

# St. Philip's Episcopal School



## PARENT-STUDENT HANDBOOK

(Revised June 2019)

Dear Parents:

Welcome to the 2019-2020 school year! This year promises to be full of fun, learning, and change. Please bear with us as we work through these changes. I believe this will be an amazing year and that many positives will be produced throughout our transformation.

We are blessed with a great opportunity to work with our parents, community, and our students to create a lifelong love of learning, a strong foundation of Christian values, and a sense of responsibility to help those in need. Our school is not just a school; we are a family headed by our Father and tasked with educating the whole child; socially, spiritually, and intellectually.

St. Philip's is a great place to be! A place where we can be certain we have prepared our students for whatever is next for them. A place where we will build the leaders, lovers, and learners of tomorrow.

If you have any questions about the information in this handbook or if you need anything, please do not hesitate to speak with me. My door is always open.

Blessings,

Jean Ann Chisum  
Head of School

# Mission Statement

## St. Philip's Episcopal School Mission Statement

St. Philip's Episcopal School (SPES) is grounded in the expression of Christianity and operates within the beliefs and traditions of the Episcopal Church. SPES nurtures spiritual growth, exploration, and discovery of self; promotes service and responsibility to others; and provides strong 3K-4th Grade academic programs for motivated and able students of diverse races, creeds, and economic backgrounds, utilizing innovative resources to teach the best of traditional curriculum.

### **About St. Philip's**

**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 second grade class and third grade class were 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 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. In 2014, the office building and Woodward Hall have were sold and removed. At present, St. Philip's conducts classes from 3k through fourth grade, with approximately 60 students enrolled. 3K and First Grade classes are held in Knox Hall. Spanish, Pre-K and Art as well as our after school care program are held in Irene Hall. The Resource Room houses the Library and Kindergarten Class. Second Grade, Third Grade, and Fourth Grade are in Hattie Hall. 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 Fourth 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.

### **The Children's Creed**

I believe in God above. I believe in Jesus' love. I believe His Spirit too, comes to teach me what to do. I believe that I should be kind and loving, Lord like Thee.

## **Policies and Procedures**

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# POLICIES AND PROCEDURES

## ACADEMIC POLICY

### Curricula

The purpose of education is to help guide children in proper growth – academically, socially, emotionally, spiritually and physically. Our curricula are designed to create an exciting learning environment organized around major concepts and skills.

The curriculum is based upon children's interests, past experiences, and developmental levels. Our **3K Class** is divided into learning centers (i.e. block area, art area, book corner, dramatic play, table games, science, and math). This allows the child to explore, create, experiment, and discover. The centers provide many opportunities for the child to practice new skills and to make choices and decisions within a framework of cooperative responsibility. This will ensure that each child is successful, enjoys learning, and takes pride in his/her accomplishments.

The curriculum is Evan Moore – Everyday Literacy and Jumbo Fun with the Alphabet.

Our **Pre-Kindergarten** curriculum is directed by the Texas Pre-Kindergarten Guidelines, taught through learning centers and uses the Scholastic Big Day Curriculum as well as Eureka Math Curriculum.

Our **Kindergarten** curriculum is also taught through learning centers as well as the following:

- Reading - Journeys Houghton Mifflin

- Phonics - Saxon Phonics

- Science - Nancy Larson Science

- Math - Eureka Math

- Social Studies is based on the letter of the week, current events, and seasonal activities, monthly activity books.

- Accelerated Reader

### Grades 1-4

- Reading: Houghton Mifflin Journeys

- Phonics - Saxon Phonics

- Writing: Write Source

- Math: Eureka Math

- Social Studies: My World, Harcourt Brace Meeting Many People, Harcourt Brace Texas Studies Weekly

- Science: Nancy Larson

### Achievement Testing

St. Philip's administers the Iowa Test of Basic Skills (I.T.B.S.) each year in the spring in grades Kindergarten through 4th Grade. We use the Scholastic Kindergarten Readiness Test for Pre-K.

\*St. Philip's does not...

- ... use standardized tests to label students.

- ... use standardized tests to place students in a grade or class.

... use standardized tests for report card grades.

... use standardized tests to evaluate teachers.

I.T.B.S. scores do help...

... St. Philip's administrators and teachers measure how students perform in relation to other students who take the same test nationwide.

... St. Philip's administrators and teachers evaluate school programs and curricula.

... St. Philip's administrators and teachers evaluate a student's progress from year to year.

Cognitive abilities tests do help St. Philip's administrators and teachers measure a broad range of abilities or skills that are considered important to success in school and help tell how students are likely to do in future schoolwork.

Standardized tests have limitations. They are not the perfect measure of what individual students can or cannot do. Your child's scores on a particular test can vary from day to day, and many factors can affect a particular score (whether your child guesses, or follows the directions carefully, or was sick the week of testing, etc.)

How can you help your child prepare for testing?

1. Do not be overly anxious about the testing or test scores, but do encourage your child to take the test seriously.
2. Make sure your child is well rested for each day of testing.
3. Make sure that your child eats a well-balanced breakfast each morning.
4. Get your child to school on time. Children who come to school after the morning testing session begins are at a disadvantage.

The test results should arrive in May. We will contact you for a conference to discuss the results. If you would like the results mailed to you, please send a self-addressed stamped envelope to your child's teacher. Otherwise, the results will be filed in your child's permanent file and you will have to pick them up in person. We will not send them home via "Backpack Express".

## **Class Size**

3K – 18 with 1:12 Staff/Child Ratio

Pre-K – 18 with 1:14 Staff/Child Ratio

Kinder-4th Grade – 20 with 1:16 Staff/Child Ratio

Classes will not exceed the limit unless one of the following 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 fourth grade.
- The School Board retains the right to make a final decision on the exceptions to class size.

## **Report Cards**

Reports Cards for 3K through Fourth Grade – Every Nine Weeks

Special Classes are given a performance grade every nine weeks

Grades are recorded in RenWeb. Report Cards are issued on the Wednesday following the nine week period. Reports cards must be signed and returned to the teacher the following day.

### **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 – Fourth 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

### **Grading Policy**

It is the discretion of the teacher to determine what constitutes daily and test/project grades and how those grades will be weighted. It is up to the teacher to formulate grading policies based on sound educational practices. Parents must be informed of these policies on parent night. The grading system for each grade level is detailed on the report card. Students are graded on academic work, social conduct and work habits.

### **Homework**

Students regularly receive assignments that normally must be finished outside the classroom. The purpose of this homework is to prepare the students for activities that will happen in class and to strengthen or enrich those that already have begun. Students should be encouraged to plan and use their time productively and to become self-directed in meeting these responsibilities. In keeping with the school mission that each student be educated socially, it is stressed that the student becomes organized so no homework or books are left at home.

Homework is usually assigned Monday through Thursday with only folders, approved projects, research reports (usually needing several days of preparation) to be done over the weekend (after a timeline has been discussed with the student and sent home). It has been recommended by our accrediting agency that the amount of time homework can be expected to take on an "average" night when done by an "average" student should be:

Kindergarten and 1st Grade	30 minutes (includes reading with parents)
2nd Grade	30-45 minutes (includes reading with parents)
3rd and 4th Grade	45 minutes (includes reading with parents)



## **Honor Roll**

Honor roll is a great opportunity to recognize students that excel both academically and socially.

Eligibility for honor roll will be based on the following:

**"A" Honor Roll** - Student has an overall 9 week grade point average of 90.0 or above on all subjects averaged together and no more than 2 "N"s on the report card.

## **Enrichment Subjects**

All children attend library, STEAM, music, Spanish, religion and physical education classes. Art is taught as part of the curriculum.

## **ADMISSIONS**

### **New Applicants**

St. Philip's Episcopal School admits qualified students of any race, color, gender, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, gender, national, and ethnic origin in the administration of educational policies, admissions policies, or scholarship funds.

Each applicant is evaluated on their academic and personal performance regardless of background.

The following factors will be considered for admittance:

1. Chronological age (a cut-off date of September 1<sup>st</sup> is used to determine grade level). No exemptions or waivers will be granted without permission from the Head of School.
2. Age appropriate developmental academic readiness including good behavior and social skills and a good academic/behavioral history if applicable.
3. Teacher recommendations and copies of report cards from current school (grades 1-4 only).
4. The expressed commitment of the family to provide positive and purposeful support for the policies, personnel, practices, and curricular goals of St. Philip's Episcopal School.

All families seeking to be admitted must complete and submit a completed application, a copy of the birth certificate and a signed record request form, if applicable. Official transcripts, teacher recommendations forms, and recognized nationally normed achievement test scores are requested from current schools, if applicable.

**3K Applicants** – While no assessment is required for this age group, all applicants must go through the application process which includes submitting a formal applications and birth certificate, taking a tour of the facility and meeting with administration, along with a visit to the classroom if possible. Applicants will be evaluated for age appropriate developmental readiness including fine and gross motor skills. Students must be “potty” trained.

**Pre-K Four and Kinder Applicants** - The child will spend time in a classroom environment and is assessed by the assigned teacher. If the applicant is currently enrolled in another school, a recommendation form is requested from the applicant's teacher. Applicants are evaluated for age appropriate developmental academic readiness including good behavior and social skills.

**First Grade – Fourth Grade Applicants** - First grade applicants are required to visit in a St. Philip's classroom and will be assessed by the teacher or the Head of School. Applicants are assessed for age appropriate reading skills, math skills and social skills. During the applicant's visit, math skills and writing skills, as well as social, emotional and behavioral skills, will be evaluated by St. Philip's faculty member. In addition, if no national test results are available and/or if there are concerns about the academic portion of the transcripts, standardized testing will be administered on campus. Applicants must demonstrate a good academic history and good behavioral scores.

Priority Enrollment policies will be followed in placement of all students.

If the applicant has been accepted, the parents receive a formal call of acceptance and an enrollment agreement is officially offered. If an applicant is not accepted, a call is placed to the parents and a letter of non-acceptance is mailed.

If the grade level is full, but the applicant meets the requirements for admission, then parents are informed their child will be placed on a waiting list and called when space becomes available.

A new student seeking admission during the course of the regular year is required to provide, in writing, the reason for leaving the previous school. Any student seeking admission to St. Philip's School who for any reason is under suspension or expulsion from another school shall not be admitted.

**There will be a six-week probationary period during which the child's adjustment to St. Philip's will be closely monitored. During this time, the teacher will be in direct communication with the parent about any academic or behavioral concerns. At the end of this period, if deemed necessary, a conference will be held with the parents, the teacher, and the Head of School. If the student has been unable to adjust to the academic or social environment, or to the structure and discipline of the school, the school has the prerogative to ask the parent to withdraw the student at this time.**

### **Currently Enrolled Students**

Currently enrolled students who are invited back for the next school year will be offered enrollment agreements in February.

### **Priority Enrollment Policies for New Applicants**

New Applicants will be placed in the following priority:

- Level 1: Siblings of families who have been St. Philip's Episcopal School for at least three (3) consecutive years
- Level 2: Siblings of all other families at St. Philip's Episcopal School
- Level 3: Alumni families
- Level 4: Public

All applications will be dated and considered on a first-come first-served basis.

## ACCREDITATION

St. Philip's Episcopal School is accredited by S.A.E.S. (The Southwestern Association of Episcopal Schools), an organization recognized not only by the Commissioner of Education in Texas, but also by the National Association of Independent Schools.

## 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
Second Grade	7 years old
Third Grade	8 years old
Fourth Grade	9 years old

St. Philip's will only accept a student after the date of September 1, if he or she is transferring from an established and recognized school and has met the admission requirements.

## ATTENDANCE

Regular attendance fosters the growth of positive attitudes toward learning, courtesy, and responsibility, as well as providing consistency and feelings of security for young children. **Parents should plan appointments and family trips around the school calendar.** If your child will not be in school, please call the office before 8:30 a.m.; otherwise, send a note to the teacher the next day. We are required to check the attendance of each child daily.

### Arrival

Children should arrive no earlier than 7:30 a.m.

For safety reasons, we strongly encourage you to use the drive through lines for dropping your children off rather than walking them into the school building. Please do not block the thru traffic areas by getting out of your car. Teachers will be on duty to assist you with unloading.

**If you wish to walk your child in the building, please park in front of the Sports Court. All parents and children must use the school crosswalks and follow the directions of the staff members on duty.**

After the 8:00 a.m. bell rings, students are considered tardy and will be marked as such by the classroom teacher. You must report to the office before going to the classroom. Doors will not be opened until the office notifies the classroom teacher.

### Attendance Policy

St. Philip's Episcopal School's attendance policy promotes regular class attendance as an integral part of the learning process and an orderly atmosphere in which learning can take place. Parents are expected to cooperate in teaching their child/children respect for the school hours by bringing him/her on time and not requesting to have him/her dismissed early except in the case of an emergency.

Extended absences such as family trips or extenuating circumstance must have prior approval by the head of school.

Students must attend at least 95% of the days the class is offered. Any student who attends fewer than 95% of the days the class is offered will be subject to the following policy:

- 5 absences – Parent will receive a reminder phone call from the teacher
- 7 absences – Faculty member will notify the principal and a notification letter will be sent by the school office via email and US mail to the parent
- 10 absences – Parents will have to petition in writing for credit to the Head of School and the Executive Committee of the School Board.

### **Tardy Policy**

School begins promptly at 8:00 a.m. Students arriving after this time must report to the office with an adult for a tardy slip. Tardiness is a disruption to the learning atmosphere and is disrespectful of the teacher's and other student's time. **Therefore, prompt arrival is a priority.** Arriving 10 minutes early enables your child to have a relaxed beginning to the school day and an opportunity to visit with his/her teacher and friends. If a student accumulates more than 5 tardies or absences in a six week period, the student and parents will be asked to meet with the Head of School to discuss the problem.

### **Extra-Curricular Activities Attendance**

Students who are absent from school for any reason shall not be allowed to participate in school-related activities on that day or evening.

### **Returning To School**

When returning to school after an absence, a student must bring a note to the teacher signed by the parent that describes the reason for the absence. **Medical and dental appointments are to be verified by a note from the doctor. Parents are asked to schedule these appointments after 3:30 p.m., so as not to interfere with class.**

Students who have been absent for any reason must make up the work they missed within the time prescribed by the teacher. A student absent on days when tests are scheduled will be tested upon his/her return to class, or at the teacher's convenience. Failure to make up work will result in academic penalties. A student shall receive a zero for any assignment or test not made up within the allotted time.

A note signed by the student, even with the parents' permission, will be considered a forgery and the student will be disciplined.

### **Sign In/Out**

Parents must sign their child out if they leave school before the end of the day and sign them in when returning during the day. If the child needs to leave early due to an emergency, please notify the office in writing. If the parent sends someone else to pick up their child during school, even if that person is listed on the child's application, the parents must notify the teacher in writing and that person must sign the child out from the office.

## BOARD OF TRUSTEES

The Board of Trustees is the governing body of the school. The Board shall have the power and authority to determine school policies, rules, and regulations. The Board of Trustees shall be subject to the oversight of the Vestry of St. Philip's Episcopal Church and the Diocese of West Texas as set out herein or required by the Canons of the Diocese of West Texas.

The membership of the Board of Trustees of the school (board) shall consist of members in good standing of St. Philip's Episcopal Church (six members) and parents (4 parents) of school children.

Paid employees of St. Philip's School are ineligible to serve on the Board of Trustees. No trustee of the day school shall serve the school in any management capacity.

Parental issues must be handled at the level at which they arise, typically at the classroom level. Board members have no employees at the school and may not insert themselves in parent-teacher conflicts. If you have concerns, please follow the chain of command as listed under "Grievance Procedures".

## COMMUNICATION

It is our goal to ensure parents are always informed of the happenings at our school. We do this through:

### Class Dojo

Parents will be invited to join Class Dojo. Please download the app or sign up from your computer. Dojo is an excellent way to communicate with your child's teacher, receive reminders and updates from your child's teacher, and see things that are happening in the classroom.

### Parent Alert

Parent alert allows us to send out voice, email and text messages to families regarding important events, reminders, and emergency situations. It is vital that we have correct information in our system for your family. Home phone numbers, cell numbers, and email addresses should be updated immediately in the case of a change.

### Monthly Newsletter

A comprehensive monthly newsletter will be sent at the beginning of each month with information on upcoming events, school news, and the monthly lunch menu. This newsletter will be sent in the folder and also emailed each month.

## CONFERENCES

The teachers and the Head of School are always eager to confer with you about your child's progress or about any aspect of our program. The school has assigned mandatory conferences in the fall and spring. These conferences are scheduled specifically for you to learn about your child's progress and express concerns or questions that you might have. However, if the parent or the teacher feels a need for additional conferences, they may be called at all levels.

All teachers have a scheduled conference time each day. If you wish to meet with a teacher, call the school or email your teacher to arrange for a conference. If you are unable to meet during the day, teachers can also meet with you before 7:45 a.m. or after school, depending on the situation. In order to make these conferences productive, please do not bring your child or his/her siblings.

## **DISCIPLINE**

Students at St. Philip's are expected to maintain high standards of personal conduct including attitudes, behavior, language and respect of others. Our mission statement expresses the desire to educate the whole child - including socially and emotionally.

St. Philip's strives to promote self-discipline and acceptable behavior through consistent, positive reinforcement in all areas. It is our goal through this discipline policy to provide a safe, healthy, and nurturing atmosphere in which all children will grow and learn in a developmentally appropriate manner consistent with sound educational principles and within the bounds of Christian doctrine.

St. Philip's School reserves the right to require alternative educational placement if, in the opinion of the Head of School, the needs of the student, other students in the class, or the best interest of the school so indicate.

### **Classroom Expectations**

Should unacceptable behavior be displayed in the classroom, consequences determined by the teacher will be enforced. Each grade level team is responsible for establishing the rules of behavior and consequences shown on conduct sheets. Should the misbehavior be severe and/or persistent, the following steps will be taken:

1. The first exclusion from the classroom will require the student to go to the Head of School's office for a conference with the student and the teacher. The parent will be notified of the behavior.
2. A second exclusion from the classroom will require the parent to pick up the child for the day and a parent-teacher-Administrator conference will be called. A behavior management plan will be written and agreed upon at the time of this conference stating expected behavior as well as the consequences for student misbehavior. The teacher, parent, administrator and student will all sign this plan to show agreement. A two-week probationary period will begin at this conference. If expected behavior is not met during, or at the conclusion of the probationary period, the student will be asked to withdraw from St. Philip's.

### **Out of Classroom Activities**

All students are expected to follow the rules of their classroom, in special subject classes as well as at any school function. Special subject and classroom teachers will have similar rules and consequences for misbehavior. Severe or persistent misbehavior at any activity outside the classroom (i.e. special subjects, lunchroom, playground or extra-curricular activities) will result in an immediate exclusion in the Head of School's office and the above steps will be taken. Special subjects are included in our curriculum as a way of enriching our students and our overall school and students are expected to take them seriously.

All school employees will have the authority to discipline any student who is misbehaving.

**\*\*All school activities require acceptable discipline as well as academic success. For discipline problems, the school policy will be determined on a case by case basis by the Head of School.**

## DISMISSAL

The end of the day in all classrooms is a time in which teachers will be working with students on a variety of organizational skills including planning homework, calendar planning and making sure that students are up to date on all school work. It is vital that students be in class for this time. Therefore, we ask that you not pick your children up between 3:00 – 3:30 p.m. **Parents should plan appointments and family trips around the school calendar.**

**Because of safety considerations as well as efficiency, we strongly encourage all parents to use the drive thru lines for picking up their child/carpool.** The end of the school day can be extremely chaotic and it is our desire to keep an efficient and safe atmosphere. Please **do not** park, get out and pick up your child.

The drive thru pick up line is not a time to confer with your child's teacher. If you need to speak with the teacher, please call and set up a conference time.

**Families with students who need to be buckled into carseats should make a line to the left and families with students without carseats should make a line to the right.**

We will not release a child to an unauthorized driver without written permission from the parent or guardian. Acceptable forms of pickup changes or written permission include a signed note, signed fax or email that comes from an email that is on file with the school office. Text messages will not be accepted. Verbal authorization will be at the discretion of the Head of School.

Students who haven't been picked up by 3:40 p.m. will be escorted to the after school care classroom/playground. Parents will be required to sign them out with the office, after 3:50, a fee of \$10.00 will apply.

## DRESS CODE/UNIFORMS

***Students may purchase their uniforms polos anywhere and have them embroidered with the approved logo at Southwest Uniforms, 223 N. Getty St., Uvalde.***

### **Dress Code (updated 6/18)**

The purpose of wearing uniforms is so attention will not be focused on dress but on academics and character. A dress code gives children pride in their school, a feeling of belonging, and a sense of orderliness that will carry over into academic areas.

Starting the first day of school, students must be dressed in uniform. The uniform should be neat, mended, and clean at all times. Discolored, stained, or torn uniforms should be replaced.

Special non-uniform days will be announced throughout the year. However, the "dress code" will still be in effect for these days as well, shorts must be the appropriate length, shirts may not have inappropriate printing on them and midriffs will be covered. Sleeveless shirts are acceptable as long as they are not spaghetti strap camisoles, halter tops, ribbed undershirts or any other type of tank top.

**Extremes in hairstyle and jewelry are discouraged. Girls bows should be red, white, black or blue in color. Headbands should be flat (no ears, horns, etc.) and should be red, white, black, brown, blue, silver or gold in color. Jewelry should be minimal and should not cause a distraction to the student or others. Boys must keep their bangs shorter than the eyebrows and the back of their hair shorter than their shirt collar. Boys are not allowed to wear earrings.**

#### Monday – Thursday

- St. Philip's Episcopal School collared uniform shirt with embroidery symbol
- Khaki bottoms (pants, shorts, skirts, skorts) – Dress code length
- No show or white socks
- Closed-toe, rubber-soled shoes (tennis shoes)

#### Friday

- St. Philip's Episcopal School Friday Shirt or collared uniform shirt with embroidery symbol
- Blue jean bottoms (pants, shorts, skirts, skorts) - Dress code length
- No show or white socks
- Closed-toe, rubber-soled shoes (tennis shoes)

#### Cold Days

- St. Philip's Episcopal School collared shirt with embroidery symbol
- Khaki bottoms (pants, shorts, skirts, skorts)- Dress code length
- Long-sleeve white shirt worn under the short-sleeve St. Philip's Episcopal School collared shirt with embroidery symbol
- White leggings may be worn with skirts
- No show or white socks
- Closed-toe, rubber-soled shoes (tennis shoes)

#### Rainy Days

- St. Philip's Episcopal School collared shirt with embroidery symbol
- Khaki bottoms (pants, shorts, skirts, skorts)- Dress code length
- Raincoat and hat (no umbrellas)
- No show or white socks
- Closed-toe, rubber-soled shoes (tennis shoes) **Rainboots are NOT allowed unless they slip over shoes.**

Shoes should fit well and be in good condition and must be uniform compliant (closed-toe, rubber soled shoes). **Boots, cleats, flip flops, crocs, clogs, backless or platform shoes are not safe for active wear and are unacceptable. This applies to preschool children as well as grade students.** Exceptions to this rule may be determined by the Head of School. **Students who are unable to tie their own shoes should wear velcro or other non-tying shoes.** Shoes should not have lights, rollers, or other special effects that might be a distraction in the classroom. **Socks must be worn at all times. No show type socks may be any color; long socks must be white.**

Students may wear non-uniform "outerwear" to and from school and outside for play. Outerwear will consist of coats and jackets that the children wear during outside play. Only St. Philip's



Episcopal 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.** Label all garments such as coats and sweaters.

**Students who wear inappropriate attire will be required to report to the office and will not be allowed back to the classroom until he/she has changed into appropriate attire. Students will be sent home if necessary.**

Paint and glue are used frequently, and although we use aprons or "paint shirts", there is no guarantee that your child will come home spotless.

## EMERGENCY PROCEDURES/EVACUATIONS

If at any time, due to inclement weather, the Uvalde Public Schools announce their decision to close their schools, St. Philip's will also close. The teacher has prepared an "Emergency Telephone Calling Tree" to be used to relay emergency information as quickly as possible within your child's classroom.

In the event an off-campus evacuation should ever be required, our pre-designated emergency location is First Baptist Church (directly across from the school) or First State Bank of Uvalde.

Fire drills are conducted monthly (obstructed and unobstructed) and severe weather drills and intruder drills are conducted quarterly. In addition, a crisis management plan is in place and all teachers have a copy of what to do in the event of an emergency. A copy of this plan is located in the back of this handbook.

Please be sure to keep the school informed if there is a change in your telephone numbers or address. It is also wise to send a written note to the teacher notifying the office if you (the parent/s) will be out of town and if special arrangements have been made for your child.

## FIELD TRIPS

Field trips and class parties are an integral part of the curriculum. **If you are driving or assisting with a trip or party, your undivided attention is needed to make the trip activity safe and productive for all students. Siblings or young children may NOT attend field trips.** The use of cell phones is not an option while driving and should be used for emergencies only.

Smoking and alcoholic beverages are forbidden on field trips. Only licensed and insured adults who have completed a background check and Safeguarding God's Children training may drive children other than their own on field trips. A copy of the driver's license, background check, and proof of vehicle insurance is required and should be filed in the school office before driving on a field trip.

Every child must use a seat belt at all times and every child must have a signed St. Philip's Permission Slip. Other forms are not acceptable. Any child who is younger than 8 years of age OR is less than 4'9" in height must be secured in a child's safety car seat.

## FINANCIAL ASSISTANCE

Any student who qualifies for admission but does not have the necessary family financial resources to attend St. Philip's may apply for tuition assistance. St. Philip's uses an independent financial screening company, FACTS Management Company for Grant & Aid Assessment. Applications and information may be obtained in the school office or online at <https://online.factsmgt.com>. Within the limit of funds available, St. Philip's tries to make tuition assistance available on an annual basis. Applicants must reapply for financial assistance each year and submit their applications by May 1. Tuition assistance is available on a first come, first served basis to those families who meet the financial assistance criteria.

## GENERAL SCHOOL PROCEDURES

### Cell Phones

Students are not allowed to have cell phones, iPads, Kindles, pagers, or any other communication device at school unless it is a special circumstance approved by the Head of School. Parents who need to contact their child during school hours should call the school office. Students will not be pulled out of class for phone calls unless approved by the principal.

### Development

Part of being involved in the community of St. Philip's Episcopal School means that we actively respond to the call of our Christian imperative to assist others, and we continue to develop ourselves to enhance the educational environment for our students. In order to do so, fundraising is a vital part of our commitment to the school.

There are 3 ways for your family to give back to St. Philip's:

**Donations** are normally given throughout the school year. Promise fund gifts go toward staff development, enrichment, technology and so much more.

**Endowments** are a way to make a permanent gift to the school. Contributions can be designated for scholarships, program support, facilities support and faculty support.

**Scholarships** are a way to ensure a diverse student body. Gifts may be given to provide assistance for current students within the operating budget or to provide future scholarship monies in the scholarship fund.

For more information on any of these opportunities, please contact the school office at 278-1350.

### Drug Free Environment

Any person caught possessing, using, promoting or distributing alcohol or drugs while on the St. Philip's campus will be dismissed immediately and the proper authorities will be called. Any person caught possessing a firearm while on the St. Philip's campus will be dismissed immediately and the proper authorities will be called. Tuitions will not be refunded.

### Lost & Found

Lost items are kept in front of the school office. We will be happy to try to keep your child and his/her possessions together but please be sure to label all personal belongings, especially sweaters, jackets, lunchboxes and backpacks. We are not responsible for lost items. All items not claimed at the end of each semester will be donated to charity.

## **Notes To/From Home**

Please provide your child with a backpack in order to carry notes to and from school. However, in an effort to be environmentally friendly, most communication will take place through email. Please be sure to check your child's backpack and your email on a daily basis. School wide information can also be found on our website.

## **Parties**

**Birthday Parties:** The parent of a birthday child may bring refreshments to be served in the classroom at the end of the school day in order to minimize classroom disruption. Presents should not be brought to the classroom. No flowers, balloons, etc. should be delivered to the classroom.

**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.

## **Selling/Distributing Items on Campus**

Selling items to classmates is prohibited except at the discretion of the Head of School. Any material intended for distribution to the students must be approved by the Head of School.

## **Student Records**

Each student's official record is housed in the general administrative area and consists only of material that can be shared with the student's family. These files include transcripts, testing scores, admissions date, correspondence, and reports that have been shared with parents and guardians.

## **Ways to Help**

St. Philip's Episcopal School welcomes any gift in the form of a donation or memorial. Gifts may be designated for a specific use, such as for financial aid, library, etc. If not specified, gifts will be left to the discretion of the Head of School. A memorial or gift donation form is included in this book.

St. Philip's collects the following items in order to enhance our school with audiovisual equipment and other items offered by these companies:

## **Box Tops for Education**

These labels are found on the tops of certain types of General Mill brand cereals. Please save these box top "tabs" if you use these cereals, and ask family and friends to do the same. You may also send these to the school at any time.

## **Funding Factory**

We collect used ink cartridges, cell phones, and etc. of all kinds and brands.

## **School Fundraisers**

School fundraisers help to close the gap between budget needs and tuition income. In order for our fundraisers to be successful we need each family to participate to the fullest extent of their abilities.

## **World Wide Web**

St. Philip's Episcopal School has recently updated its web page on the World Wide Web. We are excited about the possibility of visiting with other classes, publishing our work, and in general, showing off our school to others. We can also be found on Facebook, Instagram, and Twitter.

To view our page, visit us at: [www.spesuvalde.org](http://www.spesuvalde.org)

## **GRIEVANCE PROCEDURES**

**Parent grievances will be heard.** Procedures formalized by the Board of Trustees of St. Philip's Episcopal School require that parents consult the teacher first when they need to discuss their child's progress or a concern that they might have. If there are problems which cannot be satisfactorily resolved, parents should then consult with the Head of School. The Head of School may wish to arrange a conference between the parents, teacher, and Head of School and when appropriate, the student. The School Board will hear grievances that cannot be satisfactorily concluded by the principal. The School Board shall establish the time, length, rules, and procedures to hear such grievances from all parties involved.

## **HEALTH POLICIES**

All new students must provide a current shot record no later than their first day of school. Students with an immunization record that indicates that they are not current on their vaccines may be enrolled provisionally for 30 days. They must have a schedule in place with the doctor to receive subsequent doses as rapidly as medically feasible. If after 30 days the student is not in compliance, the school has the right to exclude the student from school attendance until the required dose(s) is administered.

### **IMMUNIZATION REQUIREMENTS**

<b>DTap</b> (DTap/DTP/DT/Td/Tdap)	<b>5 doses or 4 doses</b>	5 doses unless 4 <sup>th</sup> dose is administered after 4 yrs. of age. Students 7 yrs. and older need 3 if one dose was on/after 4 <sup>th</sup> birthday.
<b>Polio</b>	<b>4 doses or 3 doses</b>	4 doses of polio; one dose must be received on/after 4 <sup>th</sup> birthday. 3 doses meets the requirement if the 3 <sup>rd</sup> dose was received on/after 4 <sup>th</sup> birthday
<b>MMR</b> (Measles, Mumps, Rubella)	<b>2 doses</b>	First dose must be received on/after 1 <sup>st</sup> birthday
<b>Hep B</b>	<b>3 doses</b>	
<b>Varicella</b>	<b>2 doses</b>	First dose must be received on/after 1 <sup>st</sup> birthday
<b>Hep A</b>	<b>2 doses</b>	First dose must be received on/after 1 <sup>st</sup> birthday
<b>PCV7</b>	<b>4 doses</b>	

A religious exemption dated prior to September 1, 2003 is considered a lifelong exemption to the immunization requirements. Otherwise, Exemptions for Reasons of Conscience is a two year exemptions **ONLY** and the original form is kept in the student's file.

## **Communicable Diseases**

The major criterion for exclusion from attendance is the condition's probability of spread from person-to-person. A student may have a non-excludable disease, yet require care at home or in a hospital. The school requires a note from a parent or physician for readmission regardless of the reason for the absence.

<b>CONDITION</b>	<b>EXCLUDE</b>	<b>READMIT</b>
AIDS HIV Infection	No*	When physician determines
Campylobacteriosis	Yes	After diarrhea and fever subside
Chickenpox	Yes	After 7 days from onset of rash, except immunocompromised individuals who should not return until all blisters have crusted over (may be longer than 7 days)
Diphtheria	Yes	Written doctor's statement or local health authority permit
Fever (100.4F +)	Yes	24 hours after
Gastroenteritis, Viral	Yes	24 hours after
Giardiasis	Yes	24 hours after
Head Lice (Pediculosis)	Yes	<i>*See lice policy at end of handbook</i>
Hepatitis, Viral, Type A	Yes	After one week from onset of illness
Impetigo	Yes	When treatment has begun
Influenza	Yes	When fever subsides
Measles (Rubeola)	Yes	After 4 days from appearance of rash. In an outbreak, unimmunized children should also be excluded for at least 2 weeks after last rash onset occurs.
Meningitis, Bacterial	Yes	Written doctor's statement or local health authority permit
Meningitis, Viral	No	When fever subsides
Mumps	Yes	After 9 days from the onset of swelling
Pink Eye (Conjunctivitis)	Yes	Written doctor's statement or local health authority permit
Poliomyelitis (Polio)	Yes	Written doctor's statement or local health authority permit
Ringworm of the scalp	Yes	When treatment has begun
Rubella (German Measles)	Yes	After 7 days from appearance of rash. In an outbreak, unimmunized children should be excluded for at least 3 weeks after last rash onset occurs.
Salmonellosis	Yes	When fever and diarrhea subside
Scabies	Yes	When treatment has begun
Shigellosis	Yes	When diarrhea and fever subside
Streptococcal Sore Throat and Scarlet Fever	Yes	After 24 hours from date antibiotic treatment begun
Tuberculosis, Pulmonary	Yes	After antibiotic treatment has begun AND a physician's certificate or health authority permit obtained
Whooping Cough (pertussis)	Yes	After completion of 5 days of antibiotic therapy

\*Students with AIDS/HIV infection shall be excluded when the child's physician determines that a severe or chronic skin eruption or lesion that cannot be covered, poses a threat to others. The child's parents and physician should be advised in the case of measles, rubella, or chickenpox outbreaks in the school that may pose a health threat to the immunosuppressed child.

**Hearing & Vision Screenings** are required for all 3K - 4th Grade students and all new students from out of state. The school nurse will conduct these screenings.

## **Illness**

Parents should not send their child to school when he/she is sick or shows signs of sore throat and fever (temp >99.5).

If your child becomes ill at school, we will medicate as appropriate with signed written permission. If the illness indicates (fever >100 or your child is throwing up), you will be contacted and asked to pick up your child. \*Generic brands may be substituted. The child may not return until they are fever free for 24 hours.

## **Medications**

Children may not administer their own medication at school. Only the office staff may administer medication according to the Texas Department of Protective and Regulatory Services standards and guidelines.

In an effort to minimize the amount of medication administered at school, we ask that you please medicate your children at home. Please inform your child's physician that your child attends a school facility and request medication that can be administered during "at home" hours.

If this is not possible, and medication must be administered at school, please follow these guidelines:

All medication must be in the original container. Prescribed medication must be labeled with the child's name, have the date prescribed, include directions to administer the medication, and include the name of the physician prescribing the medication. All medication will be disposed of or returned to the parent when the child withdraws from the facility or when the medication expires. If refrigeration is required, the medication will be refrigerated and kept separate from food. Medication will not be administered after its expiration date.

The staff must keep a record of the following for a minimum of at least three months:

(1) the name of the child (2) the name of the medication (3) the date, time and dosage administered (4) the full name of the staff member administering the medication.

## **HOURS**

Our office hours are from 7:30 a.m. to 4:00 p.m. daily. The classrooms are locked at 4:00 with the exception of our After School Care room.

## **LUNCH**

Lunches are catered meals or you may pack your child's lunch. It is our desire to maintain an organized and healthy lunch period.

**Lunch/Recess:** Students at St. Philip's Episcopal School may bring a lunch and drink (**NO Carbonated Drinks**) from home for lunch, or may buy a lunch. If a student brings lunch from home, please use a thermos to keep foods warm and cold packs to keep lunches cool. We cannot microwave lunches. Children without lunches will be given a peanut butter and jelly sandwich and a drink. Parents will be billed \$2 for the lunch.

We are happy to announce our partnership with School Eatery for our hot lunch program. The menu will be available shortly on the ordering platform allowing you to sign up and order lunches.

Please log in at <https://schooleatery.ahotlunch.com/login> and sign up for an account so you can order lunch for your children throughout the upcoming school year. After you activate your account, you will need a school code to add your children. SPES (all caps)\_\_\_\_\_.

To download our app, please search ahotlunch and it will ask for your domain, please enter schooleatery. Once logged in, if you have any questions or need assistance, click on the Software Support option on the bottom left of your navigation panel. We thank you for your help in getting this implemented and look forward to assisting you in any of your needs

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

3K-Kinder students will attend lunch from 11:30-12:00 p.m. Recess will follow from 12:00-12:15 p.m. on the Knox Hall Playground. First - Fourth Grade students will attend lunch from 12:00-12:30 p.m. Recess will follow from 12:30-12:45 p.m. on the Hattie Hall Playground.

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, Grace Hall, or to the Sports Court.

### **Lunchroom Guidelines**

In order to keep our lunchroom running smoothly, please review the following guidelines listed below with your child.

1. Those who bring their lunches from home should be first in line (this will help keep the line moving quickly and orderly).
2. Students are not permitted to leave their seats once they are seated. They should raise their hand if they need something.
3. Students must visit quietly and use good table manners.
4. The Lunchroom monitor/teacher will not heat food. Please remember to send eating utensils, napkins, etc. Lunches should be ready to eat as they are (juices drained, etc.). An exception to this would be opening containers for primary grade students.
5. As a safety precaution, no glass containers are allowed in the lunchroom. Plastic bottled water is a great choice. **Please no carbonated drinks.**
6. Teachers and other staff members who are monitoring the lunchroom will have full authority to discipline students or as they deem necessary.

## **REGISTRATION FEE**

Registration fees cover the cost of necessary school materials and equipment. Because of budgeting and fixed expense, no reduction or refund of this fee can be made. Registration fees must be paid in full. If registration fees are not paid in full, the student will be removed from the class list and placed on the waiting list. Registration fee for all grades (3K thru 4th) is \$275.00.

## **RELIGIOUS WORSHIP**

Chapel is a happy time for young children. Services especially geared for children are held on Tuesday and Thursday, 8:00 a.m. - 8:30 a.m. Worship includes the Children's Creed, Lord's Prayer as well as Bible readings, homilies, and music. Children are taught to participate in the liturgy and to understand and experience the love of Christ in their lives.

It is the consensus of the Rector, Wardens, and Vestry of St. Philip's Church as well as the Head of School that regular chapel worship is an integral part of the program and curricula of St. Philip's School. We are a Christian school in the Episcopal tradition, and as such, we understand worship to be inseparable from our school's mission to educate the whole child.

Therefore, it is expected that all students will attend chapel worship services. Parents who do not want their child to participate are free to withhold them. However, the school will not make special provisions for them by providing an alternative setting.

Thursday is birthday chapel. Children are encouraged to bring pennies to count for their birthday. This money is used to help needy children and their families. Parents are welcome to worship with their children.

## SCHOOL SUPPLIES

The class supply list for the upcoming school year will be sent home with the last report card. Copies of the supply list will be available online year round.

## SNACKS

All students are encouraged to bring a mid-morning snack. Snacks may include items as follows:

Dried and/or fresh fruits	cheese or nuts	peanut butter and crackers
Cheese crackers	granola bars	yogurt
Animal crackers	breakfast bars	milk, juice box/bag or water

All snacks should be self-contained and placed in a baggie with the child's name. **Items such as chips, candy and cokes or carbonated beverages are not allowed and will not be served.**

## TUITION RATES

Tuition covers the cost of the day to day operations of the school, textbooks, and staff salaries.

**Tuition is due on the first of each month.** The annual tuition is divided into 10 (August- May) or 12 (June through May) monthly payments. Monthly statements are not mailed but are emailed.

Tuition (full day) is \$5,445.00 per year.

Tuition (half day - 3K only) is \$4,235.00 per year.

### **Discounts**

\$50 off registration fee if paid by March 3, 2019

5% off total tuition if paid in full by cash or check by August 31, 2019

3% off total tuition if paid in full by credit or debit card by August 31, 2019

10% off total tuition of 2nd, 3rd, 4th child

## St. Philip's Episcopal School Past Due Tuition Policy

- A. All tuition accounts are due on the first day of each month. A \$30.00 late fee will be assessed on all payments received after the 5<sup>th</sup> of the month.
- B. A past due notice will be mailed to you if your account is 30 days past due.
- C. If the account is not paid upon receipt of the 30 day past due notice, a second past due notification will be sent, certified mail, at the end of the 60 day period following the date tuition was first due. At that time, you will be advised of the tuition balance, plus any late fees, as well as notification that your child/ren may be withdrawn from school (pursuant to paragraph D, below) if the account is not paid immediately.



- D. If the account remains delinquent for 90 days from the date tuition was first due, your child/ren may be withdrawn from the school.
- E. At any time after a second written notification of delinquency has to be sent (as outlined in "C" above) the following procedure will apply to the account and the procedures outlined in B & C above will no longer be applicable.

Upon payment of all tuition and fees, your child/ren will be re-admitted to St. Philip's on a month-to-month basis only so long as the account remains current. If it again becomes delinquent, you will receive notification that your child is withdrawn from the school. No other past due notices will be sent.

The above procedure does not prohibit or preclude St. Philip's from pursuing any legal remedies it may have for the collection of its tuition and fees.

Insufficient Checks (NSF): After receipt of two (2) insufficient fund checks, any further payments must be made with 1) cash 2) money order or 3) cashier's check.

## Visitor Policy

To insure the safety of all students, all visitors (this includes parents and guardians) must check in at the school office before going to classrooms. Please sign in and out and receive a visitor's pass.

Parents and members of the community are always welcome at our school. Open House will be held in September as well as during Episcopal Schools Week in October and is an excellent time for parents to visit. Other visits during the school year need to be arranged beforehand with the classroom teacher so as not to hinder the educational process taking place each day. Legal guardians are always welcome to lunch with their children in the cafeteria only. Liability restrictions do not permit guardians or siblings on the playground unless school staff is present, with the exception of any pre-approved events.

Parents and other visitors who have received clearance on their criminal background check and have completed Safeguarding God's Children training have greater freedom of movement within the school. While they are still expected to sign in and out, and wear their St. Philip's ID tag, they may move about unescorted, and are permitted to have contact with students. Parents who contemplate assisting in the classroom, participating in field trips, or otherwise having contact with students are required to apply for a criminal background check and attend the Safeguarding God's Children training. See the front office staff for more information.

Parents/Guardians who have not received criminal background clearances and Safeguarding God's Children training may not assist in the classroom, participate in field trips, or otherwise serve as school volunteers. It is suggested that you complete the background check and Safeguarding God's Children training at the beginning of the school year.

## **WITHDRAWING**

Notice of withdrawal of a student must be in writing to the Head of School.

- a. The fee paid at registration is not refundable under any circumstances.
- b Tuition payments made during the months of June and July are 50% refundable if the withdrawal is processed prior to August 10th.
- c. No refunds will be made for the month of June, July and August if the withdrawal is processed after August 10th.
- d. In the event a child is withdrawn after commencement of classes, the parent/guardian is liable for all tuition due through the month of withdrawal.

## Student/Parent Handbook Acknowledgement Form

The 2019-2020 St. Philip's Episcopal School Student/Parent Handbook contains policies with regard to attendance, dress code, student conduct expectations and discipline management, grading/reporting/testing, information, and more. The handbook is always available on our website, [www.spesuvalde.org](http://www.spesuvalde.org) under Campus Info.

### PARENT AND STUDENT ACKNOWLEDGEMENT:

As the parent of (student name) \_\_\_\_\_ I hereby confirm that I have access to or have received a copy of the 2019-2020 St. Philip's Episcopal School Student/Parent Handbook, and further understand the responsibilities expected of St. Philip's Episcopal School parents and students; the policies, procedures, rules, regulations and practices as stated in this document.

By signing this document, I acknowledge that I have received, read, and agree with the contents listed in the 2019-2020 St. Philip's Episcopal School Student/Parent Handbook.

Student Printed Name: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

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

Disclaimer: St. Philip's Episcopal School reserves the right to make changes to this document at any given time. You will be notified of any changes that are made.