

St. Philip the Apostle Catholic School

2016-2017 Parent/Student Handbook



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MISSION STATEMENT

The mission of St. Philip the Apostle Catholic School is to teach with respect and reverence as Jesus did. We hold all persons, with their individual abilities and talents, as gifts from God.

VISION STATEMENT

Our mission is expressed in our vision to:

- Develop a deeper relationship with God and with people by emphasizing the Christian virtues of honesty, courage, fairness, self-discipline and responsibility;
- Provide a challenging curriculum to meet the abilities of each student;
- Involve parents in the life of the school.

HISTORY OF ST. PHILIP THE APOSTLE CATHOLIC SCHOOL

St. Philip the Apostle Catholic School opened on September 19, 1960, with approximately 90 students in grades 1 and 2. Classes were held in LaReine High School. In September 1962 the present building was occupied and the school expanded through 6th grade. By September 1964, the building was completed and grades 7 and 8 were opened.

Kindergarten opened in September 1986. As enrollment grew, a new wing was completed in 1996 for grades 6, 7 and 8. The pre-kindergarten four-year-old program began in September of 1997. The pre-kindergarten three-year-old program opened in September of 2007.

In 2010-2011, St. Philip School celebrated 50 golden years of teaching hearts and minds.

STATEMENT OF NON-DISCRIMINATORY POLICIES

St. Philip the Apostle Catholic School admits students of any religion, race, sex, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the school. Its admissions, educational, athletic or other school administered programs are in compliance with these policies to the extent required by Title IV.

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 request in writing the release of these documents when transferring a child to another school.

The Buckley Amendment addresses 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 web site, unless a request to the contrary is received.

PARENT/GUARDIAN/STUDENT COOPERATION: Overview

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.

PARENT/GUARDIAN/STUDENT COOPERATION: Role of the Parent

Parents are expected to:

- Ensure the student arrives on time and is prepared for school with completed homework and materials.
- 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.

PARENT/GUARDIAN/STUDENT COOPERATION: Role of the Student

Students are expected to:

- 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 so on.
- Accept responsibility for their actions.

All of these conditions must be present to ensure continued acceptance of the student at St. Philip the Apostle Catholic School. Failure to render any one condition at any time is a fundamental breach of the student's and parent's relationship with St. Philip the Apostle Catholic School and can result in an immediate dismissal from the school.

THE A to Z OF ST. PHILIP THE APOSTLE CATHOLIC SCHOOL

ADMISSIONS: Overview

St. Philip the Apostle Catholic School seeks primarily to serve Catholic parents who want a Catholic education for their children. The school offers a program from pre-kindergarten three through eighth grade.

- **Class Size:** Enrollment in Grade 1 to 8 will not exceed 30 students unless special circumstances arise: PreK-3, 18; PreK-4, 24; and Kindergarten, 22.
- **Registration and Waiting Lists:** Registration for the upcoming school year begins the week before Catholic Schools Week. New families will be accepted until the class is filled. A waiting list will be established if needed.

ADMISSIONS: Application Criteria

The following criteria are used for determining admission to the school:

- The period of time in which the family has been registered, contributing, and an active member of the parish. All applicants require a birth certificate and Baptismal certificate if Catholic.
- In accordance with Maryland State regulation, a student entering Pre-Kindergarten must be three (3) years of age and toilet trained on or before September 1st.
- Pre-Kindergarten 4 must be four (4) years of age on or before September 1st.
- 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 home school program. Testing of reading, math, and writing skills will be administered.
- Admissions to Grades 2 through 8 must provide the most recent school report of academic and disciplinary performance. Testing of reading, math, and writing skills will be administered.

All new applicants will be screened.

Applicants must provide an Archdiocesan Immunization Certificate signed by the Health Department or their medical care provider.

Preference for entrance is given to:

1. Those with siblings presently enrolled.
2. Registered Catholic parishioners.
3. Non-Catholic students.

ADMISSIONS: Financial Responsibilities

2016-2017 Tuition – Rate A: Tuition Support for Catholic Families

	10 Monthly Payments	Total Yearly Payments
Per student	\$597.00	\$5,970.00
PreK-3 & PreK-4	\$662.00	\$6,620.00

2016-2017 Tuition – Rate B: Tuition Support for Non-Catholic Families

	10 Monthly Payments	Total Yearly Payments
Per student	\$790.00	\$7,900.00
PreK-3 & PreK-4	\$662.00	\$6,620.00

Tuition support for Catholic families of the Archdiocese of Washington is available. To be eligible, families must be registered parishioners in the Archdiocese of Washington, attend weekly Mass, consistently use their weekly parish envelope and participate in the life of their parish to the degree possible.

Each year families are responsible for verifying their eligibility to receive Rate B with the pastor of their parish and for submitting the verification form to the school.

The parish will not subsidize those who are not practicing Catholics.

In order to be considered for tuition assistance each year, you must apply to the Archdiocesan Tuition Assistance Program through TADS regardless of your current needs.

Tuition is non-refundable.

Additional Non-Refundable Fees:

- Application Fee: \$60.00 per student
- Registration/Re-registration Fee: \$130.00 per student
- HASA Dues: \$30.00 per family
- Instructional Fee: \$130.00 per student
- Student Activity Fee: \$30.00 per student

A graduation fee is required of each eighth grade student, which covers cap, gown, diploma, class picture, reception, and so on.

ADMISSIONS: Late Fees

- There is a TADS \$45.00 one-time Processing Fee that is charged to any agreement that is setup with three or more installments.
- There is a TADS \$29.00 Late Fee that is charged for an invoice more than 5 days past due on your billing account.
- There is a TADS \$29.00 returned Payment Fee for any payment that is made in the TADS system that comes back as returned.
- There is a School \$40.00 Late Fee for any payment not received by the 10th of the month, or other agreed upon payment arrangements.

If you have questions or concerns about your account, contact TADS directly at 800-477-8237 or help@tads.com

In an emergency, families must contact the Principal prior to the due date to make temporary arrangements.

At the end of each quarter, accounts will be reviewed to ensure all financial obligations have been met. If they have not, grades will be withheld and a student will not be permitted to attend school until all accounts are current. Any classes missed will be considered unexcused absences.

ADMISSIONS: New Students

New students admitted to St. Philip the Apostle Catholic School will be on probation for the first year. Providing that a student makes continuous academic progress and does not incur disciplinary infractions during this first year, s/he may remain enrolled in the school.

ADMISSIONS: Re-Registration

The non-refundable re-registration fee will be charged for each child.

Students who withdraw from the school for any length of time, for any reason, and want to return, must reapply to be considered for admission.

Students who do not re-register or have withdrawn during a school year will NOT be readmitted during the same school year.

ADMISSIONS: Transfers

Parents of students transferring to another school are asked to notify the Principal in writing. A signed release form (Form 19) allows St. Philip the Apostle Catholic School to transfer records, providing that all financial obligations have been met.

ADMISSIONS: Withdrawal (Involuntary)

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.
- 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, which will result in withholding student documents (i.e. report cards, standardized assessments, diploma, and so on).

ADMISSIONS: Withdrawal (Voluntary)

Families must notify the school in writing if withdrawing their child from the school.

- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition and extended care, if registered.
- Registered students who withdraw between the first day of school and December 16th are responsible for 1/2 of the full tuition and extended care, if registered.
- Registered students who withdraw after December 15th are responsible for the full tuition and extended care, if registered.

The school will withhold school records for students who withdraw with an outstanding balance. The school also will deny re-registration until all financial obligations have been met.

After the second week of May all payments must be made in cash or by money order made payable to *St. Philip the Apostle Catholic School*.

ATTENDANCE: Absence

St. Philip the Apostle Catholic School monitors students' compliance with attendance requirements established by the Archdiocese of Washington Catholic Schools Office and Prince George's County. 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):

- 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).
- Death in the student's immediate family.
- Necessity for a student to attend a judicial proceeding.

- Lawful suspension or exclusion from school by chief administrative officer.
- 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.
- Other absence(s) approved in advance by the Principal upon the written request of a parent or guardian. Three days' notice must be given to the school in order for teachers to provide student work expected to be completed while absent. Failure to provide notice will 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.

- For the protection and welfare of all students, parents are requested to keep their children at home when they are ill. They must be fever free, not have vomited, or have diarrhea in a 24-hour period.
- When notified by the office that your child has a fever, vomited or diarrhea, you must pick him/her up within the hour of notification.
- Parents/guardians must send an email to **stpaoffice@gmail.com** or call the main office by 9:00am to report the absence of a student.
- Upon return to school, a signed note must be given to the teacher. The note must specify the dates of absence and the reason for the absence. The school must be notified of infectious or communicable diseases.
- When a student has been absent from school, it is the student's responsibility to check with the teachers involved to determine the work that has been missed. One make-up day will be given for each day the student was absent.
- On the second day of absence, arrangements may be made for obtaining class assignments by contacting the school office before 9:00am for pickup after 3:15pm, or for having a sibling, friend, or other student obtain the assignments.
- The Principal and teachers must be informed of all extended absences. Parents are strongly encouraged to plan vacations that coincide with school holidays. If, however, it is necessary for a student to be absent for a reason other than illness, advance assignments or make-up tests will be at the discretion of the Principal and teacher.

Unexcused absences are defined as the act of a student being absent from school for a day or any portion of a day for any reason other than those stated above.

- **The following number of unexcused absences may jeopardize a student's placement or re-registration at St. Philip the Apostle Catholic School:**
 - **8 days or more in a quarter**
 - **15 days in a semester, or**
 - **20 days in a school year.**

- **Teachers are not required to provide make-up work for students when absences are unexcused.**

ATTENDANCE: Tardy

School hours are from 8:00am to 3:15pm Students not in their homerooms at 8:00am are considered tardy.

A tardy student must be accompanied into the school by a parent or responsible adult to obtain a tardy slip. Without a tardy slip, students will not be admitted to class.

- **After the first 3 tardies in a quarter,** parents will receive notification.

- **For 4-6 tardies in a quarter,** parents will be charged \$1.00 for each minute late per child. This money is due no later than the next school day. If payment is not received on the due date, the student will not be allowed to attend school until the payment is made.

- **For more than 6 tardies in a quarter,** the student will not be allowed to attend school on the day the student arrives late in that quarter. These absences will be considered unexcused.

The Principal will contact parents of student(s) who are chronically tardy. Continued chronic tardiness may jeopardize a student's placement or re-registration at St. Philip the Apostle Catholic School.

CLASSROOM PARTIES

A student celebrating a birthday may bring a simple treat (i.e., cookies, cupcakes, or donuts) for their homeroom class only if prior notice has been given to the classroom teacher and the school office.

Room parents provide parties on designated dates. Other parents are not to send food or goodie bags for classroom parties.

Invitations of any kind will be distributed in school only if the entire class is being invited; they will only be distributed to the homeroom class.

COMMUNITY SERVICE

All families are expected to contribute 25 hours of service per year. Opportunities are provided by the Home and School Association and by the school.

If a parent volunteers to work directly with the students, or chaperone a trip, s/he must complete the Child Protection Clearance process, which involves fingerprinting, a background check, and a three-hour workshop sponsored by the Archdiocese of Washington.

All service hours must be accomplished by the student's parents, grandparents, or legal guardians and are non-transferrable. Twenty-five hours of service must be completed before April 30th each year. Any hours not completed by this date will result in a \$20.00 fee for each hour not completed.

Hours are received for the following examples, but are not limited to:*

- Completion of the Child Protection Clearance Process – 3 hours per parent
- Two hours if one or both parents attend a Home and School Association General Meeting (4 meetings = 8 hours)
- School Board membership
- Home and School Association officer
- Room Parent
- Committee Chairperson
- Parish events, such as Crabs Feast, Picnic, Dante Ross dinner, Breakfast with Santa, Pancake Supper, and so on.
- Serving as the coach or assistant coach for parish athletics (12-1/2 hours each season) (2 coaches per team)
- Playground/Recess duty
- Lunch duty
- Field day
- Office work for the school (as needed)
- Book Fair
- Science Fair
- STEM activities

Volunteers are required to sign in upon arrival and wear the visitors pass during school hours and events.

** The Principal has the final decision in determining the validity of service hours not included in the above list.*

CONFERENCES AND APPOINTMENTS

A parent-student-teacher conference day is scheduled in November; however, a conference may be requested at any time. This request may be made by parents, teacher, or Principal.

The following procedures are suggested:

- Parents may request a conference with the Principal or teacher. All conferences are by appointment only. Parents/guardians are the only ones permitted at these conferences. Conferences will be terminated if either party becomes uncooperative.
- The teacher will respond to a request within 24 hours to make arrangements for a conference. If you have sent your request through email and have not received a response within 24 hours, please follow up with a note or phone call.
- A conference may not interrupt the daily teaching schedule.
- A meeting with the Principal is by appointment and must be arranged via email or phone call by calling the office manager.

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.

DISCIPLINE POLICIES: PREVENTION PROGRAMMING

As a Catholic school, St. Philip the Apostle Catholic School believes and teaches that each of us is called to love our neighbor and to treat them with respect.

St. Philip the Apostle Catholic 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 cyber bullying.

DISCIPLINE POLICY: Bullying

Bullying, harassment, and intimidation of any member of the school community are prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The Principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

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:

- 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.
- 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.

DISCIPLINE POLICY: Cheating, Plagiarism, Forgery

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

Cheating is dishonesty. It is exhibited by 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 a conduct referral for the first offense. A second offense will result in a suspension.

DISCIPLINE POLICY: 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 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.

DISCIPLINE POLICY: Threats

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. Philip the Apostle Catholic 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.

DISCIPLINE POLICY: Consequences – Behavioral Demerit

Two minor behavioral demerits (grades 3-8) will constitute a conduct referral, and warrant a detention. Demerits for one grading period will not be carried over to the next.

When a student receives a behavioral demerit or conduct referral, the parent or guardian must sign and return one copy to school the next school day.

Minor behaviors include, but are not limited to, the following:

- Not following school, classroom, or playground rules

- Presence in any area of the school without prior permission
- Writing or passing notes
- Excessive noise in the hallways
- Disrespect for other persons and/or property
- Chewing gum and eating at inappropriate times on school property or during school functions, including field trips and assemblies
- Confrontational/argumentative behavior

DISCIPLINE POLICY: Consequences – Conduct Referral/Detention

A student who receives a conduct referral is subject to a one hour detention. Parents will be given at least a one-day notification if a student is required to attend detention. Conduct referrals will not be carried over from one grading period to the next.

- Following two (2) minor behavior demerits, a conduct referral will be issued.
- Following three (3) conduct referrals in a quarter a suspension will be issued.

Behaviors that warrant an automatic conduct referral include, but are not limited to, the following:

- Defacing textbooks or other school property
- Inappropriate behavior in Church
- Disrespect for authority
- Leaving the classroom, school building or property without permission
- Improper language - oral, written, or gestures
- Slapping, hitting, pushing or shoving
- Stealing
- Rude or improper behavior at school functions
- Dishonesty, cheating, plagiarism, and forgery

DISCIPLINE POLICY: Consequences – Suspension

When a serious offense is committed, or when normal disciplinary procedures fail to bring improvement, suspension either in school or out of school will be considered. If suspension becomes evident, the student's parents or guardian will be notified of the Principal's decision.

All work missed during suspension cannot be made up and will be entered as zeros. A record of the student's suspension will be kept on file during the student's tenure at St. Philip the Apostle Catholic School only.

Behaviors that warrant a suspension include, but are not limited to, the following:

- Chronic or incorrigible behavior that undermines classroom or out-of-class discipline and/or impedes the academic progress of others
- Fighting or endangering the health or safety of others
- Vandalism or destruction of school property
- Carrying any item considered a weapon
- Sexual harassment in any form, physical or verbal, bullying, cyber bullying, or harassment of any kind
- Repeated cheating, forgery, plagiarism
- Stealing
- Incidence of rude or improper behavior at a school assembly
- Verbal, written, or gestured threats to the Principal, teachers, staff, volunteers or students
- Misuse of the Internet, including but not limited to visiting pornographic web sites
- Bringing electronic media, cell phones, laser pointer, etc., to school
- Three conduct referrals in one quarter

Chronic or serious behavior issues may warrant the student's temporary suspension from extra-curricular activities including field trips, out of uniform days, class and school parties, celebrations, and so on.

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

DISCIPLINE POLICY: Consequences – 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, the following:

- Reasonable evidence that a student has been smoking, drinking, or using drugs
- Possession of guns, knives, or anything that could be considered a weapon
- Possession or dissemination of pornographic material
- Possession or dissemination of alcohol or other illegal drugs
- Serious physical assault
- Serious theft
- Serious act of aggression
- Verbal, written, or gestured threats to the Principal, teachers, staff, volunteers, or students
- Repeated serious acts that threaten the health and/or safety of others
- Grave defacing or destruction of school property (restitution is required)
- Repeated acts of sexual harassment or bullying in any form, physical, verbal, or cyber
- Any serious action not in keeping with the philosophy of St. Philip School

DISCIPLINE POLICY: General Guidelines

Students are courteous and respectful to self, parents, each other, staff members, pastor, and visitors.

Students show respect and reverence in Church by maintaining prayerful silence, participating and handling books and kneelers quietly.

Students are in complete uniform daily.

Students must walk at all times through the buildings.

Students must be silent in the halls, when entering and during leaving the building, when changing classes, and emergency drills.

Students in grades 1-8 must carry a hall pass when leaving the classroom. Each classroom requires the student to sign out.

Students must take responsibility for neatness of the classroom, hallways, bathrooms, and all common areas.

Reasonable care of the school building, the furnishings, books, and instructional materials is emphasized. Students who damage, disfigure, or misplace any of the above will be required to pay for the damage/replacement.

Students must take responsibility for their behaviors and choices.

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.

- 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 the children.
- All authorized parents/guardians must park in a parking space in the parking lot and walk to the Social Hall entrance. Again, the children's safety is our primary concern.
- In event of an unanticipated early closing due to weather or other emergency, after care will be cancelled, after care follows the Prince Georges County closings. Parents are expected to come immediately following school closing. If after care school activities are cancelled, this includes the Extended Care Program.

The extended care phone number is (301) 423-8450.

EXTENDED CARE PROGRAM: Financial Responsibilities

Monthly payments must be made through TADS.

Full-time care per month is due August 20th and the 20th of each month thereafter, with final payment due May 20th.

Drop-in must be paid at the time of service. All accounts must be current to continue using the drop-in service.

2016-2017 Registration Fee:

\$20 per individual
\$30 per family

2016-2017 Monthly Fees:

	1 student	2 students	3 students
morning	\$100.00	\$155.00	\$210.00
afternoon	\$250.00	\$455.00	\$660.00
both	\$350.00	\$610.00	\$870.00

2016-2017 Drop-In Fees (2 or less days per week):

morning \$5.00 per student per day
afternoon \$15.00 per student per day
½ day \$30.00 per student per day

FIELD TRIPS

Educational field trips, including in-school assemblies, are scheduled during the year. Applicable fees and permission forms must be signed and returned to the school.

Trips are supervised by the classroom teacher and parent volunteers. This privilege may be withheld at the discretion of the Principal if a student has had significant behavioral problems or failure to return a signed permission form. Students must pay the cost of the field trip regardless of attendance.

GRADING SCALE: GRADES 4-8

A	93-100
B	85-92
C	77-84
D	70-76
F	69 or below

HEALTH AND SAFETY: Card Information

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.

HEALTH AND SAFETY: Child Abuse

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

HEALTH AND SAFETY: 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.

HEALTH AND SAFETY: 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 tornado, lockdown, evacuation) are conducted on a regular basis.

HEALTH AND SAFETY: 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.

Due to 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.

HEALTH AND SAFETY: 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 into 7th grade must have 1 dose of Meningococcal vaccine and 1 dose of Tdap vaccine.

HEALTH AND SAFETY: 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.

HOMEWORK

Homework is a supplement to class work and provides the teachers with information on the student's individual grasp of a subject. All work should be completed regardless of extra-curricular activities. Extra-curricular activities do not provide an excuse for incomplete homework.

The suggested time for homework is ½ hour for students in grades 1 and 2; 1 hour grades 3 through 5; and 1 ½ to 2 hours for grades 6 through 8.

Any items, such as homework/projects, instruments, snacks, lunches, sporting equipment, and so on, must be received in the main office by 9:00am to receive full credit. Any items received after 9:00am, will be considered late.

In addition, any item left in school after 3:15pm dismissal will remain in the school until the next school day. Students and parents will not be permitted to return to the classroom or other areas to retrieve his/her items.

Beginning in the 2017-2018 school year, all items that your child will need for the school day must be with your child to begin his/her day. We will no

longer accept any items, including, but not limited to, those named above, after 8:00am. Similarly, any item left in school after 3:15pm, must remain in school. Students and parents will not be permitted to return to the classroom or other areas to retrieve his/her items. Please help your child plan accordingly.

HONORS

Students in grades 4 through 8 who are eligible for Principal's List (all A's and all E's in specials), First Honors (A's, maximum of 2 B's, and E's and G's in specials), Second Honors (A's and B's, and must earn an S or above in special subjects).

For all honors, students may not have any unsatisfactory behavior grades or excessive demerits/conduct referrals/in-school suspensions for that grading period.

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.

LINES OF COMMUNICATION

Archdiocesan Catholic schools communities, with regard to all school related matters, shall communicate within a prescribed sequence, based on levels of responsibility consistent with canon law and in accordance with the principle of subsidiarity:

1. Student/parent;
2. Teacher;
3. Chief administrator of the school;
4. Pastor or appointed canonical leader;
5. Catholic Schools Office;
6. Superintendent;
7. Secretary of Education

You must copy the Principal on all correspondence.

LUNCH

Every student is expected to bring a lunch from home in a zippered/latched container with his/her name on it – if not ordering a catered lunch. There is no provision for refrigeration or microwaving.

- If your child/ren does not have a lunch, “Maruchan Instant Lunch Chicken Flavor” cup of soup will be provided and s/he must pay \$1.00 the next day.

- A catered hot lunch may be ordered online monthly through *Fairfax Food Service*.
- Pizza is offered on Thursday each week. Students must pay by 11:00am on Wednesday using the order form provided.
- Ice cream also is available for purchase.
- Students may sign up at the beginning of each school year to receive milk at lunch.

MIDDLE SCHOOL

Beginning in the 2016-2017 school year, Middle School teachers will introduce a system to support every 6th, 7th, and 8th grade student. The teachers will work closely with students to help them develop effective organizational strategies to succeed in middle school and beyond.

MUSIC PROGRAM

The Archdiocesan music program offers instrumental music lessons to students in grades 4 through 8. Classes are held during the school day Beginners and Advance Band. Advance Band also meets after school one day week. A fee is required for the program. Any classwork that is missed due to band class is the responsibility of the child.

NATIONAL JUNIOR HONOR SOCIETY

Grades 7 and 8 students may be accepted into the National Junior Honor Society if they maintain a 3.2 grade point quarterly average or higher. Character, scholarship, citizenship, community service, leadership, and good conduct are necessary qualities.

PARENT LEADERSHIP: Home and School Association

The Home and School Association (HASA) is a communications vehicle between the school and the home. The association fosters collaboration between parents and teachers. Parents of students and teachers are members of the Association and meet four times a year. Families are encouraged to attend meetings and to participate in the Association functions. There is an annual fee.

PARENT LEADERSHIP: 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 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.

REPORT CARDS

Report cards are issued quarterly for grades 1-8 and by semester for grades PreK-3, PreK-4, and Kindergarten. These grades are based on the student's daily performance, homework, tests, quizzes, projects, and papers. Students and parents are responsible for checking **Rediker** for student progress throughout the quarters.

RESOURCE

The school retains a resource teacher who assists classroom teachers and individual students in need of additional support. The resource teacher is assisted by the Student Assistance Team (SAT), which is made up of the Resource Teacher, Principal, Early Childhood Teacher, Elementary School Teacher, and Middle School Teacher.

RESPONSIVE CLASSROOM

In 2015-2016, more than half of our teachers participated and are certified in the Responsive Classroom® approach.

Responsive Classroom® is an evidence-based education approach associated with greater teacher effectiveness, higher student achievement, and improved school climate.

Responsive Classroom practices help educators build competencies in four key domains — each of which enables and enriches the others:

- Engaging Academics – Teachers create learning tasks that are active, interactive, appropriately challenging, purposeful, and connected to students' interests.
- Positive Community – Teachers nurture a sense of belonging, significance, and emotional safety so that students feel comfortable taking risks and working with a variety of peers.
- Effective Management – Teachers create a calm, orderly environment that promotes autonomy and allows students to focus on learning.

- Developmental Awareness – Teachers use knowledge of child development, along with observations of students, to create a developmentally appropriate learning environment.

As we continue to transition our school community to the Responsive Classroom® approach, we will maintain the use of demerits and conduct referrals for those behaviors that warrant such consequences.

To learn more about Responsive Classroom®, we encourage you to visit their website at <https://www.responsiveclassroom.org>

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 through 8 are required to successfully complete their basic subjects.

Failure in two of the major subject areas will result in retention for that grade.

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

If absent (unexcused or excused) more than **20** days during the course of the year, the student may be retained in that grade.

Diplomas are issued to students who successfully complete the eighth grade requirements. Students who are recommended for retention will receive a certificate of attendance.

SCHOOL HOURS

- Full day: 8:00am – 3:15pm
- Early dismissal day: 8:00am – 12:00pm

Classes begin at 8:00am. We strongly encourage parents to drop off their child at 7:45am to give their child ample time to unpack and prepare for class.

- Parents dropping off their children before 7:40am must stay in the building with them or sign them in for before care.
- Parents are not permitted to accompany their child to the classroom or have an unscheduled conference with their child’s teacher.

Dismissal is 3:15pm daily except on scheduled early dismissal days. Parents are expected to be on time. Repetitive lateness will result in mandatory after care enrollment.

- The school's faculty and staff are responsible for the safety of the students until the cars have departed the parking lot. Parents/guardians must follow all directions given by faculty and staff on the parking lot.
- Students not picked up by 3:30pm will be sent to after care. If not enrolled in the Extended Care Program, the parent must pay \$1.00 per minute per child. Payment must be paid the next day.

If a student is to be released during the school day, a written request stating the reason and the time of pickup must be sent in advance. The pickup time must be prior to 2:45pm.

- To keep all students safe, students are not permitted to leave the school grounds during school hours unless accompanied by a parent or guardian. A student will not be released to a taxi cab driver or a person not listed on the pick-up list.
- **For the academic well-being of your child, doctor/dental/orthodontist appointments should occur after school hours.**

SCHOOL OFFICE

The school office is open and phones are answered from 7:30am to 4:30pm on school days. Visitors and volunteers entering the school are to report to the 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 24 hours.

STANDARDIZED ASSESSMENTS

Scantron assessments in math and reading are administered three times during the year to grades 2 through 8. Faith Knowledge Assessment is administered once per year to grades 3 through 8.

STUDENT PERFORMANCES

Music performances are held throughout the school year showcasing student mastery of the Archdiocesan music standards. Student attendance is mandatory for all scheduled performances, and is awarded a test grade for the quarter in

which they occur. Absent students will receive a zero for the test grade. Concert grades will be worth approximately 10 percent of the grade for that quarter.

STUDY SKILLS PROGRAM

Beginning in the 2016-2017 school year, students in grades 5 through 8 will be introduced to the Victus Study Skills System. This system includes:

- **instruction in organization and time management;**
- **motivation and goal setting;**
- **note taking and test taking;**
- **reading with better comprehension and efficiency; and**
- **other areas related to improving study habits and increasing learning.**

TECHNOLOGY AND INTERNET USAGE

Student responsibilities 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 cyber-bullying 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 or locker rooms.
- 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. Schools may also permit students to use their own Technology Equipment during class as directed by their teachers as part of a “BYOD” (Bring Your Own Device) initiative. When using Technology Equipment supplied by the School, or Technology Equipment permitted under a BYOD initiative, 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 without first obtaining the teacher’s permission.
 - 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 as 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 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 no longer 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 in the case of a medical emergency or as otherwise 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.**
- Schools may require that Technology Equipment used in a BYOD program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the Technology Equipment.
- 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 in the sole discretion of the Principal.
- 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:

- Parent/guardian shall be responsible for reading and reviewing the terms listed above with their child.
- Parent/guardian shall be responsible for any damages, claims and expenses resulting from their child's use of the school's Technology Equipment.
- Parent/guardian shall be responsible for damages, claims (including theft) and expenses of all personally owned Technology Equipment used in any BYOD program.
- Parent/guardian acknowledges that any failure to honor the terms of this agreement may result in disciplinary action determined at the discretion of the Principal, any or all of the student's technology privileges being revoked, and/or the reporting of such infraction 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.

TRANSPORTATION/CAR LINE

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

- Morning Arrival: Enter the parking lot at the first entrance off Henderson Way. Drive slowly (5 mph or less) and completely around the lot to the semicircle in front of the Church/School. Safety Patrols will assist the students as they are discharged from the car on the sidewalk side only. Cars will then proceed ahead onto Henderson Way. **You must stay in the line and follow the car in front of you; passing is not permitted.**
- Afternoon Dismissal: Use the same entrance as in the morning. Cars will line up in rows as directed by the teachers/staff. Students will be led to the parking lot. Once the lot is cleared of students, cars will be directed to leave

row by row starting with the car nearest the exit. Teachers will direct the traffic.

Further, you must:

- park in other designated areas when parking lot is used as a playground.
- discharge or pick up students only on school parking lot. Students may not be picked up on Henderson Way.

The yellow curb zone in front of school is the 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.

UNIFORMS AND DRESS CODE

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

All students in pre-kindergarten through grade 8 are required to be in full uniform daily.

PE uniforms are worn on scheduled days. Uniforms must be kept neat, clean, and in good repair.

An optional summer uniform is worn in September, May, and June.

UNIFORMS: PreK-3, PreK-4 & Kindergarten Boys and Girls Winter

October through April

- Navy blue uniform sweat pants with school logo
- Navy blue uniform sweat shirt with school logo
- Red polo shirt with school logo
- Solid navy blue or white socks
- Solid white or black sneakers

UNIFORMS: PreK-3, PreK-4 & Kindergarten Boys and Girls Summer

September, May, and June

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

UNIFORM: Boys and Girls Winter

Boys in Grades 1-5: October through April

- 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 dress socks
- Solid black or navy blue, and rubber-soled dress shoes

Boys in Grades 6-8: October through April

- 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 dress socks
- Solid black or navy blue, and rubber-soled dress shoes

Girls in Grades 1-5: October through April

- 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 or navy blue Mary Jane-style dress shoes

Girls in Grades 6-8: October through April

- 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 or navy blue, and rubber-soled Mary Jane-style dress shoes

UNIFORM: Boys and Girls Summer

All uniforms must be purchased through Flynn & O’Hara.

Grades 1-8 (optional): September, May, and June

- 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 ankle socks
- Solid black or navy blue, and rubber-soled dress shoes (boys)
- Solid black or navy blue, and rubber-soled Mary Jane-style dress shoes (girls)

UNIFORM: Boys and Girls Physical Education

All uniforms must be purchased through Flynn & O’Hara.

Grades 1-8

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

In warmer weather, the following may be worn:

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

UNIFORM: DRESS UP/DOWN DAYS

Effective 2016-2017 school year, Mission Day will be a school uniform day and not a dress out-of-uniform day.

Going forward, out-of-uniform days will be rewards for special occasions only granted either by the Principal or homeroom teacher. For such special occasions, teachers will provide the details necessary for each student to dress appropriately (e.g. crazy hat/sock days, spirit days, and so on).

The general regulations for dress up/down days are as follows:

- **Dress-Down Days: Students must wear jeans, Catholic school appropriate t-shirts/sweatshirts/sweaters, socks, sneakers or shoes (follow guidelines).**
- **Dress-Up Days: Students are expected to dress in Sunday best. Please wear dress shirt and dress pants for boys, and a dress, skirt, or dressy pants outfit for girls. Hem length on dresses or skirts must be knee length and shoulders must be covered. Follow the guidelines for shoes.**

If students are dressed inappropriately, parents will be called to bring a change of clothing.

UNIFORM GUIDELINES: Overview

Uniform and dress code requirements are subject to change and interpretation by the administration of St. Philip the Apostle Catholic School.

Uniform policy will be strictly enforced. Students out of uniform are subject to disciplinary action at the discretion of the administration and or teacher.

UNIFORM GUIDELINES: Clothing

- **Low cut or tight fitting tops, spaghetti straps, halter tops, clothing that exposes bare midriff are not permitted.**
- **Tight fitting pants, jeans, or leggings, or the same articles with holes or rips are not allowed to be worn to school.**
- **Short skirts (above the knee) are not permitted.**

UNIFORM GUIDELINES: Socks

- **Girls and boys must wear socks that cover their ankles or extend to their knees. They may not wear socks that are considered low cut or below the ankle.**

UNIFORM GUIDELINES: 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 PreK-3, PreK-4, 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 either solid black or solid navy blue; have non-marking, rubber soles, and flat heels; be properly fastened, buckled, or tied across the top of the foot.
- Girls uniform dress shoes must be Mary Jane style.
- Girls and boys may not wear shoes that are: loafers, boots or boot style, sandals, open toe/back, flip flops; or have heels that have lights, wheels, or sparkles; or are stacked, platform, or high.

UNIFORM GUIDELINES: Hair

- Both boys and girls are required to have neat hair styles 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, and so are not permitted. The administration reserves the right to set standards for sensible hair styles.
- Change to natural hair color (including highlights, extensions with color, and so on) is not permitted.

UNIFORM GUIDELINES: Hair Accessories

- Girls may wear hair accessories; however, the accessories must match uniform colors. Uniform headbands are available through Flynn & O'Hara.
- Head covering is not part of the school uniform; however, it may be worn for religious reasons only (such as hijab, yarmulke).

UNIFORM GUIDELINES: Jewelry

- 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; however, it must be worn inside the uniform shirt.**
- **Boys and girls may wear a conservative wristwatch or one bracelet and/or one ring.**
- **Hoop/dangling earrings, multiple necklaces, multiple bracelets, and/or oversized jewelry are not permitted.**

UNIFORM GUIDELINES: Other Accessories

- **Make-up, nail polish (clear and color), fake nails, perfume/cologne, and tattoos (washable or other) are not permitted.**

These dress guidelines also apply for Graduation Day.

WEATHER-RELATED CLOSINGS, DELAYS, AND EARLY DISMISSALS BY PRINCE GEORGE’S COUNTY

St. Philip the Apostle Catholic School follows the policy of the Prince George’s County Public School System for all weather related closings, delayed openings, or early dismissals*. Announcements are made on the local radio and television stations. Parents are asked to pick up their child/ren promptly when early dismissal occurs.

*If St. Philip has a scheduled 12:00pm dismissal and a 2 hour delay is put into effect by Prince George’s County Public Schools, St. Philip will dismiss at its regular time of 3:15pm. If Prince George’s County schools are closed for a scheduled teacher’s day, then the decision will be made by the Catholic Schools Office and the announcement will come from the Archdiocese of Washington. If Prince George’s County dismisses for extreme heat we will remain open since our building is air conditioned.

RIGHT TO AMEND THE HANDBOOK

The Principal reserves the right to amend the handbook for just cause at any time. Parents will be given notification if changes are to be made.