

# **PARENT-STUDENT HANDBOOK**

## **PK2 through 8<sup>th</sup> Grades**



**ST. PHILIP'S**  
SCHOOL & COMMUNITY CENTER

**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.FACTS/RenWeb](http://www.FACTS/RenWeb)

**Mrs. Kellee Murrell, George Lee Principal**  
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## SCHOOL OVERVIEW

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The vital institution known today as St. Philip's School and Community Center (referred to as "St. Philip's" or "School") grew out of the prayers and commitment of a small congregation of mission-focused African-American Episcopalians over 75 years ago. In the late 1950s youth in the community began to have juvenile delinquency issues. This prompted the men and women of St. Philip's church to find a solution to this growing problem. Their response was to unite with a few larger, sister Episcopalian churches in North Dallas and build a gymnasium where the youth in this South Dallas neighborhood could find constructive activities, particularly athletics. This gymnasium still exists today, as does the athletic program that now serves over 500 children and youth annually. Traditional sports such as football, basketball, track, and soccer are offered, in addition to lacrosse and wrestling.

Two decades later, a tragic incident involving a toddler inspired the congregation to unite with residents once again. A daycare center was established. The church eventually closed and over the past three decades, St. Philip's has blossomed into a vibrant and effective organization that provides a quality independent school education to over 260 children, ages PK2 through 8<sup>th</sup> grade, and numerous social and athletic services to over 1,500 children, youth, and adults through the community center.

The Community Center is truly the heart of St. Philip's and provides a multitude of programs to meet the needs of hundreds of children and their families. This includes a Food Pantry, a senior citizens program, mentoring, an academic summer camp, legal clinics, and more.

*Great Things Lie Ahead* for St. Philip's and the South Dallas Community it calls home!

## OUR VISION

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Transforming the world by faith, education, and service.

## OUR MISSION

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

## CORE VALUES

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**Servant-heart** (Displaying Christ-like character)

**Respectful** (Treating all with dignity)

**Trustworthy** (Behaving and speaking in a manner that builds trust)

**Pursuing Excellence** (Becoming better both individually, organizationally and in the community)

**Collaborative** (Working well with others)

**Dedicated** (Passionately investing in the ministry of St. Philip's School and Community Center)

## YOU BELONG!

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

## CREED

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*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.*

© Terry J. Flowers

## SCHOOL CLIMATE

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St. Philip's School and Community Center grew out of Dallas' first black Episcopalian church. The church no longer exists; however, the spiritual essence of the organization's genesis permeates through the halls and classrooms to this day. "Love of God, love of self, love of learning, and love for others" are the key values we instill in our students. It is not enough for us to solely develop critical thinkers and productive students, we aim to grow good human beings that display good character on every stage their academics, athletics, artistic abilities, and entrepreneurial spirits allow them to grace. First, we ground our students with faith and love of God; only then will they begin to love who they are as individuals, treat their peers with respect, embrace their heritage, and ultimately develop a life-long love of learning.

The infectious culture of St. Philip's is truly loving and nurturing. You can hear it in the sentiments of current families welcoming new families by saying, "Welcome to the St. Philip's family". St. Philip's current and former students are found to be compassionate, confident, competitive, competent, and creative, which are all necessary qualities when striving for excellence. Over the years, we've discovered that many families choose St. Philip's because of our practice of pursuing excellence, our unique culture, and spirit-led engagements. St. Philip's stands as a grateful source of fertile soil welcoming God and His servants who sacrifice their time, talents, and treasure to transform seeds (the children, youth, and families we serve) into trees. We fully acknowledge the understanding that "the tree is in the seed."

St. Philip's thrives in admitting families we believe will significantly benefit from our effective and unique approach to education. We admit a diverse group of malleable children, who will excel in an environment that is encouraging, nurturing, rigorous, and inspires students to love themselves, their community, and learning. We consider these qualities to be the true foundation for great leaders and positive contributors to society. We have found that the key to a successful St. Philip's education is the combination of a strong educational program, hardworking students, and supportive and dedicated parents.

## ORGANIZATIONAL STRUCTURE

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

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

The School and Community Center organization comprises numerous departments and divisions. An outline of the organizational structure and the personnel who can assist in specific responsibilities may be obtained from the office of the Perot Family Headmaster.

St. Philip's is accredited by and is a member of the Independent Schools Association of the Southwest ([ISAS](#)). We observe the standards of the National Association of Independent Schools ([NAIS](#)).

### **Under the direction of the Principal, a Division Leader supports the guidance of these divisions**

Students at St. Philip's are classified as

- Early Childhood Level (Pre K2 – Kindergarten)
- Lower School Level (1st through 3rd grades)
- Middle School Prep (4th and 5th grades)
- Middle School (6<sup>th</sup> through 8<sup>th</sup> grades)



## CONTACTS - WHO DO YOU GO TO?

CLASSROOM & STUDENT MATTERS	BEHAVIOR	GRADES & ACADEMICS & INSTRUCTION & RESOURCES
<p><b><u>1st Contact Must Be:</u></b></p> <ul style="list-style-type: none"> <li>• Homeroom Teacher, or</li> <li>• Classroom Teacher, or</li> <li>• Student's Advisor</li> </ul> <p><b>When Unresolved, Second Contact Must Be Grade Level Director:</b></p> <ul style="list-style-type: none"> <li>• Fine Arts Director</li> <li>• Early Childhood Director</li> <li>• Lower School Director</li> <li>• Middle School Prep Director</li> <li>• Middle School Director</li> </ul>	<p><b><u>1st Contact Must Be:</u></b></p> <ul style="list-style-type: none"> <li>• Homeroom Teacher or</li> <li>• Classroom Teacher or</li> <li>• Student's Advisor</li> </ul> <p><b>When Unresolved, the Second Contact May Include the Grade Level Director, School Counselor, and Dean of Students:</b></p> <ul style="list-style-type: none"> <li>• Fine Arts Director</li> <li>• Early Childhood Director</li> <li>• Lower School Director</li> <li>• Middle School Prep Director</li> <li>• Middle School Director               <ul style="list-style-type: none"> <li>• Dean of Students</li> <li>• School Counselor</li> </ul> </li> </ul>	<p><b><u>1st Contact Must Be:</u></b></p> <ul style="list-style-type: none"> <li>• Homeroom Teacher or</li> <li>• Student's Advisor</li> </ul> <p><b>When Unresolved, Second Contact Must Be Grade Level Director:</b></p> <ul style="list-style-type: none"> <li>• Curriculum Director</li> <li>• Early Childhood Director</li> <li>• Lower School Director</li> <li>• Middle School Prep Director</li> <li>• Middle School Director</li> </ul> <p>Instruction, Grades, Online Programs (ALEKS, Reflex Math, SeeSaw, Google Classroom, Reading Eggs, School Devices, Academic Excursions)</p>
STUDENT SUPPORT SERVICES (SSS)	COUNSELING & MENTAL WELLNESS & SOCIAL EMOTIONAL LEARNING	HEALTH CLINIC
<p><i>Contact Dean of Students.</i></p> <p>SSS Team Includes: Dean, Academic Support Coordinator, Grade-Level Director, Teacher, Curriculum Director, Health Clinic, and School Counselor</p> <ul style="list-style-type: none"> <li>• Academic Intervention Support</li> <li>• Educational Evaluations</li> <li>• Referrals for Support Services</li> <li>• Tutoring Referrals</li> </ul>	<p><i>Contact School Counselor</i></p> <ul style="list-style-type: none"> <li>• Social Emotional Learning (SEL)</li> <li>• Responsive Classroom Management Support</li> <li>• Referrals for Ongoing Counseling/Behavioral Support</li> <li>• Mental Wellness Check-Ins</li> </ul>	<p><i>Contact Medical Administrator</i></p> <ul style="list-style-type: none"> <li>• Medical Notes/Releases</li> <li>• Immunizations</li> <li>• Medical/Health Care</li> <li>• Infectious &amp; Contagious Diseases</li> <li>• Vision Screenings</li> <li>• Hearing Screenings</li> <li>• Spinal Screenings</li> <li>• CPR/1<sup>st</sup> Aid</li> </ul>

<ul style="list-style-type: none"> <li>• Ongoing Challenging Behavior Prevention &amp; Intervention Support</li> <li>• Parent University/Education</li> <li>• Faculty Professional Development</li> <li>• Student Concerns, Complaints, Harassment</li> <li>• Protective Service Matters</li> </ul>		<ul style="list-style-type: none"> <li>○ Health Clinic does not provide diagnostic assessments.</li> </ul>
<b>SCHOOL PATHWAY/ LIFE AFTER ST. PHILIPS (LASP)</b>	<b>SCHOOL ATHLETICS &amp; PE</b>	<b>COMMUNITY ATHLETICS</b>
<i>Contact School Counselor/Student Pathway</i> <ul style="list-style-type: none"> <li>• Director of Middle School</li> <li>• Curriculum Director</li> </ul>	<i>Contact School Athletic Director</i> Various School Sports Program School Coach	<i>Contact Community Athletic Coach</i> <ul style="list-style-type: none"> <li>• Community Advancement</li> </ul>
<b>BEFORE SCHOOL CARE &amp; AFTER SCHOOL CARE &amp; SUMMER PROGRAM</b>	<b>AFTER SCHOOL CLUBS &amp; PROGRAMMING</b>	<b>HARMONY COMMITTEE</b>
<i>Contact Community Advancement Director</i> <ul style="list-style-type: none"> <li>• Community Advancement ASC Director</li> </ul>	<i>Contact Fine Arts Director</i>	<i>Contact Dean of Students &amp; Family Affairs</i> Committee of Faculty & Staff
<b>ADMISSION</b>	<b>SECURITY &amp; SAFETY &amp; BUILDING OPERATIONS</b>	
<i>Contact Admissions Director</i> <ul style="list-style-type: none"> <li>• Continuous Enrollment Agreement</li> <li>• Parent Responsibilities</li> <li>• Attendance and Tardies</li> <li>• Student Records</li> <li>• Legal &amp; Court Matters</li> <li>• Uniforms &amp; Policies</li> <li>• Lost &amp; Found</li> <li>• Financial Enrollment</li> <li>• FACTS Account Access &amp; Support</li> </ul>	<i>Contact Chief Experience Officer</i> <ul style="list-style-type: none"> <li>• Computer &amp; Technology Devices Hardware, Damage or Lost</li> <li>• Cybersecurity</li> <li>• Food/Lunch &amp; Vending Services</li> <li>• School Internet Services</li> <li>• Parking</li> <li>• Reception &amp; Check-In</li> <li>• Facility Rental</li> <li>• Building &amp; Property Operations &amp; Maintenance</li> <li>• Safety &amp; Crisis Action Plan</li> <li>• Child Care Licensing</li> <li>• Earning Community Service Hours</li> </ul>	
<b>MARKETING &amp; SOCIAL MEDIA</b>	<b>VOLUNTEERS</b>	
<i>Contact Communications Officer</i> <ul style="list-style-type: none"> <li>• Communication Policies</li> <li>• Social Media</li> </ul>	<i>Contact Volunteer Coordinator or Department Director</i> <ul style="list-style-type: none"> <li>• Volunteer Academic Tutors</li> </ul>	

<ul style="list-style-type: none"> <li>• School Website</li> <li>• Publications</li> <li>• Logos &amp; Marketing Approvals</li> <li>• Guidelines &amp; Authorization to design/publish clothing, postings, or publications using SPSCC design, logo, themes, or images.</li> </ul>	<ul style="list-style-type: none"> <li>• Organizational &amp; Non-Profit Supporters</li> </ul>
<b>BUSINESS OFFICE</b>	<b>HUMAN RESOURCES</b>
<i>Contact Chief Accountant</i> <ul style="list-style-type: none"> <li>• Tuition Payment – FACTS</li> <li>• Financial Payments</li> <li>• Inactive Accounts</li> <li>• Financial Block for Continuous Enrollment</li> </ul>	<i>Contact Human Resources Director</i> <ul style="list-style-type: none"> <li>• Fingerprint Background Checks</li> <li>• Employment / Career Opportunities</li> <li>• Employee Complaints or Harassment</li> </ul>
<b>PHILANTHROPY</b>	
Fundraising North Texas Giving Day Family Annual Fund Soliciting Donors or Sponsorships	
<b>PRINCIPAL</b>	<b>EXECUTIVE DIRECTOR</b>
Faculty Related-Matters Collecting Monies or Funds School Events	Refer School matters to Principal Refer Community matters to Community Advancement Director Refer Safety & Security matters to Chief Experience Officer

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## SCHOOL HOURS

ESSENTIAL	BEGINNING	ENDING
Before School Care (only those enrolled in BSC)	6:30 a.m.	7:40 a.m.
Detention (see guidelines)	7:00 a.m. sharp	7:50 a.m., dismissed to class
Morning Carpool (Kiss & Ride)	7:40 a.m.	8:00 a.m.
Arrival in the Classroom	7:41 to 8:00 a.m.	Tardy at 8:00
Tardy (must be in the classroom!) Excessive tardies guidelines are outlined in the Continuous enrollment agreement)	8:00 a.m. sharp	
D.E.A.R.	8:00 a.m.	Varies by grade division.
Chapel (attendance is reflected in student's grades)	8:25 a.m.	~8:50 a.m.
Classroom instruction:	8:00 a.m.	EC: 3:30 p.m. LS: 3:30 MSP: 4:35 p.m. Middle School: 4:00 p.m.
Lunch Period:	Various Times by Grade Level Division	
Early Release Pick-Up time	2:45 p.m. not after	4:00 p.m.
End of School Day	EC through 3 <sup>rd</sup> :	3:30 p.m.
	4 <sup>th</sup> through 5 <sup>th</sup> :	3:45
	6 <sup>th</sup> through 8 <sup>th</sup> :	4:15
After School Care time (for students enrolled in ASC).	EC through 3 <sup>rd</sup> :	3:30 p.m. to 5:30 p.m.
	4 <sup>th</sup> through 5 <sup>th</sup> :	3:45 to 5:30 p.m.
	6 <sup>th</sup> through 8 <sup>th</sup> :	4:15 to 5:30 p.m.
	Extended ASC:	5:30 to 6 p.m.
Sport Events Extracurricular Program, rehearsals, student services, etc.,	After School, times vary. Parents must check in with the event coordinators for schedule. ASC services will <u>not</u> be provided, unless the participating student is enrolled in ASC (including siblings).	

## NO ACCESS-DISMISSAL, BUILDING ACCESS, STUDENT EARLY PICK UP/RELEASE

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CONTACT THE DEAN OF STUDENTS ABOUT  
EARLY PICK & DROP OFF GUIDELINES

Refer to Attendance and Communication sections.

Ensuring the safety and security of all students is a top priority. We kindly ask parents to honor and adhere to all safety and security measures inside the school building and during carpool transition times. This includes following check-in procedures, wearing visitor badges, parking, and respecting restricted areas. By doing so, you help create a secure and safe environment for all.

- In the afternoon, the school building will be closed for access to all persons (including parents and families) beginning at 2:45 p.m. to allow for dismissal and the end-of-the-day transitions.
- Persons in the building before 2:45 p.m. must remain under the supervision of school personnel.
- Only during direct supervised, extenuating circumstances, or special events may entry be permitted.
- The building will reopen for access at 4:15 p.m., which is the end of carpool and student transition times.
- Due to carpool traffic and dismissal, families must park across the street and walk to the front entry door for the pick-up process.
- The parent must come inside the building to pick up your child.
- Parent is required to sign the student out in the Early Release Sign-out system located at the front receptionist desk.
- Grades may be affected when students miss instruction, classwork, assessments, testing, etc. Refer to grading and class assignments policy.

### **NO ITEM DROP OFFS: Responsibility - No-Rescue Policy: Put Me Down and Let Me Walk!**

- We ask that parents **NOT** bring or drop off forgotten homework, lunches, snacks, uniforms, binders, school supplies, projects, books, bags, or other items to school for students. *The **exception** to this will for medical devices are excluded from this policy, eye glasses, inhaler, etc.*
- When a child forgets something and has to do without it for that day, students learn quickly to take responsibility for their day-to-day school life to avoid grade penalty or lack of participation.

- Whether it's doing their homework and returning it to the appropriate place, returning library books on time, or bringing requested items such as lunch, PE items, projects, show and tell, etc., parents will not be permitted to drop off items or have someone to deliver items to their child.

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

An excerpt from the  
St. Philip's Creed

- Parents should not ask anyone, including a teacher or employee, to pick up and deliver items to children. This includes delivery of food or any items.

- ***The only exception will be if directed by Administration (which may include the Admissions Office, Health Clinic, grade-level Director, or Dean)*** to bring a change in clothing because of a dress code violation or a hygiene matter. If so, the items must be left at the front receptionist desk/Welcome Center. The school will see that your child's other belongings are returned in the backpack at the end of the school day.

No Student Cell Phones, Smart Watches or personal electronic devices are permitted at any time including Before School Care, After School Care, Excursions, and any school programming.

Students should not be on an electronic device to contact, text, phone, or email anyone. With exception to submitting classwork via Google Classroom.

## THE GRADUATE PROFILE

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### **Servant Leadership:**

The St. Philip's graduate (SPG) will exhibit awareness of God's desire for a mindset of Servant Leadership. Through this tenant, the St. Philip's graduate will possess the capacity to offer their talents and time for the benefit of others. The SPG displays a desire to enrich their communities through their actions, serve with empathy and responsibility, and inspire through leadership.

### **Cultural Awareness & Social Justice:**

The St. Philip's graduate develops a solid foundation and appreciation of cultural diversity with a specific emphasis on African American culture and history, in addition to an expanded knowledge of the African diaspora and other cultures of the world. The SPG exhibits positive self-esteem and is able to thrive in environments where they may be the minority, after leaving St. Philip's.

St. Philip's recognizes that elementary school is an appropriate time to introduce children the concepts and practice of tolerance, justice, loving-kindness, and the celebration of our various differences. The SPG will be equipped to recognize injustice and to stand up or speak out for what is right.

### **Inter & Intra-Personal Wellness:**

Through our various character- and community-based programs, the St. Philip's graduate possesses a vast array of tools necessary for inter-and intra- personal wellness. We provide a systematic approach to the development of a healthy spirit, mind, and body that is ready to interact with the world.

### **Christ-Centered:**

The St. Philip's Ministry lives up to its mission to support the spiritual development of children and to provide a faith-based experience. Our students begin their journey towards becoming champions for God at the tender age of two, through daily classroom devotions and a daily all-school; Chapel service that provides child-friendly homilies and opportunities to praise and worship through music, song, and dance with their teachers and classmates. Our middle school students are nurtured to deliver God's word through Bible study and Chapel presentations.

The St. Philip's graduate leaves St. Philip's knowing "it is okay to pray and make an "A." They are liberated to acknowledge Christ. They leave strengthened by the guidance and instruction they receive on a daily basis at St. Philip's. The St. Philip's graduate possesses an authentic love of God, love of self, and love for their sisters and brothers that informs their daily walk and life choices. The St. Philip's graduate embraces the idea of living and fulfilling the purpose God has for them and the ability to share the "good news" with others.

**Intellectually Driven:**

The St. Philip's graduate receives a premiere educational experience and possesses a sincere life-long love of learning. Without ambiguity, St. Philip's makes known to its students and graduates its exceedingly high expectations for excellence. Parents are supported through our Parent University in their quest to ensure educational excellence for their children.

The St. Philip's graduate has benefitted from St. Philip's impressive curriculum and educational programs that weave technology into the fabric of all instruction, offer diverse educational experiences, incorporate Project-Based Learning (PBL) across all grade levels, provide a platform for individual and team academic competitions, nurtures natural artistic talents through the Performing and Fine Arts, and engages students in creative exploration.



## PARENT DEFINED & CUSTODY MATTERS

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CONTACT THE ADMISSIONS DIRECTOR FOR MORE DETAILS.
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### **Parent Defined**

The section should not contradict but complement the standards outlined in the Continuous Enrollment Agreement.

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

In cases of divorced parents, parental rights will be solely verified by a legal final court decree or order. The parent is required to provide the Admission Department with the current legal court decree or order that has a seal, date, and judge's signature.

In matters involving behavior, discipline, and academics, the school will only meet with the parents. The school administrative leaders must approve any exceptions.

### **Parent Contact Information**

In the case of separated parents or a custodial parent not living in the primary residence of the child, the parent is responsible for listing and maintaining their contact information in the school's communication system (FACTS/Renweb). It is the responsibility of custodial parents to submit and maintain their contact information, including email addresses and cell phone numbers in the school's system, FACTS, Remind Messaging APP, and classroom databases.

Contact information submitted and maintained in the school's communication systems by the parent will be used by the school until the parent updates it. It is the responsibility of the parent to ensure all information is accurate. The Admissions Department can be contacted for support on the school's communication systems.

### **Custody Matters**

Custodial matters should be addressed and submitted in writing to both the Admissions Director and Principal. In the absence of an official court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding their child.

If there is a court order specifying that no information is to be given to a parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order that specifically states this directive. Divorced parents must provide the school with an official copy of the custody section of the divorce decree, which must be signed and dated by the officiating judge. The school will not interpret, regulate, or monitor the decree.

The school will not interpret or enforce or supervise a visitation schedule, school attendance, assigned responsibilities, or standards to meet the school's home academic support, providing additional resources for each home, or participation in academic excursion responsibilities. The school will seek to support the provisions outlined in the official court order or decree, which must be signed and dated by the Judge.

Custodial parents, blended family parents, guardians, and those related to the child, are responsible for supporting the student and adhering to all school policies and procedures, including the Parent Responsibility Agreement and Harmony & Communication Agreement, and *Continuous Enrollment Agreement*.

Parent Educational Court Established Rights: If parents are not in the same home, the parents are responsible for determining how they can harmoniously have a school-parent meetings/conferences that supports the teacher's available conference schedules. School staff will not coordinate schedules or conflicts between parents.

### **Protective / Restraining Order**

Parents are required to immediately notify the school if a protective order is being pursued for the protection of themselves or their child enrolled in the school. If it is believed the child may be in danger, the parent should immediately notify (in writing and a telephone call) the Admissions Director, Division Lead, and School Principal.

It is the parent's responsibility to obtain protections that may include an order prohibiting a parent (or person) from going to the school, from gaining access to the child's school records, prohibiting the parent from meeting with school personnel, or generally preventing the parent from involving himself or herself in the child's school or education.

The school and its related events will not serve as a designated visitation site or supervised setting if there is such an order or pending the issue of an order. Parental conflicts and disputes (or relationships involving a parent) must not be addressed on the school's property or at school events whether on or off campus. Any such matters resulting in a disorder or disturbance while on the school property or an event may result in the family being recommended for withdrawal, law enforcement intervention, subject to review by the Harmony Committee, and or immediate dismissal from enrollment at St. Philip's School and Community Center (without the privilege of returning to the campus property or reimbursement of tuition or release from the parent financial contractual agreements).

### **Legal Testimony**

If parents request testimony or documents from the school in a custody case, or other legal matter, the school's guidelines require that the parent or agency submit requests only to the School's Principal and or Admissions Director. The School Principal or Admissions Director

must be notified when an employee is requested to be involved in any court or legal proceedings. Unless court ordered, we the school, or any personnel are not obligated to participate in such proceedings.

The Admissions Office is the official guardian of student records and will determine when and how legal or court-requested documents are released.

### **Child Protective Services**

If the school has cause to believe that a child under 18 years of age has been or may be abused or neglected (including physical injury, the 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 including sex trafficking, the school make a report to the appropriate governmental agency, usually the Texas Department of Family and Protective Services (DFPS).

Schools are required by governing laws and professional codes of ethics to report any form of child abuse, neglect, harm, criminal activity, or endangerment. Once a report is filed, the school may be required to provide additional information. The school respects the inherent rights and responsibilities of parents for their children. Recognizing this, federal, state, and local laws require that all interactions comply with all laws, policies, and ethical standards about confidentiality.

For more about Parents, Families, Guardians, refer to the provisions outlined in the *Continuous Enrollment Agreement*.

## PARENT EXPECTATIONS & GUIDELINES

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REFER TO THE ADMISSIONS DIRECTOR OR  
PARENT CONTINUOUS ENROLLMENT AGREEMENT  
This section is an except from the Continuous Enrollment Agreement.

The School believes that a positive and constructive working relationship between St. Philip's School and Community Center (the School's) and each parent is essential to the accomplishment of the School's education mission and responsibilities to its students. Accordingly, if, in the sole judgment and discretion of the School, the parent's or other family member's behavior, actions, communications, or interactions whether on or off campus (including during school-sponsored events) is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the school's policies, Christian values, methods of instruction, or discipline, or otherwise interferes with the School's safety procedures, biblical moral standards and principles, responsibilities, or accomplishment of its educational purpose or program, or in any way act as counter-witness to the biblical principles followed and adopted by the School, the School reserves the right to dismiss the student from the community without regard to circumstances of why, when and where such conduct occurs. In addition, the School reserves the right to place restrictions on parent's or other family members' involvement or activity at school, presence on school property or at school-related events, and/or communication with and/or to the School if the parent or other family member engages in behavior or has a status (such as a pending criminal prosecution or conviction) that would, in the sole discretion of SPS, suggest that such restrictions may be appropriate for the community. There will be no refund of tuition where such enforced withdrawal occurs and any unpaid balance is payable in full according to the terms of their Continuous Enrollment Agreement. If, for any reason and in the sole discretion of the School it is in the best interest of the School, the School also reserves the right to withdraw an offer of enrollment or re-enrollment at any time, and to nullify an executed Continuous Enrollment Agreement. The parent agrees that this policy is reasonable and is necessary to further the mission, values and policies of SPS, including the policies regarding non-refundable tuition and balances due.

On behalf of the student and as a parent, the parent understand that it is required that both parent and the student know and at all times follow the School's rules, procedures, policies, and/or regulations contained in any handbook or other published document and agree to be bound and abide by the terms, provisions, obligations, and requirements thereof. Parent also understand that while and the student must comply and follow all of the rules, procedures, policies, and/or regulations set out in these various handbooks and/or other documents, such handbooks and/or other documents are not contracts (other than their Parent Agreement), nor are they intended to be so construed. The School reserves the right to modify and/or amend the contents of any handbook and/or other published document at any time during the year.

## PARENT / FAMILY SUPPORT

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CONTACT THE ADMISSIONS DIRECTOR FOR MORE DETAILS.
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There is no denying the immeasurable impact our parents play in the effectiveness and life of St. Philip's School. *It is a fact:* A St. Philip's education is truly a partnership between school, home, teacher, and parents. During the enrollment process, we make it clear to parents that we are not admitting their child to St. Philip's but to the family.

St. Philip's attracts families who value education and are committed to doing their part to reinforce what is being taught in the classroom, in the chapel, or even on the athletic field. Parental involvement fuels an infectious enthusiasm and expectation of excellence. We recognize that all our families have a choice, and they've chosen St. Philip's. Thus, we work to cultivate a culture that empowers parents to contribute their time and talents to the school regularly, as well as to take a bit of ownership of the institution.

Parent opportunities are designed to support the school's efforts to keep parents informed, involved, and supportive. Such opportunities are offered throughout the school year and various platforms to meet the needs of families to attend.

*The Parent Responsibility Agreement, Harmony & Communication Agreement, and Continuous Enrollment Agreement* outline the parent's commitment to being

- ✓ an ambassador for the school,
- ✓ partnering with the school and the teacher, and
- ✓ attending required activities.

### **Mandatory Parent Participation Agreement**

As a part of a parent's enrollment, parents commit to mandatory participation in **three (3) of the school's designated mandatory events** during the school year.

These school-designated parent mandatory events include:

- ✓ Parent School Association meetings,
- ✓ Parent University, and/or
- ✓ school-wide meetings as designated by the Principal (such as Pastries with the Principal) or events with the Executive Director.

<b>Homework, Assignments, etc., will not be an excusable reason a parent does not attend a school-wide mandatory event.</b>
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### **Required Parent Report Card Conferences**

Refer to the Grade & Academic section for more details. Attendance is required. Refer to the *Continuance Enrollment Agreement*.

### **Parent School Association**

The Parent School Association (affectionately known as PSA) is not your typical Parent Association, as the word "school" is included. St. Philip's PSA takes the initiative to encourage service, sharing of resources, and a "village" culture. The PSA is another way parents show their commitment to not only the education of their child but also the improvement and growth of St. Philip's School and Community Center.

The PSA recognizes that St. Philip's cannot be successful without the leadership of its parent body. Although parents serve as this group's leadership, this is a true partnership, as the school administration works closely with PSA committee members to identify programs and areas of need. The PSA works with the Principal and other key school stakeholders.

The association has worked to secure a balance between fundraising and other key initiatives. The PSA holds one large annual fundraiser.

### **Parent University**

The school seeks to expand parenting knowledge, skills, and abilities through our Parent University educational events. Parent education areas of focus may include mental health, social-emotional learning, academics, educational strategies at home, child development stages, and so much more. Attendance at Parent University is an opportunity to fulfill the **mandatory** attendance parent enrollment agreement.

### **Parent Agreement / Harmony & Communication**

A parent's enrollment is a commitment to comply with all the school's policies and agreements outlined in the continuous enrollment standards, parent agreement, and harmony policy and communication standards.

### **Parent Background Checks**

All parents, volunteers, chaperones, individuals attending academic excursions (field trips), or those who work independently with students must have successfully passed the school's process for a criminal history background check, which will include fingerprinting.

At the beginning of the school year, if parents will be serving or volunteering, are responsible for completing the background check documents for their background clearance.

- ✓ Background Check documents are located online in the FACTS parent portal. Parents are responsible for providing the completed documents directly to the Human Resources Department, not any other school personnel.
- ✓ Parents must provide the Admissions Director with proof of passing the school's background check process.
- ✓ It is the responsibility of the parent to ensure they have received written notification from the background agency that they have passed the school's standard background check

before participating as a volunteer, supporting in the classroom or student event, working with students, attending an academic excursion, etc.

- ✓ Failure to comply will result in the parent not participating in events.

### **Parents on Campus & Check-In**

- ✓ Upon arrival, **all** parents and adults 18 or older must follow the on-campus check-in process.
- ✓ Parents will wait in the designated waiting area.
- ✓ Parents should not congregate in areas that may hinder class instruction or general assemblies, in the classrooms, in the student transition hallways, or around the conference/meeting room areas.
- ✓ Chapel events are open to friends and families Mondays-Fridays or at designated school-wide events.

***Parents participating in the classroom must be preapproved by the Director of the grade level.***

### **D.E.A.R. with Parents**

Many parents use Drop Everything and Read (D.E.A.R.) as a volunteer opportunity to read to the students during the morning period before Chapel. Parents must schedule with the classroom teacher and Director of the Grade Level before volunteering in the classroom including D.E.A.R.

### **Parent Carpool Support**

Throughout the entire school year, all parents are scheduled to volunteer for Kiss and Ride (morning carpool duty). Parents should be at their designated location at 7:35 a.m.

***Lack of consistency in parent carpool support may result in modifications to the morning carpool. The Principal will notify parents of any changes.***

### **Homeroom Parents**

- The selection of homeroom parents must be preapproved by the Principal's office.
- The school will provide guidance and outline the duties of the homeroom parent.
- Approved homeroom parents must contact the teacher to discuss what are the needs, how and when to support, and follow established guidelines.
- Before providing support, all parents must coordinate support efforts with the consent of the teacher and Director of the grade level.
- Homeroom parents may not establish their own standards or initiate any programs, activities, or events without the prior approval of the Principal or Director of the grade level.

### **Homeroom/Advisory Parents**

In cooperation with classroom teachers, homeroom parents coordinate grade-level activities during the school year and Middle School parties. Homeroom parents are often called on to

organize their parents to assist with PSA projects and select committee activities. All plans and details for class events must be reviewed and approved by the classroom teacher before being finalized by room parents. Homeroom and Advisory Parent Guidelines must be obtained from the school's Parent Liaison.

### **Dads' Club**

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

### **Mission Moms**

The Mission Moms support the school and students by coordinating various events, Open House events, school-wide events, and other activities to support parents and families. Logos and Images Use Policy (Refer to Communication section)

### **Volunteer Hours**

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



## COMMUNICATION OVERVIEW

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CONTACT THE ADMISSIONS DIRECTOR FOR MORE DETAILS
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### **Parent/School Relationship**

A positive and constructive working relationship between the School and each parent is essential to the accomplishment of the education mission and responsibilities to its students. Accordingly, if, in the sole judgment and discretion of the School, that parents or other family member's behavior, communications, or interactions, whether on or off campus (including during school-sponsored events) is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the school's policies, Christian values, methods of instruction, or discipline, or otherwise interferes with the School's safety procedures, biblical moral standards and principles, responsibilities, or accomplishment of its educational purpose or program, or in any way act as counter-witness to the biblical principles followed and adopted by the School, the School reserves the right to dismiss the student without regard to circumstances of why, when and where such conduct occurs. In addition, the School reserves the right to place restrictions on the parents or other family members' involvement or activity at school, presence on school property or at school-related events, and/or communication with and/or to the School if the parent or other family member engages in behavior or has a status (such as a pending criminal prosecution or conviction) that would, in the sole discretion of the School, suggest that such restrictions may be appropriate. Families may be subject to being referred to The Harmony Committee.

### **FACTS (formerly Renweb)-Contact Information**

FACTS/RenWeb is the school's official communication and student information system. Parents can access student grades, homework assignments, attendance, discipline events, medical events, report cards, etc.

All parents are required to maintain their accurate contact information such as email, address, phone numbers, cell numbers for Parent Alerts, emergency contacts, authorized persons for pick up, student health records, etc., in this information system.

It is the parent's responsibility to update accurate information in FACTS/Renweb, Remind, and class emergency contact records. School information submitted through FACTS/Renweb is submitted to the email address listed in the student's correspondence tab and the custody tab. Failure to maintain contact information, review emails, or text will not pardon the parent's responsibility to comply with school requirements or be informed about their child.

### **Remind APP**

Remind is a communication APP platform that helps educators reach students and parents. Fast messages are sent in real-time to an entire class, a small group, or just a single person. Remind is a website-based phone APP that provides a safe way for teachers to text message or email students and parents. Any time a teacher sends a message from Remind; parents subscribed will receive it.

### **Parent Unauthorized/Unofficial Communication**

Parents should not create or participate in unauthorized communication sources that may lead to disharmonious actions and erroneous information.

Parents may not establish any social media communication platforms that are a representation of St. Philip's School and Community Center and or the parents of the school. Such platforms may include but are not limited to GroupMe, Remind accounts, parent text message groups, Facebook groups, and other social networking sites.

The school does not authorize unauthorized or unofficial communication sources.

All parent communication must adhere to the *Parent Responsibility Agreement and Harmony & Communication Agreement* guidelines and *Continuous Enrollment Agreement*.

The designated school officials will address concerns or violations.

### **Inclement Weather Communication**

In the event of the closing of school due to inclement weather, a school-wide communication system voice and/or text message announcing the school closure or late arrival time will be left on parent phone numbers registered in the FACTS/RenWeb school communication system or Remind APP. Additionally, a post on the website and social media will be published. It is crucial to maintain accurate cell, home, and emergency contact telephone numbers and email addresses in the School's FACTS/RenWeb system.

A "severe weather alert dismissal" message will be sent to parents when conditions exist that pose a safety threat. An email via FACTS/RenWeb and Text message via Parent Alert will be sent.

### **Social Media, Logos and Images Use Policy**

As with most organizations, Marketing, Public Relations, and Communications are a function of St. Philip's Advancement efforts. We ensure as an organization we are communicating the needs, success, opportunities, and impact of our programming to all our constituents – donors, volunteers, parents, students, alumni, prospects, and the larger community.

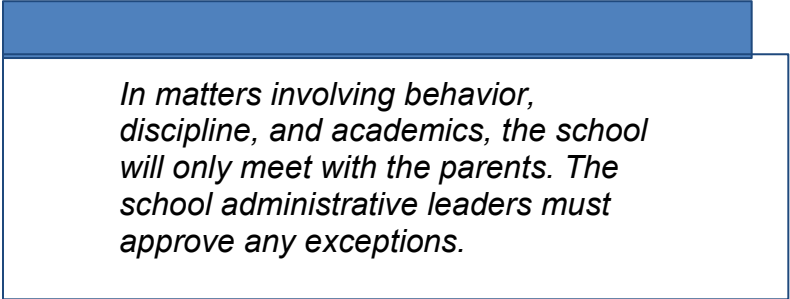
The school's Communication Department directs and approves all matters regarding the school and community center's branding, marketing, publications, website, and social media. All matters about St. Philip's School and Community Center logos, marketing, branding, websites,

publications, social media, and communication should be reviewed, approved, and guided by the Communications Department.

Employees, volunteers, and partners are required to follow the brand standard guidelines of the organization to ensure the proper understanding of St. Philip's School and Community Center is communicated. Unauthorized use of St. Philip's brand and likeness of any kind is prohibited.

The use of all logos and images associated with St. Philip's School and Community Center and its associated entities is for the sole use of the school. The logos, insignia, and images may not be reproduced, duplicated, or altered without express written consent from the Communication Department.

This includes but is not limited to the school logo in all its forms, athletic logos, Parent Student Association, Mission Moms, Dad's Clubs, Homeroom Parents, any other groups, and individuals, etc., as well as images from the school website. Independent use and production of any of these logos and images on printed and digital materials such as sports team uniforms, paper goods, clothing, decals, monogrammed or imprinted items, etc. are prohibited without the written approval of the Communications Department.



*In matters involving behavior, discipline, and academics, the school will only meet with the parents. The school administrative leaders must approve any exceptions.*

## COMMUNICATION PROCESS

CONTACT THE GRADE-LEVEL DIRECTOR FOR MORE DETAILS.

### Communication: Meeting Process with School Faculty/Teachers

ALL meetings/discussions/conversations should be scheduled.

To schedule a meeting, send the teacher

- 1) An email,
- 2) A Remind APP meeting requests, and
- 3) Any other teacher contact process shared by the teacher

NOTE: Follow the guidelines/steps the teacher has shared if it is different than the above three steps.

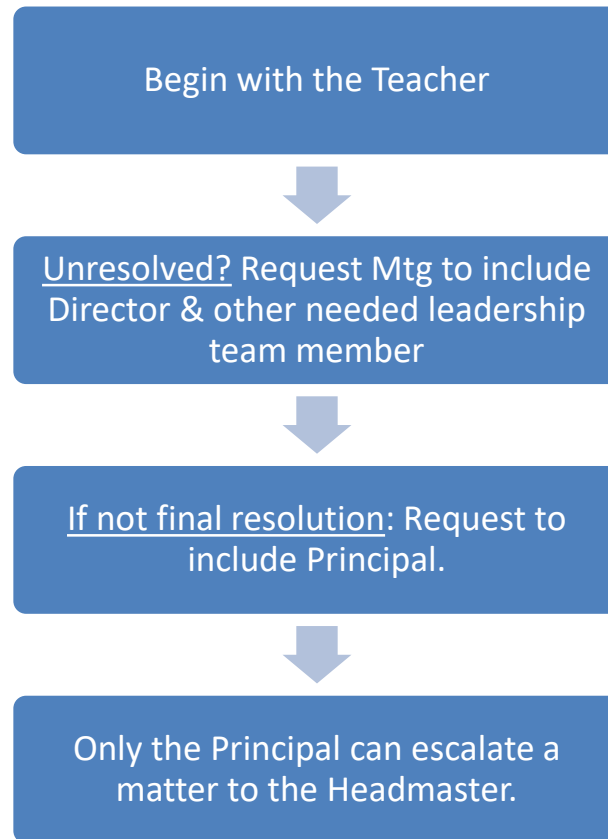
- The teacher should reply within two (2) school business days. If the teacher does not reply within two (2) school business days, please consider the teacher may not have received your message; therefore, please follow through again and or send a written request for a parent-teacher meeting message in Remind or email. After two school business days of attempting to contact your child's teacher, you should contact the grade level Director.
- If the teacher is absent, contact your child's grade level Director.
- Request a meeting confirmation before you arrive for a meeting.
- You must follow the school building check-in process. For safety and security measures, name badges should ALWAYS be worn when transitioning through the building. Everyone 18 years and older must sign in according to the school's entry process.
- Wait for the teacher to pick you up from the reception area or for someone to escort you to the meeting area.
- Parents should NOT have impromptu meetings with teachers. This includes meetings in the hallway, during carpool, before or after chapel, and while a teacher is supervising or teaching students (related to times that would reduce direct attention to students).

Parents must refrain from texting, calling or emailing students during the school day. In case of an emergency, parents must contact the front desk, student's grade level director, or the classroom teacher.

## COMMUNICATION - PROCESS TO RESOLVE A MATTER

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The need for resolution on a matter should following this process:



### **Communication – Resolution Meetings with the Perot Family Headmaster**

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

### **Communication - Disciplinary/Behavior Incidents**

See process flow chart above. Refer to the *Disciplinary* section or the teacher's classroom behavior notification guidelines.

Teachers will *not* notify parents of every incident that may occur with a child.

## ADMISSIONS / CONTINUOUS ENROLLMENT AGREEMENT

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CONTACT THE ADMISSIONS DIRECTOR OR YOUR CONTINUOUS  
ENROLLMENT AGREEMENT FOR MORE DETAILS

*At St. Philip's, we admit families, not just the students.*

St. Philip's does its best to admit families we believe will benefit from our effective and unique approach to education. We do not admit solely the highest intellectual, but a diverse group of malleable children, who will excel in an environment that is conducive to encouraging, nurturing, challenging, and inspiring students to have a

- **Love Of God,**
- **Love Of Self,**
- **Love Of Community, And**
- **Love Of Learning**

We consider these qualities to be the true foundation for great leaders and positive contributors to society. We have found that the key to a successful St. Philip's education is the combination of a strong educational program, hardworking students, and supportive parents.

### **Non-discrimination 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 accorded or made available to students at the school. It does not condemn or condone based on race, color, religion, gender, sexual orientation, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **Admissions & Continual Enrollment Agreement**

Refer to the *Continuous Enrollment Agreement and Parent Statement* for details on the following agreements and other related enrollment matters:

- Terms Of Enrollment
- The Tuition and Fee Schedule
- Legal Custody Matters
- Court Matters
- Reimbursement Of Expenses
- Financial Obligation
- Financial and Nonfinancial Parents
- Aftercare and Before Care Program-  
Enrollment and Dismissal
- Notice of Withdrawal of Student  
Termination Notice of Agreement
- Parent School Relationships
- Modifications to Agreements,  
Policies, Handbooks
- School Disciplinary Standards
- Attendance and Timeliness
- Emergency Medical Treatment
- Marketing, Photography, Video  
Release
- School Directory
- Academic Excursions
- Medical / Health Conditions
- Hold Harmless, Release Statement
- No Educational or Service Promises
- Third Party Service Providers
- Force Majeure Events
- Other Detailed Agreements and  
Policies

**Continuous Enrollment Block** *(Refer to Continuous Enrollment Agreement and Parent Statement for full details about continuous enrollment block.)*

- **Applying Out:**

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

- **Academic or Behavioral Support:**

The student who has received academic or behavioral support yet is resulting in little or no advancement/progress and or families are not complying with the school's plan for their child's support, may not be eligible for continuous enrollment.

The school may retain a student without their parent's permission if the school believes retention is warranted based on the student's academic performance.

Parents who feel their children have not met the school's academic standards can decide not to promote their child to the next grade. Regarding retention or promotion, parents must send a written notification to the school before the continuous enrollment period ends.

Contact your child's grade level Director to discuss academic or behavioral enrollment block.

- **Other Continuous Enrollment Blocks:**

The admissions office will notify parents about other concerns regarding continuous enrollment blocks, such as attendance, mandatory parent conferences, mandatory parent meeting events, etc.

## BEFORE SCHOOL CARE (BSC) PROGRAM

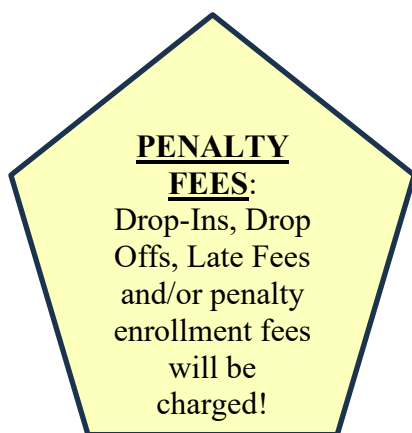
CONTACT THE DIRECTOR OF COMMUNITY ADVANCEMENT  
FOR MORE DETAILS.

St. Philip's offers a fee based Before School Care (BSC) program for students each morning, providing a safe place for parents to drop students off before the school day begins. Enrollment in the program is arranged with the Admissions Office.

### **BSC Hours:**

6:30 a.m. and ends at 7:40 a.m. only for students enrolled in the BSC program.

- ✓ Students arriving before 7:40 a.m. for a before school event or service or detention, etc., may not attend BSC if they are not enrolled in BSC. This includes siblings of students participating in events before school.
- ✓ The BSC program does not offer breakfast nor is there a designated supervised area for children to eat breakfast.
- ✓ The BSC does not have structured activities scheduled for the students.
- ✓ After numerous penalty fees (as determined by the Director of Community Advancement), the child will be enrolled in the BSC program.
- ✓ Parents should not allow their children to exit the car and enter the building unsupervised. For safety and security purposes and to ensure the child follows guidelines, it is imperative for parents to follow these provisions.



- ✓ **Penalty Fees: St. Philip's does not offer a daily "drop-in" or "as needed basis".**
- ✓ Students not enrolled in BSC but are routinely dropped off between 6:30 a.m. to 7:40 a.m. in the BSC program will be charged a penalty fee for the non-enrolled child in the BSC program. This BSC penalty fee will not be overturned because the BSC service was utilized. After an excessive number of penalty fees, the child will be enrolled in the ASC program.
- ✓ **Discipline:** Disciplinary matters occurring in the BSC Program will be coordinated and reported to the parents by the BSC Coordinator. Ongoing infractions may result in a student being withdrawn from the BSC program.



## AFTER SCHOOL CARE (ASC) PROGRAM

CONTACT THE DIRECTOR OF COMMUNITY ADVANCEMENT  
FOR MORE DETAILS.

After School Care (ASC) is a fee-based program. Students currently attending St. Philip's school will enroll with an arrangement by the Admissions Office before the first day of school.

### **ASC Hours:**

- ✓ EC through 3<sup>rd</sup> Grade: 3:30 p.m. to 5:30 p.m.
- ✓ 4<sup>th</sup> through 5<sup>th</sup> Grade: 3:45 to 5:30 p.m.
- ✓ 6<sup>th</sup> through 8<sup>th</sup> Grade: 4:15 to 5:30 p.m.
- ✓ *Extended time:* An extended ASC program from 5:30 p.m. to 6:00 p.m. is offered at an additional annual rate.

### **PENALTY**

#### **FEES:**

Drop-Ins, Drop  
Offs, Late Fees  
and/or penalty  
enrollment fees  
will be  
charged!

ASC is **not** for school events such as Parent Student Association (PSA) meetings, Annual Fund Campaign Drive, Parent University, sport events or any other student, school or parent events.

- ✓ **Penalty Fees:** **St. Philip's does not offer a daily "drop-in" or "as needed".**
- ✓ After numerous penalty fees (as determined by the Director of Community Advancement), the child will be automatically enrolled in the ASC program. Students not enrolled in ASC, but who are transferred into the ASC program at 4:15 p.m. because the parent failed to pick them up at the required designated time from carpool, parents will be charged a penalty fee.
- ✓ **Meals:** Students enrolled in the ASC program are eligible to receive a healthy light meal and milk provided through the North Texas Food Bank program. The meal is served at the beginning of the ASC program. Every ASC student will be offered a meal. Parents are welcome to include an ASC light snack in their child's backpack instead of the school-offered meal. Food, drinks, and eating must comply with the same provisions outlined for the school day. Parents are responsible for ensuring dietary restrictions are reported in writing to all ASC personnel and during the day to the Health Clinic.
- ✓ **Discipline:** Disciplinary matters occurring in the ASC Program will be coordinated and reported to the parents by the ASC Coordinator or Director of Community Advancement. Ongoing infractions may result in a student being withdrawn from the ASC program.

## SCHOOL EVENTS HELD AFTER SCHOOL

CONTACT THE DIRECTOR OF COMMUNITY ADVANCEMENT OR  
THE PERSON COORDINATING  
THE SCHOOL-WIDE EVENT, FOR MORE DETAILS.

### **Childcare for Special School-Wide Events During After School**

After School Care (ASC) is not for special school events held after school. This includes school events such as Parent Student Association (PSA) meetings, Annual Fund Campaign Drive, Parent University, tutoring, student rehearsals or performances, sporting events or practices, Parent-Teacher Report Card Conferences, or school meetings, etc.

Students not enrolled in ASC but participate in any after school event are not permitted to drop in for ASC. Likewise, siblings of such students are not allowed to drop in ASC.

No Student Cell Phones,  
Smart Watches or  
personal electronic  
devices are permitted  
including Before School  
Care, After School Care,  
Excursions, and any  
school programming.

- **Special Child Care Arrangements:**  
During school's special events, the event coordinator will communicate the child care arrangements for the event.

No childcare service or children events will be provided for children who are not toilet trained or younger than two (2) years of age.

- **Sign Out Requirement:**

If a child is enrolled in ASC, parents are required to properly and promptly sign out their child from the ASC program at the designated enrolled ending time. Failure to sign out at the ending time will result in a late penalty fee being assessed. Parents will be notified in advance if there is an exception to this sign-out process.

- **Parent On-Campus Required**

Most school-wide events offer childcare services at no cost with structured programs for St. Philip's school-aged children. To participate in a school-wide event for childcare services, a parent must participate in the school-wide event being held on campus. Parents are not allowed to enroll their child in childcare and leave the campus but must participate in the school-wide event being offered.

- Pick Up Time:

Most school-wide events begin at the end of ASC. The ASC program is **not** for childcare during school-wide events. When there is an evening school-wide event, students not enrolled in ASC must be picked up at the student's end-of-the-day school designated time. Students not picked up, parents will be charged a late pick-up penalty fee. Parents are responsible for picking their children up at their designated time.

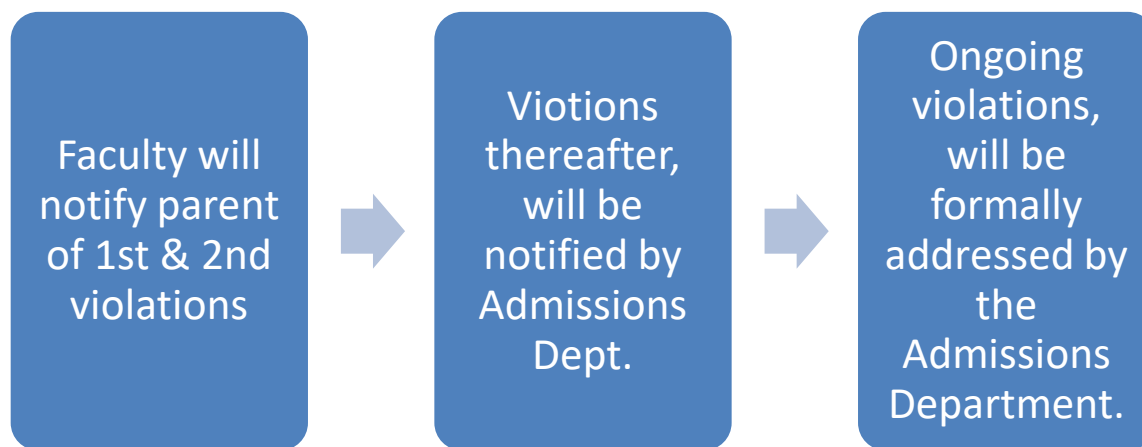
## DRESS CODE AND SCHOOL UNIFORM

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Policy is subject to change.

### CONTACT THE ADMISSIONS DIRECTOR REGARDING THE

- Dress Code
- Uniform & PE Uniform Guidelines
- Violation Notices and Disciplinary Process
- Free Dress & Special Dress Days





## 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. Adherence to this dress code is an exercise in obedience to rules and policy. 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, and be appropriate to the simplicity of the uniform. All hairstyles (natural and others) 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. No hats or caps may be worn inside the building. Adults are also asked to comply.
6. All shirts and blouses must always be tucked in.
7. St. Philip's sweaters, crewneck sweatshirts, hoodies and jackets are the only types of outer wear to be worn in the building.
8. College/University T-Shirts or sweatshirts may only be worn on Fridays with the St. Philip's uniform skirts, shirts, slacks, or shorts.
9. Titans may wear any College/University apparel on Thursdays and special Fridays are Free Dress days.
10. No body art (tattoos) will be allowed.
11. No gang symbols on books, bodies, bags, or other personal belongings are allowed.

### **B. Basic Guidelines**

1. Students who come to school improperly dressed will be issued a Dress Code Violation as a warning for their 1st offense. The

- 2nd dress code violation will result in the student being sent to the Admissions Office and parents being contacted to bring the proper clothing to school. The 3rd dress code violation will require the student to be picked up by the parent/guardian and taken home for the remainder of the day.
2. 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, gym, or cafeteria) once the school day has begun. St. Philip's sweaters, crewneck sweatshirts, hoodies and jackets are the only types of outer wear to be worn in the building.
3. Long pants are not acceptable for girls at any time.
4. St. Philip's plaid, red, white, or blue is the only acceptable color for hair accessories.
5. Uniform ties are to be worn on Mondays and special days.
6. The official uniform must be worn on Dress for Success Mondays. Boys should wear long pants and a uniform tie. Girls should wear dresses or skirts and a uniform tie. Middle School students must wear the Navy Blazer with St. Philip's emblem. No shorts or skorts may be worn on Mondays.
7. **November through March is winter weather. While there is no specific winter dress code, please be sure to dress your**

**student wisely for the cold weather conditions.**

### **C. Official Uniform**

The official uniform can be purchased at Levines Uniform Store or Official Website. Please check with the Admission Office for specific details.

All required items of the uniform shall be worn as follows:

#### **Uniform Girls**

##### **Shoes Girls**

- **PK2-PK3:** Black Mary Jane w/Velcro **NO TENNIS SHOES**
- **PK4 through 8<sup>th</sup> Grades:** Black and white or navy and white saddle oxford shoes are the only shoes that girls may wear.

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

- **White oxford (button down collar)** (shirt/blouse, long or short sleeved) School Plaid or Dark Blue – Jumper. (Skirts **may not** be worn)
- \*Navy modesty shorts must be worn underneath jumper
- **Blue skorts** (no shorts or pants)
- White crew or knee socks (no lace) or white tights (no other color socks or tights may be worn). No ankle socks or footies may be worn
- School plaid cross tie
- St. Philip's red cardigan or pullover sweater with St. Philip's emblem.

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

- **White** shirt/blouse, long or short sleeved with button-down collar

- School plaid - Jumper (Skirts **may not** be worn)
- \*Navy modesty shorts must be worn underneath jumper
- Blue skorts
- White crew or knee socks (no lace) or white tights (no other color socks or tights may be worn). No ankle socks or footies may be worn
- School plaid cross tie
- St. Philip's red cardigan or pullover sweater with St. Philip's emblem.

#### 4th through 5th 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) apart from the plaid jumper.

#### 6<sup>th</sup>-8<sup>th</sup> Grade Girls Uniform

- Khaki- skirt only
- Red logo polo
- School plaid cross tie
- **Light Blue** shirt/blouse, long or short sleeved with button-down collar and **Navy** blazer with St. Philip's emblem is required for "Dress for Success" Monday's.
- St. Philip's **Navy** cardigan or pullover sweater with St. Philip's emblem.

\*Girls **must** wear navy modesty shorts under their jumpers so that they may participate in more vigorous activities without embarrassment or undue concern about immodesty.

#### Uniform Boys

##### Shoes Boys

- **PK2-PK3:** Black Leather---Velcro **NO LACE UP SHOES**
- **PK4 – 8<sup>th</sup> Grades:** Boy's black lace-up shoe

#### Pre-Kindergarten 2 – 3-Year-Old Boys

- Navy blue slacks with or without cuffs (no corduroy or

outside labels such as Bugle Boy or Dockers)

- Baggy or "sagging" pants are not permitted
- Navy walking or knee – length shorts
- White oxford (button down collar) shirt, long or short sleeved
- Navy or black socks only with uniform shoes
- **No ankle socks or footies may be worn**
- Red cardigan or pullover sweater with St. Philip's emblem.

#### Pre-Kindergarten 4 Year Olds - 5th Grade Boys

- Navy blue slacks with or without cuffs (no corduroy or outside labels such as Bugle Boy or Dockers)
- Black or navy belt with small buckle (mandatory for K-6th grade)
- Baggy or "sagging" pants are not permitted
- Navy walking or knee-length shorts
- White shirt, long or short sleeved with button down collar
- Navy or black socks **only** with uniform shoes
- **No ankle socks or footies may be worn**
- Red cardigan or pullover sweater with St. Philip's emblem.

#### 6<sup>th</sup>-8<sup>th</sup> Grade Boys

- Khaki pants
- Khaki knee-length shorts
- Red logo polo
- School plaid tie (no clip-on, needs to be a full tie)
- **Light Blue** shirt/blouse, long or short sleeved with button-down collar and **Navy** blazer with St. Philip's emblem is required for "Dress for Success" Monday's.

- St. Philip's **Navy** cardigan or pullover sweater with St. Philip's emblem.

#### Physical Education Attire

Girls and boys (1st-8<sup>th</sup>) must wear **royal blue**, cotton blend shorts and **gray** T-shirts with an official St. Philip's logo. The official P. E. uniforms can be purchased through the Squadlocker Spirit Shop. The Squadlocker Spirit Shop carries P. E. shorts, short-sleeved and long-sleeved shirts as well as sweatshirts and sweatpants. PK2-Kinder students **do not** purchase PE (Physical Education) uniforms. They will wear their sneakers with their official uniform.

1<sup>st</sup>-8<sup>th</sup> grade boys and girls may bring any type of lace-up sneaker shoes 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. Sneakers with roller blades are not permitted (roller runners).

#### Free & Special Dress Days

- When "Free & Special Dress Day(s)" are awarded, the attire must represent the St. Philip's Statement of Mission and Values. When students are awarded free dress days, while on field trips or on field day, they must wear closed toed shoes.
- Additional dress guidelines will be communicated at time of "Free & Special Dress Day(s)"
- **The following items do not meet the requirements of the Dress Code and cannot be worn on campus or while participating in academic excursions.**
- Students must wear closed-toe shoes at all times while on campus and on academic excursions. Crocs, slippers, and Bubble Slides are not acceptable school footwear.
- Clothing that is sheer or reveals large amounts of skin such as a tank top or shirt/dress with spaghetti straps.
- Shirts or clothing referring to sex, drugs, alcohol, violence pertaining to degrading and distracting statements.

- Outerwear that fits tightly such as biker shorts, compression shorts and pants, tights, jegging, leggings, pajamas, yoga pants, etc. Spandex attire is not permitted.
- Shorts (for boys and girls), dresses and skirt length must reach the mid-thigh when seated.
- Clothing that restricts movement or makes it difficult to remove as needed.
- **No one-piece, onesies, full-body, or full jumper** outfits are permitted for Early Childhood and students with urinary incontinence.

**No Sandals on Free Dress or Special Dress Days** - Open-toed shoes are not permitted.

**This policy is effective immediately and will be enforced.**

## HEALTH - MEDICAL SERVICES

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CONTACT THE SCHOOL MEDICAL ADMINISTRATOR FOR MORE DETAILS.

Parents should refer to their *Admissions & Continual Enrollment Agreement*, which outlines agreements for the following:

- ✓ Authorization out Medical Emergency Treatment,
- ✓ Medical Financial Responsibility,
- ✓ COVID and other contagious, infectious illnesses,
- ✓ Release Of Liability & Authorizations, and
- ✓ Attendance

### **Health Clinic**

The Health Clinic exists for the benefit of students who become ill at school or who suffer minor injuries while on the school grounds.

The school health clinic and policies and procedures, where applicable, are in accordance with the Texas Department of State Health Services, Texas Education Code, School Health Service, and other governing agencies.

The policies and procedures outlined are subject to change to adhere to state, federal, and other governing agencies guidelines.

### **Diagnostic Care**

- The School Medical Administrator will not and does not conduct diagnostic examinations or provide a diagnosis.
- Parents are required to receive diagnostic treatment and care from the child's attending healthcare providers.
- Do not send your child to school for the School Medical Administrator to provide diagnostic or health care treatment. For such needs, please visit your child's healthcare provider.

### **Parent Notifications - Restrictions, Health-Related**

The parent is responsible for maintaining and reporting accurate records on the child's health-related restrictions and or food allergies.

Parents must report essential information in writing to the following:

- the student's teachers,
- the School Medical Administrator,
- grade-level Director and/or Principal's Assistant,



- Food/Lunch Staff,
- Academic Excursion chaperones,
- BSC and ASC personnel, and

Medical information must be maintained in the student's FACTS/RenWeb medical section.

### **Emergency Contacts**

Parents are encouraged to maintain accurate contact information in the FACTS/Renweb system to include: work, cell, and home phone numbers, and any other means whereby they can be contacted during the school day or academic excursions.

Parents are responsible for maintaining this information in the school's FACTS/RenWeb system.

### **Emergency Procedures**

All identified school personnel are trained in emergency procedures and are required to have and maintain first aid and CPR certification

### **Emergency Medical Services (EMS)**

Emergency medical service providers will be contacted in the event of a medical emergency situation because of injuries, complications of chronic health conditions, or unexpected major illnesses, etc.

If a child is transported to the hospital, his/her health summary and permission for Health Care authorization will be sent along. In the absence of a parent, a designated school personnel will accompany the child until the arrival of the parents, guardian, or authorized person.

The school shall not be responsible for the costs of treating injuries or assume liability for any cost associated with an injury at school or any school-related function. The parents/guardians will be held responsible for all expenses including EMS.

### **Illness or Injury Reports**

A FACTS/Renweb *Medical Event* note or *Illness or Injury Report* will be completed for each emergency occurrence except for minor scratches and/or abrasions. An account of the occurrence will be documented immediately by either the teacher or the School Medical Administrator. Copies of this report will be maintained by the School Medical Administrator, reported in the FACTS/RenWeb medical report section, and parents will be notified accordingly.

### **Allergies & Asthma**

**Parents of a student with a life-threatening allergy must provide the school with documentation from a licensed healthcare provider.** The parent must disclose if their child has a food allergy. The disclosure should include the food that the child is allergic to, and the type of reaction the child experiences.

This information should include the specific allergy and medical requirements needed for the student, should be recorded in FACTS/RenWeb, and written communication to the student's teachers (including BSC and ASC personnel).

Physician-provided medical guidelines for treatment are required. *An Allergy / Asthma Treatment Plan* is **required** to be provided by the parents to the School Medical Administrator on the first day of school or upon a plan being implemented by the health care provider for the student.

### **Accommodations for Concussions**

The school must receive an official signed doctor's statement indicating the need for academic accommodations for a student due to a concussion. The school will provide reasonable accommodations for up to three weeks, if needed. Academic accommodations will end once a student has been medically cleared to return to sports or other activities that carry a risk of injury to the head.

### **Health Records Compliance**

The School Medical Administrator and Admissions Director closely monitor medical records to ensure that they are complete and current. The parent's failure to comply with providing accurate and current health records, including immunization reports, will result in a mandatory meeting with the School Medical Administrator, to bring the student's medical records in compliance immediately.

Failure to comply may result in the student not being able to return (or in a withdrawn status) to school until student records are compliant. Refer to Continuous Enrollment Agreement.

### **Immunizations**

The School follows the Texas Department of State Health Services rules covering immunizations. Texas Education Code requires students in elementary and secondary schools to provide proof of required immunizations. **A current immunization record must be received by the school within two (2) school business days of your child being enrolled.** To maintain enrollment, parents must comply with these provisions.

***Students must remain current with immunizations at all times while enrolled at the School.***

The School does not accommodate provisional enrollments; the school requires all applicants/students to be current on immunizations before and acceptance.

Exemptions from immunization requirements are allowable on an individual basis for medical contraindications, active duty with the armed forces of the United States, and reasons of conscience, including religious beliefs. See the Texas Department of State Health Services for more information.

### **Vision and Hearing Screenings**

The Texas Department of State Health Services requires annual vision and hearing screenings for students who meet certain grade criteria.

### **Spinal Screening Program**

Following the Texas Department of State Health Services Spinal Screening Program, spinal screenings are required for girls aged 10 and age 12 to detect abnormal spinal curvature, and refer students for appropriate follow-up, if necessary. Spinal screenings are performed according to the State of Texas standards.

If parents provide official documentation from the student's primary care provider that a spinal screening has been performed, the student will not need to be screened by the school.

Spinal screenings can be declined based on religious tenets, with a parent note stating the screening conflicts with their religious denomination.

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**For safety and security: Students may not have any medication (including inhalers, EpiPens, allergies, pain, etc.) in their possession during the school day or academic excursions. No exceptions.**

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### **Medication – Over The Counter**

In accordance with the Texas Department of State Health Services, Texas Education Code, School Health Service guidelines it is the school's policy to NOT dispense or administer any and all over the counter medication unless it is **prescribed by a licensed physician** and labeled by a licensed pharmacist with proper directions on an authorized, official healthcare prescription note or a current, healthcare provider signed,

and/or receipt of a completed *Authorization to Give Medicine* form. For Academic Excursions, contact the health clinic.

### **Medications – Prescriptions (Rx)**

Students requiring prescription medication in the morning, should **receive it from the parent before they arrive to school**. Otherwise, please speak to the School Medical Administrator about administering the medicine.

A signed **School's Authorization to Administer Medicine** permission form from the parent, filled out in its entirety and signed by the licensed, credentialed healthcare provider must accompany the medication.

Each student's medication/prescription must be in its properly labeled container with the following prescription information:

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

Please give the Authorization to Administer Medicine form and properly labeled medication to the School Medical Administrator or Principal's designee. For Academic Excursions, contact the health clinic.

### **Student Self-Administer Prescription** *(policy is subject to change)*

According to state regulations, students are permitted to self-administer prescription asthma or anaphylaxis medicine. The student must demonstrate to the student's physician or healthcare provider, and the school health administrator, that they demonstrate the skills necessary to self-administer the medication. The physician and parents must sign an authorization form indicating consent to self-administer and specific information that provides details outlining whether the student has asthma or anaphylaxis, and the purpose, dosage, frequency, and duration of the medication to be self-administered.

All medication (including inhalers and EpiPens) will remain in the Health Clinic and must be properly labeled and in its original container.

### **Epi-Pen**

The State of Texas requires that any student with severe allergic reactions that require the use of an Epi-Pen or Auvi-Q epinephrine pen have the following documentation on file:

1. Documentation of the allergen (peanut, grass, etc.)
2. Type of reaction when exposed to the allergen (hives, itching, swelling, etc.)
3. Documentation of a plan of action if a student is exposed to the allergen.
4. Authorization to give medication form completed and signed.

**Students may not have any medication (including inhalers, EpiPens, allergies, pain, etc.) in their possession during the school day or academic excursions, with no exceptions.**

### **Medication During the School Day**

- If your child needs to take prescription medication during the school day, please speak with the School Medical Administrator regarding instructions for drop-off and pick-up of medication.
- All medication (including **inhalers and EpiPens**) will remain in the Health Clinic and must be properly labeled and in its original container. Medication is to be dispensed by the School Medical Administrator or Principal's designee.
- Families of students who have received a diagnostic evaluation of a learning difference, behavioral or psychological, or neurological review (to include Attention Deficit Hyperactivity Disorder-(ADHD) or anxiety) and may receive some form of **therapeutic or pharmaceutical** support are encouraged to discuss these matters with the Principal, School Medical Administrator, and related school personnel.
- When medicine is prescribed to assist the student to be successful in school, such as for **ADHD or anxiety or emotional regulation**, the parent and Medical Administrator or Principal's designee will discuss a plan to ensure the student receives the medicine on a consistent and timely basis. Administering such medication during the school day may not be allowed if there is any reason for noncompliance.

The parent is responsible for ensuring the School Medical Administrator receives medication with the required school form for administering. Violations may be subject to disciplinary actions.

### **Medication During Academic Excursions and School Activities**

- In compliance with the Texas Department of Health and Human Services, during academic excursions, parents shall consent to provide for OTC medication and prescription through completion of a medication administration authorization form.

- To ensure safe delivery, all prescription medications must be in the original container and should be brought to the school Medical Administrator 48 school hours before the date of the trip.
- ADHD, anxiety, or emotional regulation prescriptions should continue to be **administered during academic excursions** under the supervision of identified faculty members.
- The school will provide and have available a supply of OTC medicine including emergency sickness and injuries for any child.
- Students are supervised during academic excursions, therefore for the safety, security of others, students should NOT maintain or transport any type of medication in their care.

### **COVID & Contagious/Infectious Health Condition:**

School policies and procedures are subject to Texas Department of State Health Services, Texas Education Code, School Health Service, and other governing agencies guidelines.

#### **COVID & OTHER INFECTIOUS DISEASE PROTOCOL:**

Contact the Health Clinic for specific protocol details for testing, quarantining, staying at home, and returning to school.

Parents and students will adhere to any enhanced health and safety protocols due to COVID, contagious/infectious health conditions, or any other security, safety or health risk, as determined at the sole discretion of SPS, and to any further enhancements to the protocols as they are implemented, as required to attend school or

participate in any school event at any time. Refer to the *Continuous Enrollment Agreement*.

### **Stay at Home, Illness**

In consideration of your child, classmates, and school personnel, please keep your child home from school if he/she is ill or not feeling well.

Whenever there is doubt in your mind about sending your child to school, consult your child's doctor before doing so. The school does not provide diagnostic health exams or determinations.

Immediately, call the school if your child has an infectious or contagious disease so that we may take steps to protect other students in the school, if necessary.

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

- severe cold
- flu
- sinus infection
- strep throat
- ringworm
- skin rash or impetigo
- swollen gland
- nausea
- vomiting
- diarrhea
- 100.1<sup>0</sup>+ fever
- communicable disease
- infectious conditions
- conjunctivitis (“pink eye”)
- chickenpox, mumps

- Any child who arrives at the school noticeably ill, or with a fever, or related illness will not be admitted for that day or to participate in school events.
- Any child exhibiting such symptoms, or similar, may be sent home.
- A parent or authorized adult must pick up the child immediately, within **one hour** of the School’s contact. The student exhibiting contagious symptoms may be isolated for this one hour.
- Your child must be free of these symptoms or illnesses (without the use of fever-reducing medication) for **24 hours before returning to school or participating in school events**.
- Different return-to-school stipulations may apply for contagious illnesses such as the H1N1 virus or related communicable / infectious diseases.
- In addition, if health or other safety circumstances warrant, student may be excluded from in-person instruction and any and all school activities, in accordance with governing agencies or SPS’s safety protocols currently in effect or as amended.
- In addition, the school is not required to provide virtual or online instruction for any such exclusion.

*If you have any specific concerns or need more detailed guidelines, it’s always a good idea to consult with your child’s school or healthcare provider.*

### **Required Notification to School:**

- An effort will be made to notify parents about school exposure to communicable diseases that pose a risk to students.
- It is particularly important that the parent immediately (upon learning) report cases of a communicable infectious disease to the School Medical Administrator.
- Guidelines for exclusion, return to school, and notification requirements are set forth by the School, The Texas Department of State Health Services, the Center for Disease Control and Prevention, or other governing agencies.

### **Submitting Infectious/Contagious Records/Reports**

- Parents must authorize the release of the results of health evaluations and contagious records to the School Medical Administrator.

- Failure to secure such health evaluations or the failure to authorize the release of the results will jeopardize the child's continued enrollment.
- An infected student who is unable to attend school according to the Attendance policy, supported by appropriate data and rationale, shall be recommended by the Admissions Director to secure alternative instruction at the expense of the parent. Refer to Continuous Enrollment Agreement.

### **Return to School Health Care Release**

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

The student's healthcare notice should be provided to the school within three (3) school days of the student returning to school.

**Parents are responsible for providing the healthcare notice to the School Medical Administrator, homeroom teacher or advisor.**

### **Cleanliness & Hygiene**

- Children are encouraged to practice good hygiene.
- Students needing hygiene assistance will be directed to the School Medical Administrator.
- The School Medical Administrator may provide hygiene products to the student as needed and as available.
- Ongoing matters regarding a child's hygiene may result in a mandatory meeting with the School Medical Administrator and the parent.
- Hygiene matters may include but are not limited to the use of body wipes, deodorant, feminine sanitary needs, dental care, and or a change of clothes, if needed.
- The parent must report any products a child may be allergic to in the student's medical records and submit them in writing to the School Medical Administrator or academic excursion chaperone.
- Parents must ensure their age-appropriate child has these needed items in their backpack and provided on overnight academic excursions.

### **Other Exams and Screenings**

Oftentimes, local healthcare providers will offer on-campus dental, vision, hearing, or speech-language exams for students at no cost or low cost to the parents. If these services are arranged with the school, the results of these exams will be reported to the parents and a copy will be kept in the student's health file when deemed necessary.



## LUNCH, SNACKS, DRINKS & MEALS

CONTACT YOUR GRADE-LEVEL DIRECTOR FOR MORE DETAILS.  
CONTACT CHIEF EXPERIENCE OFFICER FOR DETAILS ON LUNCH & AFTER  
SCHOOL CARE SNACKS.

### **Drinking Containers (required)**

- ✓ Water is the **required** drink every day. Every student is required to bring water in the school-identified type containers.
- ✓ All students are required to bring a reusable water bottle with a closed top to school each day for water consumption.
- ✓ Drinking containers that support the learning environment should be non-distractible, non-disruptive, non-spillable, not easy to damage property, insulated, easy to transport, and non-breakable.
- ✓ All student products should be clearly labeled with the student's name. The school will not be responsible for the student's lost items or the student searching for items that are not labeled.

Drinking containers that support the learning environment should be non-distractible, non-disruptive, non-spillable, not easy to damage property, insulated, easy to transport, and non-breakable.

### **Dehydration**

Parents should ensure their child has the recommended drinking container to consume water each day to prevent dehydration. An appropriate amount of water consumption is imperative on P.E. days and outdoor recess days. This will help support a hydrated student to maintain focus, health, and receive uninterrupted instructional class time.

### **Food Allergies**

- We are not a nut-free food allergy-free campus.
- Students with known food allergies will be provided an allergy zone in the lunch eating area.
- Parents must submit written communication to the Health Clinic staff, the student's teachers, academic excursion chaperones, and Before School Care and After School Care employees.
- It is the parent's responsibility to teach your child not to share food or drinks, to not accept food or drinks from others, to know what not to eat or drink, and to communicate their allergies.

### **Food Deliveries (No exceptions)**

- Food may not be delivered to the school for a child.
- Parents or anyone may not bring food for a child. This includes food delivery services.

- Food delivered by anyone will not be given to the child.
- Students without a lunch will be offered a school lunch.

### **Breakfast**

- The school does not have a breakfast program.
- Students should have a balanced breakfast before they arrive in the morning.
- Parents must ensure their child has received a full nutritious breakfast before entering the BSC program.
- Considering the extended time from BSC arrival time to the lunchtime, parents should ensure the students comes to school having eaten a fulfilling breakfast and brings a healthy snack.

### **No Lunch or Snack**

- Neither the school or employees are required or responsible for providing your child with a snack.
- Students not participating in the lunch program must bring a lunch.
- Ensuring that the child has a lunch and snack is the responsibility of the parent not the responsibility of the school, school personnel, or food service provider.
- Students without a lunch will be offered a school lunch.

**Sodas, high fructose or sugary drinks, energy drinks, coffee, or caffeine drinks** of any kind are **not** permitted for EC through Middle School Prep students – Pk2 through 8<sup>th</sup> grade. Students will not be allowed to drink these items during the school day. These drinks may **not be concealed** in drinking containers, thermos, etc.

### **Healthy Eating and Snacks**

**Allowing for a designated snack time is an option, not a requirement or right.**

If a snack period is granted, it will be determined by the classroom teacher.

Research indicates that the sugar content of food consumed by young children must be limited and monitored. A nutritionally balanced lunch and snacks are strongly encouraged at St. Philip's School and Community Center.

Therefore, the following guidelines must be supported by parents.

- ✓ Students may **drink water, milk, or juice.**

- ✓ Students may not bring **canned foods** or items that have **sharp lids**. For these types of foods, we recommend parents dispense food in a sealed plastic container or thermos the student can open independently.
- ✓ Some healthy food choices to consider are dried or fresh fruits such as apples, bananas, oranges, strawberries, and watermelon; raw vegetables such as carrots, celery, and broccoli; dairy products such as low-fat cheese, yogurt, low-fat pudding; and whole grain snacks such as crackers, cereal bars, baked chips. Additional details regarding healthy snacks and classroom guidelines can be provided by your child's healthcare provider.
- ✓ Before school or during lunch students or during snack time, students may **not** eat donut-type or sugary pastries/cake items, foods high in fat, sugar content, greasy or spicy, hot chips or foods. These items may be removed from the student, thus not being allowed to eat these items.
- ✓ Parents must not provide their children with unhealthy drinks and foods to be consumed during the school day including before school care, afterschool care, and during snack and lunch times. Students participating in athletic programming may be granted modifications with the approval of the Athletic School Coach.
- ✓ **Sodas, high fructose or sugary drinks, energy drinks, coffee, or caffeine drinks** of any kind are **not** permitted for EC through Middle School students – Pk2 through 8<sup>th</sup> grade. Students will not be allowed to drink these items during the school day. These drinks may **not be concealed** in drinking containers, thermos, etc.
- ✓ Students are allowed to have access to the school's water stations.
- ✓ Middle School students (6<sup>th</sup> - 8<sup>th</sup> grade only) may have modified healthy eating restrictions as approved by the Middle School Director.

### **Lunch Service**

CONTACT THE SCHOOL'S CHIEF EXPERIENCE OFFICER ABOUT THE SCHOOL'S LUNCH SERVICE PROGRAMS.

An on-campus lunch service may provide St. Philip's students with a nutritious, lunch each day. Parents who wish to have their children participate can obtain the guidelines from the Chief Experience Office or Admissions Office.

- ✓ The school does provide a lunch program for students that choose to participate.
- ✓ The lunch program does **not** support dietary restrictions or honor special menus. If dietary instructions or food allergies or specific preferences are desired, the parent must provide lunch and snacks each day for their child.
- ✓ 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 designated eating area, students should practice proper etiquette

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

- ✓ Parents are responsible for making sure their child has lunch during academic excursions when required. The grade-level Director will provide details for excursions.

### **Microwave**

- ONLY Middle School students have access to a microwave to warm up their food.
- Middle School students may not warm up for a non-middle school student.
- Teachers may NOT warm a student's food, drink, or other edible items.

### **ASC Meal**

Students enrolled in the ASC program are eligible to receive a healthy light meal and milk provided through a non-profit food program. Refer to the ASC section.

## PARTIES & CELEBRATIONS

CONTACT THE GRADE-LEVEL DIRECTOR FOR MORE DETAILS.

This is subject to differ by Division Levels. Consults with the Grade-Level Director.

Any exceptions or provisions not outlined in these guidelines must be pre-approved in writing by the grade-level Director.

For more about parties and events, you must comply with the guidelines listed in the General Standards section. Parties (Classroom, Birthdays, Holidays, Food-Refer to Other General Standards section)

Parents must not plan to have on-campus parties or other celebrations without the prior approval of the Director. Parents must receive written approval from the Director with two school business days' notice. Failure to be preapproved may result in scheduling conflicts and the party will need to be canceled and rescheduled.

***ALL parties are to be scheduled during the student's class lunch period ONLY. Such celebrations are limited to 15 minutes during the lunch period!***

### **Birthday Celebrations**

The school's goal is to make every child feel accepted. We appreciate your cooperation regarding birthdays. It should be a fun, happy time for your child and their friends, but the feelings, diet restrictions, and food allergies of the other students must be considered.

Birthdays will be celebrated once a month,  
on the last Friday of the month.  
(Subject to Change)

**To reach this goal, we have several guidelines:**

- ✓ If you send invitations to the school, please invite **all students** in the advisory or child's homeroom class section.
- ✓ Do **not** send birthday presents or party favors to school.
- ✓ Do NOT provide lunch for the students.
- ✓ The grade-level Director must approve parents to schedule to bring special treats for birthdays or at other events or times during the year.
- ✓ No delivery of flowers, balloon bouquets, food, etc., so as not to interrupt the educational process.
- ✓ No costume or cartoon characters or dress-up party goers are permitted. Character persons will be asked to leave or change clothes.
- ✓ Party invitations are **not** to be distributed at school unless every student in the class receives an invitation. Otherwise, please send such invitations via email or U.S. Postal

Service mail, or any other non-school distribution process including being placed in the student's backpack.

- ✓ It is acceptable for a boy to bring invitations for all the boys and the same applies to girls. Please be considerate and respectful of the feelings of each child by not excluding them.

### **Classroom Events**

All plans and details for class events must be reviewed and approved by the grade-level Director **before** being finalized by class homeroom parents.

**Unscheduled or unapproved** plans or events, including parties that may impede the learning process, will be rescheduled for another time or cancelled based on the instructional time and class schedule or school activities.

We request that parents support our **Christian environment** in their choices of providing treats and decorations. Items not supporting our Christian environment will be returned to the parent.

**Goody bags** should not include hazardous objects and should be age-appropriate for all.

The school will **not permit** bouquets of balloons, animated characters, and other celebratory decorations to be maintained in the classrooms. These can be distracting to students' learning. Animated character or dress-up characters are not preferred; therefore, obtain prior approval from the grade-level Director.

### **Party / Celebration Food**

- The Director, in advance of the implementation of a class project, must preapprove all food activities.
- The School discourages bringing home prepared food items due to food safety handling guidelines and health and food allergen restriction matters. Additionally, any food permitted must comply with the school's guidelines for food safety, handling, and serving considerations. Individually, sealed, prepackaged items are preferred.
  - The school does not have space or a way to store food, maintain the required temperature, or serve certain types of items; therefore, do not bring such items unless you have made provisions.
  - The school seeks a standard of offering healthier snack foods while with great attempts to limit junk or non-nutritious food on campus to the students.
  - Parents must get approval from the Principal or Division Leader before delivering or sending any type of food or items

## OTHER SCHOOL GENERAL STANDARDS

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Parents may not enter or drop in on any classroom during instructional time or unannounced for any reason.

### **Class Placement / Teacher Assignment to Student**

Determining the make-up of homerooms or student assignments is the shared responsibility of teachers and school administration. A parent may express their request for class placement or teacher assignment to the school principal. Beginning in first grade, students are no longer in self-contained classroom; therefore, are taught by both grade teachers and all specialized teachers.

### **Lost and Found**

- The Lost and Found space is located in the designated area established by the school.
- Parents should email the child's teachers/advisors to ask for their assistance locating the lost items.
- It is the sole responsibility of the parent to ensure the child's name is visibly written on the inside of the child's shoes, garments, backpacks, lunch items,, binders, etc. to avoid lost articles not being returned to the rightful owners.
- All unclaimed items that remain for an extended time may be donated to the Uniform Resale Store, PSA, community center, or another worthy cause.
- The school will not be responsible for maintaining or identifying lost items or items left anywhere on the school campus.
- Students are not permitted to roam the school unsupervised looking for lost items. Students roaming the school for any reason may result in corrective measures.

## ATTENDANCE (EXCUSED & UNEXCUSED)

CONTACT THE ADMISSIONS DIRECTOR FOR MORE DETAILS.

Some provisions are based on the division level's standards and processes.

### **Required Attendance-90% Of School Days**

*The **90% rule** applies to both excused and unexcused absences. This means, students risk becoming ineligible to advance to the next grade level if they are not present 90% of the time regardless of whether the absence is excused or unexcused.*

*This includes classroom attendance.*

*Refer to the Continuous Enrollment Agreement.*

- ✓ **Records**: Parents may review the daily attendance and tardy records in the FACTS/Renweb system.
- ✓ **Option**: Parents need to comply with the attendance and being on-time policies, this is not an option.
- ✓ **Contact**: Matters relating to excessive attendance, tardiness, and leaving early must be addressed with the Admissions Director and the grade-level Director.
- ✓ **Academics & Grades**: Absences from school or a class, for whatever reason, do not excuse a student from the obligation to complete all schoolwork. *Refer to Homework / Academic section, Grading section, for more guidelines.*
- ✓ **Tardies & Absences**: Six (6) unexcused tardies equal one unexcused absence.
- ✓ **Healthcare**: Refer to the Health Care section regarding return to school release with a healthcare provider's report.
- ✓ **Communication**: The parent (not the child) is responsible for communicating directly to the teacher about their child's attendance. This attendance includes
  - Tardies
  - Absences
  - Expected date of return to school
  - Early pickup (same as Early Release)

### **Excessive Absences – Communication Warning Notification/Alert**

The FACTS/Renweb system will generate an automated notification for every three (3) absences (whether excused or unexcused).



After receipt of the second (2nd) communication system notification of an absence (whether excused or unexcused), the Parent and grade-level Director and/or Dean of Students may determine a need to meet to implement a plan of action to:

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

### **Excessive Absences Mandatory Parent-Teacher Meeting**

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

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

### **Excused Absences**

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

- Observance of a religious day
- Attendance at a healthcare appointment (with a healthcare provider official note is required)
- Personal illness (at three (3) or more days with an official, certified healthcare provider return to school note). Refer to the Healthcare section for healthcare note guidelines.
- Death of an immediate family member (parents, grandparents, siblings, other exceptions to be approved for excused absence by Principal or designee)
- Eight Graders visiting prospective high school (limited number of visits during the 6<sup>th</sup> or 7<sup>th</sup> grade year). These visits must be preapproved by the Middle School Director and the Student Pathway Director.
- A school approved event requiring student participation.

### **School Event Absence**

An off-campus event, which is initiated by the school and given prior approval by the Administration, is not reflected on the report card, and will not be recorded as absent. These include school-scheduled academic excursions (field trips), activities, and the school philanthropic events where the student is involved. Students are responsible for all classwork missed in these situations, and work must be turned in according to the Attendance and Grade sections.

These absences must be preapproved by the Grade-Level Director.

### **Appointments - Absences or Tardies**

- The school urges parents to schedule healthcare or other appointments outside of school hours, if possible.
- If appointments must be scheduled during the school day, parents should seek to schedule appointments during **advisory or lunch periods or non-graded class time**. Sometimes, missing classes is unavoidable, in which case missing the same class repetitively is discouraged since it will negatively impact the academic knowledge and the academic grade for the course.
- Parents must submit an official healthcare statement for an absence or tardy to be considered for excused absence status.
- Early pick-up or absences from the same class should be avoided or minimized. Fourth grade and up receive grades. Excessive absences in specialized / elective classes will be affected.

### **Absences before 10 a.m. and after 12 noon**

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

### **Early Release/Pick Up No Later than 2:45 p.m.**

- Refer to School Hours section.
- Student resources (homework, notices, behavior charts, etc.) for home are not prepared for release until 3:00 p.m. each day. Therefore, if your child leaves early, resources may not be provided to the child if they leave early.
- For students in third (3<sup>rd</sup>) grade and up, it is the **student's responsibility** to get any missed instruction, assignments, resources, or related matters.
- 

### **Absences and Academic Grades**

- Refer to the Attendance and Grading Sections.

### **Excused Absences and Missed Assignments**

- Refer to the Attendance and Grading Sections.

### **Unexcused Absences**

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

- Disciplinary consequences of removal from class, skipping class, or related missed class time due to discipline/behavior matters are all unexcused absences from a class or school (as assigned).
- Documentation from a healthcare provider is not submitted when noted as the cause of absence.
- Student not attending an Academic Excursion (unless due to health condition that prevented the student from attending as documented by an official healthcare notice).
- The disciplinary consequence for skipping or being tardy to class is an unexcused absence (may also be subject to other behavior corrective measures).
- Vacation, family reunion, extended holidays, early pickup for general purposes (to be determined by the Director), and extracurricular activities (such as non-St. Philip's

school sport event, performances). Also, personal matters, funeral for non-immediate family members—parents, siblings, grandparents, guardians; traveling, lack of transportation, weather related (not an official school inclement weather day), traffic (not an official St. Philip's traffic alert exception), studying or completing a school project or preparing for an assessment, a day off, etc.

**Converting Unexcused to Excused**

Parents who feel they have legitimate, reasonable grounds for their child's unexcused absence to be converted to an excused absence must submit a written explanation (within three (3) school days of the student's return) to the Admissions Director and the grade-level Director.

- No consideration will be given after the student has returned to school for more than three (3) days since the absence without a healthcare return to school note.

## GRADES & ATTENDANCE (EXCUSED & UNEXCUSED)

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CONTACT THE TEACHER AND/OR THE GRADE LEVEL DIRECTOR,  
This is subject to differ by Division Levels. Consults with the Grade-Level Director.

### **ALL students:**

- Do not call the school office, receptionist, etc. to request missed assignments. This matter must be addressed with each one of the student's teachers.
- If an absence is preplanned, assignments may not be released before the absence. Direct instruction to concepts have not been taught nor instructions given for completing the assignments.
- All class assignments may be posted on FACTS/RenWeb, Google Classroom, SeeSaw, listed on the Week at a Glance (WAAG), and in designated areas determined by the teacher. These resources should be checked **first** to obtain needed resources.

### **Deadline Dates for Term**

*Any missed schoolwork (including but not limited to projects, quizzes, assessments, tests, etc.,) must be completed and returned within the term grading period. NO grades will be granted after the term grading period.*

### **Excessive Absences Mandatory Parent-Teacher Meeting**

The meeting is essential when a student misses the core content of instruction within a grading period/term due to excessive absences (excused or unexcused)

- . The Parent-Teacher Meeting for extended excused absences focus would be to:
  - identify how academic support can be integrated during the student's absence so the student may master content (at the parent's expense, if needed).
  - assess the student's mastery of content, if feasible.
  - avoid a grade of Incomplete, if feasible; and support the student's academic progression.

### **EXCUSED ABSENCES**

This is subject to differ by Division Levels. Consults with the Grade-Level Director.

#### **School Event Absence**

An off-campus event, which is initiated by the school and given prior approval by the Administration is excused. This excused absence will not be recorded as absent.

- These include school-scheduled academic excursions (field trips), activities, and the school philanthropic events where the student is involved.
- These included Middle School high school visits (based on the number of allowed visits while in 6<sup>th</sup> or 7<sup>th</sup> grade year. Must be preapproved by the Middle School Director and the Student Pathway Director.

Students are responsible for all missed work, test, quizzes, projects, assessments, etc., in these situations, and must be turned in according to the *Excused Absences = 3 school class days* or as approved by the teacher.

#### **EXCUSED ABSENCES = 3 SCHOOL CLASS DAYS**

For 3<sup>rd</sup> Grade, MSP & MS Students

*THESE GUIDELINES ARE SUBJECT TO CHANGE PER GRADE LEVEL STANDARDS*

The following is **not** for Quizzes, Test, Assessments, Presentations, or Projects

If the grading period ends before school class days after an absence, the student must submit the work before the end of the grading period.

Extra Credit, Make-Up Work, Optional Assignments is not granted for any reason.

Work must be submitted within 3 school days upon returning to school regardless of the class rotational schedule.

Student is responsible for meeting with the assigning teacher to gain instruction, direction, and assignments.

Student is responsible for following all guidelines and turning in work.

At the discretion of the teacher and the Grade Level Director, 70 may be the maximum earned grade a student may receive when submitting work on the 2<sup>nd</sup> or 3<sup>rd</sup> day.

Failure to comply or submit work after the 3<sup>rd</sup> day will result in a grade of zero.

If these guidelines have been followed, excused absence submitting assignments and grade policy is not an .

**For Absence on Quiz/Test/Assessment/Project/Presentation, etc.**  
**MUST BE COMPLETED ON DAY OF RETURN, NO EXCEPTIONS**

**For 3<sup>rd</sup> grade and up:**

Excused or unexcused: If the student misses the day of an announced **test/quiz/project/presentation**, etc., the student may be granted an opportunity to complete on the day of return to school even if the class is not scheduled on the day of return.

- The student is responsible for scheduling a time with the assigning teacher to complete on the **first (1<sup>st</sup>) date of return**.
- Failure to complete on the day the student returns to school may result in a grade of zero (0).
- For MSP/MS this must be completed on the day of return regardless of the class rotational day.
- The Middle School teacher will determine if any exceptions will be granted.

**UNEXCUSED ABSENCES**

To be made up in one (1) school day

**Unexcused Absences**

- Missed Class Work-Unexcused Absence (makeup within one school (1) day, when approved by the teacher)
- Missed homework/assignments for an unexcused absence (*excluding* disciplinary consequences) may be made up by the next school day.
- When permitted by the teacher, failure to submit assignments to the teacher within one (1) school day may result in the highest *earned* grade of 70.
- For MSP & MS students, homework assignments must be turned into the teacher within one (1) school day regardless of the class rotational day.
- The MSP & MS teacher will determine if any exceptions will be granted.
- Any necessary modifications to this policy can be made at the teacher's discretion and Grade Level Director.

**Unexcused Absence due to Disciplinary Consequences** (Refer to Disciplinary Consequences section)

**ALL STUDENTS:**

Unexcused absence due to Disciplinary Consequences may include but is not limited to the period a student is removed from the learning setting, authorized to be visiting with an essential faculty member, suspension from school, removal from class, etc.

- A student absent due to Disciplinary Consequences will not receive credit for homework or other assignments (including but not limited to class work, tests, quizzes, assessments, projects, etc.,) that were assigned while the student was absent.
- Assignments assigned BEFORE the Disciplinary Consequence was given may be submitted for credit on the first day the student returns to school, whether that class is scheduled on the returning day or not.
- Test, quizzes, assessments, projects, presentations assigned BEFORE the Disciplinary Consequence was given may be allowed solely at the discretion of each teacher and Grade Level Director. Must be submitted on the first day the student returns to class. Student may need to meet with the teacher to determine this due date.
- As a result of Disciplinary Consequences, academics or classroom instruction missed during the absences will not be made up and no extra credit will be given during the grading period.

## TARDIES & SKIPPING CLASS - ATTENDANCE

CONTACT THE ADMISSIONS DIRECTOR TO KNOW WHO TO CONTACT  
Refer to the disciplinary consequences for tardies / skipping class

### **Tardies**

Every student should arrive on time at school each day. Students are encouraged to arrive no later than 7:50 a.m. each day.

- Students not in the classroom at 8:00 sharp are tardy.
- If a student is in the school building at 8:00, but not in the classroom he/she will be marked tardy.

*“A day without learning is a day wasted.”*

### **Traffic or Weather Conditions, Tardies**

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

### **Arriving Late - Transitional Tardies**

Students arriving late at school are not permitted to roam the building for any reason. Students must transition directly to their classroom or Chapel. Students roaming the building or not in their designated locations may be subject to disciplinary action.

### **Arrival to School Reporting/Recording Tardies**

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

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

### **Tardy and Siblings**

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



### **Tardy for Detention**

- Students serving Detention will report to the designated Before School entry location on the designated school day for Detention at 7:00 a.m. as assigned to the student.
- Students reporting for Saturday detention will report at a specified location and at a specified time.
- Students that are ten or more minutes tardy for detention will be required to receive further disciplinary consequences up to and including Out of School Suspension. This will be determined by the Dean of Students and the Grade-Level Director.

### **Unexcused Tardy**

- Skipping Class for 10 minutes or less (More than 10 minutes is an absence from class)
- Late to Class without Prior Permission or School Personnel authorization
- Without Healthcare Provider Official Notice
- Loitering/Roaming
- Untimely / Late, Transition to Class
- Unsubstantiated traffic conditions (unless approved school-wide (not a case-by-case option) by the Principal)

### **Tardy to Class During the School Day**

- Student must obtain permission before leaving a classroom or being late to class during the school day.
- Refer to the **Disciplinary Section** for consequences for students who habitually or intentionally, routinely are tardy for more than 10 minutes of class without permission will be considered for the consequences outlined.
- Tardy Arrival to Schools, refer to Attendance.

### **Skipping Class during School Day**

The student who habitually or intentionally, routinely miss/skip more than 10 minutes of class without permission will be considered for consequences outlined in the Disciplinary Section.

## ACADEMICS

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CONTACT THE CURRICULUM DIRECTOR FOR MORE DETAILS
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### **Academic Assessments**

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

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

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

### **STANDARDIZED ASSESSMENT**

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

### **NWEA MAP**

Students are administered the NWEA MAP at least two times per year. NWEA™ (Northwest Evaluation Association) is a research-based, organization that precisely measures growth and proficiency using the MAP assessment. MAP®, (Measures of Academic Progress), refers to tests given multiple times throughout the school year to measure your student's growth in a variety of subjects and provides insights to help tailor instruction specific to the student.

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

## LIBRARY STANDARDS

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### **Library Book Checkout Guidelines**

Early Childhood students will be permitted to check out one (1) book.

Grade 1 will be permitted to check out one (1) book

Grade 2 will be permitted to check out two (2) books

Grades 3<sup>rd</sup> thru 8<sup>th</sup> will be permitted to check out three (3) books

### **Renewing Materials**

Students may renew their book(s) as many times as needed if the book(s) have not been placed "on-hold."

### **Overdue Materials**

Materials are checked out for one week and are considered overdue if they are not returned or checked out for an additional week on their due date. Once a library item is overdue, students may not check out additional books until the overdue materials are returned, marked lost, or paid for.

Late notices will be sent home with students and reported to the teacher.

### **Lost Materials/Financial Penalty**

Lost or books that have not been returned will be reported to the Business Office for payment to be made by the parents. A financial penalty will be placed on the student's financial school records and a non-release of school records including report cards until all library fees have been paid. Parents will need to meet with the Business Office on financial matters.

### **Damaged Library Materials**

If a student has a damaged library book, please send the student and the book to the librarian. The Librarian will attempt to repair the damage to the book. If the item cannot be repaired, the student's parents will be charged a replacement fee through the Business Office. A financial penalty will be placed on the student's financial school records and a non-release of school records including report cards until all library fees have been paid. Parents will need to meet with the Business Office on financial matters.

## GRADING AND REPORTING

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CONTACT THE GRADE-LEVEL DIRECTOR FOR MORE DETAILS
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### **NO Extra Credit**

Purpose: To ensure fairness and consistency in the evaluation of student performance.

1. No Extra Credit: Extra credit assignments will not be offered to students as a means to improve their grades.
2. Grading Criteria: Grades will be based solely on the assessments, assignments, and participation outlined in the course syllabus.
3. Consistency: This policy applies to all courses and grade levels to maintain uniformity in grading practices.
4. Support: Students are encouraged to seek help through tutoring, study groups, and teacher office hours to improve their understanding and performance.

This policy promotes equity and ensures that all students are evaluated based on the same criteria.

### **Chapel Attendance & Grade**

All students will receive a grade for Chapel.

Tardy students are not allowed the full benefit of participating in Chapel service with their class, and this will be reflected in their Chapel grades. All students are **required to attend the daily school chapel service**. Chapel attendance is not an option, it is required school attendance and participation.

For your child to gain the full meaning of chapel, he/she must arrive at school on time.

### **Mid-quarter Progress Narrative Grade Reports**

Mid-quarter progress narrative grade reports are teacher-written narratives or comments on the student's performance that outline the student's specific success and recommendations for progress and provide a mid-quarter review of the student's grade. Mid-quarter progress narrative grade reports are released in the middle of the 1st and 3rd quarters.

It is imperative for parents to thoroughly read and apply the recommendations listed in the progress narrative reports.

### **Mandatory Parent-Teacher Report Card Conferences**

Mandatory Parent-Teacher Report Card Conferences provide a wonderful opportunity for parents, advisors, teachers, and students to review and discuss the student's grades, progress, and recommendations, to establish and assess goals for the year, and more importantly, strategies for helping each student achieve his/her goals.

Mandatory Parent-Teacher Report Card Conferences are held **two times per year** for all students.

Parents who do not attend the mandatory Parent-Teacher Report Card Conferences are responsible for scheduling and attending the parent-teacher conference **within one week** of the established conference schedule dates.

Report Cards will not be released until the parents attend the mandatory Parent-Teacher Report Card Conferences.

Failure to attend the two mandatory Parent-Teacher Report Card Conferences may result in consideration for not being extended an invitation for continuous enrollment.

### **Middle School Prep & Middle**

**School students** must attend the first 5 to 7 minutes of each end-of-the-quarter conference with their parents and advisor.

### **Report Card Grade Reports**

St. Philip's provides parents with report card grades **four times a year** (at the end of each quarter). Fourth (4th) quarter grading period report cards will not be released until all school matters have been finalized with the parent, such as financial commitments, return of school items, attending mandatory meetings, etc.

### **Notification of Grades & Academic Status**

To keep abreast of their student's grades, parents should review grades on the FACTS/RenWeb grading system at least every **two (2) weeks**.

**ALL parents are responsible for checking their child's academic status in FACTS/Renweb.**

Some assignments may not be posted weekly but posted according to the class/teacher's guidelines. For projects, tests, or other complex assignments, grades may take up to two weeks to post on FACTS/RenWeb.

**MSP & MS Students:** Are responsible for checking the grades and completion of assignments in Google Classroom. They must schedule meeting with their teachers during Advisory or Study Hall to know their academic status.

PK2 TO KINDERGARTEN		
NA	NOT ASSESSED	<u>Not Assessed</u> : Skill was not assessed this quarter.
*B	BEGINNING	<u>Beginning</u> : Requires teacher assistance to perform a task.
D	DEVELOPING	<u>Developing</u> : Sometimes needs teacher assistance to perform the grade-level task; sometimes works independently to perform the task.
S	SECURE	<u>Secure</u> : Consistently applies the skill or concept correctly and independently.
<p><b>*School Year Cumulative Grade averaging “<u>Beginning</u>” may not have achieved grade-level standards for mastery of a core subject. Refer to the Promotion and Retention and Reenrollment sections.</b></p> <p><b><u>A Teacher-Parent-School meeting is required.</u></b></p>		

## STUDENTS NOT ADVANCING OR NEEDING ACADEMIC INTERVENTION

During each term, parents of students not advancing or needing academic intervention, must schedule a time to consult

with the student’s Director, Dean of Students, and Curriculum Director. Lack of academic or social emotional development progress will be discussed with the parent, reflected in the Progress Report and Report Card, and notated on assignments, etc. An academic plan and process will be implemented to support students needing intervention. Parents must comply with and support academic intervention and support recommendations and plans.

1 <sup>ST</sup> AND 2 <sup>ND</sup> GRADE		
E	90-100	Excellent
S+	85-89	Satisfactory
S	80-84	
S-	70-79	
*NI	69 and below	Needs Improvement (Failing)
<p><b>* School Year Cumulative Grade averaging <u>below 70 failed to meet grade-level standards for mastery of a core subject. Refer to the Promotion and Retention and Reenrollment sections.</u></b></p> <p><b><u>A Teacher-Parent-School meeting is required.</u></b></p>		

### STUDENTS NOT ADVANCING OR NEEDING ACADEMIC INTERVENTION

of Students, and Curriculum Director. Lack of academic or social emotional development progress will be discussed with the parent, reflected in the Progress Report and Report Card, and notated on assignments, etc. An academic plan and process will be implemented to support students needing intervention. Parents must comply with and support academic intervention and support recommendations and plans.

During each term, parents of students not advancing or needing academic intervention, must schedule a time to consult with the student's Director, Dean

3 <sup>RD</sup> 4 <sup>TH</sup> & 5 <sup>TH</sup> GRADING SCALE		
LETTER GRADE	NUMBER GRADE	CLASSIFICATION
A+	98 – 100	Excellent
A	92 – 97	
A-	90 – 91	
B+	88 – 89	Commendable
B	82 – 87	
B-	80 – 81	
C+	78 – 79	Satisfactory
C	72 – 77	
C-	70 – 71	
*D+	68 – 69	Difficulty/Failing
*D	62 – 67	
*D-	60 – 61	
*F	(Below 60)	
I	Incomplete	A portion of the coursework was not completed due to special circumstances as determined and approved in a prior planned school-parent meeting
<b>* School Year Cumulative Grade averaging <u>below 70 failed</u> to meet grade-level standards for mastery of a core subject. Refer to the Promotion and Retention and Reenrollment sections.</b> <b><u>A Teacher-Parent-School meeting is required.</u></b>		

## STUDENTS NOT ADVANCING OR NEEDING ACADEMIC INTERVENTION

Curriculum Director. Lack of academic or social emotional development progress will be discussed with the parent, reflected in the Progress Report and Report Card, and notated on assignments, etc. An academic plan and process will be implemented to support students needing intervention. Parents must comply with and support academic intervention and support recommendations and plans.

During each term, parents of students not advancing or needing academic intervention, must schedule a time to consult with the student's Director, Dean of Students, and



6 <sup>TH</sup> & 7 <sup>TH</sup> & 8 <sup>TH</sup> GRADING SCALE		
LETTER GRADE	NUMBER GRADE	CLASSIFICATION
A+	98-100	Excellent
A	92-97	
A-	90-91	
B+	88-89	Commendable
B	82-87	
B-	80-81	
C+	78-79	Satisfactory
C	72-77	
C-	70-71	
D+	68-69	Difficulty
D	62-67	
D-	60-61	
*F	(Below 60)	
I	Incomplete	A portion of the coursework was not completed due to exceptional circumstances
<b>* School Year Cumulative Grade averaging <u>below 70 failed</u> to meet grade-level standards for mastery of a core subject. Refer to the Promotion and Retention and Reenrollment sections.</b> <b><u>A Teacher-Parent-School meeting is required.</u></b>		

## STUDENTS NOT ADVANCING OR NEEDING ACADEMIC INTERVENTION

Lack of academic or social emotional development progress will be discussed with the parent, reflected in the Progress Report and Report Card, and notated on assignments, etc. An academic plan and process will be implemented to support students needing intervention. Parents must comply with and support academic intervention and support recommendations and plans.

During each term, parents of students not advancing or needing academic intervention, must schedule a time to consult with the student's Director, Dean of Students, and Curriculum Director.

## HOME WORK

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CONTACT THE TEACHER ASSIGNING HOMEWORK FOR DETAILS OR PROCESSES.

Guidelines may vary per Division

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

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

For grades **Pk2 through 3<sup>rd</sup> grade**, the parent is encouraged to support the child in developing independence and responsibility through establishing skills such as organization, time management, attention to detail, follow-through, and study skills. Parents must meet with the teacher and Dean of Students & Family Affairs for additional support for their child.

Homework is the **student's responsibility for Middle School Prep & Middle School.**

### Difficulty with Homework

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

Parents, if your child needs **academic intervention such as academic tutoring and or academic skills development (time management, study skills, etc.)**, meet with the teacher and Dean of Students & Family Affairs for the specific needs and a list of tutors.

### Grades - Recording Homework and Classwork

Student grades are recorded in the school's grading system, FACTS/RenWeb, every two weeks of the due date for an assignment, test, quiz, project, etc. If graded work is not received on time, please inquire about the progress of the teacher via email.

### Late, Incomplete (Missed) Homework or Classwork

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

Assignments, whether classwork or homework, not turned in or is incomplete by the assigned due date are recorded as ***Late or Incomplete*** with a grade based on the teacher's grading process as communicated.

Every class has homework standards and processes that meet content standards. Parents should review the classroom homework standards for more details.

The student:

- Must write their name on all work, if work is not identifiable, a grade cannot be recorded.
- Will not receive extra credit or make-up work.
- Is responsible for turning in all homework, and classwork, and meeting deadlines for all academics.
- May be subject to Academic Detention (refer to the Academic Detention section).
- Any necessary modifications to this policy can be made at the teacher's discretion.

### **Attending School-Wide Events & Homework**

We require all of our parents to attend a minimum of three (3) mandatory Parent School Association, Parent University, Pastries with the Principal, or other designated events/meetings as (approved by the school). Failure to do so places the family outside of good standing and jeopardizes the invitation to re-enroll.

**Turning in or completing assignments will not be an excusable reason a parent does not attend a school-wide mandatory event.**

### **Homework Due Date for School Wide Events:**

Students in Pre-K through 5<sup>th</sup> grades whose parents attend required school-wide event meetings will **not** be assigned homework **to be due** the next day. Exception: If the project or assignment was scheduled far in advance of the due date, which will grant sufficient amount of time for the student to have the assignment completed.

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

## ACADEMIC DETENTION

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

### **Process:**

- Academic Detention will be assigned by the class teacher every time a student in a school term fails to turn in, at least **two (2) assignments, in the same class**.
- After being given three (3) additional school days during Study Hall or a designated time as determined by the teacher in the student's schedule to complete and turn in missed assignments, but the student fails to comply, the student will:
  - a) serve Academic Detention, and
  - b) complete the assignment during detention for a **maximum grade of 70** on the completed, turned in assignment.

### **Failure to Attend or comply with Detention Requirement**

The teacher assigning detention will email the parent the details for detention assignment. If the student is unable to serve the detention assignment, the parent is required to send an email to the assigning teacher the day before that the student will not attend.

Regardless of the reason for not attending, the student will be rescheduled for Academic Detention or may receive disciplinary action up to and including Out of School Suspension.

**The maximum number of Academic Detentions per school year is six (6).** Students serving six or more Academic Detentions per school year will be required to have a Mandatory Parent-Teacher-Student-grade-level Director meeting. This excessive number of Academic Detentions may result in consideration for not continuing enrollment with St. Philip's School and Community Center.

### **Loss of Privileges**

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

Any student **serving three (3) or more Academic Detentions** in a school year, at the discretion of the school the student may lose the privilege of serving in leadership including Student Council, Ambassadors, Titans, etc., and or participating in St. Philip's programs and non-St. Philip's special programs, sports or extracurricular activities or any program that may negatively impact time for studying, tutoring, or receiving related support.

# ACADEMIC PROBATION

CONTACT THE DEAN OF STUDENTS FOR THIS POLICY AND PROCESS.

Academic Probation serves as notice to parents and students that it will take a mutual effort from home and school to ensure that parents provide the student with sufficient support to be successful in the School's environment.

Students and parents are required to monitor student grades throughout the grading period and to be aware of the potential for placement on academic probation, should academic performance be considered unacceptable.

Unacceptable academic performance for **Academic Probation** purposes is defined as, grades that are **below average** during a grading period (mid-term/progress grade reporting or report card grading period),

- **less than 70** (3rd thru 5th grade), and **"Needs Improvement"**
- (1st thru 2nd grade)
- Early Childhood Beginning & Developing in core content.

## Approaching Academic Probation

When a student is approaching or at risk of being placed on Academic Probation or at the time the student has obtained unacceptable academic performance, a **mandatory Parent-Teacher-School Meeting is required**.

## Unacceptable Academic Performance (Failing):

Students earning unacceptable academic performance in **one (1) or more core classes** (ELAR, Mathematics, Science, Social Studies, or Advanced Placement, Pre-Advanced) constitute unacceptable academic performance and will be placed on Academic Probation status at the end of the

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

During the school year, if a student is placed on Academic Probation for two (2) or more times for the same course, the student is at risk of failing the course. When approaching failing a course for the school year, ongoing **Mandatory**

If a student is on an Academic Probation status or is at risk of failing a class, tutoring support is not an option; but required at the parent's expense beyond their tuition agreement.

**Parent-Teacher-Student Support Team Meetings are required** to develop an ongoing plan for academic success. While on Academic Probation, student and family must support and comply with an academic plan established by the school. A student who fails the course will be placed on the school's **Academic Block** list and may not be considered for continuous enrollment.

## Loss of Privileges:

During academic probation, at the discretion of the school, the student may lose the privilege of serving in leadership including Student Council, Ambassadors, Titans, etc., and or

participating in St. Philip's programs and non-St. Philip's special programs, sports or extracurricular activities or any program that may negatively impact time for studying, tutoring, or receiving related support.

# MIDDLE SCHOOL ACADEMIC RECOVERY

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## Middle School Academic Recovery Policy (6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> grade students only):

### Purpose

The purpose of this policy is to provide a structured and supportive process for 8<sup>th</sup> grade students who fail a course, ensuring they have the opportunity to recover academically and succeed in their educational journey.

This policy applies to all middle school students who receive a failing grade in any subject identified as a core.

### Policy Details

#### 1. Identification and Notification

- **Identification:** At the end of each grading period, students who receive a failing grade will be identified.
- **Notification:** Parents are required to track their child's academic standing at all times. Parents will be notified in writing within two weeks of the end of the grading period.

#### 2. Academic Recovery Plan (ARP)

- **Development:** An Academic Recovery Plan (ARP) will be developed for each student who fails a course. This plan will be created collaboratively by the student, parents, teachers, Middle School Director, Academic Support Coordinator, and Student Pathway Director.
- **Components:** The ARP will include:
  - Specific areas of improvement
  - Targeted interventions and support (e.g., tutoring at parent's expense, detention for academic support, advisory and study hall intense support, etc.)
  - A timeline for achieving academic recovery
  - Regular progress monitoring and adjustments as needed

#### 3. Interventions and Support

- **Support:** Access to school support will be provided, either during school hours or after school.
- **Mentoring:** Assignment of a mentor (teacher or Student Pathway Director, Academic Support Coordinator) to provide additional guidance and support.
- **Educational Evaluation:** If it is determined the student needs to obtain a comprehensive psycho-educational evaluation, the parent must support the school to obtain needed evaluations.

#### 4. **Progress Monitoring**

- **Regular Check-ins:** Bi-weekly check-ins with the student, parents, and teachers to review progress and make necessary adjustments to the ARP.
- **Assessment:** Periodic assessments to measure improvement and ensure the student is on track to meet the goals outlined in the ARP.

#### 5. **Completion and Evaluation**

- **Completion:** The ARP will be considered complete when the student demonstrates sufficient improvement and passes the previously failed course.
- **Evaluation:** An evaluation meeting will be held to review the student's progress and determine any further support needed to maintain academic success.

#### 6. **Parental Involvement**

- **Communication:** Regular communication with parents to keep them informed of their child's progress and any changes to the ARP.
- **Engagement:** Parental involvement and compliance is required, not an option, in supporting their child's academic recovery efforts.
- Lack of parental support in this endeavor may be an indicator the school is not the best fit for the family, which may result in a block for continuous enrollment.

### **Responsibilities**

- **Students:** Actively participate in the ARP and utilize the provided resources and support.
- **Parents:** Support their child's academic recovery efforts and maintain communication with the school. Ensures child completes and turns in assignments.
- **Teachers:** Provide targeted instruction and support as outlined in the ARP.
- **Director, Student Pathway Director, and/or Academic Support Coordinator:** Coordinate the development and implementation of the ARP and monitor student progress.



## PROMOTION AND RETENTION

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CONTACT THE DEAN OF STUDENTS FOR MORE DETAILS ABOUT THE  
POLICY AND PROCESS.

For Middle School students refer to “*Middle School Academic Recovery Policy*”

All students should possess strong work ethics, good attendance, demonstrate initiative and motivation, and have a love of learning for success at St. Philip’s School and Community Center. The curriculum or instruction or assessments are not modified for any student, which also includes students with a Student Academic Intervention (SAI) Plan.

All students must master the school’s grade-level skills that are necessary according to the criteria established by the school’s standard curriculum.

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

- a. Academic (formative and summative) assessments,
- b. Standardized assessments,
- c. Student Support Services Team review,
- d. Academic, developmental, and/or cognitive progressive history,
- e. A grade average above 70,
- f. Response to intervention,
- g. Educational evaluations, when applicable,
- h. Parent’s support, commitment, and compliance, and
- i. Observation and review of the student by other faculty members and the SSS Team.

### **Considerations for Retention**

A student approaching failing or who has failed to master content will follow the School’s established process for intervention to determine retention. Throughout the school year, parents of these identified students must comply with the academic, emotional, behavioral, or cognitive development recommendations given by the school.

Retention is to maintain the same grade level and not to be promoted to the next. There are many factors to consider to determine if retention is an option, including but not limited to age, developmental stage, student’s abilities, response to invention, parent compliance and support, etc.

Non-compliance may result in a block for continuous enrollment.

Further considerations may include, but are not solely limited to, yet at the determination of the School:

- Retention with the development of and adherence to a *Student Support Promotion and Retention Action Plan*, if not previously developed.
- Be required to receive a comprehensive psycho-educational evaluation by the School's approved skilled, trained, certified educational diagnostician or school psychologist or licensed specialist school psychologist, if determined the School will be able to support the results of the evaluation.

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

### **Retention Recording**

For any student who has been retained and chooses to withdraw from St. Philip's School and Community Center, the child's grade-level for retention will be recorded on the student's official school records.

### **Referral: Retention is not an option**

Based on established processes, when retention is not an option, the parent of a student who is or may be developmentally, behaviorally, emotionally, cognitively, or academically unable to perform adequately, or consistently demonstrates difficulty in mastering skills, or is below St. Philip's grade-level standards and has been provided interventional support may be counseled

to transition to a school designed to provide the resources, services, and or level of instruction needed for the student's needs.

The school's curriculum or instruction or assessments are **not** modified for any student, which also includes students with a Student Academic Intervention (SAI) Plan.

St. Philip's School & Community Center seeks to support students of all learning needs. However, we are not a school that offers special

education, direct support for learning disabilities. Although not a school specializing in learning disabilities, remedial support, special education, or emotional, or behavioral disorders, we seek to offer practical and reasonable assistance for all students.

## STUDENT SUPPORT SERVICES (SSS) - ACADEMICS

CONTACT DEAN OF STUDENTS FOR MORE DETAILS.  
Guidelines are subject to change without prior notice.

St. Philip's School & Community Center seeks to support students of all learning needs. However, we are not a special education or learning disability school and do not have the equivalent fiscal, instructional, and human resources to support the varied needs of such diverse learners. Students needing special education, intense remedial academic or behavioral support and services are best served at a school that offers their needed resources to support a child's needs. This is essential for prospective families to consider before enrolling.

The school's curriculum or instruction or assessments are ***not*** modified for any student, which also includes students with a Student Academic Intervention (SAI) Plan.

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

Before enrolling or after enrolling, students with diagnosed learning differences or disabilities, the parent must contact the Dean of Students to discuss best needs and support they will need for their child. This meeting will outline the school's available resources (human and fiscal), student's independent abilities to utilize resources, accommodations needed, feasibility reasonable and practical support, etc., and if the School is the best fit for the child.

The parent must provide the Dean with the students diagnostic report that outlines the following:

- their child's complete results of the comprehensive psycho-educational evaluation,
- speech-language evaluation results,
- occupational therapy evaluation results,
- social, emotional/mental wellness behavior reports goals and results,
- any previous evaluation completed reports to include, but not limited to 504/Individual Educational Plan/Admission Review Dismissal reports, Full Individual Educational evaluation related reports, etc.,
- attention deficit hyperactivity disorder (ADHD) or related medical results, and
- all reports should include home and school accommodation, recommendations, and essential strategies needed for the child.

Without the above referenced data, the school will not be able to determine if support can be provided to the student with diagnosed needs; therefore, support may not be provided. The Dean of Students will consult with the Student Support Service Team members to determine if the school is able to provide reasonable and practical support for a student to experience success at St. Philip's School.

**Accommodations:** Only SAI students may be eligible to receive identified and prescribed *reasonable* and *practical* accommodations per the comprehensive evaluation results received by the school's Dean of Students & Family Affairs. Accommodations do not change or

modify the content of instruction, give the student an unfair advantage, or change the skills or knowledge that a test or assessment measures. All recommendations listed by the evaluation results report may not be eligible to be provided at St. Philip's School & Community Center. Some services may need to be at the parent's expense.

The School does not *modify* the curriculum, instruction, assessments/test/quizzes, etc., grades, or standards.

### **Referral for Support Services**

The School does not offer the services of a designated special education resource support teacher, learning lab, speech, occupational therapy, ABA related therapy, academic tutors, or resource push-in teachers. Therefore, the School may provide a list of service providers for parents to consider for services such as dyslexia therapy, reading specialist, speech, occupational therapy, hearing, oral language (receptive and expressive), dysgraphia, dyscalculia (math specialist), mental health or behavioral wellness, or whatever is identified in the child's evaluation report. The School does not endorse individuals or companies, but the referrals are solely for information and consideration for parents to assess if the provider meets their needs. Parents are responsible for any financial expenses for any and all related support services (including tutoring) beyond their tuition agreement.

Outside providers may be eligible to support the students on-campus, as determined by the school. On-campus support must follow school guidelines and standards for the least disruptive environment and setting and meet school standards. This on-campus support is a privilege, not a right.

Any expenses incurred for related services is the full responsibility of the parent, beyond their tuition agreement.

All recommendations, suggestions, accommodations or needed resources listed by the evaluation results may not be eligible or provided at St. Philip's School & Community Center.  
Many services needed for the child may be at the parent's additional expense, which is over and beyond the parent's tuition agreement.

## **Remedial / Interventional Tutoring**

Tutoring is **not the completion of homework** due to the student's lack of time to complete, academic enrichment, or test-taking strategies.

Based on content assessments, the content teacher or the admission assessment may identify students that need remedial intervention.

### **New Student Academic Intervention Support**

Some new students may be identified to receive academic or behavioral/mental wellness

intervention (including tutoring) to give them the best possible opportunity for success. Parents must obtain tutoring immediately upon acceptance for enrollment at St. Philip's and if determined to be needed, throughout the school year.

The guidelines and details and processes for compliance with required or recommended tutoring must be obtained from the Dean of Students.

### **Academic Extra Help**

Students are encouraged to meet with their class teacher for extra help during their study hall or advisory period or designated time established by the teacher.

**No extra credit** will be given to allow for grade improvements. The school does not modify assignments or grades.  
No exceptions.

### **Middle School Prep & Middle School Students**

Students having difficulty and needing extra help in a class are held responsible for meeting with the teacher and advisor. Students must take the initiative to meet with the teacher. Designated times are in the student's schedule to receive support from their teachers.

### **Best Fit Determinations**

There are several reasons why a student might not be a good fit for the School. Here are some common factors to consider, this is not an exhaustive list,:

- If the School is not able to meet or support the varied needs (emotional, cognitive, academic abilities, special education, learning disabilities, etc.) of the student
- If the student is failing grade level standards,
- Parent is non-compliant or supportive in school policies, agreements, or supporting the school with the success of the child's needs.
- If the parent chooses to not continue enrollment.
- After consulting with the school, the school may guide the parent in considerations to determine the best fit for the student academic and social emotional progress.

## STUDENT BEHAVIORAL – MENTAL WELLNESS SUPPORT

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CONTACT THE SCHOOL COUNSELOR FOR MORE DETAILS
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Behavior support encompasses, but is not limited to **social-emotional learning, mental health, and behavioral** intervention guidance for the student and the family.

### **Changes in Behavior**

If your child is experiencing any change in the normal routine at home; for example, severe illness, divorce, death in the family, or a new baby, parents are strongly encouraged to have a parent-school meeting with the classroom teacher, or Grade-Level Director, or School Counselor, or Dean of Students, or Medical Administrator as soon as possible.

Abrupt changes in a child's routine can affect the child's academic work and social interaction with teachers and peers. It is helpful for us to know about important changes so we can extend a response appropriately with compassion.

### **Referral for Support:**

When a student engages in ongoing disruptive behavior, habitual misconduct, continuous school violations or non-compliance to rules and regulations, etc., the School may refer the student and family for support. A student may be referred to participate in on- or off-campus support services by the parent, the School Counselor/Student Pathway, Dean of Students, Medical Administrator, or Principal's designee. Behavior support services may include, but are not limited to:

- Social Emotional Learning (SEL) skill group sessions
- Brown Bag Social Emotional Learning (SEL) Lunch or ASC sessions
- Peer Mediation, as established
- Counseling (individual and/or family), (on or off campus) at parent's expense
- Group workshops conducted by trained professionals (on or off campus)
- Executive-function skills are the foundation for self-regulation and social-emotional competence.

Any expenses incurred for related services is the full responsibility of the parent, beyond their tuition agreement.

### **Behavior and Behavior Intervention Plan (BIP)**

When deemed needed, a specialized **Behavior Intervention Plan (BIP)** may be developed (as reasonable and practical for the school). As guided and developed by an outside professional source with the aid of the School Counselor and Dean of Students, a Behavior Improvement Plan (BIP) may serve to curtail unacceptable behaviors thus reducing disciplinary actions.

The parent must support the child's attendance and participation in the BIP to address behavior or discipline concerns. The BIP may include for the student and for the family the following components:

- behavior improvement targeted areas,
- goals and objectives of the BIP,

- responsibilities of the student, family, and teacher,
- timelines for measurable improvement, and
- recommendations for lack of progress by timeline.

The implementation of a BIP does not circumvent other disciplinary actions, including suspension or withdrawal from enrollment.

### **On-Campus Service Providers**

The school may consider service providers to provide on-campus services to students. Outside service providers may be permitted on-campus to offer support as a privilege, not a right. Every year, the school must approve all service providers before they commit to serving on the School's campus. On-campus support provided by non-school providers must follow school guidelines and standards for the least disruptive environment, harmonious collaboration, and conducive setting and scheduling. All outside service providers must pass the school's background check process. At their expense, all persons serving students in this capacity must successfully pass the School's fingerprint background check. Third-party counseling services are at the parent's expense beyond the tuition agreement.

## COUNSELING PROGRAM

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CONTACT THE SCHOOL COUNSELOR FOR MORE DETAILS.
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### **Encouraging The Whole Child**

Our Counseling Program supports each child to help them develop a positive self-image, take personal responsibility, and procure skills that enable them to be academically, socially, and emotionally successful. Our counselor interacts on an individual level with students, but also with groups.

### **Focus of the School Counselor**

- Serve to implement strategies to encourage, motivate, and build the self-esteem of a child
- Help student to reduce and eliminate conflict with others
- **The school counselor does not executive diagnostic assessments or provide a diagnosis.**
- **The school counselor does not provide ongoing, long-term sessions with students. Parents are responsible for acquiring and maintaining long-term counseling support for their child.**
- The school counselor may schedule one or more contacts (not ongoing) with a student to encourage, educate, and equip the student with strategies, intervention plan, and corrective actions to address areas identified.
- The school counselor will support and guide the school in making corrective and restorative disciplinary decisions.
- The school counselor may consult with the parent, teacher or Grade-Level Director, or the Dean of Students to determine how to best serve or make referrals or recommendations for the student.

### **Referrals and Scheduling**

A parent, faculty members, or students can self-refer to visit with the school counselor. The school counselor will provide guidelines and process standards.

### **On-Campus Service Providers**

Most long-term counseling or therapeutic services needs are referred to outside service providers. The school will meet with the parents to discuss the need for referral services.

Service providers may be considered to provide on-campus services to students. Outside service providers may be permitted on-campus to offer support as a privilege, not a right. Every year, the school must approve all service providers before they commit to serving on the School's campus. On-campus support provided by non-school providers must follow school guidelines and standards for the least disruptive environment, harmonious collaboration, and



conducive setting and scheduling. All outside service providers must pass the school's background check process. At their expense, all persons serving students in this capacity must successfully pass the School's fingerprint background check.

**Social Emotional Learning (SEL)**

The Second Step™ is a developmental and sequential curriculum designed to promote school and life success and prevent problem behaviors. Skills are reviewed and expanded on each year, gradually becoming more complex as students get older. This structured SEL curriculum is implemented in the classroom, in small groups for students, and in collaboration with faculty regarding student needs. The SEL includes topics such as healthy relationships, time management, organizational and study skills, stress management, bullying, relational aggression, anxiety, self-esteem, and problem-solving skills. Brain Builders taught throughout the SEL program focus on developing these skills by teaching children to pay attention, use memory, and manage behavior.

## ACADEMIC EXCURSIONS

CONTACT THE GRADE LEVEL DIRECTOR FOR MORE DETAILS.

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

All related matters regarding logistics, snacks/lunches, fees/cost, homework assignments, health conditions and treatments, etc., associated with academic excursion will be communicated by the Grade Level Director.

Parents are responsible for making sure their child has lunch or required funds to purchase lunch during Academic Excursions when required.

**Cell Phones: Unless otherwise specifically specified, student cell phones and related electronic devices including SmartWatches are not allowed on school trips.**

### Grades

Students received assignments for which they will earn grades. Participating in academic excursions is not an option.

All students are expected to attend academic excursions.

Grades and assignments must be fully completed and submitted according to established guidelines.

### A Privilege and not a Right

Students are to be orderly, mannerly, polite, respectful at all times, and abide by the class standards and school policies. All children must display exemplary behavior while on all excursions.

Students who consistently misbehave in the classroom or on excursions will lose the privilege to participate in these enriching experiences. No paid funds will be reimbursed. For some students to be able to attend Academic Excursions, an approved parent may be asked to attend, at their expense, and be their child's direct chaperone.

### Attendees

Parents or approved adult attendees must have a completed, satisfactory criminal history background check on file in the Human Resources (HR) Office. Any out-of-pocket expense for the academic excursion (field trip) for those attending must be paid by the parent by the determined deadline.

Parents, or other non-approved adults, cannot attend overnight Academic excursions nor travel along with the school in a caravan, etc., with no exceptions. Non-St. Philip's students or St. Philip's siblings not in the class cannot attend St. Philip's Academic Excursions. Approved

parents or approved adult attendees may attend certain designated Academic excursions as approved by the Grade Level Director.

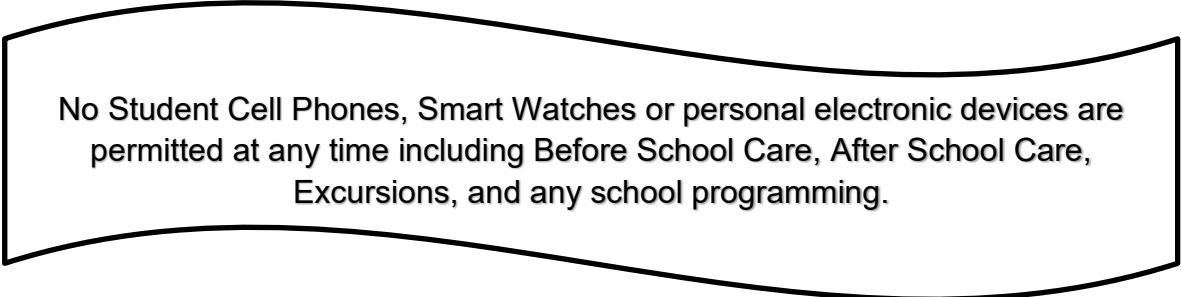
Regarding absences from Academic Excursions, refer to the *Attendance* section.

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

The Principal and grade-level Director will establish guidelines for selecting chaperones. Those guidelines will be shared with attendees and parents during the orientation for the excursion.

### **Medical & Health Matters**

Parents must consult with the Medical Administrator regarding all medicine, health, and mental wellness needs of a child for overnight trips.



No Student Cell Phones, Smart Watches or personal electronic devices are permitted at any time including Before School Care, After School Care, Excursions, and any school programming.

## HIGH SCHOOL PLACEMENT

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CONTACT THE STUDENT PATHWAY DIRECTOR & MIDDLE SCHOOL DIRECTOR FOR MORE DETAILS.
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SPSCC offers a high school placement program that partners with parents and empowers students to find their ideal fit for high school. Families learn about prospective schools during our High School Fair, where admission representatives from local schools visit SPSCC to showcase their programs. We encourage students to go a step further and spend a day at prospective schools to learn about curricula, meet current students and faculty, and hear about extracurricular activities.

In preparation for standardized tests required for admission to independent schools, we offer an eight-week test-prep course to help students become comfortable with the testing process and learn time-management strategies. This personalized approach provides extensive support that leads to successful high school placement and prepares families for making college choices further down the road.

### **HS Admission Assessments for SAI Students**

Parents of students taking the private school entry assessments, must ensure their child meets the requirements and deadlines for application. If a child currently receives student academic intervention (accommodations) at the School, the parent must meet the standards and deadlines to complete the required documentation for accommodations for the assessment.

## DISCIPLINARY OVERVIEW

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Contact the Dean of Students for more details. Disciplinary section is subject to revisions without notice.  
Consult with the Teacher for Classroom Disciplinary Consequences guidelines.

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

**In matters involving behavior, discipline, academics, or health, the school will only meet with the parents.**

### **Teacher Availability - Communication**

When implementing serious disciplinary consequences, parents can expect communication from the teacher whenever serious consequences are being applied. The teacher's school day is structured with classroom instruction throughout each day, therefore, communication to the parent may not be issued until after the school day or teachers will respond to communication within two (2) school business days. When you need to contact teachers, please remember that teachers will be communicating with many students as well as other parents and that communication should be essential, succinct, and self-aware.

**The terms infractions, violations, and incidents are often used interchangeably.**

Students should:

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

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

- Each student is to be treated with respect and given every opportunity to learn self-control and self-discipline.
- All members of the faculty and staff should be models of good manners for students to observe.
- Students should be taught to respect their teachers and all of the staff of St. Philip's.
- Teachers cannot teach and students cannot learn in an environment of disorder, confusion, and rudeness.
- A 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.

- Any student who does not abide by the school rules, or whose conduct is such that the learning process or welfare of the other students is adversely affected, is subject to Disciplinary Consequences outlined in this policy.

Disruptive behavior, habitual misconduct, continuous school violations, or non-compliance with rules and regulations of the school will not be tolerated and will be addressed according to the Parent-Student Handbook. Any unacceptable behavior that is not outlined will be addressed at the discretion of the School Counselor, Grade-Level Director, and or Dean of Students.

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

Parents who want to discuss interventions in response to student behavior should schedule a parent school conference with their child's Grade Level Director.

### **Parental Support & Communication**

We believe that parents bear the primary responsibility for teaching their children the right behavior and attitudes, and we will depend heavily on parents to help if there is a behavior problem. Students, parents, and school personnel all have a role in making schools safe and must cooperate to achieve success.

As role models, parents and school personnel should exhibit the behaviors that they would like to see students emulate. All parents and visitors should be models of good manners for students to observe.

There must be maximum consultation and communication between the school and the home. Parents who want to discuss interventions in response to student behavior should directly contact their child's teacher to schedule a conference.

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

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

### **Teacher Availability - Communication**

When implementing serious disciplinary consequences, parents can expect communication from the teacher whenever serious consequences are being applied. The teacher's school day is structured with classroom instruction throughout each day, therefore, communication to the parent may not be issued until after the school day or teachers will respond to

communication within two (2) school business days. When you need to contact teachers, please remember that teachers will be communicating with many students as well as other parents and that communication should be essential, succinct, and self-aware.

### **Disciplinary Review Team (DRT)**

The DRT members may include the teacher, grade-level Director, Counselor, and the Dean of Students. Disciplinary consequences imputed are at the initial discretion of the teacher based on their classroom rules; however, based on the frequency of behavior incidents and or the egregious actions an incident may be reviewed to the DRT.

The DRT is **not** required for all incidents. The DRT will support only on an *as-needed basis*; therefore, DRT will not review every infraction.

The DRT may serve in developing a Behavior Intervention Plan (BIP) for a student.

### **Disciplinary Mitigating Factors**

Disciplinary Consequences implemented may depend upon the student's:

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

### **Grade-Level Classroom Rules**

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

### **Reporting & Referral**

Any infraction/incident whether listed in this policy or not (not limited to disruptive behavior, habitual misconduct, continuous school violations or non-compliance to rules and regulations, etc.) can be reported or referred for Disciplinary Consequences by any member of the school personnel such as a teacher, staff member, administrator, Before and After School Care worker, tutor, and designated school supporters.

Most discipline matters will be reported by the classroom or the specialized teacher, but any egregious behavioral concerns may be referred to the grade-level Director and or Dean of Students.

**Not every minor Type A infraction will be reported to the parent. Frequent Ongoing, Non-correcting Infractions will be reported to the parent.**

**Not all Infractions and Disciplinary Consequences will be reported through the school disciplinary communication system.**

**After a progression of incidents, the parent will be contacted by the reporting teacher and/or Grade Level Director depending on the nature of the incident.**

### **Investigating Matters – On Campus or Office Campus Incidents**

The following investigating matter may not be sequential in action, but is outlined for the purpose of indicating investigation are taken before implementing corrective action, disciplinary consequences, or making referrals, if needed, to any governing agencies.

Upon receiving reports of infractions/incidents that occur on campus or at a school-sponsored activity or that may occur off campus and related to school, the matter will be taken seriously and will be investigated confidentially and promptly.

Infractions/incidents that occur outside school hours and away from school property or school-related functions may be investigated if reported to the school and relate to the school. The parents of other involved students may also be notified. Any person to whom a complaint is made shall immediately advise the Grade-Level Director, or Dean of Students that a complaint has been made. Appropriate corrective action will be taken based on the outcome of the investigation.

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

### **Searches & Inspections**

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

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

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

Contraband confiscated in searches shall not be returned to students and when appropriate as required by law will be reported to govern authorities. A student possessing contraband may be subject to disciplinary consequences up to and including expulsion. Failure of a student or



parent to comply with a request to search the student's person or belongings will result in disciplinary consequences up to and including expulsion.

### **Physical Restraint**

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

### **Parent Contacting Other Parents**

Parents in this section refer to those that are not serving as an official member of the school, such as the teacher, administrative staff, or support personnel role (including substitute teachers and tutors). Additionally, parents are strongly encouraged to not contact other school family members or students to address an incident or behavior concern.

Parents are not allowed to and may not reprimand, interrogate, or harass another family's child or a family while the child is in the school's care. Parents must immediately report known disciplinary concerns or behavior infractions/incidents to the student's teacher or Grade Level Director or Dean of Students.

## BEHAVIOR VIOLATIONS/INFRCTIONS

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Contact the Dean of Students for more details. Behavior section is subject to revisions without notice.  
Consult with the Teacher for Classroom Disciplinary Consequences guidelines.

### **Academic Integrity/Dishonesty**

Students are expected to produce original work that honors copyright laws and that reflects the student's ability and mastery of an assignment.

Academic dishonesty includes cheating or copying the work of another student, plagiarism, unauthorized verbal or non-verbal communication between students during an examination or assignment, and tampering with, changing, or altering a record or document of a school by any method, including, but not limited to, computer access or other electronic means.

Academic dishonesty includes the use of artificial intelligence related sources.

The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, student's abilities, or information from students.

- **Artificial Intelligence** is the use of artificial intelligence (AI) to generate or complete assignments is not approved unless stated in the instructions by the teacher. Students may not use AI tools for assignments. Students must produce their own, original work. The use of AI related tools to generate assignments is considered academic dishonesty. Refer to the Discipline section and the *Technology Agreement* regarding the use of Artificial Intelligence for academic purposes. Students are required to submit *authentic* work. AI is constantly changing. The school will adapt as existing AI tools evolve and new tools are introduced.
- **Cheating** refers to the act of using an unauthorized source on an assessment or assignment whether on or off campus. Cheating also includes a student knowingly allowing another student to cheat, exchanging answers with others when prohibited, or looking at another student's work to obtain answers.
- **Copying** refers to the act of duplicating any part of another student's work (including, but not limited to, plagiarism, assignments such as mathematics homework, lab reports, vocabulary homework, and so on) and passing it off as one's own. Students may collaborate on assignments when permitted by the teacher for that assignment; however, in student collaboration, each student involved must be a participant in finding the answers for their assignment. Students who willingly email, text, or provide their work to another student to use will also be held responsible for their part in the infraction.
- **Miscellaneous Aid** refers to receiving assistance through artificial intelligence, websites, services, etc. that knowingly aid students in completing written assignments and related schoolwork. Students should submit *authentic* work.

- **Copyright Compliance**

Fair Use covers many school uses of copyrighted material, but it does not cover everything. If you aren't sure if something you are using qualifies as Fair Use, please talk to the school librarian for guidance, or read more about Fair Use at <https://www.copyright.gov/fair-use/more-info.html>. Refer to <https://www.copyright.gov/title17> for the most current information about U.S. copyright laws.

## **Bullying**

Bullying (As defined by the state of Texas Education Code, definition subject to revision.)

(A) means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the applicability requirements, and that:

(i) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property.

(ii) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

(iii) materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or

(iv) infringes on the rights of the victim at school; and

B) includes cyberbullying.

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

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

It is important for each student to report any bullying or threats to the nearest teacher or either the principal and/or School Counselor, and/or Dean of Students as soon as possible so school officials may take appropriate action.

## **Cyberbullying**

Cyberbullying (as defined by the state of Texas Education Code subject to revision) means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

1. bullying that occurs on or is delivered to school property or the site of a school-sponsored or school-related activity on or off school property.
  2. bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
  3. cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
    - a) interferes with a student's educational opportunities; or
    - b) substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.
- Cyber-bullying includes, but is not limited to:
  - Sending or posting threatening, obscene, profane, embarrassing, inflammatory
  - Disrespectful messages, pictures, or videos to or about a student
  - Impersonating another student online or misrepresenting one's identity to another.
  - Posting false or defamatory information about a student
  - Making a personal attack against a student

Cyberbullying often occurs through various social media outlets when students are not in school. As a general rule, the school does not monitor how social media outlets or personal electronic devices are used by students in communicating with or about other students. This responsibility falls on the parents of children enrolled at the school to immediately report such behavior to the principal and/or School Counselor, and/or Dean of Students. While the school discusses proper social media usage with its students, the parent is in the best position to educate and influence their children about the proper use of social media.

If cyber-bullying occurs outside of school by a student or over social media or similar outlets and is reported to the Counselor and/or Dean of Students the parent may be called in to discuss the issue, and students may be subject to Disciplinary Consequences.

Students who are bullied, cyberbullied, or harassed, and students who are aware of or witness, such as bystanders, should report the behavior to a trusted teacher, the Counselor, and/or Dean of Students as soon as possible so that it can be addressed. A parent who believes their child has been the target of bullying shall report the offense to the Counselor and/or Dean of Students and or Principal.

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

### **Harmony Relationship due to Discipline / Behavior**

Per the *Parent Responsibility Agreement & Harmony/Communication Policy* and *Continuous Enrollment Agreement* a positive working relationship between the school and parent is a key component to the student's success. The school reserves the right not to continuously enroll a student/family if the school concludes that violations of the *Parent Responsibility Agreement & Harmony/Communication Policy* and *Continuous Enrollment Agreement* have occurred. Additionally, a family can be withdrawn due to non-compliance with the *Parent Responsibility Agreement and Harmony/Communication Policies and Continuous Enrollment Agreement*.

### **Harassment**

Refer to the Title IX Policy for more about Harassment.

*Harassment (as defined by the state of Texas Education Code)* means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating [or suggestive] conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.

Conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Any student who believes he/she has been subjected to harassment or who has witnessed harassment must immediately report the incident to either the Dean of Students or the Director of Human Resources.

It is important for each student to report any harassment or threats to the nearest teacher, Division Leader, Principal, or either the Dean of Students or the Director of Human Resources as soon as possible so school officials may take appropriate action.

Except as provided elsewhere in this part, no student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular program, training, or other education program or activity operated by St. Philip's School & Community Center.

If you have concerns about harassment, meet with the School Principal to express your concerns.

**Hit List**

*Hit List (as defined by the state of Texas Education Code subject to revision)* means a list of people targeted to be harmed, using:

- (A) a firearm;
- (B) a knife; or
- (C) any other object [or physical body] to be used with intent to cause bodily harm.

**Lying**

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

**Retaliation**

*Refer to Title IX Policy for more on Retaliation.*

Retaliation is subject to the definition of governing state and federal authorities. It may include any revenge, intimidation, classwork, or negative action directed against an individual who reports harassment, bullying (cyber-bullying), or school violations or provides information during an investigation.

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

Any student who feels they are subjected to retaliation should report the retaliation to the teacher, the Principal, Counselor, grade-level Director, and/or Dean of Students. The student's parents may make the report.

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

### **Telephone Use (Smart Watches, Cell Phones, ECD, etc.)**

Refer to other policies and standards outlined in this Handbook.

The School shall not assume any responsibility for theft, loss, or damage of a cell phone or ECD, or unauthorized calls made on a cell phone, at the school, or any school-sanctioned activity (e.g., athletic events, Before School Care, After School Care, school-wide events, and performances).

Recording (audio or video) or photographing another person without their expressed permission.

After receiving permission, students may use the classroom teacher's classroom phone for emergency calls only. Students cannot be called out of class to accept calls.

Students may not wear Smart Watches or use cell phones or other electronic communication devices (ECD) at school.

The School strongly recommends that students NOT bring their cell phones to school. If a parent elects to allow a child to bring a cell phone to school (this **must be preapproved** by the Dean or Principal). If approved, the device must remain turned off and in the student's backpack. Setting the cell phone or ECD to vibrate, no ring, or special high octave ring tones are not a substitute for having the device turned off. The time between classes or study halls is no exception to the rules.

If a phone is discovered to be on the student's person, on the student's desk, or turned on during prohibited hours it will be

- Confiscated School key stakeholders reserve the right to inspect the contents of the phone if confiscated.
- turned in to the principal, and
- placed in a sealed envelope until the end of the day. Only the student's parent can get the cell phone released from the principal or Dean.

A second offense will result in the student not being allowed to bring the cell phone back to school and serving Detention or disciplinary consequences.

Unless otherwise specifically specified, cell phones and related devices are not allowed on school trips.

Parents must refrain from texting, calling or emailing students during the school day. In case of an emergency, parents must contact the front desk, student's grade level director, or the classroom teacher.

**Vandalism**

is subject to the definition of governing state and federal authorities. Vandalism or Destruction of Property may include littering, defacing, or damaging school property or the property of others. The parent or the student's financially responsible persons will be required to pay for damages. The student will be subject to Disciplinary Consequences. When appropriate, the incident (s) may be reported to law enforcement.



## TITLE IX POLICY

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### **Nondiscrimination Disclosure**

St. Philip's School and Community Center admits students of any race, color, national and ethnic origin, sex, gender, and sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. Similarly, St. Philip's admits qualified students with disabilities who can, with minor adjustments, be provided an appropriate education.

St. Philip's does not condemn, condone, or discriminate based on race, color, religion, sex, gender, sexual orientation, disability, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. No student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination based on a protected characteristic as established by applicable federal, state, or local law, under any academic, extracurricular program, training, or other education program or activity operated by St. Philip's School and Community Center.

St. Philip's Title IX and Nondiscrimination Coordinator is the Principal.

### **Nondiscrimination and Anti-Harassment Policy**

St. Philip's School and Community Center (St. Philip's) is committed to an environment in which all individuals are treated with respect and dignity. Everyone has the right to work and learn in a professional atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, St. Philip's expects that all relationships among persons in the school will be respectful and free of explicit bias, prejudice, and harassment.

The purpose of this policy is to prevent and address unlawful harassment, discrimination, and retaliation. St. Philip's will make every reasonable effort to ensure that all concerned are familiar with this policy and are aware that any complaint alleging a violation of the policy will be investigated and resolved appropriately.

Any parent or student who has questions or concerns about this policy should talk with the Title IX and Nondiscrimination Coordinator, the Principal, 214-421-5221.

Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the policies of St. Philip's prohibit discrimination and harassment based on sex, gender, sexual orientation, race, color, national origin, disability, and age in admissions, recruitment, financial assistance, employment, compensation, athletics, facilities, access to curriculum and course offerings, and counseling services.

## **Sexual harassment**

Sexual harassment is not tolerated at St. Philip's. For this policy, "sexual harassment" is defined as unwelcome verbal, written, or physical conduct of a sexual nature or based on sex when: a) submission to such conduct is made either explicitly or implicitly a condition of aid, benefit, or service of the school, or b) such conduct is sufficiently severe, persistent, or pervasive as to effectively deny, limit, or interfere with the student's ability to participate in or benefit from the school's programs. Sexual assault, dating violence, domestic violence, and stalking based on sex are also prohibited forms of sexual harassment.

## **Harassment**

Harassment based on any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written, or physical conduct that is based on an individual's race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that is sufficiently severe, persistent, or pervasive as to effectively deny, limit, or interfere with the student's ability to participate in or benefit from the school's programs.

Harassment is conduct that denigrates or shows hostility or aversion toward an individual based on a protected characteristic, such as epithets, slurs, and stereotyping; threatening, intimidating, or hostile acts; jokes, ridicule, and mockery; and written or graphic material shared at school or using school technology.

## **Retaliation**

St. Philip's encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of St. Philip's to investigate such reports promptly, equitably, and thoroughly. St. Philip's prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

## **Individuals and Conduct Covered**

This policy applies to all applicants, parents, students, employees, volunteers, and contractors at school and any school-related activity.

## **Complaint Procedure**

St. Philip's encourages reporting of all perceived incidents of discrimination, harassment, and retaliation, regardless of the offender's identity or position. Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should report to the Principal, the Title IX and Nondiscrimination Coordinator. If a student or parent reports such conduct to any staff member, that staff member must notify the Title IX and Nondiscrimination Coordinator.

St. Philip's encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving incidents of harassment and discrimination.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly, equitably, and thoroughly. The Title IX and Nondiscrimination Coordinator will appoint an investigator. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Individuals alleged to have engaged in harassment, discrimination, or retaliation will be provided notice of the allegations and an opportunity to respond.

St. Philip's will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. Pending the conclusion of the investigation, St. Philip's will take reasonable steps to preserve equal access to the educational program, protect the safety of all parties, and deter harassment, which may include, without limitation, counseling, extensions of deadlines, modification of schedules, additional supervision of certain areas of campus, and no-contact directives.

The investigator will report factual findings, using a preponderance of the evidence standard, to the Title IX and Nondiscrimination Coordinator. The Title IX and Nondiscrimination Coordinator will make a determination with respect to whether the policy has been violated. Both parties will be notified of the outcome of the investigation.

Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriately. Responsive action may include, for example, educational programming, referral to counseling, or disciplinary action including suspension or expulsion.

If a party to a complaint does not agree with its resolution, that party may appeal to St. Philip's executive director. Any appeal should be submitted within 10 business days of receipt of the notice of outcome.

False and malicious complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

###

## TOILET (POTTY) INCIDENTS

CONTACT THE EARLY CHILDHOOD DIRECTOR OR AFTER SCHOOL CARE COORDINATOR FOR MORE DETAILS.

In compliance with governing agency, the health and safety of the student body demand that by the age a child is eligible to attend St. Philip's School & Community Center they are required to be completely toilet trained. It is the requirement that all students be independently toilet trained upon the start of the school year. Upon admission to St. Philip's, all students must be independent in taking care of all their bathroom needs, including changing clothes independently.

The school has established procedures to for restroom schedule,

Specifically stated:

- Students must be able to independently recognize the need to use the toilet and get to the toilet on time without having an incident.
- The school does not and will not aid in toilet training. Students must be able to get on and off the toilet without assistance.
- Students must be able to use the toilet provided by the school without the help of a potty/toilet chair or training seat.
- Students must wear traditional underwear to school, **not pull-ups** or other absorbent undergarments.
- Students must be able to put undergarments up and down on their own.
- Students must handle their hygiene needs independently, including managing their clothing, toileting, remarkable cleanup, and washing hands.
- School personnel will **not** handle a student's bodily waste.

### **Reporting Protocol:**

If a student violates this policy, the following protocol will occur:

- The teacher will notify the Early Childhood Director Leader or the ASC Coordinator. The teacher will document the incident and the school's behavior incident and notify the parent. The Director will have a formal meeting with the parents.
- The Afterschool Care staff will notify the ASC Coordinator. The ASC Coordinator will document the incident in the school's behavior incident FACTS/Renweb system. The ASC Coordinator will have a formal meeting with the parents.

### **Cleanup Actions:**

- Parents must reply within one hour of contact to take immediate action to ensure their child is clean and the building area is clean, and the child has a change of clothes.
- School or ASC staff will direct the student to independently clean up the area and their body and change into clean clothes.
- The parents are responsible for ensuring the student always has a full set of clothing including the school's uniform available in the classroom.
- The student will place their soiled clothing items in a plastic container/bag to return home.

- If the student cannot independently clean and change into clean clothes, the parent will be contacted and is required to come and change the student or pick the student up from school.
- All Early Childhood (EC) students are required to always have an extra set of their full uniform in their classrooms.

### **Assessment and Enforcement**

We do understand that young students may have toilet “*accidents*”; however, after evaluating the circumstances, **ongoing incidents are not “*accidents*” and thus not acceptable.** Any health condition or emotional matter (whether diagnosed or not) that may be a contributing factor should be addressed with the child’s healthcare provider and information shared with the school’s healthcare clinic staff.

- After the third (3) incident: The Early Childhood Director, homeroom teacher, (and Afterschool personnel, if warranted), and the parent will have a required meeting the day of or the next scheduled school business day. The outcome of the meeting is to:

In consideration of safety and hygiene, parents or their approved representative (listed in the FACTS/Renweb system) must come to the school immediately within one hour of the school’s call or contact.

assess and identify any school factors that may be contributing to the incident,

- discuss the student’s readiness for school and determine if the student may continue enrollment for the remainder of the school year,
- develop an action plan for the family to implement for the child to ensure no further potty incidents occur at school, or
- serve as a formal notice that future incidents may result in the student’s withdrawal from enrollment until the child has been completely trained.

Essential faculty members and the parent will review the circumstances and or move forward with withdrawing the student from enrollment at the school. With the student’s withdrawal, financial commitments must be fulfilled in compliance with parent responsibility agreements and enrollment policies.

Same school year consideration for being accepted for enrollment is contingent on the child being completely trained, class availability, the family’s compliance with school policies, financial commitments, and other matters identified by the School.

### **Withdrawal/Unenrolled:**

This policy relates to the entire school day (including Before School Care and After School Care) for continued enrollment. Students not meeting this requirement at the beginning of the school year enrollment may be rescinded and admission will be reevaluated for the following school year. All tuition paid will be non-refundable.

## SAFETY & SECURITY

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CONTACT THE CHIEF EXPERIENCE OFFICER FOR MORE DETAILS
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Security and safety are paramount for the school and require all to support measures to ensure safety and security. Everyone regardless of position, tenure, responsibility, or recognition must support these provisions. The school appreciates your patience and understanding as appropriate measures are taken to maintain safety and security for all.

Building / Facility Operations oversee and coordinates all operational, crisis, and safety matters. Related policies are subject to change and can be obtained from Building / Facility Operations.

- **Crisis Action Plans/Emergency Operations Plans:** Contact Chief Experience Officer for processes.
- **Fire Drills/Emergency/Evacuation Drills:** Contact Chief Experience Officer for processes.
- **Parking Lot & Carpool:** Contact Chief Experience Officer for violations and safety and Principal for processes.

### **Entering and Exiting Building**

Parents, students, and visitors enter and exit through the Life Center front main entrance doors ONLY (located on the I-45 access road) during the school day. Only school personnel and authorized persons may enter and exit through other school doors. All other school doors should not be used for entering and exiting with children unless they are under the direct supervision of school personnel, whether it is an emergency, emergency drill, or for a time approved by school personnel (such as before school care enters through the Snyder gym).

Non-school personnel should not open the doors or allow anyone to enter the buildings through any door without the direct approval of school personnel. Ongoing violators are subject to receiving a Violation Notice.

### **Check-In & ID Badges**

- Building entrance and access policies are subject to change at any time, without prior notice.
- Every parent and persons age 18 and over entering the building must complete the check process at the receptionist's office or Welcome Center regardless of the number of times entered throughout the day.
- A parent or visitor must not proceed throughout the building unless authorized by the front reception or Welcome Center staff and wear a current school-issued ID badge

during the visit. For parents, replacement badges may be subject to a replacement fee. For parents, ongoing violators are subject to receiving a Violation Notice.

- Any adult observed on campus without an ID or visitor badge will be asked by any school employee to report to the Welcome Center immediately to obtain a badge.
- All parents and visitors are expected to demonstrate the highest standards of courtesy and conduct.
- Disruptive or disharmonious behavior will not be permitted.

### **Visiting the School**

Visiting the School this policy exists to ensure the safety of all of our students and may not be waived for any reason; however immediate modifications for security purposes can be changed without prior notice. 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:

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

Visits to individual classrooms during instructional time are permitted only with prior approval of the grade-level Director or Principal's designee and classroom teacher.

Sign out at the front receptionist desk / Welcome Center before you leave the school grounds.

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

### **People In the Building**

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

Parents and visitors are encouraged to not congregate in areas that may hinder class instruction or general assemblies or support a disharmonious atmosphere. Parents are encouraged to not congregate in the Before School Care areas, wait in classrooms, in the hallway, or around the reception front desk/ Welcome Center area. Visitor or Parent badges must be worn at all times while in the building.

# STUDENT AND PARENT DEVICE CONTRACT

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CONTACT THE CHIEF EXPERIENCE OFFICER FOR MORE DETAILS & PROCESS.

## **Student and Parent Device Contract**

St. Philip's School and Community Center is committed to preparing our students for a 21st-century global society. To that end, we provide a **Microsoft Surface Go 3** (students PK-5<sup>th</sup>) or **Microsoft Surface Laptop Go** (students 7<sup>th</sup> - 8<sup>th</sup>) and **Dell Chromebook 3120 2n1** (6<sup>th</sup>) hereafter referred to as "**Student Device**", to students enrolled in the school with the goals of:

- Increased opportunities for collaboration, communication, and creativity
- Increased student engagement in a personalized learning environment
- Increased use of technology to enhance teacher instruction
- Improved access to both teacher content and robust internet resources to foster the acquisition of knowledge and skills

## **Student Device Expectations and Guidelines**

The use of school-supplied Student Devices at St. Philip's School and Community Center (herein referred to as "SPSCC") is a **privilege** that comes with **responsibility**. Student Device computers are assigned to students enrolled at SPSCC to enhance learning. Student Devices are to be returned in the same condition as received, at the conclusion of the school year, or when requested by any SPSCC official. An expected amount of normal wear and tear is acceptable and will be determined by SPSCC with each device. SPSCC guidelines for Acceptable Use of Technology apply to all students and staff using Student Devices, regardless of physical location. Inappropriate use or neglect of a Student Device, case, sleeve, charger, keyboard, the Internet, web-based tools, and/or any installed software could result in the loss of Student Device privileges and/or further consequences. **Loss of privileges will not change classroom expectations and/or assignment completion.**

## **Expectations for the Use of Student Devices**

Every student is responsible for the appropriate use of his or her Student Device no matter the location of the device. Remember, the device is at all times the property of SPSCC, not a student's personal device. The Student Device is to be used for educational purposes only.

- Student Devices are to remain at school and are not to be taken home at this time (6<sup>th</sup> - 8<sup>th</sup> grade students are permitted to take their devices home).
- Consider your Student Device like a pile of cash. Students are responsible for keeping track of the Student Device and taking precautions to keep it safe. Make certain the device is stored properly in the appropriate slot in the charging station at the end of the day (if applicable).
- Take every step possible to make sure that the device is safe and in working order. Make certain the device is carried properly and NEVER left unattended.
- The top four repair requests for Student Devices are cracked casing, cracked screens, frayed charger cables, and damage to the keyboards. To avoid these issues:
  - Do not place anything on the keyboard before closing the lid (i.e. pen, pencil, disks).
  - Always carry the Student Device by the attached handle, or within a provided case/cover.



- Attach the power cord and/or USB devices carefully, slowly, and properly. NEVER yank or pull any device in a hurry or unsafely.
- DO NOT eat or drink while using your Student Device.
- DO NOT use anything to wedge under the keys or pluck the keys off of the keyboard.
- DO NOT leave the Student Device open and unattended.
- Students should not carry Student Devices while the screen is open.
- If students notice that something is wrong with the device, they are expected to report to a teacher immediately.
- Families will be financially responsible for the repair or replacement of damaged, stolen, or abused hardware or materials. The responsibility will be less than the retail cost of each component depending on the level of damage. In addition, students will be subject to disciplinary action as determined by SPSCC officials. The replacement cost for each component is below.
  - 6<sup>th</sup>-8<sup>th</sup> Grades
    - Dell Chromebook (6<sup>th</sup>) - \$450 USD
    - Microsoft Surface Laptop GO - \$500 USD
    - Microsoft Surface Laptop GO Cover - \$55 USD
    - \*Microsoft Surface Laptop Hardcover - \$40
    - \*Microsoft Surface Laptop Go Screen Protector - \$16

***These items are optional and available for purchase. It is highly encouraged to purchase these items as they are being made available to prevent damage based on incidents mentioned in this contract.***

- PK-5<sup>th</sup> Grades
  - Microsoft Surface GO 3 - \$350 USD
  - Microsoft Surface Pen (stylus) - \$85 USD
  - Surface Pro Type Cover (keyboard) - \$85 USD.
- Students will not take photos or record videos of any persons unless they have the specific consent of a teacher and all persons in the photos or videos.
- Student Devices must remain free of any writing, drawing, stickers or labels not provided by the school. Students must keep their device clean and must not use anything (e.g., finger, pen, pencil, etc.) to clean it other than approved computer screen cleaners.
- Do not place books or other items on top of the device. Make sure nothing is between the screen and keyboard when the Student Device is shut closed.
- Only use the device for schoolwork. You must sign into your school-issued Google education account. No other accounts (Google or otherwise) may be accessed on the school-issued Student Devices at any time.
- Students should never share their account passwords with anyone outside of parents or an SPSCC administrator.
- Web-based student accounts (Google Suite and all other web-based tools) are provided by the school and SPSCC reserves the right to archive, monitor, and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent, or received on the “stphilips1600.org” email system.
- All communication using email and comments on another’s work is expected to be business-professional. Students should maintain high integrity with regard to e-mail content such as using appropriate language that is not abusive, offensive, or profane. Do not send mass emails, chain letters, or spam.

- Students are not permitted to tamper with or delete any history of websites visited on their Student Devices. SPSCC reserves the right to perform periodic checks and/or reviews of Internet site visits.
- Students are not permitted to remove the Student Device from the stphilips1600.org domain.
- Technology, including but not limited to the Student Device itself and any ancillary tools such as earbuds, are not to be shared among students.
- Students should not personalize their devices in any way. This includes backgrounds, name icons, decals, screensavers, and downloading any software, application, or shortcuts that have not been explicitly allowed by the teacher.
- Students are NOT to update Chrome OS without permission.
- Access to the Chrome Web Store is prohibited. Apps, therefore, cannot be added without permission.
- Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the SPSCC policy.
- The use of the Student Device will not breach the Technology and Acceptable Use Policy found in the St. Philip's School and Community Center Parent-Student Handbook.

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### **Digital Citizenship**

Students must follow the following six conditions of being a good digital citizen:

- **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation, or relationships I post. I will not be obscene.
- **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
- **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
- **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and will not visit sites that are degrading, obscene, racist, or inappropriate.
- **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate the information. I will use and abide by the fair use rules.
- **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open-source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

## **Go Guardian**

- When and how does GoGuardian operate?

GoGuardian's web-based services operate when a student is signed in to their school-managed account while using a supported device (i.e., when a student is logged into their school email address). St. Philip's School and Community Center will be utilizing GoGuardian on all Lower to Middle School campus-issued devices.

St. Philip's School and Community Center helps protect your child during school hours. A school session indicator (school house icon) appears in the student's browser when GoGuardian is active to help students understand when GoGuardian is "on".

- What are the school's responsibilities?

St. Philip's School and Community Center selected GoGuardian services to help our students stay safer and more focused online. We will continue to work with students during class time to help teach them digital responsibility and safety. Additionally, we will train teachers about how to operate GoGuardian and about our policies and procedures to help protect student privacy.

- What are my parental/guardian and child's responsibilities?

We ask that students use their school-managed accounts and devices for educational school purposes ONLY at ALL times. Refer to the St. Philip's School and Community Center's Acceptable Use Policy for devices.

When a student is off campus, parents are responsible for supervising internet access and usage. We encourage you to discuss rules for appropriate internet usage with your child and reinforce lessons of digital citizenship and safety with him or her.

- How does GoGuardian help protect my child's privacy?

To help your child remain focused and safe online, GoGuardian collects certain personally identifiable information about your child. GoGuardian has consulted with privacy experts, participates in privacy organizations, is a proud signatory of the [2020 Student Privacy Pledge](#), and has been awarded certifications by [iKeepSafe](#) for complying with both Family Education Rights and Privacy Act and California student privacy laws (which have served as a model for many other states' student privacy laws). For more detailed information about GoGuardian, you may visit GoGuardian's [website](#), [Trust & Privacy Center](#), GoGuardian's [Product Privacy Policy](#), and GoGuardian's [COPPA Notice and Disclosure Form](#).

- St. Philip's School and Community Center cannot be held accountable for any information that is retrieved via our network.

## **Inappropriate Behavior\***

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

- Users may not attempt to disable or bypass the School content filter, including the use of wireless internet cards or personal hotspots.
- Users may not install unauthorized network access points or other connections that may not effectively integrate with existing infrastructure.
- Users may not launch denial of service attacks using personal or work technology, or hack or engage in behavior that attacks the network or internet access.

- Users may not illegally access or manipulate the information of a private database/system such as grade books and other student information systems.
- Users may not send, save, view, forward, or create harassing or offensive content/messages. The School's policies against harassment, bullying, and discrimination against students and employees apply to the use of technology.
- Users may not use their accounts for non-school-related activities including but not limited to:
  - Using the Internet for financial gain, personal advertising, promotion, non-government-related fundraising, or public relations.
  - Using School technology resources for political advertising, or religious proselytizing.
  - Using School email or School-provided/managed services for personal gain, to engage in actions deemed inappropriate to others subject to School policy.

\*In addition to the behavior described above, the Principal, Technology Educator, School's Chief Experience Officer, and Principal's designee or related school personnel are responsible for determining what is considered to be inappropriate use of the School computer network. They may request to disable a user's account or network access at any time. Student discipline will be referred to campus administration.

Governing authorities may be notified when laws may have been violated regarding technology, internet, cyberspace, etc.

### **ACKNOWLEDGMENT AND AGREEMENT**

I have read and will abide by these **Responsible Use Guidelines**. I understand that if I fail to comply with these Guidelines, I will be subject to appropriate disciplinary consequences which could include suspension of my user account(s) and network access as well as other disciplinary/legal action including but not limited to: being withdrawn/expulsion, criminal prosecution and/or penalty under appropriate state and federal laws. The parent and student agree to these guidelines and to follow them as a condition of access to School Technology Resources.

**Through the continuous enrollment agreement, the parent acknowledges consent for his/her child to have access to these services under School supervision and the student's and parent's agreement to comply with the provisions outlined.**

## PARENT RESPONSIBILITY AGREEMENT

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

***I will:***

- Attend all mandatory Parent-Teacher Report Card Conferences as outlined in the Parent-Student Handbook and I understand that they are mandatory. Failure to attend may result in my child's dismissal or non-re-enrollment. (Middle School students must attend the conference.).
- Monitor my child's academic, social, and emotional progress and will communicate with the teacher as needed. In matters involving discipline, academics, or health, the school will only meet with parents.
- Maintain communications with my child about his/her involvement with all school assignments and activities. (i.e., folder, notes home, newsletters, etc.).
- Partner with and support the faculty and staff in providing effective, consistent, and firm discipline.

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

***I will:***

- Carefully read, abide by, and reference the St. Philip's Parent-Student Handbook.
- Attend the required, mandatory three (3) meetings: Parent School Association (PSA), Parent University, or Pastries with the Principal. If I cannot attend, I will send an email to notify the school and send a representative on my behalf.
- Attend and participate in school activities throughout the year. These activities include but are not limited to Meet the Teacher event, Chapel, North Texas Giving Day, Saint of the Week, Curriculum Night, mandatory Parent-Teacher Report Card Conference, Parent School Association meetings, Parent University, Pastries with the Principal, and other events reported on the school calendar or other communication source.
- Keep abreast of all school activities by reading the various school-home communication sources made available to me to also include accurate emails from faculty/staff, and checking my child's backpack/folder, Remind daily of important classroom communication, and student academic materials.
- Provide conditions conducive to learning. Those conditions include regular, on-time, and full-day attendance. Encouraging your child to put a high priority on education and working with your child daily to make the most of the educational opportunities the school provides. Arranging your child's doctor's appointments after school hours.
- Discuss directly with your child's teacher and key lead teachers any concerns you may have about your child's academic progress and social, emotional, and behavioral concerns.
- 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.
- Read classroom rules and standards with your child so that there is no question regarding scholastic and behavioral expectations.

- Maintain in FACTS/RenWeb accurate residence, telephone, email address, parents' employment, emergency contacts, pick-up contacts, and any circumstances that affect the welfare and the safety of the child.
- Adhere to the Parent Responsibility Agreement & Harmony/Communication Policy and *Continuous Enrollment Agreement*.

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

***I will:***

- Volunteer for school events and extracurricular activities.
- Commit to giving to the Family Annual Fund/North Texas Giving Day.
- Participate in the Parent Student Association school fundraising event.
- Commit to inviting at least one (1) family to a St. Philip's School event to support our recruitment efforts.
- Commit to engaging in the Community Center activities.

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

***I will:***

- Maintain a positive and enhancing attitude and environment for my child.
- Stimulate, promote, and engage in only positive dialogue with other parents, teachers, administrators, volunteers, and visitors, and NOT create or participate in disharmony in the school environment or outside the school (to include media outlets) environment that negatively impacts the school or its employees (as determined by the school).
- Maintain a positive and non-disruptive attitude and manner during all school-related events and communications.
- Be respectful and cooperate with the school concerning all decisions affecting the student.
- Continued enrollment of a student is contingent upon the parents and child abiding by school policies, procedures, agreements, rules, and the decisions of the administration.
- At the school's discretion, parental behavior of a parent which impedes the school's ability to meet its educational objectives or makes a positive or constructive relationship impossible may result in suspension or expulsion of a student, separate and apart from the student's conduct. No refund of tuition or fees will be made if a student is required to withdraw or is expelled as a result of noncompliance with the school's policies and or actions of the parent or other legally responsible adult.
- Adhere to the Parent Responsibility Agreement & Harmony/Communication Policy and *Continuous Enrollment Agreement*.

## HARMONY / COMMUNICATION POLICY

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

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

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 are to be manifested in the content of what we write and especially restrained by what we say to each other or about our fellow children of God. Our tone, timing, temperance, and appropriate place are vital to serving as guideposts to govern our communications and maintain harmony amongst the St. Philip's School community.

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

***Ephesians 4:29***

Failure to comply with the Parent Responsibility Agreement & Harmony/Communication Policy and *Continuous Enrollment Agreement* will result in a review by the St. Philip's School Harmony Committee. The review process may be circumvented on a case-by-case basis at the discretion of the above-mentioned, due to the nature or severity of the offense.

Consequences may range from notification of disharmony by the committee, to permanent family dismissal and exclusion from St. Philip's School and Community Center (to include Community Center, Academic Enrichment, Athletics, and related functions).

At the school's discretion, any behavior of a parent which impedes the school's ability to meet its educational objectives or makes a positive or constructive relationship impossible may result in suspension or expulsion of a student, separate and apart from the student's conduct. No refund of tuition or fees will be made if a student is required to withdraw or is expelled as a result of the actions of the parent or other legally responsible adult. In matters involving discipline, academics, or health, the school will only meet with parents.

Facts about a disharmonious incident or concern must be submitted in writing to the Dean of Students and Family Affairs. A Harmony Review Team will obtain and review data, hold meetings, and recommend action to be taken.

## **ENROLLMENT/CONTINUOUS ENROLLMENT AGREEMENT**

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

In enrolling my child, I am committing that his/her education is and will remain a priority.

### ***I, as a Parent,***

- will comply with school rules regarding suspensions and detentions as outlined in the Parent-Student Handbook.
- understand that if the school determines that I am not fulfilling my responsibilities, my child may be asked to leave St. Philip's School and Community Center and the full amount of tuition and fees are binding.

### **Teacher Availability - Communication**

When implementing serious disciplinary consequences, parents can expect communication from the teacher whenever serious consequences are being applied. The teacher's school day is structured with classroom instruction throughout each day, therefore, communication to the parent may not be issued until after the school day or teachers will respond to communication within two (2) school business days. When you need to contact teachers, please remember that teachers will be communicating with many students as well as other parents and that communication should be essential, succinct, and self-aware.

### **STATEMENT OF COMPLIANCE**

This Statement of Compliance is for the student and the parent(s) to acknowledge that they agree to adhere to the Parent-Student Handbook.

In the event of change due to a pandemic, regardless of the learning plan option chosen, you understand and acknowledge that all of the school's policies and procedures apply to students and parents while participating in distance or remote learning, hybrid, self-paced, or on campus. Parents will communicate these responsibilities to your child(ren), and you will ensure that your child(ren) complies with all school policies.

During virtual learning, you understand and acknowledge that your child's image, likeness, or voice; your image, likeness, or voice; as well as images, individuals, conversations, and other sounds in your home that are visible or audible in the background of their webcam's transmittals, may be transmitted or recorded during participation in distance learning or meetings conducted via any video platform, and you expressly consent to such transmittal and recording. From time to time, classes and meetings conducted through recordable video platforms such as Zoom, Google Suite, or other video platforms may be recorded by the school for educational purposes and may be shared with other students or employees of the school. Recording of classes or other online interactions with a student or students is not permitted in any manner by anyone other than a representative of the school without permission in writing from the principal.

The school has reviewed all applications and web services used in the coordination and delivery of distance learning against our internal standards for student data privacy. You understand and acknowledge that while minimal, there may be risks related to the use of



Zoom, Google Suite, or other videos, online, or learning platforms and you recognize and accept those risks. You further acknowledge that you have had the opportunity to review the Privacy Policy and Terms of Use for these video platforms, which can be found on their websites.

You consent to all the terms herein and the Parent Student Handbook and give your child permission to participate in the school's various learning platform opportunities using Zoom, Google Suite, or other video or online learning platforms. You acknowledge and represent that you have read and fully understand it, and agree to its provisions, on behalf of yourself, and as the parent or legal guardian of your child, on behalf of the child.

### **AGREEMENT AND ACKNOWLEDGEMENT**

The parent's enrollment or continuous enrollment of their child(ren) at St. Philip's School and Community Center is their acknowledgment of the Parent-Student Handbook and serves as the parent's and child's agreement to comply with and support St. Philip's School and Community Center.

## **HANDBOOK & AGREEMENTS**

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In compliance with the Continuous Enrollment Agreement, it is required that the parent and the student know and at all times follow the school rules, procedures, policies, and/or regulations contained in any handbook or other published document and agree to be bound and abide by the terms, provisions, obligations, and requirements thereof, including the St. Philip's School Statement of Faith, which encompasses the Creed, Statement of Faith, the Doctrinal Statement of Faith, and the Morality Statement of Faith.

Parents and students understand they must comply and follow all of the rules, procedures, policies, and/or regulations set out in these various handbooks and/or other documents, such handbooks and/or other documents are not contracts, nor are they intended to be so construed. The school reserves the right to modify and/or amend the contents of any handbook and/or other published document at any time during the year.

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## FACULTY ASSIGNMENTS FOR 2024-2025

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Refer to the school's website or Human Resources Director for the Faculty Directory.