an environment that has minimal disruptions. Students that disrupt the learning environment through poor choices will be held accountable.

Each teacher in grades 3-8 will establish a two-strike system in the classroom. The first strike will act as a warning and the second strike will be a demerit. A demerit will include a student reflection sheet and both items must be signed by a parent/guardian and return the next day.

### Behaviors include, ***but are not limited to:***

- Disobeying school, classroom, or playground rules
- Disrespect for other persons and/or property through word, action, and/or body language
- Egregious disruption of the learning environment
- Chewing gum and eating at inappropriate times on school property or during school functions, including field trips and assemblies
- Writing or passing notes
- Excessive noise in the hallways
- Uniform infractions

Students earning three demerits in a quarter will receive an automatic conduct referral.

## Conduct Referral/Detention

Receiving a conduct referral involves a one-hour detention. Parents may be given at least a one-day notification if a student is required to serve detention. The student will receive a conduct referral and reflection sheet and both forms must be signed by a parent/guardian and returned the next day. **There will be a \$20 administrative fee assessed for each detention a student is required to serve.**

### Behaviors that warrant a conduct referral include, ***but are not limited to:***

- Dishonesty, cheating, plagiarism, and forgery
- Inappropriate language - oral, written, or gestured
- Possession or dissemination of over-the-counter medications such as acetaminophen, ibuprofen, eye drops, nose sprays, cough drops, lip balms, etc.
- Confrontational/argumentative behavior with adults and/or peers
- Leaving the classroom, school building or property without permission



- Possession of electronics in the classroom or on a field trip
- Defacing textbooks or other school property

Students who earn three conduct referrals during a quarter will receive an automatic one-day out-of-school suspension.

Students who earn a conduct referral in a given quarter will not be eligible for honors recognition for that quarter.

## **Suspension**

When a serious offense is committed, or when normal disciplinary procedures fail to bring improvement, in- or out-of-school suspension will be considered. If suspension becomes a necessary step or action, the student's parent/guardian will be notified of the principal's decision.

An out-of-school suspension is recorded as an unexcused absence. All work missed during suspension cannot be made up and will be entered as zero.

A record of suspension will be kept on file during the student's tenure at St. Philip and is subject to disclosure to high schools during the application/recommendation process.

### **Chronic behaviors that warrant a suspension include, but are not limited to:**

- Bullying, whether verbal, physical, or electronic
- Physical altercations such as slapping, hitting, pushing, shoving
- Altercations that endanger the health and safety of others - i.e. fighting
- Sexual harassment in any form, physical or verbal, bullying, cyberbullying, or harassment of any kind
- Verbal, written, or gestured threats
- Misuse of the internet - i.e. visiting pornographic websites, logging in to personal emails and social media accounts
- Incurable behavior that undermines classroom/school discipline and impedes the academic progress of others
- Repeated cheating, forgery, plagiarism
- Stealing

Chronic behavior issues will warrant the student's suspension from privileges such as extracurricular activities, in school assemblies, field trips, out of uniform days, celebrations, etc., and may affect continued enrollment status.

Any student accused of a crime may be placed in a home-study program until the matter is resolved.

## Expulsion

Expulsion is a very serious action that is taken when it is determined that either the student's interests would be best served in another environment because the student's behavior is a serious threat, or is disruptive to the school community, or both.

**Behaviors that warrant expulsion include, but are not limited to:**

- Continued or persistent bullying
- Possession of guns, knives, or anything that could be considered a weapon
- Physical assault, acts of aggression, verbal, written, or gestured threats
- Repeated acts of sexual harassment or bullying in any form
- Reasonable evidence that a student has been smoking, drinking, or using drugs
- Possession or dissemination of alcohol or other illegal drugs
- Possession or dissemination of pornographic material
- Theft, grave defacing, and/or destruction of school property when restitution is required
- Repeated acts that threaten the health and/or safety of others
- Any serious action not in keeping with the philosophy of St. Philip the Apostle Catholic School
- Any action determined by the School Administration and Pastor egregious enough to warrant such a consequence

Any of these, or similar, disciplinary behaviors are grounds for immediate suspension. After a thorough review by the Principal, and in consultation with the Pastor and Archdiocese of Washington Catholic Schools Office, these or similar actions may result in expulsion.

## Dismissal

Students may be dismissed from St. Philip the Apostle Catholic School for the following reasons:

- Poor academic achievement or a learning disability that cannot be properly addressed.
- Repeated poor behavioral choices.
- Parents' noncompliance with the school's recommendation regarding referral to the Health Department and/or any agency deemed necessary for further evaluation of the student.
- Disregard for school policy by parent or student. This may include falsification of records or withholding information regarding a student's past physical, emotional, social, or academic problems.
- Unmet tuition obligations, as detailed in tuition agreement

In addition to the standards for student behavior described previously, whenever a student's behavior in school deviates too far from the limits of acceptability, or his/her conduct is such that it endangers the property, health, or safety of others, action may be taken to restrict privileges and rights of school attendance.

**It is the sole discretion of the Principal, in consultation with the Pastor, to determine the severity of a student's behavior and the consequence it warrants.**

## BIRTHDAYS AND CELEBRATIONS

Students in grades Pre-Kindergarten through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday. **Coordination with the students' homeroom teacher is required for dress out and the classroom policy for the sharing of birthday treats.** Students with birthdays that fall during the summer months may celebrate their half-birthday. Birthday clothes may not be worn on Mass days, field trips, or class picture day.

Invitations of any kind can be distributed in school only if the entire class is being invited. After obtaining permission from the teacher, invitations can be distributed to the homeroom class.

## EXTENDED CARE PROGRAM

The Extended Care Program operates in accordance with the standards and regulations of the State of Maryland Department of Human Resources. The hours of operation on school days are 6:30am to 7:45am and 3:15pm to 6:00pm. Please check the school calendar for exceptions.

- On early dismissal days the program operates from 12:00pm to 6:00pm.
- All authorized parents/guardians must sign their children into before care at the time of drop off and sign their children out of after care at the time of pick up. This is done for the safety of your children and is mandated by the State of Maryland.
- All authorized parents/guardians must park in a parking space in the parking lot and walk to the Social Hall entrance. Parents are not permitted to drive into the loading zone to pick up their children.
- In the event of an unanticipated early closing due to weather or other emergency, after care will be cancelled. The Extended Care Program follows the Prince George's County closings. Parents are expected to come immediately following school closing. If after school activities are cancelled, this includes the Extended Care Program.
- The Extended Care Program closes promptly at 6:00pm. The charge for late pickup from after care will be \$1.00 per minute per family beginning at 6:01pm.

**NOTE: Report cards will not be released to anyone owing Extended Care fees.**

To reach the program coordinator directly, please call (301) 423-8450.

## **Financial Responsibilities**

Monthly tuition and fee payments must be made through TADS.

Full-time Extended Care payments per month are due August 20<sup>th</sup> and on the 20<sup>th</sup> of each month thereafter, with final payment due May 20<sup>th</sup>.

Payments for Extended Care Drop-In service must be paid at the time of service. All accounts must be current to continue using the drop-in service.

## **MILK AND HOT LUNCH PROGRAM**

Every student is expected to bring lunch from home in a zippered/latched container with his/her name on it unless an order has been previously placed for hot lunch. There is no provision for refrigeration or microwaving.

- If your child does not have lunch, they may purchase a Cup of Noodles or Mac 'n Cheese from the school office. Each item is \$1.00.
- A catered hot lunch may be ordered online monthly through our Specialty Lunch Program.
- Pizza is offered on Thursday each week. Students must pay by 10:00am on Wednesday using the order form provided.
- Ice cream is also available for purchase on Pizza Days.

Students may sign up at the beginning of each school year to receive milk at lunch.

## **HEALTH POLICIES AND PROCEDURES**

### **Clinic Card**

The student clinic card must be on file with the most up-to-date information for each student. If you have a change of address or telephone number, it is important that you promptly notify the office.

- When a student becomes ill with a fever during school hours it is imperative that the school is able to reach you immediately.
- If a student is injured during school hours, you will be notified immediately.
- If there is a serious injury, the school will call 911 then inform you.

### **Medication**

A student may not administer his/her own medication, either prescription or non-prescription. Medication must be administered by a parent before or after school.

If it is necessary for a student to receive medication during school hours, a physician's consent form and a parental permission form must be on file. The medication must be kept in the office in its original container and administered by trained personnel.

The school reserves the right to refuse to accept, administer, or supervise the administration of any medication, including over-the-counter medications, such as aspirin, ibuprofen, cough drops, throat lozenges, medicated lip balm, lotions, and hand sanitizers. A new form must be submitted each school year.

To ensure the protection of students with mild to severe allergies, it is imperative that students not have in their possession, use, or distribute cough drops, throat lozenges, medicated lip balm, lotions, or hand sanitizers, and other similar items.

## **Physical Examinations/Immunizations**

Required immunization shots:

- DPT by age 7; 4th Polio by age 7 (if both immunization shots were given before the age of 4, additional immunization is required).
- MMR (measles, mumps and rubella) must be given after the first birthday, kindergarten, grade 1.
- Varicella (2 doses) and Hepatitis B (3 doses) required of all students.
- Students entering 7th grade must have 1 dose of Meningococcal vaccine and 1 dose of Tdap vaccine.

## **Fever**

If a child presents with a fever before coming to school, he/she must be kept home. Parents/Guardians should not administer fever-reducing medication and send the child to school. Once the medication wears off and the fever returns, the parent/guardian will be called to come and retrieve the child.

## **Rashes**

The Maryland State Department of Health requires that any student with a rash is to be sent home immediately. The student may not return without a physician's note explaining the rash and its treatment.

## **Counseling Services**

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to St. Philip the Apostle Catholic School. One-time, initial

counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

## SAFETY REGULATIONS

### Emergency Drills

In accordance with Maryland law and the Archdiocese of Washington, periodic fire drills are conducted. Fire equipment is inspected as required. Other safety drills (such as **severe weather**, **A.L.I.C.E.**, and **earthquake**) are conducted on a regular basis.

### Transportation and Car Line

For the safety of all the children, parents who drive students to school must observe the following procedures:

#### Morning Arrival:

- a. Enter the parking lot at the first entrance off Henderson Way.
- b. **Drive slowly** (5 mph or less) and completely around the lot to the semicircle in front of the Church/School.
- c. Safety patrols will assist the students as they are discharged from the car on the sidewalk side only. Should students need additional assistance, please consider parking in the lot and walking your child to the sidewalk.
- d. Cars will then proceed ahead onto Henderson Way.
- e. You must stay in the line and follow the car in front of you; **passing is not permitted.**

#### Afternoon Dismissal:

- a. Use the same entrance as in the morning.
- b. Cars will line up in rows as directed by the teachers/staff.
- c. Students will be led to the parking lot.
- d. Once the lot is cleared of students, cars will be directed to leave row by row starting with the car nearest the exit.
- e. Teachers will direct the traffic. **Once the cars begin to move, students will not be allowed into the parking lot until the lot has been cleared.**

There is no crosswalk or crossing guard, therefore students will be discharged or picked up **ONLY** in the school parking lot. **Students will not be permitted to be picked up on Henderson Way or adjacent streets.**

Parking will become limited when the lot is being used as a playground during recess. If necessary, please park in the spots nearest the exit on Henderson Way.

The yellow curb zone in front of the school and church entrances is a fire lane, in which parking is not permitted and vehicles are subject to towing.

The area behind the school/Parish Hall is for loading and unloading delivery items only. Parents are not permitted to drive beyond the barriers to pick up their children.

## **Visitors' Passes**

All visitors and volunteers to St. Philip the Apostle School must check in at the school office to sign in and receive a visitor's pass before proceeding to a classroom or a school function. This includes all parents and volunteers.

## **Child Safety**

**Any person who has reason to believe that a child has been physically or sexually abused is required to report to civil and Archdiocesan authorities.**

# **UNIFORMS AND DRESS CODE**

Students in Pre-Kindergarten - Grade 8 wear a uniform that not only manifests the equality of all students but also enhances the learning environment. The school uniform is a symbol of pride for oneself and for the school community. Neatness, pride in appearance, and compliance with the school's uniform code are the responsibility of students with guidance and encouragement from parents and teachers. Uniforms must be worn properly, with shirttails tucked in, and be kept neat, clean, and in good repair. Summer uniforms are worn September through October, April through June. Winter Uniforms are worn from November through March. (Please see the handbook calendar for specific dates.)

**All uniforms must be purchased through Flynn & O'Hara.**

Flynn & O'Hara

8807 Annapolis Road Lanham, MD 20706

240-764-4545

[www.flynnohara.com/school/md096](http://www.flynnohara.com/school/md096)

## **WINTER UNIFORM (November through March)**

### **Pre-Kindergarten & Kindergarten Boys and Girls**

- Navy blue uniform sweatpants with school logo
- Navy blue uniform sweatshirt with school logo
- Red polo shirt with school logo
- Solid navy blue or white crew socks

- Solid white or black sneakers

### **Boys in Grades 1-5**

- Navy blue uniform dress slacks
- Solid brown or black belt
- White oxford button-down collar shirt (with buttons on the collar), either long or short sleeves
- White undershirts only are permitted under the white oxford shirt
- Solid navy blue school tie
- Navy blue v-neck pullover sweater with school monogram either long sleeves or the vest
- Solid navy blue or white crew dress socks
- Solid black, and rubber-soled dress shoes

### **Boys in Grades 6-8**

- Navy blue uniform dress slacks
- Solid brown or black belt
- White oxford button-down collar shirt (with buttons on the collar), either long or short sleeves
- White undershirts only are permitted under the white oxford shirt
- Striped school tie
- Navy blue v-neck pullover sweater with school monogram either long sleeves or the vest
- Solid navy blue or white crew dress socks
- Solid black, rubber-soled dress shoes

### **Girls in Grades 1-5**

- Red and blue uniform plaid jumper, knee length
- White oxford button-down collar shirt (with buttons on the collar) with either long or short sleeves.
- White undergarments/undershirts only allowed under white oxford
- School cross bow tie
- Navy blue v-neck cardigan with school monogram
- Navy blue knee socks or navy blue opaque tights
- Solid black Mary Jane-style dress shoes
- Black or navy blue shorts under jumpers (should be shorter than length of jumper)

### **Girls in Grades 6-8**

- Red and blue uniform plaid kilt, knee length



- White oxford button-down collar shirt (with buttoned collar) with either long or short sleeves
- White undergarments/undershirts only allowed under white oxford
- School cross bow tie
- Navy blue v-neck pullover sweater with school monogram either long sleeves or vest
- Navy blue knee socks or navy blue opaque tights
- Solid black, rubber-soled Mary Jane-style dress shoes
- Black or navy blue shorts worn under kilt (should be shorter than length of kilt)

## **SUMMER UNIFORM (September through October; April through June)**

### **Pre-Kindergarten & Kindergarten Boys and Girls**

- Navy blue uniform walking shorts (optional elastic band)
- Red polo shirt with school logo
- Solid navy blue or white crew socks
- Solid white or black sneakers

### **Grades 1-8 (optional)**

- Uniform navy blue twill, knee length, walking shorts
- Solid black or brown belt
- Red polo shirt with school logo
- Solid navy blue or white dress crew socks
- Solid black, rubber-soled dress shoes (boys)
- Solid black, rubber-soled Mary Jane-style dress shoes (girls)

## **PHYSICAL EDUCATION UNIFORM**

### **Grades 1-8 Boys and Girls**

Students must come to school in PE uniform on scheduled PE days. The uniform consists of:

- Solid navy blue sweat pants with school logo
- Solid navy blue sweatshirt with school logo
- Solid navy blue t-shirt with school logo
- Solid navy blue or white crew socks
- Solid white or black sneakers

Summer Option:

- Solid navy blue fleece shorts with school logo
- Solid navy blue t-shirt with school logo
- Solid navy blue or white crew socks
- Solid white or black sneakers

## **Dress Up/Dress Down Days**

## Dress-Down Days

Students must dress appropriately and modestly on Mission/Dress-Down Days. Please ensure that your child dresses appropriately for school when dressing out of uniform. All students are expected to dress modestly, demonstrating through their words, deeds, and appearance a commitment to fostering our Christ-centered environment. Attire must be appropriate in size, fit, and coverage. Jeans may be worn. Shorts may be worn in accordance with the summer uniform dates and must be of appropriate length.

### Students may wear:

- |  |                            |
|--|----------------------------|
| *jeans                                 | *jogging suits             |
| *tennis shoes                          | *dresses                   |
| *skirts (no higher than 3" above knee) | *slacks                    |
| *skorts (no higher than 3" above knee) | *golf shorts (fall/spring) |
| *sweatshirts                           |                            |
| *jeggings/yoga pants (PreK-2nd gr.)    |                            |

### Additional rules to pay attention to:

- No inappropriate or revealing clothing allowed
- No frayed or torn jeans
- No tank tops, midriff or sleeveless shirts, or shirts with plunging necklines
- Shirttails and blouses must be long enough to be tucked into pants
- If the dress down day should fall on a scheduled P.E. day, the student must wear or bring athletic shoes.
- No sandals, flip-flops, clogs, crocs, slippers, or backless shoes
- No makeup or nail polish
- Post earrings only, no larger than a standard pencil eraser. Hoop or dangling earrings may not be worn.

## Dress Up Day

Students are expected to dress in their Sunday best. Please wear a dress shirt and dress pants for boys, and a dress, skirt, or dressy pants outfit for girls. Hem length on dresses or skirts may be no higher than 3" above the knee. Follow the guidelines for shoes. Please note, tennis shoes/sneakers are not permitted. Students may bring athletic shoes if the dress up day falls on a PE day.

**PLEASE NOTE:** If the administration determines that a student's attire is inappropriate and disruptive to classroom instruction and learning, a parent or guardian will be contacted to bring in a change of clothing. The student will be asked to change his/her attire before attending class.

***If a student arrives out of uniform or missing a required piece of the uniform, this will be communicated directly to the parent that day. If two uniform infractions occur within a week, students in grades 3-8 will receive a demerit stating the specific infractions. If three uniform demerits are given in the quarter a student will receive detention.***

## Shoes

- Sneakers must be all black or all white in color, with non-marking soles, and lace up, buckle, or Velcro fastenings.
- Students in grades PreKindergarten and Kindergarten must wear sneakers every day.
- Students in grades 1 through 8 wear sneakers on PE days only.
- All uniform dress shoes must be solid black; have non-marking, rubber soles, and flat heels; be properly fastened, buckled, or tied across the top of the foot.
- Girls and boys may not wear shoes that are: boots or boot style, sandals, crocs, open toe/back, flip flops; or have heels that have lights, wheels, or sparkles; or are stacked, platform, or high.

## **Hair and Accessories**

- Both boys and girls are required to have neat hairstyles and may not have hair that hangs in or obscures the face.
- Boys' hair must not touch the collar and may not be below the ears. Bangs may not hang below the eyebrows. Mohawks or tails, designs, or shaved areas cut into the hair are not permitted. The administration reserves the right to set standards for sensible hairstyles.
- Change to natural hair color (including highlights, extensions with color, and so on) is not permitted.
- Girls may wear hair accessories; however, the accessories must match uniform colors. Uniform headbands are available through Flynn & O'Hara.
- A head covering is not part of the school uniform; however, it may be worn for religious reasons only (such as hijab, yarmulke).

## **Jewelry and Other Accessories**

- Girls may wear one pair of small post earrings in earlobes only. Boys are not permitted to wear earrings.
- Boys and girls may wear one religious necklace.
- Boys and girls may wear a conservative wristwatch or one cause or religious bracelet and/or one ring.
- Hoop/dangling earrings, multiple necklaces, multiple bracelets, and/or oversized jewelry are not permitted.
- Make-up, nail polish, fake nails, perfume/cologne, and tattoos (washable or other) are not permitted.

Please note: All dress guidelines apply for Graduation Day.

**\*\*The administration reserves the right to prohibit any fashion article that may detract from the learning environment.**

# TECHNOLOGY AND INTERNET USAGE

## **When using any technology equipment, all students:**

- Shall use all Technology Equipment, including, but not limited to computers, networking systems, internet, mobile devices, tablets, hosted or cloud-based environments, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras (“Technology Equipment”) with care and respect, whether at school, at home, or elsewhere.
- Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. This includes, but is not limited to, creating, publishing, displaying or in any way disseminating any information or files that are abusive, obscene, sexually oriented, threatening, harassing or damaging to another’s reputation.
- Shall not violate any local, state or federal laws.
- Shall not engage in cyberbullying behavior.
- Shall not use the device to capture photos, video, audio or other media involving other students, faculty or staff without explicit permission from the subjects of the media.
- Shall never use the technology in bathrooms.
- Shall not impersonate others or hack or otherwise seek unauthorized access to any restricted information or account.
- Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware.
- Shall not engage in any behavior otherwise prohibited by school disciplinary standards.

## **Schools may supply students with Technology Equipment owned or leased by the school for instructional use. When using Technology Equipment supplied by the School all students:**

- Shall not reconfigure any school hardware, software, or network settings.
- When on school grounds, shall access only school-supplied wifi or other networks provided by the school. Under no circumstances may students use Technology Equipment to access the Internet through 3G or 4G connections or any other means not specifically provided by the school.
- Shall not attempt to bypass or otherwise evade any content filters or security measures in place on the Technology Equipment.
- Shall not intentionally receive or send any viruses, worms, Trojan Horses, or any other kind of malware.
- Shall not install, download, upload, or otherwise transfer any software, files, or other data onto Technology Equipment supplied by the school.

- Shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; and shall not plagiarize works found on the Internet or elsewhere.
- Shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.
- Shall not take photographs or record audio or video unless directed by the teacher for instructional purposes.
- Shall be solely responsible for the physical security and care of their Technology Equipment. The school does not assume responsibility for damages, lost or stolen devices.
- Shall ensure that their Technology Equipment is fully charged at the beginning of the school day.
- Shall promptly comply with a teacher's request to shut down, close, put away, or hand over any Technology Equipment.
- Shall not play any games on Technology Equipment except as directed by the student's teacher for instructional use.
- Shall not give out, post, or otherwise distribute personal information such as last names, social security numbers, birthdays, credit card or bank account information, photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.

### **All students understand and acknowledge:**

- ***Students are not permitted to bring electronic devices to school.***
- Student use of cell phones, tablets, laptops, and any other portable electronic devices during school hours is strictly prohibited, except as directed by the student's teacher for instructional use.
- If a student has possession of an electronic device during school hours or at a school event, the device will be confiscated and a parent will be required to pick it up from the Principal.
- Use of equipment is a privilege, not a right. As such, any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken at the sole discretion of the Administration.
- Use of all Technology Equipment may be monitored. There is no expectation of privacy for any information stored on any Technology Equipment used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such Technology Equipment.
- The school reserves the right to access a student's computer files or any other Technology Equipment when required for the maintenance of the school's Technology Equipment, in emergencies, in the course of investigation of possible wrongdoing or a disciplinary infraction, or at the discretion of the Principal. If a student refuses to grant the school full access to his or her Technology Equipment for such a purpose – for

instance, by withholding a password – the school may treat that refusal as an admission of wrongdoing.

### **Parent/Guardian acknowledgement:**

- Parents/guardians shall be responsible for reading and reviewing the terms listed above with their child(ren).
- Parents/guardians shall be responsible for any damages, claims and expenses resulting from their child's use of the school's Technology Equipment.
- Parents/guardians shall be responsible for damages, claims (including theft) and expenses of all personally owned Technology Equipment if brought to school.
- Parent/guardian acknowledges that any failure to honor the terms of this agreement may result in disciplinary action determined at the discretion of the Administration, any or all of the student's technology privileges being revoked, and/or the reporting of such infractions to appropriate authorities.
- Parent/guardian acknowledges that violation of any provision of this policy may result in confiscation of the equipment until retrieved by such parent/guardian.
- Parent/Guardian acknowledges that they have read and reviewed the terms of acceptable technology use with the student listed below, and both parent and student understand and agree to abide by those terms.

## **COVID-19 ADDENDUM**

It is imperative that we work together to keep our community and our loved ones safe as we return to school. The following health and safety measures have been put in place to help meet the standards and guidelines established by the Center for Disease Control and Prevention and healthcare professionals. ***The protocols in this addendum will be strictly enforced and noncompliance may result in termination.***

### **Illness and Symptom Screening**

In light of the COVID-19 pandemic, every family must take responsibility for keeping their child at home if there is any reason to suspect an illness. If your child has any of the following symptoms, please do not come to the school. Keep your child(ren) at home where they can better rest until the symptoms abate. Students who feel well enough may attend via distance learning during this time.

- Temperature 100.4 degrees Fahrenheit or higher
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)

- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

If your child has a chronic condition that causes any of the symptoms on the list (such as an allergy/asthmatic cough), please inform the school so that our staff knows this is normal for your child.

Should a child become ill or exhibit any of the above symptoms while in the school building, they will be sent to the Health Room and parents will be called to come and pick up their child immediately. In an effort to keep the community safe, it is strongly recommended that parents seek attention from their healthcare provider and keep the school informed of the child's health.

Each family must sign a contract agreeing to these terms in order to attend St. Philip.

## **Health Room**

Students who develop symptoms while in the building will be sent to the Health Room for isolation as arrangements are made for them to leave the premises. It is strongly recommended that parents seek attention from their healthcare provider for more thorough screening and possible COVID-19 testing. Please note, you may be asked to pick up your child through an alternate exit in order to prevent the spread of illness.

## **Returning to School**

Students may return to school when:

- Fever free for 72 hours without the use of medication
- Improvement is shown in respiratory symptoms (cough, shortness of breath, etc.)
- 10 days past first appearance of symptoms
- Cleared by a healthcare professional (signed doctor's note required for positive cases of COVID-19)

## **Masks**

Masks provide essential protection for your own child and our whole community. Everyone who enters the school building must wear a mask. Masks are required for everyone over the age of 4 years and strongly encouraged for those who are younger. Students will be given the opportunity to remove their masks at snack/lunch times and possibly additional times throughout the day provided social distancing measures can be maintained.

Note: Aside from mealtimes, students may be required to keep masks on for the duration of the school day should conditions warrant it.

- Masks may be disposable or reusable cloth. Reusable cloth masks must be at least two-ply cotton and secured behind the ears. Gaiter masks (worn around the neck) are not permitted. All reusable masks should be washed daily.
- Masks should be labeled with your child's name, and possibly front/back, top/bottom for the younger learners. This may help them when reapplying their masks after meals. Please remind them to use the ear loops when taking off and reapplying masks to avoid contamination. This will be reinforced in the classroom.
- Masks should be properly fitted and completely cover the mouth and nose.
- Reusable cloth masks should be red, white, navy blue, or black to align with the uniform as closely as possible. Designs should be minimal and should not have inappropriate images/words.
- 2 additional masks should be readily available in a sealed ziploc bag in the student's backpack/supply box in case replacement is necessary (i.e. if the mask becomes wet or soiled).

## Hand Washing

Students will be given additional opportunities to wash their hands throughout the day. Staff will remind them of proper handwashing techniques, and parents are encouraged to reinforce this healthy habit at home. Sanitizer is available in each classroom, however, soap and running water is best.

### Best times for washing hands:

- Before and after eating
- After recess
- After using the restroom
- After sneezing/coughing/blowing your nose
- Before and after touching your face
- Before and after applying/removing your mask

### Best times for using hand sanitizer:

- Upon entering/exiting the classroom
- Before/after touching door handles
- After sneezing/coughing/blowing your nose (when soap/water is unavailable)
- Before and after touching your face (when soap/water is unavailable)
- Before and after removing/reapplying your mask (when soap/water is unavailable)

As per usual operating procedure, students will not be permitted to carry personal hand sanitizer.

## Water Bottles

In order to limit the spread of Covid-19, students will not be permitted to drink directly from the water fountains in the building. Water fountains will be available for refilling **reusable**



**water bottles only;** mouthpieces will be disabled. Every child must bring a water bottle each day. Water bottles should be clearly labeled with their name.

### **Covid Discipline Notice**

It is imperative that everyone at St. Philip the Apostle School pay careful attention to and abide by all Covid-19 safety protocols. Children who fail to comply with these guidelines will face strict disciplinary action, which can include suspension from attending school.