

2018 – 2019

PARENT – STUDENT HANDBOOK



St. Philip's School and Community Center

1600 Pennsylvania Avenue

Dallas, Texas 75215

214-421-5221

School Website: www.stphilips1600.org

School Communication Source: www.renweb.org

Mrs. Kellee Murrell, Principal

Dr. Terry Flowers, Perot Family Headmaster



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OVERVIEW OF **ST. PHILIP'S SCHOOL AND COMMUNITY CENTER**

The vital institution known today as St. Philip's School and Community Center (referred to as "St. Philip's" or "School") grew out of the prayers and commitment of a small congregation of mission focused African American Episcopalians over sixty years ago. In the late 1950s youth in the community began to have juvenile delinquency issues. This prompted the men and women of St. Philip's church to find a solution to this growing problem. Their response was to unite with a few larger, sister Episcopalian churches in North Dallas and build a gymnasium where the youth in this South Dallas neighborhood could find constructive activities, particularly athletics. This gymnasium still exists today, as does the athletic program that now serves over 500 children and youth annually. Traditional sports such as football, basketball, track, and soccer are offered, in addition to lacrosse and wrestling.

Two decades later, a tragic incident involving a toddler, inspired the congregation to unite with residents once again. A daycare center was established. The church eventually closed and over the past three decades, St. Philip's has blossomed into a vibrant and effective organization that provides a quality independent school education to over 200 children, ages PK2 through 6th grade and numerous social and athletic services to over 1,200 children, youth, and adults through the Community Center. The Community Center is truly the heart of St. Philip's and provides dozens of programs to meet the needs of hundreds of children and their families. This includes a Food Pantry, College Bound program (for first generation college prospects), a senior citizens program, mentoring, academic summer camp, legal clinics, and more.

In the tradition of the organization's founders, in the 1980s St. Philip's started a neighborhood revitalization entity that constructed numerous homes for families and even a unique "senior citizens village" within three blocks of the campus. Additionally, St. Philip's attracted Habitat for the Humanity and progress has been made. But there is still work to do. Our challenge is not to keep this once thriving community a poverty stricken one, but to lift it out of the shadows of Dallas. St. Philip's true success will come when we see positive change as a direct result of educated children and youth, healthy families, and a safe, empowered community.

In the fall of 2010, St. Philip's completed a major expansion to the campus that will allow the organization to grow its capacity over the next five to ten years. The new building doubles the size of the campus and includes a 750 seat chapel, double gymnasium, and over a dozen new classrooms, many dedicated to St. Philip's Early Childhood program. *Great Things Lie Ahead* for St. Philip's and the South Dallas Community it calls home!



OUR VISION

Transforming the world by faith, education and service.

OUR MISSION

To provide an unparalleled education and compatible community services through a faith-based experience, with emphasis on serving low and moderate income families.

CORE VALUES

We believe in...

Demonstrating God's love for all people

Embracing everyone's potential to be extraordinary

Serving others with dignity

Teaching values, building character and demanding integrity

Investing in positive community transformation

Nurturing self-confidence, individual sacrifice and cultural awareness

YOU BELONG! (The Statement of Values defines the principles that guide the Board of Trustees and staff in management of the institution.)



CREED

*Look at me. I am more than what you see.
Destiny is mine! If it is to be, it's up to me.
Society will condemn, but only I determine my path.
My people have suffered and died for my chance to read and do math.
Just as sacrifices were made to make my future bright,
It is my responsibility to do things that are right.
I must start today to pave the way.
The community and the world need my contributions.
In success, I will not stray.
The bias, the rumors, nor the stereotypes will hinder my growth;
I claim dignity and prosperity. My God promises both.
Look at me! I am sharp, empowered, talented and proud without limit.
I will use my education to explore new heights.
The sky is the limit, if I just put my mind in it.
When I say, "stick it out," I don't mean a hand.
I will persevere to play my role in God's omniscient plan.
I will live by "put ups, not put downs" for my sister and my brother.
I care for you; I respect you.
If I don't, why should another?
Success is my right - failure my option. I have the voice.
The consequences I will accept, for I made the choice.
Look at me! Great things lie ahead.
Judge me not by what you've been told,
But by what's in my head.*



ORGANIZATION STRUCTURE

The Board Chair and Head of School determine the overall organizational direction and key initiatives. Those initiatives are communicated to Department Heads and Committee Chairs, who work together to co-develop specific steps that would implement and accomplish organizational goals.

St. Philip's School and Community Center is comprised of faculty, staff and administration that are humbled by God's calling on their lives to educate children and adhere to His will that we serve others. We understand and are regularly reminded that our service to children and the community is not a rehearsal. To serve as good stewards of the many resources with which we've been graced, we hold ourselves accountable to the highest possible standard. We are here because we want to serve. Faculty and administration are qualified and dedicated professionals who embody the mission and philosophy of the organization.

The School and Community Center organization comprises numerous departments and divisions. An outline of the organizational structure and the personnel who can provide assistance in specific responsibilities may be obtained from the office of the Headmaster / Executive Director.

The organizational structure of the school is

★ School Board of Trustees

- **Foundation**
- **Headmaster / Executive Director**
 - **Administrative Departments:**
 - Athletics
 - Operations & Facilities
 - Community Center
 - Finance and Business Operations
 - Philanthropy/Foundation: Grants, Volunteers, Alums, Communications
 - Community Development
 - **School Principal:**
 - Admissions and Receptionist
 - Faculty/Teachers
 - Before & After School Care
 - Health Clinic



SCHOOL DIVISION STRUCTURE

EARLY CHILDHOOD (EC) DIVISION

Pre-Kindergarten Through Kindergarten

The goal of the EC program is to provide students with a comprehensive curriculum and a dynamic experience while preparing them in the areas of language, communication, critical thinking, social, emotional and physical development. Learning takes place in a nurturing environment designed to educate the whole child. Students engage in a variety of hands-on activities and lessons across all academic areas while being encouraged to explore and to create. The teaching methodology evolves and adapts to the changing needs of the students.

The routine and consistency of the daily class schedule reinforces learning objectives. The students settle into the classroom and begin the day with D.E.A.R. (Drop Everything And Read) time. D.E.A.R time is followed by a dynamic Chapel Service with the entire student body. The morning activities include reading and math instruction, and science and social studies are taught in the afternoon. Specialized classes (music, art, Spanish, technology, and P.E.) and visits to the library are woven into the weekly schedule. Core academic content is delivered through interactive and small group learning centers. Center time gives students the opportunity to develop academic and socially age appropriate milestones.

Learning centers also afford faculty an opportunity to further individualize instruction. A cross curricular approach is used. Arts and crafts, music, and drama are incorporated to enhance and promote creativity and expression. The math program introduces and reinforces basic math skills that serve as a foundation on which more complex and abstract concepts can be built. The daily math routine includes: color and shape recognition, number recognition, and calendar exercises. Manipulatives, hands-on activities, interactive computer games, and repetitive exercises are used by each teacher to aid in the development of number sense skills. The reading program is designed to develop listening, vocabulary, comprehension, and writing skills. We introduce students to the alphabet, implement phonemic awareness exercises, and guide students through the reading process. The science program encourages students to explore, ask questions, observe, and communicate during each stage of the scientific inquiry. In social studies, students learn about family traditions, communities, explorers, and the history of their ancestors.

Technology is integrated into every facet of the program. Each classroom is equipped with a SMART board. The SMART board enables supplemental enhancement to the reading, math, science, and social studies lessons. It provides opportunities for students to practice skills and



build their understanding of concepts covered in class. Songs, educational videos, and interactive games are examples of the resources made available through the use of this technology.

Take-home activities and research projects are important contributors to academic achievement. It extends the in-school curriculum and provides opportunities to practice skills and cement understanding of big ideas.

Under the direction of the Principal, a Division Lead Teacher supports the guidance of this division.

LOWER SCHOOL DIVISION **First Through Third Grades**

When our students enter first through third grades, they have moved from the solitary play and parallel play seen during the early childhood years to true social interaction and cooperative play. Our Lower School Division teachers take full advantage of this natural progression in child development by structuring lessons through cooperative grouping and hands-on laboratory explorations. Learning activities are designed to promote critical thinking skills that become habitual and automatic. Manipulatives are still an integral part of teaching methodology, especially in mathematics.

Lower School is a time of explosive growth. The program builds on the skills mastered in early childhood by focusing on more formal/traditional study and independence. Hands-on learning activities and centers are consistently incorporated, but they are fused with other traditional methods for teaching and learning. The classroom consists of a more structured learning environment. Students spend more time at desks and/or tables, and the amount of direct instruction is increased. Classroom rules and instruction are designed to ensure appropriate routines and materials are used and followed. Learning activities are designed to promote critical thinking skills that become habitual and automatic.

Teachers use methodology and materials to help students learn information accurately and more rapidly. Learners are taken through the steps of learning systematically and intentionally, helping them to see the purpose and result of each step. Teachers explain exactly what students are expected to learn, demonstrate the steps needed to accomplish the task, and provide opportunities for useful practice. Students are motivated to examine the information, learn the vocabulary, memorize the rules, and recite the material learned. Through repetition and narration, students demonstrate their comprehension of the subject matter.



The *DLM Early Childhood* and *Benchmark Education® Literacy* programs are used to assist in enhancing the growth of readers, writers, and speakers. In addition, language skills are taught and integrated within the context of natural communication experiences and opportunities. These learning experiences utilize quality literature, reference materials, and technologies. In Lower School, students begin the formal study of discovery based science and math. *My Math* (PreK to 4th) and *Glencoe Math* (5th to 6th) program is utilized to assist students in exploring problems to understand the fundamental processes of mathematics, logical thinking, and problem solving. Math manipulatives and other tools are used to move students from concrete to representation, and finally to an abstract level of learning. The study of science is taught using Pearson Science® and various hands-on opportunities. Students are introduced to the scientific method and science process skills such as observing, classifying, estimating, predicting, and measuring. Social Studies is taught using Harcourt Brace Social Studies Weekly ® and maintain a heavy emphasis on African American History and contributions. It provides an increasingly complex lens through which students learn about their community and the world around them. Learning excursions and field trips are regularly incorporated to reinforce concepts and topics studied.

Under the direction of the Principal, a Division Lead Teacher supports the guidance of this division.

MIDDLE SCHOOL DIVISION

Fourth Through Sixth Grades

Young people experiencing the rapid physical, intellectual, social and emotional growth of pre-adolescence need an educational environment sensitive to their specific needs. The Middle School program for students in grades four, five, and six has been carefully constructed to provide a curriculum that is challenging in a school community built on trust, leadership, and mutual respect. Each grade level in the Middle School is guided by a team of teachers who work together to provide a stable and supportive atmosphere. The teachers meet to discuss the academic, social, emotional, and physical needs of each student and to develop strategies to help students deal with the many challenges of this stage of development.

The goal of the Middle School Program is to provide academic and social foundation needed to transition from an elementary school environment into a larger and more independent setting. The platform of the program strives to foster growing independence and accountability. Students are taught to be curious and seek knowledge through the many opportunities they have that transform them into curious, compassionate, creative, and confident individuals.

Literacy/ELAR/Communication (Reading, Language Arts, and Writing), Math, Science, and Social Studies make up the core classes with additional classes in Art, Music, Spanish,



Technology, Physical Education, and Library. Activities and lessons are established to meet the individual needs of students at varied levels of ability while promoting critical thinking and fostering problem solving.

Teachers work to ensure that lessons incorporate the multiple intelligences and allow for creativity as well as verbal and written expression. The program is enhanced through research projects, the infusion of Fine Arts and Technology within core class instruction, and team building games and activities. Students gain a clear understanding that learning involves the interweaving of all content areas. This idea is made more concrete as the students engage in interdisciplinary projects. Academic Excursions are a valuable learning tool and are incorporated within the Middle School Program.

Middle School students have a full day of classes set on a block schedule.

Middle School exemplifies a heightened level of accountability. Fourth through sixth graders are expected and required to play an active role in their education. Students record their homework assignments in their planners, maintain materials and supplies in their designated area or at home, complete extensive research projects, and attend seven to ten minutes of each mandatory **Parent-Teacher Report Card Conference**. These requirements promote the sense of personal responsibility the school endeavors to instill in each student. The students are also afforded a number of opportunities to develop and strengthen their leadership skills.

Advisories

St. Philip's has an advisory system that begins with Middle School students in 4th grade. Each student is assigned an advisor who communicates regularly with parents through written comments and parent conferences as well as through more informal channels. Advisory groups have activities during their allotted advisory time. Advisory meetings provide an opportunity for the students to get to know each-other and their advisors better. Advisories also give students a chance to relax and to share experiences with each other.

Under the direction of the Principal, a Division Lead Teacher supports the guidance of this division.



COMMUNICATION

St. Philip's School and Community Center strives diligently to keep parents informed of school policies, activities, and events. Parents are responsible for any information posted or distributed. Failure to notice items posted, or failure to check Parent Alerts (voice and text messaging), *Remind App*, Week at A Glance, or student's folder or planner, RenWeb.com, or *Remind App* does not pardon responsibility.

Parent-School communication takes place on a regular basis through many sources; such as, but not limited to:

- RenWeb.com (school-wide official, primary communication informational online resource),
- Parent Student Handbook,
- St. Philip's Admission New Parent Presentation,
- *Meet the Teacher/Homeroom Mini School: August-Back To School* meeting,
- Mandatory Parent-Teacher Report Card Conferences,
- *Week At A Glance* class notices,
- *Remind 101 App*,
- Parent Alerts (voice and text messaging) system,
- Student Planners (3rd grade and up) or Student Homework Folder
- Report Cards and Progress Narrative reports,
- Announcements in daily morning Chapel (including its live-streaming service),
- Parent Student Association (PSA) meetings,
- Parent & Teacher meetings (as needed)
- T.V. monitors located in the school lobby,
- 1600, the School quarterly newsletter,
- *Pastries with the Principal* informational sessions,
- *Principal's Pen*,
- *Dad's Dinner with the Doc* informational sessions,
- "Ask the Principal" / "Principal's Pen" newsletters,
- Homeroom parents liaisons communication,
- Mission Moms,
- Dad's Club,
- School Facebook and related school social media,
- School's website (www.stphilips1600.org),
- "WID-WID" Message, a special communication generated by the Perot Family Headmaster Dr. Terry Flowers, and



- Weekly Memo, an e-publication that features announcements and communications of various programs in the school and community center.

Renweb

RenWeb.com is the official school's communication and information system (www.Renweb.com). Parents can access student grades, homework assignments, attendance items, discipline events, medical events, grades, report cards, etc. **All parents are required to maintain their accurate contact information** such as emails, address, phone numbers, emergency contacts, authorized persons for pick up, etc., **in the Renweb (www.renweb.com) system.**

Remind

Is a website that provides a safe way for teachers to text message or email students and parents. Any time a teacher sends a message from *Remind*, all the students or parents subscribed will receive it.

Weekly Memo

The *Weekly Memo* is the School's newsletter keeping parents informed about St. Philip's School and Community Center. All parents are expected to register to receive the *Weekly Memo* via email by forwarding your email address to weeklymemo@stphilips.com.

Meet The Teacher Event

At the beginning of each academic year, parents will have the opportunity to attend *Meet the Teacher* event to meet all of the teachers. At this *Meet the Teacher* event, parents will turn in their child's school year designated supplies. Parents will obtain information regarding the classroom procedures, communication procedures, school year schedule of events, homeroom activities, grade level standards, grading, assessments, behavior policies, assignments (homework, projects, etc.), uniform standards, attendance and tardies, carpool procedures, academic excursion, background checks, homeroom parents guidelines, and general parent guidelines, and brief reference to this Parent Student Handbook.

Non-Attendance: If you are not able to attend *Meet the Teacher* event, during the first week of school, you must schedule a time to meet with the teacher to obtain this essential information and guidelines for turning in supplies and school guidelines. This is an important meeting that provides essential information for the school year.



Inclement Weather Communication

In the event of the closing of school due to inclement weather, listen to the following official radio and television stations to announce operating hours: WBAP 820 (AM); KRLD 1080 (AM); TV Channels 4, 5, 8, and 11. In addition, please check the St. Philip's website for the morning in question. School-wide communication system voice and/or text messages announcing the school closure or late arrival time will be left on parent phones numbers registered in the RenWeb.com school communication system or *Remind App*.

It is crucial to maintain accurate cell, home, and emergency contact telephone numbers and email addresses in the School's RenWeb.com system.

Severe Weather Dismissal Communication

A "severe weather alert dismissal" message will be sent to parents when conditions exist that pose a safety threat. A text message via RenWeb.com Parent Alert will be sent. Parents are responsible for ensuring their school contact information is current in the RenWeb.com communication system or *Remind App*.



PARENT & TEACHER COMMUNICATION

As outlined in the *Communication* section, the school provides various formats for communicating from school to home and home to school. It is important that you talk with the person who is most knowledgeable and can take action regarding the subject matter for which you need support or guidance. When a matter of concern needs to be addressed, these guidelines should be followed to ensure your communication is received and a timely reply from the School is given.

Scheduling Parent & Teacher Meetings

Early Childhood or Lower School students have a homeroom teacher. Middle School students have an advisor.

Parents are encouraged to contact the student's homeroom teacher or advisor when you have a question or suggestion, want more information, need clarification of a situation concerning classroom matters, your child's academics or social relations, emotional or behavioral matters, or need to resolve a matter or related concern. Likewise, teachers are encouraged to notify parents if they have a concern or to tell parents about an outstanding academic accomplishment made by the student.

A parent-teacher meeting may be scheduled before or after school hours based on teacher's availability. It is best to formally schedule a meeting by sending an email, sending a note in your child's planner/homework folder, contacting via school phone, or preferred method given to you by the teacher. It is imperative that you receive a confirmation from the teacher about the meeting date and time. The teacher should reply within two (2) school business days. If the teacher does not reply within two (2) school business days, please consider the teacher may not have received your message; therefore, please follow through again and or send a written request for a parent-teacher meeting message in your child's planner or homework folder.

Need for resolution on a matter should be first addressed with the specific teacher, if not resolved, then with the Division Lead, if not resolved with the Division Lead, then with the Principal (only if needed).

Unscheduled Meetings

Please do not attempt to have unscheduled meeting with the teacher during carpool, in the hallway, when a teacher is with students, cafeteria duty, class time, before school care morning duty, while teacher is in transition with students, or related times that would reduce direct attention to students or the school setting. Unscheduled, impromptu meetings do not allow the teacher the proper focus and deliberation students deserve as well as may hinder



the instruction and supervision of students. Formally scheduling a parent-teacher meeting will allow the teacher to bring any necessary materials and arrange for a time to adequately meet with the parent.

Report Card Conferences (Mandatory Attendance)

Parent Teacher Report Card Conferences are generally held with the homeroom teacher or advisor. The parent may request that other teachers participate in the Parent Teacher Report Conference or the parent may schedule a separate meeting with the class subject teacher. Both parents (living in the home) are required to attend Parent Teacher Report Card Conferences.

To increase two-way communication about homework, teachers may talk with parents about their mutual goals for a student's learning. Parents are also encouraged to make comments about assignments, student learning styles, and home environment.

Failure to attend the **two mandatory** Parent-Teacher Report Card Conferences may result in consideration for not being extended an invitation for reenrollment to St. Philip's School and Community Center.

For Parent-Teacher Report Card Conferences, refer to that section for more information.

Parent & Principal Meetings

If there is an unresolved issue **after** having initially met with the after school care coordinator or related staff or teacher, and secondly after having met the Division Lead, then finally a written or telephone request to meet with the Principal should be submitted directly to Principal's Assistant. The Principal or Principal's Assistant will reply within two (2) school business days. Please provide the details about the need for the Parent & Principal meeting in your request for a meeting.

Your concerns are important and should be addressed with the utmost attention; therefore, please do not have unscheduled meetings with the Principal. Impromptu or unscheduled meetings or discussions do not allow for effective planning and preparation.

Meetings with the Headmaster

Only the Principal can escalate a matter to the Headmaster and or the Board of Trustees. The Principal seeks to ensure all matters are addressed effectively, efficiently, and expediently.



PARENT DEFINED

The term “parent” is used to refer to the parent, parents, legal guardian, or other legally authorized person who has agreed to assume school-related responsibilities, or a legally authorized person standing in parental relation or lawful control for a student.

In cases of divorced parents, parental rights will be solely verified by a legal final court decree or order. The parent is required and must present the current legal court decree or order that has a seal, date, and judge's signature. In the case of separated parents, both parents are responsible for listing and maintaining their contact information in the School’s communication system and correspondence will be submitted to both parents.

Both parents are responsible for support of the student and the School.

Custody Matters

In the absence of a court order to the contrary, the School will provide the non-custodial parent with access to the academic records and to other school-related information regarding their child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Divorced parents must provide the School with an official copy of the custody section of the divorce decree.

If there is protective order on a family member, please remove that person from the RenWeb.com system to prevent that person from being on campus. If the protective order is on a parent, the School must be provided an official copy of the protective order. This will ensure the protection of everyone in the family.

The school’s will not interpret or enforce a visitation schedule, however, will adhere to the provisions outlined in the official court order or decree signed and dated by the Judge.

Parental conflicts and disputes must not be addressed on the School property or School events whether on or off campus. Any such matters resulting in a disorder or disturbance while on the School and community center property or event may result in the family being recommended for withdrawal, law enforcement intervention, and or immediate dismissal from enrollment at St. Philip’s School & Community Center (without the privilege of returning to the campus property).

These matters should be addressed with the Admission Director and Principal.



ADMISSION / ENROLLMENT

St. Philip's does its best to admit students who we believe will greatly benefit from our effective and unique approach to education. We do not admit solely the highest intellectual, but a diverse group of malleable children, who will excel in an environment that is conducive to encouraging, nurturing, challenging, and inspiring students to have a love of God, love of self, love of community, and love learning. We consider these qualities to be the true foundation for great leaders and positive contributors to society. We have found that the key to a successful St. Philip's education is the combination of a strong educational program, hardworking students and supportive parents.

At St. Philip's we stare true transformation in the face on a daily basis. We are committed to cultivating a student body of confident, compassionate, and capable children excited about their future.

Racial Nondiscrimination Disclosure

St. Philip's School & Community Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not condemn or condone on the basis of race, color, religion, gender, sexual orientation, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Enrollment

The enrollment process is not complete until all forms have been filed and financial obligations met. Parents are responsible for the full tuition for the year as outlined in their contracts.

For enrollment procedures and requirements, visit with the Admission Office. All students are required to have valid certified copies of

- Birth Certificate
- Social Security Card
- Health Immunization Records

A student folder and electronic data will be established and maintained on every student.

Reenrollment

Students are not automatically re-enrolled for the next school year; thus, current student reenrollment is not guaranteed from one year to the next. Reenrollment normally occurs annually



in February. *Refer to the School Calendar or the Admission Office for reenrollment open and closing dates.*

Families extended an invitation to reenroll, must complete the reenrollment process by the final reenrollment deadline. Failure to do so will result in the student being withdrawn; thus the student must complete an application process for enrollment during the **Open Enrollment** period. *Refer to the School Calendar or the Admission Office for the Open Enrollment dates.*

It is our reenrollment practice to temporarily block any family from reenrollment who applies out to another school. By these actions, it is evident that St. Philip's School and Community Center is not your primary choice for your child's education. This enrollment block affords the family the opportunity to seek what they may consider to be a more suitable option for their family while allowing families to re-enroll/enroll who have already made the decision that St. Philip's School and Community Center is the primary option for their family. Once these families have had an ample opportunity to re-enroll/enroll, at the discretion of the Enrollment Team blocked families may have an opportunity to enroll on a first come first served basis for remaining slots that are available.

Students who have been recommended to receive or who have received intense academic support, yet have not mastered content of core subjects will have a parent meeting with the Student Support Services Team at the beginning of the third grading term. The purpose of the meeting will be to establish a plan for reenrollment, retention, remediation, or referral considerations. *For more refer to the Student Support Services section.*

There are other factors considered when offering an invitation for reenrollment. Such factors may include but are not limited to compliance with provisions outlined in the Parent Student Handbook to include harmony agreement, communication policy, attending mandatory meetings, ongoing violations, etc.

The proper enrollment and School forms must be completed each year within the time set before new applicants are accepted. After the contract return period for re-enrolling students expires, new applicants in the wait pool are accepted at a date determined by the Admission Committee and the Principal.

Registration *(Refer to the Business /Finance Office section)*

An agreement to pay tuition is an annual commitment, which begins upon completion of the enrollment agreement. If you have re-enrolled an existing student or registered a new student for the following school year, **all** tuition contracts for the payment of tuition must be honored in full.



Registration fees must be paid at the time of enrollment.

For participation in the **Before School Care and After School Care**, students must be in enrolled in these programs. *Refer to the Before School Care and After School Care section.*

Student Records *Refer to Health section*

The Admission Director coordinates school admission, enrollment, school transfer and academic records, and related records. A student folder and electronic data will be established and maintained on every student. Records are maintained based on retention standards.

The School Nurse and Admission Director will closely monitor health records to ensure that they are complete and current. Students with health records that are not in compliance will be notified of noncompliance and adhere to guidelines to meet compliance immediately. *Refer to Health section.*

Release Of Records *Refer to Business/Finance Office section*

School records cannot be forwarded until compliance with all policies and provisions and financial responsibilities. Student records will **not** be forwarded until financial accounts and obligations are reconciled. Refer to the above statement on request for records.

All requests for records must be submitted directly to the Admission Office. Teachers will not release student records, evaluation request, letters of recommendation, or other documents directly to the parent or student. Parents must give a request for records or completion of any records or forms directly to the Admissions Director and not the teacher. These matters must be coordinated by the Admission Director.

Withdrawing From School Or Being Released *Refer to the Business/Finance Office section*

Students may be withdrawn from school by the student's parent who must state the reason for the withdrawal. The School may release a student from enrollment.

On the student's last day, all withdrawal matters must be settled and approved by the Business/Finance Office and Admission Office and Principal's Office. Withdrawal/Released matters shall include, but are not limited to:

- Returning textbook and class resources to all teachers.
- Ensuring no outstanding library fines and all library resources have been returned *Refer to the Library and Business/Finance Office sections.*
- Financial balance has been cleared with the school catering service *Refer to the Lunch section.*



- All school financial obligations through the Business/Finance Office or FACTS accounts have been met (such as: restitutions, tuition, Before School Care (BSC) and After School Care (ASC) fees paid, etc.).
- Accounts left unpaid will jeopardize a student's opportunity to be considered for re-enrollment.
- Parents withdrawing students during the summer months or after the eligible reenrollment period has closed are not guaranteed a seat for the upcoming school year.



BUSINESS / FINANCE OFFICE

Communication with the Business/Finance Office is essential. The Business/Finance Office is here to assist with your account when or if needed. If the Business/Finance Office has an important message for you they will send you an email and a text. Please do not disregard either one. It is important that you respond as appropriate when contacted by the Business/Finance Office no later than two (2) school business days. Failure to follow up with the Business/Finance Office may result in changes be processed to your account or enrollment status.

Background Checks *(Refer to Business/Finance Office and Academic Excursion sections)*

All school personnel faculty, staff, volunteers, outside tutors, chaperones, parents, individuals attending Academic Excursions/field trips, and those who work directly with the students must have a completed, satisfactory criminal history background check on file in the Business/Finance Office.

At the beginning of the school year, parents should initiate their background clearance through RenWeb.com and submit the completed form to the Business/Finance Office for processing. **It is the responsibility of the parent to ensure a completed and approved background check has been conducted before participating as a volunteer, supporting in the classroom or with students or on an Academic Excursion.**

Questions or concerns of areas that are reviewed to be unsatisfactory should be directed to the Business Office.

Early Arrival And Late Pick Up Fee *(Refer to ASC & BSC Program Section)*

Students not enrolled in the *Before School Care (BSC)* or *After School Care (ASC)* program, but participate in either will be charged a fee.

There will be a fee assessed to parents who:

- arrive early before 7:30 a.m. for the BSC program but are not enrolled in the BSC program;
- do not arrive on time to pick up their child from Carpool resulting in their child being transferred to ASC program;
- do not pick up their child from ASC at 5:30 p.m. or pick up from the enrolled extended day program at 6:00 p.m.

The assessed fee is \$1.00/minute starting at 5:30 p.m. or if enrolled in the extended program at 6:00 p.m. (equivalent to \$15.00 every 15 minutes). The assessed fee is \$1.00/minute, for every



minute before 7:30 a.m. The Business/Finance Office will bill for this fee as an incidental billing on your FACTS Management Account. The BSC and ASC coordinators will document the time and provide information to the Business/Finance Office.

Any questions regarding this policy should be directed to the Admission Director. To enroll your child in either program, visit with the Admission Director.

Collection Of Funds (Refer to Philanthropy section)

All monies offered for the benefit of St. Philip's School & Community Center operating expenses or programs must be processed through the Business or Philanthropy Offices.

Neither homeroom parents nor classroom teachers nor school front desk personnel shall collect any funds for any reason without the direct approval of the Business or Philanthropy. All funds (including academic excursions, t-shirts, classroom parties/events, candy money, Yo-Yo money, etc.,) must be approved by the Business/Finance Office. Any money to be turned in should follow the guidelines of the homeroom teacher or placed in the designated secured Fund Payment Mailbox located in the foyer by the Concession area. Any exceptions (including Parent Student Association, Community Center, Athletic Department, etc.,) must be approved in writing by the Business/Finance Office.

Release Of Records (Refer to Admission Office section)

All financial obligations must be met prior to release of any school records, including but not limited to: graduation certificate being issued, end of the year school report cards, and related documents. Other graduation privileges may be withheld as determined by the Principal.

All school financial obligations through the School's Business/Finance Office or FACTS accounts must have been met (restitutions, tuition, BSC and ASC fees paid, etc.). *Refer to the Business/Finance Office section.*



TUITION PAYMENT POLICY

Payment Of Tuition & Fees

The tuition cycle is a 12 month cycle beginning in May preceding each school year and ending in April (for installment agreements). Unless otherwise specified by the school's administration, all agreements for the installment payment of tuition must be paid within the months specified above.

Parent may choose one of three options for the payment of tuition:

1. One annual payment due by May 10th for the following school year.
2. Two semi-annual installment payments due by May 10th and November 10th.
3. Twelve (12) monthly installment payments due, according to the parent's date preference, on the 5th or the 20th of each month.

These payments are ACH draft payments or credit card payments administered by FACTS Management Company ("FACTS") directly from a parent's account.

Inactive Accounts

Having an active FACTS account is a requirement for enrollment in St. Philip's. St. Philip's reserves the right to adjust the amount due for tuition and fees for any reason.

Parents are required to maintain an active FACTS Agreement for their child to remain enrolled. Our policy is that all families must have a current, active FACTS account if not making one annual payment.

If your account is inactivated at any time your child will be immediately withdrawn from school and not eligible for reenrollment. There will not be any exceptions to this policy.

Installment Payments Through Facts Management

St. Philip's currently contracts with FACTS Management Company to provide payment services for tuition and fees. FACTS provides this service for the school, and assesses a set-up fee which is charged directly against parents account for each activated agreement. Additional fees may also apply for other services/products chosen by the parent.

FACTS provides installment payment services by directly debiting a parents account through monthly ACH transactions or through monthly credit card charges with selected card issuers



(MasterCard, Discover or American Express). If a payment is missed or returned for insufficient funds, FACTS automatically reattempts missed payments.

If a payment through FACTS is returned for insufficient funds, parents will be assessed a FACTS Missed Payment Fee for the initial occurrence and any subsequent re-attempts returned. FACTS Missed Payment Fees will be automatically deducted from the account identified within 20 days as outlined in the FACTS agreement. Fees assessed by FACTS for missed payments are at the discretion of FACTS and cannot be waived by the school. Missed Payment Fees may be paid to St. Philip's via cashier's check or money order for remittance to FACTS on the parent's behalf. Please contact FACTS at 1-800-624-7092 for any additional questions concerning insufficient fund charges.

Adjustments To Installment Accounts

St. Philip's reserves the right to adjust the amount due for tuition and fees, for any reason including but not limited to clerical errors, service level changes requested by parents, fines and unpaid balances from prior years, etc. If a parent is currently paying under an installment agreement, St. Philip's reserves the right to adjust the amount due through installment payments until all tuition and fees are satisfied. Parents will be notified in writing if this occurs.

Delinquent Tuition And Fees

If any portion of tuition becomes delinquent at any time during the school year, parents will have a maximum of 30 days grace period to bring their tuition account current. In order for an account to be considered current, parents must pay not only the portion of tuition that is delinquent but must also pay any current installments that become due in the interim.

If an account is not brought current within the period specified above, students may be removed at the discretion of the schools' management from all school activities, including academic, academic excursion, school programs and events, athletic, Community Center and extracurricular activities, until the delinquency is resolved. If this occurs, parents will be notified in writing of the school's intent to remove their child and be expected to abide by these rules until otherwise notified.

Tuition Protection Plan

Since the school's staffing needs and general expenses are fixed for the academic year and the absence of a student does not lessen these expenses, St. Philip's is offering a voluntary *Tuition Protection Plan* to help protect your annual financial obligations under the terms of this Contract in the event the Student must withdraw from school.



The Tuition Protection Plan covers 100% of the remaining tuition balance in the event of an occurrence of a covered risk, and 50% of the remaining tuition balance in all other situations. The remaining tuition balance will be computed based on the number of academic days remaining in school year.

A “covered risk” is defined as:

- Student withdrawal for certified medical reasons;
- Job transfer resulting in a Parent being relocated outside the Dallas/Fort Worth Metropolitan Area; or,
- Waiver solely at the discretion of St. Philip’s.

To qualify for a medical withdrawal, a statement from a licensed physician attesting to physical or mental disqualification of the Student for the balance of the academic year is required. For a Parent job transfer, a letter from the employer on original letterhead is required.

The annual cost of this Tuition Protection Plan is \$500 per covered student.

No other terms will be accepted for the payment of tuition and fees. St. Philip’s reserves the right to activate all agreements in order to ensure the full payment of tuition.

Unpaid Balances

If there is an unpaid or unresolved balance at any time during the school year or at the end of the school year, parents will be notified of the balance and will **not** be allowed to reenroll and any financial aid amounts awarded will be rescinded.

Student information, such as grades, test scores, medical records, etc. will be withheld until the balance is paid in full.

Graduation Financial Status

A prospective graduating student will not be allowed to participate in the graduation and/or any other senior activities, receive their diploma, etc. if their financial account and related fees are not in good standing by April (which is the last payment due for the year).

RETURNED PAYMENTS

St. Philip’s may access a fee for any payment(s) for tuition, services, products, etc which are returned due to insufficient funds. Parents will be notified in writing per each occurrence. Parents are expected to clear returned payments immediately, resolving with a cashier’s check or money order. Checks are not an acceptable form of resolution for returned payments.



If a payment (i.e., via check) is returned for insufficient funds within a school year, St. Philip's reserves the right to refuse any future check or ACH draft payments. The student may **not** be allowed to reenroll and any financial aid amounts awarded may be rescinded.

Financial Assistance

Financial assistance is not guaranteed from one year to the next. Families wishing to apply for financial assistance may obtain the necessary forms and procedures from the Admission Office. Financial assistance may be denied or ceased if parent has not been in compliance or supportive of school policies and procedures to include, but not limited to the Parent-Student Handbook, but also financial commitments, *Parent Agreement and Harmony/Communication Policy*, Student Support Services, Disciplinary Policy, Academic Performance (not on Academic Probation).

Parents who are experiencing financial difficulty during the school year should contact the Business/Finance Office immediately *to determine a plan of action, if any*. Timely communication with the Business/Finance office is essential.

Tuition Assistance

If your child is withdrawn from school or if your FACTS account is past due, you may forfeit your tuition assistance award. Also, you may forfeit your tuition assistance award if there are continuous disciplinary actions and/or issues.

Fines/ Restitution

The parent is responsible for paying for all fines/restitution matters without exception. Such matters may include, but are not limited to:

- Library Books
- Vandalism or Destruction of School Property
- Lost Text Book & School Resources
- Early release or withdrawal obligations
- BSC and ASC late fee or non-enrolled student use fees



PHILANTHROPY OPERATIONS

St. Philip's Philanthropy Office is committed to securing monetary, volunteer, and in-kind resources to empower the St. Philip's School and Community Center ministry, as well as to increase its visibility in the larger community. This vital work is accomplished on an annual basis through a concerted effort and partnership between the Philanthropy Team, Executive Director/Head of School Executive Director/Head of School Assistant, School Trustees, School volunteers, parents, alumni, faculty and staff. Without the united front and culture of stewardship shared by all of these entities, it would be extremely difficult for the Philanthropy Office to raise the operating monies, endowment monies, and other restricted funds needed annually to keep this dynamic organization up and running in an effective manner.

Fundraising, stewardship, marketing, and cultivation are the specific areas the philanthropy program orchestrates and manages.

Fundraising

We appreciate the willingness of our families to assist in raising funds for the school and community center. In order to avoid duplicate request for funding from prospective donors, faculty, staff, volunteers and families are required to secure prior written approval of the Chief Philanthropy Officer before soliciting a gift. Approval from the Chief Philanthropy Officer is also required of all solicitations that do not benefit St. Philip's from an existing funder.

Solicitation of Funds

The Office of Philanthropy initiates solicitations and any unauthorized solicitation may directly conflict with current or planned efforts. As well, maintaining accurate and centralized records of donations is essential for establishing a precise audit trail and properly acknowledging the receipt of gifts of cash or property. An established procedure for receipt of funds protects the employee, parent or friend from criminal liability in the event a donation is lost or stolen.

Collection of Funds

All monies offered for the benefit of St. Philip's School operating expenses or programs must be processed through the Business and Philanthropy Offices. Any exceptions (including Parent Student Association, Community Center, Athletic Department, etc.,) must be approved in writing by the Business/Finance Office.

Any exceptions must be approved in writing by the Business/Finance Office to include Parent Student Association officers, Concession, etc.



Funding Efforts

Families are responsible for paying approximately half the costs of a St. Philip's education through regular annual tuition and fees. The remaining expenses must be raised annually through various fundraising efforts coordinated by the Office of Philanthropy. These funds are raised by hosting one major event, grant writing, and soliciting support from individuals, corporations, foundations, and organizations donors.

Family Annual Fund

It is important for donors to know that our families, employees and board members are participating in collectively to reach the annual goal.

Each year our goal is to have 100% participation from employees, board and St. Philip's school families. In an effort to make these efforts successful, it is expected that each family will participate in the FAMILY ANNUAL FUND and/or NORTH TEXAS GIVING DAY.

All gift amounts are welcome and should be made or pledged on North Texas Giving Day or by the end of September. All gift amounts are welcome and should be made through the Family Annual Fund Drive, held each year in September. If making a gift over \$500, a family may also make a pledge in September and pay the amount over the school year to be completed in full by the May 1.

In addition to a financial commitment, St. Philip's parental involvement, leadership, and support through volunteerism and resources are a major factor in the School's success. Volunteers allow St. Philip's to focus more of the financial resources towards the essential needs of the school over staffing for small projects. You are invited to identify opportunities for your company, family or friends to participate in a myriad of volunteer activities throughout the school year.

In addition to mandatory participation in the FAMILY ANNUAL FUND or NORTH TEXAS GIVING DAY, each family must contribute to at least one fundraising event coordinated by the Parent School Association (PSA).

Participation includes volunteering or a monetary contribution made payable to a specific PSA sponsored fundraiser. In September, the PSA committee will provide a schedule of activities and list of volunteer opportunities.

Additional Ways to Give to St. Philip's

We know that support for the school is as important to you as it helps ensure we have the best resources for your family's experience at St. Philip's. The following are additional ways the Office of Philanthropy encourages parents, faculty, and staff to give to St. Philip's:



1. ***Participate in an employee matching gift program.*** Simply inquire with your Human Resource department to see if your company has a matching gift program. If so, most companies will match your gifts of time and/or money to the School dollar for dollar. Many families can double their annual gift this way.
2. ***Participate***
 - a. ***In your company's United Way campaign.*** Earmark St. Philip's (#180) as your beneficiary charity.
 - b. Secure a Kroger, Tom Thumb and/or Target card and register. When you shop, a percentage will benefit St. Philip's.
3. ***Invite your employer to serve as a sponsor for the Destiny Award Luncheon.*** The luncheon is held annually in the spring on the St. Philip's campus in the Snyder Activity Center. This is a wonderful opportunity to engage your co-workers or supervisors in the work St. Philip's does for the community of Dallas while also helping to raise needed funds for the school.

For more information, please visit the St. Philip's website or email the Philanthropy Team at philanthropy@stphilips.com.

Logos and Images Use Policy

All logos and images associated with St. Philip's School and Community Center its associated entities are for the sole use of the School. The logos, insignia and images may not be reproduced, duplicated or altered without express written consent from the School Administration, Public Relations Coordinator. This includes the school logo, athletic logos, Parent Student Association, Mission Moms, Dad's Clubs logo as well as images from the school website. Independent use of any of these logos and images on sports team uniforms, paper goods, clothing, decals, monogrammed or imprinted items, etc. is prohibited.

Volunteering

St. Philip's depends on hundreds of volunteers each year to implement its programs in the School and Community Center. We seek volunteers through our parents, alumni, and other members of our community, including corporations and churches.

In the interest of children's safety and well-being, state law and the School require that all School volunteers (students, parents, and community members) complete the School volunteer application, undergo a criminal record check, and participate in any orientation and training.

We also require that ALL VOLUNTEERS register and discuss opportunities and responsibilities through our on staff Volunteer Coordinator.



SCHOOL HOURS

In order to establish patterns of responsible behavior at all ages, all students must arrive on time for the beginning of the school day, which includes D.E.A.R. (Drop Everything And Read) /W.R.A.P. time, daily chapel, classes, and scheduled early morning sessions.

A consistent morning routine is very beneficial for most children. It is essential that children have a **nourishing breakfast** each day and a consistent, appropriate bedtime on school nights.

Guidelines for accessing the building and parking lot hours refer to the *Operations and Safety and Parking Lot* sections.

Before School Care (BSC) Hours

Only students enrolled in BSC may enter the building in the morning beginning at 6:30 a.m. to through the Life Center Snyder Gym door only. (See BSC section for more)

After School Care (ASC) Hours

Only students enrolled in the ASC program (See ASC section for more):

- Prekindergarten to 3rd grade begins at 3:30 p.m. to 5:30 p.m.
- 4th grade to 6th Grade begins at 3:45 p.m. to 5:30 p.m.
- Extended Day: May be offered until 6:00 p.m. at an additional rate.

Kiss-N-Ride (Morning Carpool) Hours

Begins at 7:30 a.m. students should enter the building through the Life Center Snyder Gym. Drivers must adhere to the carpool and parking guidelines, failure to do so will result in violation notice action. Refer to the Carpool section for more details.

Pre-K through 3rd grades Hours

Class day begins at 8:00 a.m. to 3:30 p.m. Students not in the classroom at 8:00 a.m. are tardy. Students not enrolled in BSC may arrive no earlier than 7:30 a.m.

Fourth (4th) through 6th grades Hours

Class day begins at 8:00 a.m. to 3:45 p.m. Students not in the classroom at 8:00 a.m. are tardy. Students not enrolled in BSC may arrive no earlier than 7:30 a.m.

Detention Hours

School day detention begins at 7:00 a.m. to 7:50 a.m. on a designated day of the week as assigned to the student. Students not in the Snyder Gym for detention at 7:00 are tardy and



subject to an additional day to serve detention. Saturday detention hours will be scheduled as determined by the Principal.

School Wide Events

Most school wide events begin at 5:45 p.m. ASC is not for childcare during school wide events.



BEFORE SCHOOL CARE (BSC) PROGRAM

St. Philip's offers a fee based Before School Care (BSC) program for students each morning, providing a safe place for parents to drop off before the school day begins. Enrollment in the program is arranged prior to the first day of school in August with the Admission Office. The BSC program does not offer breakfast nor is there a designated supervised area for children to eat breakfast.

The BSC does not have structured activities scheduled for the students. Students are grouped by grade level divisions.

BSC Hours & Entrance

Before School Care begins at 6:30 a.m. for students enrolled in the BSC program. The BSC personnel will accept students through the Life Center Snyder Gymnasium doors (located on the I-45 access road). All other entry doors of the School will remain locked and families/students should not enter through any other door with their child (with the exception of school personnel).

BSC parents must enter the building with their child and sign-in their child. Parents should **not** allow their child to exit the car and enter the building **unsupervised**. For safety and security purposes and to ensure the child follows guidelines, it is imperative for parents to follow these provisions. Students will neatly place their belongings in the designated areas on the gym floor.

BSC Fee

Before School Care is a fee-based program beginning at 6:30 a.m. each school day.

Drop In Before School Care

St. Philip's does not offer a daily "drop-in" or "as needed basis" Before School Care program. Students not enrolled in BSC, but are routinely dropped off between 6:30 a.m. to 7:30 a.m. in the BSC program will be charged a fee for every minute the child is in the BSC program. This BSC penalty fee will not be overturned because the BSC service was utilized. *Refer to the Business/Finance Office section regarding billing of penalty fees.*

Therefore, if your schedule changes and you need BSC, please notify the Admission Office. The Admission Director will contact the BSC Coordinator **after** you have made the necessary arrangements to enroll in BSC with the Admission Office.

Disciplinary Matters

The Discipline Policy outlined in this Parent-Student Handbook is applicable to the BSC Program. Disciplinary matters occurring in the BSC Program will be coordinated and reported to the parents by either the BSC personnel and or the BSC Coordinator. Ongoing infractions /



incidents may result in a student being withdrawn from the BSC program. If a BSC student is withdrawn from BSC due to disciplinary matters, financial commitments must be addressed with the School's Business/Finance Office.

The parent is encouraged to ensure BSC Coordinator is informed of any concerns within a timely manner. Matters not resolved should follow the guidelines outlined in the "*Parent & Teacher Communication*" section.



AFTER SCHOOL CARE (ASC) PROGRAM

The purpose of the ASC program is to provide enriching activities to the participants as a source of continued learning to strengthen the academic abilities of the children during after school hours.

Enrollment is required to participate in the program an arrangement by the Admission Office prior to the first day of school in August... A subscription to this program is done on an annual basis during the enrollment/reenrollment with an annual cost.

New activities and events are introduced each year. The ASC program provides a safe and supervised environment where students and students from the immediate community participate in programming that provides academic enrichment and cultural identification while enhancing social skills and exposure to opportunities that might not otherwise be offered. Time may be allotted for students to complete homework, however, it is not a formal direct academic support for homework or tutorials (refer to the *Student Support Services section*).

The ASC Coordinator under the direction of the Principal coordinates all programs, ASC personnel, events, scheduling, etc.

ASC Hours

ASC is a fee-based program from 3:30 p.m. to 5:30 p.m. each school day for students enrolled in ASC. At the end of the school day, enrolled ASC students are transitioned to ASC. Children are separated in areas by grade level at which time a snack is served, and then students participate in organized activities by grade level and interest.

An extended ASC program from 5:30 p.m. to 6:00 p.m. is offered at an additional annual rate. Parents must enroll in this designated extended ASC time.

At the end of each ASC day, on about 5:15 p.m., all students are transitioned to the Snyder Gymnasium in the Life Center building until they are picked up. Students will need to be signed out by an authorized parent no later than 5:30 p.m. or if in the extended ASC program to 6:00 p.m.

The ASC program is extended to students in the School's immediate community area.

ASC Fee (see Business/Finance Office section)

There is a financial cost to be enrolled in the ASC program up to 5:30 p.m. and an additional fee for the extended day program from 5:30 p.m. to 6:00 p.m.



A late **penalty fee** is assessed by the minute for every minute the parent is late signing out their child from ASC.

Students not enrolled in ASC, but are transferred into the ASC program because parent failed to pick them up at the required designated time from carpool, tutoring, extracurricular activity, etc., thus late, will be charged a late penalty fee for every minute the parent is late and child is in the ASC program. This ASC penalty fee will not be overturned because the ASC service was utilized beyond the designated time. *Refer to the Business/Finance Office section regarding billing of penalty fees*

Drop In After School Care

St. Philip's does not offer a daily "drop-in" or "as needed" After School Care program. Therefore, if your work schedule changes and you feel you need ASC or extended ASC, please notify the Admission Office. The Director of Admission will contact the ASC Coordinator **after** you have made the necessary enrollment arrangements with the Admission Office. *Refer to the Business/Finance Office section regarding billing of penalty fees.*

Special School-Wide Events After School

After School Care is not for special school events held after school. ASC is not for school events such as Parent Student Association (PSA) meetings, Annual Fund Campaign Drive, Parent University/Lecture Series, Curriculum Night, Sporting events, student rehearsals or performances, Parent-Teacher Report Card Conference or meetings, etc.

If a child is enrolled in ASC, parents are required to properly and promptly sign out their child from the ASC program at the designated enrolled ending time. Failure to sign out at the ending time may result in a late penalty fee being assessed. The penalty fee will not be overturned because the ASC service was utilized.

Most school-wide events offer child care services at no cost with structured programs for St. Philip's school age children. No child care service is provided for children that are not toilet trained or younger than two (2) years of age. To participate in the school-wide event child care services, parent must participate in the school-wide event. Parents are not allowed to enroll their child in childcare and leave the campus, but must participate in the school-wide event being offered.

ASC Meal

Students enrolled in the ASC program are eligible to receive a healthy light meal each day provided through the North Texas Food Bank program. The meal offered to every ASC student



is served at the beginning of the ASC day. Parents are responsible for ensuring dietary restrictions are reported in writing to the ASC personnel and the Health Clinic.

Disciplinary Matters in ASC

The Discipline Policy outlined in this Parent-Student Handbook is applicable to the ASC Program. Disciplinary matters occurring in the ASC Program will be coordinated and reported to the parents by either the ASC personnel and or the ASC Coordinator.

Ongoing infractions / incidents may result in a student being withdrawn from the ASC program. If an ASC student is withdrawn from ASC due to disciplinary matters, financial commitments must be addressed with the School's Business/Finance Office.

The parent is encouraged to ensure ASC Coordinator is informed of any concerns within a timely manner. Matters not resolved should follow the guidelines outlined in the "*Parent & Teacher Communication*" section.



OFFICIAL UNIFORM: DRESS CODE AND SCHOOL UNIFORM

St. Philip's School believes that emphasizing neat, clean, and appropriate attire will help students to develop good personal grooming throughout life. Haphazard grooming often encourages haphazard behavior and may interfere with a child's personal and academic progress. **We appreciate our parent's diligence in assisting their children in adhering to the school uniform code.**

Violations

Students not in compliance with the school Uniform guidelines are subject to Disciplinary Consequences (refer to the *Discipline section*):

1. Students who come to school not in compliance with the Uniform policy will be issued a Uniform Code Violation as a warning for their 1st offense.
2. The 2nd Uniform Code Violation will result in the student being sent to the Admission Office and parents being contacted to bring the proper clothing to school within two hours of contact.
3. The 3rd Uniform Code Violation will require the student to be picked up by the parent/guardian and taken home for the remainder of the day.

Uniform violations may be issued by the teacher, Admissions Office or any member of the leadership team who determines the student to be in violation of our uniform guidelines.

Students shall observe the following specific requirements of the dress code:

General Appearance

1. Neat, clean and appropriate grooming for school will be encouraged and expected.
2. Boys may not wear earrings. Girls may wear modest earrings.
3. Make-up is not permitted.
4. Only Middle School girls may wear nail polish but it must be well manicured.
5. All shirts and blouses must be **tucked** in at all times.
6. Official School **sweatshirts** may only be worn on Fridays, with the exception of those worn during P.E. classes.
7. **College/University T-Shirts** or School **sweatshirts** may **only** be worn on Friday's with the St. Philip's uniform skirts, shirts, slacks or shorts.
8. Titans may wear College/University apparel on Thursdays and Fridays are Free Dress days.
9. No body art (tattoos) will be allowed.



10. No gang symbols or inappropriate material on books, body, bags or other personal belongings are allowed.

Basic Guidelines

1. No miscellaneous items shall be worn on, over, or under the uniform. Extra coats, jackets, and non-uniform sweaters must be removed and hung in designated areas. They may not be worn in the building (hallway, classroom, gymnasium, or cafeteria) once the school day has begun. St. Philip's sweaters are the only types of outer wear to be worn in the building.
2. Long pants are not acceptable for girls at any time.
3. **Shorts for boys or skorts for girls may not be worn from November 1 through the end of spring break.**

Lost Uniforms (Refer to the *Lost and Found* section).

Lost uniforms will be placed in the *Lost and Found* designated areas. Parents should send an email to the child's teachers/advisors to ask for their assistance in locating the items. It is the responsibility of the parent to ensure the child's **name is visibly written on the inside** of the child's shoes, garments, backpacks, lunch kits, binders, etc. Additionally, parents can support the efforts of students being responsible for their items by instructing them on how to place their items in their backpack or P.E. bag when changing for P.E.

During non-classroom or instructional time, the student may be allowed, only with the approval of their classroom teacher and under direct supervision, to search for their items. If this is not feasible, the parent may search for the items after school hours at 4 p.m. and not during the school day.



OFFICIAL UNIFORM

The official uniform can be purchased at **Academy Uniform Store**. Please check with the Admission Office for specific details. All required items of the uniform shall be worn as specified below.

Emblem

The St. Philip's emblem should be placed on the left side of the sweaters (over the heart).

Uniform Girls

- **Shoes Girls**

- **PK2-PK3:** Black Mary Jane-----w/Velcro **NO TENNIS SHOES**
- **PK4 through 6th Grades:** Black and white or navy and white saddle oxford shoes are the only shoes that girls may wear. The navy and white Ked tennis shoe is **not** acceptable.

- **Pre-Kindergarten 2-Years Old through 3-Years Old Girls**

- White oxford (button down collar) (shirt/blouse, long or short sleeved)
- School Plaid or Dark Blue – Jumper. (Skirts **may not** be worn)
- *Girls **must** wear navy modesty shorts under their jumpers so that they may participate in more vigorous activities without embarrassment or undue concern about immodesty.
- **Blue skorts ONLY** (no shorts or pants)
- White crew or knee socks (no lace – except uniform trim) or white tights (**no** other color socks or tights may be worn). No ankle socks or footies may be worn
- Official St. Philip's red cardigan or pullover sweater with St. Philip's emblem.

- **Pre-Kindergarten 4-Year Olds through 3rd Grade Girls**

- White shirt/blouse, long or short sleeved with button-down collar
- School plaid – Jumper (Skirts **may not** be worn)
- *Girls **must** wear navy modesty shorts under their jumpers so that they may participate in more vigorous activities without embarrassment or undue concern about immodesty.
- Blue skorts
- White crew or knee socks (no lace - except uniform trim) or white tights (**no** other color socks or tights may be worn). **No ankle socks or footies may be worn**
- Official St. Philip's red cardigan or pullover sweater with St. Philip's emblem

- **4th Grade Girls Uniform**

- School plaid - skirt only



- *Girls **must** wear navy modesty shorts under their jumpers so that they may participate in more vigorous activities without embarrassment or undue concern about immodesty.
- The remainder of the uniform is the same as 3rd grade girls (as described above).
- **5th and 6th Grade Girls Uniform**
 - School plaid - skirt only
 - **Light Blue** shirt/blouse, long or short sleeved with button-down collar
 - **Navy** cardigan or pullover sweater with St. Philip's emblem.
 - **Navy** blazer with St. Philip's emblem.
 - *Girls **must** wear navy modesty shorts under their jumpers so that they may participate in more vigorous activities without embarrassment or undue concern about immodesty.
 - The remainder of the girl's uniform is the same as above.

Uniform Boys

- **Shoes Boys**
 - **PK2-PK3:** Black Leather-----Velcro **NO LACE UP SHOES**
 - **PK4 – 6th Grades:** Boys' black lace-up shoe
- **Pre-Kindergarten 2 - 3Years Old Boys**
 - Navy blue slacks with or without cuffs (no corduroy)
 - Black or navy belt with small buckle (mandatory for K-6th only)
 - Baggy or “sagging” pants are not permitted
 - Navy walking or knee – length shorts
 - White oxford (button down collar) shirt, long or short sleeved
 - Navy or black socks only with uniform shoes
 - **No ankle socks or footies may be worn**
 - Official Red cardigan or pullover sweater with St. Philip's emblem.
- **Pre-Kindergarten 4 Year Olds - 4th Grade Boys**
 - Navy blue slacks with or without cuffs (**no** corduroy or **outside labels** such as Bugle Boy or Dockers)
 - Black or navy belt with small buckle (mandatory for K-6th grade)
 - Baggy or “sagging” pants are not permitted
 - Navy walking or knee-length shorts
 - White shirt, long or short sleeved with button down collar
 - Navy or black socks **only** with uniform shoes
 - **No ankle socks or footies may be worn**



- Official Red cardigan or pullover sweater with St. Philip's emblem.
- **5th and 6th Grade Boys**
 - Light Blue shirt, long or short sleeved with button down collar
 - Navy cardigan or pullover sweater with St. Philip's emblem.
 - Navy blazer with St. Philip's emblem.
 - The remainder of the boy's uniform is the same as above.

Physical Education Attire

Girls and boys (all grades) may wear **royal blue**, cotton blend shorts and **gray** T-shirts **with an official St. Philip's logo**. The official P. E. Uniforms can be purchased through the Spirit Shop. The Spirit Shop carries P. E. shorts, short sleeve and long sleeve shirts as well as sweatshirts and sweatpants. Only the official

PK2-PK4 students do not need to purchase uniforms. They will wear their sneakers/tennis shoes.

P.E. shorts for boys or girls may only be worn during the gym class from NOVEMBER 1 THROUGH THE END OF SPRING BREAK. During this time, students must wear the uniform sweatpants or dress back into their official school uniform immediately after the P.E. class is completed.

P.E. Shoes Boys and girls (Kindergarten thru 6th grade) may bring any type of lace up sneakers/tennis shoe for P.E. However, they are only to be worn with the P.E. uniform. When students are in the official school uniform, the official uniform shoe must be worn. Sneaker/Tennis shoes with roller blades are not permitted (roller runners).

Free Dress & Special Dress Days:

When "Free Dress Days" are awarded, the attire must represent the St. Philip's Statement of Mission and Values. When students are awarded free dress days, while on field trips or on field day, they must wear **closed toes shoes** and attire must adhere to the general appearance listed.

When "Special Dress Days" are awarded, students must wear their uniform and specialty items may be worn on top of the uniform. **Specialty items** are basically accessories (in accordance with the basic and general uniform guidelines: shirts, socks, hair bows, headbands, shoes, etc.).

No sandals or open toe shoes are permitted on any Free Dress or Special Dress Days. For special performances uniform exceptions must be approved by the teacher of the special performance event. All clothes must be modest/discreet.



Hair & Headwear

Hairstyles and cuts should reflect good taste, not current distractible or offensive fads, and be appropriate to the simplicity of the uniform. If wearing dreads or twist hairstyles they must be kept clean and well maintained at all times. St. Philip's plaid, red, white, or blue is the **only acceptable** color for hair accessories for girls.

For boys: braids, "ponytails," top knots, and bun styles are not acceptable. Designs and images cut in the hairstyle (such as Mohawks, symbols, etc.,) are not acceptable. All hairstyles should be kept neatly groomed in appearance – in adhere to our standard of excellence in all areas.

No hats or caps may be worn inside the building. Adults are also asked to comply.

Monday Dress for Success Day

The official uniform must be worn on **Dress for Success Mondays**. Uniform ties, official sweaters, and official blazers are to be worn on Mondays and special days. Boys should wear long pants and the uniform tie. Girls should wear dresses or skirts and the uniform tie. No shorts or skorts may be worn on Mondays.



Refer to *Absence* section regarding excused absences.

The school has a part-time registered nurse who is responsible for the school health program and services provided for the students. The School Nurse provides limited health screenings, limited assessments for chronic and acute illness, emergencies and first aid for minor school-related injuries.

The parent and student are encouraged to share concerns or problems relevant to their child's health with the School Nurse. The School Nurse can assist with information about specific health problems, help with locating or gaining access to healthcare facilities or provider resources, or perhaps adjustment in a child's school environment because of health needs (including in-school medication and other special procedures). The School Nurse will assist in providing recommendations or referrals or resources for healthcare matters.

Students may not have any medication (including inhalers, Epipens, over the counter medicines-allergy, pain, etc.) in their possession during the school day or academic excursions, no exceptions. Violations may subject disciplinary actions.

Health Clinic

The Health Clinic is for the benefit of students who become ill at school or who suffer minor injuries while on the school grounds. The Health Clinic is staffed by a Registered Nurse and open during part-time of the school day.

TelAHealth: type service is a phone and video service that connects the School Nurse with healthcare providers who can help with many non-emergency medical conditions. This is an optional service for parents who elect to participate.

Parents are encouraged to seek the advice of your physician or other qualified health care provider with any questions you may have regarding a medical condition or care offered through the school's health clinic.

Student Health Records

The School Nurse and Admission Director will closely monitor health records to ensure that they are complete and current. Parent failure to comply to provide the school with up to date valid health records including immunizations will result in having a mandatory Parent-Nurse meeting to bring the student's health records in compliance immediately.



Failure to comply may result in Out of School Suspension until student records are compliant.

Immunizations

The School follows the Texas Department of Health rules covering immunizations. The Texas Education Code requires students in elementary and secondary school to provide proof of required immunizations. **A current immunization record must be received by the school at application and before your child is formally accepted, registered and enrolled.**

The School does not accommodate provisional enrollments; the school requires all applicants/students to be current on immunizations prior to visitations and acceptance. *Students must remain current with immunizations at all times while enrolled at the School.*

Vision and Hearing Screenings

The Texas Department of Health Services requires annual vision and hearing screenings for students who meet certain grade criteria. The School Nurse will conduct these screenings or parents may submit proper State of Texas documentation showing proof of this screening by a professional qualified examiner. The results of the School's exam will be reported to the parents and a copy kept in the student's health file.

Emergency Authorization

Each student must have executed *Permission for Health Care* authorizing emergency care and a health care summary. Parents are responsible for maintaining this information in the school's RenWeb.com system.

Emergency Contacts

Parents are encouraged to keep the teacher and School Nurse informed of current work, cell, home phone numbers, pagers, and any other means whereby they can be contacted during the school day or during Academic Excursions. Emergencies can occur at any time. It is urgent that your child's school be able to reach parents and caregivers. If information changes during the school year, please insure you child's emergency contact information (cell, home, and emergency contact telephone numbers and email addresses) is updated with the teacher, School Nurse, and in RenWeb.com.

Emergency Procedures

All school personnel are trained in emergency procedures and are required to have current first aid and CPR certification within the first year of employment. In the event of a serious accident or illness requiring emergency care, the child's parent, guardian, or authorized person will be notified immediately. First aid shall be administered by the School Nurse or a certified staff member. Emergency medical service will be contacted. In the event of such emergency, the



child will be transported to the nearest hospital, unless emergency medical professionals advise otherwise. If a child is transported to the hospital, his/her health summary and Permission for Health Care authorization will be sent along. Designated school personnel will accompany the child until the arrival of the parents, guardian, or authorized person. The parents/guardians will be held responsible for all expenses.

The School shall not be responsible for costs of treating injuries or assume liability for any cost associated with an injury at school or at any school-related function.

Reports

An Illness or Injury Report will be completed for each occurrence with the exception of minor scratches and/or abrasions. An account of the occurrence will be documented immediately. Copies of this report will be maintained by the Health Nurse, reported in the RenWeb.com medical report section, and information provided to the parent.

Health-Related Restrictions

We ask that the parent of any child with a health-related restriction please communicate the specific restriction to the 1) the student's teachers, 2) the School Nurse, 3) or Principal's designee, 4) Academic Excursion chaperones, 5) BSC and ASC personnel, and 6) record it in the RenWeb.com medical section.

Some common restrictions include no P.E. due to an injury or no outdoor recess due to respiratory conditions.

Allergies

There is increasing frequency and intensity of allergic reactions that impact students in the educational environment. **Parents of a student with a life-threatening allergy must provide the school with documentation from a licensed healthcare provider.** This information should include the specific allergy and medical requirements needed for the student, recorded in the RenWeb.com and communicated to the student's teachers (including BSC and ASC personnel) student's medical section, and physician provided medical guidelines for treatment.

Medications – Prescriptions (Rx)

Students requiring medication before the School Nurse arrives should receive it **prior** to their arrival at school if at all possible. Otherwise, please speak to the School Nurse about administering the medicine. Only medication which is necessary for a child to remain in school will be given by authorized School Nurse, Principal or Principal's designee, or designated chaperone during school hours and Academic Excursions. These medications must be prescribed by a licensed physician or dentist and dispensed by a registered pharmacist.



The School will not give your child “over the counter” medication unless it is prescribed by a licensed physician and labeled by a licensed pharmacist with proper directions on authorized health care prescription note.

A signed School’s Authorization to Administer Medicine permission form from the parent will need to accompany the medication. Each student’s medication must be in a properly labeled container with the following information:

- Student’s name
- Physician/Dentist’s name
- Date
- Name of medication
- Dosage
- Directions for administration
- Duration medication is to be given

Please give the written Authorization to Administer Medicine permission form and properly labeled medication to the School Nurse or Principal or their designee. No exceptions may be made to the medication policy.

If your child needs to take prescription medication during the school day, please speak with the School Nurse regarding instructions for drop-off and pick-up of medication. All medication (including nebulizers and inhalers, Epipens) will remain in the Health Clinic and must be properly labeled and in its original container. Medication is to be dispensed by the School Nurse, Principal or Principal’s designee.

Families of students who have received a diagnostic evaluation of a learning difference, behavioral or psychological, or neurological review (to include Attention Deficit Hyperactivity Disorder-ADHD) and may receive some form of therapeutic or pharmaceutical support are encouraged to discuss these matters with the Principal, School Nurse, and related school personnel. When medicine is prescribed to assist the student to be successful in school, such as for attention deficit hyperactivity disorder (ADHD) or mental health needs, the Parent-School Nurse and/or Nurse’s designee will meet to discuss a plan to ensure student receives the medicine on a consistent and timely basis.

Students may not have any medication (including inhalers, Epipens, allergy, pain, etc.) in their possession during the school day or academic excursions, no exceptions. Violations may subject to disciplinary actions.



Illness-To Be At Home

In consideration of your child, classmates and school personnel, please keep your child home from school if he/she is ill or not feeling well. Providing rest at home will best comfort your child and facilitate a speedy recovery. Whenever there is a doubt in your mind about sending your child to school, consult your child's doctor before doing so. Please call the school if your child has an infectious disease, other than a cold so that we may take steps to protect other students in the school if necessary.

Children should be kept at home when they have any of the following or others related illness:

- severe cold
- ringworm
- diarrhea
- flu
- skin rash
- 101⁰+ fever
- sinus infection
- swollen gland
- communicable disease
- strep throat
- nausea
- infectious conditions
- vomiting

Your child must be free of these symptoms or illnesses for **24 hours prior to returning to school**. Any child exhibiting such symptoms or related will be sent home. Parent or authorized adult must pick up the child immediately, within **one hour** of the School's contact.

Communicable Symptoms/Disease

Any child who arrives to the school noticeably ill, with a rash, or with a fever will not be admitted for that day. If your child has a fever, you will be asked to immediately pick him/her up in the Health Clinic. **Students must be free of fever and other symptoms for 24 hours before returning to school. Different return stipulations may apply for illness such as the H1N1 virus.**

A student suspected of having a communicable disease will be excluded from school until guidelines for return are met. Guidelines for exclusion and return follow policies set forth by the School, The Texas Department of State Health Services and from the Center for Disease Control and Prevention. Temporary exclusion of a student from school; generally occurs for communicable diseases, including, but not limited to, the following conditions: conjunctivitis ("pink eye"); skin infections (impetigo), strep throat, chicken pox, and ringworm of the scalp, etc.

An effort will be made to notify parents about school exposure to communicable disease that pose a risk to students. It is particularly important that the parent immediately report cases of a communicable disease to the School Nurse.



The parent will be required to comply with a reliable assessment of any change in the child's condition which might affect contagion.

Submitting Records/Reports

Parents must authorize the release of the results of evaluations contagious records to the School Nurse. Failure to secure such medical evaluations or the failure to authorize the release of the results will jeopardize the child's continued enrollment. An infected student that is unable to attend School according to the Attendance policy, supported by appropriate data and rationale, shall be recommended by the School administrators to secure alternative instruction at the expense of the parent.

General Cleanliness

Children are encouraged to practice good hygiene. Students needing assistance will be directed to the School Nurse. Ongoing matters regarding a child's hygiene may result in a mandatory meeting with the School Nurse and Parent.

Exams and Screenings

Often local healthcare providers offer dental, vision, hearing, or speech-language exams for some students at no cost to the parents. The results of the exam will be reported to the parents and a copy kept in health file, when deemed necessary.

Health guidelines are subject to change to adhere to governmental guidelines for schools.



PARENT SCHOOL ASSOCIATION (PSA) **& PARENT SUPPORT**

Research reflects children generally achieve better grades, test scores, and attendance when parents are actively involved in educating their child. Parents' perceptions of the school are improved and there are stronger ties and commitment to the school when they are actively supportive of school's mission and core values. Consistent parent involvement leads to improved communication and relations between parents, teachers, and administrators.

In partnership with the school, parents agree to abide by the ***Parent Responsibility Agreement & Harmony/Communication Policy*** and all school provision as outlined in the Parent Student Handbook and any subsequent additions or revisions.

The purpose of the Parent School Association is to promote harmony in our school environment by supporting the mission, program, and activities of our school. The primary focus of the Parent School Association is to:

- Raise funds through school wide development policies and programs
- Solicit volunteers and help with classroom and administrative needs
- Promote school spirit
- Support outreach efforts in the immediate efforts
- Encourages parent-to-parent and parent-to-school communication

Parent Opportunities

Parents serve as H.E.L.P.E.R.S in the school. Parents are **H**armonious, **E**ncouragers, **L**inked to what's happening, **P**lanners, **E**ffective, **R**espectful, and **S**upportive. There are many committees available for parents to be HELPERS to support the success of the school and community center.

Many parents use Drop Everything And Read (D.E.A.R.) as a volunteer opportunity to schedule with the classroom teacher to read to the students during the morning period before Chapel.

Throughout the entire school year, all parents are urged to volunteer for Kiss-N-Ride morning carpool duty from 7:30 a.m. to 7:50 a.m. All Kiss-N-Ride parent volunteers will wear Kiss-N-Ride badges while receiving children from the car and overseeing them to the Snyder gym morning entry door.

Other school volunteer opportunities may include, but are not limited to: Annual Campaign Fund, North Texas Giving Day, Destiny Luncheon, Christmas Event, academic excursions, lunch duty and recess support, immediate community outreach events, school-wide events,



library services support, office tasks support, Kiss and Ride A.M. Carpool duty, Homecoming Celebration, etc.

Refer to the School's calendar to identify areas and dates you can use your talents, skills, and knowledge to support.

Homeroom parents must meet with the teacher to discuss what are the needs, how to support, when to support, and follow established guidelines as a homeroom parent. Before providing support, all parents must coordinate support efforts with the teacher, division leaders, and department leaders.

For parents requiring proof of volunteer hours for their company's human resource community outreach volunteer requirements; before you begin volunteering, you must contact the school's Volunteer Coordinator in the Philanthropy Department.

Homeroom/Advisory Parents

In cooperation with classroom teachers, homeroom parents coordinate grade level activities during the school year and lower/middle school parties. Homeroom parents are often called on to organize their parents to assist with Parents Association projects and select committee activities. All plans and details for class events must be reviewed and approved by the classroom teacher before being finalized by room parents.

Dads' Club

The Dads' Club is an outreach committee of the Parent School Association. The dads meet once a month (or as scheduled) to help maintain the school grounds, volunteer to mentor boys in the school who may not live with their fathers, connect through Dad's Field Day, make a visible impact in the immediate community, support school-wide events, etc.

Mission Moms

The Mission Moms support the school and students by coordinating various events, Open House events, support school-wide events, and other activities to support parents and families.

Fundraiser

The PSA provides an annual fundraising drive to support and fund events and activities of the PSA. In compliance with guidelines established by the Business/Finance Office, Philanthropy Department, and the School Principal.



ATTENDANCE

Refer to *Health* section for health related absences Refer To *Homework and Grade* section relating to tardies and absences

Attendance and being on time is a crucial part of education. Good attendance and timeliness is important for many reasons. Students receive the maximum benefit of education by being in school every day, and numerous studies show a strong link between academic performance and consistent attendance.

It is essential for parents to comply with the attendance and being on time guidelines, this is not an option.

Perfect Attendance

The *Perfect Attendance Award* is given to students with no absence, excused/unexcused, for any school day, other than those due to a School sponsored event, throughout the entire school year. These qualified students are eligible for the *Perfect Attendance Award*.

Daily attendance and tardy records are available to parents on the School's communication system and printed on the student's report card each term.

Required Attendance-90% Of School Days

Students are **required** to attend school 90 percent of the time school is offered. If the student does not meet this requirement, a Parent – Teacher - Principal's designee attendance meeting is **required** to discuss:

- the mitigating factors for the excused or unexcused absences,
- mandated academic tutorial support (at the sole expense of the parent
- student's mastery of core content in ELAR, math, science, and social studies, and
- review for consideration to grade level promotion or retention.

Daily attendance and tardy records are available to parents on the School's communication system and printed on the student's report card each term.



Regular, punctual attendance profoundly affects a child's success at school. Absences occur, but it is vital that the student and his parents work to ensure that they happen as infrequently as possible and are truly unavoidable. For this reason, the School highly values attendance in the classroom and for other learning activities. St. Philip's requires students to attend school each day that instruction is provided. Absences from school, for whatever reason, do not excuse a student from the obligation to complete all schoolwork.

Students not at school by 10:00 a.m. or who leave before noon and do not return will be counted absent for the day.

Excused Absences

Although perfect attendance is the goal, it's not always possible. Absences are excused for reasons such as

- Observe a religious day
- Attend a healthcare appointment (with healthcare provider official note)
- Personal illness (at three (3) or more days with healthcare provider official note).
- Death of an immediate family member (parents, grandparents, siblings, other exceptions to be approved for excused absence by Principal or Principal's designee)
- Life After St. Philip's (L.A.S.P.) prospective school visit for 6th graders only (not to exceed three (3) days per school year)

Unexcused Absences

Unexcused absences are noted to include, but may not be limited to:

- Disciplinary consequences of Out of School Suspension (OSS) or removal from class, skipping class, or related missed class time due to discipline/behavior infractions are unexcused absences from a class or school (as assigned).
- No documented health provider proof of healthcare absence.
- Student not attending an Academic Excursion (unless due to health condition that prevents student from attending as documented by an official healthcare notice).
- The disciplinary consequence for skipping or being tardy to class is an unexcused absence (may also be subject to other consequences).
- Vacation, family reunion, extended holidays, personal matters, traveling, lack of transportation, weather (not an official school inclement weather day), traffic (not an official St. Philip's traffic alert exception), studying or completing a school project, day off, etc.



Converting Unexcused to Excused

Parents who feel they have legitimate, reasonable grounds for their child's unexcused absence to be converted to an excused absence must submit a written explanation (within three (3) days of student's return) to the student's classroom teacher/advisor. No consideration will be given after student has returned to school for more than three (3) days of the absence.

Healthcare Notice for Absence

Students who are absent for three (3) or more days because of illness, must bring a healthcare provider's official note upon student's return to school to be eligible for an excused absence. An official note, on healthcare provider's letterhead form, from the healthcare provider should include the child's name, provider's name, phone number, and the time and date of absence.

If absence is due to a communicable illness, healthcare provider's note must indicate the date the student can return to school.

Student's healthcare notice should be provided to the School **within three (3) school days** of student returning to school. **Parents are responsible for providing the healthcare notice to the classroom teacher/advisor and a copy to the school nurse.** Otherwise, the absence may be considered unexcused.

Scheduling Appointments

The School urges parents to schedule healthcare or other appointments outside of school hours, if possible. When appointments must be during school, please try to schedule these appointments during advisory or lunch periods. Sometimes, missing classes is unavoidable, in which case missing the same class repetitively is discouraged.

Early Release/Pick Up

Students **not at school by 10:00 a.m.** or who have an early release before noon and do not return will be counted absent for the day.

Parents are encouraged to not pick up their child before the end of the day. Student's resources (homework, notices, behavior charts, etc.) for home are not prepared for release until 3:00 p.m. each day. In the event of an emergency pick up/early release, to allow time to prepare your child for early release, parent should make **direct contact** (do not send an email or leave a voice message) to inform the front office receptionist **and** classroom teacher the student will be picked up before 3:00 p.m. or send them directly to carpool. Parents must make contact with the receptionist and classroom teacher before 2:00 p.m., when the student needs to go to carpool rather than After School Care.



Parent's Warning Notification/Alert

The School's communication system will generate an automated notification for every three (3) absences (whether excused or unexcused). After receipt of the second (2nd) communication system notification of absence (whether excused or unexcused), the **Parent-Teacher-Principal** (or Principal's designee) will have a mandatory meeting to implement a plan of action to:

- cease absences and/or tardies;
- assess student's mastery of content, if feasible;
- avoid a grade of *Incomplete*, if feasible;
- support the student's academic progression; and
- obtain academic support, at parent's expense, if needed.

Whether excused or unexcused, students are required to be in class 90% of the School days. Refer to the *Required Attendance-90% Of School Days section*.

School Event Absence

An off-campus event, which is initiated by the School and given prior approval by the Administration, is not reflected on the report card and will not be recorded as absent. These include school-scheduled academic excursions (field trips), academic activities, and school philanthropic events where the student is involved.



ABSENCES & ASSIGNMENTS

No extra credit will be given as a result of an absence whether excused or unexcused.

Missed Classwork/Assignments due to Absence

All class assignments should be posted on RenWeb.com, listed on the Week at a Glance, recorded in the Student's Planner, and in designated areas reported by the teacher. Parents should check these resources **first** to obtain the missed assignments the student missed due an absence. Please **do not call the school office** to request missed assignments.

If an absence is preplanned, assignments **may not** be released prior to the absence (any exception is at the discretion of the teacher only). If not released prior to an absence, assignments can be obtained from the teacher immediately after the absence or when the student returns.

- **Missed Class Work - Excused Absence-** (make up within 3 days)

Class work, homework, tests, etc., missed during an excused absence may be made up within three (3) school days of returning to school. It is the responsibility of the student to complete all missed assignments and return them to the teacher no more than three (3) school days upon returning to school (for an excused absence). Failure to comply with turning in missed homework will result in a **grade of zero**. No makeup work or exceptions will be allowed after three (3) school days. For middle school students, assignments must be turned in to the teacher within three (3) school days regardless of the class rotational day.

- **Missed Class Work - Unexcused** (makeup within **one school (1) day**, when approved by teacher)

Missed work for an unexcused absence (excluding disciplinary consequences) may be made up by the **next school day** at the discretion of each teacher. When permitted by the teacher, failure to submit to the teacher within one (1) school day may result in the highest earned grade of 70. Make up and grading standards for missed assignments due to unexcused absences are at the discretion of each teacher. For middle school students, assignments must be turned in to the teacher within one (1) day regardless of the class rotational day (the middle school teacher will determine if any exceptions will be granted).

Absence on Quiz/Test/Assessment Date

If the student misses the day of an announced test/quiz, the student will be required to take the test or quiz on the day of return to school even if the class is not scheduled on the day of return. The student is responsible for making arrangement or scheduling a time to take the test/quiz on the date of return. Failure to take the test/quiz/assessment on the day the student returns to school may result in a grade of zero (0). For middle school students, quizzes, test, etc., must be taken on



the day of return regardless of the class rotational day (the middle school teacher will determine if any exceptions will be granted).

Disciplinary Consequences Absence

Students who have been suspended or removed from the classroom due to disciplinary consequences will **not** receive credit for homework or other assignments (including classwork, test, quizzes, etc.) during the period of disciplinary consequences such as suspension, removal from class, etc. Assignments given prior to the disciplinary consequence may be submitted for credit on the day the student returns to school, whether that class is scheduled on the returning day or not. Failure to turn in or take the test/quiz/assessment on the day the student returns to school may result in a grade of zero (0) (this is at the sole discretion of the teacher).

As a result of disciplinary consequences, assignments, test, etc., missed during the absences will not be made up or extra credit given during the grading period.

Extended Excused Absences

The student and parent should initiate a plan with each teacher for making up work as a result of an extended period of excused absences. The student and the parent must assume responsibility for making direct arrangements with the teacher(s) to make up the work and confirm the due date. Failure to do so may result in a grade of zero.

Absences Mandatory Parent-Teacher Meeting

The meeting is essential when student misses core content of instruction within a grading period/term due to extended excused absences. The **Parent-Teacher Meeting** for extended excused absences focus would be to

- identify how academic support can be integrated during the student's absence so student may master content (at parent's expense, if needed);
- assess student's content mastery, if feasible;
- avoid a grade of *Incomplete*, if feasible; and
- support the student's academic progression.

Excessive Absences

If a student receives **three (3) or more absences (unexcused or unexcused)** within a term, the parent may be asked to meet with the Teacher and Principal's designee. Refer to the *Required Attendance-90% Of School Days* section.

School Event Absence

An off-campus event, which is initiated by the School and given prior approval by the Administration, is not reflected on the report card and will not be recorded as absent. These



include school-scheduled field trips, activities, and school philanthropic events where the student is involved. Students are responsible for all class work missed in these situations, and work must be turned in according to the *Absences and Assignment* section or as approved by the teacher.

L.A.S.P. Absence: Sixth grade students have a maximum of three (3) prospective school visits for Life After St. Philip's (L.A.S.P.). Parents must report these events in advance to all of the student's teachers. For recordkeeping purposes, the absence will be recorded as excused. *Refer to the Absences and Assignment requirements section.* If requested, parents must provide the advisor a letter from the prospective school.

Whether excused or unexcused, students are required to be in class 90% of the School days.

No extra credit will be given as a result of an absence whether excused or unexcused.



TARDIES & ASSIGNMENTS

In addition, when children are forced to begin their day tardy and rushed, there is the potential for having a lasting impact throughout the school day. Many of our teachers will attest to the fact that some children find it difficult to regain momentum after arriving late.

The school day goes smoothly when the students arrive with time to get organized before class begins. Students are encouraged to arrive no later than 7:50 a.m. each day. At 7:50 a.m., the designated teacher or advisor will directly supervise transitioning students from the Snyder Gym through the before school morning routine to the classroom to begin at 8:00 a.m.

St. Philip's has the awesome and blessed opportunity to offer to our students a spirit-filled chapel service each morning. In order for your child to gain the full meaning of chapel, he/she must arrive to school on time.

Students not in the classroom at 8:00 are tardy. If a student is in the school building at 8:00, but not in the classroom he/she will be marked tardy. On some occasions, the classroom teacher may request tardy students transition to the classroom; however, student will still be marked tardy.

Students **not at school by 10:00 a.m.** or who leave before noon and do not return will be counted absent for the day.

Traffic or Weather Conditions

Unless authorized solely by the Principal weather conditions or traffic conditions are **not** excusable for tardies/late arrivals. Only the Principal will communicate excusable late arrivals to the school personnel.

Classroom/Hallway

Students that are tardy are not permitted to go to the gym area, roam the hallways, go to Chapel, go to class to deliver a project, or go to a restroom outside of the Snyder Gym.

Early Childhood (EC) Tardies

EC students are tardy if they are not in their classrooms by 8:00 a.m. EC students that are tardy will be permitted to proceed with BSC personnel to their classroom rather than remaining in the Snyder Gymnasium. Although EC students transition to their classroom, if they are not in their classroom ready for class at 8:00, they will be recorded as tardy. EC students must be in their designated classroom at 8:00 a.m. not in the school building (whether with or without a parent).



Early Childhood student that are tardy **before Chapel** must transition directly to their designated classroom with a BSC personnel, not the parent.

Early Childhood students arriving **during Chapel** are tardy and **parents must:**

- enter through the Life Center main school front doors (under direct supervision of their parents);
- place school items in the Snyder Gym **not** the classroom;
- supervise their child to use the restroom **before** entering Chapel; and
- walk the student into the grade level designated area in Chapel.

Non-compliance may result in a parent-EC division leader meeting. Ongoing violations may result in a parent violation notice.

Tardy Designated Area

Lower School and Middle School Students: Must go to the Snyder Gymnasium to wait until the beginning of Chapel. The Before School Care personnel will be on duty to receive and monitor them during this tardy period (8:00 to ~8:20 a.m.).

At the request of classroom teachers, tardy students may transition to the classroom; however, will still be marked tardy.

Transitioning to Chapel

Lower School and Middle School students that are tardy will transition with BSC personnel from the Snyder Gym to Chapel at the beginning of chapel.

Lower School and Middle School students are **not** permitted to enter the hallway or transition to their class or other areas in the building whether with or without their parent or other adults. Students that are tardy are not allowed to roam/loiter in the school building. Students that are tardy are required to adhere to sitting quietly and participating in the D.E.A.R. (Drop Everything And Read) time. School items, projects, bags, etc., will remain in the Snyder Gym in the designated safe area until after Chapel. After Chapel, tardy students will be escorted to the Snyder Gym to retrieve their school items so they may begin the school day.

Students choosing to not comply, may be subject to disciplinary action.

Detention (Tardy)

Students serving Detention will report in the Snyder Gym on the designated school day for Detention at 7:00 a.m. as assigned to the student. Students reporting for Saturday detention will report at a specified location and at a specified time. Students that are ten or more minutes tardy



for detention will be required to receive further disciplinary consequences up to and including Out of School Suspension.

Unexcused Tardy

- Skipping Class
- Late to Class without Prior Permission or School Personnel authorization
- Without Healthcare Provider Official Notice
- Loitering/Roaming
- Untimely / Late Transition
- Unsubstantiated traffic conditions (unless approved school-wide (not a case by case option) by the Principal)

Skipping Class or Tardy to Class during School Day

During the school day, the penalty for skipping or being tardy to class is an **unexcused absence** and for all class assignments (including test/quizzes/assessments, etc.) a **grade of zero**.

During the school day, a student must obtain permission before leaving a classroom or being late to class. Students who habitually or routinely miss/skip for more than 20 minutes of class without permission will be considered for disciplinary action up to suspension.

Reporting/Recording Tardies

It is possible, for many reasons, that a sibling in one class can be marked tardy and the other not be marked tardy. It is possible for a parent to drop their child off on time, yet the student failed to be in class at 8:00 a.m. or failed to get the teacher's permission to be out of class (including the restroom).

- Students who are tardy to school six times or more in one **quarter** will see a one letter grade impact on their report cards in their Chapel grade.
- **Six (6) unexcused tardies equal one unexcused absence.**
- **Every six (6) tardies in a term,** the School's communication system will generate an automated notification for every six (6) tardies (whether excused or unexcused).

Daily attendance and tardy records are available to parents on the School's communication system and printed on the student's report card each term.



ACADEMICS

Our philosophy at St. Philip's is to provide each student with an exceptional academic experience. The academic growth of all students is greatly enhanced by collaboration between parents and teachers in support of the academic goals of each student.

The best educational atmosphere that can be set up for the students is one of family, teacher, and School working to complement one another. Our commitment is to work professionally and constructively for the education of our students. Our lines of communications need to be open and direct. All concerns relating to the student's academic and social development need to be discussed first with the individual teacher. Parents are encouraged to communicate their concerns and to practice doing this in a way that promotes a positive relationship between school and family.

Awards Assemblies

Academic awards assemblies will be held after the second and last quarter.

At the end of the 2nd quarter:

- 3rd Grade and Middle School students are recognized for accomplishing A or A/B Honor Roll status.
- Early Childhood through 2nd Grade students will receive Headmaster's or Principal's Awards.

At the end of the school year:

- In addition, an awards assembly is held for the early childhood, primary level students and Middle school students
- Students receive awards in various subject areas based on their academic/creative performance.
- Refer to *Perfect Attendance Award in the Attendance section*

Throughout the year:

- Students may also receive awards from their classroom teachers and the Principal for special achievements.

Mandatory Parent-Teacher Report Card Conferences

Mandatory Parent-Teacher Report Card Conferences provide a wonderful opportunity for parents, advisors, teachers, and students to review and discuss the student's grades, progress, recommendations, to establish and assess goals for the year, and more importantly, strategies for helping each student achieve his/her goals. During mandatory Parent-Teacher Report Card Conferences, teachers are expected to share a fair and accurate appraisal of the student's academic and personal progress.



Middle School students (4th through 6th grades) must attend the first 5 to 7 minutes of each end of the quarter conference with their parents and advisor.

Mandatory Parent-Teacher Report Card Conferences are held **two times per year** for all students. Refer to the dates listed on the school calendar. At the 1st and 3rd grading period, parents are required to attend this Mandatory Parent-Teacher Reporting Card Conferences to receive their child's Report Card. Tutor narrative reports may be released at the 3rd grading reporting period. Report Cards will not be released until the parents attend the mandatory Parent-Teacher Report Card Conferences. Teachers, homeroom teachers or advisors will notify parents two to three weeks in advance of the school's calendar dates to begin scheduling Parent-Teacher Report Card Conference meeting. Parents will be able to sign up through either an online meeting scheduler or a signup posted on the classroom door.

If both parents are in the home, they are both required to attend the *mandatory* Parent-Teacher Report Card Conferences.

Parents who do not attend the mandatory Parent-Teacher Report Card Conferences will have **one week** to contact the child's teacher/advisor to schedule and attend the conference; if this does not occur, parent will receive a written notification of failure to comply. Failure to attend the two mandatory Parent-Teacher Report Card Conferences may result in consideration for not being extended an invitation for reenrollment to St. Philip's School and Community Center.



GRADING & REPORTING

Chapel Grades

All Lower School and Middle School students will receive a grade for Chapel. Students who are tardy are not allowed the full benefit of participating in Chapel service with their class, and this will be reflected in their Chapel grade.

Mid-quarter Progress Narrative Grade Reports

Mid-quarter progress narrative grade reports are teacher written narratives or comments on student's performance, outlines student's specific success and recommendations for progress, and provides mid quarter review of student's grade. Mid-quarter progress narrative grade reports are released at the middle of the 2nd and 4th quarter.

It is imperative for parents to thoroughly read and apply the recommendations listed in the progress narrative reports. Tutors narrative reports may be submitted with the teachers' progress narrative or the 3rd quarter reporting period.

To keep abreast of their child's grades, parents should review grades on the RenWeb.com grading system on a weekly basis.

Report Card Grade Reports

St. Philip's provides parents with report grade cards **four times a year** (at the end of each quarter). At the 1st and 3rd grading period, parents are required to attend a mandatory Parent-Teacher Report Card Conferences to receive their report card. Report Cards will not be released until the parents attend the mandatory Parent-Teacher Report Card Conferences.

The 2nd and 4th quarter grading period report cards will either be delivered in the student's homework folder/binder or email through the school's communication system. Fourth (4th) quarter grading period report cards will not be released until all school matters have been finalized with the parent, such as financial commitments, return of school items, attending mandatory meetings, etc. **To keep abreast of their child's grades, parents should review grades on the RenWeb.com grading system on a weekly basis.**

Early Childhood – Second Grade Grading System

Report cards and mid-quarter progress narrative grade reports for Early Childhood through Second Grade students will be in the form of skills assessments and detailed narratives, respectively, and will reflect the social, cognitive and motor development of the student.



GRADING SCALE FOR EC TO KINDERGARTEN

PK2 TO KINDERGARTEN GRADING SCALE		
NA	NOT ASSESSED	<u>Not Assessed</u> : Skill was not assessed this quarter.
B	BEGINNING	<u>Beginning</u> : Requires teacher assistance to perform task.
D	DEVELOPING	<u>Developing</u> : Sometimes needs teacher assistance to perform task; sometimes works independently to perform task.
S	SECURE	<u>Secure</u> : Consistently applies the skill or concept correctly and independently.

GRADING SCALE FOR 1st to 2nd GRADE

1 ST TO 2 ND GRADING SCALE		
E	90-100	Excellent
S+	85-89	Satisfactory
S	80-84	
S-	70-79	
NI	69 and below	Needs Improvement
Grades <u>below 70 fail</u> to meet grade level standards for mastery of subject.		

To keep abreast of their child's grades, parents should review grades on the RenWeb.com grading system on a weekly basis. Teachers will update grades weekly. For projects, tests, or other complex assignments, grades may take up to two weeks to post on RenWeb.com



THIRD GRADE THROUGH MIDDLE SCHOOL GRADING SYSTEM

THIRD GRADE & MIDDLE SCHOOL GRADING SCALE		
LETTER GRADE	NUMBER GRADE	CLASSIFICATION
A+	98 – 100	Excellent
A	92 – 97	
A-	90 – 91	
B+	88 – 89	Commendable
B	82 – 87	
B-	80 – 81	
C+	78 – 79	Satisfactory
C	72 – 77	
C-	70 – 71	
D+	68 – 69	Difficulty
D	62 – 67	
D-	60 – 61	
F	(Below 60)	
Grades <u>below 70 fail</u> to meet grade level standards for mastery of subject.		
I = Incomplete	Portion of the course work was not completed due to special circumstances.	

To keep abreast of their child's grades, parents should review grades on the RenWeb.com grading system on a weekly basis. Teachers will update grades weekly. For projects, tests, or other complex assignments, grades may take up to two weeks to post on RenWeb.com.



ACADEMIC ASSESSMENTS

Assessment of student achievement at St. Philip's is on-going and covers all content areas. To allow continued student learning, assessment is more formative than summative. Teachers are encouraged to provide higher order thinking and problem solving-based assessments which serve as a gauge for student progress and high level achievement.

Regular quizzes, projects and tests creatively infuse computer-based, research, and multimedia work. Weekly spelling and vocabulary tests are derived from course materials and are administered to students.

Baseline and benchmark assessments are administered at the beginning, middle, and end of the year for all kindergarten through sixth grade students. The full assessment provides the faculty with a baseline portrayal of student competencies.

The CTP 5 (an ERB Resource) is a rigorous assessment of student achievement in the areas of reading, listening, vocabulary, writing, mathematics, and verbal and quantitative reasoning. It is an assessment that allows the school and families to understand student learning and to inform instruction. Reports of CTP 5 (the ERB Resource) assessment results are issued to parents in early June of each year. Presentation and analyses of test results (comparing national, independent and school norms) are provided to faculty and parents.

All early childhood students are administered the computer based ERB Children's Progress Assessment.

Other grade level subject specific assessments are conducted throughout the year to aid in providing data that directs instruction and measures progress.



HOMEWORK & CLASSWORK

Refer to the **Attendance** section regarding absences affecting grades

We believe that meaningful home study is a necessary part of each student's educational program and that it should be related to the educational philosophy and goals of the school. Homework is defined as out-of-class preparation in a given subject area which is assigned by a student's teacher. This assignment is of such a nature that the student must complete assignments during non-class time. Homework should be a purposeful extension of the school day which provides the student with additional opportunities for the development and reinforcement of the school's instructional objectives. The assignment of homework should be regular and reasonable, and it is encouraged when it contributes to the child's education through individual work, responsibility, completion of projects, and the establishment of good study habits.

The completion of homework assignments will be recorded by the teacher and included in the evaluation of the student's progress.

Homework is the **student's responsibility for grades 2nd through 6th**. For grades Pk2 through 1st grade, the parent is encouraged to support the child develop independence and responsibility through establishing skills such as organization, time management, attention to detail, follow through, and study skills.

Planners

Third (3rd) through sixth (6th) grade students are required to maintain their Student Planner.

When feasible, during January, second (2nd) grade students are provided with a Student Planner to learn how to master the use of the School Planner before their 3rd grade year.

At the beginning of each year, teachers orientate students on the use of the Student Planner. Students are responsible for organizing and managing their time through planning to take control of what they do, how they do and when to do it. This resource is an essential tool for the student to be successful. Each student is required to record independently their assignments, appointments, activities, test, quiz, projects, task, and due dates in the designated areas in the Student Planner.

Student Planners should be kept in the student's notebook/binder, brought to class each day, taken home every day, and referenced throughout the day to ensure follow through on responsibilities.



Parents are encouraged to routinely check the Student Planners along with the Week at a Glance, and the Parents' page on RenWeb.com.

Difficulty with Homework

Although homework is designed to enhance learning in the classroom, teachers understand that a student may have difficulty with an assignment. If this is the case, a sincere effort should be made to do as much of the assignment as possible, and the following school day the **student** should make arrangements with the appropriate teacher for **extra help**. To avoid a late or incomplete homework notice, it is the responsibility of the student to turn in the work and request to meet with the teacher if extra support is needed.

Students needing academic interventional such as academic tutoring and or academic skills development (time management, study skills, etc.), *should refer to the Student Support Services section.*

Attending School-Wide Events & Homework

We require all of our parents attend mandatory Parent School Association and Parent University meetings. Students in Pre-K through 3rd grades whose parents attend required school-wide event meetings will not be assigned homework to be due the next day.

As determined by the Principal, homework assignments may not be due the next day for students participating in special curriculum nights or school-wide parent evening events. Turning in or completing assignments will not be a reason a parent does not attend a school-wide event.

Students in Middle School may be required to turn in a project or homework the next day when it is assigned far in advance of the school wide event or the parent **fails to attend** the event.

Homework matters regarding school-wide events are at the discretion of each teacher.

Recording Homework and Classwork

Most often student grades are recorded in the school's grading system, RenWeb.com, the following Monday of the due date for an assignment, test, quiz, project, etc., unless otherwise stated by the teacher. If graded work is not received in a timely manner, please inquire about their progress to the teacher via email or send a written not attached to your child's homework folder or the Student Planner.

RenWeb.com will generate an automatic grade average notice to the parent when a student's class average reaches 75 or below.



Late, Incomplete (Missed) Homework or Classwork (Lower School and Middle School)

The School is preparing students for success in college and career, so it is important that students are trained to be punctual and to complete their work to the best of their ability and on time. Work completed after it was due loses much of the value that the work had at the time of instruction.

Assignments, whether class work or homework, not turned in or is incomplete by the assigned due date is recorded as ***Late or Incomplete*** with a grade based on the teacher's grading process as communicated. This process is at the discretion of each teacher.

The student:

- May turn in missing (late, incomplete, etc.) work within three (3) school days of the due date (regardless of rotational schedule) or before the end of the term grading period to receive an earned grade up to 70.
- Will receive a grade of zero for failing to turn in the completed late work within three (3) days of the due date (regardless of rotational schedule) or before the end of the term grading period.
- Must write their name on all work, if work is not identifiable, a grade cannot be recorded.
- Will not receive extra credit or make-up work.
- Is responsible for turning in all homework, classwork, and meeting deadlines for all academics.
- May be subject to Academic Detention (refer to Academic Detention section).



ACADEMIC DETENTION

3RD THROUGH 6TH GRADES

Academic Detention is the supervised retention of a student beyond the regular school day when the teacher requests the student show improvement in academics resulting from failure to comply with academic standards, such as submission of homework or classwork as outlined in the class academic standards in the Parent-Student Handbook or classroom procedures.

Students failing to comply with academic standards may serve Academic Detention. After being given three (3) additional school days to complete and turn in missed assignments, yet fails to comply, the student will:

- a) earn a grade of zero, **and**
- b) serve Academic Detention (at the discretion of the teacher).

At the discretion of the teacher, Academic Detention will be assigned by the class teacher **every time** a student in a school term fails to turn in,

- at least two (2) assignments, and
- in the same class.

The class teacher will issue an *Academic Detention Notice* at least three (3) days in advance of the date detention will be served through the Renweb.com communication system. The teacher will not only send the Academic Detention Notice, but make every effort to call the parent to ensure parent has full knowledge of action being taken. The *Academic Detention Notice* will indicate the following:

- Why Academic Detention is being required,
- List the two missed assignments,
- The due date of the missed assignments,
- The grade of zero recorded for each assignment,
- The date detention is to be served,
- The time detention is to be served 7:00 a.m. to 7:50 a.m.,
- Reporting place to arrive for detention: Snyder Gym.

Failure to Attend Detention

If the student is unable to serve detention, the parent is required to notify the teacher the day **before** the Academic Detention that student will not attend. Regardless of the reason for not attending, the student will be rescheduled Academic Detention or receive disciplinary action up to and including Out of School Suspension.



Lost of Privileges

Any student serving three (3) or more Academic Detentions in a school year, may lose the privilege of serving in leadership, special programs, or receiving academic honor such as Student Council or Titans.

The maximum number of Academic Detentions per school year is six (6). Students serving six or more Academic Detentions per school year will be required to have a **Mandatory Parent-Teacher-Student-Principal's designee** meeting. This excessive number of Academic Detentions may result in consideration for not being extended an invitation for reenrollment to St. Philip's School and Community Center.



ACADEMIC PROBATION

1st THRU 6th GRADE

Academic Probation serves as notice to parents and students that it will take a mutual effort from home and school to ensure that parents provide the student with sufficient support to be successful in the School's environment. Students and parents are expected to monitor student grades throughout the grading period and to be aware of the potential for placement on academic probation, should academic performance be considered unacceptable.

Unacceptable academic performance for Academic Probation purpose is defined as, grades that are:

- Below average during a grading period (mid-term/progress grade reporting or report card grading period), less than 70 (3rd thru 6th grade) and "Needs Improvement" (1st thru 2nd grade).

At Risk

When a student is at risk of being placed on Academic Probation or at the time student has obtained unacceptable academic performance, the teacher will request a required Parent-Teacher-Student Meeting (and may include members of the Student Support Service Team) to:

- Identify the reasons for student's unacceptable academic performance.
- Develop and implement an academic Student Support Plan to achieve satisfactory grade performance (including tutoring).
- Determine course of action, to include retention, if student does not earn a passing grade.
- Discuss outcome of failing a core course for the school year (*See Retention section*).
- Consider student's academic achievement and learning abilities to be successful at the School.
- Make recommendations that aid in the student's academic success.
- Outlined required actions of the parent and results for noncompliance

On Academic Probation

Students earning unacceptable academic performance in **one (1) or more core classes** (ELAR, Math, Science or Social Studies) constitutes unacceptable Academic Performance and will be placed on Academic Probation status at the end of the

- mid-quarter progress narrative grade reporting period or
- grading report card period.

While on Academic Probation, the following will be required during the probationary period:

- Actively and earnestly receive academic tutoring in each course for the duration of the remaining term or the entire next term with the goal to obtain and maintain satisfactory



academic performance. Tutoring will be at the expense of the parent. *Refer to Student Support Services, tutoring section for details.*

- The probation period will continue throughout the quarter or the next grading period (whether mid-quarter progress narrative grade reporting period or report card grading period).
- At the discretion of the Teacher and/or Principal, student may lose the privilege of serving in leadership, special programs, or receiving academic honor such as Student Council or Titans, and extra-curricular activities including St. Philip's programs and non-St. Philip's related such as athletics, dance or any program that may impact time for studying after school.
- May lose eligibility of tuition financial assistance.

A student on Academic Probation who fails to achieve satisfactory grade performance by the next grading period will serve another Academic Probation period, subject to provisions listed in this section.

During the school year, if a student is placed on Academic Probation for two (2) or more times for the same course, the student is at-risk of failing the course. When approaching failing a course for the school year, a Mandatory Parent-Teacher-Principal Meeting is required in an effort to ensure student achievement.

A student that fails the course will be subject to the provisions outlined in the *Promotion and Retention section* and may not be considered for reenrollment.



PROMOTION AND RETENTION

All students should possess strong work ethics, good attendance, and demonstrate initiative and motivation for success at St. Philip's School and Community Center. For more refer to the **Ideal Graduate**.

All St. Philip's students must master grade level skills that are necessary according to the criteria established by the standard curriculum. Students in Pk4 through 6th grade must master St. Philip's School and Community Center's grade level content in order to competently continue on to the next grade level. The curriculum is not modified for students in the SSS program including students with a SSS Plan.

St. Philip's School's content mastery is measured by, but not limited to:

- a. Academic assessments,
- b. Standardized assessments,
- c. Student Support Team review,
- d. Academic and/or cognitive progressive history,
- e. Grade average of below 70,
- f. Response to intervention,
- g. Educational evaluations, when applicable,
- h. Parent support and commitment, and
- i. Observation and review of student's educators and related school personnel.

Prekindergarten 4 through 1st Grade

Students in Pk 4 through 1st grade students must be able to demonstrate mastery of the School's current grade-level subject matter in phonemic awareness, phonics, reading and St. Philip's grade level mathematics, and have reached a developmental stage of maturity for learning. Students not mastering content may be subject to St. Philip's grade level retention or recommendation for referral or other considerations at the discretion of the School.

1st through 6th grade

First through sixth grade students failing with a school year grade average of less than 70 in the core courses of math, science, social studies, or ELAR (Literacy) and in consideration of the above content mastery factors may be subject to St. Philip's grade level retention or recommendation for referral or other considerations at the discretion of the School.

Considerations for Retention or Referral

Any student demonstrating academic weaknesses and difficulty in mastering content will be required to demonstrate mastery in the St. Philip's grade level academic content. Based on the identified needs of the student, the School may recommend the student comply with student



support services outlined in the *Student Support Services* section. Further considerations may include; but are not solely limited to, yet at the determination of the School:

- Retention with development of and adherence to a Student Support Plan, if not previously developed.
- Receive a comprehensive psycho-educational evaluation by a School approved skilled, trained and certified educational diagnostician or school psychologist or licensed specialist school psychologist, if beneficial or applicable...
- Recommend compliance with receiving a comprehensive psycho-educational evaluation, if deemed the School would be able to support the results of the evaluation.
- Referral to a school specifically developed to provide the resources, services, and level of instruction that may be needed by the student. The parent of a student who is or may be developmentally, emotionally, or academically unable to perform adequately, or consistently demonstrates difficulty in mastering skills, or is below St. Philip's grade level standards and has been provided long term support may be counseled to transition to a school designed to provide the resources, services, level of instruction to meet the student's needs.

Retention Recording

Any student who is being retained and chooses to withdraw from St. Philip's School and Community Center, a grade level retention will be recorded on the student's official School records.



ACADEMIC EXCURSIONS

Academic Excursions extend classroom learning. Teachers work diligently to plan rewarding trips for their students so that every child will benefit from these experiences. Depending on the grade level, trips may range from several hours to several days.

Every child participating in a school-approved trip/Academic Excursion must have a signed parental consent form before departure from the school. Forms are available on RenWeb.com and must be completed and returned to the child's homeroom teacher/advisor. Children are transported to and from these trips in the school van, bus, or a chartered bus. If needed, a vehicle with more seating capacity will be leased. All drivers must be licensed and insured, and pass a background check. Students are required to ride the School's transportation to and from the Academic Excursion. If a student does not return on the school's transportation source, the parent must sign a Release form prior to the student being released to the authorized adult, no exceptions.

All related matters regarding the logistics, snacks/lunches, fees/cost, homework assignments, etc., associated with Academic Excursion will be communicated by the class teacher. Parents are responsible for making sure their child has a lunch or required funds to purchase lunch during Academic Excursions, when required.

A Privilege and not a Right.

Children are to be orderly, mannerly, polite, respectful at all times, and abide by the class standards and school policies. All children must display exemplary behavior while on all excursions. Children who consistently misbehave in the classroom or on excursions will lose the privilege to participate in these enriching experiences. For some students to be able to attend Academic Excursions, an approved parent may be asked to attend, at their expense, and be their child's direct chaperone.

Academic Excursion Experiences for PK3 through 6th Grade Students

When children are given the opportunity to experience the world around them at a very young age, they are better able to make connections to those experiences as they read and gain additional knowledge in later years.

Our students go on "field experiences" to places such as The Dallas Public Library, Perot Museum of Science, The Dallas Children's Theater, The Arboretum, and the Dallas World Aquarium to name a few.



First Grade “Field Experience” City of Dallas Tour

Throughout the first grade year, the students learn about special people and places of interest in the city of Dallas. At the end of the year, the students take a DART bus ride around the City of Dallas experiencing the people and places they read about during the year.

Second Grade Excursion - Space Center Houston Tour

The 2nd grade students attend a 1 night, 2 day excursion at the Johnson Space center in Houston. The students will have an opportunity to participate in hands-on, space center activities.

Third Grade Excursion – 3rd Grade Sky Ranch Retreat

The 3rd grade teachers and students participate in a 1 or 2 night, 2-day retreat. This trip is the 3rd grader’s opportunity to engage in team building activities to promote collaboration, cooperation, and independence that will be vital as they move into middle school. Parents (excluding school personnel serving as chaperones) are not eligible to attend 3rd grade overnight Academic Excursions, no exceptions.

Fourth Grade Excursion – Hero Tour / Alamo/ State Capital

This tour serves as the culminating exploratory experience to summarize the year – long study of Texas history. The importance of citizenship, voting, and public office are reiterated during the experience. Through interactive exhibits and activities, students learn about Texas heroes and the roles they have played in shaping our community. Students will also go on a guided tour through the Discovery Passages at Natural Bridge Caverns and learn how different geological processes formed the cavern system. Parents are not eligible to attend 4th grade overnight Academic Excursions, no exceptions.

Fifth Grade Excursion Civil Rights Tour

After a year-long enlightening study of history, including Civil Rights, the 5th grade class travels to Memphis, Atlanta, Selma, Montgomery, Tuskegee, and Birmingham in an effort to bring their studies of Civil Rights to life. Parents are not eligible to attend 5th grade overnight Academic Excursions, no exceptions.

Sixth Grade Music Excursion– The Promise

All 6th grade students attend a music trip to Riverbend Retreat Center near Fort Worth to experience the breath-taking musical production, The Promise. This field trip provides our students with one of their final opportunities to experience growth through unity, cooperation, and leadership development at St. Philip’s. In addition, it provides them with first-hand knowledge of a musical production before their own production in the spring of their 6th grade year. Parents are eligible to attend the 6th grade overnight Academic Excursions to The Promise only as approved and determined by the 6th grade educational team.



Sixth Grade Senior Trip

As an end to a journey well-traveled, the sixth grade class takes a senior trip through Arizona and Colorado to Grand Canyon National Park. Students are assigned specific locations of the trip for which they research and provide presentations to classmates. Parents, or any friends or family member, are not eligible to attend 6th grade overnight Academic Excursions, no exceptions.

Attendees

Parents or approved adult attendee must have passed a **criminal history background check**, refer to the *Business/Finance Office section*. Any out of pocket expense for those attending must be paid by the parent by the determined deadline.

Parents, or other non-approved adult, cannot attend overnight Academic Excursions nor travel along with the school in a caravan, etc., on third (3rd) through sixth (6th) grade Academic Excursions, no exceptions. Non-St. Philip's students or St. Philip's siblings not in the class **cannot** attend St. Philip's Academic Excursions. Approved parents or approved adult attendee may attend certain designated Academic Excursions as approved by the homeroom teacher/advisors.

Regarding absences from Academic Excursions, refer to the *Attendance Unexcused Absence section*.

Guidelines for Academic Excursion Chaperones

The Principal will establish the guidelines for selecting chaperones. The following guidelines are subject to modification by the Principal for each class Academic Excursion.

- Must pass a criminal background check prior to making arrangements to serve as a Chaperone (not an option).
- Required to be on active duty at all times during the trip and 24 hours each day for overnight trips – leaving the group is not permitted.
- Not allowed to bring other persons on the excursion or have guests from the area or the visiting city join the group for extended periods.
- Are required to eat with the group unless dietary reasons preclude it. Dietary issues should be presented beforehand.
- Are not allowed to permit the students to purchase or eat treats unless the full group has been granted the same opportunity.
- Are not allowed unscheduled souvenir shopping.
- Are required to stay with their supervisees/assigned students during shopping and all times during the excursion.
- May be required to manage students' spending funds.



- Are required to adhere to the scheduled agenda – only the trip leader may make adjustments.
- Are not allowed to exceed the spending limits set for the trip for their own children.
- Are not allowed to smoke, use profanity or post pictures of children on any personal social media pages.
- If a child chooses to misbehave, that child should be given a warning that improvement is necessary. If the problem continues, please notify the classroom teacher or school personnel to handle the situation as deemed appropriate.
- Chaperones are responsible for the care of their student group from the time they are assigned until the time they return to school. This includes preloading, traveling, on-site, return travel, sleeping periods and unloading.



ACADEMIC/SPECIAL PROGRAMS

Competitions and Other Opportunities

The School incorporates activities and programs to complement the academic curriculum. These programs are designed to motivate students as they acquire higher levels of knowledge, to challenge students to confront issues of importance, to offer academic competition, and to provide students with the opportunity to demonstrate mastery of specific skills. Students are challenged to think critically and creatively, exhibiting much more than knowledge and comprehension. These School competitions and opportunities include but are not limited to:

- Books of the Bible/ ABC Memory Verse Contest – alternating years
- Geography Bee
- Legos
- Math/Science Team Competition
- Oratorical Contest (school-wide)
- Robotics Competition (Middle School students)
- Science Fair or Invention Convention
- Spelling Bee
- African American Male Academic Bowl
- St. Philip's Creed Contest

G.I.F.T.S

G.I.F.T.S. is an acronym for Girls Investing for Tomorrow Spiritually. G.I.F.T.S. serves to empower and enrich the lives of our sixth grade girls throughout the course of their senior year. The purpose of G.I.F.T.S. is to:

- Motivate
- Inspire
- Enhance, Empower and Enrich their Lives
- Increase Self Esteem & Build Character
- Teach Love for Self and Others
- Develop Communication Skills
- Help Set Goals
- Explore Careers and Develop a Career Path
- Explore College Choices

Praise Dance

Students in Pk4 through 6th grades are invited to participate in St. Philip's Praise Dance. These students learn the ministry of dance while learning the biblical scriptures related to dance. They



practice several times during the month and perform at various school-wide events such as Christmas Chapel, Easter Chapel, Grandparent's Day and Graduation.

Rites of Passage

The Rites of Passage program is fundamentally designed to stimulate the consciousness of our fifth and sixth grade young men as they begin their journey to manhood. This consciousness is stimulated by prompted our young men to begin examining the following:

- The past to understand the present and prepare for the future;
- The characteristics of manhood to discern what is not a man;
- Principles, tenets and scripture necessary to become Godly men;
- What it means to have valor, vigor, and courage;
- The vows which call us, as men, to receive, give, serve, honor God, others and uphold man's responsibility.

Throughout the 26 weeks of this program, powerful sessions move us from creation to Africa, through the diaspora – slavery, emancipation, civil rights, exploration and post-Obama. We will profoundly wrestle with the meaning of manhood, spirituality, finances, relationships, integrity, leadership and courage. We will explore the future - examine careers, technology, goal setting and basic life skills. Through such wrestling and exploration of these crucial topics, our young boys will begin their transformation into young men.

Saints of the Week

St. Philip's believes in rewarding students for their daily accomplishments. We believe that children learn best in an environment that is challenging and filled with opportunities to express their feelings about their newfound knowledge. Students are rewarded during normal scheduled Chapel services on Friday for their classroom participation and overall academic and behavioral success during the week.

Service Learning (Community Service)

Service-learning offers a unique opportunity for St. Philip's students--from Pre-kindergarten to 6th grades to get involved with their communities in a tangible way by integrating service projects with classroom learning. Service-learning engages students in the educational process, using what they learn in the classroom to solve real-life problems. Students not only learn about democracy and citizenship, they become actively contributing citizens and community members through the service they perform. St. Philip's will solicit the help of parents to ensure the success of the various Service Learning projects each year.

Student Council

Student Council membership is one of the many opportunities for involvement and leadership at St. Philips. The Student Council consists of 3rd through 6th grade students who are elected by faculty members, staff members, and their peers. These leaders are required to be strong role



models for younger students by exhibiting integrity, ethics, and respect for the customs of the school and the law of the land both on and off campus. Student Council members must do the following:

- Maintain a satisfactory record in behavior throughout the school year, and
- Maintain a passing grade in all courses throughout the school year

Students who fail to meet these requirements may be temporarily suspended from office, or permanently removed from office.

Performing Arts Club

Our Performing Arts Clubs also known as *PAC* take place on Thursdays from 4:00 until 5:30 in the after-school program. Students selected to the performing arts clubs will be required to attend on Thursdays where they receive further instruction on their arts discipline, rehearsal times for upcoming performances, and lab work with guest artists take place. This is an exciting time for students who have been identified with the capacity to advance their skills and to have intensive time weekly in a small classroom setting. Auditions will be held in September and Performing Arts Clubs run through April.

Young Strings

This program, sponsored by the Dallas Symphony, provides students who have exhibited a noticeable interest in music classes with an opportunity to participate in a general music class. Students are selected and may continue in this program based on four specific criteria: (1) Self-discipline (2) General Music Aptitude and Interest (3) Parental Involvement, and (4) Social Skills.

Upon completion of the General Music Class and recommendation by the Dallas Symphony Teacher, the student will continue in the program and receive private lessons on a cello, violin, or viola.

Others

The Sixth Grade Musical, Destiny, Admission Review, Chapel Programs, Annual North Texas Giving Day and various other programs throughout the school year provide venues that allow St. Philip's students to showcase their knowledge and talents.



THE TITAN AWARD

The Titan Award is an award that strives to recognize those exceptional students who meet expectations on a consistent and regular basis. It is awarded to any third through sixth grade student who meets all of the following required

10 Titanments

1. Listen and follow directions instantly, without question or hesitation
2. Remain organized and go to class prepared with proper materials and assignments
3. Work well with peers
4. Respect all instructors and adults through actions and words
5. Follow classroom and school rules
6. Anticipate the next logical step and take initiative to complete it
7. Work with diligence and fervor
8. Comply with proper St. Philip's uniform code and have a tidy appearance
9. Initiate acts of citizenship towards others by demonstrating the six core ethical values of character (trustworthiness, respect, responsibility, fairness, caring, and citizenship) and the Full Armor of God principles.
10. Exhibit on task behavior

A Titan embodies all these characteristics 95%-99% of the time. They very rarely take a hiatus from this near perfect behavior. They take school and study seriously; they exhibit a personal mission to succeed.

The faculty and staff of St. Philip's will elect each month, worthy recipients. The elected recipient must receive a majority vote. A committee of faculty and staff will count the votes. Titans will be announced in Chapel on the last Friday of each month or the following Monday of the next month.

Titans are given the privilege of having "free dress days" (see *Uniform policy section*) on Fridays. They may also wear College or University T-shirts/sweat shirts with their uniform bottoms on Thursdays. On the free dress days, Titans must adhere to attire that represents the St. Philip's Statement of Mission and Values (*refer to the Uniform Policy section*). Shoes must be completely enclosed. No caps or hats may be worn.



STUDENT SUPPORT SERVICES

St. Philip's School & Community Center seeks to support students of all learning needs. Decisions made regarding students' instructional or behavioral needs are based on multiple data points taken in context over time. Although not a school specializing in learning disabilities or emotional or behavioral disorders, we seek to offer practical and reasonable assistance for all students.

Through a team of instructional specialists, Student Support Services aim to:

- help students achieve educational excellence, strengthen self-esteem, develop spiritually, emotionally, and intellectually;
- strengthen and broaden the intellectual and creative talents of advanced students;
- implement interventional, reasonable, and available support services for students with identified academic and/or social and emotional needs;
- equip parents with needed resources for success; and
- provide a variety of resources to ensure potential for academic and personal success.

SSS Team

The SSS Team consists of the Academic Support Coordinator, ELAR/Literacy Specialist/Lead Teacher, Math Specialist/Lead Teacher, and Dyslexia Therapist to coordinate these services for students and families and provides guidance for teachers as they work with students and families needing support.

Type of SSS Provided or Referred to Other Agencies

The School makes referrals to a host of qualified professionals for academic emotional, behavioral, and family support services. The School does not endorse the individuals or companies, but the referrals are solely for the purpose of information. Parents are responsible for all expenses fees associated with services being provided. Services may be initiated at the request of the student, parent, Principal, or related school personnel. For the referral process or a referral list of service providers, visit with the Academic Support Coordinator. Services offered by the School or referred to other agencies include, but are not limited to:

- Academic Remediation and Intervention Tutoring
- Advanced Academic Programs
- Dyslexia/Language Therapy Instruction
- Dyslexia instruction outreach to the immediate community
- Social and Emotional Wellness
- Referrals for comprehensive psycho-educational evaluations, including ADHD
- Referrals for student and or family counseling support: grief, divorce, emotional care, parenting, etc.



- Guidance to support Life After St. Philip's (L.A.S.P.)
- Speech Therapy, Occupational Therapy, Assistive Learning Devices, and evaluations through private providers or through Dallas Child Find
- Parent and Student Educational Resources and Workshops, Parent University
- Student Peer Mediation
- Professional Development for Educators to support the learning needs of all students

Required Parent Involvement

Parent involvement is required if your child participates in any type of SSS. Parent involvement may include attending parent conferences, meetings, counseling, Shelton School educational workshops, Parent University events, and other off-campus parent events.

SSS Non-compliance

Student or family that is non-compliant with SSS being offered or fails to follow through with the School's recommendation to obtain support, may be subject to earning failing grades, reconsideration of the SSS Plans, being released from receiving any available funding for the services being received, reduction of financial aid assistance, SSS being withdrawn, and further action taken including disciplinary action, where warranted, and not being considered for reenrollment. Any exemptions, cessations, or circumventions to any provisions of the SSS program will be at the discretion of the SSS Team to be submitted in writing to all parties.

Release of Information

There are times when it is necessary for professional providers to confer with school personnel regarding a particular student's needs to best serve that student. To the extent possible under legal and ethical guidelines, the professional provider of service protects the privacy rights of students and their families. Parents, students, school personnel are encouraged to contact the School's Academic Support Coordinator, School Nurse, or the Principal with any concerns that may impact a student's academic, social, or emotional wellness.

The SSS program may involve sharing sensitive, personal and private information with persons who have a direct need to know to implement wellness. The School respects the inherent rights and responsibilities of parents for their child. Recognizing this, federal, state, and local laws require that all interactions be in compliance with all laws, policies, and ethical standards pertaining to confidentiality. Schools are required by state law and their professional code of ethics to report any form of child abuse or endangerment whether to self or others.

Student support service participating parents will sign a release of information form in matters pertaining to an psycho-educational evaluation or related evaluation needs, and participation to receive accommodations/modifications according to the formal evaluation results.



Medical support

Students who may receive some form of therapeutic or pharmaceutical support are encouraged to discuss these matters with the Principal, School Nurse, and related school personnel. Refer to the *Health* section.

SSS: ACADEMIC SUPPORT

Student Academic Intervention (SAI)-Learning Differences/Disorder Diagnosis

SAI are students with **diagnosed** learning disorders identified through a formal comprehensive educational evaluation. A specialized Student Academic Intervention-**SAI Plan** is developed based on the evaluation results.

Students that have a diagnosed learning disorder/difference (LD) are determined by the result of a comprehensive psycho-educational evaluation. At the beginning of the school year or upon immediate completion of evaluation, parent(s) should release to the Academic Support Coordinator their child's complete results of the comprehensive psycho-educational evaluation, speech-language evaluation, occupational therapy evaluation, and social, emotional and wellness behavior reports, including matters relating to attention deficit hyperactivity disorder (ADHD) or related results.

Accommodations-Modifications: SAI students only may be eligible to receive identified and prescribed *reasonable* and *practical* accommodations per the evaluation results submitted to the School in a timely manner as stated. Accommodations, provided for both testing and instruction, change the way students access information and demonstrate their knowledge, skills, and abilities; they do not change academic standards or expectations. Accommodations do not change or modify the content of instruction or give the student an unfair advantage, or change the skills or knowledge that a test measures. All students must master content, refer to the *Promotion and Retention* section.

The School cannot provide the prescribed reasonable and practical support for a student's success without this essential data. Upon receipt of the data, a meeting will be conducted with the parent(s) to establish the School's **SAI Plan**.

Dyslexia

The School offers a Dyslexia Program funded by a grant through the Reading Resource Fund of Communities Foundation of Texas. The program is designed to teach the multisensory teaching approach for students with dyslexia. The Academic Language Therapist is a licensed dyslexia therapist by the state of Texas and certified by The Alliance National Registration Exam for Multisensory Structured Language Education. The Academic Language Therapist is trained in



behavioral and learning disabilities-differences and dyslexia assessments. The dyslexia intervention is not tutoring it is an explicit, direct, and multi-sensory Orton-Gillingham based daily instructional teaching approach. The daily curriculum follows a logical sequential, intensive plan encompassing the basic alphabetic principles of language/literacy, with constant review and repetition. The length of time it takes to complete the full curriculum depends on each student's individual skills and abilities. This could range from two to five years. The instruction is taught to eligible students at designated times throughout the school day.

Parent involvement is required if your child participates in the SSS program. Parent involvement may include attending parent conferences, meetings, Shelton School educational workshops, Parent University events, and other off-campus parent events.

Tutoring

Extra Help (Reinforcement or Enrichment): Students are encouraged to meet with their class teacher for extra help during their study hall or advisory period or designated time established by the teacher. Middle school students having difficulty and needing extra help in a class are held responsible for meeting with the teacher and not only expecting the teacher to initiate the help sessions.

Remedial Tutoring: If a student is recommended for SSS tutoring it is for students experiencing significant difficulty in core subjects. SSS tutoring is **not completion of homework** due to a student's lack of time to complete, nor academic enrichment, nor test taking strategies. Tutoring will be determined by:

- Educational evaluation results (**SAI students will have priority for available and eligible tutoring funds through ESSA Title 1 standards**),
- Regular and consistent low performing scores on class assignments and assessments,
- Ongoing deficient in retention, recall, and application of instruction / grade level skills,
- Academic low performance history,
- Response to intervention (RtI) of tiered instruction to efficiently differentiate instruction for concepts not mastered,
- Approaching or on Academic Probation, based on reasons for placement.
- Consultation among teachers, the Student Support Service team, and parent.

A specialized **SSS Tutoring Plan** may be developed for the student needing remedial support, or due to a diagnosed learning disorder, or as outlined in an educational evaluation, to include

- academic targeted skill objectives,
- responsibilities of tutor and student,
- timelines for measurable improvement,
- recommendations for lack of progress by timeline, and



- results for noncompliance of the Tutoring Plan.

On Campus: As much as possible, the School will attempt to provide tutoring in ways that prevent removal from specialized class instruction; however, tutoring will occur during those class times if the on-campus tutoring service is only available during those scheduled class times and the student is in Academic Probation or at-risk for failing a class. The School will not remove a student from a regularly scheduled core class for tutoring.

Tutors/Learning Specialist

A recommended referral list of tutors / learning specialist can be obtained from the Academic Support Coordinator. If tutors are not School volunteers, most tutoring may be at the expense of the parent due to their local home school not meeting standards as a Title 1 school, etc., or Academic Probation guidelines, or noncompliance with School policies or agreements.

All qualified tutors/learning specialist must be highly skilled, trained, experienced in the subject being taught, and meet guidelines of St. Philip's School and Community Center. In the case when the School requires adherence to a SSS Tutoring Plan, all tutors must provide a written progress narrative report by the end of each quarter and if during the summer, submitted on the 1st day of August (no exceptions).

Most academic “camps” do not meet these standards needed for intense remediation and are not recommended to be selected by the parent if tutoring is being required by the School. Parent(s) are encouraged to consult with the Academic Support Coordinator before selecting a tutor to ensure the tutor has received and complies with the student's SSS Tutoring Plan.

SSS: BEHAVIOR SUPPORT

Frequently behavior, mental health, counseling, and related support service resources may be available on campus. These on-campus services are primarily short-term, temporary services aimed at facilitating more effective education and socialization of the student. These services are not intended as a substitute for a prescribed program of intervention or a comprehensive evaluation by an outside professional.

When a student engages in ongoing disruptive behavior, habitual misconduct, continuous school violations or noncompliance to rules and regulations, etc., related SSS are recommended to address the student's needs either separately or coupled with disciplinary action. The goal is to foster social-emotional growth and pro-social behavior and prevent future misbehavior. Parent(s) must support their child's attendance and participation in the student support services to address behavior or discipline concerns. *Refer to Discipline Section.*



Behavior Plan

When deemed needed, a specialized Behavior Plan (BP) may be developed for the student and family to include:

- behavior improvement targeted objectives,
- responsibilities of student, family, and teacher,
- timelines for measurable improvement,
- recommendations for lack of progress by timeline, and
- results for noncompliance of the Behavior Plan.

SSS-Behavior Services

Students may be referred to participate in on- or off- campus support services by the parent(s), Principal (or Principal's designee), Discipline Review Team, SSS Team, etc. Behavior support services may include but are not limited to:

- Life After St. Philip's (L.A.S.P.) Guidance
- Social skill group sessions
- Brown Bag Lunch sessions
- Peer Mediation
- Counseling (individual and/or family), (on or off campus)
- Group workshops conducted by trained professionals (on or off campus)

Guidance-L.A.S.P.

St. Philip's has offered a "*Life After St. Philip's*" (L.A.S.P) guidance program to its middle school students and families (Grades 4th – 6th). The purpose of this program is to begin to prepare students to transition from St. Philip's and to assist with identifying the best schools for them to matriculate. L.A.S.P. is coordinated by the Admissions Department.

Peer Mediation Program

A comprehensive peer mediation program is a preventative approach for handling conflict amongst students. Conflict is inevitable, therefore students must be provided a constructive method to deal with disputes, frustrations, or pent-up emotions. Peer mediation is not the solution for all disputes. This program is not the means for students to avoid the consequences of their behavior; therefore, peer mediation does not replace the school's disciplinary policies.

The peer mediation program, coordinated by trained faculty and staff members, will use trained students to help other students find positive ways to solve their own disagreements. Peer mediators serve as neutral parties to provide a safe, scripted, confidential, structured process to assist other students in conflict to end disputes peacefully by reaching their own mutually acceptable agreements. Peer mediators do not give advice, take sides, find fault, or take responsibility for solving the problem. Student participation in the peer mediation program is on



a voluntary basis. Students can self-refer or be referred by others to the program to resolve a dispute.

Peer mediators are students selected by the Principal, teachers, and school personnel. Selection is based on identified character traits. Selected peer mediators must successfully complete nine hours of conflict resolution skills training.

Key goals of the peer mediation program are:

- To fulfill the school's Statement of Values to enhance self-esteem and personal development.
- To equip students with the knowledge, skills, and abilities to regulate their own emotional behavior and resolve their own conflict.
- To increase classroom instructional time through the reduction of classroom time used for dispute resolution by teachers.
- To solve a range of problems peacefully, such as name-calling (put downs), rumor-spreading, certain aggressive behaviors like bullying and teasing.



DISCIPLINE POLICY

Positive and appropriate behavior is essential for effective learning. It is important that students take responsibility for their actions and realize their own attitudes and actions are directly related to their school experience and that of their classmates. With the support and assistance of school personnel and parent, all students have the capacity to choose behaviors that enhance their relationships and facilitate learning. In keeping with the Christian nature of the school, the highest standards of conduct and respect are expected of both students and their parent at all times.

Students should:

- Agree to represent the school with integrity, ethics, and respect on and off campus.
- Appreciate the rights and personal belongings of others.
- Display courteous and respectful behavior.
- Use appropriate language at all times.
- Exhibit personal honor in all actions.
- Express feelings in a constructive manner.
- Accept responsibility for their actions.
- Recognize inappropriate behavior and identify constructive alternatives.
- Learn to walk calmly and quietly when inside school buildings.

St. Philip's philosophy of discipline is as follows:

- Each student is to be treated with respect and given every opportunity to learn self-control and self-discipline.
- All members of the faculty and staff should be models of good manners for students to observe.
- Students should be taught to respect their teachers and all of the staff of St. Philip's.
- Teachers cannot teach and students cannot learn in an environment of disorder, confusion, and rudeness.
- Distinction should always be made between the deed and the doer. It is the deed that we dislike, not the child.
- Physical punishment such as spanking, hitting, and shaking is forbidden at St. Philip's.
- St. Philip's understands that **character counts**. We teach and demonstrate the six core ethical values of 'Character Counts' God's principles on a daily basis.
- Any student who does not abide by the school rules, or whose conduct is such that the learning process or welfare of the other students is adversely affected, is subject to Disciplinary Consequences outlined in this policy. Disruptive behavior, habitual misconduct, continuous school violations or noncompliance to rules and regulations of the school will not be tolerated and will be addressed according to the Parent-Student



Handbook. Any unacceptable behavior that is not outlined will be addressed at the discretion of the Principal (or Principal's designee). The term infractions, violations, and incidents are often used interchangeable.

The student, family, and responsible persons of the student must adhere to the disciplinary policy, the rules and regulations of the school, and provisions outlined in this Parent-Student Handbook. Any exemptions, cessations, or circumventions to any provisions of the disciplinary policy will be at the sole discretion of the School Principal.

Parental Support & Communication

We believe parents bear the primary responsibility for teaching their children right behavior and attitudes, and we will depend heavily on parents to help if there is a behavior problem. Students, parents, and school personnel all have a role in making schools safe and must cooperate with one another to achieve success. As role models, parents and school personnel should exhibit the behaviors that they would like to see students emulate. All parents and visitors should be models of good manners for students to observe.

It is important that there is maximum consultation and communication between the school and the home. Parents who want to discuss interventions in response to student behavior should directly contact their child's teacher to schedule a conference.

If your child is experiencing any change in his or her normal routine at home; for example, severe illness, divorce, death in the family, or a new baby, please contact the Principal as soon as possible. Abrupt changes in routine can affect the child's academic work and social interaction with teachers and peers. It is helpful for us to know about important changes so our faculty can respond appropriately with compassion.

Disciplinary methods or standards of student discipline can reasonably be expected to teach students:

- that their actions have consequences,
- that they are accountable for their behavior,
- to help them learn from their mistakes,
- to help them develop character, and
- to cease inappropriate behavior/actions.

Disciplinary Review Team (DRT)

The DRT members for the school are selected by the Principal and may include the classroom teacher, content lead teacher or division lead, and the Principal's designee(s). Disciplinary Consequences imputed are at the initial discretion of the teacher overseeing the discipline matter;



however, may be reviewed by the DRT, as needed. The DRT will support only on an as needed basis; thus will not review or serve on every infraction.

The DRT, when needed to serve, responsibilities may include, but are not limited to,

- reviewing the behavior/actions of the student;
- conducting an inquiry of the incident with the student;
- recommending Disciplinary Consequence, up to and including expulsion;
- ensuring consistency in the disciplinary policy; and
- assisting in assessing reenrollment consideration.

Grade Level Classroom Rules

Grade level classroom rules may describe disciplinary consequences to be implemented based on a student's infraction. Classroom rules are developed by the grade level teachers and shared with parent at the beginning of the year. Grade level classroom rules are subject to modification without prior notice to the parent.

Reporting & Referral

Any infraction/incident whether listed in this policy or not (not limited to: disruptive behavior, habitual misconduct, continuous school violations or noncompliance to rules and regulations, etc.) can be reported or referred for Disciplinary Consequences by any member of the school personnel such as: teacher, staff member, administrator, before and after school care worker, tutor, and designated school supporters. Most discipline matters will be reported by the classroom or the specialized area teacher, but any egregious behavioral concern may be referred to the Discipline Review Team or Principal (or Principal's designee).

Parent is not allowed to reprimand, interrogate, or harass another family's child while the child is in the school's care. Disciplinary concerns or behavior infractions/incidents should be immediately referred to the student's teacher. Parent in this section refer to those that are not serving as an official member of the school, such as teacher, administrative staff, or support personnel role (to include substitute teachers and tutors).

Infractions/incidents that occur on campus or at a school-sponsored activity or that may occur off campus and related to school will be taken seriously and will be investigated in a confidential and prompt manner.

Infractions/incidents that occur outside school hours and away from school property or school-related functions may be investigated if reported to the school. Parent of involved students may also be notified. Any person to whom a complaint is made shall immediately advise the Principal



(or Principal's designee) that a complaint has been made. Appropriate corrective action will be taken, if warranted.

Inquiries of students by school personnel may occur prior to reporting or informing parent. School personnel will investigate violations and interview students without prior notice to parent or the consent of parent in order to do so. School personnel exercise this authority to maintain the safety and security of the school environment and to prevent the disruption of instructional programs.

Based on the nature of the Disciplinary Consequence, an infraction/incident may be reported through the school's disciplinary behavior communication system. Not all Disciplinary Consequences will be reported through the school disciplinary communication system. Every minuscule unacceptable behavior or infraction may not be reported through the school disciplinary communication system, such reporting is at the discretion of the reporting teacher and may be based on the mitigating disciplinary factors and the immediate improvement of the student.

Disciplinary Mitigating Factors

Disciplinary Consequences implemented may depend upon the student's:

- child developmental phase,
- disciplinary history,
- severity or magnitude of the infraction/incident,
- frequency of infractions/incidents,
- intent or lack of intent at the time the student engaged in the conduct,
- personal factual circumstances, and/or
- overall behavior documentation or discipline record.

DISCIPLINARY CONSEQUENCES

Disciplinary Consequence is a standard of penalties imputed for infractions or inappropriate behaviors. **Disciplinary Consequences are not sequential;** therefore, any Disciplinary Consequence may precede another. The School reserves the right to determine the appropriate Disciplinary Consequence (excluding those determined by governmental agencies). The School reserves the right to act according to the nature of the student's behavior and the severity of the offense (on a case by case basis) to impute Disciplinary Consequences that may result in reporting to governing agencies, when required by law, and or receive immediate suspension or expulsion at the discretion of the DRT or Principal (or Principal's designee).



The following list of Disciplinary Consequences is **not all inclusive**. Other Disciplinary Consequences may be assigned, depending on extenuating circumstances. A student may receive more than one Disciplinary Consequence. Disciplinary Consequences implemented may include the following, but are not limited to and are not in sequential order:

- Verbal corrective feedback.
- Formal written disciplinary notice in the school's communication system.
- Documentation on student's classroom **Behavior Chart** (grade level appropriate).
- Opportunity for describing, modeling, and practicing correct forms of appropriate behavior.
- Verbal or written apology of student committing the infraction.
- Teacher and student conference.
- Parent-Teacher Discipline Conference, when deemed necessary may include the student and or DRT or Principal's designee.
- Not attending field trips/academic excursions, classroom functions, etc.
- Attending field trips/academic excursions, classroom functions, etc., with required attendance and direct supervision of a parent or approved caregiver.
- Suspension of student privileges or leadership positions (as determined by DRT).
- Limited Recess Time Out during which time student may be allowed to engage in physical exercise or movement that will promote stress/tension release, allow for student to meditate on how to correct their inappropriate actions, and to regain self-control during this time.
- Limited Class Time Out is the removal of a child for a short period of time from a situation in which the child is misbehaving and has not responded to other discipline techniques.
- Detention due to discipline / behavior matters.
- Detention due to academic matters.
- Peer Mediation, when applicable.
- Grade penalty due to academic dishonesty.
- Out of School Suspension (OSS).
- Loss of financial aid support due to ongoing discipline infractions and non-compliance to school policies.
- Confiscation of contraband or of items that disrupt the educational process
- Consequences not listed may be determined by the reporting teacher or administrator or classroom rules.
- Restorative practices such as restitution, payment, or other action intended to repair damages or loss of property (at the financial expense of the parent or responsible parties).



- On-campus community service assignment (without earning community service hours); may include, but is not limited to, school beautification (indoor or outdoor) projects, campus betterment, teacher or administrative assistance support, or related task.
- Development and compliance with a Behavior Plan (BP).
- Parent to obtain and comply with professional parenting, mental health, or related support, as deemed appropriate and at the financial expense of the parent or responsible parties.
- Referral for student to participate in and comply with on-campus (when available) or off-campus student support service; to include, but not limited to mental health, social skills, play therapy, etc., at the financial expense of the parent or responsible parties.
- Referral to an appropriate agency or program including mental, emotional, or related programs at the financial expense of the parent or responsible parties.
- Referral for a comprehensive educational psychological, psychosocial, emotional, or behavioral health assessment at the financial expense of the parent or responsible parties.
- Required participation in educational workshops on developing social skills, emotional health and management, or replacement behaviors, etc., at the financial expense of the parent or responsible parties.

Expulsions are the only appealable Disciplinary Consequence.



DISCIPLINE CONDUCT TYPE A

Infractions for behaviors in Type A category are subject to Disciplinary Consequences outlined in this policy up to detention.

- Skipping class
- Tardiness (refer to Tardy Policy)
- Failure to comply consistently with homework, classwork, and related academic standards
- Littering
- Gambling
- Minor disrespect to students or staff members
- Failure to follow directions, share, or respond to school personnel requests
- Prohibiting others from participating in an activity
- Minor class disruption
- Non-productive behavior for academic progress
- Minor uniform violation, five or less
- Minor aggressive behavior (e.g. pushing and shoving in line)
- Repeated annoying behavior or negative gestures towards others
- Lying to get oneself out of trouble
- Minor violation of school rules regarding technology use
- Using school computers, fax machines, telephones or other electronic equipment or devices without appropriate permission
- Failing to be in one's assigned place on school premises



DISCIPLINE CONDUCT TYPE B

Infractions for behaviors in Type B are subject to Disciplinary Consequences outlined in this policy up to and including suspension. Additionally, **repetitive, ongoing** Type B infractions may result in non-reenrollment and expulsion.

- Excessive tardiness (refer to Tardy Policy)
- Failure to comply with toilet training policy
- Academic integrity violations (refer to Academic Integrity section)
- Failure to comply with homework, classwork, and related academic standards
- Attempted to cause damage to school property or private property
- Horseplay or roughhousing, reckless or unsafe behavior
- Rude, disrespectful, disruptive behavior
- Egregious tantrums/emotional outburst
- Repeated chronic behavior that creates an environment preventing teaching and learning
- False activation of a fire alarm
- Intentional lying to get another person(s) in trouble
- Uniform violations-three or more (see *Uniform* section)
- Lack of school harmony
- Fails to support and comply with disciplinary consequences and/or policy
- Defiant, oppositional, rebellious conduct
- Failure to follow directions potentially leading to disruption or the harm of self and others
- Disruption of school activities
- Mutual fighting
- Fighting, intimidation and/or violent behavior (Imputing disciplinary consequences for student acting in self-defense will be taken into consideration)
- Spitting, biting, or placing bodily fluids on another student
- Stealing
- Possession of stolen property
- Committed an offensive or obscene act
- Engaging in habitual profanity and vulgarity
- Possessing or using tobacco, nicotine products, or nicotine delivery systems
- Failure to report school policy violations



DISCIPLINE CONDUCT TYPE C

Infractions for behaviors in Type C are subject to Disciplinary Consequences outlined in this policy to include suspension, non-reenrollment, expulsion, and reporting to governing authorities.

- Fire setting
- Causing a major disruption to the atmosphere of order and safety in the school
- Causing damage to school property or private property
- Bullying and harassment as outlined in this policy
- Possessed an imitation firearm
- Caused, attempted to cause, threatened to cause or participated in an act of hate violence
- Caused, attempted to cause or threatened to cause physical injury
- Behavior dangerous to students and staff potentially leading to disruption or the harm of self or others
- Aids or abets in the infliction or attempted infliction of physical injury on another person
- Having a Hit List
- Inappropriate Sexual Behaviors with self or others



DISCIPLINE CONDUCT TYPE D

Infractions for behaviors in this category are subject to Disciplinary Consequences outlined in this policy up to and including immediate expulsion and reporting to governing authorities.

- Willfully used force or violence upon the person of another, except in self-defense
- Caused serious physical injury to another person, except in self-defense
- Use of firearm or weapons
- Committed or attempted to commit a criminal act, such as firearms or explosive devices, substance, assault, controlled substances
- Severe or pervasive physical, verbal, or written act(s) (bullying) directed toward one or more students or school personnel to include by means of an electronic act
- Possessed, sold, or otherwise furnished any knife, explosive or other dangerous object
- Unlawfully possessed, offered, arranged, or negotiated to sell or deliver, or sold, furnished, used or under the influence of an alcoholic beverage or intoxicant or controlled substance
- Unlawfully possessed, offered, arranged or negotiated to sell any drug paraphernalia, drug illegal or illegal
- Unlawfully possessed, took, administered or under the influence of any controlled substance
- Made terrorist threats against school officials or school property or both
- Theft or burglary
- Criminal sexual acts
- Assault or battery on any school employee
- Repeated violation of school's Discipline policy



ACADEMIC INTEGRITY

Students are expected to produce original work that honors copyright laws and that reflects the student's ability and mastery of an assignment. Academic dishonesty includes cheating or copying the work of another student, plagiarism, unauthorized communication between students during an examination, and tampering with, changing, or altering a record or document of a school by any method, including, but not limited to, computer access or other electronic means. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

Academic dishonesty is considered serious infraction resulting in Disciplinary Consequences.

Academic dishonesty Disciplinary Consequences are neither non-negotiable nor appealable.

Cheating refers to the act of using an unauthorized source on an assessment or assignment whether on or off campus. Cheating also includes a student knowingly allowing another student to cheat, exchanging answers with others when prohibited, or looking at another student's work to obtain answers.

Copying refers to the act of duplicating any part of another student's work (including, but not limited to, plagiarism, assignments such as math homework, lab reports, vocabulary homework, and so on) and passing it off as one's own. Students may collaborate on assignments when given permission by the teacher for that assignment; however, in student collaboration, each student involved must be a participant in finding the answers for the assignment. Students who willingly email, text, or provide their own work to another student to use will also be held responsible for their part in the infraction.

Depending upon the seriousness of the academic integrity infraction, the teacher may choose from the following consequences on a case-by-case basis.

1st through 2nd Grade

- Student will receive a formal written Disciplinary Notice
- Student meets with the teacher
- First incident, student will redo the task for a maximum earned grade of 70 or Needs Improvement.
- Future incidences, student will not be granted a redo and will receive a grade of zero for the assignment.



3rd through 6th Grade:

- Student will receive a formal written Disciplinary Notice
- Student will redo the task for a maximum earned grade of 70, at the discretion of the teacher
- Incidents of academic dishonesty may result in a student's full month of probation from receiving the honor of a school leadership position, including Titan, Student Council, Peer Mediation, etc.
- Future incidences, student will not be granted a redo and will receive a grade of zero for the task, and removed from leadership positions and as determined appropriate related school organizations privileges.



DISCIPLINE & GENERAL STANDARDS OVERVIEW

Absences

Refer to the *Absence* section of the Parent-Student Handbook regarding excessive absences.

Bullying

Bullying is repeated aggressive behavior in order to intentionally hurt another, negative and aggressive behavior, whether by a single incident or multiple incidents, directed at a student by one or more other students and in which there is a real or perceived imbalance of power. An imbalance of power can result from multiple factors, including but not limited to physical strength, popularity, access to embarrassing information, or because the bully is not acting alone. Bullying can be face to face or through other forms of written or online communications, and includes, but is not limited to the following actions:

- **Verbal** refers to threatening, taunting, teasing or ridiculing a student by saying (verbal or nonverbal) mean and derogatory things, such as calling her hurtful names
- **Physical** refers to hitting, kicking, shoving, pushing, restraining, or making obscene gestures to another student or destroying or damaging another's property
- **Relational/Social** refers to gossiping, spreading or starting rumors, defaming, rejecting, and encouraging others not to be someone's friend or to bully another person, harming one's group acceptance by excluding them from a school group or activity.

Cyber-bullying (Refer to The *Responsible Use Guidelines For Technology Agreement* section)

Refers to bullying that takes place using electronic technology, including email, text messages, social media websites or apps (e.g., Facebook, Tumbler, WhatsApp, WeChat, STEAM, Instagram, Twitter, Snap Chat, Kick, Periscope, etc.), blogs and other websites. Cyber-bullying includes, but is not limited to:

- Sending or posting threatening, obscene, profane, embarrassing, inflammatory
- Disrespectful messages, pictures, or videos to or about a student
- Impersonating another student online or misrepresenting one's identity to another
- Posting false or defamatory information about a student
- Making a personal attack against a student

Cyber-bullying oftentimes occurs through various social media outlets when students are not in school. As a general rule, the school does not monitor how social media outlets or personal electronic devices are used by students in communicating with or about other students. This responsibility falls on the parent of children enrolled at the school. While the school discusses



proper social media usage with its students, the parent is in the best position to educate and influence their children about the proper use of social media.

If cyber-bullying occurs outside of school by a student over social media or similar outlets is reported to the Principal (or Principal's designee), parent may be called in to discuss the issue, and students may be subject to Disciplinary Consequence.

Students who are bullied, and students who are aware of or witness bullying, such as bystanders, should report the behavior to a trusted teacher, the Principal (or Principal's designee) as soon as possible so that it can be addressed. Parent who believe their child has been the target of bullying shall report the offense to the Principal (or Principal's designee).

The school will not tolerate bullying, which includes cyber-bullying. The school will not tolerate retaliation against an individual who in good faith reports bullying or provides information during an investigation into reported bullying.

Detention - School Discipline / Behavioral

Detention - School Discipline / Behavior refers to matters related to discipline not academics (*Refer to Academic Detention section*). Discipline / Behavioral Detention is not In-School Suspension (ISS). The school does not offer ISS. Discipline / Behavior Detention will be served on the dates and times established by the DRT or Principal (or Principal's designee). The number of school year Discipline / Behavior detentions will not exceed three (3) and may be a determining factor to not offer or extend the invitation for reenrollment for future years.

Detentions are neither non-negotiable nor appealable.

Expulsion

Refer to Withdrawal/Expulsion section for process and Disciplinary Consequences.

Harmony Relationship due to Discipline / Behavior

In accordance with the ***Parent Responsibility Agreement & Harmony/Communication Policy*** a positive working relationship between the school and parent is a key component to student's success. The school reserves the right not to reenroll a student if the school concludes that violations of ***Parent Responsibility Agreement & Harmony/Communication Policy*** have occurred.

Harassment

Harassment is threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting



another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety. Conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Any student who believes he/she has been subjected to harassment or who has witnessed harassment may file a complaint with the Principal (or Principal's designee).

Hit List

Hit list is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Law Enforcement or Governing Agency

Actions required by local, state, or federal law to be reported to governing agencies will occur when applicable or as required.

Lying

Lying is the communication, whether by expression or omission, of an untruth made with the intent to mislead. Lying may take the form of verbal, electronic, or in written form to another. Lying also includes, but is not limited to, forgery, the use of false identifications, or spreading unsubstantiated slanderous rumors about others.

Non-reenrollment Consideration due to Discipline/Behavior Infractions/Incidents

If no measurable improvement occurs after the Disciplinary Consequences have been implemented and student remains enrolled for the duration of the school year, student's discipline / behavior record may be a determining factor to not offer or extend the invitation for reenrollment for future years. Reenrollment privileges are not automatically extended to students with on-going or progressive disciplinary infractions. Full cooperation of the parent is expected in any Disciplinary Consequence.

Physical Restraint

Authorized school personnel may, within the scope of the employee's duties, use and apply physical restraint to a student when it is reasonably believed to be necessary in order to: protect a person from injury, obtain possession of a weapon or dangerous object, protect property from serious damage, restrain an irrational student, remove a student from a specific location in order to restore order, or to impose disciplinary measures.

Removal from an Educational Setting



Any school member may remove a student from class or educational setting for egregious behavior that violates school policies in order to maintain a safe, respectful environment for learning. This is not an In-School Suspension.

The following conditions (not an exhaustive listing) may be cause for removal from the classroom or other educational setting:

- The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to manage and teach the class or hinders students ability to engage in learning.
- A single behavioral incident that disrupts learning in the classroom or educational setting.
- The student engages in behavior that could result in expulsion.
- The student may be removed from the educational setting and placed in a safe, secure supervised area as deemed appropriate or as designated by the Principal. The area may include the Principal's office, Division Lead area, or Principal's designee's area.
- A student's removal from an educational setting for such infractions will result in a written disciplinary notice and other disciplinary consequences as warranted. School personnel shall implement appropriate Disciplinary Consequences that can reasonably be expected to improve the student's behavior before returning the student to the educational setting. If the student's behavior does not improve, the school personnel shall employ alternative Disciplinary Consequences. If improvement is still not made, the parent will be notified and a Disciplinary Consequence will follow the procedure for an Out of School Suspension (OSS).

For a *Removal from an Educational Setting* Disciplinary Consequence, the parent is required to formally meet with the teacher and Principal or Principal's designee prior to the student returning to school. Failure of the parent to formally meet with the Principal before returning the student to school may result in further disciplinary consequences.

During a student's removal from the educational setting, class work including quizzes, tests, or assignments missed or homework assignments missed may result in a grade of zero. All academic matters missed are at the discretion of each teacher. Refer to the Homework and Class Works section

Retaliation

Retaliation means any revenge, intimidation or negative action directed against an individual who reports harassment, bullying (cyber-bullying), or school violations or provides information during an investigation.



Under no circumstances will any student who in good faith reports alleged incidents or who cooperates in an investigation of any such behavior be subjected to any form of retaliation on account of having made such a report or cooperated in such investigation. Retaliation of a student might occur when a student receives threats from another student.

Any student who feels they are subjected to retaliation should report the retaliation to the teacher, the Principal (or Principal's designee). The report may be made by the student's parent.

Any student who, after an investigation, is determined to have engaged in any form of bullying or retaliation in violation of this policy will be subject to appropriate Disciplinary Consequence, up to and including expulsion.

Searches & Inspections

Students, while at school and at school-sponsored functions, are expected to have control over the contents of their belongings and will be held responsible for contraband or other inappropriate materials, including pornography or sexually inappropriate material, in their possession, whether on electronic devices, on their person, or in their lockers, purses, desks, book bags, backpacks, or the places where their belongings are kept.

School administrators and authorized personnel have the right to perform unannounced searches of every student and their belongings, including a student's laptop or other electronic devices, pockets, lockers, desks, purses, gym bags, book bags, backpacks, or other places where a student's belongings may be kept, and to confiscate contraband or other inappropriate materials.

All searches or inspections of a person conducted will be conducted in a manner that is respectful of the age and maturity of the student and that protects the student's dignity to the extent possible under the circumstances, while balancing the need for the protection of the rights and safety of the community as a whole. A student's parent will be notified of any personal searches within a reasonable time under the circumstances.

Contraband confiscated in searches shall not be returned to students and when appropriate as required by law will be reported to governing authorities. A student possessing contraband may be subject to disciplinary consequences up to and including expulsion. Failure of a student or parent to comply with a request to search the student's person or belongings will result in disciplinary consequences up to and including expulsion.



Suspension

Suspension is the temporary exclusion of a student from being on the school campus and related school activities for disciplinary reasons or Out of School Suspension (OSS). In-School Suspension (ISS) is not offered, therefore, is not an option.

Suspension from the school will be the decision of the DRT or Principal or Principal's designee. Suspension may be for one or more full school business days for a period of time not to exceed three (3) consecutive school business days.

Suspensions will not exceed three (3) per school year. Beyond three (3) school suspensions per school year may be a determining factor to not offer or extend the invitation for reenrollment for future years

Suspension Notification:

Parent will be contacted via telephone and or email. Parent is required to pick up the student immediately **within one (1) hour or less** of the school's contact with parent. Failure to pick up the student within one (1) hour will result in the student's suspension being **extended an hour for every hour** the parent/or authorized representative fails to pick up the student from the time the school contacts the parent.

Students suspended after 12 noon will be immediately dismissed that day and through the duration of the next school day as well.

In the Disciplinary Notice, the parent will be notified of the student's reason for the suspension and the requirements, if any, for reinstatement, which are to be determined by the DRT or Principal (or Principal's designee). Students who have been imputed a suspension may be required to have a reinstatement meeting with the Principal (or Principal's designee) and their parent before the student is returned to school.

During suspension, the student will not be allowed to participate in any school, or community center or athletic function, whether on campus or off campus, without written permission of the Principal. Student will lose the privilege of being a Titan or represent the school in any other school event, or leadership roles for the duration of the month suspended or the next month, whichever is greater in duration, or be removed from the position as determined by the DRT or Principal (or Principal's designee).

Making up tests, quizzes, assessments, and projects are at the discretion of each assigning teacher. It is the sole responsibility of the middle school student to obtain, complete, and



turn in all homework and classwork missed, when permitted by the assigning teacher. Refer to the *Homework and Classwork* section

Suspensions are unexcused absences.

Suspensions are neither non-negotiable nor appealable. Any concerns regarding the suspension may be presented to the Principal.

Vandalism

Vandalism or Destruction of Property includes littering, defacing, or damaging school property or the property of others. Parent or the student's financial responsible persons will be required to pay for damages. Student will be subject to Disciplinary Consequences. When appropriate, incident may be reported to law enforcement.

The school's policy is to incorporate withdrawal and expulsion for certain discipline behaviors regardless of age or grade. The school reserves the right to recommend immediate withdrawal or impute expulsion to any student who, for any reason, on or off campus including without limitation;

- behavior or infraction is considered to be egregiously detrimental and damaging to others,
- is in violation to the school's mission statement, statement of values, or core values,
- engages in Infractions/Incidents of Type C and Type D behavior,
- behavior has become progressively unacceptable and uncorrectable,
- fails to consistently adhere to the school's rules and regulations or academic or behavior support recommendations,
- lacks ongoing harmonious relationship between parent and the school, or
- fails to support and comply with the school's recommendations for professional support services, and academic and behavior strategies.

Withdrawal or Expulsion Process

When a student is being recommended for withdrawal or imputing expulsion, the Principal in consultation with the DRT will investigate the findings. While the Principal is investigating, the student may be placed in Out of School Suspension (OSS).

The investigation may include the Principal and the DRT consulting with professionals that are providing support to the student; to include, but not limited to student support service providers, the student's mental health providers, and/or other knowledgeable school personnel or other care providers.



Upon completion of the investigation, the Principal will schedule a disciplinary conference with the parent within three (3) school business days (when practical) of the infraction. The parent will be notified in writing of the day and time of the disciplinary conference. A written expulsion report containing reasons for expulsion will be given to the parent at the disciplinary conference. The written report to parent will contain the information regarding the process of appeal for expulsion.

When a student is expelled or withdraws, parent or person(s) financially responsible for the student's school-related financial commitments/expenses will be obligated to pay all expenses (without exception) within the designated school policy time period. Failure to comply with the financial commitments will be reflected as an unpaid balance resulting in failure to obtain school records and other penalties outlined in the *Parent Contract* and *Tuition-Payment/Financial* sections.

Withdrawal during Expulsion Process

When a student has been imputed expulsion and the parent request student is withdrawn from the school before the expulsion takes place, the school may enter an *intent to expel letter/notation* into the student's permanent records and on the student's Cumulative "Cum" Card.

Appeal of Expulsion

Expulsions are the only appealable Disciplinary Consequence. Parent may submit a request to appeal an expulsion to the Principal. It is the sole discretion of the Principal whether expulsions can be appealed for review by Perot Family Headmaster.

Expulsion shall not be deferred pending the outcome of an appeal hearing, thus a student may not return to school during the appeal process.

This appeal process is as follows

- Within three (3) school business days of student being expelled, the parent must submit a written appeal to the Principal requesting a review by the Perot Family Headmaster.
- Within three (3) school business days from receipt of the written appeal, the Principal will submit a written notice of receipt of parent's request to appeal.
- A final response to the request for appeal will be submitted by the Principal within five (5) school business days granting or denying the appeal

If the Principal denies the request there is no further appeal process and the Principal's decision is final. If the Principal grants the appeal request to the Perot Family Headmaster the Perot Family Headmaster's decision regarding the matter is final with no further appeal process.



EARLY CHILDHOOD DIVISION DISCIPLINE POLICY

Discipline policies and procedures for Early Childhood Division are consistent with the general school Disciplinary Policy. The following policies and procedures are specific to Early Childhood hereafter referred to as EC. For purposes of the Early Childhood Division Discipline Policy pertains to Pk2 through Kindergarten students.

In Early Childhood, student recognition is daily and weekly for academic achievements, behavior accomplishments, and social relationship attainments. Each grade has an established reward and behavior monitoring system. Behavioral expectations vary per grade in accordance with the child developmental stages. Regardless of age or grade, ongoing disruptive behavior, habitual misconduct, or continuous non-compliance to rules and regulations of the School, a student will be subject to disciplinary action.

Behavior System

Each grade level will establish positive incentives and discipline consequence behavior systems. The classroom behavior system will establish clear expectations, offer immediate feedback, acknowledge and reward the positives, serve as incident reports, encourage students to excel, and monitor their behavior success. The behavior systems will incorporate good teaching practices, effective classroom management strategies, positive and proactive parent-teacher communication, accountability and responsibility for student actions, development of social skills, reinforcement of constructive actions, and elimination of undesirable behaviors.

Components of the Behavior System are

- (a) Individual Behavior Chart, and
- (b) Classroom Behavior Chart.

The guidelines of the Behavior System will be discussed with parents during the beginning of the year class orientation and reviewed during the Parent-Teacher Report Card Conferences.

Individual Behavior Chart

Each Early Childhood student will have an individualized behavior chart to monitor and report the student's behavior successes.

Classroom Behavior Chart

Each class will have a classroom behavior chart that is an immediate visual monitor of the class and individual's successes and behaviors that warrant correction. Administration and procedures for classroom behavior chart is at the discretion of each classroom teacher. The class guidelines may be based on the percentage of highest and lowest performance based factors on the behavior chart.



Recording & Reporting

Guidelines for recording and reporting behavior are outlined in the general school Discipline Policy. Additionally, for EC, reporting to parents can include, but is not limited to,

- a phone call,
- student class folder,
- student behavior chart,
- class Week at a Glance report, and or
- a written communication through the school communication system.

PROGRESSIVE DISCIPLINARY CONSEQUENCES FOR EARLY CHILDHOOD

Understanding that discipline as a “teachable moment” is fundamental to a positive approach to discipline for the early childhood student. In EC, progressive discipline uses incremental interventions to address ongoing inappropriate behavior. Essential to the implementation of progressive discipline is helping students who have engaged in unacceptable behavior to:

- understand why the behavior is unacceptable and the harm it has caused;
- understand what they could have done differently in the same situation;
- take responsibility for their actions;
- be given the opportunity to learn pro-social strategies and skills to use in the future; and
- understand the progression of more stringent consequences if the behavior reoccurs.

Early Childhood infractions and disciplinary consequences are based on discipline mitigating factors outlined in the Discipline Policy. The class guidelines may be based on the percentage of highest and lowest performance based factors on the behavior chart.

The EC infractions by levels and Disciplinary Consequences by levels are not all inclusive. Other Disciplinary Consequences may be assigned, depending on extenuating circumstances.

More severe accountability and discipline measures will be imposed on those students who engage in a pattern of persistent misconduct. Some one time behavior incidents reviewed by the EC Division Lead and the teacher may warrant immediate suspension and in some cases expulsion or recommendation for withdrawal.

An early childhood student may receive more than one Disciplinary Consequence for an incident.



Toilet Trained

The health and safety of the student body demands that by the age a child is eligible to attend St. Philip's School & Community Center all students are required to be toilet trained. Upon admission to St. Philip's, all students must be independent in taking care of all their bathroom needs, to include changing clothes. We do understand that young students may have toilet accidents from time to time; however, **consistent ongoing accidents are not acceptable** for continued enrollment through the school year.

Specifically stated:

- Students must wear traditional underwear to school, **not pull-ups** or other absorbent undergarments.
- Students must be able to independently recognize the need to use the toilet, and get to the toilet in a timely manner without having "potty/toilet accidents."
- Students must be able to get on and off the toilet without assistance.
- Students must be able to use the toilet provided by the school without the help of a potty/toilet chair or training seat.
- Students must be able to pull pants up and down on their own.
- Students must handle their own personal hygiene needs independently, including managing their clothing, toileting and clean up, and hand washing.
- School personnel will not handle a student's bodily waste or changing of clothes.

When a student has a toileting accident, the classroom teacher, BSC/ASC worker, or School Nurse, or school personnel actions may include, but not limited to:

- contacting the parent,
- directing the student to independently clean up and change into clean clothes (providing they have been provided by the parent) if necessary; and
- having the student to place soiled clothing items in a plastic bag to return home, or
- if they student cannot independently clean and change into clean clothes, the parent will be contacted and must come and change the student or pick the student up from school in the event of a toileting accident. Parents must come to the school immediately and no later than **one hour when called** by the school.

Enforcement

- First Incident: If a student has a "potty/toilet accident" at school, a notice will be sent home indicating the date of the accident and a reminder of the policy as written above. This report will be sent home via the school's communication system and/or student's classroom folder. The report is to be signed by a parent and returned to school the next day.
- Second potty/toilet accident: the above action in first incident will occur.



- Third incident or the recognition that one of the above criteria are not being met, a meeting will be scheduled with the parents, teachers and Division Leader to discuss the student's readiness for school and determine if the student may continue enrollment for the remainder of the school year. Determination to withdraw from the school will be at the financial expense of the parent or responsible parties.

CONSEQUENCES

The following infractions will be addressed through progressive formal disciplinary consequences, when appropriate and practical. Although consequences seek to be progressive, consequences are not sequential; therefore, any Disciplinary Consequence may precede another, when warranted based on disciplinary factors.

More severe accountability and discipline measures will be imposed on those students who engage in a pattern of persistent misconduct. Some one time behavior incidents reviewed by the EC Division Lead and the teacher may warrant immediate suspension and in some cases immediate withdrawal.

All other provisions of the school's Discipline Policy apply to EC, where applicable and when practical. This following section applies to EC division only.

EARLY CHILDHOOD INFRACTIONS & DISCIPLINARY CONSEQUENCES

<u>Early Childhood LEVEL 1 Infractions</u>	<u>Early Childhood LEVEL 1 Consequences</u>
<p><i>Ongoing Uncooperative/Noncompliant Behavior, but not limited to:</i></p> <ul style="list-style-type: none"> • Repeatedly being disobedient • Talking back, arguing with adults • Hindering others from completing their work • Repeated annoying behavior or negative gestures towards others 	<ul style="list-style-type: none"> • Verbal corrective feedback • Documentation on student's classroom behavior chart • Describing, modeling, and practicing correct forms of appropriate behavior. • Verbal or written apology of student committing the infraction • Formal written disciplinary notice • Teacher and student conference • Limited Recess Time Out • Limited Class Time Out • Visit with EC Lead or Principal's designee • Classroom adjustments • Referral for behavioral assessment,

<p><u>Early Childhood LEVEL 2 Infractions</u> <i>Level Ongoing Disorderly & Disruptive Behavior, but not limited to:</i></p> <ul style="list-style-type: none"> • Verbally rude, shouting, screaming, hollering • Pushing/shoving, hitting, aggressive roughness • Use of profanity • Disrupting the learning and instruction setting • Difficulty with self-control or impulsivity, blurts out, excessive moving about • Repeated lying, cheating or stealing • Egregious tantrums/emotional outburst- anger, frustration • Repeated, progressive indecent exposure 	<p><u>Early Childhood LEVEL 2 Consequences</u></p> <ul style="list-style-type: none"> • Obtain student support services • Parent-Teacher Behavior Discipline Conference • Suspension or depending on the severity expulsion or recommend withdrawal • Parent supervision on academic excursions, school events, etc. • Not recommended for reenrollment
<p><u>Early Childhood LEVEL 3 Infractions:</u> <i>Ongoing Aggressive or Injurious/Harmful & Seriously Dangerous or Violent Behavior, that may often be persist and worsening, but not limited to:</i></p> <ul style="list-style-type: none"> • Physical Fighting, hitting, • Aggressive biting, spitting or placing body fluids on others • Oppositional defiant, rebellious • Destruction of property, things • Harassing or distressing others • Hostile • Not toilet trained • Repeated violations of rules 	<p><u>Early Childhood LEVEL 3 Consequences</u> Level 3 Consequences, when appropriate</p> <ul style="list-style-type: none"> • Parent-Teacher Conference • Behavior Action Plan • Suspension • Referral for counseling, therapy or related student support services for student and or parent • Expulsion or Recommendation for Withdrawal • Not considered for reenrollment



LUNCH & MEALS & PARTIES

Healthy Eating and Snacks

Students should have a balanced breakfast before they arrive in the morning. Research indicates that the sugar content of food consumed by young children be limited and monitored. Please assist us by refraining from providing foods with high sugar content. A nutritionally balanced lunch and snacks is strongly encouraged at St. Philip's School and Community Center.

Students may be given an opportunity to eat a morning or afternoon healthy snack. Students must eat their snack within the designated time period. Each grade level will establish guidelines for snack period and process.

During the school day or prior to school students are discouraged from eating donut type or sugary pastries items, items high in fat and sugar content, or greasy or spicy chips or foods. **Please refrain from sending unhealthy drinks and foods** for your child to consume during the school day including before school, snack and lunch times.

Some healthy food choices to consider are dried or fresh fruit such as apples, bananas, oranges, strawberries, watermelon; raw vegetables such as carrots, celery, broccoli; dairy products such as low-fat cheese, yogurt, low fat pudding; and whole grain snacks such as some crackers, cereal bars, baked chips.

Water is the preferred drink. **DO NOT BRING drinks high in sugar and caffeine such as energy drinks, sodas, etc.**

Additional details regarding healthy snacks and classroom guidelines will be provided by your child's classroom teacher or advisor.

ASC Meal

Students enrolled in the ASC program are eligible to receive a healthy light meal provided through the North Texas Food Bank program. The meal is served at the beginning of the ASC program. Every ASC student will be offered a meal. Dietary restrictions should be reported in writing the ASC personnel and the Health Clinic.

Meals - Lunch

St. Philip's School and Community Center does not offer a breakfast program.

St. Philip's emphasis on **respect** and **courtesy** supports the importance of the lunch period as a time for students and faculty to relax and enjoy their meals and conversation. In the cafeteria,



students should practice proper etiquette and the same standards of decorum that would apply at home. Students should get their lunches, sit down and talk (when approved) quietly while they eat. Students may lose the privilege of talking if they are too loud. When students are finished eating, they are responsible for leaving the floor area and table clean and for throwing away all trash.

Catering Service

An outside catering service may provide St. Philip's students with a nutritious, hot lunch each day. Parents who wish to have their children participate must pay for the program in advance based on criteria of the service provider. **Students may not purchase lunch on a day to day basis.** The catering service provider **not the School** will establish guidelines and procedures for their catering services to include payments and not serving ineligible students, which may include students that do not have an account, having an outstanding balances, or no available funds on account.

Students who bring their lunches to school are reminded that **glass containers are prohibited**. Students may not bring **canned foods or items that have sharp lids**. For these types of foods, we recommend parents dispense food in a sealed plastic container or thermos they can open independently.

Students may drink water, milk or juice only. **Sodas, high fructose or sugary drinks, or caffeine drinks of any kind are not permitted.** These drinks may **not** be in drinking containers, thermos, etc.

Microwave

Only 6th grade students will be permitted to use the microwave ovens. They or any adult will not be allowed to heat foods for younger siblings or other grade level students. **Parents may not request that food be heated by school personnel.** School personnel will **not heat food** for students and will not grant permission for students to heat food. **Hot foods for younger students should be sent in a thermos.**

No Lunch or Snack

Students that do not bring a lunch may be allowed by their teacher to contact their parent to immediately bring a lunch to school during the student's lunch period. Lunches brought after the student's lunch period may result in the student missing classroom instructional or test time. Loss classroom time due to these circumstances will be at the discretion of the teacher to allow for make-up time. Providing lunch or snack to the student is the responsibility of the parent not the responsibility of the School, school personnel, or catering service provider.



The school **does not have a breakfast or free lunch program** nor is able to provide students with meals. Parents are responsible for making sure their child has a lunch during Academic Excursions, when required.

Ongoing failure to bring a lunch will result in a Principal-parent meeting.

Parties (Classroom, Birthdays, Holidays, Food-Refer to Other *General Standards* section)

ALL parties are to be scheduled during the class lunch period. Such celebrations are limited to **15 minutes** during the lunch period only! Parties must be scheduled with and approved by the classroom teacher at least **two days in advance**. Parents must not plan to have parties or other celebrations without the prior approval of the classroom teacher. Failure to be preapproved may result in scheduling conflicts and the party will need to be rescheduled.

For more about parties and events, you must comply with the guidelines listed in the General Standards section.



OPERATIONS & SAFETY

Security and safety is paramount for the School and require all to support measures to ensure safety and security. Everyone regardless of position, tenure, responsibility, or recognition must support these provisions. The School appreciates your patience and understanding as appropriate measures are taken to maintain safety and security for all.

The Chief Operating Officer oversees and coordinates all operational, crisis, and safety matters. Related policies are subject to change and can be obtained from the COO.

The following standards are subject to change as operational and safety measures are improved or developed.

Crisis Action Plan

The Crisis Action Plan is a written plan with the explicit intent to protect and sustain life, reduce emotional trauma, assist in emotional recovery from trauma, and minimize personal injury and damage to the school. The school's *Crisis Action Plan* is designed to assist teachers and staff in preparing for emergencies, managing response efforts, maintaining a safe school environment, and restoring the learning and teaching environment after a crisis. Designated school personnel are identified to be the School's First Responders.

Fire Drills/Emergency/Evacuation Drills

Fire drills are held in accordance with the City of Dallas Fire Codes and related governing agencies. Absolute cooperation in abiding by the rules set forth by faculty and staff is expected. Silence, order and speed are of the utmost importance in any emergency evacuation. Designated school personnel will give direction to students and visitors in the school buildings.

Pest Management Plan

The School is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the School strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment. All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and the Texas Department of Agriculture and are applied only by certified pesticide applicators. Prior to indoor applications, signs will be posted 48 hours in advance of the treatment. In the event of biting or stinging insects, an emergency treatment waiver will be authorized. All outdoor application signage and a notice of application signed by Building Operations will be posted at the time of treatment.



Meeting Room Requests

If parents anticipate requesting the use of school meeting rooms, a room request form must be completed and forwarded to the Chief Operating Office or the Principal's Assistant. All requests must be submitted at least two weeks in advance prior to the planned event. Please note that submission of a room request does not guarantee the use of a specific room. Rooms may not be requested for birthday parties or events during the school day.

Building Access

The School is an accessed controlled campus, with the doors kept electronically locked with the exception of the Life Center building front main entrance doors (located on the access road facing I-45) during a designated period in the morning and the Snyder Gym doors for morning arrival from 6:30 a.m. to 8:15 a.m.

Morning Access

Before school, the front main entry school building door will be closed for access and will not be opened until approximately 8:15 a.m., or a designated time approved by the school administration for safety and security purposes. Refer to *Parking* section for more.

Parking Lot (Refer to the *Parking Lot* section)

GATE #1 WILL BE CLOSED AT 7:50 A.M. VEHICLES WILL NOT BE ALLOWED TO ENTER THE CLOSED GATES.

GATE #2: Between 7:30 a.m. and 8:30 a.m. for safety purposes during *Kiss 'N Ride* and pedestrian traffic, no vehicles should enter through gate #2. During this time, use of handicap parking spaces are located in the parking lot across the street. Use of handicap parking spaces in the front parking lot, can be accessed before 7:50 a.m. through Gate 1 and after 8:30 a.m. through Gate 2.

Entering and Exiting Building

Parent, students and visitors enter and exit through the Life Center front main entrance doors **ONLY** (located on the I-45 access road) during the school day. Only school personnel and authorized persons may enter and exit through other school doors. All other school doors should not be used for entering and exiting with children unless they are under direct supervision of school personnel, it is an emergency, emergency drill, or for a time approved by school personnel (such as before school care enter through the Snyder gym). Non-school personnel should **not open the doors or allow anyone to enter the buildings through any door** without the direct approval of school personnel. Ongoing violators are subject to receiving a Violation Notice.



Check-In & ID Badges

Building entrance and access policies are subject to change at any time, without prior notice.

Parent or visitors entering the building must check in at the front receptionist office regardless of the number of times entered throughout the day. **Parent and or visitors must not proceed throughout the building unless authorized by the front reception and wear their school issued ID badge.** All parent are required to wear at all times their school visible their 2018-2019 current year parent ID badge. Visitors are required to display/attach to their clothing a school printed visitor badge. Failure to display parent school issued ID badge may result in being required to obtain a temporary badge from the front receptionist. Replacement badges may be subject to a replacement fee. Ongoing violators are subject to receiving a Violation Notice.

Any adult observed on campus without an ID or visitor badge will be asked by any School employee to report to the front desk immediately to obtain a badge.

All parents and visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Visiting the School

This policy exists to insure the safety of all of our students and may not be waived for any reason; however immediate modifications for security purposes can be change without prior notice. School visits benefit both you and your student, and we encourage you to visit! Children enjoy having parents visit during lunch, and you are most welcome to join us for the lunch period.

Please help us make visits as positive as possible by following these procedures:

- Make arrangements in advance with your child's teacher.
- For parent-teacher or related meetings, please schedule these meetings.
- Please do not have impromptu meetings in the hallway, during transition, or class time.
Refer to School Organization Structure, Parent-Teacher Meeting sections.

Visits to individual classrooms during instructional time are permitted only with prior approval of the Division Leader or Principal's designee and classroom teacher and only so long as duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

Sign out at the front receptionist desk before you leave school grounds. If you pick up your child before the end of the school day, you are required to sign the **student out in the Early Release Sign-out** book located at the front receptionist desk.



Exit and enter in the proper entrance and exit doors at all times.

Dismissal Access

In the afternoon, the School building will be closed for access to all persons (to include parents and families) beginning at 3:00 p.m. to allow for dismissal and the end of the day transitions and does not reopen for access until 4:00 p.m. Only during direct supervised, extenuating circumstances/special event may entry be permitted. Persons in the building prior to 3:00 p.m. must remain under supervision of school personnel. Refer to *Parking* section for more.

In the Building

For the safety and security of all, loitering, roaming, or congregating throughout the building is prohibited. Students must remain in designated areas as directed by school personnel. Students choosing to not remain in designated areas but are loitering or roaming throughout the School may be subject to disciplinary consequences.

Parents and visitors are encouraged to not congregate in areas that may hinder class instruction or general assemblies or support a disharmonious atmosphere. In the mornings, parents may go directly to the Worsham Chapel to wait for chapel. Parents are encouraged to not congregate in the Before School Care areas, wait in classrooms, in the hallway, or around the reception front desk area.



OTHER GENERAL STANDARDS

Chapel

Christian education is essential to the moral and spiritual development of each student. Students will often hear biblical messages that directly relate to the six character traits—trustworthiness, respect, responsibility, fairness, caring and citizenship. Therefore, it is **required that all students and faculty attend daily chapel service.**

All Lower School and Middle School students will receive a grade for Chapel. Students who are tardy are not allowed the full benefit of participating in Chapel service with their class, and this will be reflected in their Chapel grade.

A selected minister, ordained clergy of an area parish, parent, or a member of the chapel committee, leads our worship service.

Saints of the Week and Birthday Blessings are recognized each week during Chapel. All parents, friends, relatives, and visitors including prospective families are invited to attend.

Child Protective Services

In accordance with state law, if the school has cause to believe that a child under 18 years of age has been or may be abused or neglected (including physical injury, substantial threat of harm, mental or emotional injury, or any kind of sexual contact or conduct), or that a child is a victim of a sexual offense, the law requires that the School make a report to the appropriate governmental agency, usually the Department of Protective and Regulatory Services. Once such report is filed, the School may be required to provide additional information.

Class Placement

Determining the make-up of homerooms or student assignment is the shared responsibility of teachers and Administration. The School has a thoughtful class placement system in place. Factors including student numbers, academic strengths and challenges, parent concerns and classroom dynamics are of utmost importance. The School values parent input about the type of classroom environment that best suits a child, but does not accept requests for specific teachers. Students and parents will be notified of teacher assignments during the summer.

Lost and Found (Refer to the Uniform Policy section)

The *Lost and Found* is located in the designated area established by the School. Parents should send an email to the child's teachers/advisors to ask for their assistance in locating the lost items.



It is the sole responsibility of the parent to ensure the child's **name is visibly written on the inside** of the child's shoes, garments, backpacks, lunch kits, binders, etc. to avoid lost articles not being returned to the rightful owners.

All unclaimed items that remain for an extended period of time **may be donated** to the Uniform Resale Store, PSA, Community Center, or another worthy cause. The School will **not** be responsible for maintaining or identifying lost items or items left anywhere on the School campus.

Parties (Classroom, Birthdays, Holidays, Food) (Refer to Lunch section)

ALL parties are to be scheduled during the class lunch period. Such celebrations are limited to **15 minutes** during the lunch period only! Such events will be limited to the lunch time, so that classroom instructional time is not impeded. Parties must be scheduled with and approved by the classroom teacher at least **two days in advance**. Parents must not plan to have parties or other celebrations without the prior approval of the classroom teacher. Failure to be preapproved may result in scheduling conflicts and the party will need to be rescheduled.

The Principal or principal's designee, in advance of implementation of a class project, must approve all food activities. Generally, the School discourages children from bringing food due to students with food allergies. However, if a parent would like to bring food to an approved classroom celebration, the teacher *must be* notified in advance. Failure to notify in advance may result in food items not being accepted.

Any exceptions must be preapproved by the Principal or Principal's designee **only**. Parents must be approved by the classroom teacher to schedule to bring special treats for birthdays or at other times during the year. Such celebrations are limited to **15 minutes** during the lunch period only!

We request that parents support our **Christian environment** in their choices of providing treats and decorations.

Goody bags should not include hazardous objects and should be age appropriate for all. The School will not permit bouquets of balloons and other celebratory decorations to be maintained in the classrooms. These can be distracting to students' learning.

Party invitations are **not** to be distributed at school unless **every student in the class receives an invitation**. Otherwise, please send such invitations via email, or U.S. Postal Service mail, rather than being placed in individual student's homework folders. It is acceptable for a boy to bring invitations for all the boys and the same applies to girls. Please be considerate and respectful of the feelings of each child by not excluding them.



Any exceptions, to these guidelines must be preapproved in writing by the Principal or Principal's designee only.

Classroom Events

All plans and details for class events must be reviewed and approved by the classroom teacher *before* being finalized by class homeroom parents. Unscheduled or unapproved plans or events, including parties that may impede the learning process may need to be rescheduled based on the instructional time and schedule class or school activities.

We request that parents support our Christian environment in their choices of providing treats and decorations.

Responsibility - No-Rescue Policy: *Put Me Down and Let Me Walk!*

We ask that parents NOT bring forgotten homework, projects, bags, or other items to school for their child. When they forget something and have to do without it for that day, children learn quickly to take responsibility for their day-to-day school life, whether it's doing their homework and returning it to the appropriate place, returning library books on time, or bringing requested items such as lunch, PE items, projects, show and tell, etc.

If you are bringing a school uniform due to student being out of the required uniform, please bring items to the front receptionist desk. We will see that your child's belongings are delivered to them. Please do not enter the child's classroom during instructional time or unannounced.

Additionally, refer to the *Lost and Found* section.

The consequences I will accept, for I made the choice.

Child-Care Center Minimum Standards

Matters pertaining to the Texas Department of Family and Protective Services minimum standards for Child-Care Centers can be obtained from the Operations Department. These matters include licensing inspection report, preventing, reporting, and responding to abuse and neglect of children. Texas Abuse and Neglect Hotline is <https://www.txabusehotline.org/>, 1-800-252-5400.

Under the Texas Penal Code any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

Updated: 11/2018



CARPOOL

REFER TO CARPOOL MAP IN APPENDIX - A

While in carpool, all policies remain in effect for all students and parents.

Violations of Carpool Policy will be subject to receiving a Violation Notice. Ongoing violators will be subject to violating the ***Parent Responsibility Agreement & Harmony/Communication Policy***.

Morning Carpool (Kiss-N-Ride)

- Kiss-N-Ride volunteers will wear Kiss-N-Ride badges. Parents serve as Kiss-N-Ride volunteers (refer to Parent Support section).
- Prior to 7:30 a.m. there is NO carpool support. Parents must **directly supervise their child into Before School Care** and sign their child in.
- Volunteer Carpool support attendants begin supervised Kiss-N-Ride at 7:30 a.m.
- During Kiss-N-Ride, **ALL** drivers must (no exceptions):
 - use the I-45 access entry at Gate 1,
 - form a single line,
 - allow the school personnel or volunteers to direct vehicle and pedestrian traffic, and
 - adhere to all carpool, parking and vehicle guidelines outlined in this policy
- Kiss-N-Ride ends at 7:50 a.m.
 - **Morning parking: Parking lot gates will be closed at 7:50 a.m. no vehicles will be allowed to enter the closed Gate #1 or Gate #2...**
 - The Kiss-N-Ride carpool attendants **END** morning carpool and enter the building at 7:50 a.m.
 - All students who arrive after 7:50 a.m., must be escorted into the building by a responsible adult **through the Snyder Gym doors** until 8:15 a.m.; thereafter, through the main front entry doors.

Afternoon Carpool

Special afternoon carpool provisions for Pk-2 students may be made and will be communicated to the parents of these students. While in carpool, all policies remain in effect for all students and parents.

For Early Child and Lower School students afternoon carpool begins at 3:30 p.m. and ends promptly at 3:45 p.m. Students remaining after 3:45 p.m. will be transitioned to After School Care and maybe subject to an After School Care fee. Only siblings of Middle School students will remain in afternoon carpool with their siblings until 4:00 p.m.



For Middle School students afternoon carpool begins at 3:45 p.m. and ends promptly at 4:00 p.m. Students remaining after 4:00 p.m. will be transitioned to After School Care and maybe subject to an After School Care fee.

For students that are not picked up by the end of their designated carpool time, refer to the ASC program guidelines.

- During afternoon carpool all drivers must (no exceptions):
 - use the I-45 access entry at Gate 1 only,
 - form a single line,
 - display the ***Student's Carpool Name Card*** in the windshield or window,
 - allow the school personnel or volunteers to direct vehicle and pedestrian traffic, and
 - adhere to all carpool, parking and vehicle guidelines outlined in this policy.
- ASC students: When an ASC parent arrives prior to 3:00 p.m. to pick up an ASC student during the afternoon carpool time, parent must:
 - **Prior to the 2:00 p.m.**, notify the student's end of the day class teacher to send the child to afternoon carpool. Parent must notify and get confirmation the teacher received the message. Parent may notify via email, telephone, or inform the front office receptionist (but must get confirmation the teacher received the message). Parents must make contact with the receptionist and classroom teacher **before 2:00 p.m.**, for the times when the student needs to go to carpool rather than After School Care.
 - If teacher did not receive the notice to transition the student to carpool and the student goes to ASC instead, the parent (or the driver picking up the student) will be directed by the carpool school personnel or volunteers to wait until 4:00 p.m. In compliance with the Building Access guidelines, no one will be allowed to enter the building prior to 4:00 p.m. unless there are extenuating circumstances.
 - During carpool, follow the carpool guidelines to pick up the student in the carpool line.

No Student's Carpool Name Card:

Drivers that do not have a ***Student's Carpool Name Card*** must

- patiently and courteously follow the directions of the carpool school personnel or volunteers,
- be prepared to show a valid picture ID, and
- be listed on the student's pick up roster.
 - When the driver is not on the student's pick up roster:



- the parent will be notified and must grant authorization for the School to release the student to the driver, (for future pick up, parent must add the person as an eligible authorized person to pick up student),
- the driver must provide a copy of their ID,
- the driver must sign the student out in the School's Sign-out book at the front office receptionist or ASC desk book, under the supervision of school personnel.

REFER TO CARPOOL MAP IN APPENDIX - A



PARKING

The School is under the jurisdiction of the Dallas Police Department and City of Dallas Fire Department for safety matters regulated by the related governing agencies.

Handicap, special designated reserve spaces, school crossing zones, and fire zone parking must be honored by eligible qualifying drivers and vehicles. No parking in any of the front parking lot spaces is permitted during morning or afternoon carpool designated times.

Parking on the street is unsafe and is not permissible.

No parking

In any of the front parking lot spaces is permitted during morning or afternoon carpool designated times (unless already parked or faculty/staff). Do not enter Gate #2 Refer to the *Parking* section for additional provisions. Vehicles must NOT park in spaces marked “No Parking!”

Refer to *Building Access* section regarding access into the building before or during morning and afternoon carpool.

In the morning when planning to enter the building, visitors and parents are required to park in the lot across the street from the School and enter the Life Center main front doors at 8:00 a.m. In the afternoon, after 3:00 p.m., visitors and parent who wish to enter the building, must park in the lot across the street and wait to enter the building at 4:00 p.m. through the Life Center main front doors (the I-45 access entry).

Morning parking

Parking lot gates will be closed at 7:50 a.m. no vehicles will be allowed to enter the gates. Vehicles must not enter Gate #1 or Gate #2

The front main parking lot near the Life Center section is reserved for our visitors and designated school personnel. Parking in the Legacy Center parking lot is reserved for school personnel, Meals on Wheels and North Texas Food Bank personnel. Designated parking spaces for the **Day Care** are restricted for their clients and personnel only.

Carpool and parking violations may result in vehicles being towed, ticketed and driver(s) being issued a citation. Additionally, ongoing School violations may result in disciplinary consequences including meeting with the Principal for failure to comply with school policies and agreements.



CARPOOL & PARKING DO'S AND DON'T'S

DO stay in your car to pick up and drop off your child in the carpool line. **Parents should remain in the car at all times.**

DO pull all the way to the front of the carpool line for children to enter or exit the car.

DO park across the street if your child is not ready to exit the car or needs additional support.

DO pay attention to your speed while driving through the parking lot and follow directions given by the Carpool Supervisors.

DO pick up your children on time. Adhere to the dismissal guidelines provided by the School.

DO have your child organized and ready exit the car quickly on the School side of the car.

DO follow routes and all posted traffic signs. **10 mph** or less is essential for pedestrians!

DO NOT park or let your children out of the car at street curbside.

DO NOT move the safety traffic cones or signage to access parking spaces

DO NOT take short cuts through the parking lot, cut through empty parking spaces, or **SPEED** around cars.

DO NOT use cell phones or any other distracting devices while driving in carpool. Cell phone use is strictly prohibited in the carpool line.

DO NOT arrive late!

DO NOT park in handicap or designated restricted areas, if not eligible.

DO NOT park in the carpool line to walk your child into the building during morning and afternoon carpool.

DO NOT drop off or pick up your child until a Carpool Supervisor has reached your car.

DO NOT wait until the last minute to get your child organized, groomed, or ready to exit the car.

DO buckle your child in the proper safety seat.

DO watch out for the safety of all.

DO remain patient, polite, and Christ-like!

REFER TO PARKING SECTION & CARPOOL MAP IN APPENDIX - A



RESPONSIBLE USE GUIDELINES FOR TECHNOLOGY

The School will through the use of information and communication technologies, engage, nurture, and challenge all learners to achieve academic and future excellence. The School seeks to develop for 21st century learners, promote a strong sense of digital citizenship, and help ensure effective, safe, productive, and instructionally sound use of the technology resources.

The School's technology resources include (without limitation) Internet and wireless connectivity, network, devices, telecommunication devices, and software. These guidelines apply to all users of School's computer networks, including the resources made available by them, and all devices connected to those networks. No user may harm others through their access and use of School technology resources.

General Expectations

- The purpose of a School user account is to allow the user to engage in connected learning and shared opportunities via facilitated access to the School network.
- School user accounts are owned by the School. Data in any account that constitutes public information may be subject to disclosure pursuant to the Texas Public Information Act.
- School may retrieve all digital files associated with any user account any time without prior notice and without the permission of any user.
- School reserves the right to monitor all accounts and any content stored in, created, received, or sent through the School computer network to maintain system integrity as well as to ensure responsible use.
- Student privacy controls that control the disclosure of information that could identify a student are necessary.
- Parents provide the appropriate School permissions concerning disclosure of student directory information via the enrollment card. These permissions must be followed with no exceptions.
- School has put in place a Children's Internet Protection Act (CIPA)-compliant, content filtering solution to prevent access to certain sites that may contain material that is inappropriate or of non-educational value, including gaming sites.
- School is not responsible for content accessed by users who connect to the Internet via their own mobile Wi-Fi-type service or personal data plan (smartphones, air-cards, etc.).
- Student web publishing may occur only under the direct supervision of a classroom teacher or school administrator and shall follow all guidelines established.
- All data and information contained in the School technology resource systems remain the property of the School.



- Electronic mail transmissions and other use of School technology resource systems including Internet access and data storage shall not be considered a user's personal information or property and may be monitored by authorized individuals at any time to ensure appropriate use for educational purposes.

Digital Citizenship

Users of School technology resources should practice appropriate digital citizenship. All information transmitted digitally is public and permanent. Appropriate digital citizenship includes, without limitation:

Respecting Self. When applicable, select online names that are appropriate. Use appropriate language/content in all online posts, as users continuously represent School whenever and wherever they use online communications.

Protecting Self. Users will not publish personally identifiable information or data for themselves or anyone else. Users are the custodian of their accounts and are responsible for all activity initiated by and/or performed under their accounts. It is the responsibility of each user to appropriately secure account credentials (user IDs/passwords) and to maintain and back up all of their data. If a user is uncertain whether a specific computer activity is permitted or appropriate, he/she should ask a teacher/administrator before engaging in the activity.

Respecting Others. Users will not use technology resources to bully, harass or tease other people. Users will not make an audio or video recording of any student, teacher, or administrator without prior permission from the subject. No user will pose as someone else, or pose as a user other than him or herself when online. Users will not access, download, or modify accounts, files, or data belonging to others.

Protecting Others. Users will help maintain a safe computing environment by notifying appropriate campus officials of inappropriate behavior, vulnerabilities, risks, and breaches involving campus technology. Users will respect the privacy of others throughout the School network and on the Internet and not share or access Users' folders, files, or data without authorization. Respecting and Protecting Intellectual Property.

Intellectual Property. Users will adequately cite any and all websites, books, media, etc. used in creating homework or other school projects. Users will respect all copyrights, requesting permission for the use of software, media, and the intellectual property of others.

Google Apps for Education (GAfE)

School offers Google Apps for Education and all the tools it provides, including School-wide emails for students in grades 1-6.



Third Party Systems

Students and staff may be required to have accounts in third party systems (Google, Redbird Math, Reflex Math, Benchmark Education, ALEKS, etc.,) managed by the School. These School accounts will be used at school for instructional purposes, but also may be accessed outside of school. These tools are deemed relevant to achieving the School's vision, mission, and goals set forth within the curriculum and instructional objectives. In addition, the use of these accounts will help users master effective and proper online skills as required in the Technology Application Standards. The third parties may collect information that is subject to the Children's Online Privacy Protection Act (COPPA). A parent's signature on the Acknowledgment authorizes the School to provide consent to those third parties under COPPA. Information provided to third parties for such accounts will be limited to a student's name, School provided email address and birthdate (if required).

Communication with Students

In accordance with the administrative regulations, a certified or licensed employee may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. Social media usage must be responsible and follow the terms of use, including age, of the individual social media tool. As role models for the School's students, staff and faculty are responsible for their public conduct even when they are not acting as School employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public content.

Inappropriate Behavior*

The following actions are not permitted and could result in the consequences outlined in the Disciplinary Policy.

- Users may not attempt to disable or bypass the School content filter, including the use of wireless internet cards or personal hotspots.
- Users may not install unauthorized network access points, or other connections that may not effectively integrate with existing infrastructure.
- Users may not launch denial of services attacks using personal or work technology, hack or engage in behavior that attacks the network or internet access.
- Users may not illegally access or manipulate the information of a private database/system such as grade books and other student information systems.
- Users may not send, save, view, forward, or create harassing or offensive content/messages. The School's policies against harassment, bullying, and discrimination for students and employees apply to the use of technology.
- Users may not use their accounts for non-school related activities including but not limited to:
 - Using the Internet for financial gain, personal advertising, promotion, non-government related fundraising, or public relations.



- Using School technology resources for political advertising, or religious proselytizing.
- Using School email or School-provided/managed services for personal gain, to engage in actions deemed inappropriate to others subject to School policy.

*In addition to the behavior described above, the Principal, Technology Teacher, and Principals Designee or related school personnel are responsible for determining what is considered to be inappropriate use of the School computer network. They may request to disable a user's account or network access at any time. Student discipline will be referred to campus administration, while staff behavior will be referred to the employee's supervisor and Human Resources.

ACKNOWLEDGMENT AND AGREEMENT

I have read and will abide by these **Responsible Use Guidelines**. I understand that if I fail to comply with these Guidelines, I will be subject to appropriate disciplinary consequences which could include suspension of my user account(s) and network access as well as other disciplinary/legal action including but not limited to: discharge from employment, criminal prosecution and/or penalty under appropriate state and federal laws. My signature on the Acknowledgment in the Employee Handbook or Parent-Student Handbook as appropriate, confirms my receipt of these Guidelines and my agreement to follow them as a condition of access to School Technology Resources.

A student's and parent signature on the annual acknowledgment for the Parent-Student Handbook serves as the parent's consent for his/her child to have access to these services under School supervision and the student's and parent's agreement to comply with the provisions outlined in the *Responsible Use Guidelines for Technology*.



PARENT RESPONSIBILITY AGREEMENT

I will engage in an effective and positive **PARENT/TEACHER PARTNERSHIP** regarding the education and learning of my child.

I will:

- Attend all mandatory Parent-Teacher Report Card Conference as outlined in the Parent/Student Handbook and I understand that they are mandatory. Failure to attend may result in my child's dismissal or non-reenrollment. (Middle School students must attend the conference.).
- Monitor my child's progress and will communicate with the teacher as needed.
- Maintain communications with my child in relation to his/her involvement with all school assignments and activities. (i.e. folder, planner, notes home, newsletters, etc.).
- Partner with and support the faculty and staff in providing effective, consistent and firm discipline.

I will engage in an effective and positive **PARENT/SCHOOL PARTNERSHIP** in support of the culture, mission, fundraising, and ethos of St. Philip's School and Community Center.

I will:

- Carefully read, abide by and reference the St. Philip's Parent/Student Handbook.
- Attend mandatory Parent University and 75% of the PSA meetings.
- Attend school activities throughout the year. These activities include - but are not limited to - Chapel, Saint of the Week, Curriculum Night, mandatory Parent-Teacher Report Card Conference and other mandatory events, etc.
- Keep abreast of all school activities by reading the various school-home communication sources made available to me as outlined in the Communication and School to Home Communication sections, to also include pertinent emails from faculty/staff, and checking my child's backpack/folder/planner daily for important classroom communication, and student academic materials.

I understand that:

- St. Philip's School has an active Parent School Association (PSA). I will commit to attending 75% of the meetings including the Parent University events or send a representative when I cannot come.



I agree to serve as an **AMBASSADOR** for St. Philip's School and Community Center by volunteering, recruiting, and partnering in at least one fundraiser for our School & Community Center.

I will:

- Volunteer for school events and extracurricular activities.
- Commit to giving to the Family Annual Fund/North Texas Giving Day.
- Participate in the PSA school fundraising event.
- Commit to inviting at least one (1) family to a St. Philip's School event to support our recruitment efforts.
- Provide conditions conducive to learning. Those conditions include regular, on time, and full day attendance. Please attempt to arrange doctor appointments after school hours.
- Supervise the child's daily grooming to adhere to the dress code policy, which includes wearing the official school uniform to all off-campus functions. (Please see *Uniform - Dress Code* section).
- Read classroom rules and standards with your child so that there is no question regarding scholastic and behavioral expectations.
- Maintain in RenWeb.com the school of changes of residence, telephone, email address, parents' employment and any circumstances that affect the welfare and the safety of the child.
- Schedule and attend mandatory Parent-Teacher Report Card Conferences to discuss the progress of the child.
- Attend mandatory Parent School Association (PSA) meetings or Parent University/educational workshops.
- Commit to read to and with the child each night for at least 20 minutes.
- Parents must adhere to the school's ***Parent Responsibility Agreement & Harmony/Communication Policy***.
- Commit to engage in the Community Center activities

I agree to practice "**THE ST. PHILIP'S WAY**" by exhibiting appropriate behavior, dress, and interactions to promote harmony within St. Philip's School and Community Center.

I will:

- Maintain a positive and enhancing attitude and environment for my child.
- Stimulate, promote, and engage in only positive dialogue with other parents, teachers, administrators, volunteers and visitors, and NOT create or participate in disharmony in



the school environment or outside the school environment that impacts that negatively impacts the school.

- Maintain a positive and non-disruptive attitude and manner during all school related events.
- Adhere to the *Parent Responsibility Agreement & Harmony/Communication Policy*.

A parent's signature on the annual acknowledgment for the Parent-Student Handbook serves as the parent's agreement to the *Parent Responsibility Agreement*.



HARMONY / COMMUNICATION POLICY

*I will live by "put ups, not put downs" for my sister and my brother.
I care for you; I respect you. If I don't, why should another?
-excerpt from St. Philip's Creed*

It is expected that all St. Philip's community members (including parents/caretakers, students, visitors, volunteers, administrators, staff, faculty or other stakeholders) maintain a culture and atmosphere of harmony. Incidents that could be perceived as disharmonious include - but are not limited to - inappropriate, harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, gossiping or humiliating interactions in verbal or written form.

At St. Philip's School and Community Center care and respect for one another should persist even when we are not in the presence of each other. This care and respect is to be manifested in the content of what we write and especially restrained by what we don't say to each other or about our fellow children of God. Our tone, timing, temperance and appropriate place are vital to serve as guideposts to govern our communications and maintain harmony amongst the St. Philip's School community.

*Do not let any unwholesome talk come out of your mouths, but only what is
helpful for building others up according to their needs, that it may benefit those
who listen.*

Ephesians 4:29

Failure to comply with the ***Parent Responsibility Agreement & Harmony/Communication Policy*** will result in review by the Principal and/or St. Philip's School Harmony Committee. The review process may be circumvented on a case by case basis at the discretion of the above mentioned, due to the nature or severity of the offense. Consequences may range from notification of disharmony by the committee, to permanent family dismissal and exclusion from St. Philip's School and Community Center (to include Community Center, Academic Enrichment, Athletics, and related functions).

A student's and parent's signature on the annual acknowledgment for the Parent-Student Handbook serves as the parent's and student's agreement to the *Harmony/Communication Policy*.



ENROLLMENT/REENROLLMENT AGREEMENT

I understand the criteria required for my Parent child's admission and continued enrollment at St. Philip's School and Community Center.

In enrolling my child I am making the commitment that his/her education is and will remain priority.

I as Parent/Guardian(s)

- will comply with school rules regarding suspensions and detentions as outlined in the Parent/Student Handbook.
- understand that if the School determines that I am not fulfilling my responsibilities, my child may be asked to leave St. Philip's School and Community Center and the full amount of tuition and fees are binding.

A parent's signature on the annual acknowledgment for the Parent-Student Handbook serves as the parent's agreement to the *Enrollment/Reenrollment Agreement*.



2018/2019 PARENT – STUDENT HANDBOOK

AGREEMENT AND ACKNOWLEDGEMENT SIGNATURE PAGE

Student's Full Name (Print): _____

Grade: _____

If more than one child is enrolled, list all enrolled children's full names and grades:

A parent's and student's signature on the annual acknowledgment for the Parent-Student Handbook serves as the parent's and child's agreement to comply with and support St. Philip's School and Community Center.

- If there are two parents living in the same house that are responsible for the child, both must sign this Agreement and Acknowledgement form.
- If there is an active engaged parent living in a different house that is responsible for the child, sign this Agreement and Acknowledgement form.

This form must be completed and returned to the Principal's Assistant office or electronically **signed through RenWeb.com** in the forms section no later than the **last Friday in August**.

Parent's Full Name (PRINT) _____

Parent's Signature: _____

Parent's Full Name (PRINT) _____

Parent's Signature: _____

Student's Signature Name: _____



CARPOOL ROUTE MAP

Appendix A

