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Forward

St. Philip Catholic School is a private, co-educational elementary/middle school sponsored by St. Philip the Apostle Catholic Church in the Diocese of Victoria. The school offers a three-year-old and four-year-old pre-kindergarten program and a Kindergarten through eighth grade program.

St. Philip Catholic School endorses the call of the Catholic Bishops of the United States to express educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accord with Christian values.

The content of St. Philip Catholic School Student Handbook is consistent with the Catholic Schools/Diocese of Victoria in Texas: Handbook of Policies and Regulations. A copy of the diocesan handbook is available for viewing in the administration office of St. Philip Catholic School. This handbook is not all-inclusive and is subject to amendment by the principal in consultation with the School Advisory Council and with the approval of the Pastor. Changes to the handbook will be provided to students and parents in writing.

Mission Statement

The mission of St. Philip the Apostle Catholic School is to provide each student with a Christ-centered Catholic education. Jesus Christ is the reason for our school. He is the ever-present teacher in our classrooms and the model for our students, teachers, and staff.

Accreditation

St. Philip Catholic School is accredited by the Texas Catholic Conference Education Department and recognized by the Texas Education Agency of the State of Texas.

Prayer to St Philip the Apostle

God our Father,
You called St. Philip to be an apostle
And lead others to follow Jesus.
By the help of his prayers
May we remain faithful to the Gospel
And help others to know You.
We ask this through Our Lord Jesus Christ, Your Son,
Who lives and reigns with You and the Holy Spirit,
One God, forever and ever. Amen

GOVERNANCE

The Texas Catholic Conference Education Department (TCCED) coordinates and supervises the accreditation of all Catholic schools in the State of Texas through the Texas Catholic Conference Accreditation Commission. The accreditation is reported to the Texas Private School Accreditation Commission (TEPSAC), the joint association established to review and approve the principles, standards, and processes of various accrediting associations. Nonpublic schools accredited by a TEPSAC approved association are recognized by the Commissioner of Education as accredited schools and are listed in the official Texas School Directory published annually by the Texas Education Agency (TEA). This acknowledgement ensures student credits earned in these accredited, nonpublic schools are recognized by the state of Texas and other educational institutions and that teacher service in these schools is recognized for salary increment purposes in Texas public schools. Accreditation of nonpublic schools under this arrangement became effective February 12, 1986. Accreditation of nonpublic schools directly by TEA ceased after May 31, 1989.

Superintendent

The Superintendent of Catholic Schools is responsible for the implementation of the policies in the Diocese of Victoria. The superintendent has immediate charge and control of the general administration and supervision of the Catholic schools in the diocese.

School Advisory Council

School Advisory Council consists of six elected members, the pastor of St. Philip the Apostle Catholic Parish, the principal and other non-voting members.

School Advisory Council Duties:

The council is advisory to the Pastor and Superintendent of Schools. The council prepares and sets policies for the school with the approval of the Pastor. The principal implements policies, employs, and supervises the faculty and staff. Council meetings are held monthly on the second Monday of the month at 5:30 p.m. (unless otherwise scheduled and published in the parish bulletin) in Room 1 of St Philip School. Meetings are open and parents and stakeholders may address the council by notifying the Principal or the Advisory Council Chairperson in writing and requesting the placement of an item on the agenda. The policies and regulations governing open meetings presentations are in the Diocese of Victoria Handbook of Policies and Regulations for Catholic Schools. A copy of this document is available in the school office.

Role of the Principal

The principal is the educational, spiritual, and managerial leader of the school in accordance with the policies of the Texas Catholic Conference Education Department. In accordance with the school's philosophy and values, in situations where policies and procedures have not been established, the principal has the authority to take the actions necessary to provide a safe and orderly learning environment. A complete description of the roles and responsibilities of the

principal is contained in the Diocese of Victoria Handbook of Policies and Regulations for Catholic Schools.

Title IX Compliance

St Philip School adheres to the procedures and policies related to Title IX compliance [Section 901(a) of Title IX of the Education Amendments of 1972]. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

ADMISSIONS

Application forms are available from the school office. To be considered for enrollment, applications must be complete and submitted with a non-refundable registration fee. Age requirements for admission to St Philip School will follow the guidelines contained in Diocese of Victoria Handbook of Policies and Regulations for Catholic Schools.

Applicants seeking entrance to St. Philip Catholic School will be accepted based on a determination of the ability of the school to provide the student with the necessary educational program to meet his/her academic needs. Students who have been removed from another school for disciplinary reasons will not be admitted to St Philip School.

Parents of prospective students may be interviewed by the principal before enrollment decisions are made. Upon acceptance, the first increment of tuition and other required payments will be due on a timeline provided by the school office.

Non-Discrimination Policy

St. Philip Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship program, or athletic and other school-administered programs.

Acceptance Priorities

The following priorities are used to admit students:

- Children from parish families with siblings currently enrolled or who have completed the highest grade level of the school.
- Children of St Philip Parishioners (contact the St Philip Catholic Church Office for requirements for parishioner status) and members of other Catholic Parishes.
- Oldest child just reaching school age.
- Children of new parishioners, who are transferring from a Catholic school, or from an area where a Catholic school was not available, but who participated in the religious education programs offered.

- Non-Catholic children whose siblings are currently enrolled or who have completed the highest grade of the school.
- Catholic or Non-Catholic children who meet admission requirements and do not fall under the guidelines listed above.

Transfer Students

Any student's academic position will be objectively established through the school transcript or by standardized test administered by St. Philip School. Transfer students will be on probation for nine weeks.

Admission of Students with Disabilities

The Rehabilitation Act of 1973 guarantees educational rights to students with disabilities, ages 3 through 21. The policy of Diocese of Victoria is that the school will enroll students with disabilities if the school can provide the necessary facilities and programs to meet the student's needs. Students will be referred to other schools and programs, which have the ability to effectively educate the disabled person if the school cannot provide, needed services.

Required Documents for Admission:

- Official Birth Certificate
- Baptismal Certificate
- Social Security Card (Parents are not required to provide the social security number; however, additional forms of identification may be requested by the school to assure proper identification and guardianship of the student)
- Immunization data, illness record (A student must be fully immunized against certain diseases or must present a notarized affidavit that, for medical or religious reasons, the student will not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic. Health records transferred from another school may be accepted if properly authorized.)

Failure to provide these documents in a timely manner may be grounds for removal from the school.

Permanent Records

A cumulative record will be maintained for each student from his/her entrance into school until he/she withdraws or graduates. Records are kept in accordance with the Diocese of Victoria requirements.

Registration, Fees, and Tuition:

Registration, tuition and fee information and forms are available upon request from the office.

Final Registration

Final registration is held in August at a date to be determined each year. All forms, academic fees, and August tuition will be due on the final registration date

or the date determined by special arrangement with the financial secretary.

Tuition Payment Schedule

Tuition and correspondence envelopes go home each month with the oldest/only child in the family. Any payments (tuition, lunches, applied music and extended day) may be returned in this envelope. Please take the time to return the envelopes each month, even if you have no correspondence to return, as these envelopes are pre-labeled for each family.

Envelopes Sent Home On:	Envelopes Are Due On:
Tuesday, September 4, 2007	September 10, 2007
Thursday, September 27, 2007	October 10, 2007
Thursday, November 1, 2007	November 10, 2007
Friday, November 30, 2007	December 10, 2007 *TSP accounts are due in addition to tuition.
Sunday, January 2, 2008	January 10, 2008
Wednesday, January 30, 2008	February 10, 2008
Thursday, February 28, 2008	March 10, 2008
Monday, March 31, 2008	April 10, 2008
Wednesday, April 30, 2008	May 10, 2008 *TSP accounts and any end of year fees incurred are due in addition to tuition.

Financial Assistance

Financial assistance is available on a limited basis for demonstrated financial need. Additional information may be obtained from the principal or the church financial secretary.

Withdrawal from School

When a student intends to withdraw from school, the parent/guardian should notify the office as soon as possible. The school will then initiate the withdrawal process. All textbooks, library books and materials must be turned in or paid for, all fines must be paid and all appropriate tuition accounts must be paid in full. The student’s cumulative records will be forwarded to the receiving school upon formal request from that school.

ATTENDANCE

A student’s absence from school interferes with his/her academic progress. In compliance with Texas Catholic Conference Education Department (TCCED) and the State of Texas Family Code, St. Philip Catholic School enforces the compulsory attendance laws. The school year consists of 180 instructional days. The school day is from 8:15AM until 3:15PM. Parents/guardians are expected to honor the calendar established and published by the school at the beginning of each school year.

Attendance will be taken at 8:25 AM daily for attendance accounting purposes.

Students must remain in school until 10:00AM to be counted present for the day and to be eligible for the Perfect Attendance Award (See also policy on absences from school). Students who arrive after attendance is taken at 8:25 AM will be counted present for the day and be recorded as tardy. Repeated tardiness will result in academic consequences (See also policy on absences and tardiness).

Perfect Attendance Awards are given at the end of the school year at the Awards Ceremony on the last day of school. This award is given to those students who have not missed school according to the official attendance records.

Tardy Policy

A student is tardy who arrives at school after the 8:15 AM bell. A student who is late is required to report to the school office and to obtain an admission slip before going to class. Habitual tardiness seriously affects school performance. Parents will be contacted when this situation arises and the consequences will be determined.

Absences

Absence is defined as not being present at school during the required hours of the school day. School absences are defined as excused absences and unexcused absences. In accordance with the guidelines set down by the compulsory attendance law, a student may lose credit for a class or may be retained in the current grade level if the student accumulates more than nine unexcused absences in a semester or eighteen unexcused absences or more for the school year. Absences are classified as follows:

Excused Absences

- *Family Emergency* – A death in the immediate family and/or a serious, prolonged illness of a family member. Special arrangements will be made for make up work and course credit.
- *Illness/Doctor's Appointment* – If a student is unable to come to school due to illness or for medical visits
- *Other Reasons* - Participation in events that are not sponsored by the school and other circumstances that require the students to miss school. All of these absences must have prior approval of the principal and may require verification by the event sponsor. Students who participate in approved extra-curricular activities recognized by the school as educational experiences are not counted absent for participation in such events.

Unexcused Absences

- Any absence from school, which does not meet the guidelines, stated above.
- Any absence from school in which the student does not bring an excuse signed by the parent within three days of returning to school after being absent.

Return to School After an Absence

Students must bring a note signed by their parent or guardian stating the reason for the absence and obtain a re-admit slip from designated school personnel. Students who arrive between 7:30AM and 8:10AM may obtain their re-admit slip in the parish hall from the designated staff member. Students who arrive after 8:10AM must obtain their re-admit slip in the school office. Re-admit slips must be presented to the teacher in the class the student will first attend upon returning to school in the lower grades. Students in junior high will have to take the slip to each class that was missed and have teachers of those classes initial it then turn it in to his/her last period teacher. The teacher will turn the re-admit slip into the office at the end of the day. The re-admit slip will state if the absence is excused or unexcused. The policy for make up work is as follows:

Excused Absence Make Up Work Procedure

Make up work will be provided for excused absences. It is the responsibility of the student to contact the teachers of all missed classes and arrange for make up work to be completed on a timeline determined by the teacher. There will be no grade penalty for make up work unless it is not turned in at the time determined by the teacher's timeline. Failure to turn in make up work may result in a grade of "zero" for the missed assignments and/or tests/quizzes/projects.

Unexcused Absences Make Up Work Procedure

Students may not be given an opportunity to make up work due to unexcused absences. If the teacher/s allows work to be made up, the highest grade that can be awarded for the make up work is 70 on a scale of 100. Failure to turn in make up work will result in a grade of "zero" for the missed assignments and/or tests/quizzes/projects.

Students who have been given a project, assignment, or a quiz/test date prior to their absence will be expected to be ready with the assignment or to take the test upon their return to school. Teachers may make an exception to this rule for extenuating circumstances.

Extended Absences from School

Students who are absent due to a serious illness may be eligible for homebound instruction through the special education program. Parents should contact the principal in the case of serious illness or other circumstances that would require the student to be absent for an extended period of time.

Emergency Closure

In the event of an emergency closure, the announcement will be made on 1390 AM KULP. School days missed due to emergency closure must be made up on the days designated as bad weather days in the school calendar or at the end of the school term unless the Diocese of Victoria waives a make up. In the case of an emergency situations during the school day, the school will follow the School Crisis Management Plan. Parents will be informed through the radio station and

other community emergency agencies. Students will be allowed to use their cell phones to contact parents.

Sign-Out Policy

A written request from the parent/guardian may be sent to the school office if the student is to be picked up from school during the school day or the parent/guardian may request that the student be released by coming in person to the school office. The office will call the student from the classroom to the office and departure will be from the office area. **No one may pick up a student directly from the classroom or the campus during the school day.** All departures must occur through the office. Dental and medical appointments are discouraged during the school day. If such an appointment must be made during school hours, the student must return to school and be checked back in to school by 2:00 PM in order to be eligible for perfect attendance. The parent must sign the student back in to school at the office. The sign-in/out sheet is an official school document. It will be used to determine perfect attendance.

SCHOOL SAFETY

Saint Philip Catholic School maintains an open door policy and encourages parents and visitors from the community to visit the campus. Liturgical celebrations, assemblies, pep rallies and other special events are open to parents and friends.

The lobby of St Philip School does not allow direct access to the classroom areas of the building. The office should be staffed during school hours to give access to parents and visitors. In the event the office staff is not present, a telephone will be on the counter at the office window and a process for contacting school personnel will be given. In the event of an emergency that will not allow this process to be followed, immediate assistance may be obtained from the rectory staff next door.

All other areas of the school and campus (including Pioneer Field) are off limits to anyone who is not a member of the staff unless that person has a visitor's pass obtained from the school office. The school administration will call law enforcement officials for the removal of anyone who loiters or attempts to contact students while they are on the school grounds.

Cell Phones

Parents may provide their children with cell phones at school for emergency use and to allow parents direct contact with their child. Phones must be turned in at the beginning of each day. Phones will be returned at dismissal. A \$25 fee will be assessed if student does not comply with school rules. They may not be used during lunch recess or anytime during the school day for calls to friends or for any other uses than those stated above. Abuse of this privilege will result in the cell phone being picked up by the principal and returned to the parent. The student will lose cell phone privileges.

Diocese of Victoria Safe Environment Requirements

The Diocese of Victoria requires that all staff members, volunteers, coaches, room mothers, and field trip attendees over the age of 18 years who serve children in any capacity at school or a school sponsored event meet the safe environment requirements. The Diocese of Victoria Safe Environment Process includes a Code of Pastoral Conduct Session, a Hope of South Texas Session, and registration on line on the Diocese of Victoria website which initiates a criminal history check. All of these requirements must be completed and cleared by the site administrator for St Philip the Apostle parish before anyone can participate in school functions. Additional information and dates of training sessions may be obtained from the school office or on the St Philip School website link to the Diocese of Victoria.

St Philip School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected child abuse and/or neglect be reported to Child Protective Services. (See Appendix).

Sexual Harassment

Sexual harassment includes but is not limited to the following behaviors that are adult to child, child to child, or adult to adult:

Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances or imitations;

Assault, unwanted touching, blocking normal movements, or interfering with work, study, or play due to sexual implications or overtures.

St Philip School will take immediate disciplinary action in the case of sexual harassment in accordance with the policy of the Diocese of Victoria and the laws of the State of Texas.

Accelerated Reader Software

The Accelerated Reader Software used in our school to encourage reading has tests and awards points for books that are not acceptable for our students to read. The books contain sexually explicit depictions, violence, profanity, and vulgar language. For this reason, books read for AR or for any other purpose must be approved by a St. Philip School teacher or the principal unless they are from the school or classroom library. This policy does not infringe on the right of a parent to determine what their son or daughter may read outside of school.

TRANSPORTATION

Bus Transportation

St Philip School does not provide daily student bus transportation. The school has an activity bus that is used for field trips and extra curricular activities. Drivers of the St Philip School bus meet all of the requirements of the State of Texas for drivers of public school busses.

Extra Curricular Transportation

There may be extra-curricular activities that students are involved in that require transportation to another site for participation. If the bus is not being used for this activity/event, parents will be responsible for making arrangements to transport their child. St Philip School will not arrange transportation to activities/events in private cars or coordinate such arrangements.

CAFETERIA / FOOD SERVICE

The St. Philip Catholic School offers nutritious lunches for K-8th grades and provides snacks and lunches for pre-kindergarten programs. The charge to students is kept as low as possible to encourage students to participate in the program. Lunch tickets may be purchased during final registration.

Parents will be notified in their monthly tuition envelope when a lunch ticket has expired or is near expiration so that a new ticket can be purchased.

Second through eighth grade students may purchase ice cream each day in the cafeteria. Pre-kindergarten through first grade students may have ice cream treats at the discretion of the teacher.

Students may bring a sack lunch from home. Under no circumstances will food prepared by restaurants or eating establishments be permitted in the cafeteria for students or parents who are dining with children.

Lunch Period and Recess

Each grade level has a 30-minute lunch period. Students may spend that time at lunch or have 15 minutes of that period for noon recess. Students who have been assigned to lunch time-out will eat their meal at a designated table and not be allowed a recess. They may not purchase ice cream and may not sit with visiting parents or guests. Students may be asked by their teacher to do make up work during recess. This is not a time-out assignment and does not come under the time-out rules. On bad weather days as determined by the principal or designee, all students will be kept in the cafeteria to read or enjoy other recreational activities.

Visitors for Lunch in the Cafeteria

Parents and family members are welcome to join students for lunch in the cafeteria. .

Procedure for Lunch with Students

The following steps are required to arrange for lunch with a student:

- Call the school office or send a written notice by **8:15 AM** no later than the day of the visit so that lunch count can be increased; otherwise only tea will be available.
- Sign in at the school office or go directly to the cafeteria and sign in with the duty person at the yellow desk.
- Pay for an adult lunch.
- Sit in the designated area with the student

- Visitors may not bring commercially prepared food to the cafeteria to share with their child or other students.
- Visitors may bring a sack lunch if they were not able to notify the school by the 8:15AM deadline.

Students who are enrolled in other schools or youth of school age who are not enrolled in any school may not eat with students during school hours or visit the campus without prior approval of the principal.

Birthday Celebrations or Treats

Birthday cake and other treats may be brought to the school and served during the lunch period if the school is given one day's notice and enough of the items will be provided to serve the whole class.

DRESS CODE

All uniform components (pants, shorts, skirts, skorts, jumpers, blouses, shirts, vests and sweaters) must meet uniform standards. Two vendors are recommended to purchase uniforms for students: Janak's Welding in El Campo, and Parker School Uniforms (formerly Lydian School Apparel) in Houston with new locations at 12524 Memorial or 1110 N. Post Oak #140. No clothing with visible brand names or logos can be used as part of the uniform.

Pre-K3 and Pre-K4

- Pants – elastic waist shorts, skorts, or pants in navy, khaki, or dark blue denim. NO BELTS.
- Shirts – red, white, light blue, or navy tee shirts and collared polo type shirts. NO LOGOS.
- St. Philip spirit shirts may be worn on designated days.
- Shoes – closed toe shoes/tennis shoes. Students must wear ankle socks.
- Sweaters – a navy blue, hooded sweat shirt jacket, a red sweater, or a St. Philip Jacket.

Girls K-8 Class A Uniforms

- Jumper (K-4) – Navy blue
- Skirt (grades 5-8)– Plaid
- Blouse (K-8) – White sailor with red ties
- Turtle neck may be worn under sailor blouses in cold weather
- Socks/Tights – Plain, solid white, navy blue or red only. Ankle socks must be obvious or easily observed.
- Shoes – Soft soled (no sandals, steel toe shoe, leather soled shoes)
- Jackets - A navy blue jacket may be worn with the Class A uniform. Optional monograms of the student's first name initial and last name or last name initial are permitted on the front upper right hand side of the jacket. In extremely cold weather, students may wear a heavy jacket or coat in any color.

Boys K-8 Class A Uniforms

- Shirt – Long or short sleeve, white, light blue, or French blue oxford shirt
- Tie – Navy blue (K-8) or plaid (grades 5-8)
- Belt – Simple, traditional style in black, blue, or brown shades. All boys are required to wear a belt at all times while on St. Philip premises and school-sanctioned events.
- Trousers –Uniform slacks, navy blue or khaki
- Shoes – Soft soled (no sandals, steel toe shoe or leather soled shoes).
- Socks – Plain, solid navy blue or white only. Ankle socks must be obvious or easily observed.
- Jackets - A navy blue jacket may be worn with the Class A uniform. Optional monograms of the student's first name initial and last name or last name initial are permitted on the front upper right hand side of the jacket. In extremely cold weather, students may wear a heavy jacket or coat in any color.

Girls K-8 Class B Uniform

- Shirt – uniform polo-type, white, red, light blue or navy with collar and long or short sleeves.
- Turtle necks may be worn in cold weather under long sleeved shirts
- St. Philip spirit shirts may be worn on designated days.
- Shorts or Skorts – uniform khaki or navy only (may be worn year round). Length must not be shorter than 3 inches above the knee. (Skirts are not permitted)
- Pants – uniform slacks, navy blue or khaki. Uniform slacks must have approved waistline and must not have extra stitching or logos.
- Blue jeans - Grades 6-8 only may wear blue jeans if they are from the approved styles that are identified by the school as meeting dress code standards. Only specific brand/s will be designated as acceptable.
- Socks – plain, solid white, blue, or red only. Ankle socks must be easily observed.
- Shoes – Soft soled (no sandals, steel toe shoe or leather soled shoes)
- Belt – a brown or black leather belt must be worn in the belt loops.
- Shoes – soft soled tennis shoes or other closed toe shoes with a low heel. Ankle socks must be worn and may be white, blue, red, or navy only.
- Jackets – a navy blue, hooded sweat shirt jacket, red sweater, or a St. Philip Jacket.
- Heavy coats of any color/style may be worn in cold weather outside and in classrooms when temperature determines a need.

Boys K-8 Class B Uniforms

- Shirt – uniform polo-type, white, red, light blue, or navy with collar and long or short sleeves.
- Turtle neck may be worn under long sleeved shirts in cold weather
- Shorts – uniform khaki or navy (may be worn year round)
- Pants – uniform slacks in navy blue or khaki or blue jeans. Blue jeans

may be worn if they are from the approved styles that will be identified by the school as meeting the dress code standards. Only specific brand/s will be designated as acceptable. Socks – Plain, solid navy blue or white only. Ankle socks must be obvious and easily observed.

- Shoes – soft-soled tennis shoe or other closed toe shoes with a low heel. Ankle socks must be worn and may be white, blue, red, or navy only.
- Belt – a brown or black leather belt must be worn in the belt loops.
- Jackets - a navy blue, hooded sweat shirt jacket, red sweater, or a St. Philip Jacket.
- Heavy coats of any color/style may be worn in cold weather outside and in classrooms when temperature determines a need.

Optional for All Students

Plain white or red sweatshirts may be worn over the Class B uniform in cold weather. (class B only)

School approved mission shirts may be purchased from the P.T.C. or other St Philip School approved groups, for wear on Wednesdays of each week. Spirit shirts may be worn on game days. Players may wear uniform shirts on game days.

Hooded fleece sweatshirt with “PIONEER” logo will be permitted on cold days. Fifth grade only may wear D.A.R.E. shirts on their assigned D.A.R.E. class day.

Additional Dress Code Requirements

Shirrtails of any type must be tucked in at all times.

Students may wear St Philip School “Wind Suits” and St Philip School “Sweat Suits”

Class A Days

Class A days will be listed on the monthly calendar of activities. There may be times when a change is made for a special occasion or event. Students will be notified of the change during morning announcements and on the website calendar. All other days are Class B days.

Free Dress Day

Days may be designated by the principal as “free dress days”. These days may be school picture days and/or days related to student rewards for particular accomplishments or activities. Students are expected to dress in accord with school, church, and community standards on these days.

Uniform or Dress Code Violations

Students who do not follow the uniform policy or the acceptable standards on free dress day will be asked to change clothes or, at the discretion of the principal, be sent home. The principal’s decisions regarding student dress are final.

MORNING ARRIVAL PROCEDURES

Students should not arrive on campus before 7:30 AM each day. St Philip School does not provide supervision for students before 7:30 AM unless special arrangements due to extenuating circumstances are made with the principal. This exception may require a fee for compensation of duty personnel.

Pre-Kindergarten Procedures

Pre-kindergarten students must be walked to their classroom for check in by the parent or guardian and may begin to arrive at 7:30 AM. Parent parking is provided in the Church parking lot located off of Hoskins Broadway. **PARENTS MAY NOT PARK ON DEPOT STREET OR SEND PREKINDERGARTEN STUDENTS TO THEIR CLASSROOM WITH ANOTHER SIBLING.**

Kindergarten thru Eighth Grade Procedures

Student in these grade levels should enter the campus through the Depot Street entrance to the Parish Hall. Supervision will be provided until the students are dismissed at the 8:10 AM bell to report to class or dismissed for another morning activity. No student should enter the building through any other entrance during this time period.

Students arriving after the 8:10AM bell may be dropped off at the front of the building and use the front door entrance. They must report to the office if they arrive after the 8:15 AM bell to obtain a tardy slip for admission to class. (see section on tardiness).

DISMISSAL PROCEDURES

School ends for Kindergarten thru eighth grade ends at 3:15PM .

Car Pick Up - Kindergarten thru Eighth Grade Procedures

All other students will be dismissed at the 3:15 PM bell. These students will be dismissed through designated doors. Parents are not to come into the building to pick up students or have their students leave through any other exit.

Kindergarten Students and First Grade will be dismissed out the main building door closest to the main building on Depot Street.

Second, Third, Fourth, and Fifth Grade Students will be dismissed out of the main building lobby on Depot Street.

Sixth, Seventh, and Eighth Grade Students will be dismissed out of the middle Main Building door closest to the Parish Hall.

Staff members will be on duty at each of these locations and will supervise the dismissal.

Other Dismissal Information

Students in the same family will be dismissed at the dismissal point of the youngest child at the request of the parent.

Students are to be picked up by 3:30. Staff members go off duty at this time. Only students who are enrolled in the Extended Day Program may attend that program.

In the case of rain and bad weather, staff members will walk students to the car under an umbrella. Please form a single file line closest to the curb. We will not walk a student through traffic to a car for safety reasons.

Pick Up from Public Library

Students who are to go to the public library after school will be dismissed from their regular exit and walk to the corner of Depot Street and Church Street on the school sidewalk and will be walked across the street by a school staff member. No student will be dismissed to go to the library after school unless a written permission form is on file in the school office.

Early Dismissal

Early dismissal days are designated in the school calendar. On these days, dismissal is at 12:00 noon for pre-kindergarten thru eighth grade. No lunch is served on early dismissal days. There is no Extended Day Program on early dismissal days. All students must be picked up no later than 12:15PM on these days.

After School Activities

Students who have a practice or participate in an after school activity that begins at 3:30PM will report to that location at the 3:15 dismissal and will be supervised by staff until the after school personnel arrives. **Students who have a practice later than 3:30 must leave the campus and return at the designated practice time when supervision will be provided by the personnel responsible for that activity.** Only those students who are directly involved in the activity are allowed to be present on the campus at these times. Students must be picked up from these practices or activities at the designated time. Failure to provide prompt pick up may result in the student being removed from the activity

Extended Day - Pre-Kindergarten Program

All the students enrolled in the pre-kindergarten program are provided with after care until 5:30PM each day. Students may be picked up at any time from 2:15PM until 5:30PM. Late pick up will be reported to the principal and may result in removal of the student from the pre-kindergarten program. There may be a few occasions during the school year when the students will have after care in another part of the school building. Parents will receive prior notice about the pick up location.

Extended Day - Kindergarten thru Eighth Grade Procedures

Students who participate in the Extended Day Program will be dismissed to the Parish Hall at the 3:10 PM bell. The extended day program is provided for a fee

(contact the school office for information and fees). The hours are from 3:15 PM until 5:30 PM. Students are provided with a snack and have time for study and play. The rules of behavior are the same as those during the regular school day. If a student can not comply with these requirements, the parent will be notified by the Extended Day Director. Students who continue to have difficulty with behavior will be removed from the program. Pick up must occur by 5:30PM. Late pick up will be reported to the principal and may result in removal from the extended day program.

DISCIPLINE

St Philip School has rules and procedures that provide students with a safe and positive Christian learning environment. Rules that are not followed have disciplinary consequences.

Campus Rules

Rule 1: Obey all faculty and staff at all times.

Rule 2: Keep hands, feet, and all objects to yourself.

Rule 3: No running in the school, parish buildings, or on sidewalks.

Rule 4: Use appropriate language.

Rule 5: Be on time to all classes with the necessary materials and assignments.

Rule 6: Follow all campus and classroom procedures.

Student Expectations

Students will be expected to participate in all religious ceremonies and activities in a prayerful and respectful manner.

Students will be expected to follow the school rules at school and all school related functions.

Students will be expected to demonstrate courtesy and respect to others.

Students will be expected to comply with all class and school procedures and follow accepted routines.

Students will be expected to attend school regularly and arrive on time.

Students will be expected to come to class prepared for learning and with the necessary supplies and materials.

Students will be expected to have all assignments prepared as directed and ready at the time indicated by the teacher.

Students will be expected to follow the dress code and be well groomed.

Procedures for Dealing with Rule Violations

Teachers are expected to provide a classroom environment and classroom control to assure a positive learning environment. If the teacher or staff member has used all appropriate behavioral management techniques to redirect student inappropriate behavior, the student will be referred to the principal.

The principal will meet with the student, obtain all necessary information, and determine the consequence for the student. Parents will be notified by phone and/or in writing of the behavior and the consequence.

Discipline Management Techniques

The consequences listed below are in random order. This list is not all inclusive. The principal and the staff have discretion in applying consequences.

- Verbal Correction
- Time Out in Classroom or Lunch Time-Out
- Seating or Class Assignment Change
- Behavioral Contract
- Grade Reduction for Cheating or Late Work
- School Assessed Probation (Principal Only)
- Temporary or Permanent Confiscation of Disruptive Items
- Parent/Teacher/Principal Conference
- Telephone Call by Student to Parent
- Withdrawal of Privileges, including but not limited to participation in extra curricular activities and eligibility for seeking and holding positions in school organizations. (Principal Only)
- In School Suspension (Principal Only – Parent will be Notified in Writing)
- Out of School Suspension (Principal Only – Parent will be Notified in Writing)

Expulsion from St Philip School may occur under the requirements of the Diocese of Victoria (see Victoria Diocese Handbook of Policies and Regulations for Catholic Schools) **A student will be immediately removed and subject to expulsion for the following offenses:**

- Participation in disruptive activities by a group, such as a gang;
- Possession, use, or delivery of narcotics, dangerous drugs, or alcohol on school property or at school sponsored activities;
- Possession, using, or concealing a weapon (a weapon is any instrument which may produce bodily harm or death by the manner in which it is being used) on school property or at a school sponsored event;
- Possession of tobacco products, using or smoking tobacco products
- Threatening bodily injury or harm to other students or school personnel;
- Assaulting a student or school personnel or campus volunteer or visitor resulting in serious injury to that person/s;
- Threatening bodily injury or harm to other students, school personnel, campus volunteer, or visitor.
- Making false threats or hoaxes regarding school safety.

A student may be expelled for the following:

- Possessing, delivering, or selling look alike weapons;
- Possessing, delivering, or selling look alike drugs or items attempted to be passed off as drugs;
- Possession of material that is pornographic;
- Violation of the extra curricular standards of behavior;
- Violation of any portion of the Electronic Acceptable Use Policy or the Internet Use Policy;
- Using the school computer network inappropriately;
- Any use of the network for illegal activity;

- Any use of the network for access to obscene, violent, or pornographic material.

St Philip School reserves the right to remove any student who endangers the mission of the school to provide a safe and positive Christian, Catholic learning environment.

CURRICULUM AND INSTRUCTION

St. Philip School holds students responsible for mastering the knowledge and skills in the curriculum of the Diocese of Victoria and the Texas Essential Knowledge and Skills Curriculum of the State of Texas with which it is aligned. The sixth, seventh, and eighth grade curriculum addresses components of the College Board Pre-AP and Advance Placement courses in language arts and mathematics to the extent possible in cooperation with those courses offered in the El Campo Independent School district. St. Philip School offers eighth grade students certain courses for high school credit. The courses are: Algebra I (must meet pre-requisites for enrollment), Keyboarding, and Health.

COMMUNICATION WITH PARENTS

Progress Reports and Report Cards

The Diocese of Victoria requires schools to be on a nine-week reporting system. To assure that parents are informed in a timely manner, progress reports will be issued every three weeks (see school calendar for dates). Report cards will be issued every nine weeks (see school calendar for dates). These dates will also be posted on the school website. It is the responsibility of the student to take these reports to their parents. Parents should contact the school immediately if these reports are not received on the date/s indicated. Teachers have the option of requiring that these reports are signed and returned to the school. Parents of pre-kindergarten students will receive daily feedback from teachers when the child is picked up from school. Parents of Kindergarten students will receive weekly feedback. Weekly folders will be used in the primary grades to report student progress.

Parent /Teacher Communications

A conference with the teacher can be arranged during the teacher/s conference period/s by calling the school office. Teachers may also be reached by phone during the school day at their conference period or by leaving a message for the teacher to return a call during his/her conference period. Each teacher also has a school email address listed on the St Philip School homepage. The principal is available for phone calls or a conference during the school day. Calls may be made to the school office, if the principal is not available at that time, your call will be returned at the earliest opportunity. The email address of the principal is on the school's homepage. **Please respect staff's personal and family time and do not call staff members at home.**

School Calendar of Events

Parents will be furnished with a school calendar that lists the dates that monthly envelopes will be sent home, religious activities, progress report dates, report card dates, athletic events, and extra curricular activities. This calendar will be updated on a regular basis on the school web page and with updates in the monthly envelope.

Website

St Philip School maintains a website to keep parents informed about all aspects of school life. The web address is www.stphilipschool.org. Updates on all areas of school activity will be given on this site. Please check for changes or additional information about school activities and for links to other information that relate to the Church and school.

ACADEMIC POLICY

Students in Kindergarten thru eighth grade are given an assignment folder or a school planner at the beginning of the year. Teachers will also provide specific information at open house on assignments and student expectations.

Homework

Homework is an essential part of the learning process. It gives the student practice so that the knowledge and skill is mastered. Homework is to be completed on time. Students who do not have completed homework will be asked to complete it during lunch recess or at another designated time. Incomplete homework may be the cause for a lowered class grade or the loss of possible bonus points.

Promotion/Retention Requirements

Promotion to the next grade level is based on student mastery of the grade level curriculum. St. Philip School does not promote students who do not meet these requirements.

Promotion requirements for Kindergarten consist of mastery of the curriculum for that grade level and performance on reading assessments.

In first through eighth grades, students must earn a final average no lower than 70 on a scale of 100 in each of the following subjects: religion, language arts (reading), mathematics, science, and social studies. The principal and the teachers will consult with parents in making decisions about placement to the next grade level due to extenuating circumstances. A plan for remediation will be implemented if such a decision is made for the student. Students may be promoted if a grade of 70 or above is earned in a summer school program that has been approved by the principal prior to enrollment in the summer program.

Academic Eligibility for Extra Curricular Activity Participation

Students who participate in any extra curricular activity (athletic or academic) must maintain passing grades in language arts (reading), religion, mathematics,

science, and social studies each of the weeks that they are participating in the activity. Students who do not meet one of these requirements may practice in the next week but not participate in the competition. Students who have more than one failing grade may not practice or participate in competitions until the grades are passing. If a student is failing a subject/s he/she will be given a written notice by the teacher with a copy to the principal and the coach/sponsor of the activity. **It is the responsibility of the student to report their status to the parent.**

Grading System

St Philip School calculates grades based on the system required by the Diocese of Victoria.

Kindergarten

100-70	Satisfactory
69 or below	Needs Improvement

First Grade

100-94	Excellent Progress
93-85	Good Progress
84-75	Satisfactory Progress
74-70	Needs Improvement
69 or below	Unsatisfactory


Second thru Eighth Grade

Numerical Range	Letter Grade	Interpretation
100 – 94	A	Excellent Achievement
93 - 85	B	High Achievement
84 – 75	C	Average Achievement
74 – 70	D	Low Achievement (Passing)
69 or below	F	Failing


Music / P.E. / Technology / Enrichment

100-85	Satisfactory
84-70	Needs Improvement
69 or below	Unsatisfactory

Grade Calculation in Language Arts (Reading, Grammar, Spelling, Writing, Handwriting as a Course) Mathematics, Science, Social Studies, and Religion is as follows:

Grade Level	Numerical Grade Calculation 
First Grade – FifthGrade	All Subjects listed Above: 50% daily work in class & participation 50% Tests/Quizzes (weekly, chapter, unit)

Sixth Grade – Eighth Grade	Language Arts (grammar/spelling/writing) Reading Mathematics	50% Class Work/Homework checked for feedback and bonus points 50% Test/Quizzes/Projects
Sixth Grade – Eighth Grade	Science	33.33% Daily work in class 33.33% Lab work 33.33% Test/Quizzes/Exams
Sixth Grade – Eighth Grade	Social Studies Religion	33.33% Daily work in class 33.33% Participation in class 33.33% Test/Quizzes/Exams

 **Teachers may adjust these calculations with approval of the school administration and by giving prior written notice to the students and parents.**

TESTING AND ASSESSMENT

Standardized and Objective Assessments

St. Philip School administers the Stanford Achievement Tests (SAT 10) (full battery) to students in the first through the eighth grades in the spring semester. The Otis Lennon Test of School Abilities (OLSAT) is administered in the spring to students in the second and sixth grades. The school administers the released Texas Assessment of Knowledge and Skills (TAKS) tests in reading and mathematics in the spring of the year. A school developed writing assessment is given at certain points during the school year to guide instruction. Students in Kindergarten through third grade are assessed with the Texas Primary Reading Inventory at the designated times throughout the school year. These results are used to guide reading instruction.

Testing to Identify Learning Difficulties

St. Philip School participates in the federal and state special education program. Students may be referred for a special education assessment for speech or other learning disabilities through the required referral process. This will be done only after consultation with parents and a pre-referral school based process. Parents may give consent for the assessment and stop the process at any time or refuse services. The school will determine if the program offered at St Philip School can provide the program and services necessary for the student to receive an appropriate education.

The school also assesses students for dyslexia and related reading disorders. A trained professional provides the assessment (there may be an additional cost for this assessment) and the school provides services in collaboration with the Neuhaus Learning Center in Houston, Texas.

STUDENT RECOGNITION

Pastor's Honor Roll

Students who earn all A's and have a mark no lower than S in all areas including conduct are recognized on this honor roll in second through eighth grades. The Honor Roll is determined each nine weeks.

Principal's Honor Roll

Students in second through eighth grades who earn all A's and B's and have a mark no lower than S in all areas including conduct are recognized for this honor roll.

Pastor's Golden Academic Award

A yearly award will be given to students who achieve all A's in their cumulative average.

Principal's Silver Academic Award

A yearly award will be given to students who achieve all A/B's in their cumulative average.

National Junior Honor Society

At the end of the seventh grade year, students who have a cumulative average of 90 and have no mark lower than an S in all areas including conduct are eligible to apply for membership in the St Philip School of El Campo Chapter of the National Junior Honor Society. The students are then allowed to make application for consideration for membership. Membership criteria include character, service, citizenship, scholarship, and leadership (information may be obtained from the campus sponsor). A committee of faculty members then makes the selection based on these qualities. NJHS members are recognized at graduation for this accomplishment. Students are inducted into the NJHS in the fall of their eighth grade year.

Diocesan Religion Award

Eighth grade students are eligible for the Diocesan Religion Award. The criteria are:

- ACRE Test: Students must score 85% or higher
- Students must have no conduct mark below an S
- Students must complete a minimum of fifteen hours of service beginning in August of the eighth grade year.
- Students must complete a Religion Profile
- Students must demonstrate knowledge of prayers and practices of the Catholic faith
- Students must be present to receive the award at Our Lady of Victory Cathedral in Victoria and participate in the awards ceremony.

Private School Interscholastic Association PSIA

Students in first through eighth grades have the option to participate in district academic competitions and to qualify and compete in state competitions. The school also competes in the One Act Play PSIA competition. Participation in these activities is contingent upon student commitment to preparation and practice and volunteer coaches for these events. Students who qualify for state will have to have a parent commitment to attend the state competition and cover some of the mandatory supervision that are assigned to each participating school. St Philip School will release the slots for any student who can not attend the state competition. Specific information on PSIA will be sent to parents in the fall semester.

Awards Program

St Philip School recognizes achievement in academics, sports, extra curricular areas, citizenship, and sportsmanship at the annual awards program. This program will be on the last day of the school year. Parents will be notified as to the awards their child/children will receive prior to the awards program to assure attendance of those students receiving awards/recognitions and to avoid in errors that need to be corrected before the program.

- ❖ Perfect Attendance Awards – (see attendance)
- ❖ Academics Awards – honor rolls (see honor rolls), highest average in individual subjects
- ❖ St Sebastian Awards – PE good sportsmanship.
- ❖ PE Awards – walking awards and participation awards
- ❖ Fighting Heart Award – Eighth Grade Boy and Girl who have exhibited leadership and good sportsmanship in extra curricular activities.
- ❖ Accelerated Reader Awards – given for points earned in reading.
- ❖ Good Christian and Citizenship Awards – recognition of Christ -like behaviors
- ❖ Other Awards

STUDENT HEALTH

The school maintains the nurse's station through the school office. Students must have the immunizations required by the state of Texas for school enrollment and attendance. Current information on required immunizations is available in the school office.

During the school year, students' teeth are checked. Height and weight are checked. Vision and hearing screening is done on the required grade levels and results are reported to parents if there is a need for further screening or assessment.

Scoliosis screening is done in the fifth and eighth grades. This is examination requires specific parent permission.

A visual check for indications of juvenile diabetes is conducted by trained personnel on specific grade levels.

Routine head lice checks are conducted as necessary.

Medication Policy for Prescription and Non-Prescription Medications

Authorized school personnel will administer only medications prescribed by a licensed physician or dentist and dispensed by a registered pharmacist.

Medications must be properly labeled and accompanied by a signed parent/guardian permission form for administration to the student. Medications must be in the original bottle or container from the pharmacy and have dosage information for that specific student on the bottle or container.

Non-prescription medications (over the counter) must be in the original container with directions for administration and display the student's name. Parental permission is required for administration of these drugs and must be consistent with the directions from the manufacturer. Cough drops are considered over the counter drugs and must be administered under these guidelines.

School personnel are not permitted to administer any medications (prescription or over the counter) that do not follow these guidelines for their use.

School personnel are not permitted to perform any medical treatment other than First Aid.

Accidents and Illness

Students who are ill will be sent home. The conditions for removal from school for illness are:

- Oral temperature of 100 degrees or more
- Vomiting, nausea, or severe abdominal pain
- Sore throat, acute cold, or persistent cough
- Redness, inflammation, or discharge from the eyes
- Acute skin rashes or eruptions
- Swollen glands around the jaws, ears, or neck
- Suspected scabies or impetigo or weeping skin lesions
- Ear ache
- Pediculosis (head lice); may return after one treatment
- Any suspected contagious disease
- Other symptoms of serious illness

The school will keep a child in the nurse's station until the parent or parent designee can take the child home.

Emergency Care in Due to Accident or Illness

If school personnel believe that the child needs emergency care, EMS will be called. Parents will be notified immediately using the information for parent contact provided to the school. If necessary, the child will be transported to the nearest hospital.

Student Insurance

St. Philip School pays the premium for the student accident insurance, which covers students on campus during school hours and students attending school-sponsored activities. This accident insurance provides limited coverage and will only serve as secondary coverage to parents' health insurance. In the event of an accident, parents are expected to file both, with their health insurance

company (as primary claim) and with the school health insurance (as secondary claim). Additional accident insurance coverage can be purchased from the school insurance provider. Information is sent home at the beginning of the school year.

Annual Notification of Asbestos Management

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), enacted in 1986, all schools, public or private, are required to have an inspection of all buildings, for asbestos-containing building materials (ACBM), by accredited asbestos-trained personnel. All Catholic School facilities of the Diocese of Victoria were inspected in January 2002, including Saint Philip Catholic School in El Campo, Texas.

St. Philip Catholic School was inspected for ACBM by personnel from Engineering and Fire Investigations (EFI), an environmental consulting firm located in Houston, Texas. EFI is accredited and licensed by the Texas Department of Health (TDH) to perform asbestos condition assessments of all suspect and identified ACBM. Building materials at St. Philip were observed to be in undamaged condition and/or present minimal hazards, if any, to building occupants. Periodic surveillance is also conducted semi-annually by St. Philip personnel. AHERA requires that this annual notification be posted or distributed to parents, staff, faculty, PTA, etcetera indicating the AHERA Asbestos Management Plan will be available for review upon request.

The 2003 AHERA re-inspection report and the AHERA Asbestos Management Plan are on file in the administrative offices. The documents are considered "permanent archives" and may not be removed from the premises; however, these records are available for review, upon request, at any time during normal school hours.

EXTRA CURRICULAR ACTIVITIES

Students are provided opportunities to participate in academic and athletic activities throughout the school year. Students must have passing grades in all subjects and satisfactory behavior in all courses to participate. Specific rules and procedures are available for each activity.

Athletics

The school offers boys and girls the opportunity to participate in football, volleyball, basketball, track, softball, and soccer. Students are given the opportunity to sign up for these sports each year. Specific information on the requirements, the schedule of events and practices is provided at the beginning of the school year or prior to the beginning of competitions. Student must meet academic requirements for eligibility to practice and participate in each of these events.

Cheerleading and Pep Squad

Cheerleading and Pep Squad offer students the opportunity to promote school spirit and participate in dance routines. The cheerleaders and the pep squad perform at athletic events, pep rallies and other school functions. Information about participation is available from the school office.

Choir and Band

Students in the fifth through the eighth grades may participate in the school choir. The program performs for school and community functions and travels to various performances through out the year. Information about joining the choir will be provided to students on the eligible grade levels.

St Philip School has a band program for students in the sixth through the eighth grade. Students are contacted about participation in the band at the end of the fifth grade year. Students who join the band must stay in the program for a semester. They may withdraw from the program at the end of the semester.

Applied Music

The school offers piano and guitar lessons during the school year for students in the second through eighth grades for an additional fee. Specific information about these lessons may be obtained from the school office.

Student Council

Students in the sixth, seventh, and eighth grades have the opportunity to participate in student government. The principal solicits the input of the Student Council on various school matters. Elections are held each year in the spring semester.

GENERAL INFORMATION

Library Services

Students have access to the school library and the Wharton County Public Library across from the campus located on the corner of Depot and Church Streets. Classes utilize both of these facilities during the school day.

Textbooks

Textbooks are purchased by the school for the use of the students. Books are to be kept covered at all times. Students are responsible for keeping books in good condition. Students are responsible for any damage to books beyond reasonable wear and for the cost of replacement for lost books. Lost books and any fines due must be paid before final exams will be administered.

If a second textbook is to be checked out for an individual student, a deposit that covers the cost of replacement of the book/s will be required. This deposit will be held and returned when the book/s are returned in good condition,

Electronic Games and Toys

Students may not bring electronic games, toys, or music playing devices to school. Card games and board games may be brought for play in the parish hall between 7:30 and 8:10 or in extended day if given permission to do so by the Director of the Extended Day.

Lockers

Students in sixth through eighth grade are furnished with locker/s for storage of school material and personal items. These lockers are subject to locker inspection on a regular basis. No food items other than a daily school lunch may be kept in lockers.

Book Bags

Students may bring school materials to school in book bags. These bags may be carry only or rolling bags. They must be kept in designated areas of the classroom or the assigned area for book bags for sixth, seventh, and eighth grade students.

Religious Activities

All students who attend St Philip School are required to participate in designated religious activities. Tenants of the Catholic faith are infused into every subject and every aspect of school life. Students who are not Catholic will be expected to participate in all ways that are appropriate according to Church law and practice.

Parents are encouraged to attend Mass and all other religious observances with their students.

Students attend Mass every Friday of the school year (check school calendar for specific dates or changes due to Holy Days). Students will also participate in recitation of the rosary or recitation of the Divine Mercy Chaplet on a monthly basis.

Students also participate in All Saints Activities, Thanksgiving Food Drive, Advent Services, Lenten Activities and the Stations of the Cross, May Crowning and other specific recognitions of special religious events and persons.

Each room in the school has been designated with a saint's name. Students will study the saint in their homeroom and recognize that saint on his/her feast day.

Serving at Funeral Masses

Students who have been trained as altar servers will be allowed to serve at funerals that occur on school days in St Philip the Apostle parish. In order to serve students must be passing all subjects and have a signed parent permission slip on file in the office allowing them to miss class for this purpose. Students will be responsible for making up any work missed during their absence for this service.