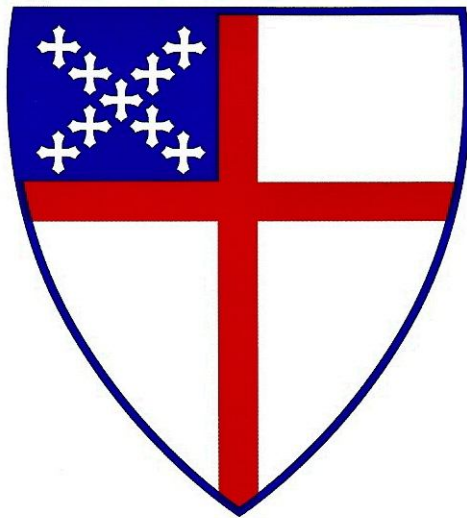


# St. Philip's Episcopal School

## Parent and Student Handbook Of Policies and Procedures 2011-2012



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# St. Philip's Episcopal School

## Parent/Student Handbook of Policies and Procedures

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**St. Philip's Episcopal School**  
**Parent/Student Handbook of Policies and Procedures**  
Revised 2011

## **School Information**

**Mission Statement:** St. Philip's Episcopal School is dedicated to providing a Christian environment where students learn the necessary academic skills to pursue a lifetime of learning.

**History:** St. Philip's Episcopal School was started by a group of dedicated parents and parishioners that desired to foster their children's education in a Christian environment. In September of 1961, St. Philip's opened its school with 35 students in two classes: kindergarten and first grade. Knox Hall, containing three classrooms, was erected in 1966. A third grade class was started in the 1978-1979 school year. For two years in the mid 1980's, fourth and fifth grade classes were added. Then in 1994, land and two buildings adjacent to the school were donated to St. Philip's which allowed for a new school office and the addition of fourth, fifth, and sixth grade classes in what was to be named Hattie Hall. In 2000, a Sports Court was completed. In 2002, a third building, named Woodward Hall, was donated and housed second and third grade. In 2004, a building was purchased for a Resource Center that houses the School Library and Computer Lab. In 2006, the Church purchased two buildings, Miss Irene Hall, adjacent to the playground for the school to use as classrooms. These buildings house the second and third grade classes and the Special Classes classroom. At present, St. Philip's conducts classes from 3k through second grade, with approximately 56 students enrolled. Over the years, St. Philip's Episcopal School has promoted an environment of serious study in a loving Christian environment. The school has maintained simplicity over the years and focuses on its mission to its students and the community.

**Goals and Philosophy:** St. Philip's Episcopal School is a nonprofit day school offering a superior education for students from three years old through the second grade. St. Philip's promotes intellectual, spiritual, physical, emotional and social growth, and encourages the involvement of families in the life of the school. Because St. Philip's is a Christian school, we strive to help children grow in the knowledge and love of God and Jesus Christ. It is our hope that with this knowledge, our children will pursue an active role in God's world, accepting their responsibilities as children of God. The school also attempts to help children grow as social beings in understanding, compassion, and cooperation with others.

**Accreditation:** St. Philip's Episcopal School is accredited through the Southwest Association of Episcopal Schools (SAES) which is an organization recognized by the Texas Education Agency (TEA), the National Association of Independent Schools (NAIS), and the Texas Commissioner of Education.

**Administrative Overview:** The Board of Trustees serves as the governing body of the School, and functions as a committee of the Vestry of St. Philip's Episcopal Church. The Board of Trustees is the policy making body for St. Philip's Episcopal School and is responsible for the organizational structure which provides proper management, fiscal responsibility, and strong academic and religious programs. The Board of Trustees is responsible for hiring the Principal after final approval from the Vestry. The Board is responsible for the selection, supervision and evaluation of the Principal, yet it is not active in the day-to-day operation of the school.

The Board Chair of Friends and Family of St. Philip's Organization is a voting member of the Board of Trustees and is subject to the confidentiality guidelines governing a member of the Board of Trustees.

The Rector of the Church leads all meetings of the Board of Trustees, or designates the Senior Warden or another Trustee to preside.

The principal carries out policies set by the Board of Trustees for the maintenance of a parochial school of the highest academic standards and in accordance with the mission. The principal cooperates with and supports the clergy of St. Philip's Episcopal Church to insure the spiritual growth of the students. The Principal reports monthly upon the state of school to the Board of Trustees and to the Vestry.

The principal hires the Teachers and Staff and they report directly to the principal.

**School Board Meetings:** Every meeting of the School Board is open to parents, teachers and guardians. Meetings are held the second Monday of each month. However, the Board may conduct or may move into "executive session" or closed meeting for the following purposes:

- Legal Consultations
- Purchase of property
- Prospective gift or donation
- Personnel Concerns
- Student concerns
- Adoption of assessment instruments

If an "executive session" is necessary, separate minutes are recorded. A final action, decision, or vote on a matter deliberated in a closed meeting is made only in an open meeting.

**Friends and Family of St. Philip's:** St. Philip's Episcopal School parent organization, Friends and Family of St. Philip's, is open to all parents, guardians, relatives or students, church members, and alumni. The primary goal of Friends is to support administration, teachers, and students of the school in whatever manner is needed: volunteer hours,

updating curriculum, assisting in long-range planning, substituting, and providing refreshments for special events.

Friends and Family of St. Philip's is able to offer many of these activities by organizing fundraising events. Each year Friends has a Scholastic Book Fair and St. Philip's students sell Sally Foster wrapping paper. Every other year, Friends hosts a grand fundraiser that may feature a dinner, musical entertainment, live auction and silent auction.

### **PARENTAL RESPONSIBILITIES**

Parents play a vital role in the success of the operation of the school as well as their child's education. Parents are reminded of the following responsibilities:

- Proper uniforms and appearance of their children.
- Notifying the school of any health changes, guardian changes, telephone or address changes or any family situation that might affect the child's academic progress or behavior at school.
- Ensuring children arrive on time and are picked up on time

**Facilities:** Knox Hall houses the 3K, pre-kindergarten, and kindergarten classes. Hattie Hall houses first and second grade. Briscoe Hall is the area used daily for lunch and special programs. The Resource Center houses the Computer Lab and Library. Music and Science is held in the Youth Room. The Sanctuary is used for chapel services on Tuesday and Thursday mornings at 8:10 a.m. – 8:40 a.m.

### **Use of Facilities:**

**Sports Court Use Policy:** With the approval of the principal, the School Board, the Rector, or the Vestry, parents of St. Philip's children and other organizations may use the sports court for activities such as basketball practice, etc. as long as the activity:

- Is scheduled through the school office;
- Is non-profit in nature;
- Has adequate adult supervision at all times;
- Does not interfere with any school or church-related activities; and
- Provides a supervised clean-up after the event

There is a refundable deposit of \$50 to obtain a key to the facility. Please contact the school office for more information.

**Briscoe and Grace Hall:** With the approval of the principal, the School Board, the Rector, or the Vestry, Friends and Family of St. Philip's may use these conference areas to conduct meetings. Please contact the church office for more information.

### **ALUMNI AFFAIRS:**

Alumni students are very important to St. Philip's Episcopal School. They are a testament to the wonderful education, academically and spiritually, that we provide here at St. Philip's Episcopal School. All students become members of the Alumni

Association. We encourage alumni to stay in touch with current addresses and keep us informed about their activities so we may continue to celebrate their lives.

**ANNUAL GIVING:**

Private schools across the country face the dilemma that tuition provides only a percentage of the operation expenses of running a school. St. Philip's is no different. Almost every piece of equipment or materials that are used to educate your children needs to be refurbished, replaced or updated each year.

It takes every family doing its fair share to ensure a quality education for all the children.

St. Philip's Episcopal School has an annual giving campaign to help us continue to provide a superior education for our students. We look to parents, alumni, grandparents, parishioners, community members, faculty, staff and board members to participate. The focus is on participation, not the amount of the gift. Gifts of all sizes are appreciated. All gifts made towards the Annual Giving campaign are tax deductible!

# School Office Information

**School Office Hours:** Monday – Friday (except school closure days)  
7:45 a.m. – 4:00 p.m.

**Admissions:** St. Philip's School serves children who are enthusiastic about learning and who can adapt to classroom routines. Admissions are made without regard to race, national origin, or religious beliefs. Applicants transferring into St. Philip's for admittance into the first through second grade will be admitted utilizing standardized test scores, the child's past educational records, and testing from St. Philip's Episcopal School. The school requires each applicant to score at least in the 70<sup>th</sup> percentile in the reading and math sections of the Iowa Test of Basic Skills.

**Admission Procedures:**

Registration:

- Application for Admission
- Registration Fee (Full Payment due before June 1)
- Copy of Birth Certificate
- Immunization Records
- Copy of Social Security Card
- Returning Students – Tuition must be current and all fees up to date

Registration Priority:

- Currently enrolled students
- Siblings of enrolled students
- Teacher's children
- Children of active Episcopalians
- Alumnus' children

Exceptions:

Class size will be limited to 12 students for 3K, 14 students for Pre-K, 16 students for kindergarten and first grade, and 18 students for second grade.

Classes will not exceed the limit unless one of the following exceptions occurs:

- The retention of a student from the previous grade
- A priority for the employment of a full-time teacher who has a child or children in the pre-kindergarten through second grade

The School Board retains the right to make a final decision on the exceptions to class size.

**Age Requirements:** On or before September 1<sup>st</sup> of the school year of enrollment, each child must be:

3k	3 years old and potty trained
Pre-kindergarten	4 years old
Kindergarten	5 years old
First Grade	6 years old



files include transcripts, testing scores, admissions date, correspondence, and reports that have been shared with parents or guardians.

**Special Needs:** We will be happy to cooperate with you in resolving normal discipline problems and in helping your child recover from the usual childhood accidents or injuries. Due to our limited facilities, we reserve the right to deny admission to special needs children, such as the mentally challenged, emotionally disturbed, or the severely handicapped.

**Safety:**

**ALL Visitors:** Parents/ volunteers, field trip drivers, non-staff workers, etc., must sign-in at the school office and receive a "visitor's pass" before they will be allowed to enter the classroom buildings.

**Gate/Door Closures:** The gate into the parking lot on Getty Street and the gate into the playground on Mesquite Street are to remain locked during school hours.

The front doors of Hattie Hall and Knox Hall are to remain locked during school hours.

**Trip Drivers:** All drivers of students must complete a form for a record check, have a current driver's license, submit a copy of their insurance if driving their car and be approved by the principal. Forms are available in the school office.

**All Volunteers:** All St.Philip's Episcopal School volunteers must have attended the prevention of sexual misconduct course entitled, *Safeguarding God's Children*. If you, or someone you know is interested in volunteering and has not attended this course, please contact the school office for more information.

**Use of Telephones:** Students will NOT be allowed to use the school telephones in the classrooms or Briscoe Hall. Students will not be allowed to call about forgotten homework, lunch or to arrange after school social activities. If a student needs to bring a cell phone to school, the student must turn off the cell phone and bring it to the school office before 8:00 a.m. Students may pick up their cell phones at the end of the school day.

**CHAIN OF COMMAND**

- Give the staff the benefit of the doubt. Realize that the child's reporting may be emotionally biased and may reflect only one side of the story.
- Realize that we have reasons for all rules and that we enforce them as consistently and fairly as possible. Please do not criticize the school in front of your child, as this will reduce his/her respect for authority in general, resulting in less willingness to cooperate.
- A student and/or parent is urged to discuss problems first with the child's teacher. If this proves unsatisfactory, a meeting may be arranged with the teacher, student, the parents, and the principal. Responsibility for the final resolution rests with the principal. The principal may also present problems to the Rector. If it cannot be resolved, the matter may be taken to the School

Board. Problems pertaining to the overall operation of the school should be addressed to the Administration.

*Seriously disruptive behavior on the part of the parent or student could result in dismissal of student from the school.*

### **CHANGE OF ADDRESS**

Any change of address or phone number should be reported immediately to the school office.

**Transportation:** St. Philip's Episcopal School does not provide transportation to or from school for its pupils. If you are interested in arranging a carpool, your child's teacher or the secretary can provide you with addresses of children in your neighborhood who are also attending our school.

**Off Campus Field Trips:** Students at St. Philip's Episcopal School have numerous opportunities throughout the school year to attend educational field trips. It is important that students take advantage of these opportunities, and attendance on such trips is expected. In the event that a student is unable to attend the field trip, the teacher will give an assignment that will provide the student with a learning experience similar to that provided during the field trip. Students must wear uniform on day trips.

**Release of Children:** The St. Philip's Episcopal School Application for Admission states that your child or children will be released only to persons named by you. Parents/Guardians must either write a note or contact the school office by 2:30 p.m. when there is to be a change in the routine. Special circumstances will be given careful consideration.

**Medication:** If the school is to administer prescription medications, the parent must bring the medicine to the school office in the original container, labeled with the doctor's name, doctor's instructions, and child's name. We **cannot** administer any medication, prescription or nonprescription without your written permission.

If your child becomes ill at school (100 degrees or more of temperature, throwing up, or diarrhea), we will make them comfortable and will contact you to pick up your child. **If the above conditions occur, the child must go home.** In an emergency, we will obtain immediate care and notify you as soon as possible.

### **Communicable Diseases**

Keep your child at home if any one of these conditions exists...

- Temperature of 100 degrees or more within the past 24 hours (without Tylenol or other anti-fever medication).
- Vomiting or diarrhea within the past 24 hours.
- When strep is suspected, but the results of a throat culture are not yet known.
- A positive throat culture for strep; student should be on antibiotic treatment for 24 hours before returning to school.

- Any symptoms of acute illness such as persistent cough or runny nose accompanied by body aches.
- A red eye with crust, mucous or excessive tearing (until diagnosed by a physician and treated with medication for 24 hours if “pink eye”).
- Any skin lesion with honey-brown crusts (until diagnosed by a physician and treated with medication for 24 hours if “impetigo”).
- Skin Lesion: A mildly itchy ring shaped pink patch with a scaly, raised border and a clear center (until diagnosed by a physician and treated with anti-fungal cream if “ringworm”).
- Any rash (unless determined to be non-communicable by physician).
- If your child requires any medication for pain stronger than Tylenol or Ibuprofen, they should not attend school.

### **Illness:**

*Chicken Pox*—May return 6 days after last crop of vesicles; vesicles must be crusted.

*Head Lice*—Students may return when appropriately treated with a pediculocide. No pediculocide is 100% effective; therefore removal of all nits is essential to prevent infestation. Please notify the school if your child has been treated for head lice. It is advisable for parents to check their child’s hair for head lice weekly.

*Fifth disease*—Children with fifth disease are not excluded from school, however, parents should notify the school office.

Physician’s notes are required for students to return to school if they have had *German Measles, Measles, Mumps, Hepatitis A and B, or Meningitis.*

### **Return to School:**

These guidelines will help parents determine if a child should attend school or other activities. Your child should look and behave like him/herself for 24-48 hours before returning to school. A sick child who returns to school too soon is at risk for picking up other infections due to lower immunity. A child who is still sick is likely to infect other students and staff. Please notify the school if your child develops any communicable condition such as: Strep Throat, Chicken Pox, Pinworm and Head Lice.

*\*\*Remind your child about frequent hand washing. It is the most effective means of preventing the spread of a communicable disease.\*\**

### **Immunizations**

All children must be current on required immunizations as set forth by Texas state law in order to register. Parents of current students will be notified when their children’s immunizations are overdue and will have 30 days in which to provide proof of immunization to the school office. All immunization dates are part of the child’s permanent record.

### **Vision, Hearing and Spinal Screenings**

Vision and Hearing screenings are administered to students each year in the Pre-K 4's through 2<sup>nd</sup> grade. These screenings are held once a year.

**Accident Reports:** For all accidents, major and minor, the staff member responsible for the supervision of the student at the time of the accident will complete an accident report. The person filling out the report will state exactly what happened and what action was taken to care for the child.

The original report will be sent home with the child and copy will be sent to the school office for filing.

### **Curriculum Overview:**

**3k & Pre-kindergarten:** It is the belief at St. Philip's Episcopal School that for three year olds and four-year-olds, much learning takes place through play. We emphasize developing concept such as gross and fine motor skills, visual memory, classification, spatial relations, alphabet recognition, listening and speaking, and learning to get along with others.

### **After Care**

St. Philip's does offer an after school program from 3:15 – 5:15 during school days. A teacher or teacher's aide will keep extended day students in the library/computer lab. The cost is \$70 per month and we will also accept drop-ins for a fee of \$10 a day. A late fee of \$3.00 is charged after 5:30p.m.

**Kindergarten:** Kindergarten emphasizes reading readiness, beginning phonics, simple science, writing, and number concepts. Activities in which eye and hand coordination is developed are taught, as well as body awareness and the continuing development of gross and fine motor skills.

**First through Second Grades:** Our expectations for first through sixth grades exceed minimum requirements of the Texas State Board of Education. A well-balance curriculum is offered that includes reading, language arts, mathematics, science, social studies, physical education and health, music, Christian education, Science Lab, and art.

**Classroom Resources:** For consistency throughout our grade levels students in the classrooms use Saxon Math, and the Write Source as part of their Language Arts curriculum. Kindergarten through second grade students also use Open Court Reading. Nancy Larson Science is used for kindergarten through second grade.

**Accelerated Reader (A.R.):** Students in kindergarten through second grade participate in the A.R. program. Student A.R. reading is monitored closely for accuracy rate, reading level, and point level. Students that are reading successfully (90% accuracy) consistently are placed into higher reading level. Each grade has a class six weeks goal and a yearly goal. Students who reach their goal are celebrated at the end of each six weeks.

Students who achieve their yearly goal and have an overall comprehension grade of 90 or above are rewarded with a party at the end of the school year.

**PSIA:** Students in first or second grade **may** participate in Private Schools Interscholastic Association (PSIA). PSIA is designed to support the basic academic curriculum. Following are some of the contest events:

- First grade- Creative Writing and Storytelling
- Second grade - Creative Writing, Spelling and Storytelling

**Science Fair:** Students participate in yearly Science Fair. First and Second grade will prepare a class project. The Science Fair takes place during the fifth six weeks of school. Students are given seven to eight weeks to complete a science experiment.

### **Special Events:**

- Pow-Wow – is a presentation celebrating Thanksgiving.
- Christmas Program – is a presentation celebrating the Christmas season.
- Fundraisers
- Donuts for Dad
- Muffins for Mom
- Winter Wonderland
- Spring Program
- 100 day celebration
- Red Ribbon Week
- Sixth Grade Graduation
- Wednesday Assembly

**Chapel:** Chapel services model the Daily Morning Prayer service in The Book of Common Prayer and are held twice each week, Tuesday and Thursday mornings, from 8:10 a.m. to 8:40 a.m. The rector of St. Philip's Episcopal Church leads the service. Chapel services are a vital part of the St. Philip's Episcopal School's curriculum and students will not be exempt from attending Chapel, regardless of the religion practiced within the family. Chapel is open to visitors and welcomes anyone who wishes to attend the services.

### **Special Chapel Activities:**

- **Birthday Chapel:** On Thursdays, children who had or will have a birthday that week (Sunday to Saturday) will celebrate their birthday in Chapel by bringing pennies to symbolize each year of their life and will receive a birthday blessing.
- **Eucharist Service:** Are held Thursday at end of every twelve weeks. The Eucharist service follows the Rite II service in the Book of Common Prayer, p. 355.
- **Ash Wednesday Service:** Is held on Ash Wednesday at 11:00 a.m. and follows the Ash Wednesday service in the Book of Common Prayer, p. 264.
- **Final Chapel:** Is held on the last full day of school at 8:30 a.m. Teachers and the principal recognize current students and alumni graduating seniors.

**Outreach Programs:** Each year, students at St. Philip's participate in at least two outreach programs to raise money for charities.

- St. Jude's Math-a-Thon for St. Jude's Research Hospital
- Jump Rope or Hoops for Heart for the American Heart Association

### **GIFTS AND MEMORIALS**

Tuition covers only a small portion of the cost of operating the school. St. Philip's School welcomes any gift in the form of a donation or a memorial. Gifts may be designated for a specific use, such as for financial aid, library, music, curriculum, or computer equipment. If not specified, gifts will be left to the discretion of the Administration and/or the Board of Trustees.

# Parent Student Information

## Daily Arrival and Dismissal Procedures

For their security students are not to arrive before 7:30 a.m. Children will remain in their designated supervised area until 8:00 a.m. Once the children recite the Pledge of Allegiance, they should enter their classroom quietly, put their things away, and prepare for the school day.

The following schedule for Arrival and Dismissal of students has been thoughtfully considered. The safety of our students is priority. Compliance with the following standards will be for the benefit of all.

### **Arrival Procedure:**

**3K- Second Grade:** Automobiles may **ONLY** enter through the **Getty Street** or Piper Lane off Mesquite Street and safely park outside of Briscoe Hall. Children should get out of their vehicle and go into the playground (or Briscoe Hall during bad weather). Automobiles may only exit the parking lot onto Oak Street or High Street using the connecting alley. Do not exit onto Getty street. Getty street gate is closed at 8:05a.m. Entry is available through alleys thereafter.

### **Dismissal Procedure:**

**12:00 p.m. 3K:** Children attending the 3k class in the church building will wait in the classroom or playground for their parents to arrive. Parents should enter the alley (N. Piper Lane) from Mesquite St. and safely park in the parking lot. Upon seeing the parent, teachers will escort the children to meet their parents. Parents need to exit by turning left on Piper Lane or go straight out through the alley. Do not leave children unattended in parked vehicles.

**3:15 p.m. 3K, Pre K, Kinder, First and Second Grade (Sports Court Dismissal):** Automobiles may **ONLY** enter from Mesquite Street and wait in the receiving line in the alley, along the Sports Court. At 3:15 p.m., staff members will load students into the appropriate vehicles.

**Note:** If there is a change in procedure (i.e. your child is to go home with another student, etc.) please send a note and/or call the school office before 2:30 p.m. to notify the school staff of this change. Also, teachers will not be available for conferencing during dismissal (3:00 – 3:30 p.m.). If you need to schedule a conference during the teacher's regularly scheduled conference time, please do so through the school office.

**Lunch/Recess:** Students at St. Philip's Episcopal School may bring a lunch and drink from home for lunch, or may buy a lunch at school. The lunch menu will be sent home monthly so that parents can plan what days their child might want to buy a lunch. All school lunches cost \$4.50. This price includes a drink. All meals must be **pre-paid**.

If a student will be late for school for any reason (dental appointment, etc.) and wants to buy a lunch that day, parents must come by the office to sign the student in and let the school secretary know he/she will need lunch. **The lunch count is called in at 9:00 a.m. and no one will be added after that time.**

If a student brings lunch from home, please limit foods that need heating in a microwave. Heating multiple lunches is very time consuming and limits the amount of time the students has to eat. Only warming is allowed, no cooking is allowed.

If a parent chooses to bring their child lunch, we ask that they write the child's name on the lunch and take it to the school office. **It is not acceptable to drop off lunches in their classrooms or directly with the student.**

Children without lunches will be given a peanut butter and jelly sandwich. Parents will be billed \$1.75 for the lunch.

If a student leaves for lunch, a parent or guardian, **MUST** sign-out the child before the student may leave. **Children will not be able to leave campus without written consent from an authorized adult.** For the safety of our students they **will not be allowed to walk** to Rexall during school hours, unless it is for a classroom event. However, parents may sign out their children and accompany them to Rexall.

**Lunch Orders:** Students may pay for lunch in the office from 7:45 a.m. – 8:00 a.m., but will order through their homeroom teacher. Lunch is ordered before 9:00 a.m. daily.

### **Lunch/Recess Times:**

*Pre-K – Second Grade* ~ Lunch will be from 12:00 p.m. – 12:30 p.m., in Briscoe Hall, and recess on the Knox/Briscoe Hall playground from 12:30 p.m. – 1:00 p.m.

If there is a conflict with the Church needing Briscoe Hall for a special activity, children will eat in their respective classrooms or outside under direct supervision by staff. If bad weather prevents the children from going outside for recess, the duty teachers will take students back to their classrooms or to the Sports Court and provide supervision.

**Student Codes of Conduct:** The “Student Codes of Conduct” apply to all areas on campus and to any school-related activity off campus:

- Students will **NOT** show willful defiance of authority.
- Always say “Please” when asking for something.
- Always say “Thank you” when given something.
- Follow all rules as set by the teacher in charge.
- Listen carefully and follow directions.
- Be organized, efficient, and on task.
- Be respectful at all times.
- All students **MUST** help straighten up the classroom before dismissal.
- Move quietly between classes.
- Stay in crosswalks or on sidewalks. Students should refrain from cutting across grass, flowerbeds and parking lots.

- Help keep the campus clean by picking up trash.

### **Possession of Prohibited Items**

Students shall not:

- Possess or use:
  - fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
  - a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
  - a "look-alike" weapon;
  - an air gun, BB gun; or stun gun
  - ammunition;
  - a pocketknife or any other small knife;
  - mace or pepper spray;
  - pornographic material;
  - tobacco products;
  - drugs
  - matches or a lighter;
  - a laser pointer for other than an approved use; or
  - any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

### **Briscoe Hall:**

- Wait in line until the teacher directs the class to enter.
- Enter the room walking.
- Keep voices low.
- Be respectful of others, using proper table manners.
- Remain seated during and after the meal.
- Clean up after yourself and your area when finished.
- Push chairs under tables.

### **Restrooms:**

- Keep restrooms clean.
- Playing in the restrooms or writing on the walls will not be permitted.

### **Assemblies:**

- Show respect for speakers and performers.
- Listen attentively and quietly.
- Applaud sincerely at appropriate times.
- Yelling, stomping, and booing are NOT permitted.

## **Chapel:**

- Visiting amongst each other is not appropriate for Chapel.
- Show respect for the service at all times.
- Reverence at all times

## **Library and Computer Lab:**

- Food and drinks are not permitted in either room.
- At the end of the week, all computers in the Lab need to be turned off.
- Work quietly at all times.
- Abide by the Technology Acceptable Use Policy.
- AR testing allowed with Teacher supervision only.

## **Playground and Physical Education Rules:**

- All food and drink trash must be thrown away.
- Conduct in the P.E. classes is the same as in the classroom.
- Students should go to the restroom before attending P.E. classes.
- All students must participate in P.E., unless they have a written excuse from their parent. A physician must authorize P.E. excuses that extend beyond 3 days.
- Before leaving for the day students must help pick up all playground equipment and place it in its designated area.

**Off Campus:** During all off-campus activities, students must follow the basic St. Philip's Episcopal School Student Codes of Conduct. Remember that you represent St. Philip's Episcopal School and that the community judges you, your parents, and our school by your conduct.

## **EMERGENCY CLOSINGS**

If at any time, due to inclement weather or other emergency situations, the Uvalde Public Schools announce their decision to close their schools, St. Philip's School will also close. Parents are urged to listen to the local radio stations (93.9 and 104.9) for these announcements. St. Philip's School will make a concerted effort to contact parents who may not realize impending school closures in the area (such as ConCan, Knippa, Carizzo, and Crystal City).

**Classroom Discipline Policy:** A goal of our school is to provide an environment where children learn Christian values and principals and how to integrate those ideal into their life and work. The individual teacher will handle violations of the classroom rules. However, if a problem is reoccurring, the teacher will refer the student to the principal.

**(These options will be taken after creative measures of discipline have been exhausted in the classroom.)**

Recess Detention

Student will have afternoon detention with teacher and parent will be notified prior to detention date.

Student will be sent to the office. Principal will conference with student and issue consequence. Parent will be notified.

Principal will have a conference with parents and student. I.S.S. will be assigned.

Out of School Suspension – Conference with parent.

After exhausting all of these options the principal will refer the child to the School Board Hearing Committee for consideration of expulsion from school. Every reasonable effort will be made to call a hearing within three (3) school days of the offense. During the time before the hearing the student will be placed in Out of School Suspension.

The teacher and/or principal will use these discretionary discipline management techniques in an effort to change a child's behavior. Notwithstanding the above, the principal shall have the right to exercise any discipline management techniques, necessary to maintain the safety or best interests of the school.

### **Possible Discipline Management Techniques:**

- Recess Detention
- After School Detention
- In-School Suspension
- Out-of-School Suspension
- Behavior Contract

**DAMAGE TO PROPERTY:** Parents are financially responsible for any damage or act of vandalism to St. Philip's Episcopal School property that is committed by their child.

**In-School Suspension, Out-of-School Suspension, and/or Expulsion:** A student may receive in-school suspension, out-of-school suspension, or be expelled for the following reasons:

- Excessive violations of the "Student Essentials" as stated in the "Student Codes of Conduct" in the Student and Parent Handbook of Policies and Procedures;
- Excessive violations of stated classroom rules and school policies (including the Uniform Policy);
- Excessive engagement of disruptive actions that substantially disrupt learning;
- Violation of the Technology Acceptable Use Policy;
- Fighting or intentional injury to another person;
- Intentional destruction of property;
- Repeated use of inappropriate and/or profane language.

- Possession of prohibited items

**Hearing Committee** shall consist of:

- Board of Trustee Representative: The School Board President or designee
- Church Vestry Representative: The Senior Warden or designee
- Church Representative: The Rector or designee

At the hearing, the principal will present documentation of the case to the Hearing Committee. The Child and their parents are entitled to appear before the Hearing Committee to present an explanation of the alleged misconduct.

Following the hearing, the Hearing Committee will determine whether or not to expel the child from St. Philip's. Expulsion is permanent and terminates any further attendance at St. Philip's.

**Detention:**

- Noon detention is for those students who did not complete and/or turn in a homework assignment and who have difficulty following the "Student Codes of Conduct" during the course of the day. If a student has noon detention, they **MAY NOT** leave campus for lunch. If they had planned to leave the teacher will notify the parents so that other lunch arrangements can be made.
- After School Detention is for those students who repeatedly do not complete and/or turn in homework assignments and who continuously have difficulty following the "Student Code of Conduct" during the course of the day.

**Conferences with the Principal:** Whenever a parent/guardian feels a conference is necessary with the principal, the parent/guardian needs to contact the school secretary to schedule an appointment with the principal at least one day in advance. Documentation of these conferences will be kept on file in the school office.

**Parent/Guardian Conferences:** Parent/Teacher conferences are held in the fall (beginning of the third six weeks). Spring conferences are held later part of March, and are scheduled by the teacher. If parents wish to discuss the day-to-day goings on in the classroom, they should contact the teacher and schedule a conference during the teacher's conference period (not during arrival, dismissal, lunch, or chapel). If a parent has a question and/or concern about their child's performance, the parent needs to schedule a conference with the teacher. Whenever the teacher and/or parent feels a conference is necessary with the principal concerning a child's performance, the teacher and/or parent needs to contact the school secretary to schedule an appointment with the principal. The teacher, principal, and/or the parents may request conferences concerning the child for the following purposes.

- To enlist cooperation in approaching a particular issue.
- To address questions and concerns regarding the student's performance and school work.
- To advise the parents or teachers and the student of possible actions to be taken by the school; or

- Any combination of the above.

Whenever possible, conferences should be scheduled with two days notice. Teachers or parents are encouraged to take notes of areas discussed and decisions made when necessary. Documentation of these conferences will be placed in student's and teacher's files.

**Parents/Guardians' Concerns Policy:** St. Philip's Episcopal School recognizes that parents/guardians have a fundamental right to discuss concerns that they might have with the school. However, it is also recognized that there must be an orderly procedure for carrying out these concerns.

\*All concerns must be in writing and a copy given at each level of concern. Remember, e-mail is not an appropriate means by which to express concerns, complaints, or grievances. E-mail does not foster an environment of personal conversation and risks confidentiality of the situation. Concerns, complaints, or grievances received by e-mail will receive a general reply directing the parent/guardian to this policy.

**Concerns Policy Procedure involving a member of School Staff:**

- If the concern involves a member of the school staff, the parent/guardian should make an appointment to visit with the involved staff member.
- After the initial meeting, if the concern is not resolved, the parent should make an appointment to visit with the principal.
- If the issue is still not resolved the parent should make an appointment to visit with the principal and the Rector.
- After exhausting all of these available channels, the parents/guardians may appeal to the School Board. The Board's action shall be a final determination of the concern.

**Concerns Policy Procedure regarding a Policy and/or Procedure:**

- If the concern is regarding a policy and/or procedure, the parent/guardian should make an appointment to visit with the principal.
- If the issue is still not resolved the parent should make an appointment to visit with the principal and the Rector.
- After exhausting all of these available channels, the parents/guardians may appeal to the School Board. The Board's action shall be the final determination of the concern.

**Student Uniform Policy:** Students at St. Philip's are required to wear uniforms. There are several purposes for wearing uniforms, but our main purpose is to insure student's safety, on and off campus. Because St. Philip's is an open campus, wearing uniforms helps teachers and parents distinguish our students from other persons walking through the campus.

**Monday, Tuesday, Wednesday, Thursday, and Field Trips:**

- St. Philip's Episcopal School collared shirt with embroidery symbol (Southwest Uniforms)

- Khaki bottoms (pants, shorts, skirt, skort) from anywhere. (Dress code length)
- Closed-toe, rubber-soled shoes (tennis shoes) with white socks

Friday:

- St. Philip's Episcopal School collared shirt with embroidery symbol
- Blue jean bottoms (pants, shorts, skirt, skort) – Dress code length
- Closed-toe, rubber-soled shoes (tennis shoes)

On cold days:

- Long-sleeve, St. Philip's Episcopal School collared shirt with embroidery symbol
- Long-sleeve white shirt worn under the short-sleeve St. Philip's Episcopal School collared shirt with embroidery symbol
- Khaki bottoms (pants, shorts, skirt, skort) Dress Code length
- Closed-toe, rubber-soled shoes (tennis shoes)
- **Only St. Philip's Episcopal School sweatshirts** may be worn over St. Philip's Episcopal School collared shirts. Heavy coats and jackets may also be worn, but must have a zipper in the front.

**Enforcement of Uniform Policy:** Parents and students are expected to abide by St. Philip's Episcopal School Uniform Policy. If a student arrives at school out of uniform, the following enforcement steps will be taken:

**1<sup>st</sup> Infraction:** An "Out of Uniform Notice" will be sent home to their parents.

**2<sup>nd</sup> Infraction:** An "Out of Uniform Notice" will be sent home to their parents. The child will sit out during recess that day.

**3<sup>rd</sup> Infraction:** The child will be sent to the school office and their parents will be called. The child will not be allowed to return to class until the parent brings the correct attire to school. If the child misses more than 30 minutes of class, they will receive noon detention and will complete any work missed during this time.

**4<sup>th</sup> Infraction:** If a child is repeatedly not following the School Uniform Policy, the principal will schedule a conference with the parents.

**Non-Uniform days: Fitness Friday:** The following dress code applies to Non-Uniform days:

**Girls:**

- Shorts should be modest for sitting, as well as standing, and the length shall not be less than the length of the individual's arm, hand, and fingertip of the longest finger, when fully extended along the length of the individual's body. Cut offs, wind shorts and athletic shorts are not permitted.
- No pierced body jewelry will be worn (nose, lip, belly, or any other place)
- Sleeveless, collarless shirts may be worn provided the shoulder straps have a minimum two-inch/three finger width (no tank tops). Additionally, shirts must not be shrink-top or midriff blouses that allow any part of the individual's midriff to show.

**Boys:**

- Shirts with sleeves must be worn (no muscle shirts).
- No pierced body jewelry will be worn (ear, nose, lip, belly, or any other place)

**All Students:**

- All children are encouraged to wear slacks or warm clothing during cold weather, as we do spend part of the morning outside, if at all possible. Tennis shoes or similar soft-soled shoes MUST be worn during P.E. (flip-flops, boots or Crocks are not acceptable shoes for P.E.).

**Testing:** The Iowa Test of Basic Skills (ITBS) is administered to students in grades K-2 in the spring. This test is a nationally normed standardized achievement test. The results are sent home to the parents approximately 4-6 weeks after the testing is completed. The results are analyzed by the school faculty and administration annually to assist with curriculum development.

**Technology Acceptable Use Policy:** St. Philip's Episcopal School is pleased to offer students access to a computer network, enabling access to the Internet. Students are required to be familiar with the current hardware and software, and will be trained in their use. All users (students and faculty) are required to commit and adhere to the legal and ethical responsibilities involved in the use of all computer equipment at St. Philip's. Access to the Internet and the World Wide Web (Web) is a feature of every computer in the computer lab and will be considered an essential tool for student research projects.

All users are expected to use the computer and computer networks in a responsible, ethical, and polite manner.

**School Equipment:** Students at St. Philip's utilize a computer network to access the Internet, conduct on-line research and complete course work. St. Philip's considers the use of existing computer and technology equipment a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. Equipment broken by students is subject to a replacement fee charged to the parents.

**Internet:** Internet access is available to students and teachers at St. Philip's in the computer lab and classrooms. Our goal is to promote educational excellence by using the Internet and the Web, which enable students to explore thousands of libraries, databases, and other repositories of information. Families should be aware that some material accessible via the Internet might contain items that are illegal, inflammatory, inaccurate, or potentially offensive. While the purpose of the school is to use the Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed its disadvantages. St. Philip's Episcopal School has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials that can be accessed by users. Ultimately faculty, parents, and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

**Acceptable Use Terms and Conditions:** Students are responsible for appropriate behavior in the school's computer lab just as they are in any classroom on campus. It is expected that users will comply with standards and the specific rules set forth below.

**Acceptable Use:**

- Supports and furthers St. Philip's educational and administrative purposes, goals, and objectives.
- Furthers on-line research related to education and instruction.
- Does not violate the student code of conduct or employee standards of conduct.

**Unacceptable Use:**

- Unauthorized use of copyrighted material, including violating St. Philip's software licensing agreements.
- Changing passwords or configurations established by the administration.
- Posting or distribution of threatening, racist, harassing, excessively violent, or obscene material.
- Personal, political use to advocate for or against a candidate, office-holder, political party, or political position. Research or electronic communications regarding political issues or candidates shall not be a violation when the activity is to fulfill an assignment for class.
- Participating in chat rooms or instant messaging.
- Tampering, i.e., accessing, reading, deleting, copying, or modifying, with stored documents or other users.
- "Hacking", i.e., attempting unauthorized access to a computer illegally.

**Student Attendance:** Prompt and regular attendance is highly valued as one component of providing an enriched academic program for all students. St. Philip's commitment to the development of each child's potential cannot occur if the child is chronically tardy or absent from the classroom. Additionally, excessive absences and/or tardiness disrupt the flow of teaching and impair the instructional quality for all students in the classroom. Student's attendance is taken daily before 8:10 a.m. in homeroom.

**Absences:** Children must be present until 11:30 a.m. for ½ day credit and until 2:00 p.m. for full credit.

**Tardiness:** Students arriving at or after 8:00 a.m. will be marked tardy. If a student is late to school for any reason he/she MUST stop by the office to receive a pass to enter class.

Parents will be notified when and if their child has acquired ten (10) absences or tardies. Should the child continue to be absent or tardy, the principal will contact the student's parents, who together will institute discretionary efforts to redirect absenteeism or tardiness. In the event that a child is absent twenty (20) or more times, the School Board

may revoke the enrollment of the child upon referral from the principal and careful consideration of the circumstances.

Please note that unavoidable absences cause by student's illness/injury, serious family illness or death in the family, quarantine, weather, and road conditions, or other reasonable and proper circumstances will be considered.

**Grading System:** Grades are reported every 6 weeks for first through second grades. Grades for all classes first through second grade are recorded on RenWeb at least three times a week. Progress Reports are sent home at the end of each third week for first through second grades. Progress Reports for 3k-kindergarten begin after 3<sup>rd</sup> week of the 2<sup>nd</sup> six weeks and will follow for the remaining of the year. Report cards for Pre-k through kindergarten begin at the end of the 2<sup>nd</sup> six weeks. Parents can access their child's grades using their e-mail address and a password assigned by the teacher, via the internet. If a student's grade has fallen significantly in a given period, the teacher will notify the parent/guardian before report cards are sent home. Special Classes only give performance grades every six weeks.

### **3k, Pre-K & Kindergarten Performance Grading System:**

- M – Mastered (at this level)
- D - Developing
- N – Not Yet Developed
- N/A – Not Applicable at this time

### **First – Second Grade Grading System**

#### Code & Achievement:

A+	97 – 100	C+	77 – 79
A	94 – 96	C	75 – 76
A-	90 – 93	C-	73 – 74
B+	87 – 89	D	70 – 72
B	84 – 86	F	Below 70
B-	80 – 83		

#### Performance:

- O – Outstanding
- S+ - Above Satisfactory
- S Satisfactory
- S- Below Satisfactory
- I – Improving
- N – Needs Improvement
- N/A – Not Applicable at this time

### **Class Work and Homework Policy**

#### Daily Work:

- All students who make a grade below 70 (failing) on a daily work assignment will have the opportunity to correct the assignment for a maximum grade of a 70.

- Students who make a grade below 70 on a daily work assignment, BUT have turned in the assignment LATE will not have the opportunity to correct the assignment (see Late Work).
- All corrections must be completed within two days. If corrections are NOT turned in within two days, the original grade will be recorded in the grade book.
- All assignments with a failing grade will be sent home with the student for a parent/guardian signature.

#### Tests:

- All students who make a grade below 70 (failing) on a test that is not a major test grade (ex: six weeks test) will be required to make corrections at school for half credit on the students time (i.e. after school, lunch) one day after the test is returned. Students will not be allowed to correct six weeks test
- Spelling Test should be a make-up test for failing grades only. The two spelling test grades will be averaged together for one grade.
- Any student has the opportunity to correct any test (except Spelling Tests) for half credit the day after it is returned. This is to be done on the students' time (i.e. after school or at lunch).
- If a practice test is given, all wrong answers should be corrected to use as a study guide.

#### Late Work/Make-Up Work from Absence:

- Work is considered late if it is not turned in on the day that it was due.
- Work that is turned in late will receive a deduction of *10 points the first day and 5 points for each subsequent day. (3 days maximum)*
- If an assignment is late, students will not have the opportunity to correct the assignment.
- Late work will be accepted up to 3 days after the due date. After the third day it will be a zero. It will be up to the student to turn in late work.
- Students, who are absent, will have one day for each day they were absent to make up the work they missed.

**Homework:** Homework reinforces learning and understanding of concepts learned during the school day, enriches and sustains reading and critical thinking skills, and fosters responsibility and organizational skills. Completing all homework assignments routinely, thoroughly and accurately is one of the best ways that a student can assure his/her success in class.

- Homework may be assigned Monday through Friday for first through second grades.
- Most homework assignments are due the day after the assignment is given, however; some assignments may require a weekend or holiday break to complete.
- Students will not be allowed to call about forgotten homework, and points will be deducted for late work: ***10 points the first day and 5 points for each subsequent day.***

Though there are many variables impacting the length of homework assignments, the following ranges are given for each grade level. Some students may need more time and some students may spend less on a given assignment.

First Grade	10 - 15 minutes
Second Grade	15 – 20 minutes

If ever there is a night when your child has what you perceive as “too much” difficulty with an assignment, please stop and attach a note to the work for the child to bring to give to their teacher in the morning. Homework is not intended to be a source of frustration for your child or you. The teacher would rather have the work returned incomplete with a note of explanation, than no homework turned in at all.

### **PROMOTION OR RETENTION**

A student is promoted if, considering his/her abilities, he/she has satisfactorily completed the work for the current grade level. A student who fails two or more major subjects may not be promoted. Each teacher will keep parents informed when there is a concern about a child’s progress. If a teacher is considering the retention of a child, a meeting with the principal, the teacher and the parents will be held at the teacher’s request. **St. Philip’s Episcopal School reserves the right to make all final judgments regarding grade placement.**

**Checking Grades:** If parents have access to the internet and were assigned a “Username and Password”, we encourage them to check their child’s grades on the Renweb at anytime. If parents are concerned about a low grade, we ask that you discuss the assignment with your child before contacting the teacher. Teachers will send home papers with failing grades for a parent signature, however; children are personally responsible for showing papers to their parents.

If a student’s grade average falls below the passing level, the teacher will contact the child’s parents for a conference; however, parents may call the school office or teacher to schedule conferences with teachers at any time during the six weeks.

### **WITHDRAWAL OF STUDENTS**

St. Philip’s Episcopal School recognizes that unusual family situations might occur which would necessitate the withdrawal of a child before the school year ends. However, every effort will be made by the school personnel to discourage parents from withdrawing a child from school early. The teacher and the principal will make an individual decision on final grading procedures for each child who withdraws early. If there are not enough grades to average for a six weeks grade, an “incomplete” will be given or no grade will be given. A note will be included in the report card noting what the child’s grades have been to that point. Report cards will only be given to parents only if their tuition balance is cleared with the school upon withdrawal. Copies of Permanent Records and Health Records will be released to a receiving school when requested directly by the school. Records will not be released if the

parent has an outstanding debt to St. Philip's Episcopal School (tuition, library, EDC fees, Field trip fees, damage to school property).

**Personal Belongings:** Please clearly label your child's name in permanent ink, in all clothing such as sweatshirts, coats sweaters, etc. Lunch boxes should be clearly labeled on the outside. Should your child misplace a personal belonging, please check the "Lost & Found" in the school office.

**Toys:** Students' toys, including collector cards, electronic games, CD players, etc., may interfere with the school's focus on academics and student behavior. To avoid distractions during chapel, instructional time, lunch, recess, etc., we encourage parents to restrict their children from bringing toys to school. If a student is playing with a toy(s), his/her toy(s) will be confiscated and taken to the principal's office for the remainder of the six weeks. The student's parent or guardian will have to come to the school office to retrieve the toy at the end of the six weeks.

### **Parties:**

**Class Parties:** The Room Parent should make arrangements with the classroom teacher when planning traditional parties, such as those at Halloween, Christmas, Valentine's Day, and Easter. Individual end-of-year class parties may be held after school, not during school hours. The whole school participates in an end-of-year school party held off-campus.

**Private Parties:** It is inappropriate for parents to bring private party invitations to school unless ALL the children in the class are invited or unless it is an all-girl or all-boy party. The parent of a birthday child may bring refreshments to be served in the classroom at snack time or in the afternoon; however, presents must not be brought to the classroom. Flower and balloon (etc.) deliveries may be allowed, but must be delivered to the school office.

### **TEXTBOOKS AND SCHOOL SUPPLIES:**

St. Philip's Episcopal School provides basic school supplies students will need in the classroom. Occasionally students are asked to provide additional supplies for special projects. Students are issued textbooks and are expected to keep them in good condition. Students may not write in textbooks or abuse them in any way. All textbooks must be covered with a textbook protector. Parents will be charged the current replacement cost for lost or damaged textbooks.

# St. Philip's Episcopal School

## Student's Technology Acceptance Use Policy Agreement

(The School Office must have at least one copy on file)

Parent/Guardian's signature is required for the student to use technology equipment at St. Philip's Episcopal School.

### **Permission Form and User Agreement**

As a parent or guardian of a student of St. Philip's Episcopal School, I have read the Acceptable Use Policy about the appropriate use of computers and technology equipment at St. Philip's. I understand this agreement will be kept on file in the school office.

Student's Name (please print) \_\_\_\_\_ Grade: \_\_\_\_\_

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

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### **Permission for the Publication of Student's Work/Pictures:**

I understand that from time to time St. Philip's may wish to publish examples of student's projects, photographs of students (as a class, doing work, participating in special events, etc.), and other work on an Internet accessible World Wide Web server (school websites) and newspaper.

My child's work and pictures of my child may be published on the Internet.

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

OR,

My child's work and pictures of my child may NOT be published on the Internet.

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

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### **User Agreement:**

As a user of the St. Philip's computer network, I agree to comply with the stated rules and use of technology, computers, and the network in a constructive manner.

Student's Name (please print) \_\_\_\_\_ Grade: \_\_\_\_\_

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

## **Parent and Student(s) Acknowledgement**

I have read and understand St. Philip's Episcopal School's Parent and Student Handbook of Policies and Procedures. I agree to comply with the policies and procedures as stated therein and any added amendments or revised policies.

***Please sign and return to the school office before the end of the first week of school.***

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<b>Student's Name – Please Print</b>	<b>Teacher</b>	<b>Grade</b>
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<b>Student's Name – Please Print</b>	<b>Teacher</b>	<b>Grade</b>
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<b>Student's Name – Please Print</b>	<b>Teacher</b>	<b>Grade</b>
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<b>Parent/Guardian's Signature</b>	<b>Date</b>
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<b>Principal's Signature</b>	<b>Date</b>
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