

St. Philip the Apostle Elementary School

Welcome

PARENT-STUDENT HANDBOOK

**Saint Philip the Apostle School
1363 Cordova Street
Pasadena, California 91106
Phone (626) 795-9691
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Saint Philip the Apostle School is accredited by the Western Association of Schools and Colleges and the Western Catholic Education Association.

***Pastor: Father Tony Gomez
Principal: Mrs. Jennifer Ramirez***

Welcome to the St. Philip the Apostle School Parent-Student Handbook. It provides essential information about the policies and procedures that the school expects parents and students to understand and follow. By reading the Handbook and signing the Acknowledgment parents and students agree to be bound by the school Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online. The school reserves the right to amend the Parent Student Handbook at any time. Parents/guardians will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

St. Philip the Apostle School is a welcoming and caring environment in which each person plays a vital role in the educational journey of our students. We are committed to always being respectful to all members of our community.

Chapter-1

INTRODUCTION TO THE HANDBOOK

The choice of an educational setting for your child's formal education is one of the most important decisions you will ever make. We commend you for your interest in Saint Philip the Apostle School and look forward to the opportunity to serve you and your child.

Established in 1927, Saint Philip the Apostle School exists to provide all students with the highest quality TK through Eighth grade value based education, which integrates faith with the learning process.

At Saint Philip the Apostle School, academic and co-curricular programs are grounded in the Catholic faith and designed to guide each student's academic, spiritual and personal growth. The mission of Saint Philip the Apostle School calls faculty and staff:

- To provide a caring and nurturing environment where each child's special learning and individual needs are met;
- To assist students in the development of necessary leadership skills and personal confidence;
- To work with parents to develop an educational partnership in support of the mission and values of the school;
- To provide a well-rounded and state of the art academic program that promotes excellence and expects

quality work from each student.

Sections of this Parent-Student Handbook are particular to St. Philip the Apostle School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found in the ADLA Administrative Handbook at:

<http://handbook.la-archdiocese.org/>

Section-2-01

Mission Statement and Philosophy

Mission Statement

St. Philip the Apostle School is a Catholic parish community dedicated to teaching, inspiring and nurturing children.

Philosophy

The St. Philip the Apostle School community provides a child-centered learning environment in which the spiritual, intellectual, emotional, and physical needs of each child are met.

As an essential component of the teaching ministry of St. Philip the Apostle parish, the school provides an exceptional education by integrating Catholic values with high academic standards and service to others.

The school community embraces diversity, and inspires each student to adopt his or her unique role as a child of God.

HONOR CODE

A St. Philip the Apostle School Student . . .

Is Respectful toward all others,
the school environment,
And all living things . . .

Is Honest . . .

Displays Christian attitudes of kindness and helpfulness
And Always keeps Christ as a role model for life.

PeaceBuilder's Pledge

I am a peacebuilder, I pledge,
to praise people,
to give up put-downs,
to seek wise people as advisors and friends,
to notice the hurts I have caused and make amends,
to right wrongs
to help others.

I will build peace at home, at school,
and in my community each day.

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

Schoolwide Learning Expectations

TK through Second Grade

- Remember what Jesus did and make good choices.
- Respect all people and all of God's Creation.
- Know they are special and have many talents.
- Stop and Think. Respect that there is more than one way to solve a problem.
- Take turns listening and sharing.

Third through Eighth Grade

- Apply Catholic values in everyday decisions and while serving the community.
- Demonstrate global awareness through the acceptance of cultures, knowledge of the world's religions, and concern for our environment.
- Be a well-rounded and confident individual who can resolve conflicts constructively, recognize everyone's unique talents, and utilize opportunities for leadership.
- Be a critical thinker who seeks knowledge, respects other viewpoints, and finds solutions.
- Maintain an inquisitive mind and effectively communicate through conversation, active listening, and technology.

Section-2-03

History of the School

History

Saint Philip the Apostle Church was built in 1926 and Saint Philip the Apostle School opened in September 1927. It was staffed by the Sisters of Charity of the Blessed Virgin Mary (BVMs). The BVMs charism is to share God's steadfast love through education and helping the poor. The BVMs left the school in 1974 and today the school is staffed by lay personnel. The charism of the sisters continues to this day in the school's mission to meet the spiritual, intellectual, emotional and physical needs of each student integrating Catholic values and Christian Service with high academic standards.

The parish and school are in the heart of the city of Pasadena, a diverse community of over 148,000 people. The parish has over 3000 registered parishioners and the school is its largest ministry. In 2007 the parish built a new parish hall. In 2008 the parish built a new school building adjoined to the original school building. In 2018 St. Philip the Apostle expanded to include a transitional kindergarten (TK) program.

The school consists of 22 classrooms that include two each of TK through 5th grades, a six-room junior high with

The school consists of 22 classrooms that include two each of TK through 5th grades, a six-room junior high with Religion, Language Arts, Math, Science, Spanish, and Social Studies rooms, and dedicated art, music, and computer labs. In 2015 the school opened the Learning Commons (LC) for grades third through eighth, a state-of-the-art center with a library, multi-use computers, 3D printers, and a recording studio. Additionally, the LC has small rooms for students to work in small groups. For grades Kindergarten through second, the school renovated the old library into the Primary Learning Center (PLC). The PLC consists of a huge book collection, a storytime space, multi-use computers, and an individual learner space for small groups. The school makes full-time use of the parish hall during school hours.

The school employs 20 homeroom teachers, 9 auxiliary teachers, 4 resource teachers, and 17 teaching associates. Additionally, there are 3 administrators, a health room aide, an office manager, an administrative assistant, a development director and assistant, an extended care director, 6 extended care unit leaders, 2 receptionists, 2 maintenance staff, a school psychologist, and a bookkeeper.

The school offers an academically challenging core curriculum as well as music, Spanish, computer and internet literacy, physical education, art, and library classes. In addition, extra-curricular activities include academic decathlon, speech and debate, drama, student council, and chess clubs, as well as football, volleyball, basketball, softball, track, golf, and cross country teams.

The school is committed to serving the educational needs of the children of St. Philip the Apostle parish while continuing its pursuit of excellence.

Section-2-04

Accreditation

St. Philip the Apostle School is accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC).

The school's six-year accreditation was received in June 2017 and is effective until June 2023. Due to the pandemic, all dates have been pushed back by one year and the school will renew its accreditation in 2024.

Section-2-06

School Personnel Lists

For our current Faculty and Staff Listings, please [CLICK HERE](#).

Section-2-08

School Map

St. Philip the Apostle School does not publicly publish maps of our campus or facilities. For questions regarding location or facilities please contact our school office at (626) 795-9691.

Section-2-09

School website and social media

The school must own and control all internet presence including all social media. Individuals or groups may not personally launch

anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in removal of student from school.

Social Media and Cyberbullying

Section-2-14

Dress/Uniform Code

DRESS/UNIFORM CODE

Saint Philip the Apostle School believes that a dress code is necessary not only in recognition of the economic necessities of families but also because we hope that a de-emphasis of the material incentive placed on what one wears will foster an appreciation of the beauty that each student possesses as a child of God.

8th Grade Privilege

The 8th graders may wear their “privileged” sweatshirt in place of the school sweatshirt/sweater.

Falcon Spirit Fridays

Every Friday students may wear any Saint Philip the Apostle School t-shirt for Falcon Spirit Fridays. Examples are: Falcon Wear, PeaceBuilder, Falcon Invitational, Camp Falcon, or Academic Decathlon.

Section-2-15

Relationship of School to Parish

Relationship to Parish

St. Philip the Apostle School is the largest ministry of St. Philip the Apostle Parish. The school and the parish work together to provide the best Catholic education for our students. The school is supportive of many parish ministries including Saint Vincent de Paul, Assisting Children, altar serving, and Baptism. Additionally, our 4th-grade students clean the church after weekend masses and our 7th-grade students prepare lunches for distribution by the parish. Our 3rd graders support the new moms through the San Gabriel Pregnancy Help

distribution by the parish. Our 5th graders support the new moms through the San Gabriel Pregnancy Help Center and our 8th-graders prepare and serve meals at Union Station.

Our pastor visits our classrooms, says mass weekly for our students, provides twice-yearly reconciliation services and sits on the board of trustees.

The principal and the pastor work together for the benefit of the parish and the school.

Topic-2-16-4

School Boards

Saint Philip The Apostle School Board

The school is governed by a School Board of limited jurisdiction. There are twenty-one trustees selected by the Pastor representing parishioners, parents, and Catholic school educators, bringing to Saint Philip School their talents to help ensure the religious and educational vitality of the school.

Purposes and Functions

Sharing responsibility with the Pastor, the Saint Philip the Apostle School Board is established as a policy-formulating body in matters of Catholic School education at Saint Philip the Apostle School. The pastor may direct that selected Board policy and decisions shall be binding only upon approval by the Pastor.

The functions of the Saint Philip the Apostle School Board include:

- a. Review the annual operating budget for Saint Philip the Apostle School.
- b. Establish and annually update the strategic plan for Saint Philip the Apostle School.
- c. Develop, formulate, and enact general, educational, and financial policies that will guide Saint Philip the Apostle School in achieving the objectives of the long range plan. All policies enacted by the Board shall be in compliance with the laws of the Roman Catholic Church and the regulations and policies of the Archdiocese of Los Angeles.
- d. Communicate Saint Philip the Apostle Board policies and decisions to the School community.
- e. Develop and enact resource development and public relations programs for Saint Philip the Apostle School.
- f. Develop, revise as necessary and monitor compliance with the School mission statement and School philosophy statement.

Specific Responsibilities

Except as the Pastor may otherwise direct, the Board shall be responsible to the Pastor for the following matters for Saint Philip the Apostle School:

- a. Formulation of a philosophy statement and a mission statement.
- b. Approval or disapproval of capital improvements, additions, or structural changes to the facility.
- c. Approval or disapproval of financial obligations, including capital expenditures.
- d. Approval or disapproval of changes to these bylaws.
- e. Adoption of Board policies and decisions as determined by the Pastor.
- f. Approval or disapproval of the selection of legal counsel.
- g. Approval or disapproval of the selection of auditing counsel.

The president of the school board may be reached through the school office.

Topic-2-16-5

Parent or Parent-Teacher Organizations

Parent Teacher Organization (PTO)

The Parent Teacher Organization of Saint Philip is composed of **all school parents and faculty**. The organization exists to increase communication and cooperation between the parents and staff. It supports the school by way of fundraising, community building events and enhancing the faith community at Saint Philip School. All members of the PTO nominate the board members and then the Pastor and Principal make appointments in May of each year. The board meets on a monthly basis and members may be contacted through the school office where they maintain mailboxes.

Section-3-2

Sacraments (First Reconciliation, First Communion, Confirmation)

Sacrament Program

Students generally receive the sacraments of Reconciliation and Eucharist in the second grade. The second grade teachers, together with the parish Religious Education Director, prepare the children during the school year, and the sacraments are received in the spring. According to the guidelines of the Archdiocese of Los Angeles, students are required to have two years preparation in a Catholic school or a parish Religious Education Program. The second year must include specific classes on preparation and readiness for the sacrament. Parents are required to attend a preparation meeting for each sacrament.

Parents wishing to have a Saint Philip the Apostle Elementary School student receive the sacrament of Baptism, or to receive Reconciliation or Eucharist after the second grade, should contact the parish Religious Education Director to discuss church policies and procedures.

Section-4-01

School Student Non-Discrimination

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, national origin, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, medical condition, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single-sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

Topic-4-03-4

Inoculation requirements of the CA Department of Health

St. Philip the Apostle School follows the inoculation requirements of the CA Department of Health detailed here:

www.shotsforschool.org

Topic-4-04-1

Absence

Absences

Parents MUST call the school office by 8:30 a.m. the day your child is absent. You may leave a message with your child's name, grade, and reason for absence. This is for your child's protection.

Excessive Absences

Excessive absences are more than five days in a trimester or 10 days in a school year. The school has a responsibility to report excessive absences to the proper authorities. Extenuating circumstances such as emergency travel, sickness, or a death in the family is always considered and families are encouraged to communicate with us when excessive absences occur.

Topic-4-04-2

Absences with Acceptable Excuse

Excused Tardy /Early Dismissal For Appointment

Medical and Dental appointments during school hours are acceptable only when it is impossible to schedule such appointments after school or during a vacation period. These appointments should not be scheduled in conflict with the dates of standardized testing – please help!

THESE APPOINTMENTS REQUIRE VERIFICATION NOTES FROM THE DOCTOR'S OFFICE IN ORDER TO BE CLASSIFIED AS AN "EXCUSED TARDY."

Excused absences and tardies are granted for verified **medical and dental appointments only**. Obtaining a note from a doctor when a child is at home ill does not constitute a medical excused absence.

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No student will be released to anyone unless a release is verified in writing from the parent which includes the date and the parent signature. The staff may ask for identification if the staff does not know the person. Emergency Cards are used only when your child is sick or injured or in case of an earthquake or another emergency.

Topic-4-04-3

Extended Absences

Extended Absence

Please notify the teacher and the principal in writing and in advance if a student will be absent for an extended period of time. Students who are absent for more than 15 days in a school year may not receive report card grades depending on the student and situation.

Family holidays should not be scheduled for school days. If unusual circumstances make this necessary, please contact the principal to discuss the matter. It is left to the discretion of the teacher whether to prepare advance assignments or allow students to make up for missed work.

Topic-4-04-4

Leaving School Early

No student will be released to anyone unless a release is verified in writing from the parent which includes the date and the parent signature. The staff may ask for identification if the staff does not know the person. Emergency Cards are used only when your child is sick or injured or in case of an earthquake or another emergency.

Topic-4-04-5

Tardiness

Tardiness

Section-4-05

Communications Procedures

Parent Portal

Parents can find classroom information and homework assignments on the parent portal. Parents are given login and password information on the parent portal at Back to School Night.

Student Blue Folders

Blue Folders containing samples of the student's work and communications from the teacher are sent home every Monday to parents of grades first through fifth. This is the major source of communication with the teachers. The work should be reviewed with the child. The teacher may request that the work be returned with the folder. The Blue Folder replacement fee is \$1.00.

Student Planners

First through fifth grade students are given a Student Planner by the teacher. Students are required to write their homework assignments in their planner each day. The teacher also will use the planner to communicate with the parents. Junior high students provide their own planners and are expected to continue to write down their assignments.

Weekly Family Electronic Packet

School information, office business, PTO news, and other important information are sent home on Monday of each week via Constant Contact email. Current email for one or both parents is required.

School Office

The school office is open to parents and the public during normal business hours (7:30 a.m. to 3:45 p.m.). Teachers and office staff arrive early to plan for the day and the office staff is often there after hours to finish work.

School Website And Email

The School has a website: <https://school.stphiliptheapostle.org/> that has helpful information for students, parents and anyone wanting information about the school.

The administration and teachers have email at school. Their email addresses are listed on the school website. **Teachers are not allowed to discuss pupil issues by email** but may use email to set up appointments or send assignments.

Voice Mail

The school has a voice mail system and most teachers and administration have an extension for this system. The extensions are listed on the school website.

Parent / Teacher Communications

Parents wishing to speak with a teacher should call, email, or send a note requesting an appointment or a phone call. Please indicate the general topic. The school office or teacher will email or call you back to set the time/day. Notes sent with students should be sealed.

Phone calls to teachers

Please respect our teachers' time and profession and do not call them at home or on their cell phones. Only school phones and school emails should be used to contact your child's teacher(s.)

Open House

Open House is scheduled during Catholic Schools Week, usually on a Sunday. Students and teachers prepare their classrooms and display student work for parents, friends, and parishioners. Parents and students are expected to attend.

If a student is injured or becomes ill at school, the school may deem it necessary to call emergency services. If these services are called, the parent is responsible for all fees incurred by these services.

Topic-4-05-1

Parent Teacher Conferences

Parent / Teacher Communications

Parents wishing to speak with a teacher should call, email, or send a note requesting an appointment or a phone call. Please indicate the general topic. The school office or teacher will email or call you back to set the time/day. Notes sent with students should be sealed.

Parent-Teacher Conferences

After the first report card is distributed, the teacher and parents are to review the student's first trimester report card and STAR Testing scores and discuss the student's progress. If a serious problem exists, another conference should be scheduled for a more in-depth conversation.

Topic-4-05-2

Parent Messages and Phone Calls

Phone calls to teachers

Please respect our teachers' time and profession and do not call them at home or on their cell phones. Only school phones and school emails should be used to contact your child's teacher(s.)

Phone calls to students

Except for emergency reasons, no student will be called from class to accept a telephone call. Important messages may be left for a student in the school office, and school personnel will deliver these. If a student needs to call home, they must ask their teacher or an administrator for permission and with this permission, they may use the office phone.

When the school office is closed in the late afternoon, the Falcon's Nest phone may be used in an emergency.

Section-4-07

Safety and Security Procedures

Parent or Visitor Campus Visits

Parents are not to drop-by their child's classrooms. Parents are to ALWAYS check in the school office immediately when visiting the school grounds during school hours. Student items (lunches, sweaters, books, etc.) are to be dropped off in the school office and students will find these items on the shelves in the lobby.

school office and students will find these items on the shelves in the lobby.

For the safety of the students, no one may be on the campus without permission from the school office. All visitors are to sign in and sign out in the school office and will be issued a visitor's pass. Visitors needing to use the school's restrooms may ask for the key to the adult bathrooms in the school office.

Early Pick-up of Student

If you need to pick up your child before dismissal, please come to the school office and sign him/her out. Your child will be called to the school office where he/she may be picked up. The office will ask the teacher to send the student to the office when the person picking up is at the school.

Security Cameras

The school has a camera system to ensure the students and faculty are in a safe environment. The cameras are placed in several locations in the T-K area as well as at the front entry gate to identify those requesting entry, the outside of the school building to observe the playground, lunch area and north doors, and in the hallways. Parents and guests should buzz at the gate and wait for entrance. If several parents arrive at the same time they should enter together, however, if you do not know someone at the gate, ask them to please buzz in separately. Please do not ever ask a student to open the gate for you!

Emergency Procedures

Saint Philip the Apostle School each year implements a fire, earthquake, and shelter in place safety awareness and evacuation program that is designed to insure the safety of each child and adult upon the school premises. Our students are drilled in a well-established program of fire, earthquake and shelter in place safety. Please review with your child occasionally the procedures of these drills.

Saint Philip has on hand emergency food and water plus a solar blanket for each child.

Should a serious earthquake or emergency occur, all students will be retained at school until dismissed to the care of an adult who has been designated by the parent/guardian to pick up the child(ren).

In case of an emergency, adults will be allowed to enter only from Holliston at the gate near Holy Angel Hall. Identify yourself to the adult in charge at the entrance, who will direct you to your child(ren). No vehicles will be allowed on the school grounds.

- **Students will only be dismissed to the adults listed on the Emergency-Earthquake-Disaster Card.**
- **Please list only adults with a reasonable chance of getting to the school in an earthquake emergency.**

No child will be allowed to go home alone.

Only those names that are listed on the Emergency Card may sign out a child. Parents may add as many names to their card as they wish. Neighbors or other school parents who live near school are good choices.

In an emergency that necessitates the full removal of students from the school facility (or students remain on grounds for a longer period in a less severe disaster), then EVACUATION TO ANOTHER SITE AWAY FROM SCHOOL GROUNDS MAY BE NECESSARY. Please be assured that we would attempt to take every precaution to ensure the wellbeing of your child(ren) in this event. Our staff would attempt, in such an emergency, to take all students to the nearest officially designated shelter area. Tune to your local radio station to learn of the closest shelter area provided.

Evacuation Site

In case of an emergency and the need to evacuate, the first choice site for St. Philip the Apostle School is Grant Park, located two blocks down on Cordova St.

Earthquake Procedure

Students inside a building should:

1. Drop hold on to a desk or table leg.
2. Listen for teacher's directions.
3. Evacuate the building under the direction of the supervising adult.
4. Go to the center of the play yard (in an earthquake).
5. Be calm, quiet and listen to the roll call.

Students outside should:

1. Drop to the ground.
2. Stay clear of buildings, cars, power lines, light poles, etc.
3. Stay in the clear, be quiet, and wait for further instructions.

Parents should:

1. Not phone the school.
2. Listen to the radio for information
3. Report to the school security gate to collect child(ren).
4. Sign child(ren) out.
5. Be calm.

Fire

If the fire alarm is heard, students are to freeze and listen to the teachers' directions. Students will not exit the building unless they are directed to do so by administration. If directed to evacuate, students are to quietly and quickly line up and proceed

to their assigned area on the playground.

Shelter in Place

A shelter in place situation occurs when the school determines, either by administrative decision or notification by law enforcement, that there is a possibility of danger at school or in the immediate neighborhood.

An intercom announcement may be made. If the students are in class, they will remain there until safe. If they are outside (recess, P.E., etc.) they will return to class or an adult-supervised location and remain there until safe. The school will do all that is possible to notify parents and to keep them updated, however, the primary concern of the school will be the safety of the students.

REPORTING OF ACCIDENTS

Any student suffering an injury is responsible to report such injury to the yard duty aide, teacher, or school staff representative. Please make this known to your child. Children who leave the school premises and are not on a scheduled field trip are **NOT** covered by insurance. Accidents must be reported to the school office within 24 hours after an injury if you wish to benefit from the insurance program.

Siblings Not Insured At School

Children that are not enrolled at Saint Philip the Apostle School are not covered by the school's insurance policy. **Therefore, siblings may not accompany parents that are volunteering or performing any service hours** at the school during the school day or chaperoning on any field trips.

Section-4-08

Arrival/Dismissal Procedures

ARRIVAL/DISMISSAL PROCEDURES

Before School

7:30 to 8:00 a.m. is the normal arrival time for students. Many working parents need to drop their children at an earlier time, so arrangements have been made for Falcon's Nest to be open in the morning from 7:00 a.m. to 7:40 a.m. Any child arriving before 7:30 a.m. will be sent to Falcon's Nest and a bill will be sent monthly.

School begins at 8:00 a.m. It is important that all students are in the classroom by the 8:00 a.m. bell. Parents driving their children to school are to enter the school grounds through the driveways on Holliston and drop their children off at the appropriate site. Parents are to pull their vehicles up as far as possible before releasing their children. Vehicles exiting onto Hill Avenue are to make a right turn only. Parents are not to park on Hill Avenue or Cordova Street to drop off or pick up their children before or after school. This is for everyone's safety. Please see the traffic plan sheet that is sent home in the August packet for details.

Traffic Patrol

The Traffic Patrol is provided for everyone's safety. Parents are to follow the directions of the staff and parents on duty.

"Slow Me Down Lord" Auto Safety

Parents are asked to be extremely aware of safety precautions when driving in our driveways and parking areas. Drive slowly and cautiously at all times for the safety of all children, parents, parishioners and faculty. **DO NOT use your cell phones while driving through our driveways and parking areas.**

Dismissal After School

Kindergarten through fifth grades are dismissed at 3:00 pm. Junior High students are dismissed at 3:10 p.m. Junior High parents or carpools are asked not to arrive until 3:10 to pick up. T-K is dismissed at 1:30 on Monday and 2:30 Tuesday - Friday.

Younger(K-5) siblings will be supervised until the 3:10 Junior High pick-up time. Any child not picked up by 3:20 will be signed in to Falcon's Nest and parents will be charged. No student may wait on the street or nearby corners for pickup. This is a matter of safety.

Authorized Pick-Up

If someone other than a parent is picking up a student, a parent must send a note to the teacher designating who is picking

up their child. If there is a long-term car pool, or a babysitter who will do pick up, parents must fill out the Carpool form to be kept on file for the school year. When we are in doubt about who has permission to pick up a student, we will err on the side of caution and keep the child at Falcon's Nest until a parent can pick them up. Notes must have a date and a parent signature. Faxed notes with the date and a parent's signature will be accepted but we cannot accept an email permission since there will be no signature.

Carpool Form

Parents may add as many people to their Carpool Form as they wish. The school will release students to anyone on the Carpool Form during regular dismissal times. For early pick up, the parent **MUST** send a note. For emergency dismissal or in case the student becomes injured or ill at school, the school will only release the student to those listed on the Emergency/Disaster Card.

Emergency/Disaster Card

The Emergency/Disaster Card is used in cases of your child becoming sick or injured at school, or in case of a disaster such as fire or earthquake. Please list those on the form who have agreed to be responsible for your child in an emergency situation.

Leaving School Grounds

No student may leave the school grounds during school hours without explicit written permission from their parent/guardian through the school office. Should a student leave school grounds without permission, they will be considered for immediate expulsion.

Parents must sign out their student in the office before leaving the campus anytime before regular dismissal. If they return during the school day, the parent must return to the office and sign the student back in.

Walking

Kindergarten through 7th grade students must be picked up by a parent or authorized adult after school. These students may not leave the school premises without a parent or authorized adult. 8th graders may walk home with parent permission. Parents must email the principal to ask for a Walking Permission Slip. In case of emergency or sickness, 8th graders will **NOT** be allowed to walk home.

Parental Supervision Before and After School

Students are not to be on the school grounds unsupervised at any time. Once parents have removed students from staff supervision, they must keep them under their close supervision. Students may not be left alone in cars or on the play equipment. This includes before and after school, evenings and weekend events on parish/school property. Once students leave school for the day they are not to return. **ALL CHILDREN MUST BE SUPERVISED AT ALL TIMES.**

Rainy Day and Extreme Heat Dismissal

Orange flags indicating an "Inside Day Pick Up" will be posted at the driveways. ALL students will remain in their homeroom classrooms. Parents may arrive in the classrooms to pick up their students fifteen minutes before the normal dismissal time. Parents are to park in the parking lots and **NOT IN ANY DRIVEWAYS**. Parents will then go to their child's classroom where the children will be waiting to be released by their teacher. Parents will go to each classroom if they have more than one child. Falcon's Nest students will be sent or delivered there at 3:15 p.m.

Monday Morning Assemblies

Classes will assemble in Holy Angel Hall each Monday morning at 8:00 a.m. for the weekly school assembly. Parents are invited to attend the Monday Morning Assemblies and enjoy a cup of coffee with the Principal after the assembly.

Section-4-09

Automobiles/Parking Lot

Parking

Please park in the designated parking area or at PCC parking lots during school hours. Parking is not allowed on the south parking lot next to Cordova Street during the hours of 8:00 to 6:00 p.m. except during drop off and pick up times. **Please move your car by 3:15** so that we can begin our after school activities in a timely manner.

Topic-4-11-04

School Procedures for Immunization and Screenings

St. Philip the Apostle School follows the inoculation requirements of the CA Department of Health detailed here:

www.shotsforschool.org

Section-4-14

International Students

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community. All international students who do not live with a relative must live in approved housing identified on the student's I-20 forms. The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required. The parents/guardians, host family, and/or Agency, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians. Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so. All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events. The school is not permitted to waive all or part of international students' tuition, or grant them any type of scholarship or financial aid. The full international student tuition must be listed on the I-20 form and the school is bound by federal regulation to collect the specified amount. For more information about international students see:

<http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6>

Section-5-01

Curriculum

The curriculum at archdiocesan Catholic schools integrates the mission of Christ to teach the Gospel message to all. The archbishop and archdiocese are committed to providing strong academic experiences for students in school communities that reflect two purposes: the teaching mission of the Church and the need to educate youth for life in a way that relies on academic skills and requires sound preparation. The curriculum consists of all learning experiences that are planned and organized under the principal's leadership, implementing the school's educational goals in a manner that reflects a commitment to Catholic teachings. The curriculum must be consistent with the philosophy of the school, educational policies of the archdiocese, and requirements of the applicable sections of the California Education Code. The commitment to ongoing academic excellence, personal

growth, leadership, and service as components of Catholic identity extends to all aspects of the academic program. The curriculum in elementary schools and high schools is planned at each school to meet these overall objectives and the particular needs of the individual school community. The Department of Catholic Schools provides support for curriculum matters. In parish elementary schools and high schools, the pastor and principal consult on these matters.

Curriculum

St. Philip the Apostle School uses the following standards as curriculum guides:

Archdiocesan Religion Standards for Religion

Common Core Standards for Math, Language Arts (reading, writing, spelling, vocabulary, literature)

Next Generation Science Standards for Science

California State Standards for Social Studies, Art, Music, PE, and Computer

American Association of School Librarians, International Society for Technology in Education, and Common Core Standards for Library

Topic-5-01-2

Honors/Advanced Placement/International Baccalaureate

HONORS AND AWARDS

Junior High Honors

Honor Awards are given to recognize student achievement in grades 6 through 8. Honors require a 3.0 average GPA. The average is computed from 7 subjects: Religion, English, Literature, Math, Social Studies, Science, and Spanish. The Honors Awards are mailed home at the end of each trimester.

“A” ≡ 4.0 □

“B+” ≡ 3.50 □

“B” ≡ 3.0 □

“B-“ ≡ 2.7

C+” ≡ 2.50

“C“ ≡ 2.0

Topic-5-01-3

Homework

HOMEWORK

We believe that students need time away from school work and that participating in other activities is essential for their health, growth, and development. We also believe that students need down time when they are free to explore and be creative. Research has proven that downtime and even boredom is essential to creativity. Students need this time so that their minds can be creative. This is when essential skills are developed.

Homework is meant to be a reinforcement, extension and/or preparation of materials and skills covered in the classroom, and allows the student an opportunity to work independently. As reinforcement, assignments should cover skills previously taught which the majority of the class understands. As extension, long term projects such as compositions, book reports, research projects, and oral presentations may be assigned.

Homework may be assigned Monday through Thursday for grades 3 through 8. TK- through 2nd grade students are not assigned homework. Ordinarily, homework is not assigned on weekends except for the purpose of making up work missed through absence or to complete long term projects. The teacher at Back to School Night explains individual class homework policies, procedures and timelines.

Students in grades one to five have a school-provided planner in which daily notes or homework may be written. Assignments are generally written on the board for students to copy. Junior High students provide their own planner or use GoogleDocs for homework reminders.

Homework Time Allotments

These time allotments are approximate. Individual students may require more or less time on a given day, depending on their individual skills and capabilities.

Homework

Homework reflects the learning that takes place at school and is meant to reinforce it. Homework should not be meaningless or rote. The homework allotments are as follows:

TK -2nd grade½ homework

3rd and 4th grade¼ to half an hour

Topic-5-01-4

Graduation Requirements

Graduation

Graduation from Saint Philip the Apostle school is a privilege granted to students by invitation from the principal. Graduation from Saint Philip the Apostle School is based on academic achievement.

Students whose grade in any subject is an F at the end of a trimester may not be allowed to graduate from Saint Philip the Apostle School.

Parents/guardians will be notified that the student will not graduate from Saint Philip the Apostle School.

Graduation Activities

As part of graduation the eighth grade class participates in Graduation Activities. These activities include:

- The Baccalaureate Mass
- Grad Night
- The Eighth Grade Retreat
- The Luncheon with the Pastor and Service Day.

The Graduation Ceremony

These activities are privileges and may be revoked by the principal.

- Students who are not graduating from Saint Philip the Apostle School will not participate in these activities.
- Students whose conduct is deemed unacceptable by the principal may not be allowed to participate in some or all of these activities.

Parents will be notified if a student is not allowed to participate in any of the above activities.

Topic-5-02-1

Assessments

Standardized Testing

The school administers the STAR test three times a year beginning in early September. Each test session takes approximately sixty to ninety minutes. These test results are used to assess student progress and to evaluate curriculum. The STAR test results are sent home to parents after each test session.

A permanent record of the scores is placed in each student's cumulative record folder. Group standardized tests are not used as the sole tool for making important educational decisions about individual students. Scores will be discussed at Parent Teacher Conferences.

A.C.R.E. (Assessment of Catholic Religious Education) is administered to Grades 5 and 8 in January or February. This test identifies class/school strengths and areas for growth for curriculum planning.

Topic-5-02-2

Grading Scale

Grades 4 through 8

Grades are given in both academic achievement and work habits and behavior. Any matter involving a student's work or behavior must be taken up with the teacher **first**. The following grading keys are used.

Academic Subjects

A ≡ 93 - 100% C+ ≡ 80 84%

B+ ≡ 90 - 92% C ≡ 75 79%

B ≡ 87 - 89% C- ≡ 70 74%

B- ≡ 85 - 86 % D ≡ 65 69%

F ≡ 64 and below

The "+" or "" ranking is for those achievements respectively above or below the main grade. The achievement grade ranking is described as follows:

Auxiliary Subjects

O = Outstanding S = Satisfactory

G = Good NI = Needs Improvement

Grade 3

Grades are given for academic progress, learning and effort, using a letter key.

E = Exceeds Grade Level Expectations

M = Meets Grade Level Expectations

T = Time needed to meet Grade Level Expectations

TK, Kindergarten, First, and Second Grade report cards

The report card is developmentally based and lists skills achieved.

Topic-5-02-3

Elementary School Grade Reporting

Report Cards/Progress Reports Schedule

1st Trimester Progress Reports Go Home October 18

End of 1st Trimester November 18

Report Cards Go Home December 6

2nd Trimester Progress Reports Go Home January 31

End of 2nd Trimester March 10

Report Cards Go Home March 21

3rd Trimester Progress Reports Go Home May 9

End of 3rd Trimester June 15

Report Cards Mailed Home June 27

Report Cards are sent home on a trimester basis. Parent Teacher Conferences will be held at the end of the first marking period. Upon receiving their child's report card parents should review the card with the child, sign the envelope, and return the envelope the following day. Any matter involving a student's work or behavior must be taken up with the teacher first.

Progress Reports are sent home mid-trimester. If students are doing less than satisfactory work, parents should arrange to meet with the teacher to discuss the situation.

A student may not be entitled to receive a report card for any grading period that the student has excessive absences (15 or more days away from school in a year.) The Principal will make the final decision.

Section-5-03

Standardized Testing

Standardized Testing

The school administers the STAR test three times a year beginning in early September. Each test session takes approximately sixty to ninety minutes. These test results are used to assess student progress and to evaluate curriculum. The STAR test results are sent home to parents after each test session.

A permanent record of the scores is placed in each student's cumulative record folder. Group standardized tests are not used as the sole tool for making important educational decisions about individual students. Scores will be discussed at Parent Teacher Conferences.

A.C.R.E. (Assessment of Catholic Religious Education) is administered to Grades 5 and 8 in January or February. This test identifies class/school strengths and areas for growth for curriculum planning.

Section-5-04

Recess and Lunch/Nutrition

Hot Lunch Program

Hot lunch is offered every full school day. Lunch must be ordered and paid ahead online at <https://secure.boonli.com> school password is falcon174. No late order can be accepted. Lunch prices vary. Emergency lunches for students that forget their lunch are provided for \$5.00 which is billed. The emergency lunch consists of cheese and crackers, fruit, and a drink. We are sorry if you miss the lunch order cut-off, however, we cannot add orders after the deadline.

Section-5-05

Supplies and Textbooks

Textbooks

School issued textbooks MUST be kept covered at all times. These textbooks are very expensive and it is expected that students will always keep them covered and take good care of them. Textbooks are resources used by teachers and are not the standards.

School Supplies

The school does not sell supplies. A list of classroom supplies needed for the school year is posted on the school website in June and given to each child at the start of the school year. Every student is expected to be prepared daily with the necessary supplies for class.

Section-5-08

Academic Probation. Retention/Transfer

ACADEMIC RETENTION/TRANSFER

Retention is more successful in the primary grades. The decision to retain a student is based on the overall welfare of the student, developmental readiness, and emotional/social factors.

If the teacher determines that there is a possibility of retention or transfer for academic or behavioral reasons he/she will inform the parents and principal. The teacher will seek the help of the Student Success Team. A decision will be made to recommend remedial help, counseling, and/or testing by the public school district. This program will begin as soon as the teacher is aware of the child's needs.

There will be a formal conference — usually in January or shortly thereafter — with the Principal, parents and teacher to discuss the child's status. It is the responsibility of both the parents and teacher to discuss the child's progress. After consideration of input from both the parents and teacher, the principal will make the final decision.

In the case of a pupil with significant learning or behavioral problems, it may be necessary to recognize that Saint Philip School is not equipped to meet the student's needs, and therefore, a transfer will be necessary.

In all cases, the principal will make the final decision.

Recommended Transfer For Other Than Class Or School Discipline

Certain pupils may be given a recommendation to transfer for grounds other than class or school discipline. The following procedure is used for the pupil who is clearly unable to profit from schoolwork by reason of high ability, subnormal ability or serious emotional instability:

It has been determined that other schools or agencies have facilities to assist such a pupil;

There has been sufficient discussion with the parents concerning their child's condition;

Topic-5-09-2

Additional Counseling Information

SCHOOL COUNSELOR

Saint Philip School contracts with a part time counselor who is available to all students, parents and staff. At certain times a teacher may feel it is necessary for a student to see the school counselor. In this event you will be notified by the counselor and kept informed of your child's visits. Parents who wish to withdraw their child from seeing the school counselor can do so on the Informed Consent Permission Document that is included in the August packet

Section-6-01

Before & After School Policies and Programs

FALCON'S NEST (EXTENDED SCHOOL DAY PROGRAM)

Falcon's Nest provides an "extended family" for students in Grades T-K through 8. Creative play and crafts, study, rest, snack time, along with prayer, are supplied in a caring atmosphere. A specialized program has been developed for 6th-8th graders to meet their learning and social needs. Falcon's Nest begins at 3:00 p.m., Monday through Friday, and closes at 6:00 p.m.

Falcon's Nest is also available before school from 7:00 – 7:40 a.m. Monday through Friday. Falcon's Nest is available on most days when school has half-day sessions and is also open on some school holidays.

Section-6-02

School Field Trips and Excursions

FIELD TRIPS AND ASSEMBLIES

The field trip program for grades K through 8 has been carefully planned to offer a wide variety of experiences for students over a nine-year period. The program is integrated with the curriculum, primarily in art, music, science and social studies. Field trips are a privilege and students may be kept at school if they do not meet academic and/or behavioral requirements. Field Trips include any school activity, weekend programs and sports activities, student council in-servicing, excursions to the park, etc. These are kept on file for the current school year. No student will be allowed to leave the school grounds and go on a field trip without the proper written permission slip. Telephone calls will not be accepted in place of proper forms. Field trips are usually taken on buses, except if the trip is in a nearby area. Students may walk or be driven by parents locally. Parents may request that their child not go on a trip by writing a note of explanation to the teacher and school office. If a student is not going, he/she will be placed in another classroom.

Drivers

Adults who drive for field trips, after school sports or any school related events must:

1. Be 25 years of age or older.
2. Present a valid driver's license and current proof of insurance, both to be copied in the school office. Since insurance policies expire frequently, please keep paperwork in the office.
3. Follow the directions of the supervising teacher. Parents who attend the field trip are expected to **assist in supervision and discipline of the students in their charge**.
4. Drive directly to and from the field trip location without making unscheduled stops while students are in the car.
5. Not take siblings on field trips.
6. Provide a working seat belt for each occupant.
7. Present needed information to the school office **before** the scheduled field trip. It is the parents' responsibility to make sure the school office has current information (driver's license and proof of insurance.) If this information has expired and current information cannot be produced, parents may not drive. Do not wait until the day of a field trip to turn in paperwork.
8. Use a car with passenger restraint system meeting applicable federal motor vehicle safety standards, per Vehicle Code Section 27360, unless the child is at least one of the following:

1. Weighs 60 pound or more
Six years of age or older,

8th Grade Trip to Washington D.C.

Each Spring, our 8th-grade class travels by air to Washington D.C. This trip is conducted by the non-profit program, *Close-Up*. The trip is optional and paid for by families. Those families in the class who wish to participate in the fundraising for the trip work together to plan several events. The school conducts two-dollar dress days to benefit the fundraising. *Close-Up* offers some financial assistance. Those families that wish to apply for financial assistance do so through the principal. The school's goal is that all students who wish to attend, do so. If you need financial assistance please meet with the principal. Any student who does not display good conduct during the school year will not be allowed to attend the Washington D.C. trip.

Those students who do not attend the Washington D.C. trip remain in school during the week that their classmates are gone and follow a regular schedule.

6th Grade Field Trip to Yosemite

Each November, our 6th-grade class goes on a five-day trip to Nature Bridge, in Yosemite, CA. Nature Bridge is an immersive environmental science program designed specifically for 6th graders. Parents pay approximately \$700 for this trip and financial assistance is available to those families who need it. Any student who does not display good conduct at school will not be allowed to attend the Yosemite trip.

Those students who do not attend the Yosemite trip remain in school during the week that their classmates are gone and follow a regular schedule.

Topic-6-04-1

Election rules

Elections

St. Philip the Apostle follows a collaborative model of student government. This means that all members of the student council are equally important and work together by committee to perform their duties. Elections are held in late May and any student in grades 6 or 7 may run. Speeches must be submitted on time for approval. On the assigned day, the students in grades 4 through grade 7 gather in Holy Angel Hall to hear the speeches and then vote. Voting is conducted electronically using Google Forms. Membership is typically between 13 and 15 students.

Any member of the student council who receives a behavior notice or detention must see the principal before they can return to regular meetings. It is at the principal's discretion whether or not the student is suspended or expelled from the student council for behavior, academic, or attendance concerns.

Section-6-05

Clubs/Organizations/Honor Societies

CO-CURRICULAR ACTIVITIES

Students are encouraged to participate in the extra curricular activities listed below:

Altar Servers

Choir

Student Council

After School Sports

Academic Decathlon

Drama

Speech & Debate

Lego Robotics

Chess Club

Outside Vendor Lessons After School

Golf

Music Lessons

Crochet

Tae Kwan Do

Spanish

Hip Hop Dance

Year to year there may be additions or changes of the after school lessons offered. Dates, times and places of these activities will be made available each year. Parents must pick up students on time from these activities or they will be sent to Falcon's Nest and charged.

Eligibility to participate in extracurricular programs requires that a student be in attendance in school on that given day. Grade point averages of 2.0 with no NIs in effort or conduct on the most recent Report Card are required for eligibility to participate in sports or Student Council.

A student may be removed from extracurricular activity participation based on any of the following:

Lack of effort

Poor conduct

Topic-6-12-01

School Athletic Handbook [if applicable]

Athletics

The school is a member of the Catholic Youth Organization (CYO) and is only allowed to participate in CYO sports. The school does not "cut" for any sports. On the B level all students are given equal play time. On the varsity level play time may be prioritized by ability.

Athletics are available to all students with no additional costs. The following are the sports that we participate in:

Fall

Girls Volleyball (grades 6-8) Varsity

Boys and Girls Cross Country (grades 3-8) Novice, B, and Varsity

Boys and Girls Football (grades 5-8) B and Varsity

Winter

Boys and Girls Basketball (grades 5-8) B and Varsity

Spring

Boys and Girls Golf (grades 4-8)

Boys and Girls Track and Field (grades 3-8) Novice, B, and Varsity

Girls Softball (grades 6-8) Varsity

Boys Volleyball (grades 6-8) Varsity

Topic-6-12-06

Athletic Fees, Equipment and Uniforms

Athletic Wear for Teams

All teams wear the Falcon shorts with the team uniform top. Students may only wear the Falcon Shorts even during practice times.. Failure to wear the Falcon shorts will disqualify the student from participation in the game or competition.

Section-7-1

Tuition and General Fees

Tuition Plans

Families have a choice of four tuition plans. They are:

- Plan B (registered parishioners who donate at least \$780 a year to the church, no service hours required)
- Plan C (non-parishioners who participate in the Service Hours Program)
- Plan D (non-parishioners, no service hours required)

Plan A (registered parishioners who donate at least \$780 a year to the church, and participate in the Service Hours Program)
VERY IMPORTANT...**All adults** in the family who choose Plan A or Plan C must have fingerprinting, Virtus, Code of Conduct, and TB test results on file before they may participate in the Service Hours Program.

CHANGE IN TUITION PLAN - Existing Families

□

THERE WILL BE NO CHANGES MADE IN TUITION PLANS DURING THE SCHOOL YEAR.□

IF YOU WANT TO CHANGE YOUR TUITION PLAN, THE FOLLOWING REQUIREMENTS MUST BE MET. ONCE ALL REQUIREMENTS ARE COMPLETED ON TIME, YOUR NEW TUITION PLAN WILL BE EFFECTIVE AUGUST 1ST OF THE NEXT SCHOOL YEAR.□

□

Non-Parish to Parish (Plan C to A or Plan D to B) Requirements for St. Philip the Apostle Church:□

- Your family must be registered in the parish.
- You will need to attend mass and contribute \$15 weekly for a minimum of five months prior to qualifying for a plan change.
- June 30th is the deadline to complete these requirements . Refer this information to the tuition coordinator for verification.
- After requirements met (by June 30th), your tuition plan will change effective August 1st,next school year.□

Non-Service Hour to Service Hour Program (Plan B to A or D to C) Requirements:□

- **Each parent** must provide proof of LiveScan Fingerprinting, Virtus certificate, TB test results and a signed Code of Conduct forms to the school office.
- Deadline to turn in forms is June 30th.□
- **Once requirements met** (by June 30th), your tuition plan will change effective August 1st, next school year.□

□

Expiration of any Volunteer Requirement (Virtus and/or TB Test):□

Notices will be sent to you prior to the expiration of Virtus and/or TB test. □

- Once your TB test is expired you may not perform service hours until the TB test is current.□
- If TB test and/or Virtus remain expired at the end of the school year , your tuition plan will be changed to a Non-Service plan (B or D) effective August 1st of the next school year.□
- June 30th is the deadline to complete these requirements.□
- **Once requirements met** (by June 30th), your tuition plan will change back to plan A or C effective August 1st, next school year.□

Student Withdrawal Refund Policy

The school grants full credit for all work a student accomplishes up to the time of transfer. The registration fee and the student fee for each student is NON-REFUNDABLE. Re-Registration is a commitment to tuition. **Once the school year begins, withdrawal of your student does not remove your tuition commitment.** Families must submit their withdrawal in writing to the school and must contact the tuition coordinator regarding any financial concerns.

Fines

1. School fines will be charged for, but not limited to the following:
 - a. Unusual wear, damage or loss of textbooks (replacement value of the book.)
 - b. Damage to or loss of library books.
 - c. Damage to student chromebook
 - d. Replacement of Student Blue Folder (\$1.00 per folder.)
2. All fines are to be paid within one week of notification.

Money Collection

All payments and money brought to school, especially by younger children, should be in a sealed envelope and state the student's name, amount enclosed and what the money is for, i.e. ice cream. The school cannot be responsible for lost cash.

Section-7-2

Tuition Collection

The school collects tuition and all fees through the FACTS program. Parents **MUST** be enrolled in this program in order for the student to be considered registered. Payment for tuition or fees cannot be collected in the office. For help or information with FACTS contact Maite Ramirez, Administrative Assistant and FACTS Coordinator at mramirez@stphiliptheapostle.org

Section-7-3

Tuition Assistance

Tuition Assistance

The school is committed to remaining affordable for all parish families. As such, over \$500,000 is raised each year through the BATC annual giving campaign and through PTO fundraising efforts.

All parents are asked to support these efforts however they best can so that the school remains a diverse and affordable educational experience for all of our school families.

Applying for Tuition Assistance

Any family can apply for tuition assistance using their FACTS account. All requirements including most recent tax documents must be received before tuition assistance will be considered or granted. Additionally, all families who qualify for Catholic Education Funds (CEF) must apply for those funds in order to be considered for tuition assistance. CEF applications are available in the office through the office manager, Karen Conley.

Section-7-4

Parent Service and Fundraising Requirements

PARENT SERVICE HOUR AND FUNDRAISING REQUIREMENTS

Both parents of families on Tuition Plans A or C are required to have all volunteer requirements (*LiveScan Fingerprinting result, Virtus certificate, TB test result, signed Code of Conduct*) on file in the school office by the first day of school and before performing service hours.

LiveScan Fingerprinting

Both parents of students on Tuition Plans A or C, or any persons that are going to be on the school campus to volunteer or work, or drive students for any school-sponsored events must be fingerprinted at any parish offering LiveScan fingerprinting. Fingerprint forms are available at the location where you will be fingerprinted. Fingerprinting locations can be found at www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx. The results are recorded by the Archdiocese. A copy of the form must be turned in to the office before you can be qualified for Plan A or Plan C.

Virtus Training

Both parents of students on Tuition Plans A or C, persons that are going to be on the school campus to volunteer or work, or drive students for any school-sponsored events are required to take VIRTUS® training or an equivalent safe environment training program approved by the archdiocese. Training classes are sometimes offered at Saint Philip or you can obtain information of where classes will be offered at <http://www.virtus.org/virtus/>; click on Registration, select Region: Los Angeles Archdiocese, San Gabriel Region. The school office will need a copy of your Certificate of Training Attendance that is given at the end of the class. The Archdiocese requires a follow-up class titled "Keeping the Promise Alive" four years after the first course, "Protecting God's Children" has been completed.

Code Of Conduct

Both parents of students on Tuition Plans A or C, persons that are going to be on the school campus to volunteer, work, or drive students for any school-sponsored events are required to read and sign "Guidelines for Adults Interacting with Minors at Parish or School Activities or Events" also known as the Code of Conduct. A signed copy from each parent must be on file at the school.

TB Test

Both parents of students on Tuition Plans A or C, persons that are going to be on the school campus to volunteer, work, or drive students for any school-sponsored events are required to have a current *TB Test on file* with the school office. These are good for four years.

Parent Service Hours Program

In order to perform Service Hours all Volunteer Requirements (fingerprinting, VIRTUS, Tb test, Code of Conduct) must be on file in the school office. All families on Tuition Plans A or C have agreed to work Family Service Hours that consist of 30 hours for the school, two Red Tie fundraiser hours and four Fall Fest hours. Single parents agree to work 15 hours for the school, two Red Tie fundraiser hours, and four Fall Fest hours. Single parent families are those with a single parent in the household with a single salary. **A minimum of 85% of the service hours must be completed each year to remain on the service hour tuition plans of A or C.** There are many opportunities to work the hours, the weekly newsletter has listings of both school and parish service opportunities or information of who to contact to work an event. Half the Family Service Hours are to be worked during Period I and the other half during Period II. Any hours not submitted within 1 week of the deadlines (dates to be announced in weekly newsletter) for Period 1 and for Period II will be subject to a late fee of \$25.00 per period. It is the parents' responsibility to find the job, secure approval, work the hours, and register their hours online (or by coupon.)

Festival and Dinner Dance Service Hours

Each family on Plan A or C has agreed to work four Fall Fest Service Hours and two Red Tie fundraiser event hours. All Volunteer Requirements must be on file in the school office to be eligible to work festival service hours. Fall Fest and Red Tie fundraiser event newsletters will advise parents of opportunities to work the hours. These hours are to be worked by parents only. All Fall Fest hours must be turned in before Christmas break and Red Tie Fundraiser hours by May 1st. Otherwise parents will be billed. There are no exceptions.

Dollar Dress Days

The school schedules six Dollar Dress Days to support the following: Bridge of Life School in Cambodia, St. Vincent dePaul, the Pregnancy Help Center in Rosemead, Assisting Children Parish Ministry and two days for the 8th grade Washington D.C. trip. In the event of an emergency or disaster where our support is needed there may be additional dates added.

Donations

Donations of money and supplies to the school by individuals and businesses are encouraged and appreciated. Donations may be made to the school by contacting the Pastor, Principal or Development Office.

Section-7-5

Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)

Other Fees

St. Philip the Apostle School does not charge fees for any extra activities. All students are invited to participate in athletics, drama, speech, academic decathlon, Falcon Fun Thursdays, and chor without having to pay any additional fees.

Chapter-8

DISCIPLINE

Discipline

Grades TK-4

The school expects students to take the Honor Code to heart and live it in their interactions with others. Teachers work with parents to help students who are struggling to model respectful behavior in the classroom, in the play yard, and in their interactions with others. Teachers will communicate with parents through the daily planner, by email, or by telephone. It is expected that parents will partner with the teacher to use the issue as a learning opportunity for the child.

Grades 5-8

The school expects older students to take the Honor Code to heart and live it in their interactions with others. Older students are expected to have the self-control to model their behavior in a way that represents their faith and respect for Catholic education. Students who forget to be respectful will be given a Behavior Notification to take home to their parents. Parents should sign it and the student returns it to the teacher. Parents do not need to contact the teacher over this interaction as it is just a notification for the student and the parents' benefit and not an official document. Should this behavior continue or should a more serious offense occur, students may receive a detention. Detention is an official document and is kept on file for the year. Students who receive detention will serve it after school on Thursdays. It is expected that parents will partner with teachers as they use the tools provided to help teach students self-control, respect, responsibility, and care for others and the school environment.

Suspension

At the discretion of the principal, a student may be suspended for more serious offenses such as causing physical or social/mental/emotional harm to another student, destruction of school property, disrespectful behavior toward school staff, or refusal to follow school rules. The principal or vice principal meets with parents when suspensions are issued. Suspension is most effective when parents and the school work together to benefit the student.

Expulsion

Expulsion is reserved for the most serious offenses. These include but are not limited to gross physical harm to another student, any physical harm to staff, and consistent repetitive bullying behavior. Additionally, students who use threatening language toward staff or students or who threaten in any other way will be suspended or expelled. Deliberate destruction of school property may also result in expulsion. Any of the above could also lead to reports to the local police.

Topic-8-1-01

Discipline and Procedures

DISCIPLINE

School Wide Behavior Expectations

A Saint Philip the Apostle School Student will:

Come to school ready to learn.

Care Of Property

The appearance of our school (the grounds, the exterior/interior of the buildings) has a bearing on the reputation of the school and on the learning experience of the students. It is expected that all students will show respect for the school by refraining from littering, trashing, or in any way trashing or destroying school property. The cost to repair damage to school property caused deliberately by a student will be charged to parents.

Saint Philip School students are encouraged to take pride in their school by not littering, damaging desks, books and other property. All textbooks are rented and are the property of the school. Students are expected to keep their textbooks covered at all times. Carelessness and deliberate damage/loss of books and property will be charged to the parent's account. Consideration and respect for the property of others must be a part of the Christian training both in the home and at school. The school asks your cooperation and help in this matter.

Invitations

Unless all the boys or all the girls are included in a birthday party invitation, they may not be passed out at school. This policy eliminates the hurt feelings that result from being left out.

Classroom Birthday Parties

In the interest of health issues and wise use of educational time, food treats are not allowed for student birthdays. The student's birthday will be acknowledged at the Monday assembly of the week of their birthday by having the student come up front for a blessing. On their actual birthday they will be invited to the principal's office to pick out a new book.

Recommended Transfer Resulting From Parental Attitude:

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the attitude of parents. Nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might diminish the effectiveness of the school, therefore placing the continuation of the student in Saint Philip the Apostle School in jeopardy. In such a case, it is imperative that the opinion of the principal regarding practical impossibility be sustained from a pastoral viewpoint by the pastor of the parish. The regulations governing recommending transfer would then be applicable. Parents are the key links in the effectiveness of the Saint Philip the Apostle School Program. Christ is the model for all behaviors. **Parents are expected to participate in the Sacramental life of the church, to support school/parish policies, to speak positively about the administration, teachers, other parents, and students and to also avoid promoting gossip and rumors, and to bring grievances to the proper people involved.** Procedures for formal grievances may be sought through the principal.

Fighting between students at school or school-sponsored events will be treated seriously. All students involved directly in the fight will be sent to the principal for investigation of responsibility.

