

St. Philip Catholic School

Student Handbook
2011 - 2012



To Know, Love, and Serve God and Others

STUDENT HANDBOOK

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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.

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.

The principal in consultation with the School Advisory Council and with the approval of the Pastor may make amends to this handbook. Changes will be provided to students and parents in writing.

School Advisory Council

School Advisory Council consists of seven elected/appointed 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 5 working days prior to the scheduled meeting. 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.

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.

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. All new students are admitted to St. Philip School on a probationary status for two months. During this time, the school's administration reserves the right to revoke the student's admission status.

Acceptance Priorities

The following priorities are used to admit students:

- Siblings of currently enrolled students (or of those 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)
- Parents who are alumni of St. Philip Catholic School.
- 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.
- Children from neighboring Catholic Parishes.
- Catholic or Non-Catholic children who meet admission requirements and do not fall under the guidelines listed above.

St. Philip Catholic School accepts the number of students in each grade level that allows for excellence in teaching and learning. Each year, the enrollment in each class is rolled forward. If there are openings in a class, then new students are admitted based on criteria that gives preference to those with students currently enrolled, children of alumni, and parishioners. If those with this preference do not accept enrollment for the opening in that year, then they will forfeit their preferential status for any future enrollment and will be given a place on a first come first serve basis. Special circumstances will be considered as determined by the Principal and Admission's Committee.

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.

Definition of Parish Membership

According to Church law, *"the Christian faithful are those who, inasmuch as they have been incorporated in Christ through baptism, have been constituted as the people of God"* (c. 204). Church law also states, in reference to the Christian faithful, that *"those baptized are fully in communion with the Catholic Church on this earth who are joined with Christ in its visible structure by the bonds of profession of faith, of the sacraments and of ecclesiastical governance"* (c.205). Regarding parish boundaries, canon 518 states: *"As a general rule, parish is to be territorial, that is it embraces all the Christian faithful within a certain territory; whenever it is judged useful; however, personal parishes are to be established based upon rite, language, the nationality of the Christian faithful within some territory or even upon some other determining factor."*

Based on the above cited canons, the Administrative Board of St. Philip the Apostle Catholic Church defines parish membership, in the following manner:

- A member of St. Philip the Apostle Catholic Church is a person who is, or is in the process of becoming, a member of the Catholic faith through the Sacraments of Initiation (i.e., Baptism, Eucharist and Confirmation). He/she has a domicile or quasi-domicile within the boundary of the parish. The person/family is to be registered and active, in the mission of the parish.
- For parishioners attending St. Philip the Apostle Catholic School: (1) the child is to be baptized and fully initiated, according to the norm of the Catholic faith; (2) contribute a minimum requirement of financial support to the parish, as stated by school policy; (3) have a registered domicile within the boundaries of the parish;

The Parish rate for registered/active members of St. Philip the Apostle Parish requires a church contribution of \$300 during each year (August 1 to June 30).

Faith Formation

A Catholic Education is a life long gift to your child. For the child to receive spiritual growth that is life long, it is important for the parents and those who take their place to actively live out and participate in our Catholic faith. The school and parents have integral parts and are obliged to educate students so that they may live a full Christian life. Catholic Schools have the mission of assisting parents in fulfilling their religious educational obligation. It is our goal at SPS for our faith to become living, conscious and active through instruction.

As Catholic Schools strive to teach and encourage participation in our faith, it is imperative that parents continue the same participation in their daily life. At SPS, we

teach students respect for the Eucharist during Friday Mass and during their religion classes, but this in no way covers the responsibility of the parents/family of their obligation to attend Mass on Sundays and Holy Days of obligations.

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.

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.

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

Registration is held in March of each year. All forms and the yearly registration fee are due at this time. Academic fees are due by June 10 yearly. If tuition is paid on the 10-month schedule, the first month's tuition is due on August 10.

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.

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.

Tuition 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) should 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 Last Week Of:	Envelopes Are Due On:
August	September 10, 2011
September	October 10, 2011
October	November 10, 2011
November	December 10, 2011
January	January 10, 2012 *TSP accounts are due in addition to tuition.
January	February 10, 2012
February	March 10, 2012
March	April 10, 2012
April	May 10, 2012 *TSP accounts and any end of year fees incurred are due in addition to tuition.

All accounts not paid by the 10th of each month are subject to a \$50 late fee per child. **Account balances that are past 30 days, the standard late fee will be incurred and admission status will be reviewed.** A returned check fee of \$50.00 is enforced. All accounts must be paid in full by MAY 15 in order to receive your final report card at the end of May. If payment is received after this date, we can not guarantee it will make the cut off necessary to release your report card to run. If this would occur, these report card(s) would be available online June 10.

Fundraising Participation

Each family, whether opting to participate in the *Tuition Supplement Plan (TSP)* fundraising (option #1) or opting to pay out the fundraising amount (option #2), will be required to purchase or sell ten (10) Lawnmower Raffle tickets per student to assist with the school budget. If selecting option #1, this is ten (10) tickets prior to any number sold for TSP fundraising purposes. All tickets then sold over ten (10) are then credited for TSP fundraising purposes

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 when the funds are completely paid. **Registration fees are non-refundable. Academic fees are non-refundable after the first day of 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 8:00AM until 3:30PM. Parents/guardians are expected to honor the calendar established and published by the school at the beginning of each school year. Students must remain in school for a total of FIVE HOURS 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 8:05 AM will be counted present for the day and be recorded as tardy. Attendance will be taken by 8:15 AM daily for attendance accounting purposes. Research has shown repeated tardiness results 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 in the classroom after 8:05AM. 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. Any student who accumulates four (4) tardies will be required to attend an after school detention. Parents will be contacted when this situation arises. EXCESSIVE TARDIES WILL RESULT IN DISCIPLINARY ACTION which may include, but is not limited to, Saturday School and will incur the cost of the teacher.

If a Pre K student arrives after 8:00am they need to report to the office and the parents will walk the child to the classroom.

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. Any student who accumulates more than 9 unexcused absences in a semester or 18 for the year will be required to appear before an Attendance Review Committee before promoting to the next grade level.***

Absence is one of the main reasons for poor schoolwork and possible retention. Student illness, medical, dental, and counseling appointments, attendance at special church services (by arrangement), travel with parents (by prior arrangement with principal), and death in the immediate family are excused absences. The school does not recognize the following absences as excused: Absences due to such things as car trouble, late ride, missing the bus, oversleeping, staying home to complete homework and similar circumstances, leaving school early for vacation (without prior principal approval), and failure of a parent to call, email or send a note within 3 days after the student's absence. A medical excuse may be required upon the student's return to school. A doctor's slip will be needed after 3 or more days continuous absences.

Excused Absences

- *Family Emergency* – A death in the immediate family and/or a serious, prolonged illness of a family member. Special arrangements can be made for make up work.

- *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. If a vacation is taken during the school year it **must be approved directly by the Principal** in regards to identifying the absence as excused or unexcused.

Prior Principal Approval Procedure

1. Notify the Principal prior to the absence and report the dates the student(s) will be out of school and the reason for the absence.
2. Contact the classroom teacher(s) to discuss work that will be missed and pick up the materials necessary for the successful completion of the missed assignment before extended leave of absence.
3. Make sure the work is complete upon the students return to class.
4. The teacher will give a reasonable deadline for work to be completed. If the work is not completed by the date, the highest possible grade will be a 70 on the assignments.
5. If this procedure is not followed the absence will be considered unexcused.
6. The principal has the right to determine if the absence will be considered excused or unexcused based on factors such as student academic performance, excessive tardies or excessive absences. These things are considered for the benefit of the student.

Excused Absence Make Up Work Procedure

When a student has an excused absence, he/she may make up any of the work without penalty as long as the assignments are completed in a timely manner as determined by the teacher and communicated to the parent. If you would like to pick up your child's homework during a period of absence, please email your child's teacher early in the day or even the day before and plan to pick up the work after school. Please do not interrupt the teacher to get make-up work. It is unreasonable to ask a teacher to prepare assignments and gather books on 10 minutes notice. ***A student who is absent only one day can get make-up work when he/she returns.***

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 or the parent has not called or emailed the school secretary within three days of returning to school after being absent.

Unexcused Absences Make Up Work Procedure

In the event of an unexcused absence, work will be allowed to be made up, but the highest grade that can be achieved will be a 70 on a 100 point grading scale. The work is required to be completed and turned in the NEXT DAY.

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. The Principal has the right to modify this policy with parent conference.

Return to School After an Absence

On the first day (and each subsequent day) of a student's absence, the parent or guardian should call the school office or email the school secretary to report the absence by 9:00 AM. **If the school is notified by phone or email, a written excuse is not required, unless the absence requires a doctor's note to return to class.** A re-admit slip from the school office will be given to each student upon their return. 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.

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.

Sign-Out Policy

The parent/guardian may request that the student be released from class 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 within a two and a half hour time window in order to be eligible for perfect attendance. If a student is off campus for more than 2 ½ hours, he/she is considered absent for the entire school day. 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.

Pre K students that need to be picked up early may leave before lunch, after lunch or after nap. Regular dismissal is from 3:30 – 5:30.

Emergency Closure

In the event of an emergency closure, the announcement will be made on 1390 AM KULP and 96.1 FM KIOX. 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 situation during the school day, the school will follow the School Crisis Management Plan. Parents will be informed through the School Reach telephone system, the local radio station and other community emergency agencies. Students will

be allowed to use their cell phones to contact parents.

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, instruction for contacting school personnel will be posted. 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.

Accelerated Reader Software

The Accelerated Reader Software used in our school to encourage reading may have tests available and awards points for books that are not acceptable for our students to read. The books can 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.

Cell Phones

Parents may provide their children with cell phones for after school activities. The school is not responsible for loss or damage. If brought on campus, phones must be turned in at the beginning of each day and will be returned at dismissal. 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).

Harassment or Bullying

See discipline.

Sexting

See discipline.

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;

Assaults, 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.

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 buses. A permission form is required for all field trips. Without a proper permission form from the school, students will not be allowed to participate in the field trip. Permission forms must contain a parent's original signature. Faxed or emailed copies are not accepted.

Extra Curricular Transportation

There may be extra-curricular activities that students are involved in that require transportation to another site for participation. Bus transportation for these events will be evaluated based on need per situation. If the bus is not being used for an 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. If you are providing transportation for children other than your own, you must carry \$100,000 / \$300,000 in accident liability coverage as per Diocese of Victoria requirements.

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. We will use a manual "punch" ticket to track lunch accounting. Tickets may be purchased in the school office for 20 days, 5 days, or for beverage purchase only. Charges will not be allowed and cash will no longer be accepted daily in the cafeteria other than for ice cream. The cost of lunches for K-4 is \$2.50 and 5-8 is \$2.75. Parents will be notified when a lunch ticket has expired or is near expiration so that a new ticket can be

purchased.

Students may purchase ice cream on designated date. 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.

Birthday Celebrations or Treats

Birthday cake and other treats may be brought to the school and served during the lunch period only and enough of the items must be provided to serve the whole class.

Lunch Period and Recess

Each grade level has a 30-minute lunch period. Some students may spend that entire time at lunch or they may have 15 minutes of that period for noon recess, depending on the grade level. 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.

Lunch Visitation Procedure

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

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 may be available.
- Sign in at the school office.
- Pay for an adult lunch with the cashier.
- 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 school office.

DRESS CODE

All uniform components (pants, shorts, skirts, skorts, jumpers, blouses, shirts, vests and sweaters) must meet uniform standards. Vendors recommended to purchase uniforms for students are Janak's Welding in El Campo, Custom Creations in Wharton, and Parker School Uniforms in Sugarland at 4630 Hwy 6 South (phone 281-494-6789) 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.
- St. Philip spirit shirts may be worn on designated days.
- Shoes – closed toe shoes/tennis shoes. Students must wear ankle socks.
- Sweaters – a solid navy blue jacket, “Pioneer” hooded sweat shirt, or a red sweater.

Girls K-8 Class A Uniforms

- Jumper (K-4) – Navy blue, length must be at the knee.
- Skirt (grades 5-8)– Plaid , length must be at the knee
- Blouse (K-8) – White sailor with red ties, mid-drift must be covered with arms raised.
- Turtle neck **or long sleeve solid white tee that remains tucked** in may be worn under sailor blouses in cold weather.
- Socks/Tights – Plain, solid white, navy blue or red only. ****Leggings are not allowed.**
- Shoes – Soft soled (no sandals, steel toe shoe, leather soled shoes)
- Jackets - A **SOLID 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. **Pioneer hoodies will NOT be allowed during Mass unless approved by the Principal.** 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 or light 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
- Shoes – Soft soled (no sandals, steel toe shoe or leather soled shoes).
- Socks – Plain, solid navy blue or white only.
- 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 or **long sleeve solid tees in white, red, light blue, or navy** may be worn in cold weather under short sleeved polos.
- St. Philip spirit shirts and school approved jeans (see definition below) may be worn on **Wednesday** and/or 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 identified by the

school administration as meeting dress code standards. Jeans must be of dark rinse with no holes and NO embellishments (no sequins or beading) on the material. Jeans will have only simple pocket stitching, as defined as stitching that doesn't make wording or a picture. Jeans must fit at the waist – no low rise (defined as level of waist where undergarments or body parts may be visible when bending over); or not be baggy or skinny (defined as not hanging off below waist level or skin tight in waist or legs.) Jeans will not be cargo or carpenter style (defined as having extra pockets or loops.) Stretch jean material or "jeggings" are not acceptable in school.

- Socks – must be worn. Plain, solid white, blue, or red only.
- 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.
- Jackets – Navy blue hooded sweat shirt or jacket, red sweater, a St. Philip Jacket or Pioneer hoodie purchased from an approved vendor (see below for description) may be worn. Approved vendors are: The Screen Stop or Custom Creations.
- 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
- St. Philip spirit shirts and school approved jeans (see definition below) may be worn on **Wednesday** and/or designated days.
- Shorts – uniform khaki or navy (may be worn year round)
- **Pants – uniform slacks in navy blue or khaki or blue jeans. Blue jeans must be identified by the school administration as meeting dress code standards. . Jeans must be of dark rinse with no holes and NO embellishments (no sequins or beading) on the material. Jeans will have only simple pocket stitching, as defined as stitching that doesn't make wording or a picture. Jeans must fit at the waist – no low rise (defined as level of waist where undergarments or body parts may be visible when bending over); or not be baggy or skinny (defined as not hanging off below waist level or skin tight in waist or legs.) Jeans will not be cargo or carpenter style (defined as having extra pockets or loops.) Stretch jean material or "jeggings" are not acceptable in school.**
- Socks – Plain, solid navy blue or white only.
- 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, a St. Philip Jacket or Pioneer hoodie purchased from an approved vendor may be worn. Approved vendors are: The Screen Stop or Custom Creations.
- 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.
- The official “PIONEER” sweatshirt may be worn on cold days. These may be hooded, pullover sweatshirts or zip up and are royal blue with the pioneer team name on the front, optional student name and athletic number on back, and approved event participation insignia on either sleeve. The only approved vendors are The Screen Stop in El Campo and Custom Creations in Wharton.
- 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.
- Boys hair must not extend past the shirt collar.
- Appropriateness of distractible accessories will be determined by the Principal.

Class A Days

Class A days are every Friday. Additional dates may 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 Days

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. Flips flops or Crocs shoes, frayed or cut-off hemlines on shorts and strapless/sleeveless type shirts are never allowed.

Uniform or Dress Code Violations

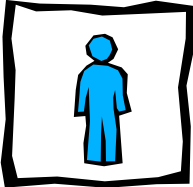

Students who do not follow the uniform policy or free dress policy, when applicable will be asked to change clothes or, at the discretion of the principal, be sent home. The principal’s decisions regarding student dress are final.

PE Dress Code

Students in fifth through eighth grades will dress out for Physical Education classes. Students should bring their P.E. clothes on Monday and take them home on Friday unless they require laundering before the end of the week. The P.E. dress code is applicable for after school athletic practices and/or extra-curricular events.

The P.E. clothing is as follows:

	SHIRTS: Plain white or light blue t-shirts. Shirt must have sleeves. No emblems or
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 <p style="text-align: center;">BOYS</p>	<p>lettering. Student's name must be on the upper left chest area of the shirt.</p> <p>SHORTS: Royal blue shorts with or without white trim. Student's name should be on the lower left leg of the shorts.</p> <p>SHOES: Tennis shoes are required.</p> <p>SOCKS: White socks according to school dress code should be worn.</p>
 <p style="text-align: center;">GIRLS</p>	<p>SHIRTS: Plain heavy weight white or light blue t-shirts. Shirt must have sleeves. No emblems or lettering. Student's name must be on the upper left chest area of the shirt. A tank top or second shirt in the same color may be worn under the uniform so that shirts do not allow underwear to be visible.</p> <p>SHORTS: Royal blue shorts with or without white trim. Student's name should be on the lower left leg of the short. <i>Length should be no shorter than a 5" inseam.</i></p> <p>SHOES: Tennis shoes are required.</p> <p>SOCKS: White socks according to school dress code should be worn.</p>

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.

****NEW PROCEDURES DUE TO CONSTRUCTION****
PLEASE READ CAREFULLY!

Pre-Kindergarten Procedures

PK 3 students - must be walked to their classroom for check in by the parent or guardian and may begin to arrive at 7:30 AM. Morning instruction begins promptly at 8:00 AM. Students arriving after that time are considered tardy and will need to be

walked to class by the parent from the front school office. Limited parent parking will be provided on Correll Street (the street behind the Parish Hall.) Please park on Correll Street and walk your child into their classroom through the double doors on Depot Street.

PK 4 students - will be dropped off curb side to enter the double doors on Depot Street. School personnel will be available to help children out of the car and into their classroom. The teacher on duty will sign in the student as he/she arrives. Students may arrive as early as 7:30 AM and instruction begins promptly at 8:00 AM. Students arriving after that time are considered tardy and will need to be walked to class by the parent from the front school office.

Kindergarten thru Eighth Grade Procedures

Student in these grade levels should be dropped off on Depot Street at the sidewalk entrance to the gym (**not at the Parish Hall doors.**) They will walk back up the sidewalk closest to the building to the Parish Hall to enter. Students may begin arriving at 7:30 AM and supervision will be provided until the students are dismissed at 7:55 AM 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 8:00AM bell may be dropped off at the front of the building and use the front door entrance to obtain a tardy slip for admission to class. (See section on tardiness).

*****For all PK4 – 8th GRADE STUDENTS – Please do not drive down Correll Street in the morning to access Depot Street for drop off. Correll Street will be utilized by PK3 parents for parking and walking their students into the Parish Hall.*****

DISMISSAL PROCEDURES

School ends for Kindergarten thru eighth grade ends at 3:30PM.

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 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.

Car Pick Up - Kindergarten thru Eighth Grade Procedures

All other students will be dismissed at the 3:30 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, First Grade and Second Grade will be dismissed out the main building lobby on Depot Street.

Third, Fourth, and Fifth Grade Students will be dismissed out of the middle of the main building 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.

Early Dismissal

Early dismissal days **and times** are designated in the school calendar. No lunch is served on noon dismissal days. There is no After School Care on early dismissal days.

AFTER SCHOOL CARE - Pre-Kindergarten Program

All the students enrolled in the pre-kindergarten program are provided with after care until 5:30PM each day. Parking is available on Correll for pick up. Enter the Parish Hall through the doors on Depot Street. Students must be signed out each day. Late pick up will be reported to the principal and may result in removal of the student from the pre-kindergarten program.

AFTER SCHOOL CARE - Kindergarten thru Eighth Grade Procedures

Students who participate in After School Care will be dismissed to the Parish Hall at the 3:25 PM bell. The After School Care is provided for a fee (contact the school office for information and fees). The hours are from 3:30 PM until 5:30 PM. **Enrollment is accepted for the full school year only, mid-year withdrawal is not allowed due to staffing being hired according to the number of students enrolled at a 25:1 ratio.** 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 After School Care Director. Students who continue to have difficulty with behavior will be removed from the program. Pick up **prior to 4:15 PM** will be in the Parish Hall and parking is available on Depot Street. Pick up **after 4:15 PM** will be on Pioneer Field and must occur by 5:30 PM. Please park and come to the Field to sign your child out each day. Children are not to leave the field unattended. Late pick up will be reported to the principal and may result in removal from the After School Care program.

Rainy Days for After School Care

If it is raining, there will be a bright, colored flag displayed on the awning outside the doors to the Parish Hall on Depot Street. This will indicate that the students are not at Pioneer Field and can be picked up in the Parish Hall.

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 PM. Staff members go off duty at 3:45 PM. Only students who are enrolled in After School Care 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.

Students are not permitted back into the school building after 3:45 PM for forgotten items.

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.

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.

Corporal Punishment

Corporal punishment (including, but not limited to spanking, shaking, slapping, pinching, or hair pulling) shall not be permitted in the Diocese of Victoria school systems. (Reference Diocesan policy 5121)

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
- E-mail to parent.
- Telephone call by student to parent
- After School Detention

- 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 and will incur substitute teacher expenses.)
- Out of School Suspension (Principal Only – Parent will be notified in writing)
- Saturday School - cost of teacher will be paid by student(s).

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 or whose attitude and/or conduct, on or off campus, reflects adversely on the school community.

Harassment or Bullying

St. Philip the Apostle Catholic School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individuals are taken very seriously. Students making such threats (seriously, in jest, or online) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Engagement in online blogs such as but not limited to **MySpace, Facebook, Twitter**, etc. may result in disciplinary actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

Sexting

Sexting is defined as a harmful and dangerous practice that typically occurs when students use cell phones to send other sexually explicit messages or images electronically, primarily between cell phones.

The following policy is implemented for all Catholic Schools within the Diocese of Victoria and has been approved by Bishop David Fellhauer:

Any behavior (on-campus or off-campus) which is illicit, immoral, or illegal and/or which reflects adversely on the school, subjects the student to disciplinary action, which could result in immediate suspension and/or expulsion. This behavior includes, but is not limited to sexting, harassment of any kind, or intimidation.

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.

Violation Procedures

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.

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 course offered is: Algebra I (must meet pre-requisites for enrollment).

Pre-K curriculum is taught in the morning and reinforced in the afternoon. In the event that a student is absent in the morning they may only attend the afternoon session with prior approval from the principal.

COMMUNICATION WITH PARENTS

Parent /Teacher Communications

Any concerns regarding your student should first be attempted to be resolved at the classroom level. Only after such attempts have failed, should administration be contacted.

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.***

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 are available online (via Edline) every week for grades 2-8. Report cards will be issued every nine weeks electronically (see school calendar for dates). Parents should contact the school immediately if report cards are not received on the date/s indicated. 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.

School Calendar of Events

The student activity calendar listing the dates that monthly envelopes will be sent home, religious activities, report card dates, athletic events, and extra curricular activities is available on our website. This calendar is updated on a regular basis.

Website

St Philip School maintains a website to keep parents informed about all aspects of school life. The web address is **www.stphilipschool.org**. In an attempt to sustain a paperless environment, please download the lunch menu, school supply lists, this handbook and other useful information at your convenience.

School Reach

School Reach is a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. This system will be used as an overlay to the public announcements. The service will also be used to communicate general announcements or reminders.

When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message directly from **Mrs. Edwards or Mrs. Stary**. The service will deliver the message to both live answer and answering machines. No answers and busies will be automatically retried twice in fifteen minute intervals after the initial call.

NOTE:

- 1) This requires NO registration by the parent on the School Reach website.**
- 2) All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.**
- 3) PLEASE BE SURE TO KEEP YOUR EMAIL ADDRESS AND PHONE NUMBERS CURRENT WITH THE SCHOOL OFFICE!**

Here is some specific information you should know:

- **Caller ID:** The Call ID will display 979-543-2901 or 543-9304, which are the main numbers for **St. Philip Catholic School**.

- **Live Answers:** There is a short pause at the beginning of the message, usually just a few seconds. Answer your phone as you normally would; "hello" and hold for the message to begin. Multiple "hello's" will delay the message. Inform all family members of this process who may answer your phone.

- **Answering Machines:** The system will detect that your machine has answered and will play the recording to your machine. The maximum number of rings before hang-up is five. Make sure your machine answers after four rings or you may miss the message.

- **Morning & Day Calls:** In the event a cancellation decision is made the night before, or in the early morning hours, the broadcast message will be sent to home phone numbers only. In the event a cancellation decision is made mid-day, the broadcast message will be sent to home and cellular numbers. General announcements would be sent only to home numbers.

- **Message Repeat:** At the end of the message you will be prompted to 'press one' to hear the message again. This is very helpful when a child answers the phone and hands it to a parent, who can then 'repeat' the message in its entirety.

- Emails: If you have this option and if you supply the school with your email address, you can be included in the email broadcasting service. The school office can then send a email message to you or even attach document for your viewing.
- Attendance: If your school is using School Reach for daily attendance, you will be notified each day your child misses a required number of classes. To minimize these calls, make sure to inform the school when you KNOW your child will miss classes on a given day.

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.

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
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Music / P.E. / Technology / Enrichment

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

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 may 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.

TESTING AND ASSESSMENT

Standardized and Objective Assessments

St. Philip School administers the Iowa Testing of Basic Skills (ITBS) (full battery) to students in kindergarten through the eighth grades in September of each year. The Otis Lennon Test of School Abilities (OLSAT) is administered in September to students in the second and sixth grades. The school administers the released Texas Assessment of Knowledge and Skills (TAKS) tests 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

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.

- ❖ 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
- ❖ Awards distributed are subject to change.

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 the summer before their eighth grade year.
- Students must complete a Religion Profile
- Students must demonstrate knowledge of prayers and practices of the Catholic faith
- Students will receive the award at Our Lady of Victory Cathedral in Victoria and may participate in the awards ceremony. Location subject to change.

Pastor's Honor Roll (3rd - 8th grades)

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 third through eighth grades. The Honor Roll is determined each nine weeks.

Principal's Honor Roll (3rd - 8th grades)

Students in third 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 (3rd -8th grades)

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

Principal's Silver Academic Award (3rd -8th grades)

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

National Junior Honor Society (8th Grade)

Cumulative average in the core academic subjects and your conduct mark in seventh grade earn the opportunity to apply to become a member of the NJHS St. Philip Catholic School Chapter. A scholarship application will go before a Faculty Committee and the committee will then extend an invitation to those students who meet the criteria. Students who remain in good standing throughout the 8th grade year will graduate with this designation and wear the golden cord which signifies this honor at the graduation ceremony. Any deviation from the five main standards of NJHS, whether at school or in the community, may result in removal of this honor.

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.

STUDENT HEALTH

The school maintains the nurse's station through the school office. All 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 height and weight are recorded. 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 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.

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

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 during the 2008-2009 school year, 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.

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. In the event of a non-critical accident, a parent will be contacted by phone and/or an accident report notification form.

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.

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.

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 as well as having all academic fees current in order to participate. Specific rules and procedures are available for each activity. All students have the right to tryout for any activity, but not are entitled to making a team. If for any reason a student leaves school and doesn't return during the school day (including for medical or dental appointments), he/she may only return for practice at the discretion of the Principal. A student may not return for a game without a proper physician/dentists note.

Applied Music

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

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. Guidelines for practices in extreme weather conditions (i.e. heat, humidity) are strictly adhered to. St. Philip School follows the guidelines enforced by the local ISD. Student must meet academic requirements for eligibility to practice and participate in each of these events.

Band

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. All 6th grade students are required to participate in band this first year of Junior High. All 7th and 8th grade 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.

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

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. Choir is determined on a per-year basis dependent upon the number of interested students and scheduling availabilities.

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

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.

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 7:55 or in extended day if given permission to do so by the Director of the Extended Day.

Grievance Procedure

Parents who have a complaint or grievance in regards to current policy or academics, or any school related activity should follow the levels outlined below:

Level I – Parent should contact the teacher or advisor in charge to resolve dispute or concern.

Level II – Parent should contact the Principal to resolve the dispute or concern.

If no resolution can be formalized follow procedures outlined in Complaint Procedures for Students and Parents outlined in Policy 5500 of the Handbook of Policies and Regulations for Catholic Schools in the Victoria Diocese.

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.

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. Decorations, other than a shelf or divider, are not permissible.

Notes/Invitations

Any notes or invitations to students OR parents that are given out at school must first be approved by the Principal. Party invitations may only be given out if EVERY child in the class is invited.

Religious Activities

All students who attend St Philip School are required to participate in designated religious activities. Tenets 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. Students will not be pulled out of core classes.

Student Phone Use during the School Day

Calling home during the school day will be discouraged unless of an absolute emergency or specific instruction from the teacher. Students will assume responsibility and applicable discipline for forgotten homework, gym clothes, band instruments, etc. A student, under no circumstances, may call home to be picked up for illness or other

reason. This call will be made by the school health attendant if a student is deemed too ill to remain in school.

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 report cards can be received.

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.

Parent Organizations

The St. Philip School Parent Teacher Committee meets on the second Tuesday of each month. All parents are invited and encourage to attend meeting to stay in touch and be educated about the many activities that happen throughout the school year. There is no fee for membership.

The PTC's main fundraising event, the annual Halloween Carnival, occurs in October of each year. ALL families are required to fulfill mandatory work hours at this event, provide one item per child for the prize wheel, and provide one home-baked good per child for the cake wheel/food booth.

The PTC also coordinates classroom projects for our annual Dinner/Dance fundraiser held in February of each year. The cost per student for the classroom project is pre-paid in your academic fees.