

# St. Philip Catholic School

Student Handbook  
2023-2024



*To Know, Love, and Serve God and Others*

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**www.stphilipschool.org**

**Forward**

St. Philip Catholic School is a private, co-educational elementary/middle school sponsored by St. Philip the Apostle Catholic Church in the Diocese of Victoria. The school offers a three-year-old and four-year-old pre-kindergarten program and a Kindergarten through eighth grade program.

St. Philip Catholic School endorses the call of the Catholic Bishops of the United States to express educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accord with Christian values.

The content of St. Philip Catholic School Student Handbook is consistent with the Catholic Schools/Diocese of Victoria in Texas: Handbook of Policies and Regulations. A copy of the diocesan handbook is available for viewing in the administration office of St. Philip Catholic School. This handbook is not all-inclusive and is subject to amendment by the principal in consultation with the School Advisory Council and with the approval of the Pastor. Changes to the handbook will be provided to students and parents in writing.

**Mission Statement**

*“To Know, Love, and Serve God and Others”*

The mission of St. Philip the Apostle Catholic School is to provide each student with a Christ-centered Catholic education. Jesus Christ is the reason for our school. He is the ever-present teacher in our classrooms and the model for our students, teachers, and staff.

**Statement of Philosophy**

St. Philip Catholic School is a private co-educational elementary/middle school sponsored by St. Philip the Apostle Catholic Church. St. Philip Catholic School, with its proud Roman Catholic heritage, is committed to promoting academic excellence, individual responsibility, and spiritual awareness among the students so they may live more fully in relationship with God and others.

St. Philip Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

The objective of personal spirituality urges both administration and faculty to be witnesses of Christ, His words, and His work. Social justice impels us to foster respect for the human dignity and uniqueness of each individual. A strong academic program is evidenced by excellence in teaching and by continued professional growth of our staff. These three objectives reflect the intense commitment of all engaged in the work of St. Philip Catholic School

**Accreditation**

St. Philip Catholic School is accredited by the Texas Catholic Conference Education Department and recognized by the Texas Education Agency of the State of Texas.

**Prayer to St Philip the Apostle**

God our Father,  
You called St. Philip to be an apostle  
And lead others to follow Jesus.  
By the help of his prayers  
May we remain faithful to the Gospel  
And help others to know You.  
We ask this through Our Lord Jesus Christ, Your Son,  
Who lives and reigns with You and the Holy Spirit,  
One God, forever and ever. Amen

## **GOVERNANCE**

The Texas Catholic Conference Education Department (TCCED) coordinates and supervises the accreditation of all Catholic schools in the State of Texas through the Texas Catholic Conference Accreditation Commission. The accreditation is reported to the Texas Private School Accreditation Commission (TEPSAC), the joint association established to review and approve the principles, standards, and processes of various accrediting associations. Nonpublic schools accredited by a TEPSAC approved association are recognized by the Commissioner of Education as accredited schools and are listed in the official Texas School Directory published annually by the Texas Education Agency (TEA). This acknowledgement ensures student credits earned in these accredited, nonpublic schools are recognized by the state of Texas and other educational institutions and that teacher service in these schools is recognized for salary increment purposes in Texas public schools. Accreditation of nonpublic schools under this arrangement became effective February 12, 1986. Accreditation of nonpublic schools directly by TEA ceased after May 31, 1989.

### **Role of the Principal**

The principal is the educational, spiritual, and managerial leader of the school in accordance with the policies of the Texas Catholic Conference Education Department. In accordance with the school's philosophy and values, in situations where policies and procedures have not been established, the principal has the authority to take the actions necessary to provide a safe and orderly learning environment. A complete description of the roles and responsibilities of the principal is contained in the Diocese of Victoria Handbook of Policies and Regulations for Catholic Schools.

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

### **School Advisory Council**

School Advisory Council consists of seven elected/appointed members, the pastor of St. Philip the Apostle Catholic Parish, the principal and other non-voting members.

School Advisory Council Duties: The council is advisory to the Pastor and Superintendent of Schools. The council prepares and sets policies for the school with the approval of the Pastor. The principal implements policies, employs, and supervises the faculty and staff. Council meetings are held monthly on the third Monday of the month at 5:30 p.m. (unless otherwise scheduled and published in the parish bulletin) in Room 1 of St Philip School. Meetings are open and parents and stakeholders may address the council by notifying the Principal or the Advisory Council Chairperson in writing and requesting the placement of an item on the agenda 5 working days prior to the scheduled meeting. The policies and regulations governing open meetings presentations are in the Diocese of Victoria Handbook of Policies and Regulations for Catholic Schools. A copy of this document is available in the school office.

### **Superintendent**

The Superintendent of Catholic Schools is responsible for the implementation of the policies in the Diocese of Victoria. The superintendent has immediate charge and control of the general administration and supervision of the Catholic schools in the diocese.

### **Title IX Compliance**

St Philip School adheres to the procedures and policies related to Title IX compliance [Section 901(a) of Title IX of the Education Amendments of 1972]. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

## **ADMISSIONS**

Application forms are available from the school office. To be considered for enrollment, applications must be complete and submitted with a non-refundable registration fee. Age requirements for admission to St Philip School will follow the guidelines contained in Diocese of Victoria Handbook of Policies and Regulations for Catholic Schools.

Applicants seeking entrance to St. Philip Catholic School will be accepted based on a determination of the ability of the school to provide the student with the necessary educational program to meet his/her academic needs. Students who have been removed from another school for disciplinary reasons will not be admitted to St Philip School.

Parents of prospective students may be interviewed by the principal before enrollment decisions are made. Upon acceptance, the first increment of tuition and other required payments will be due on a timeline provided by the school office. All new students are admitted to St. Philip School on a probationary status for two months. During this time, the school's administration reserves the right to revoke the student's admission status.

### **Acceptance Priorities**

*The following priorities are used to admit students:*

- Siblings of currently enrolled students (or of those who have completed the highest grade level of the school)
- Children of St Philip Parishioners (contact the St Philip Catholic Church Office for requirements for parishioner status)
- Parents who are alumni of St. Philip Catholic School.
- Oldest child just reaching school age.
- Children of new parishioners, who are transferring from a Catholic school, or from an area where a Catholic school was not available, but who participated in the religious education programs offered.
- Children from neighboring Catholic Parishes.
- Catholic or Non-Catholic children who meet admission requirements and do not fall under the guidelines listed above.

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

### **Admission of Students with Disabilities**

The Rehabilitation Act of 1973 guarantees educational rights to students with disabilities, ages 3 through 21. The policy of Diocese of Victoria is that the school will enroll students with disabilities if the school can provide the necessary facilities and programs to meet the student's needs. Students will be referred to other schools and programs, which have the ability to effectively educate the disabled person if the school cannot provide, needed services.

### **Definition of Parish Membership**

The Parish rate for registered/active members of St. Philip the Apostle Parish requires a church contribution of \$400 during each year (August 1 to June 30). Parishioners may consider an auto-draft of their contribution or online giving. Visit the parish website <https://www.victoriadiocese.org/donate-st-philip-el-campo> for detailed information.

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

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

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

### **Faith Formation**

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

As Catholic Schools strive to teach and encourage participation in our faith, it is imperative that parents continue the same participation in their daily life. At SPS, we teach students respect for the Eucharist during Friday Mass and during their religion classes, but this in no way covers the responsibility of the parents/family of their obligation to attend Mass on Sundays and Holy Days of obligations.

### **Financial Assistance**

Financial assistance is available on a limited basis for demonstrated financial need. Additional information may be obtained from the principal or the church financial secretary.

### **Parent Support of Administration and/or Policies and Regulations**

The parents or guardians enrolled at St. Philip Catholic School must demonstrate a willingness to comply with school policy, particularly as it is described in this handbook and implemented by the school's administration. A deliberate or persistent disregard, whether stated or demonstrated, for school policy could be grounds for a family being required to withdraw their child from St. Philip Catholic School.

### **Non-Discrimination Policy**

St. Philip Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship program, or athletic and other school-administered programs.

### **Permanent Records**

A cumulative record will be maintained for each student from his/her entrance into school until he/she withdraws or graduates. Records are kept in accordance with the Diocese of Victoria requirements.

### **Registration**

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

### **Required Documents for Admission:**

- Official Birth Certificate
- Baptismal Certificate
- Social Security Card (Parents are not required to provide the social security number; however, additional forms of identification may be requested by the school to assure proper identification and guardianship of the student)
- Immunization data, illness record (The Diocese of Victoria requires that students must be fully immunized against certain diseases or must present a notarized affidavit that, for medical reasons, the student will not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic. Health records transferred from another school may be accepted if properly authorized.)
- Photo ID of Mother and Father

Failure to provide these documents in a timely manner may be grounds for removal from the school.

### **Transfer Students**

Any student's academic position will be objectively established through the school transcript or by standardized test administered by St. Philip School. Transfer students will be on probation for nine weeks.

### **Tuition Schedule / Payment**

We have contracted with FACTS Management Co. to help us manage financial processes in our school operations. Monthly tuition is payable on the 10<sup>th</sup> of each month: August through May.

Please note the following features in using the FACTS system:

- ❖ Convenient and secure customized online payment plan sign-up
- ❖ Payment reminders 5 days prior to scheduled payment date, email or text
- ❖ Multiple payment plan options, including by automatic bank payment, credit card payment with 2.85% service fee, check, and online payment
- ❖ Ability to switch payment methods (e.g., from checking to credit card)
- ❖ Payments that can be paid from your mobile device
- ❖ No debt is incurred, no interest is charged, and you don't have to qualify

All St. Philip the Apostle Catholic School families will be required to set up a FACTS account for payment of tuition and other incidental charges. Account set up should take place upon submission of your online enrollment forms by simply following the provided link on our school website. Late fees of \$50 and returned check fees will be managed by FACTS. ***Admission status will be reviewed for delinquent accounts.*** All accounts must be paid in full by MAY 15 in order to receive your final report card at the end of May. If payment is received after this date, we can not guarantee it will make the cut off necessary to release your report card to run. If this would occur, these report card(s) would be available online June 10.

### **Drawing Ticket Participation**

Pre-K3 through 8<sup>th</sup> grade will be required to purchase or sell ten (10) \$20 drawing tickets per child to assist with the school budget during the fall of each year.

### **Withdrawal from School**

When a student intends to withdraw from school, the parent/guardian should notify the office as soon as possible. The school will then initiate the withdrawal process. All textbooks, library books and materials must be turned in or paid for, all fines must be paid and all appropriate tuition accounts must be paid in full. The student's cumulative records will be forwarded to the receiving school upon formal request from that school when the funds are completely paid. Registration fees are non-refundable. Academic fees are non-refundable after the first day of school.

### **Volunteer Hours**

Each family is asked to volunteer a minimum of **20 hours** during the school year. These hours may be worked through Booster Club, PTC, Dinner Dance, class parties or other school events. If families are unable to fulfill their volunteer obligation, an option to "buy out" time of **\$700** per year is available. Each family will be responsible for tracking and submitting their volunteer hours on a good-faith system. It is strongly encouraged that worked hours are entered after each event. The link can easily be accessed from our school website.

## **ATTENDANCE**

A student's absence from school interferes with his/her academic progress. In compliance with Texas Catholic Conference Education Department (TCCED) and the State of Texas Family Code, St. Philip Catholic School enforces the compulsory attendance laws. The school year consists of 180 instructional days. **The school day is from 7:55am until 3:20pm.** Parents/guardians are expected to honor the calendar established and published by the school at the beginning of each school year. Students must remain in school for a total of FIVE HOURS to be counted present for the day and to be eligible for the Perfect Attendance Award (See also policy on absences from school). On Early Release days students are expected to be in attendance from 7:55am to 12:15pm to be counted present for the day in order to fulfill requirements of a "full day". **Students who arrive after 7:55am will be counted present for the day and be recorded as tardy.** Attendance will be taken by 8:15am daily for attendance accounting purposes. Research has shown repeated tardiness results in academic consequences (See also policy on absences and tardiness).



## **Tardy Policy**

A student is tardy who arrives in the classroom after 7:55am. A student who is late is required to report to the school office and to obtain an admission slip before going to class. Habitual tardiness seriously affects school performance. Students who accumulate four (4) unexcused tardies in any nine-week period may result in disciplinary action which may include, but is not limited to, after school detention or Saturday school. Parents will incur the cost of the teacher for Saturday school.

If a Pre K student arrives after 7:55am they need to report to the office and the parents will walk the child to the classroom.

## **Absences**

Absence is defined as not being present at school during the required hours of the school day. School absences are defined as excused absences and unexcused absences. In accordance with the guidelines set down by the compulsory attendance law, ***a student may lose credit for a class or may be retained in the current grade level if the student accumulates more than nine unexcused absences in a semester or eighteen unexcused absences or more for the school year. Any student who accumulates more than 9 unexcused absences in a semester or 18 for the year will be required to appear before an Attendance Review Committee before promoting to the next grade level. The Attendance Review Committee will determine consequences.***

Absence is one of the main reasons for poor schoolwork and possible retention. If your child is going to be absent for any reason, please call the school as soon as possible.

### **Excused Absences are classified as follows:**

- Personal illness (a physician's note is required if more than three days are missed in a row)
- Serious illness or death in the immediate family
- Emergency medical or dental attention
- Participation in school sponsored activities
- Absences approved in advance with the Principal

### **Examples of Unexcused Absences are as follows:**

- Truancy: Absent without parent or school consent. (Truancy requires parent conference)
- Suspension (requires parent conference)
- Missing your ride or oversleeping
- Reasons not approved in advance with the Principal (e.g. tournaments, trips)
- Preparations for parties, shopping, hair appointments, studying for tests, doing other school work, or leaving school before set departure time for school trips or functions.
- Any absence from school, which does not meet the guidelines, stated above.  
Any absence from school in which the student does not bring an excuse signed by the parent or the parent has not called or emailed the school secretary within three days of returning to school after being absent.

A student with a documented appointment with a healthcare professional who returns to school that same day and present at least 5 hours will not be counted absent and a reasonable amount of time to make up work will be given.

### **Prior Principal Approval Procedure**

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

### **Excused Absence Make Up Work Procedure**

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

Students who have been given a project, assignment, or a quiz/test date prior to their absence will be expected to be ready with the assignment or to take the test upon their return to school. Teachers may make an exception to this rule for extenuating circumstances. The Principal has the right to modify this policy with parent conference.

### **Return to School After an Absence**

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

### **Extended Medical Absences from School**

When a student's absence for personal illness exceeds 3 (three) days, a statement from a physician or health clinic verifying the student's condition and the student's ability to return to school is required.

Students who are absent due to a serious illness may be eligible for homebound instruction through the special education program. Parents should contact the principal *in the case of serious illness or other circumstances* that would require the student to be absent for an extended period of time.

### **Sign-Out Policy**

The parent/guardian may request that the student be released from class by coming in person to the school office. Early pickup is only allowed prior to 3pm or 11:30am on an early release days. Picking up after these designated times will result in utilization of the regular car pick-up line. The office will call the student from the classroom to the office and departure will be from the office area. **No one**

**may pick up a student directly from the classroom or the campus during the school day.** All departures must occur through the office. Dental and medical appointments are discouraged during the school day. If such an appointment must be made during school hours, the student must return to school and be checked back in to school within a two and a half hour time window in order to be eligible for perfect attendance. If a student is off campus for more than 2 ½ hours, he/she is considered absent for the entire school day. If a student leaves any time before dismissal on an early release day, the student is counted absent for the entire day.

The parent must sign the student back in to school at the office upon return to school. The sign-in/out sheet is an official school document. It will be used to determine perfect attendance.

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

### **Emergency Closure**

In the event of an emergency closure, the announcement will be made on 1390 AM KULP and 96.1 FM KIOX. School days missed due to emergency closure must be made up on the days designated as bad weather days in the school calendar or at the end of the school term unless the Diocese of Victoria waives a make up. In the case of an emergency situation during the school day, the school will follow the School Crisis Management Plan. Parents will be informed through the School Notify broadcast system, the local radio station and other community emergency agencies. Students will be allowed to use their cell phones to contact parents.

## **SCHOOL SAFETY**

Saint Philip Catholic School maintains an open door policy and encourages parents and visitors from the community to visit the campus. Liturgical celebrations, assemblies, pep rallies and other special events are open to parents and friends. The lobby of St Philip School does not allow direct access to the classroom areas of the building. The office should be staffed during school hours to give access to parents and visitors. In the event the office staff is not present, instruction for contacting school personnel will be posted. In the event of an emergency that will not allow this process to be followed, immediate assistance may be obtained from the rectory staff next door. All other areas of the school and campus (including Pioneer Field) are off limits to anyone who is not a member of the staff unless that person has a visitor's pass obtained from the school office. The school administration will call law enforcement officials for the removal of anyone who loiters or attempts to contact students while they are on the school grounds. Fire, Intruder, and Bad Weather drills are practiced throughout the school year. Students are educated on the appropriate action in case of an emergency.

### **Accelerated Reader Software**

The Accelerated Reader Software used in our school to encourage reading may have tests available and awards points for books that are not acceptable for our students to read. The books can contain sexually explicit depictions, violence, profanity, and vulgar language. For this reason, books read for AR or for any other purpose must be approved by a St. Philip School teacher or the principal unless they are from the school or classroom library. This policy does not infringe on the right of a parent to determine what their son or daughter may read outside of school.

### **Cell Phones / Smart Watches**

Parents may provide their children with cell phones for after school activities. The school is not responsible for loss or damage. If brought on campus, phones **AND SMART WATCHES must be**

turned in at the beginning of each day and will be returned at dismissal. Occasionally, at the junior high level, students may be allowed to keep their phones for special curriculum needs. The school will not be held responsible for lost or damaged items resulting from student negligence.

Abuse of this privilege will result in the following:

First offense: Cell phone will be picked up and may only be returned to the parent from the principal.

Second offense: Student may not bring cell phone on campus for one month.

Third offense: Student may not bring cell phone on campus for a time period to be determined by the principal.

Smart Watches will have policy as cell phones on campus.

### **Diocese of Victoria Safe Environment Requirements**

The Diocese of Victoria requires that all staff members, volunteers, coaches, room mothers, and field trip attendees over the age of 18 years who serve children in any capacity at school or a school sponsored event meet the safe environment requirements. The Diocese of Victoria Safe Environment Process includes a Code of Pastoral Conduct Session, a Hope of South Texas Session, and registration on line on the Diocese of Victoria website which initiates a criminal history check. All of these requirements must be completed and cleared by the site administrator for St Philip the Apostle parish before anyone can participate in school functions. Additional information and dates of training sessions may be obtained from the school office or on the St Philip School website link to the Diocese of Victoria. St Philip School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected child abuse and/or neglect be reported to Child Protective Services.

### **Harassment or Bullying**

See discipline.

### **Morality**

A primary purpose of Catholic Education is to guide students' growth in Christian values and moral conduct. The principal, in consultation with the pastor, reserves the right to review individual decisions regarding pregnancy. All Diocesan rules will be followed. See Diocese of Victoria Handbook of Policies and Regulations of Catholic School, Section 5013, located in the school office.

### **Search and Seizure**

The Principal or her designees considers searches of lockers, desks, and personal items permissible upon reasonable cause.

### **Sexting**

See discipline.

### **Sexual Harassment**

Sexual harassment includes but is not limited to the following behaviors that are adult to child, child to child, or adult to adult: Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances or imitations; assaults, unwanted touching, blocking normal movements, or interfering with work, study, or play due to sexual implications or overtures. St Philip School will take immediate disciplinary action in the case of sexual harassment in accordance with the policy of the Diocese of Victoria and the laws of the State of Texas.

## **Student Technology Use**

Please see <https://www.stphilipschool.org/technology> . Agreement form must be completed by August 31, annually. (Grades 5-8 only)

## **TRANSPORTATION**

### **Bus Transportation**

St Philip School does not provide daily student bus transportation. The school has an activity bus that is used for field trips and extra curricular activities. Drivers of the St Philip School bus meet all of the requirements of the State of Texas for drivers of public school buses. A permission form is required for all field trips. Without a proper permission form from the school, students will not be allowed to participate in the field trip. Permission forms must contain a parent's original signature. Faxed or emailed copies are not accepted.

### **Extra Curricular / Field Trip Transportation**

There may be extra-curricular activities that students are involved in that require transportation to another site for participation. Bus transportation for these events will be evaluated based on need per situation. If the bus is not available for use, it is the parent's responsibility to see that their child is transported to the event. If for any trip personal vehicles will be used, drivers will be arranged by St. Philip School Office according to guidelines set forth by the Diocese of Victoria Transportation Policy. Pioneer athletes will be assessed a \$25 per year bus fee to cover transportation expense for the school year.

## **CAFETERIA / FOOD SERVICE**

The St. Philip Catholic School offers nutritious lunches for K-8<sup>th</sup> grades and provides snacks and lunches for pre-kindergarten programs. The charge to students is kept as low as possible to encourage students to participate in the program. We are pleased to offer parents the option to manage their child's meal account over the Internet by using **PaySchools Central**, an online school management tool. **PaySchools Central** may be accessed at [www.payschoolscentral.com](http://www.payschoolscentral.com). To initially access your account, you will need your child's **student ID#**. Please call or email the office to receive this number. Parents will be notified when a lunch ticket has expired or is near expiration. Charges will not be allowed and cash will no longer be accepted daily in the cafeteria. The cost of lunches per day is for \$4.00 for students and \$5.50 for visitors. Students may purchase ice cream on designated date. Students may bring a sack lunch from home. Under no circumstances will food prepared by restaurants or eating establishments be permitted in the cafeteria for students or parents who are dining with children. Sodas are not allowed to be packed in school lunches due to our Diocese Wellness policy.

### **Birthday Celebrations or Treats**

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

### **Lunch Period and Recess**

Each grade level has a 30-minute lunch period. Students who have been assigned to lunch time-out will eat their meal at a designated table and not be allowed a recess. They may not purchase ice cream and may not sit with visiting parents or guests. Students may be asked by their teacher to do make up work during recess. On bad weather days as determined by the principal or designee, all

students will be kept in the cafeteria to read or enjoy other recreational activities.

### **Lunch Visitation Procedure**

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

The following steps are required to arrange for lunch with a student:

- Call the school office or send a written notice by **8:15 AM** no later than the day of the visit so that lunch count can be increased.
- Sign in at the school office.
- Pay for an adult lunch with the cashier.
- Sit in the designated area with the student
- **Visitors may not bring commercially prepared food to the cafeteria to share with their child or other students.**
- Visitors may bring a sack lunch if they were not able to notify the school by the 8:15AM deadline.

Students who are enrolled in other schools or youth of school age who are not enrolled in any school may not eat with students during school hours or visit the campus unless accompanied by an adult or without prior approval of the school office.

## **MORNING ARRIVAL PROCEDURES**

Students should not arrive on campus before 7:30 AM each day. St Philip School does not provide supervision for students before 7:30 AM.

### **Pre-Kindergarten Procedures**

**PK 3 students** - Parents should park in rear church parking lot in the designated spots, which face the Gym. For you and your child's safety please utilize the walkway in front of this parking area. Students must be walked to their classroom for check in by the parent or guardian and may begin to arrive at 7:30 AM. **Morning instruction begins promptly at 7:55am.** Students arriving after that time are considered tardy and will need to be walked to class by the parent from the front school office.

**PK 4 students** – Students will be dropped off at the ECC entrance/gate located in the rear church parking lot. School personnel will be available to help children out of the car and into their classroom. The teacher on duty will sign in the student as he/she arrives. Students may arrive as early as 7:30 AM and instruction begins promptly at 7:55am. Students arriving after that time are considered tardy and will need to be walked to class by the parent from the front school office.

### **Kindergarten thru Eighth Grade Procedures**

Student in these grade levels should be dropped off on Depot Street at the Parish Hall entrance. Students may begin arriving at 7:30 AM and supervision will be provided until the students are dismissed at **7:55 AM** to report to class or dismissed for another morning activity. A second drop off point at the second awning is recommending for students 5-8 during heavy traffic times. No student should enter the building through any other entrance during this time period. Students arriving after the **7:55 AM** bell may be dropped off at the school office and use the front door entrance to obtain a tardy slip for admission to class. (See section on tardiness).

# DISMISSAL PROCEDURES

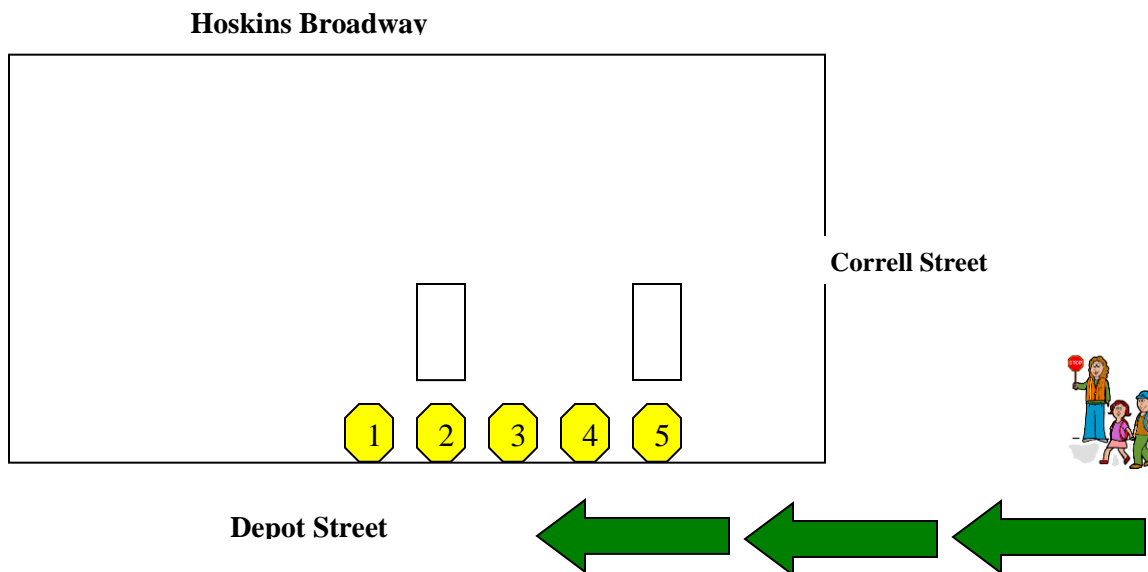
**School ends for Kindergarten - Eighth grade ends at 3:20PM.**

## After School Activities

Students who have a practice or participate in an after school activity that begins at 3:20PM will report to that location at dismissal and will be supervised by staff until the after school personnel arrives. **Students who have a practice later than 3:20PM must leave the campus and return at the designated practice time when supervision will be provided by the personnel responsible for that activity.** Only those students who are directly involved in the activity are allowed to be present on the campus at these times. Students must be picked up from these practices or activities at the designated time. Failure to provide prompt pick up may result in the student being removed from the activity.

## Car Pick Up - Kindergarten thru Eighth Grade Procedures

- All K-8 students will be dismissed from the parish hall.
- All pick ups will occur curb side between the **parish hall awning** and the **second awning**.
- There will be FIVE pick up zones in the single lane of traffic curb side.
- In an effort to help the flow of traffic on Hoskins Broadway all traffic is to enter Depot Street off of Norris Street. We are encouraged to enter on AVE C and cross Norris to begin the lining up on Depot in front of the Parish Hall. We will have 5 stations and numbers will be painted on the sidewalk where vehicles should stop and wait for their child
- Last name plaque must be on your dashboard. These are provided at the beginning of the year.



Staff members will be on duty at each of these locations and will supervise the dismissal.

## Early Dismissal

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



prior 11:30am on an early release days. Picking up after these designated times will result in utilization of the regular car pick-up line. On Early Release days students are expected to be in attendance from 7:55am to 12:15pm to be counted present for the day in order to fulfill requirements of a "full day",

#### **AFTER SCHOOL CARE - Pre-Kindergarten Program**

All the students enrolled in the pre-kindergarten program are provided with after care until 5:30PM each day. Parents should park in the rear church parking lot and sign students out at the end of each day. Late pick up will be reported to the principal and may result in removal of the student from the pre-kindergarten program.

#### **AFTER SCHOOL CARE - Kindergarten thru Eighth Grade Procedures**

Students who participate in After School Care will be dismissed to the Parish Hall with their class. The After School Care is provided for a fee (contact the school office for information and fees). The hours are from 3:30 PM until 5:30 PM. Enrollment is accepted for the full school year only, mid-year withdrawal is not allowed due to staffing being hired according to the number of students enrolled at a 25:1 ratio. Students are provided with a snack and have time for study and play. The rules of behavior are the same as those during the regular school day. If a student can not comply with these requirements, the parent will be notified by the After School Care Director. Students who continue to have difficulty with behavior will be removed from the program. Parents will be issued a key card for the locked doors at the Depot Street entrance. Pick up must occur by 5:30 PM and will be either in the Parish Hall or on Pioneer Field, as determined by the director. A separate handbook for this program will be issued in August. Late pick up will be reported to the principal and may result in removal from the After School Care program.

#### **Other Dismissal Information**

Students are to be picked up by 3:30 PM. Only students who are enrolled in After School Care may attend that program. Students are not permitted back into the school building after dismissal for forgotten items.

#### **Public Library**

The public library policy allows students who are age 14 and up ONLY to utilize the public library after school. Students will be dismissed from the parish hall following car pick up, will be walked to the corner of Depot Street and Church Street on the school sidewalk, and will be walked across the street by a school staff member. No student will be dismissed to go to the library after school unless a written permission form is on file in the school office.

## **DISCIPLINE**

St Philip School has rules and procedures that provide students with a safe and positive Christian learning environment. As the essence of Christian discipline is formation in virtue, St Philip School utilizes VBRD (Virtue Based Restorative Discipline) as a means to utilize faith practices to reduce/prevent anti-social behavior. VBRD is a school-wide initiative which includes training in restorative practices insuring responsibility and accountability for repairing harm. Conscious Discipline is used to teach restorative practices in PreK through Kindergarten.

#### **VBRD Guiding Principles**

1. We will dedicate ourselves to living virtue.
2. We will support others in living virtue.



3. We will commit to constructive thoughts, words, and deeds.
4. When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.

### **Campus Rules**

Rule 1: Obey all faculty and staff at all times.

Rule 2: Keep hands, feet, and all objects to yourself.

Rule 3: No running in the school, parish buildings, or on sidewalks.

Rule 4: Use appropriate language.

Rule 5: Be on time to all classes with the necessary materials and assignments.

Rule 6: Follow all campus and classroom procedures.

### **Corporal Punishment**

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

### **Discipline Management Techniques**

The consequences listed below are in random order. This list is not all inclusive. The principal and the staff have discretion in applying consequences.

- Verbal correction
- Time-Out in classroom or lunch Time-Out
- Seating or class assignment change
- Behavioral contract
- Grade reduction for cheating or late work
- School assessed probation (Principal Only)
- Temporary or Permanent confiscation of disruptive items
- Parent/Teacher/Principal conference
- E-mail to parent.
- Telephone call by student to parent
- After School Detention
- Withdrawal of Privileges, including but not limited to participation in extra curricular activities and eligibility for seeking and holding positions in school organizations. (Principal Only)
- In School Suspension (Principal Only – Parent will be notified in writing and will incur substitute teacher expenses of \$100 per day.
- Out of School Suspension (Principal Only – Parent will be notified in writing)
- Saturday School - will incur cost of teacher expense of \$100 per day.

**Expulsion from St Philip School may occur under the requirements of the Diocese of Victoria (see Victoria Diocese Handbook of Policies and Regulations for Catholic Schools) A student will be immediately removed and subject to expulsion for the following offenses:**

- Participation in disruptive activities by a group, such as a gang;
- Possession, use, or delivery of narcotics, dangerous drugs, or alcohol on school property or at school sponsored activities;
- Possession, using, or concealing a weapon (a weapon is any instrument which may produce bodily harm or death by the manner in which it is being used) on school property or at a school sponsored event;
- Possession of tobacco products, using or smoking tobacco products
- Threatening bodily injury or harm to other students or school personnel;

- Assaulting a student or school personnel or campus volunteer or visitor resulting in serious injury to that person/s;
- Threatening bodily injury or harm to other students, school personnel, campus volunteer, or visitor.
- Making false threats or hoaxes regarding school safety.

**A student may be expelled for the following:**

- Possessing, delivering, or selling look alike weapons;
- Possessing, delivering, or selling look alike drugs or items attempted to be passed off as drugs;
- Possession of material that is pornographic;
- Violation of the extra curricular standards of behavior;
- Violation of any portion of the Electronic Acceptable Use Policy or the Internet Use Policy;
- Using the school computer network inappropriately;
- Any use of the network for illegal activity;
- Any use of the network for access to obscene, violent, or pornographic material.

**St Philip School reserves the right to remove any student who endangers the mission of the school to provide a safe and positive Christian, Catholic learning environment or whose attitude and/or conduct, on or off campus, reflects adversely on the school community.**

**Harassment or Bullying**

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

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

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

**Sexting**

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

**The following policy is implemented for all Catholic Schools within the Diocese of Victoria:**

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

**Student Expectations**

- Students will be expected to participate in all religious ceremonies and activities in a prayerful and respectful manner.

- Students will be expected to follow the school rules at school and all school related functions.
- Students will be expected to demonstrate courtesy and respect to others.
- Students will be expected to comply with all class and school procedures and follow accepted routines.
- Students will be expected to attend school regularly and arrive on time.
- Students will be expected to come to class prepared for learning and with the necessary supplies and materials.
- Students will be expected to have all assignments prepared as directed and ready at the time indicated by the teacher.
- Students will be expected to follow the dress code and be well groomed.

### **Violation Procedures**

Teachers are expected to provide a classroom environment and classroom control to assure a positive learning environment. If the teacher or staff member has used all appropriate behavioral management techniques to redirect student inappropriate behavior, the student will be referred to the principal. The principal will meet with the student, obtain all necessary information, and determine the consequence for the student. Parents will be notified by phone and/or in writing of the behavior and the consequence.

## **CURRICULUM AND INSTRUCTION**

St. Philip School holds students responsible for mastering the knowledge and skills in the curriculum of the Diocese of Victoria and the Texas Essential Knowledge and Skills Curriculum of the State of Texas with which it is aligned. The sixth, seventh, and eighth grade curriculum addresses components of the College Board Pre-AP and Advance Placement courses in language arts and mathematics to the extent possible in cooperation with those courses offered in the El Campo Independent School district. St. Philip School offers eighth grade students certain courses for high school credit. The course offered is: Algebra I (must meet pre-requisites for enrollment).

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

## **COMMUNICATION WITH PARENTS**

### **Parent /Teacher Communications**

Any concerns regarding your student should first be attempted to be resolved at the classroom level. Only after such attempts have failed, should administration be contacted. A conference with the teacher can be arranged during the teacher/s conference period/s by calling the school office. Teachers may also be reached by phone during the school day at their conference period or by leaving a message for the teacher to return a call during his/her conference period. Each teacher also has a school email address listed on the St Philip School homepage. The principal is available for phone calls or a conference during the school day. Calls may be made to the school office, if the principal is not available at that time, your call will be returned at the earliest opportunity. The email address of the principal is on the school's homepage. **Please respect staff's personal and family time and do not call or text staff members at home.**

### **Progress Reports and Report Cards**

The Diocese of Victoria requires schools to be on a nine-week reporting system. To assure that parents are informed in a timely manner, progress reports are available online (via Edline) every week for grades 2-8. Report cards will be issued every nine weeks electronically (see school calendar for dates). Parents should contact the school immediately if report cards are not received on the date/s indicated. Parents of pre-kindergarten students will receive daily feedback from teachers when the child is picked up from school. Parents of Kindergarten students will receive weekly feedback. Weekly folders will be used in the primary grades to report student progress.

### **School Calendar of Events**

The student activity calendar listing the dates that monthly envelopes will be sent home, religious activities, report card dates, athletic events, and extra curricular activities is available on our website. This calendar is updated on a regular basis. **Please make a habit of checking the calendar on a regular basis to keep up with all SPS activities.**

### **Website**

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

### **School Notify**

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

## **ACADEMIC POLICY**

Students in Kindergarten thru eighth grade are given an assignment folder or a school planner at the beginning of the year. Teachers will also provide specific information at open house on assignments and student expectations.

### **Academic Eligibility for Extra Curricular Activity Participation**

Students who participate in any extra curricular activity (athletic or academic) must maintain passing grades in language arts (reading), religion, mathematics, science, and social studies. Students who do not meet one of these requirements may practice in the next week but not participate in the competition. Students who have more than one failing grade may not practice or participate in competitions until the grades are passing. If a student is failing a subject/s he/she will be given an alert by the teacher with notice given to the principal and the coach/sponsor of the activity.

### **Grading System**

St Philip School calculates grades based on the system required by the Diocese of Victoria.

**Kindergarten**

100-70	Satisfactory
69 or below	Needs Improvement

**First Grade**

100-94	Excellent Progress
93-85	Good Progress
84-75	Satisfactory Progress
74-70	Needs Improvement
69 or below	Unsatisfactory

**Second thru Eighth Grade**

Numerical Range	Letter Grade	Interpretation
100 – 94	A	Excellent Achievement
93 – 85	B	High Achievement
84 – 75	C	Average Achievement
74 – 70	D	Low Achievement (Passing)
69 or below	F	Failing

**Music / P.E. / Technology / Electives**

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

**Weighting of Course Components:**

St. Philip Catholic School teachers weight the various course components of an individual course (for example, homework, quizzes, tests, and participation) under the direction of the administration at the beginning of the academic year. Students and parents are made aware of these relative weights at the beginning of the school year. Weighting does vary by grade level and subject area.

**Grading Procedures for Grades 1-8**

A minimum of twelve daily grades should be given during each nine week period in: Religion, Mathematics, Reading, English, Social Studies, Science.

A minimum of four daily grades should be recorded during each nine-week period in Handwriting, Music, Health, Physical Education, Art, Computer Education, and Spelling.

*Major Grades should include but not be limited to:*

1. Periodic or unit tests
2. Special projects

Major grades should be recorded in each of the major contents areas: Religion, English, Spelling, Reading, Mathematics, Science, and Social Studies at a minimum of four per nine weeks in grades 1-8. The teacher is encouraged to record more. Major grades are optional in physical education, music, art, and handwriting.

## **Homework**

Homework is an essential part of the learning process. It gives the student practice so that the knowledge and skill is mastered. Homework is to be completed on time. Students who do not have completed homework may be asked to complete it during lunch recess or at another designated time. Incomplete homework may be the cause for a lowered class grade or the loss of possible bonus points.

## **Promotion/Retention Requirements**

Promotion to the next grade level is based on student mastery of the grade level curriculum. St. Philip School does not promote students who do not meet these requirements. Promotion requirements for Kindergarten consist of mastery of the curriculum for that grade level and performance on reading assessments.

In first through eighth grades, students must earn a final average no lower than 70 on a scale of 100 in each of the following subjects: religion, language arts (reading), mathematics, science, and social studies. The principal and the teachers will consult with parents in making decisions about placement to the next grade level due to extenuating circumstances. A plan for remediation will be implemented if such a decision is made for the student. Students may be promoted if a grade of 70 or above is earned in a summer school program that has been approved by the principal prior to enrollment in the summer program.

# **TESTING AND ASSESSMENT**

## **Standardized and Objective Assessments**

St. Philip School administers the Iowa Testing of Basic Skills (ITBS) (full battery) to students in kindergarten through the eighth grades in September of each year. The Otis Lennon Test of School Abilities (OLSAT) is administered in September to students in the second and sixth grades. The school administers the released state tests in the spring of the year. A school developed writing assessment is given at certain points during the school year to guide instruction. Students in kindergarten through third grade are assessed with the Texas Primary Reading Inventory at the designated times throughout the school year. These results are used to guide reading instruction.

## **Testing to Identify Learning Difficulties**

St. Philip School participates in the federal and state special education program. Students may be referred for a special education assessment for speech or other learning disabilities through the required referral process with El Campo ISD. This will be done only after consultation with parents and a pre-referral school based process. Parents may give consent for the assessment and stop the process at any time or refuse services. The school will determine if the program offered at St Philip School can provide the program and services necessary for the student to receive an appropriate education. The school also assesses students for dyslexia and related reading disorders.

# **STUDENT RECOGNITION**

## **Awards Program**

St Philip School recognizes achievement in academics, sports, extra curricular areas, citizenship, and sportsmanship at the annual awards program. This program will be on the last day of the school year.

- ❖ Academics Awards – honor rolls (see honor rolls), highest average in individual subjects

- ❖ St Sebastian Awards – PE good sportsmanship.
- ❖ PE Awards – walking awards and participation awards
- ❖ Fighting Heart Award – Eighth Grade Boy and Girl who have exhibited leadership and good sportsmanship in extra curricular activities.
- ❖ Accelerated Reader Awards – given for points earned in reading.
- ❖ Good Christian and Citizenship Awards – recognition of Christ -like behaviors
- ❖ Other Awards
- ❖ Awards distributed are subject to change.

### **Bishop's Religion Award**

Eighth grade students are eligible for the Diocesan Religion Award. The criteria are:

- ACRE Test: Students must score 85% or higher
- No Unsatisfactory Conduct Grade throughout the school year.
- Students must complete a minimum of fifteen hours of apostolic service, not including school or family responsibilities, beginning the summer before their eighth grade year.
- Memorized Prayers. These may include, but are not limited to:  
     Sign of the Cross, Hail Mary, Morning Offering, Grace before Meals, Grace after Meals,  
     Act of Contrition, Our Father, Glory Be, Apostles' Creed, Memorae.
- Students must receive a favorable rating by the majority of teachers on the Award Review Panel.

### **Pastor's Honor Roll (3<sup>rd</sup> – 8<sup>th</sup> grades)**

Students who earn all A's and have a mark no lower than S in all areas including conduct are recognized on this honor roll in third through eighth grades. The Honor Roll is determined each nine weeks.

### **Principal's Honor Roll (3<sup>rd</sup> -8<sup>th</sup> grades)**

Students in third through eighth grades who earn all A's and B's and have a mark no lower than S in all areas including conduct are recognized for this honor roll.

### **Pastor's GOLDEN ACADEMIC Award (3<sup>rd</sup> -8<sup>th</sup> grades)**

A yearly award will be given to students who achieve all A's in their **cumulative** average and have a **cumulative** mark no lower than S in all areas including conduct are recognized on this honor roll in third through eighth grades.

### **Principal's SILVER ACADEMIC Award (3<sup>rd</sup> -8<sup>th</sup> grades)**

A yearly award will be given to students who achieve all A/B's in their **cumulative** average and have a **cumulative** mark no lower than S in all areas including conduct are recognized on this honor roll in third through eighth grades.

### **National Junior Honor Society (8<sup>th</sup> Grade)**

Cumulative average of 90 or above in the core academic subjects, attendance, and your conduct mark in seventh grade earn the opportunity to apply to become a member of the NJHS St. Philip Catholic School Chapter. A scholarship application will go before a Faculty Committee and the committee will then extend an invitation to those students who meet the criteria. Students who remain in good standing throughout the 8<sup>th</sup> grade year will graduate with this designation and wear the golden cord which signifies this honor at the graduation ceremony. Any deviation from the five pillars of NJHS (Scholarship, Service, Leadership, Character, Citizenship), whether at school or in the community, may result in removal of this honor.

### **Private School Interscholastic Association PSIA**

Students in first through eighth grades have the option to participate in academic competitions. Participation in these activities is contingent upon student commitment to preparation and practice and volunteer coaches for these events. Students who qualify for P.S.I.A. state will have to have a parent commitment to attend the state competition and cover some of the mandatory supervision that are assigned to each participating school. St Philip School will release the slots for any student who can not attend the state competition. Specific information will be sent to parents in the fall semester.

## **STUDENT HEALTH**

The school maintains the nurse's station through the school office. All students must have the immunizations required by the state of Texas for school enrollment and attendance. Current information on required immunizations is available in the school office. During the school year height and weight are recorded. Vision and hearing screening is done on the required grade levels and results are reported to parents if there is a need for further screening or assessment. Scoliosis screening is done in the sixth grade. This examination requires specific parent permission. A visual check for indications of juvenile diabetes is conducted by trained personnel on specific grade levels. Routine head lice checks are conducted as necessary.

### **Accidents and Illness**

Students who are ill will be sent home. The conditions for removal from school for illness are:

- Oral temperature of 100 degrees or more. *\*Student may not return to school until he/she is 24 hours fever free, without the use of fever-reducing medications. COVID guidelines supercede this time frame.*
- Vomiting, nausea, or severe abdominal pain
- Sore throat, acute cold, or persistent cough
- Redness, inflammation, or discharge from the eyes
- Acute skin rashes or eruptions
- Swollen glands around the jaws, ears, or neck
- Suspected scabies or impetigo or weeping skin lesions
- Ear ache
- Pediculosis (head lice). St. Philip School maintains a "nit-free" environment.
- Any suspected contagious disease
- Other symptoms of serious illness

### **Annual Notification of Asbestos Management**

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), enacted in 1986, all schools, public or private, are required to have an inspection of all buildings, for asbestos-containing building materials (ACBM), by accredited asbestos-trained personnel. All Catholic School facilities of the Diocese of Victoria were inspected during the 2008-2009 school year, including Saint Philip Catholic School in El Campo, Texas.

St. Philip Catholic School was inspected for ACBM by personnel from Engineering and Fire Investigations (EFI), an environmental consulting firm located in Houston, Texas. EFI is accredited and licensed by the Texas Department of Health (TDH) to perform asbestos condition assessments of all suspect and identified ACBM. Building materials at St. Philip were observed to be in undamaged condition and/or present minimal hazards, if any, to building occupants. Periodic



surveillance is also conducted semi-annually by St. Philip personnel. AHERA requires that this annual notification be posted or distributed to parents, staff, faculty, PTA, etcetera indicating the AHERA Asbestos Management Plan will be available for review upon request.

The 2003 AHERA re-inspection report and the AHERA Asbestos Management Plan are on file in the administrative offices. The documents are considered “permanent archives” and may not be removed from the premises; however, these records are available for review, upon request, at any time during normal school hours.

### **Emergency Care in Due to Accident or Illness**

If school personnel believe that the child needs emergency care, EMS will be called. Parents will be notified immediately using the information for parent contact provided to the school. If necessary, the child will be transported to the nearest hospital. In the event of a non-critical accident, a parent will be contacted by phone and/or an accident report notification form.

### **Medication Policy for Prescription and Non-Prescription Medications**

Authorized school personnel will administer only medications prescribed by a licensed physician or dentist and dispensed by a registered pharmacist. Medications must be properly labeled and accompanied by a signed parent/guardian permission form for administration to the student. Medications must be in the original bottle or container from the pharmacy and have dosage information for that specific student on the bottle or container.

Non-prescription medications (over the counter) must be in the original container with directions for administration and display the student’s name. Parental permission is required for administration of these drugs and must be consistent with the directions from the manufacturer. Cough drops are considered over the counter drugs and must be administered under these guidelines. School personnel are not permitted to administer any medications (prescription or over the counter) that do not follow these guidelines for their use. School personnel are not permitted to perform any medical treatment other than First Aid.

### **Student Insurance**

St. Philip School pays the premium for the student accident insurance, which covers students on campus during school hours and students attending school-sponsored activities. This accident insurance provides limited coverage and will only serve as secondary coverage to parents’ health insurance. In the event of an accident, parents are expected to file both, with their health insurance company (as primary claim) and with the school health insurance (as secondary claim). Additional accident insurance coverage can be purchased from the school insurance provider. Information is sent home at the beginning of the school year.

## **EXTRA CURRICULAR ACTIVITIES**

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

### **Applied Music**

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

### **Athletics**

The school offers boys and girls the opportunity to participate in football, volleyball, basketball, track, softball, and soccer. Students are given the opportunity to sign up for these sports each year. Specific information on the requirements, the schedule of events and practices is provided at the beginning of the school year or prior to the beginning of competitions. Guidelines for practices in extreme weather conditions (i.e. heat, humidity) are strictly adhered to. St. Philip School follows the guidelines enforced by the local ISD. Student must meet academic requirements for eligibility to practice and participate in each of these events.

### **Band**

St Philip School has a band program for students in the sixth through the eighth grade. Students are contacted about participation in the band at the end of the fifth grade year. All 6<sup>th</sup> grade students are required to participate in band this first year of Junior High. All 7<sup>th</sup> and 8<sup>th</sup> grade students who join the band must stay in the program for a semester. They may withdraw from the program at the end of the semester.

### **Cheerleading and Pep Squad**

Cheerleading and Pep Squad offer students the opportunity to promote school spirit and participate in dance routines. The cheerleaders and the pep squad perform at athletic events, pep rallies and other school functions. Information about participation is available from the school office.

### **Choir**

Students in the seventh and eighth grades may participate in the school choir. The program performs for school and community functions and travels to various performances through out the year. Information about joining the choir will be provided to students on the eligible grade levels. Choir is determined on a per-year basis dependent upon the number of interested students and scheduling availabilities.

### **Student Council**

Students in the sixth, seventh, and eighth grades have the opportunity to participate in student government. The principal solicits the input of the Student Council on various school matters. Elections are held each year in the spring semester.

## **GENERAL INFORMATION**

### **Book Bags**

Students may bring school materials to school in book bags. These bags may be carry only or rolling bags. They must be kept in designated areas of the classroom or the assigned area for book bags for sixth, seventh and eighth grade students.

### **Counseling Services**

If needs arise a determination for student counseling will be made by the principal and/or pastor in agreement with the parents. Also, a list of local counseling agencies is available in the school office.

### **Electronic Devices**

Electronic games and devices are not allowed on campus unless special permission/rewards are given. Misuse of electronic devices and toys will follow the cell phone policy as seen on page 12.

### **Grievance Procedure**

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

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

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

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

### **Library Services**

Students have access to the school library and the Wharton County Public Library across from the campus located on the corner of Depot and Church Streets. Classes utilize both of these facilities during the school day. All books checked out from the SPS library should be returned in a timely manner. Students will be charged replacement cost of any book that is lost. If the book is subsequently found, a refund can be given only during the same school year.

### **Lockers**

Students in sixth through eighth grade are furnished with locker/s for storage of school material and personal items. These lockers are subject to locker inspection on a regular basis. No food items other than a daily school lunch may be kept in lockers. Decorations, other than a shelf or divider, are not permissible.

### **Notes/Invitations**

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

### **Religious Activities**

All students who attend St Philip School are required to participate in designated religious activities. Tenants of the Catholic faith are infused into every subject and every aspect of school life. Students who are not Catholic will be expected to participate in all ways that are appropriate according to Church law and practice.

Parents are encouraged to attend Mass and all other religious observances with their students. Students attend Mass every Friday of the school year (check school calendar for specific dates or changes due to Holy Days). Students will also participate in recitation of the rosary or recitation of the Divine Mercy Chaplet on a monthly basis.

Students also participate in All Saints Activities, Thanksgiving Food Drive, Advent Services, Lenten Activities and the Stations of the Cross, May Crowning and other specific recognitions of special religious events and persons.

Each room in the school has been designated with a saint's name. Students will study the saint in their homeroom and recognize that saint on his/her feast day.

### **Serving at Funeral Masses**

Students who have been trained as altar servers will be allowed to serve at funerals that occur on school days in St Philip the Apostle parish. In order to serve students must be passing all subjects and have a signed parent permission slip on file in the office allowing them to miss class for this purpose. Students will be responsible for making up any work missed during their absence for this service. Students will not be pulled out of core classes.

### **Student Phone Use during the School Day**

Calling home during the school day will be discouraged unless of an absolute emergency or specific instruction from the teacher. Students will assume responsibility and applicable discipline for forgotten homework, gym clothes, band instruments, etc. A student, under no circumstances, may call home to be picked up for illness or other reason. This call will be made by the school health attendant if a student is deemed too ill to remain in school.

### **Textbooks**

Textbooks are purchased by the school for the use of the students. Books are to be kept covered at all times. Students are responsible for keeping books in good condition. Students are responsible for any damage to books beyond reasonable wear and for the cost of replacement for lost books. Lost books and any fines due must be paid before final report cards can be received.

### **Parent Organizations**

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

The PTC's main fundraising event, the annual Fall Festival and ticket sale, occurs in October of each year. All families will be required to participate. Details will be given at PTC meetings.

A Dinner Dance representative is present at all PTC meetings to coordinate classroom projects for our annual Dinner/Dance fundraiser held in February of each year. The cost per student for the classroom project is pre-paid in your academic fees.

### **Volunteer/Parent Computer Use Notice**

Any volunteer or parent utilizing a personal or school owned computer while on campus is responsible for imparting the standards of ethical and legal conduct of usage as established by St. Philip Catholic School. All use of the Internet must be in support of education and research and consistent with the mission of a Catholic school.

# DRESS CODE

## Girl's Class "A" – Church Kindergarten – 8th Grade

### Entire uniform by Land's End ONLY

\*\*Access the SPS Land's End store from the link on our website [www.stphilipschool.org/dress-code](http://www.stphilipschool.org/dress-code)

#### **Girl's Plaid Pleated Skirt**

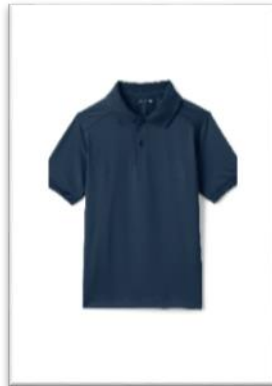
Item #430819-BP3

Clear Blue Plaid

#### **School Uniform Rapid Dry Active Polo WITH SCHOOL EMBLEM**

Item# 486425

Classic Navy



**\*\*Embroidery required through Land's End.** They often run a ONE CENT LOGO SPECIAL! Please take advantage of this offer!

## Girl's Optional Items Pre-K – 8<sup>th</sup> Grade

### Land's End ONLY

Headband

Item #403878-BPX



Clear Blue Plaid

### Land's End ONLY

Belt

Item #382298-BP0



Clear Blue Plaid

### **Additional Girl's Class "A" Notes:**

- Class "A" days are every Friday. Additional dates may be added when a change is made for a holy day or special event.
- Shirt may be worn untucked.
- Skirt/Jumper length must be at the knee.
- Solid colored under shorts – not to exceed the length of the jumper should be worn.
- Leggings are NOT allowed.
- Socks/Tights are to be solid white or navy and **MUST** be worn.
- Shoes should be soft-soled. No sandals

Boy's Class "A" - Church  
**Kindergarten – 8th Grade**

**Entire uniform by Land's End ONLY**

\*\*Access the SPS Land's End store from the link on our website [www.stphilipschool.org/dress-code](http://www.stphilipschool.org/dress-code)

**PANTS**

Long Pants (no cargo)

Tan



**School Uniform Rapid Dry Active Polo WITH SCHOOL EMBLEM**

Item# 486425

Classic Navy



**\*\*Embroidery required through Land's End.** They often run a ONE CENT LOGO SPECIAL! Please take advantage of this offer!

**BELT (must be worn)**

Brown or Black

**Additional Boys Class "A" Notes:**

- Class "A" days are every Friday. Additional dates may be added when a change is made for a holy day or special event.
- Shirts are to be worn tucked in at all times
- Socks are to be solid white or navy and **MUST** be worn.
- Shoes should be soft-soled. No sandals, steel toe or leather soled shoes.

Class "A" - Church Outerwear  
**Kindergarten – 8<sup>th</sup> Grade**  
Girls and Boys

Any Vendor



SOLID NAVY BLUE – jacket or sweater ONLY.

Girl's Class "B" – Every Day  
Kindergarten – 8<sup>th</sup> Grade

**TOPS (Kindergarten – 8<sup>th</sup> Grade)**

Polo Collared Shirt, Short or Long Sleeve



- Royal Blue



- Light Blue



- Navy Blue



- Red



- White

**BELT (Kindergarten – 8<sup>th</sup> Grade)**

Brown, Black or Clear Blue Plaid (see OPTIONAL Items)

**BOTTOMS (Kindergarten – 8<sup>th</sup> Grade)**

Pants, Shorts, Skorts or Jeans



Tan OR Navy Blue Slacks    Tan OR Navy Blue Shorts    Tan OR Navy Blue Skorts

Jeans

Dark Colored Denim Blue    Jeans. Simple pocket stitching is allowed that does not make wording or picture. No holes or embellishments, sequins, or beading. No low rise (where undergarments or body parts are visible when bending, reaching, etc). No baggy or "skinny" jeans, carpenter, or cargo styles allowed. Stretch jean material or "jeggings" are not accepted in school.

**Additional Girls Class "B" Notes:**

- All components must meet uniform standards.
- Visible brand names or logos should not be present.
- Long sleeve solid tees in matching color, white or black may be worn under short sleeve polos in cold weather.
- Short/skorts must not be shorter than 3" above the knee.
- Skirts are not permitted.
- Socks must be worn in white or black only.
- Shoes should be soft soled tennis shoes or closed toe shoe with a low heel.
- Heavy coats of any color/style may only be worn in cold weather conditions when determined by the principal and a message is sent out.



Boy's Class "B" - Every Day  
Kindergarten – 8<sup>th</sup> Grade

**TOPS**

Polo Collared Shirt, Short or Long Sleeve



- Royal Blue



- Light Blue



- Navy Blue



- Red



- White

**BELT**

Simple Brown or Black

**BOTTOMS**

Jeans, Pants or Shorts



Tan OR Navy Blue (no cargo)



Tan OR Navy Blue (no cargo)



Jeans

Dark Colored Denim Blue Jeans

Simple pocket stitching is allowed that does not make wording or picture. No holes or embellishments. No low rise (where undergarments or body parts are visible when bending, reaching, etc). No baggy or "skinny" jeans, carpenter, or cargo styles allowed.

**Additional Boys Class "B" Notes:**

- All components must meet uniform standards.
- Visible brand names or logos should not be present.
- Long sleeve solid tees in matching color, white or black may be worn under short sleeve polos in cold weather.
- Socks must be worn in white or black only.
- Shoes should be soft soled tennis shoes or closed toe shoe with a low heel.
- Heavy coats of any color/style may only be worn in cold weather conditions when determined by the principal and a message is sent out.

## PRE-K DRESS CODE

### Class "B" - Every Day

Girls and Boys

#### TOPS

Polo Collared Shirt, Short or Long Sleeve



- Royal Blue
- Light Blue
- Navy Blue
- Red
- White

#### BOTTOMS

Shorts, Pants, or Skorts (for girls).  
MUST HAVE ELASTIC WAIST. **No belts.**  
Tan, Navy or Dark Blue Denim



### Class "A" - Church

Girls and Boys

There is not a required dress code for PK students on Mass days. It is suggested that a **plain Navy Polo (SPS logo not required) and Tan bottoms** be worn for uniformity; however, is not mandatory for PK students. PK girls also have the option of wearing the jumper as seen below.



#### PREK GIRLS – FRIDAY ONLY OPTION

***Purchase from French Toast***

Pleated Hem Jumper – NAVY ONLY

Item#: 1352Q (2T-4T) or 1352B (4-6/7X )

Worn over WHITE POLO only.

*\*Must wear shorts underneath!*

#### **Additional Pre-K Dress Code Notes:**

- Visible brand names or logos should not be present.
- Long sleeve solid tees in matching color, white or black may be worn under short sleeve polos in cold weather.
- Short/skorts must not be shorter than 3" above the knee.
- Skirts are not permitted.
- Socks must be worn in white or black only.
- Shoes should be soft soled tennis shoes or closed toe shoe with a low heel.
- See page 30 for Class "A" (Church) jacket information.
- See page 34 for Class "B" – (Every day) PIONEER hoodie information. Zipper style is needed for PK.
- Heavy coats of any color/style may only be worn in cold weather conditions when determined by the principal and a message is sent out.

**EVERY WEDNESDAY IS SPIRIT DAY!**  
**EVERY WEDNESDAY IS SPIRIT DAY!**  
**ALL STUDENTS**  
**Girls and Boys, Pre-K – 8<sup>th</sup> Grade**

Support the Pioneers!...

- St. Philip Spirit Shirts may be worn every Wednesday. These are only the shirts that have been sold during the current year and previous years through the SPS Booster Club, PTC, and for school sponsored events during the year.
- The approved ¾ zip SPS Jacket sold by the Booster Club may be worn over Class B uniforms and athletic jerseys on non-church days.
- Shirttails must be tucked in at all times.
- Boy's hair must not extend past the ears or the collar.
- Boys must be clean shaven.
- Piercings are not allowed on male students.
- Appropriateness of distractible accessories will be determined by the Principal.
- Hard sole boots and shoes will not be allowed.
- Boots of any style, when worn, must be soft soled (allowed on free dress days only.) Jeans must be worn over the boot, not tucked in. Boots may not be worn on a P.E. day.
- FREE DRESS DAYS may be designated by the Principal. These days may be school picture days and/or related to student rewards. Students are expected to dress in accord with school, church, and community standards on these days. Flip flops or Crocs shoes; frayed or cut-off hemlines on shorts; and sleeveless/strapless shirts are never allowed. Shorts should be no shorter than 3" above the knee. Leggings are only permitted with longer length tunic top.
- Players may wear uniform shirts with Class B bottoms on games days.
- The official royal blue "PIONEER" hoodie is being phased out to accommodate newer styles. If you have one of these hoodies, it may continue to be worn during the 23-24 school year. PIONEER hoodies are NOT to be worn at any time during the school day when the student is in Class A Uniform.
- Students who do not follow the uniform policy or free dress policy, when applicable, will be asked to change clothes or, at the discretion of the principal, be sent home.
- The Principal's decisions regarding student dress are final.

## PE DRESS CODE

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

***The P.E. clothing is as follows:***

<div data-bbox="394 602 586 787" data-label="Image"> </div> <div data-bbox="441 825 540 858" data-label="Caption"> <p style="text-align: center;"><b>BOYS</b></p> </div>	<p><b>SHIRTS:</b> Grey PIONEER* t-shirts. <b><i>Student's name must be inside the garment.</i></b></p> <p><b>SHORTS:</b> Royal blue shorts with or without white trim. Student's name should be on the lower left leg of the shorts.</p> <p><b>SHOES:</b> Tennis shoes are required.</p> <p><b>SOCKS:</b> White socks according to school dress code should be worn.</p>
<div data-bbox="397 1117 584 1308" data-label="Image"> </div> <div data-bbox="438 1346 545 1379" data-label="Caption"> <p style="text-align: center;"><b>GIRLS</b></p> </div>	<p><b>SHIRTS:</b> Grey PIONEER* t-shirts. <b><i>Student's name must be inside the garment.</i></b></p> <p><b>SHORTS:</b> Royal blue shorts with or without white trim. Student's name should be on the lower left leg of the short. <b><i>Length should be no shorter than a 5" inseam.</i></b></p> <p><b>SHOES:</b> Tennis shoes are required.</p> <p><b>SOCKS:</b> White socks according to school dress code should be worn.</p>

\*Orders for the Grey PIONEER physical education t-shirt will be taken before each school year by SPS.