

**2016 - 2017**

**PARENT – STUDENT HANDBOOK**



**St. Philip's School and Community Center  
1600 Pennsylvania Avenue  
Dallas Texas 75215  
214-421-5221**

**School Website: [www.stphilips1600.org](http://www.stphilips1600.org)  
School Communication Source: [www.renweb.org](http://www.renweb.org)**

**Mrs. Kellee Murrell, Principal**

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## **ST. PHILIP'S SCHOOL AND COMMUNITY CENTER**

The vital institution known today as St. Philip's School and Community Center 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 fencing.

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 240 children, ages PK2 through 6<sup>th</sup> 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.)

## **St. Philip's School and Community Center 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.*

## **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 discriminate 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.

## **SCHOOL/HOME COMMUNICATIONS**

St. Philip's School and Community Center strives diligently to keep parents informed of school policies, activities, and events. In addition to the regularly

scheduled parent conferences and scholastic reports, other parent communications include, but are not limited to, the Parent Student Handbook, monthly P.S.A. meetings, the Weekly Memo, Parents Web, quarterly newsletter, homeroom liaisons, voice/text messaging, Facebook, school website ([www.stphilips1600.org](http://www.stphilips1600.org)) and faculty/class web pages ([www.Renweb.com](http://www.Renweb.com)). **All parents are expected to register to receive the Weekly Memo via email by forwarding your email address to [weeklymemo@stphilips.com](mailto:weeklymemo@stphilips.com).**

## **SCHOOL ORGANIZATION**

In order for your messages concerning St. Philip's to be received and for action to be taken, we have developed some guidelines that may save frustration and speed up the process. It is important that you talk with the person who is most knowledgeable and can take action regarding the subject matter.

### **Teachers**

When you have a question or suggestion, want more information, or need clarification of a situation concerning classroom matters or social problems, speak to your child's classroom teacher or advisor. You may contact them by calling the school office and leaving a message on the teacher's voice mail to schedule an appointment (some teachers will ask you to contact them by email). The teacher will return your call as soon as her/his schedule permits, but certainly within 24 hours. This procedure will allow the teacher to bring any necessary materials and arrange for a time to adequately discuss the situation. **Please do not attempt to conference with the teacher during carpool, in the hallway, cafeteria, or during class time.** Unscheduled, impromptu meetings do not allow the teacher the proper focus and deliberation you deserve.

### **Principal**

If you still have concerns after meeting with the teacher, you should follow the same procedure with the Principal and allow a 24 to 48 hour response time.

### **Headmaster**

For matters not resolved by the previous procedures, the Headmaster's Office may be contacted, with documentation of previous procedures taken, to schedule an appointment. If matters of policy have not been resolved to a parent's satisfaction by the above procedures, the board chairperson may be contacted in writing.

The Headmaster of the organization is charged with implementing all Board policies and administrating the School within the policies and the philosophy of education, which have been established in the Mission Statement. The Chief Financial Officer, Director of Admission, Director of Community Center, Chief Philanthropy Officer, and the Principal assist him. The Board of Trustees has as its primary function to retain the Headmaster of the School, set overall policy, and to assure the financial integrity of the School.

## **DIVISION STATEMENTS**

### **Early Childhood Division - Pre-Kindergarten through Kindergarten**

The goal of the 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.

### **Primary Division - First through Third Grades**

When our students enter second 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 Primary 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.

### **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. Each student is assigned an advisor who communicates regularly with parents through written comments and parent conferences as well as through more informal channels.

## **THE SCHOOL DAY**

St. Philip's School hours are 8:00 a.m. to 3:30 p.m. for students in Pre-K through 3<sup>rd</sup> grades and 8:00 a.m. to 3:45 p.m. for students in 4<sup>th</sup> through 6<sup>th</sup> grades. 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./W.R.A.P. time, daily chapel, classes, and scheduled early morning sessions.

### **Parking**

Parking on the street is unsafe for our students and not permissible. Please park in the lot across the street from the school whenever you plan to enter the building. The parking lots of the Life Center are reserved for our visitors and designated staff members. Parking in the Legacy Center parking lot is reserved for faculty and staff members and Meals on Wheels. Additionally, do not park in spots designated for children's hospital employee's. After 3:30, parents who wish to enter the building must park in the lot across the street and enter through the Life Center main entrance. During afternoon carpool, all drivers must use the I-45 access entry at Gate 1, form a single line, and have the appropriate student name card posted in the windshield. If your child is in the After School Care program (ASC), you may not pick up your child in the carpool line, but must come inside to sign your child out with the teacher (if before 3:30 pm) or ASC staff person. If not picked up from carpool, PK-3<sup>rd</sup> Gr. students are taken to ASC after 3:45 – and at 4:00 for Middle School students.

### **Building Access**

Students in Before School Care may enter the building in the morning beginning at 6:30 a.m. through the Gym door only. Kiss-N-Ride begins at 7:30 a.m., at which time, all students should enter the building through the gym and place belongings in the designated areas on the gym floor. Pre-K students will also enter through the gym doors. They will be picked up by their homeroom teachers at 7:50 a.m. In

the afternoon, the building will be closed for access beginning at 3:00pm to allow for dismissal. We appreciate your patience and understanding as we take appropriate measures to maintain student safety.

### **Before School Care**

Before School Care begins at 6:30 a.m. The staff person will accept students through the Life Center gymnasium door located on the I-45 access road. **Parents must enter with their children and sign their children in.** All other entry doors of the School will remain locked. If you are interested in enrolling your child in Before School Care, please contact the Admission Department.

### **Lockers**

Each student in 4<sup>th</sup> through 6<sup>th</sup> grades is required to have a lock for his/her locker, and the combination or duplicate key to the lock must be given to the student's advisor at the beginning of the school year.

Fourth through 6<sup>th</sup> grade students should go to the gym until 7:50 a.m. They will make a locker visit once their classroom teacher or advisor has picked them up from the gym at 7:50 a.m. Students are **not** permitted to go to their lockers before 7:50 a.m.

### **First Period Classes**

Once students are in their classrooms at 8:00 a.m., teachers will check attendance and students will participate in D.E.A.R. (Drop Everything and Read) Time or W.R.A.P. (Writing and Preparation) Time, and at 8:12 a.m., students will proceed to Chapel which will begin at 8:15 a.m.

### **Chapel**

Christian education is essential to the moral and spiritual development of each student. Students will often hear chapel messages that directly relate to the six character traits—trustworthiness, honesty, fairness, responsibility, respect and citizenship. Therefore, it is **required that all students and faculty attend daily chapel service.** A selected minister, ordained clergy of an area parish, parent, or a member of the chapel committee, leads our worship service. Chapel begins at 8:15 a.m. and lasts approximately 20 minutes. Saints of the Week and Birthday

Blessings are recognized each week during chapel. All parents, friends, and relatives are invited to attend.

All St. Philip's students will receive a grade for Chapel. Students who are tardy to school six times or more in one quarter will see a one letter grade impact on their report cards.

### **Class Placement**

Determining the make-up of homerooms 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.

### **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?*

*SPSCC CREED*

It is expected that all St. Philip's community members (including parents, students, visitors, staff and faculty) should refrain from verbal and written communication with each other that can be construed by an observer as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, gossiping or humiliating. 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 to serve as guideposts to govern our communications.

*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*

## **Tardiness**

A child's day goes much more smoothly when he or she arrives with time to get organized before class begins. Students should be at school and in the gymnasium by 7:50 a.m., which is the time that the teachers enter the gymnasium to escort the students to class. **If students are not in their classrooms by 8:00 a.m. with their materials for the day, they are considered tardy** and must go to the gymnasium to await the beginning of Chapel. Students in PreK-2 through PreK4 that arrive after 8am must enter through the main door and walk their child to the classroom. The Before School Care staff will be on duty to receive and monitor them during this period. Joining the line as the students are preparing to leave the classroom or joining the line as students are entering the Chapel still constitutes a tardy because the student was not present when the roll was called by the teacher.

Once Chapel begins, all student belongings should be placed in the Synder Gymnasium until Chapel ends. After Chapel, late students will be escorted to the gym to retrieve their items. Fourth through 6<sup>th</sup> grade students who arrive late, **should not** go to their lockers. **Detention will be given to any student in the locker areas after 8:00 a.m.**

The carpool attendants enter the building at 7:50 a.m. All students who arrive after carpool has ended **must be escorted into the building** through the main entry of the Life Center and proceed directly to their classrooms or to the gymnasium if it is after 8:00 a.m.

St. Philip's students will receive a grade for Chapel. **Six unexcused tardies equal one unexcused absence. This absence will be reflected on the student's report card. Students who receive six or more tardies in a nine-week quarter will receive a letter from the Principal via Renweb email.** 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.

## **Morning/Afternoon Healthy Snacks**

Students are given an opportunity to eat a morning or afternoon healthy snack. Details will be provided by your child's classroom teacher or advisor. Students are only allowed healthy snacks that can be eaten quickly. Children are not allowed to eat donut type items, sandwiches, chips, cookies, lunches, or items high in fat and

sugar. Some foods to consider are fresh fruit, such as apples, bananas, oranges, strawberries, watermelon, dried fruits, raw vegetables, including carrots, celery, or broccoli, that can be served with a low-fat dip or dressing, dairy products, such as low-fat cheese, yogurt, low fat pudding, whole grain snacks, which can include some crackers, cereal bars, baked chips (not greasy or spicy), etc. Water is the preferred drink.

### **Lunch**

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 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.

A school catering service provides 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.**

Students who bring their lunches to School are reminded that glass containers are prohibited. Students may drink water, milk or juice only. Sodas of any kind are not permitted. Students are also discouraged from bringing canned foods that have sharp lids. For these types of foods, we recommend the foods be dispensed into sealed plastic containers. **Only 6<sup>th</sup> grade students will be permitted to use the microwave ovens. They will not be allowed to heat foods for younger siblings. Parents may not request that food be heated by teachers. Hot foods for younger students should be sent in a thermos.**

### **After School Care**

After School Care is a daily service from 3:30 – 5:30 p.m. All students are transitioned to the gymnasium in the Life Center beginning at 5:15 and are held there until they are picked up. There will be a late fee of .50/minute; starting at 5:30 p.m. (equivalent to \$7.50 every 15 minutes). Students will need to be signed

out by a parent/guardian, and the Business Office will bill parents. The Business Office will bill for this fee as an incidental billing on your FACTS Management Account. Any questions regarding this policy should be directed to the After School Care Coordinator or the Business Office at (214) 421-5221.

**Special Note: Please remember before you attend a PSA meetings or any meeting/activity, you must properly and promptly sign your child out of the After School Care program and then sign them in to the PSA meeting or activity childcare when After School Care ends.**

### **Drop In After School Care**

St. Philip's does not offer a daily "drop-in" after school care program. Therefore, if your work schedule changes and you feel you need after school care, please notify the Admissions Office. The Director of Admissions will contact the After School Care Coordinator **after** you have made the necessary arrangements with the Admission Office. The After School Care Coordinator should be contacted **after** you have made the necessary arrangements with the Admission Office.

## **GENERAL CARPOOL GUIDELINES**

We ask for your patience and understanding regarding carpool the first week or two of school. The carpool lines will move slowly until everyone understands the routine. We appreciate your cooperation, support, and respect for others. These guidelines are extremely important to prevent accidents and to help curtail carpool delays. St. Philip's is located in a school zone.

**Please Note: There is NO PARKING allowed on the main lot during carpool times.** Parking is **ONLY** allowed on the main lot from 8 a.m. to 3 p.m. and from 4 p.m. to close of School operations. Therefore, if vehicles are parked in in this area they must be moved at 3pm. This eliminates multiple streams of pedestrians crossing while cars are moving through the carpool line. Our goal is **CHILD SAFETY!** Please note that the main lot is designated for faculty and staff and additional spaces are limited. Parents and guests are encouraged to park in the lots across the street.

Anyone parked in main lot will need to move their car before 7:30am or wait until Kiss-N-Ride is over at 8:00am.

Please review the list below and carpool route diagram-(Appendix A), as a means to keep you out of violation and citation being issued by the school.

### **Carpool Schedule**

**Morning Kiss-N-Ride** is 7:30 a.m. to 7:50 a.m. Before or after that time, you must park across the street (gravel lot) to walk your child into the building. Unless students are enrolled in Before School Care or authorized to meet a teacher for early field trips, tutoring or rehearsals, they may not enter the building before 7:30 a.m.

**Afternoon Carpool** is 3:30 p.m. to 4 p.m. Before or after that time you **must** park across the street (gravel lot) to go inside to pick up your child. While in carpool, parents must display their carpool sign with their child's name in the left, driver-side window. At 3:25, students in PK through 3<sup>rd</sup> grades will be taken to either After School Care or the carpool line. The Early childhood and Lower School carpool line will last from 3:30 p.m. until 3:45 p.m. Early Childhood and Lower School students not picked up by 3:45 p.m. will be escorted into the Life Center and the After School receptionist desk. Parents will be required to park and pick up their children in the age appropriate classes in After School Care.

Middle School: Between 3:45 p.m. and 3:50 p.m., students in 4<sup>th</sup> through 6<sup>th</sup> grades (Middle School) will be escorted to the same areas as the aforementioned. Parents will enter the carpool in the same manner as described above. The Middle School carpool line will last from 3:45 p.m. until 4:00 p.m. Students not picked up by 4:00 will be escorted to the After School Care area. Parents must park and then enter through the main entry in the Life Center to sign out their child with the After School Care Coordinator. Out of courtesy, when at all possible, please call the receptionist to notify the After School Care Coordinator that you will arrive late.

## **Kiss and Ride/Carpool 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 any 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** 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 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.



## **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 parents' diligence in assisting their children in carefully adhering to the school uniform code.

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

### **A. General Appearance**

1. Neat, clean and appropriate grooming for school will be encouraged and expected.
2. Hair styles and cuts should reflect good taste, not current fads, and be appropriate to the simplicity of the uniform. For boys, braids, "ponytails" and designs cut in the hairstyle (such as Mohawks) are not acceptable. All hairstyles should be kept neat in appearance – in adherence to our standard of excellence in all areas.
3. Boys may not wear earrings. Girls may wear modest earrings.
4. Make-up is not permitted.
5. Only Middle School girls may wear nail polish. Nails should be neat.
6. No hats or caps may be worn inside the building. Male adults are also asked to comply.
7. All shirts and blouses must be tucked in at all times.
8. School sweatshirts may **only** be worn on Fridays, with the exception of those worn during P.E. classes.
9. College/University T-Shirts or sweatshirts may **only** be worn on Friday's over the St. Philip's uniform skirts, shirts, slacks or shorts.
10. Titans may wear College/University apparel on Thursdays.
11. No body art (tattoos) will be allowed.
12. No gang symbols on books, body, bags or other personal belongings are allowed.

### **B. Uniform**

1. Students who come to School improperly dressed will be sent to the Admissions Office and may be issued a violation notice by the School through

the Renweb system. Parents will be contacted to bring the proper clothing to school.

2. All required items of the uniform shall be worn as specified below.
3. 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.
4. Long pants are not acceptable for girls at any time.
5. St. Philip's plaid, red, white, or blue is the only acceptable color for hair accessories. Uniform ties are to be worn by boys and girls on Mondays and designated special days.
6. **Shorts for boys or girls may not be worn from November 1 through the end of spring break.**
7. When "Free Dress Days" are awarded, the attire must represent the St. Philip's Statement of Mission and Values. Open-toed shoes are not permitted.

### **C. Uniform**

#### **Shoes Girls**

- **PK2-PK3:** Black Mary Jane-----w/Velcro **NO TENNIS SHOES**
- **PK4 through 6<sup>th</sup> 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.

#### **Shoes Boys**

- **PK2-PK3:** Black Leather-----Velcro **NO LACE UP SHOES**
- **PK4 – 6<sup>th</sup> Grades:** Boys' black lace-up shoe. **NO TENNIS SHOES**

### **Dress-Girls**

#### **Pre-Kindergarten 2- 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)
- **\*navy** modesty shorts must be worn underneath jumper

- **Blue skorts** (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
- St. Philip's red cardigan or pullover sweater with patch attached.

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

- White shirt/blouse, long or short sleeved with button-down collar
- School plaid - Jumper
- \***Navy** modesty shorts must be worn underneath jumper
- Blue walking or knee-length shorts
- 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**
- St. Philip's red cardigan or pullover sweater with patch attached.

### **4th Grade Girls Uniform**

- School plaid - skirt only
- The remainder of the uniform is the same as 3<sup>rd</sup> 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 patch attached.
- The remainder of the girl's uniform is the same as above.

\*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.

### **Pre-Kindergarten 2 - 3Years Old Boys**

- Navy blue slacks with or without cuffs (no corduroy or cargo)
- Pants with elastic in the waist
- Baggy or “sagging” pants are not permitted

- Navy walking or knee – length shorts
- White oxford (button down collar) shirt, long or short sleeved
- Navy socks only with uniform shoes
- **No ankle socks or footies may be worn**
- Red cardigan or pullover sweater with patch attached.

#### **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 or Cargo pants)
- 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 socks **only** with uniform shoes
- **No ankle socks or footies may be worn**
- Red cardigan or pullover sweater

#### **5th and 6th Grade Boys**

- Light Blue shirt, long or short sleeved with button down collar
- Navy cardigan or pullover sweater
- The remainder of the boy’s uniform is the same as above.

#### **Physical Education Attire**

All students in Kindergarten and above are required to wear the designated PE uniform. PE uniforms may be purchased online or in person through our Spirit Shop. PE shorts may not be worn in the building from November 1 through the end of Spring Break. During this time students return to their full school uniform unless dressed in PE sweats.

Boys and girls (Kinder through 6<sup>th</sup> grades) may bring any type of lace up 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. Tennis shoes with roller blades are not permitted (roller runners/heelies).

### **No Sandals on Free Dress Days**

When students are awarded free dress days, while on field trips or on field day, they must wear closed toes shoes.

## **ATTENDANCE**

St. Philip's teachers strive to provide challenging and stimulating learning experiences for all students. Students share equally in the responsibility for helping every class be successful and rewarding for everyone in the room. As a part of this responsibility, St. Philip's expects each student to be in class unless he/she is unable due to illness, a family emergency, or unanticipated occurrences. On days when a student must stay home due to illness, the parent must inform the School Receptionist by 9:30 a.m.

Parents are discouraged from picking students up prior to the end of the school day. The School urges parents to schedule doctor and dental 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. A student returning to school the same day or the next day from such an appointment will need to bring a note from the doctor/dentist to the School Office. Otherwise, the absence will be considered unexcused. **If a student receives 3 or more unexcused absences within a quarter, the parent may be asked to meet (either face to face or via a phone conference) with the Principal.** Failure to bring in a note may result in an unexcused absence, and the student will not be allowed to turn in homework or make up any missed class work, tests, or quizzes. 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**

An excused absence on a school day or part of a school day is one over which the student or family has no control: illness, tragedy or death in the family, transportation breakdown, and medical tests. Class work, homework, and tests missed during this type of excused absence may be made up and will receive full credit; however, the student or the parent must assume responsibility for making arrangements with the teachers. Students who have been suspended will not receive credit for homework or other assignments (including classwork and

assessments) during the period of suspension. Assignments given prior to the suspension may be submitted for credit upon return.

## **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. Parents are encouraged to contact a teacher at any point to inquire about how the student is doing or just to check in. 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. Each teacher is given the responsibility of accurately evaluating a student's coursework. All students are evaluated and given feedback in a variety of forms.

In addition to this informal reporting, St. Philip's provides parents with report cards four times a year (at the end of each quarter). Mid-quarter reports are also provided to parents of students in PK through 6<sup>th</sup> grades at the middle of the 2<sup>nd</sup> and 4<sup>th</sup> quarter. Mandatory Parent Conferences are held **two times per year** for all students.

**Trustworthiness** is an ethical value of importance. At the discretion of the teacher, any student caught cheating or plagiarizing may receive a grade of zero on the work in question. Repeated instances of cheating will result in suspension.

### **Early Childhood – Second Grade Grading System**

Report cards and mid quarter progress 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. The grading system for Chapel participation and for daily work completed by PK through Second Grade students is as follows:

S = Satisfactory

NI = Needs Improvement

NA = Not Assessed

### **Third Grade through Middle School Grading System**

The grading system for 3<sup>rd</sup> through 6<sup>th</sup> Grade students is as follows:

A+ 97 – 100

A 93 – 96 **Excellent**

A- 90 – 92

B+ 87 – 89

B 83 – 86 **Commendable**

B- 80 – 82

C+ 77 – 79

C 73 – 76 **Satisfactory**

C- 70 – 72

D+ 67 – 69

D 63 – 66 **Having Difficulty**

D- 60 – 62

F (Below 60)

Inc. Incomplete A grade of “incomplete” may be given at the discretion of the teacher and the Principal.

### **Middle School Classes**

The Middle School years provide students with unique opportunities to receive instruction in small groups. Although the students will be divided into sections, each section will receive the academic tools and knowledge that will provide a springboard for excellence. Our ultimate goal is to develop lifelong learners with an intense curiosity and the self-assurance that a challenge presents an opportunity for growth.

### **Advisories**

St. Philip’s has an advisory system that begins with Middle School students in 4<sup>th</sup> grade. 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.

Parents will have an opportunity to meet the student’s advisor during mini-school night and during Parent Conferences.

## **PARENT CONFERENCES**

Parent Conferences provide a wonderful opportunity for parents, advisors, teachers, and students to establish goals for the year, and more importantly, strategies for helping each student achieve his/her goals. These mandatory conferences also allow parents, teachers, and advisors to get to know one another so that a phone conversation or an e-mail exchange has a face on the other end of the line. **Please do not attempt to conference with the teacher during carpool, in the hallway, cafeteria, or during class time.** Unscheduled, impromptu meetings do not allow the teacher the proper focus and deliberation you deserve. Failure to attend conferences may result in dismissal from St. Philip's School and Community Center.

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

Formal conferences are held two times a year in October and March. All conference days are listed on the school calendar. Teachers will post a conference sheet for all parents to sign up prior to the conference day.

If both parents are in the home, they are required to attend the first and third parent conferences together. Parents who do not attend parent conferences will have one week to schedule and attend the conference; if this does not occur, the student will not be allowed to return to School until the conference has taken place.

In addition to the required conferences, the teacher or parents may schedule a special conference for a more thorough discussion of a student's progress. The date and time should be mutually agreeable to both.

During conferences, teachers are expected to make a fair and accurate appraisal of the student's academic and personal progress. For information about normal academic work or general conduct of a student, a conference may be scheduled before or after school hours.



## **HOMEWORK**

Homework could be better described as home learning. The work to be done at home supplements and reinforces work presented in the classroom and is an integral part of the educational experience. In Pre-K4 through 2<sup>nd</sup> grades, students receive homework on a daily basis (except on Friday). Beginning in January of the 2<sup>nd</sup> grade year, and from 3<sup>rd</sup> grade on, students are taught to keep an assignment notebook with listings of the date, subject area, specific assignments, date due, etc. These should be kept in the student's notebook, and parents should routinely check these to see that work is being completed. Missed homework at the PreK through 2<sup>nd</sup> grade level will result in a grade reduction of 10% each day for two days. After the second day, no credit will be earned for the late assignment; however, it must still be completed.

In Middle School, being prepared for class means having homework completed and bringing all necessary materials, books, and whatever else may be indicated for the activity that day. Students in Middle School (and 3<sup>rd</sup> grade at the teacher's discretion) who miss two homework assignments per class must serve detention. Please see Detention policy below.

Although homework is designed to enhance learning in the classroom, the faculty understands 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 day the **student** should make arrangements with the appropriate teacher for extra help. Homework is the **student's responsibility**. The individual teacher will deal with incomplete (not missed) homework. For 3<sup>rd</sup> – 6<sup>th</sup> grade students, failure to do homework by the due date (homework level projects, reports, daily assignments, etc.) will be reflected in the student's grade as a zero, and can result in the student not being allowed to participate in extra-curricular activities (field trips) or to represent the school at special events. Homework not submitted by the due date must still be completed in order to allow for the intended learning experience.

We require all of our parents to attend Parent School Association Meetings. Students in Pre-K through 3rd grades whose parents attend PSA meetings on the

2<sup>nd</sup> Tuesday of the designated months will not be assigned homework for that night. The same applies for daily math homework for 3<sup>rd</sup> through 6<sup>th</sup> grade students. As determined by the Principal, homework assignments may not be due the next day for students participating in special curriculum nights or parent evening events.

### **Assignments Missed Due To Absences**

Homework requests made to classroom teachers by 9 a.m. for students in Pre-K4 through 3<sup>rd</sup> grades will be available for pick up at the receptionist's desk after 3:45 p.m. in the Life Center. Please do not go to the classroom to request these assignments.

Middle school students may receive assignment information by calling other students in their class or by checking the parent's web link on the [www.Renweb.com](http://www.Renweb.com) website. Parents may also call the student's advisor. Students should also check with the instructor when they return to get assignments. At that time, the student should ensure that they know the due date for the assignments. When an absence is known in advance, the student must meet with instructors in order to obtain assignments and other instructions. If the student fails to meet with instructors, the privilege of doing make-up work may be denied. Middle school students are responsible for the timely return of homework assignments in order to not have a negative impact on their grade. If a student fails to return assignments in a timely manner, (at the teacher's discretion); the assignments may not be accepted for a grade.

### **Graded Homework and Class work**

Parents should receive regular reports that reflect how well your child is progressing. If graded work is not received in a timely manner, please contact your child's teacher about his/her progress or visit the parent's web link on the [www.Renweb.com](http://www.Renweb.com) website.

### **Homework Detention Policy-3<sup>rd</sup> through 6<sup>th</sup> Grade Students**

When a student misses one or two assignments, he/she is given the opportunity to turn them in the next day (or the next class period). Although he/she may not

receive credit for the assignments, it is important for the student to have the benefit of completing them as soon as possible.

When a 2<sup>nd</sup> assignment is missed (in the same class), the student will be given a detention notice because he/she failed to turn in two assignments on their due dates.

Detention slips will be given to the students and sent via Renweb to parents by Wednesday of the week they need to serve detention. If the 2nd missed assignment occurs on a Thursday or Friday, the student will serve detention the following week.

If, due to family circumstances, your child is unable to serve detention, please notify the Principal. Failure to attend, without a valid excuse approved by the Principal, can result in additional disciplinary action including school suspension and ultimately dismissal.

Detention will be held every Friday from 7:00 to 7:45 a.m. Teachers serve as detention monitors on a rotating basis. The room location for detention will be posted at the Before School Care desk in the Life Center Gym. This is the only building access point at this time of the day.

While serving detention, students will read, write based on a prompt given or based on the six Character Counts traits or the Full Armor of God principles. Students may also be assigned a task determined by the Principal or teacher monitor.

## **ACADEMIC PROBATION**

All students and parents are expected to monitor student grades each marking period and to be aware of the potential for placement on academic probation, should performance be considered unacceptable.

1. Mid-quarter or quarterly grades that are below C average in two or more core classes constitute unacceptable performance.
2. Students who receive three or more academic detention notices (in one or a combination of classes) within a quarter will be subject to faculty review. If it is determined that there is significant underperformance by a student, a meeting will be requested with parents, advisor and Principal. At that time,

we will attempt to determine reasons for the decline in performance or efforts. The student and parent will be given notice of academic probation. St. Philip's faculty and administration will continue to address the specific needs of the student in an effort to ensure student achievement.

In order to remain enrolled at St. Philip's, the following will be required during the probationary period:

- Satisfactory and sustained effort in: homework preparation and completion, quiz, test and project achievement, class participation;
- Submission of all coursework by due dates (no academic detentions);
- Attainment of C average or higher in all core subjects.

The probation period will continue throughout the quarter issued. Failure to advance to acceptable performance and to be removed from probationary status will result in dismissal. **The Principal may modify this step for reasons of learning differences or factors the Principal deems appropriate to justify an exception.**

**Additionally, students on probation may not have the opportunity to participate in extra-curricular activities, academic excursions, and may lose eligibility of tuition financial assistance.**

## **PROMOTION POLICY**

All students must master grade level skills that are necessary according to the criteria established by the curriculum in order to competently continue on to the next grade level. The teacher, on quarterly report cards, will note this mastery.

- The parent of a student who is developmentally, socially, or academically unable to adequately perform or master skills required by the curriculum will be counseled to (a) have the child attend a St. Philip's approved summer school that offers a systemic structured remedial-based curriculum and be taught by a trained and experienced teacher in the specific subject areas; (b) repeat the grade and additionally may be required during the next school year to obtain remedial academic tutoring; and/or (c) seek another school which will better address the child's needs. These additional support options will be at the expense of the parent.

Students in 4<sup>th</sup> through 6<sup>th</sup> grades may be promoted only if they attain an overall average of 70%. Any student failing a math, science, reading/language arts (communications) class will be required to successfully complete a school-approved summer school course.

## **STUDENT ACADEMIC INTERVENTION (SAI)**

The Student Academic Intervention (SAI) program is designed to provide reasonable academic and behavioral intervention for eligible students experiencing inconsistency or difficulty which may be due to ability, performance, and/or behavior. Realistic and practical intervention is provided through diverse approaches to maximize the use of available and reasonable resources to help the student achieve his/her greatest potential. Eligible participants in the program are students who have been identified through a comprehensive educational evaluation to have special learning needs or who have low standardized performance in math and or reading.

### **Eligibility**

Eligible students participating in the program may receive reasonable and practical accommodations and modifications based on the student's diagnostic educational evaluation or school's intervention process. A written student academic or behavioral intervention plan (SAI Plan) may be developed for students who have received a comprehensive educational or related diagnostic evaluation. When identified through a diagnostic evaluation, if school funding is available, eligible students may receive available academic tutoring on campus at a time best identified by the school. SAI students missing specialized classes, for tutoring, may not receive a grade for that specialized course. Students in need of tutoring but do not receive academic tutoring on campus, may be required to obtain and fund outside tutorial assistance in a systematic structured remedial-based curriculum. It is the responsibility of the parent to obtain and fund academic tutoring or identified services (including behavioral intervention) for students who are not eligible for this program, but who have been recommended for additional assistance.

## **Testing**

Students considered to have indications of academic (, behavioral, or emotional weaknesses may be requested to obtain related psycho-educational evaluations. Comprehensive psycho-educational evaluations must be conducted by certified educational or psychological providers who have met standards for diagnosing learning differences or related matters.

Families of students who have received a diagnostic evaluation of a learning difference, behavioral or psychological, or neurological review (to include Attention Deficient Hyperactivity Disorder-ADHD) and may receive some form of therapeutic or pharmaceutical support are encouraged to discuss these matters with the principal and related personnel.

## **Accommodations**

SAI student grades may be based on reasonable academic accommodations and modifications granted on assignments, activities, test, quizzes, exams, etc., as outlined in the student's established SAI Plan. These modifications, and accommodations may be released and discussed during parent conferences and reflected in the student's progress, report cards, and educational records.

All students must master grade level skills that are necessary according to the criteria established by the standard curriculum in order to continue on to the next grade level (refer to "Promotion Policy" section). The school's curriculum standards will not be lowered. Students must possess strong work ethics, good attendance, and demonstrate initiative and motivation. For successful performance, families are strongly encouraged to comply with healthcare provider recommendations, which may include medical or therapeutic intervention to manage emotional and social stability, aid in completion of assigned work, and maintain focus and work independently.

Parent involvement is required if their child participates in the SAI program. To promote the continuity of intervention, parents are required to participate in parent-teacher quarterly conferences, comply with provisions outlined in the child's SAI Plan, attend parent educational training and support services; including, but not limited to, workshops, conferences, and review educational audio and/or written resources.

Students participating in the student academic intervention program are not exempt from complying with any provisions or policies of St. Philip's School and Community Center.

## **HEALTH GUIDELINES**

The clinic is staffed from 8:00 a.m. to 11:45 p.m. each school day. Students requiring medication before 9:00 a.m. should receive it prior to their arrival at school if at all possible. Otherwise, please speak to the health care coordinator. The clinic is for the benefit of students who become ill at school or who suffer minor injuries while on the school grounds. If your child needs to take prescription medication during the school day, please speak with the health coordinator regarding instructions for drop-off and pick-up of medication.

If your child has a fever, you will be asked to immediately pick him/her up in the 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.**

All medication will remain in the school clinic and must be properly labeled and in its original container. Students may not have any medication (including inhalers) in their possession. Medication is to be dispensed by the healthcare personnel or school administrative staff only. **For any serious illness, injury, or sustained absence, a doctor's release is required to return to school.**

## **STUDENT SERVICES**

The Student Services program is designed to **HELP** students achieve their best in personal, social, academic, and spiritual endeavors. The Student Services program collaborates with students, families, educators, administrators, and other professionals to identify and implement programs and services that will effectively address needs and concerns. For services requiring a fee, parents will be responsible for funding. Under the direction of the Principal's office, the purpose of the Student Services program is to:

**Hear and be attentive to the verbal and non-verbally expressed concerns of the student and his/her family.**

**Expand** parents' active involvement in the child's educational development at school and home.

**Link** with the teachers, administrators, family, and professional resources to provide the maximum support for the student.

**Provide** the student with resources for learning strategies and life skills to achieve their greatest potential.

Student Services may include, but are not limited to:

- Character - Social Development
- Behavior Modification
- Parents/Caregivers Workshops
- Organization, Study, and Test Taking Skills
- Conflict Resolution/Peer Mediation
- Crisis Prevention & Intervention
- Referrals

The Student Services programs may involve sharing sensitive, personal and private information. The school respects the inherent rights and responsibilities of parents/caregivers for their child. Recognizing this, federal, state, and local laws require that all interactions with the Student Services program must be in compliance with all laws, policies, and ethical standards pertaining to confidentiality.

## **ACADEMIC/SPECIAL PROGRAMS**

### ***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.



### ***Praise Dance***

Girls in 2<sup>nd</sup> through 6<sup>th</sup> 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. In addition, they host a Praise Dance Program during African American History Month.

### ***Heritage Celebration***

Our annual Heritage Celebration is an opportunity for us all to remember that the road our ancestors left for us to travel connects to the past, is the foundation for the present, and is our bridge to the future. This event is the PSA's primary fundraiser. All students participate in the Celebration through a performance organized by the teachers with the assistance of parents and the PSA. Students and their parents sell ads and tickets.

### ***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
- \* 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.**

### ***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 each Friday during Chapel 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 6<sup>th</sup> 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.

### ***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.

### ***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.

What is the Purpose?

To Motivate

To Inspire

To Enhance, Empower and Enrich their Lives

To Increase Self Esteem & Build Character

To Teach Love for Self and Others

To Develop Communication Skills

To Help Set Goals

To Explore Careers and Develop a Career Path

To Explore College Choices

### ***Student Competitions and Other Opportunities***

Student Competitions include:

School wide Oratorical Contest

Spelling Bee

Geography Bee

Robotics Competition (Middle School students)

Math/Science Team Competition

St. Philip's Creed Contest

Science Fair or Invention Convention

Books of the Bible/ ABC Memory Verse Contest – alternating years

The Sixth Grade Musical, Annual Fall Event and various other programs throughout the school year provide venues that allow St. Philip's students to showcase their knowledge and talents.

### **LIBRARY**

St. Philip's offers a steadily growing collection of interesting and informative books which students may check out during the school year. PreK parents may check with the librarian regarding checking out books. Parents are asked to assist

the librarian in encouraging the students to return books promptly and in good condition. A student's academic report will be withheld at the end of the year until the library record has been cleared. A clear record requires that lost books be paid for and that all overdue books be returned. Parenting resources are also available for checkout.

## **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 10Titanments:

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" 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. Shoes must be completely enclosed. No caps or hats may be worn.

## **DISCIPLINE PROCEDURES**

Behavioral expectations vary from one grade level to another in accordance with the students' developmental stages. The central purpose of discipline at St. Philip's is to teach students that their actions have consequences, they are accountable for their behavior, and to learn from their mistakes. A student is subject to disciplinary action, up to and including dismissal, for violation of St. Philip's school rules and regulations.

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.
- Understand that fighting is a problem, causes problems, and leads to greater problems. Fighting and bullying will not be tolerated!

**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 parents and visitors should be models of good manners for students to observe.
- 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' and the Full Armor of God principles on a daily basis.
- Parents of students experiencing a progression of disciplinary challenges may be required to participate in parent and/or family educational workshops and related services, review resources, and adhere to other corrective efforts. **Additionally, students experiencing a progression of disciplinary challenges may not have the opportunity to participate in extra-curricular activities, academic excursions, and may lose eligibility of tuition financial assistance.** Students who fail to follow basic rules and responsibilities outlined by the teacher will be subject to the following discipline procedures.
- Parents are discouraged from handling student behavior issues without the involvement of the parent of the other child/children, the teacher or principal.
- Occurrences such as fighting, injuring another child, severe disrespect, recurring bullying, etc. may warrant classroom removal and parental contact. To ensure safety for all students, Out of School Suspension may be the appropriate action for each severe occurrence. The Principal reserves the right to determine the appropriate action.

## **LOWER SCHOOL DISCIPLINE PROCEDURES**

(GRADES PRE-K THROUGH 3RD)

### **PHASE I**

Any problem in the classroom is first resolved between the child and the teacher. Reoccurrence of behavior related problems might result in the teacher calling the parents or sending an informal notice home to make them aware of the behavior. In addition, this phase is meant to try to circumvent any serious behavior issues.

### **2 Phase I notes in any class automatically moves child to Phase II.**

### **PHASE II**

Phase II is entered when the child and the teacher cannot resolve continuing behavior problems. The teacher will communicate to the parents that the child has been sent to the Principal's office. The parents or the teacher **may request** a conference at this time, but it is strictly up to the teacher and parents.

**Action taken by teacher:** Teacher may request a conference with teacher, parents, and Principal present.

**Action taken by parent:** Parents may request a conference with the teacher and Principal.

Student must remain after school, 4 p.m. to 4:45 p.m. or serve lunchtime detention, after each phase II note. The teacher will notify the Principal when a student is to serve detention.

### **Two Phase II notes automatically moves child to Phase III.**

### **PHASE III**

Phase III is entered when the child's behavior has not improved and is detrimental and disruptive to the student and his/her classmates. The teacher will communicate to the parents that a **conference is mandatory.**

**Action taken by teacher:** The teacher should write a letter to the parents. A copy should be sent to the Principal and put in the child's file.

**Action taken by Principal:** Schedule conference with parents.

**One Phase III note automatically moves child to Phase IV**

**PHASE IV**

Phase IV is entered when Phases I-III have not helped to improve the child's behavior. The teacher will request a conference with the Headmaster, Principal, and parents. Little progress at this time with the child's behavior signals that the school and the family are unable to help the child be successful. The primary purpose of this conference is to help the parents find professional help. Each child is too valuable to allow behavior to continue to be harmful to the child's ability to receive an education. The school will help in every way possible to support the parents in an effort to locate and work with a professional. The student's status at the school at this time is conditional and in jeopardy. Parents must adhere to recommendations by seeking and securing outside help within one week of the meeting with the Headmaster.

**Action taken by teacher:** The teacher should write a letter to the parents. A copy should be sent to the Headmaster and Principal and put in the child's file.

**Action taken by Headmaster:** Schedule conference with parents.

**PHASE V**

Phase V is entered when the plan devised in phase IV is either not in place or not working. With the greatest reluctance and much prayer, the Headmaster will determine if the child may remain to finish the year or must leave at that time (dismissal). The school with all its resources will assist the family in finding a more suitable school.

**Action taken by Headmaster:** Schedule conference with parents.

During Phases III, IV, and V, the teacher and/or Principal has the authority to suggest detention or suspension.



## **MIDDLE SCHOOL DISCIPLINE PROCEDURES**

(GRADES 4<sup>TH</sup> – 6<sup>TH</sup>)

### **PHASE I**

Any problem in the classroom is first resolved between the child and the teacher. Reoccurrence of behavior related problems might result in the teacher calling the parents or sending an informal notice home to make them aware of the behavior. In addition, this phase is meant to try to circumvent any serious behavior issues.

**Two Phase I notes in any class automatically moves child to Phase II.**

### **PHASE II**

Phase II is entered when the child and the teacher cannot resolve continuing behavior problems. The teacher will communicate to the parents that the child has been sent to the Principal's office. The parents or the teacher **may request** a conference at this time, but it is strictly up to the teacher and parents.

**Action taken by teacher:** Teacher may request a conference with teacher, parents, and Principal present.

**Action taken by parent:** Parents may request a conference with the teacher and Principal.

**One Phase II note automatically moves child to Phase III.**

**One phase II note automatically equals detention.**

### **PHASE III**

Phase III is entered when the child's behavior has not improved and is detrimental and disruptive to the student and his/her classmates. The teacher will communicate to the parents that a **conference is mandatory**.

**Action taken by teacher:** the teacher should write a letter to the parents. A copy should be sent to the Principal and put in the child's file.

**Action taken by Principal:** Schedule conference with parents.

**One Phase III note automatically moves child to Phase IV.**

#### **PHASE IV**

Phase IV is entered when Phases I-III have not helped to improve the child's behavior. The teacher will request a conference with the Headmaster, Principal, and parents. Little progress at this time with the child's behavior signals that the school and the family are unable to help the child be successful. The primary purpose of this conference is to help the parents find professional help which must be sought and secured within one week of meeting with the Headmaster and Principal.

Each child is too valuable to allow behavior to continue to be harmful to the child's ability to receive an education. The school will help in every way possible to support the parents in an effort to locate and work with a professional. The student's status at the school at this time is conditional and in jeopardy.

**Action taken by teacher:** The teacher should write a letter to the parents. A copy should be sent to the Headmaster and Principal and put in the child's file.

**Action taken by Headmaster:** Schedule conference with parents.

**Suspension after one Phase IV Note.**

**Two Phase IV notes automatically moves child to Phase V and a 3-day suspension.**

#### **PHASE V**

Phase V is entered when the plan devised in Phase IV is either not in place or not working. With the greatest reluctance and much prayer, the Headmaster will determine if the child may remain to finish the year or must leave at that time. The school with all its resources will assist the family in finding a more suitable school.

**Action taken by Headmaster:** Schedule conference with parents.

### **Suspension Periods**

Students who are suspended are responsible for requesting all missed homework **after they return to school**. They will be required to submit all missed work within two days from the date that they return to class and may be granted up to 70% maximum credit for these assignments. After two days, missed assignments will result in zero credit.

**Students suspended will not have the opportunity to participate in extra-curricular activities, academic excursions, after school athletics and other programs identified by the Principal.**

### **PEER MEDIATION PROGRAM**

*“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, why should another?”* This powerful excerpt from the school Creed is quoted by students or stated to students on a daily basis. It is the position of the school to help students transform the Creed from words into daily application through the development and implementation of a comprehensive 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 and faculty, staff, and students. 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.

## **Family Fundraising and Giving**

Families are responsible for paying approximately half the costs of a St. Philip's education through regular annual tuition and fees. The remaining expenses, approximately \$2.5 million, 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. 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.** 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, 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. ***Do good and don't Google!*** Make **goodsearch.com** your search engine. With just a click of the mouse, money is generated for St. Philip's.
2. ***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.
3. ***Participate in your company's United Way campaign.*** Earmark St. Philip's (#180) as your beneficiary charity. 4) Secure a Kroger, Tom Thumb and/or Target card and register. When you shop, a percentage will benefit St. Philip's.
4. ***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](mailto:philanthropy@stphilips.com).

## **Fundraising and Solicitation of Funds**

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.

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.

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

## **ACADEMIC EXCURSIONS**

### ***Academic Excursion Experiences for PK3 through 6<sup>th</sup> 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 2<sup>nd</sup> grade students, teachers, and parents are invited to 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 – 3<sup>rd</sup> Grade Retreat***

The 3rd grade teachers and students participate in a 1 or 2 night, 2-day retreat. This trip is the rising 4<sup>th</sup> 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.

### ***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.

### ***Fifth Grade Excursion Civil Rights Tour***

After a year-long enlightening study of history, including Civil Rights, the 5<sup>th</sup> grade class travels to Memphis, Atlanta, Selma, Montgomery, Tuskegee, and Birmingham in an effort to bring their studies of Civil Rights to life.

### ***Sixth Grade Music Excursion– The Promise***

All 6<sup>th</sup> 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 6<sup>th</sup> grade year.

### ***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.

Academic excursions extend classroom learning. Every child participating in a school-approved trip must have a signed parental consent form before departure from the school. 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. 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.

**Academic excursions are a privilege and not a right.** Children who consistently misbehave in the classroom or on excursions will lose the privilege to participate in these enriching experiences. Children are to be orderly, mannerly, polite, and respectful at all times. To conclude, we expect all children to display exemplary behavior while on all excursions.

### **Guidelines for Academic Excursion Chaperones**

The Principal will establish the guidelines for selecting chaperones.

- Required to be on duty at all times during the trip and 24 hours each day for overnight trips – leaving the group is not permitted.
- Not allowed to have guests from 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 during shopping.
- 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 staff person and she/he will handle the situation as deemed appropriate.
- Must pass a criminal background check.

**Most important:** Chaperones are responsible for the care of their 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.

## **GENERAL INFORMATION**

In partnership with the school, parents who contract to send their child(ren) to St. Philip's School and Community Center also agree to:

- 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 dress code).
- Read Student Guidelines and Classroom Management Program with your child so that there is no question regarding scholastic and behavioral expectations.
- Advise 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 conferences to discuss the progress of the child.
- Attend all Parent School Association (PSA) meetings.
- 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 a 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.

- Commit to read to and with their child each night for at least 20 minutes.
- Parents must adhere to their school parental involvement agreement.
- Commit to engage in the Community Center activities

### **Child Protective Services**

In accordance with state law, if the school has cause to believe that 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, or that an elderly or disabled person is in a state of abuse, neglect or exploitation, 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.

### **Visiting the School**

All parents, volunteers, and visitors to school must check in at the front desk and obtain a visitors badge or show their 2016-2017 parent badge. Any adult observed on campus without a badge will be asked to report to the front desk immediately. This policy exists to insure the safety of all of our students and may not be waived for any reason.

School visits benefit both you and your student, and we encourage you to visit! Please help us make visits as positive as possible by following these procedures:

- Make arrangements in advance with your child's teacher.
- Check in at the front desk when you arrive to sign in and get a visitor's badge.
- Sign out at the office before you leave school grounds.

Children enjoy having parents visit during lunch, and you are most welcome to join us for the lunch period. If you are bringing items forgotten by your child such as lunches, books, money, please bring them to the front desk. We will see that your child's belongings are delivered to them.

For the safety and security of our students and staff, All parents are required to have a criminal background check before they are allowed to chaperone on field trips, tutor or work in the classroom with students.

### **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 a notarized copy of the custody section of the divorce decree. This will ensure the protection of everyone in the family. These matters should be addressed with the Director of Admissions and Principal.

### **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.

### **Food/Classroom Parties**

The Principal, in advance of implementation of a class project, must approve all food activities. Generally, we discourage children from bringing food to the classroom for party purposes. However, if a parent would like to bring food to an approved classroom celebration, the teacher must be notified in advance.

### **Awards Assemblies**

Academic awards assemblies will be held after the second and last quarter. At the end of the 2<sup>nd</sup> quarter, 3rd Grade and Middle School students are recognized for accomplishing A or A/B Honor Roll status. Early Childhood through 2<sup>nd</sup> Grade students will receive Headmaster's Excellence or Principal's Academic Achievement Awards. In addition, an award's assembly is held for the early childhood, primary level students and Middle school students at the end of the school year. Students receive awards in various subject areas based on their academic/creative performance. Throughout the year, students may also receive awards from their classroom teachers and the Principal for special achievements.

### **Birthday Parties**

No birthday or other party invitations may be distributed at school unless all students in the class are being invited. It is acceptable for a boy to bring invitations for all the boys and the same applies to girls. Bad feelings result when students are left out. Please be considerate.

Occasionally, a parent may wish to provide a special snack (cookies, cupcakes, etc.) on the child's birthday. This must be arranged in advance with the classroom teacher and should include all students in the class.

### **Lost and Found**

The Lost and Found is located in the Legacy Gym in the labeled cabinet. Parents should also check with the school health coordinator, as she regularly cleans out the Lost and Found area. Parents should mark all student's clothing and books with proper identification 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 PSA, Community Center, or another worthy cause.

### **Lost textbooks/library books**

Students are encouraged by their teachers and parents to be responsible for keeping up with their books/materials. However, if your child loses a textbook or library book, it must be paid for. The student should contact his/her teacher about the price of the book. Contact the librarian about the price of a library book. If after the book is paid for it is found, the price paid will be refunded. Your student school records will be held at the end of the school year if a lost library or textbook has not been returned or paid for.

### **Gum**

Gum is not permitted at any time on school grounds or during off-campus school activities.

### **Inclement Weather**

In the event of the closing of school due to inclement weather, listen to official radio and television stations: 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. Voice and/or text messages announcing the school closure will be left on

phones registered in the parent's web. Parents are responsible for ensuring their school contact information is current.

### **Change of Address**

Changes of student's home address, email address, or phone numbers should be reported immediately to the Director of Admissions. This information is extremely important. In the event of an emergency, the school must be able to contact the parent or guardian.

### **Enrollment, Re-enrollment, and Admission Conditions**

The enrollment process is not complete until all forms and fees have been filed. Students are not automatically re-enrolled for the following school year. The proper 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 Admissions Committee and the Headmaster. Re-enrollment usually occurs in February.

Parents are responsible for the full tuition for the year as outlined in their contracts. School records cannot be forwarded until all accounts are settled.

### **Financial Assistance**

Families wishing to apply for financial assistance may obtain the necessary forms and procedures from the Admission Office. In addition, parents who are experiencing financial difficulty during the school year should contact the business office immediately.

### **Cellular Phones**

We realize that students may need to contact their parents during the school day. As a result, students who are age appropriate may receive permission from their classroom teacher/advisor to use the telephone in the front office. **Students are not allowed to have cell phones or other communicative devices on campus at any time.** In addition, at the discretion of the teacher, students may be given direction regarding cell phones on class trips. If students are allowed to use cell phones while on trips, the school will not be responsible for lost or damaged phones.

### **Contraband**

St. Philip's School and Community Center has a "zero tolerance" regarding dangerous or disruptive articles. Knives, fireworks, mace, water guns, or firearms are outside the standards and purpose of our school and will not be permitted. All such articles will be confiscated and not returned. Electronic communication and entertainment vehicles, such as televisions, compact disc players, radios, tape recorders, telephones, iphones, ipads, beepers, or other communicative and technological devices and such, may not be displayed or used during the school day or school function. Again, these articles will be immediately removed from the student and confiscated. Disciplinary action will be taken at the discretion of the Principal and Headmaster regarding these items.

### **Extra Curricular Activities (Clubs and Sports)**

Extracurricular activities enhance the lives of students and offer them the opportunity to further develop social, leadership, and organizational skills while expressing themselves through athletics, service organizations, publications, clubs, arts, or organizations with a particular focus. Clubs meet before school or after school. Athletics meets after school. The St. Philip's Community Center organizes many of our sports programs. Parents will be notified before each sport begins. It is imperative that students maintain a balance between academics and extracurricular activities.

The Community Center Director, Coaches, and School Principal work closely together to monitor students' academic performance. Upon notification by the school Principal, the coaches may suspend a student from playing/cheering in a game or games if that student is missing homework assignments, earning grades below C, on academic probation, school suspension, or experiencing difficulty with self-discipline. Families must also be in good financial standing with the school in order to participate in extracurricular activities.

### **Sexual Harassment (including verbal harassment)**

Any form of harassment, including repeated teasing, hazing, and sexual harassment is unacceptable and absolutely prohibited. St. Philip's School will take prompt disciplinary action, which may include suspension or dismissal, whenever it becomes aware of an issue of harassment. **All students and parents are expected**

**to refrain from any behavior that could be interpreted as harassment toward any other student, teacher, or staff person.**

If a student or staff member feels that he or she has been the victim of harassment, the Principal and/or Headmaster should be notified and will investigate the complaint immediately.

Bullying, cyber bullying (internet or phone), harassment including verbal, written, or physical aggression or threats, making a hit list, and other forms of bullying in, on school grounds, or school events is prohibited. It is important for each student to report any bullying or threats to the Principal and/or Headmaster as soon as possible so school officials may take appropriate action.

If cause is found, the disciplinary process will be initiated, and the student or parent making the complaint will be informed of the outcome.

### **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. This plan can be found on Renweb.

## **INTERNET ACCEPTABLE USE POLICY AND AGREEMENT**

Elementary Student Network/Internet User Agreement and Parent Permission

We are pleased to offer students of St. Philip's School access to the district computer network resources, and the Internet. To use these resources, all students and parents must sign and return this form. Parents, please read this document carefully, review its contents with your son/daughter, and sign and initial where appropriate. Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school's Technology Teacher. It is recommended that parents using the internet at home with their children develop a code of acceptable practice. If you wish to have more information on

internet safety to help you deal with potential risks at home, we are happy to provide you with references to suitable information on safe use of the internet.

### **Internet / World Wide Web**

Access to the Internet will enable students to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, St. Philip's supports and respect each family's right to decide whether or not to apply for access.

### **Publishing to the World Wide Web**

Parents, your daughter or son's work may be considered for publication on the World Wide Web, specifically on his/her school's web site. Such publishing requires parent/guardian permission. The work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to the student's parent/guardian.

Unidentified photos of students may be published on school websites, illustrating student projects and achievements. **If you do not want your child's photo to be published on the website**, please initial on the parent permission form.

If you have any comments or concerns, please email them to the Technology Instructor.

### **Acceptable Use Policy for Students Using the Internet**



Access to the Internet is a wonderful opportunity to interact with the world at large. The opportunity brings with it a number of responsibilities. In order to use the internet services available, you must read the following information and sign the computer/internet agreement that follows.

1. I will follow these rules for using the Internet.
2. I will follow my teacher's instructions when using the internet.
3. I will not use the internet by myself.
4. I will take great care with the computer equipment.
5. I will only open my work folder. I will not open other children's work.
6. I will follow the classroom rules, be polite to others, and share computer equipment.
7. I will only play the games that my teacher has approved.

## **TUITION PAYMENT POLICY**

### **Payment of Tuition & Fees**

St. Philip's School and Community Center ("St. Philip's" or "school") tuition cycle is a 12 month cycle beginning in May preceding each school year and ending in April (for installment agreements). All agreements for the installment payment of tuition must be paid within the months specified above and complete by April 30<sup>th</sup>.

Parents/Guardians ("parent") may choose one of three options for the payment of tuition:

One annual payment due by May 10<sup>th</sup> for the following school year,

Two semi-annual installment payments due by May 10<sup>th</sup> and November 10<sup>th</sup>, or

Twelve (12) monthly installment payments due, according to the parent's date preference.

These payments are ACH draft payments or credit card payments administered by FACTS Management Company ("FACTS") directly from a parents account. Parents must maintain an active, current FACTS Agreement for their child to remain enrolled.

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.

### **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 cashiers 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 via email if this occurs.

### **Delinquent Tuition and Fees**

If any portion of tuition becomes delinquent at any time during the school year, parents will be notified to bring their tuition account current. 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.

### **Re-Enrollment**

The opportunity for returning to St. Philip's is extended on an annual invitational basis. If the family has not fulfilled the outlined responsibilities of this handbook, including references to disharmony, the school reserves the discretion to not issue a re-enrollment opportunity.

If there is an unpaid or unresolved balance at any time during the school year, students will not be allowed to re-enroll for the following school year until the balance is current. If a tuition account becomes delinquent at any time after re-enrollment, students will be removed from the prospective roster until the account is current. In addition, any consideration for financial aid will be withheld or withdrawn until the account is current.

### **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 be removed from the roster for the following school year and any financial aid amounts will be rescinded. Student information, such as grades, test scores, medical records, etc. will be withheld until the balance is paid in full.

### **Enrollment Contracts**

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, St. Philip's expects all tuition contracts for the payment of tuition be honored in full.

Under no other circumstances are registration fees refundable.

### **Early Withdrawal**

Early Withdrawal is defined by St. Philip's as the removal of a student from school at the parents' discretion after the completion of the enrollment agreement. Irrespective of the decision to withdraw a child during the school year, parents are responsible for the full payment of all tuition and fees. Student information, such as grades, test scores, medical records, etc., will be withheld until the balance is paid in full.

### **Dismissal**

The management of St. Philip's at its sole discretion reserves the right to dismiss any child from school at any time for any reason including but not limited to disciplinary, academic, social, non-payment of tuition & fees, parental misconduct, or any other reason in which the school deems dismissal is the appropriate cause of action. St. Philip's reserves the right to withhold any student information, such as grades, test scores, medical records, etc.

## **PARENT SCHOOL ASSOCIATION (PSA)**

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:

- Assist in improving "parenting" skills;
- Raise funds through school wide development policies and programs;
- Solicit volunteers and help with classroom and administrative needs;
- Promote school spirit

The Parent School Association encourages parent-to-parent and parent-to-school communication. There are many committees available for parents to get involved.

### **Dads' Club**

The Dads' Club is an outreach committee of the Parent's 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, etc.

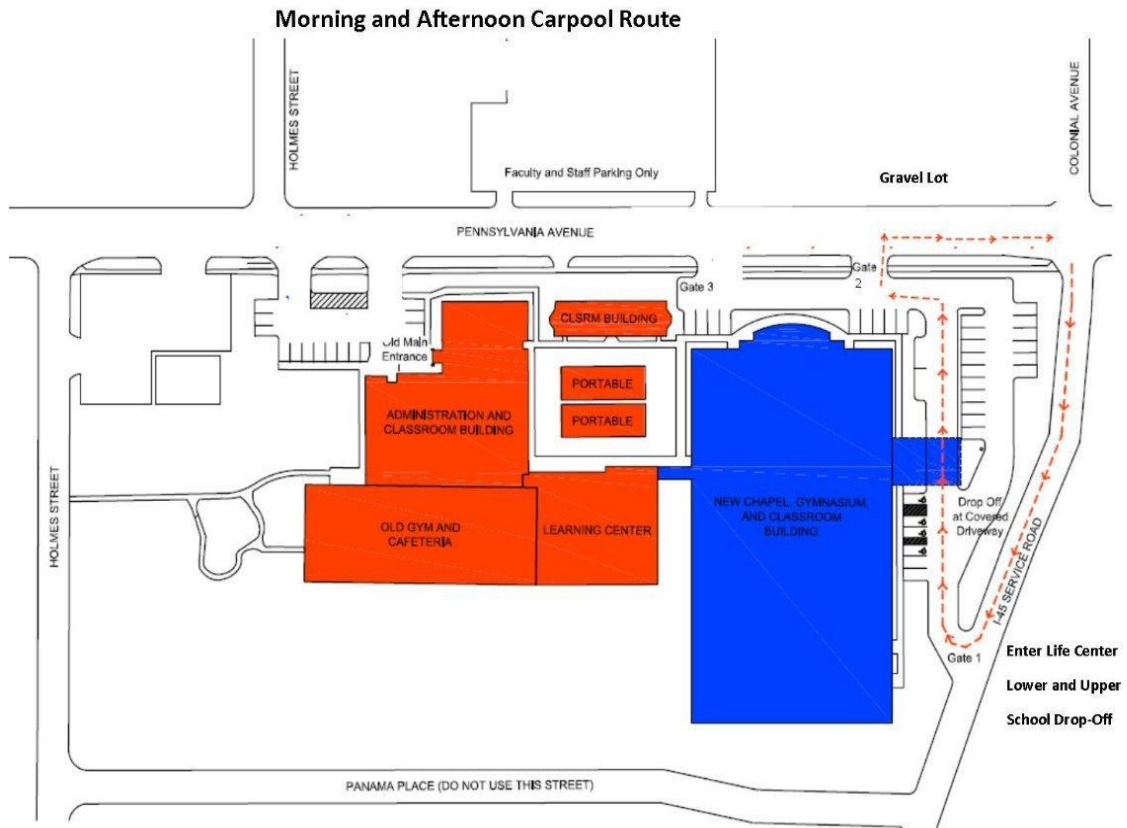
**Mission Moms**

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

**Meeting Room Requests**

If parents anticipate requesting the use of school meeting rooms, a room request form must be completed and forwarded to the Headmaster's Executive Assistant and a copy forwarded to the Community Center Coordinator. 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.

# APPENDIX A





## **Computer / Internet Usage Agreement**

**2016/2017**

**One form must be completed by/for each student and returned no later than Friday, September 2, 2016. If enrolled after this date, no later than five school calendar days.**

I have read the St. Philip's School Computer/Internet Usage Agreement, understand it, and agree to adhere to the principles and procedures listed within. I also understand that additional rules and regulations may be added from time to time and that they will become a part of this agreement. Should I break this agreement, I understand that I may lose all computer/Internet privileges.

### **Student User Agreement:**

As a user of the St. Philip's School's computer network, I hereby agree to comply with the statements and expectations outlined in this document. (Initial appropriate items)

\_\_\_\_\_ Agree to use the network responsibly

\_\_\_\_\_ grant permission to have my materials published to the World Wide Web

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Parent/Guardian Internet Permission:**

All students are provided with access to district computer resources. In addition to accessing our district computer network, as the parent or legal guardian, I grant permission for the above named student to:

(Initial appropriate items)

\_\_\_\_\_ access the Internet

\_\_\_\_\_ have his/her materials published on the St. Philip's Web Site

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## ***Parent Statement of Agreement***

***We are convinced that our School can provide an outstanding education for your child(ren). We can do the best possible job only with your active involvement. St. Philip's reserves the right to not admit or to expel students based on lack of parental support, involvement and participation, or acts that create disharmony in the school environment. Failure to meet our criteria of "Parental Commitment Contract" may result in expulsion.***

1. I will carefully read the parent/student handbook provided online at the beginning of the school year.
2. I will attend daily Chapel at least once each semester.
3. I understand that all Parent - Teacher conferences are mandatory and I will attend as outlined in the Parent/Student Handbook. Failure to attend may result in my child's dismissal.
4. St. Philip's School has an active Parent School Association and I am expected to attend the monthly meetings. The expectation is that I will regularly attend the meetings and send a representative when I cannot come. I commit to meeting this expectation.
5. I will assist with and monitor my child's daily homework assignments, via the student planner or on Renweb.
6. I will maintain weekly contact with my child's teacher.
7. I will keep abreast of all school activities by reading the Weekly Memo every week and checking my child's backpack for daily notes.
8. I will maintain daily communications with my child in relation to his/her involvement with all activities.
9. I will comply with all school rules, e.g., pickup and drop off times. (See Parent Handbook)
10. I will provide effective, consistent and firm discipline.
11. I will ensure my child is in compliance with the uniform dress code at all times.
12. I will reinforce the school rules at home.
13. I will volunteer in school operations and extracurricular activities.
14. I will maintain a positive and enhancing attitude and environment for my child.



15. I will maintain a positive and non-disruptive attitude and manner during all school related events.
16. I understand the criteria required for my child's admission and continued enrollment at St. Philip's School.
17. I understand that if the School determines that I am not fulfilling my responsibilities, my child may be asked to leave St. Philip's and the full amount of tuition and fees are binding.
18. In enrolling my child, I am making the commitment that his/her education is and will remain priority.
19. I will commit to giving to the Family Annual Fund.
20. I will comply with school rules regarding suspensions and detentions as outlined in the Parent/Student Handbook.



## Parent Student Handbook

### 2016-2017 Harmony Statement

**One form must be completed by/for each student and returned no later than Friday, September 2, 2016. If enrolled after this date, no later than five school calendar days.**

We, as parents, have read the entire St. Philip's School and Community Center Parent/Student Handbook and explained it to our children. As a 2<sup>nd</sup> grade or higher student, I have read this Handbook and discussed with my parents. If any member of our family does not abide by the policy guidelines herein and parent commitment, we understand that consequences may occur. Our family agrees to abide by the policies stated herein as established by the school's leadership. This Handbook is accessible through the school's internet communication service, [www.RenWeb.org](http://www.RenWeb.org). The school reserves the right to change policies at any time with or without advance notice, but will make every effort to provide notifications through [www.Renweb.org](http://www.Renweb.org).

*Student's Name (Print):* \_\_\_\_\_ *Grade:* \_\_\_\_\_

*Student's Signature (Grades 2<sup>nd</sup> through 6<sup>th</sup>):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Parent/Guardian's Name (Print):* \_\_\_\_\_

*Parent/Guardian's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Parent/Guardian's Name (Print):* \_\_\_\_\_

*Parent/Guardian's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_