



Saint Philip the Apostle School

Home of the Bruins

Parent-Student Handbook

2016-2017 Academic Year

Saint Philip the Apostle Catholic Church

665 Elizabeth Street

San Francisco, CA 94114

415.824.8467

Fax c/o: 415-282-8962

www.saintphilipschool.org

Dear Parents and Students,

Welcome to Bruin Country!

On behalf of the faculty, staff, and the Parish of St. Philip's, I would like to welcome you to another great year here at St. Philip's School! We pride ourselves in preparing our students for life through our Catholic Values and educational standards.

This Parent-Teacher Handbook outlines the policies and procedures of St. Philip School for the 2016-2017 School Year. By signing the agreement sheet distributed with this document, you agree to abide by the St. Philip's School policies during the 2016-2017 school year. Please note that the administration has the right to amend and post the amendments this document.

As parents are the first educators, we look forward to a year of building home-school partnerships built in the Catholic values of respect and cooperation.

May God Bless You throughout the year,

A handwritten signature in black ink, appearing to read 'L. LesCallett', written in a cursive style.

Mr. Louis LesCallett
Principal

St. Philip the Apostle Catholic School is accredited by the Western Catholic Educational Association (WCEA). WCEA accredits Catholic elementary and secondary schools in nine western states (26 (arch) dioceses) and the U. S. Territory of Guam. WCEA co-accredits and is in partnership with three Regional agencies (WASC, NAAS, NCA) and two private agencies (CAIS and HAIS). WCEA began in 1957 in San Francisco and has a long and successful history of assisting school improvement through the accreditation process.

SCHOOL PERSONNEL

Rev. Stephen Howell
Mr. Louis LesCallett
Ms. Mary McKeever
Ms. Genevieve Williams
Ms. Nicole Wong
Ms. Carla Farren
Ms. Candace Martinez
Ms. Madison Schwartz
Ms. Marie Mallon
Mr. Michael Bolden
Ms. Annemarie Cota

Mr. Koji Yao

Ms. Roberta Havens
Ms. Anne Branch
Ms. Noel Karcie
Ms. Annabelle Garcia
Ms. Catie Kaprosch
Ms. Colleen Williams
Ms. Linda Joyner
Ms. Jennifer McKenna
Mr. Ben Wilson
Ms. Joan Gallagher
Ms. Yaremys Rodriguez
Ms. Sarah Wooldridge
Ms. Janice Dias
Ms. Sandra Kearney
Mr. Rio Stefanus
Mr. Gilberto Mancía

Pastor
Principal
Vice-Principal/ Fifth Grade
Kindergarten
First Grade
Second Grade
Third Grade
Fourth Grade
Sixth Grade/Middle School History
Seventh Grade/Middle School Math
Eighth Grade/Middle School Literature

Science 4-8/Middle School Mathematics
Intervention
Resource Team member
Technology
School Counselor
Kindergarten/Fourth Grade teacher aide
First Grade teacher aide
Second Grade teacher aide
Third-Fifth Grades teacher aide
Rhythm & Moves Music
Rhythm & Moves P.E.
Librarian
Spanish Teacher
Catapult teacher
Administrative Assistant
Administrative Assistant for School/Parish
Financial/Business Manager
Custodian

Extended Care Staff

Ms. Linda Joyner
Ms. Christina Vela

Morning Care
Afternoon Care

Important Numbers

School Office: (415) 824-8467
The school office is open from 7:30 a.m. until 4 p.m. on all regular school days.
School Office Fax: c/o (415) 282-8962
Extended Care: (415) 824-8467 (After 3 p.m.)
Preschool: (415) 282-0143
Rectory: (415) 282-0141

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 General Terms of Parental Consent
 Children with Disabilities Release Form
 School Counseling Release Form
 Photo Release Form
 Parent/Guardian Volunteer and Driver Information
 Parental Field Trip Permission Form
 Parent Participation Contract Record

ST. PHILIP THE APOSTLE SCHOOL

Mission Statement:

St. Philip the Apostle School is a community of faith whose mission to educate the whole child is based upon the Gospel Values and the teachings of the Catholic Church. As a Catholic and parish school, we believe that the Gospel Values provide students a framework for responsible decision making. We are committed to preparing our students for a life as an active Christian and responsible citizen

Philosophy of St. Philip the Apostle School

St. Philip the Apostle School is a Catholic elementary school that offers a rigorous education that is comprehensive and in accordance with Archdiocesan guidelines. We strive to meet the needs of each student and provide opportunities for all students to achieve; develop their skills and talents; and grow spiritually, intellectually, physically, socially and emotionally. We believe that parents are the primary educators of their children and teachers the facilitators of learning. We affirm that through a partnership between the school and family, all students can learn and be successful. We challenge our students to live a life of integrity, inquiry and purpose that is larger than the self. We strive to develop in our students a respect for diversity, pride in their cultural heritage and as members of a larger community.

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

STUDENT LEARNING EXPECTATIONS - KINDERGARTEN THROUGH 2ND GRADE

St. Philip students should work to be:

1. **ACTIVE CHRISTIANS** who:

- ✓ Care for themselves, God, others and things;
- ✓ Wear a smile and act like Jesus;
- ✓ Are kind, understanding and fair;
- ✓ Know the teachings and stories of God;
- ✓ Pay attention and participate in songs and prayers at Mass.

2. **PRODUCERS** who:

- ✓ Try hard and do their best in all their work;
- ✓ Share what they know in school;
- ✓ Are open and excited to learn new things;
- ✓ Try different and new ways to solve their problems;
- ✓ Develop good study habits.

3. **SELF-CONFIDENT INDIVIDUALS** who:

- ✓ Take part in class and complete their work;
- ✓ Are leaders inside and outside of school;
- ✓ Are proud to be themselves;
- ✓ Are kind, polite and thoughtful neighbors;
- ✓ Try things they cannot already do.

4. **RESPONSIBLE CITIZENS** who:

- ✓ Share their ideas and listen to others;
- ✓ Accept all people for who they are;
- ✓ Work as a team for the good of the group and the individual student;
- ✓ Accept responsibility for their words and actions;
- ✓ Treat all the people of the world fairly;
- ✓ Work to make their neighborhood a better place.

STUDENT LEARNING EXPECTATIONS – 3RD THROUGH 8TH GRADE

St. Philip Students should work to be:

1. **ACTIVE CHRISTIANS** who:

Foster a sense of respect for self, others, God, Church, authority and property;

- ✓ Develop a positive attitude and spirituality;
- ✓ Exhibit Christian behavior, including values of compassion, tolerance and justice;
- ✓ Have a basic knowledge of the teachings and history of the Church;
- ✓ Learn about and actively participate in liturgical ceremonies.

2. **PRODUCERS** who:

- ✓ Show pride and responsibility for all course work;
- ✓ Demonstrate a strong foundation in all basic subjects;
- ✓ Display a strong sense of curiosity, open-mindedness and enthusiasm for learning;
- ✓ Think critically and creatively, developing the ability to solve problems effectively;
- ✓ Demonstrate effective organization, research and study skills.

3. **SELF-CONFIDENT INDIVIDUALS** who:

- ✓ Are effective communicators who challenge themselves to participate and produce in learning environments;
- ✓ Take on leadership roles both inside and outside of school;
- ✓ Recognize their individual gifts and talents;
- ✓ Are conscientious community members;
- ✓ Accept challenges.

4. **RESPONSIBLE CITIZENS** who:

- ✓ Express informed opinions and respect the opinions of others;
- ✓ Value cultural differences and diversity;
- ✓ Work cooperatively with others to set and accomplish goals;
- ✓ Accept responsibility for their words and actions;
- ✓ Recognize global issues and the importance of social justice;
- ✓ Strive to make active and positive contributions to the larger community.

ST. PHILIP SCHOOL BILL OF RIGHTS

Everyone has a right to learn.

Everyone has a right to be safe at school.

Everyone has a right to feel safe at school.

Everyone has a right to be respected as a person.

Everyone has a right to learn.

Students will not disrupt classroom instruction by talking inappropriately, leaving their seats, making inappropriate gestures, chewing gum, defacing school property, misusing or damaging materials or engaging in any other behaviors which interrupt the learning experience.

Everyone has a right to be safe at school.

Students may not hit, punch, slap, pinch, tackle, kick, spit, chase or tag aggressively, misuse play equipment, run in walking areas or in any way injure, harm or threaten another person. Students must listen to faculty and staff the first time instruction is given.

⇒ Fighting will result in an automatic suspension from school.

⇒ Having a weapon or drugs on campus will result in an automatic expulsion from school.

Everyone has a right to feel safe at school.

Students are not allowed to use obscene, inflammatory, or objectionable language or engage in “name-calling.” Students will not insult, taunt, threaten, intimidate or cause harm to come to others.

Everyone has a right to be respected as a person.

Students will be treated fairly and with dignity regardless of race, appearance, beliefs or gender.

⇒ At the discretion of the principal and the teacher and according to the offense, violations of any of these school rules may result in negative consequences to the student. Consequences may include detention, loss of privileges, parent/guardian meetings, school service, suspension and expulsion.

⇒ Students who demonstrate exemplary examples of supporting these values in themselves and others may receive certificates, awards and other recognition.

St. Philip the Apostle School Code of Christian Conduct Covering Students and Parents/Guardians

The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus, which is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive (either in-person or through digital media).
3. These expectations for students and parents/guardians include, but are not limited, to all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will result in a verbal or written warning to the student and/or parent/guardian and will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.)

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

Parent/Guardian Signature: _____ Date: _____

General Rules of Student Conduct

Respecting Each Other

- Courtesy and consideration are expected from everyone.
- Students must show respect for others and listen and respond to adults.
- It is the student's responsibility to conduct him or herself in a manner that contributes to a positive school environment. Students will not commit acts that injure, degrade, disgrace or threaten the safety, privacy and respect of other students, teachers or staff members.

Respecting School Parameters of Time and Space

- Students are expected to be punctual and arrive at school consistently on time.
- Unsupervised students should not be in the school building before 7:45 a.m., during recess, lunch or after 3 p.m. Students should also not be in the schoolyard before 7:45 a.m. or after school unless they are participating in the after-school sports program or are enrolled in Extended Care. Unsupervised students will be sent to Extended Care after 3:10 p.m.
- Students are not allowed to leave the school grounds during the school day without parent/guardian permission.

Respecting School Property

- All students are expected to respect school property, including books, desks, instructional materials, classrooms, labs, bathrooms, exterior of school, computer and athletic equipment.
 - ⇒ Any student damaging or destroying school or parish property is liable for the cost of replacing or repairing the damage.
 - ⇒ Replacing or repairing the damage is a financial obligation that must be paid in full before any grades, credits or transcripts will be released.
- Students are expected to be responsible and dispose of trash and recycling appropriately.
- Bathrooms are not play or congregation areas; students are expected to keep these areas clean and use them appropriately.
- Students must walk in the school building, not run.
- Gum chewing, shelled sunflower seeds and pistachio nuts are not permitted on the school premises or during school activities.

Respecting the Neighbors

- ⇒ Students are not allowed to hang out at the cafes afterschool beyond thirty minutes and not later than 4:00 p.m. Any student signed into Extended Care must be picked up by parents unless contact with the Principal is made regarding extenuating circumstances with middle school students.

The Code of Christian Conduct must be signed prior to participation in field trips and school-sponsored activities and programs (e.g. sports events)

SAINT PHILIP THE APOSTLE SCHOOL BULLYING PREVENTION PROGRAM

St. Philip the Apostle School provides students additional support through its Bullying Prevention Program, which is based on the OLWEUS Bullying Prevention Program. After several years with the OLWEUS Program, changes were made to better suit the needs of the school community.

As administrators, teachers and parents, we know that even with our best efforts, a student may experience bullying in classrooms, school hallways, the school playground or athletic fields. Here is an excerpt from the program guide: “Bullying isn’t limited to the school grounds; it exists at school bus stops, community parks, summer camps, neighborhoods, homes, cyberspace, and anywhere that young people gather.”

To stop bullying, it needs to be addressed at all levels of a student’s experience. Unlike a curriculum that only addresses bullying at the classroom level and for a limited period of time, the St. Philip the Apostle School Bullying Prevention Program addresses bullying at the school wide, classroom, individual, and community levels.

Accordingly, students receive a consistent, reinforced message about bullying over an extended period of time and in a variety of settings. Because bullying has such wide-ranging effects, the St. Philip the Apostle Bully Prevention Program is designed for all students, not just those who are bullied or those who bully others. The goal of the program is to change the norms around bullying behavior and to restructure the school setting itself so that bullying is less likely to occur or be rewarded. The implementation of this program needs to be seen as a long-term effort—not something that is “completed” in a year.” The program consists of professional development meetings with all staff involved with students, weekly classroom meetings, and taking action whenever bullying incidents occur.

What Is Bullying?

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him or herself. There are three major components to bullying:

- 1) First, it is aggressive behavior that involves unwanted, negative actions.
- 2) Second, bullying typically involves a pattern of behavior repeated over time.
- 3) Third, it involves an imbalance of power or strength.

ST. PHILIP THE APOSTLE SCHOOL'S ANTI-BULLYING RULES

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

DAILY SCHOOL SCHEDULE

- Regular school days begin at 7:50 a.m. and end at 3 p.m. for grades K – 5 and 3:10 p.m. for middle school dismissal.
- School ends at 2:15 p.m. every Monday for grades K – 5 and 2:25 p.m. for middle school, except for **one** Monday of each month, when school ends at 12:30 p.m. for grades K -4 and 12:40 p.m. for middle school. (Note that there is no lunch period on 12:30 p.m. dismissal days. Your child will not need lunch on these days although they will still need a snack.) Please see school calendar.
- ⇒ Please be sure to read weekly notices from your child’s teacher as well as refer to the weekly bulletin from Mr. LesCallett to note any exceptions.
- Students who arrive at school before 7:30 a.m. should report to Extended Day Care. (There is no supervision in the yard until 7:30 a.m.)
- Extended morning care is from 6:30 – 7:30 a.m.
- Students who are not picked up after school by 3:10 p.m. will be taken to Extended Care and/or study hall by administration or teachers.
- ⇒ Students are not to remain on the school grounds after school unless they are supervised by an Extended Day Care aide, teacher, coach or other assigned adult.

7:50 a.m. – 3 p.m. Schedule

7:50 a.m.	First bell rings. Students line up.
7:52 a.m.	Second bell rings. Assembly begins. This is the tardy bell. ⇒ Students who arrive after the assembly begins are marked tardy.
9:55–10:10 a.m.	Grades K – 2 recess
10:10 – 10:25 a.m.	Grades 3 – 5 recess
10:25–10:40 a.m.	Grades 6 – 8 recess
11:45 a.m. – 12:25 p.m.	Grades K – 4 lunch
12:30 – 1:10 p.m.	Grades 5 – 8 lunch
3 p.m.	Dismissal, Grades K – 5
3:10 p.m.	Dismissal, Grades 6 - 8

7:50 a.m. – 2:15 p.m.: The schedule is the same as the 3:00 p.m. schedule regarding lunch times. **Dismissal for grades 6 – 8 is at 2:25 p.m.**

Lunch Period

- St. Philip School is a closed campus. Students are not allowed to leave the school premises at any time during the day, including the lunch period.
- For safety reasons, each grade has designated areas for eating and playing.
- Students are allowed to play after:
 - Their area is clean,
 - They are dismissed by one of the adults on yard duty.
- Students are not permitted to re-enter the school building during the lunch period unless a yard

duty parent, teacher aide or teacher has authorized it.

- **Parents and friends are asked to not drop by without prior arrangement with their child's teacher(s). Having lunch with your child is not permitted.**
- **Parents who have signed up for lunch supervision must sign in first at the office. Parent volunteers supervise classes in which their children are not members.**

POLICIES AND PROCEDURES FROM A TO Z

ACADEMIC POLICIES

Curriculum

The Archdiocesan curriculum guidelines, consistent with the State of California Standards, are followed for the teaching of all secular subject areas. The Common Core Standards in Mathematics have been implemented throughout the grades; Common Core Standards in English/Language Arts will be introduced and implemented during this school year.

St. Philip the Apostle School offers students opportunities for growth in the following major subjects:

Religion (core curriculum)

Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, Eucharist and Confirmation.

- Liturgical services held on the First Thursday of each month for the entire school community.
- Liturgical services for families on various Sundays throughout the school year.
- Liturgical services held for special occasions and Holy Days (e.g. Advent and Lenten reconciliation, Lenten service)
- ACRE (Assessments of Catechesis of Religious Education) Test in March taken by students in Grades 5 and 8.

Language Arts (core curriculum)

Reading, English, Spelling, Vocabulary, Phonics, Composition and Appreciation of Literature

Mathematics (core curriculum)

Mathematics Skills, Pre-Algebra and Algebra I based on the CCSS (Common Core State Standards)

Science (core curriculum)

General Sciences and Laboratory Experiences

Social Studies (core curriculum)

History, Geography, Economics, California History (Grade 4), United States History,

World History and Current Events

Handwriting

- Manuscript writing is taught in Grades K – 2.
- Cursive writing is taught and used in Grades 3 – 8.

Spanish

Vocabulary development, common expressions, grammar skills, conversation and Culture

Computer Literacy

- Word Processing, research and integration with Curricular Subjects
- Data Base, Spread Sheets and Web Design taught to older grades in near future

Fine Arts

- Music, Art, and Performing Arts
- Music Program appropriate for each grade offered through the *Rhythm & Moves Music Program*

Physical Education

Physical fitness programs appropriate for each grade, offered through the *Rhythm & Moves Physical Education Program*

Jr. Great Books Program

The Jr. Great Books Program is a reading enrichment program provided to students in grades K - 8. The Great Books Program is intended to enrich the existing language arts programs in each grade. In grades 3 - 8, students read stories and share their ideas and opinions about them in small discussion groups. The literature has been specially chosen to challenge children of all ages, spark their ideas, and promote thoughtful discussion. Discussions are led by “parent-volunteers” who are trained in the Great Books Foundation’s Shared Inquiry method. Participants are selected by the grade teacher based on a variety of factors that include student readiness, conduct and general suitability for this type of program. In the primary grades, parent volunteers read stories to the students and encourage the children to participate in class discussions. The Jr. Great Books Program needs parent participation as an essential part of the Program. (During the 2016 – 2017 school year, the Jr. Great Books Program is being reviewed)

Catapult Reading and Math Program

Funding from the *No Child Left Behind* Federal Government Program has provided extra support for students in grades 2 - 5 in reading and mathematics. A teacher from the Catapult Program works weekly with small groups of students.

Grading Policies

St. Philip School stresses a basic academic program with high goals. Students will be challenged to reach their own potential. We believe that parents/guardians are the primary educators; therefore, the responsibility of valuing and encouraging the child begins at home.

St. Philip School uses the grading standard set by the Archdiocese of San Francisco. The report cards have been reviewed and revised at all levels by the San Francisco Archdiocese and are to be utilized by all schools. The report card has been expanded in size to include more detail.

Middle School Grades/Report Cards (6 – 8)

Marking Code for Core Subjects and Spanish

A	96-100	C	74-80
A-	93-95	C-	70-73
B+	91-92	D+	67-69
B	87-90	D	63-66
B-	84-86	D-	60-62
C+	81-83	F	59

Co-Curricular Subjects (Art, Music, Physical Education, Technology) Marking Code

P = Participates

NP = Does not participate

General Behavioral Expectations (formerly known as the Conduct grade)

1 = Exceeds expectations

2 = Meets expectations

3 = Improvement needed

4 = Unsatisfactory

+= Area of strength

No mark = Meets expectations

√ = Needs improvement

Learning skills (formerly known as Effort) will have the above codes and codes will be applied to specific subjects. There is no general grade given per quarter.

In the “Remarks” section, comments are numbered and will be applied as needed in specific subjects.

Intermediate Grades/Report Cards (3 – 5)

Marking Code for Core Subjects

A	96-100	C	74-80
A-	93-95	C-	70-73
B+	91-92	D+	67-69
B	87-90	D	63-66
B-	84-86	D-	60-62
C+	81-83	F	59

Co-Curricular Subjects (Art, Music, Physical Education, Technology) Marking Code

P = Participates

NP = Does not participate

General Behavioral Expectations (formerly known as the Conduct grade) Marking Code

1 = Exceeds expectations

2 = Meets expectations

3 = Improvement needed

4 = Unsatisfactory

+= Area of strength

No mark = Meets expectations

√ = Needs improvement

Learning skills (formerly known as Effort) will have the above codes.

Primary Grades/Report Cards (1 – 2)

Please note that core subjects will not have a general grade per quarter. Each standard listed below each subject will have the following marking code. The 2015 – 2016 report cards will more closely following core curriculum state standards.

Marking Code for Core Subjects

E	=	Exceeds standard
M	=	Meets standard
W	=	Working toward standard
No Mark	=	Standard not addressed during current marking period

Co-Curricular Subjects (Art, Music, Physical Education, Technology) Marking Code

P = Participates

NP = Does not participate

General Behavioral Expectations (formerly known as the Conduct grade) and Learning Skills (formerly Effort grade) will have the following codes in the general quarter section.

- 1 = Exceeds expectations
- 2 = Meets expectations
- 3 = Improvement needed
- 4 = Unsatisfactory

Comments under General Behavioral and Learning Skills include the following:

- += Area of strength
- No mark = Meets expectations
- √ = Needs improvement

Kindergarten Grades/Report Card

Please note that core subjects will not have a general grade per quarter. Each standard listed below each subject will use the following marking code. The 2015 – 2016 report cards will more closely following core curriculum state standards.

Marking Code for Core Subjects

- E = Exceeds standard
- M = Meets standard
- W = Working toward standard
- No Mark = Standard not addressed during current marking period

Co-Curricular Subjects (Art, Music, Physical Education, Technology) Marking Code

- P = Participates
- NP = Does not participate

General Behavioral Expectations (formerly known as the Conduct grade) and Learning Skills (formerly Effort grade) will have the following codes in the general quarter section.

- 1 = Exceeds expectations
- 2 = Meets expectations
- 3 = Improvement needed
- 4 = Unsatisfactory

Comments under General Behavioral and Learning Skills will have the following:

- += Area of strength
- No mark = Meets expectations
- √ = Needs improvement

Homework

Homework is given to stimulate and enrich the students' learning experiences and reinforce basic skills and to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. In addition, children should be encouraged to read extensively and study every evening after they have completed any written assignments.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework/Classwork Make-Up Work

- Students are required to make up work missed during an absence from school.
- Parents and guardians are asked to schedule an appointment with their child's teacher.
- Missed assignments are the student's responsibility.
- Students who are absent due to illness must make arrangements with their teacher to make up the missed assignments, quizzes or tests.
- For short absences, students should make arrangement with classmates regarding assignments. Some teachers provide homework information on line and their students should check homework emails. Students may also receive missed assignments from their teacher when they return to school.
- **Teachers are not required to give make-up tests or assignments for absences due to vacation, nor are they expected to give assignments in anticipation of the vacation.** Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers.

Honors and Awards

The Principal's Award, First Honors and Second Honors are awarded quarterly and recognize student achievement and development of the whole person in grades 6 through 8. The Bruin of the Month Award and the Good News Award recognize students in all grades.

- **The Principal's Award:** A's are required in all core subjects and a 1 in General Behavioral Expectations; all other grades must be no less than a 2 or P.
Core subjects include Religion, Mathematics, Reading/Literature, English, Spelling, Science and Social Studies.
- **First Honors:** All A's and 1 B range grades are required in all core subjects; all other grades must be no less than a 2 or P.
- **Second Honors:** All A's and B's are required in all core subjects; all other grades must be no less than a 2 or P.

(Students are not eligible for Honors if they receive a 2- or below in their report cards.)

- **Bruin of the Month Award:** The Bruin of the Month Award recognizes those students who model growth in the areas related to the Student Learning Expectations.
- **Good News Award:** The Good News Award is given weekly and is awarded to those students who express and practice Gospel values in school.

Promotion/Retention/Academic or Behavioral Probation

Promotion

Students will be promoted to the next grade after satisfactorily completing the present grade.

Retention

- Students whose demonstrated classroom performance does not meet grade level expectations may be asked to repeat the same grade.
- Parents/guardians will be notified in January/February by the classroom teachers if there is an indication that it will be necessary to retain a child in a grade. The principal will be kept advised of academic/behavioral concerns and will make the final decision when all data is gathered.
- Students may be retained in the same grade for unsatisfactory work (a final average of three F's in core subjects: religion, math, language arts, science and social studies).
- In the primary grades a child may be retained if the teacher feels that the student needs more time to develop grade appropriate behavior.

Academic Probation

- Students whose demonstrated classroom performance does not meet minimum standards will be placed on academic probation until the teacher and administration ascertain that improvement is made.
- Parents/guardians will be notified by the administration when a student is placed on academic probation.

Behavioral Probation

- Students whose demonstrated class/school behavior does not meet minimum standards will be placed on a behavioral probation until the teacher and administration ascertains that improvement is made.
- Parents/guardians will be notified by the administration when a student is placed on behavioral probation.
- Students who do not demonstrate grade level expectations in their behavior may not be invited to return to the school the next school year. These expectations will be noted on the behavioral probation letter.

Report Cards/Progress Reports

- Report cards are issued quarterly in November, January, March and June.
- Mid-quarter Progress Reports are also given to all students. **Parents in grades 4 – 8 will access (and in general, monitor) student's progress through Power School. Parents will receive hard copies of progress reports.**
- Parent/guardian-teacher conferences are held for all students each November after the first quarter report card period and for some students in March or April after the third

quarter report card period.

- Parents/guardians of students in grades 2 - 8 receive a copy of their child's standardized test scores (STAR Assessments) during the November conference.

Please note that the cumulative grade (the final average), tabulated by PowerSchool, is the average of the four quarter percentage grades.

PowerSchool Program

Saint Philip School uses Power School, which is a web-based student information system, to report student progress. Power School is a tool to help students become more aware of their individual grades, strengths, and areas for growth. It is also a means of communicating student progress to parents and is the main system for recording grades and attendance. Parents and students in grades 4 – 8 are provided individual login codes to access their specific data. Parents and students are asked to check PowerSchool every two weeks, not daily, as this will give teachers time to record grades and comments and avoid unnecessary stress on the part of students and parents.

ADMISSIONS POLICY

Nondiscriminatory Policy

St. Philip School, mindful of its mission to be witness to the love of Christ for all, admits students of any creed, race, color, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of creed, race, color, national and/or ethnic origin, age, gender or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Eligibility for Kindergarten is based on the child's developmental and chronological age, which must be five years old by September 1st of the year of entrance. The developmental age is determined by a screening test and the student's previous school's evaluation.

Prior academic performance and the potential for academic growth are considered for grades 1-8. An entrance test and personal interview are part of the admission process.

Admission Process

Application materials are available at the school office. An interview and test date will be set once the application, along with the non-refundable application fee of \$50, is submitted. The process includes the following:

- Setting a tour date (optional)
- Completing the application and paying the testing fee of \$50
- Scheduling a test date
- Shadowing for two hours from grades 2 – 8 (optional)
- Reviewing all pertinent prior school information

- Completing the registration fee/document process

Application and Application Fee

An application, which includes a non-refundable fee of \$50.00, needs to be completed by all applicants to St. Philip School. A testing date and possible interview will then be scheduled. Once a new student is accepted, the registration fee becomes due.

At the time of registration, requirements include the following:

- Verification of parish affiliation (in-parish rate)
- Health records
- Immunization Records
- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Record of IEP

ATTENDANCE

Absences

- When a student is absent from school, parents and guardians should call the school office by 8:30 a.m. each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Philip the Apostle students.
- Please do not send students to school if they are ill the night before or the morning of school. If students had a fever, they should be fever free for 24 hours before returning to school.
- A written explanation, dated and signed by the parent or guardian, **must** be brought to the student's teacher upon the student's return. This note is kept in the student's file until the end of the school year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.
- The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.
- Missed assignments are the student's responsibility.
- Students who are absent due to illness must make arrangements with their teacher to make up the missed assignments, quizzes or tests.
- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 p.m. – 3:30 p.m.
- For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.
- **Teachers are not required to give make-up tests or assignments for absences due to vacation, nor are they expected to give assignments in anticipation of the vacation.** Arrangements for regular classroom tests missed because of an absence are to be made

with the individual teachers.

- More than three absences in a quarter are considered excessive and may result in academic deficits.

Absences Due to Medical Appointments

- Early dismissal for medical or dental appointments requires a written request from the parent/guardian. Parents/guardians are urged to keep such requests to a minimum.
- Students must bring a note from the doctor's/dentist's office. Without this note, a medical appointment is counted as an absence, and not as a medically excused absence.
- Parents need to sign their children in/out at the office.
- Parents will receive written notification of excessive absences.

Tardiness

- Late entry is disruptive to classroom procedures and should be avoided.
- Students are tardy if they are not in line when the second assembly bell rings.
- If students arrive after morning recess, they are marked absent for one half day.
- Tardy students must report to the school office and receive an admittance slip.
- More than three days of tardiness in a quarter is considered excessive and may result in academic deficits. Age-appropriate consequences will be determined at each grade level.
- Repeated tardiness may result in detention or loss of recess, again determined at each grade level.
- *Unexcused* tardies are for arriving to school late for a reason that was within the control of the student or student's family, such as: oversleeping, leaving the house late, inability to locate school books, uniform, etc.
- *Excused* tardies are for unforeseen emergencies, such as: car trouble, delay in public transportation.
- However, both *Unexcused* and *excused* tardies are still considered "tardy."
- Parents will receive written notification of excessive tardiness.

BOOKS/TEXTBOOKS

- Textbooks and workbooks should be handled with respect. Books must be covered at all times with either paper grocery bags, school covers obtained from teachers, or covers bought at office supply stores.
- Students must pay for lost or damaged books (\$65 for a lost or damaged textbook, \$20 for a lost workbook.)
- **Students will be assigned a book and computer number. They are responsible for keeping their textbooks in order and using their computer appropriately. Students are responsible for any damage to books or computers.**

CARE OF SCHOOL PROPERTY

The appearance of our school and the way it is kept has a great deal to do with the reputation of the school. Care shown for school property portrays pride and good spirit. For these reasons, all

children are expected to regard with great care whatever school property is provided for their use (desks, furniture, books, computers, software, lockers, physical education equipment, and all parts of the building including the school yard).

Students must remember that in the neighborhood, they represent St. Philip School. People living and working in the area around the school are especially deserving of the courtesy and respect from all our students and parents/guardians. This courtesy is shown by not littering the streets and sidewalks around their homes, not sitting on their steps and not congregating in front of their homes, storefronts or Church steps. Respect is demonstrated by the manner in which students and their families speak to neighbors and by the consideration they show at all hours by not creating noise and other disturbances to them.

CHILD ABUSE POLICY

Each teacher and the administration are required by State of California law to report to the juvenile authorities any case of suspected child abuse. Children coming to school regularly without adequate snacks/lunch fall into the category of suspected abuse. The City & County Children's Protective Services is contacted as a resource and for guidelines. A complete description of Child Abuse and Procedures is contained in the *Archdiocesan Policies and Procedures Regarding Child Abuse and Harassment*. A copy is in the principal's office.

CLASSROOM PRAYER (For more information, please see Spiritual Responsibilities.)

Prayer is a way of experiencing a personal communication and connection with God and to acknowledge our gift of:

- Faith;
- Scripture;
- Doctrine;
- The Eucharistic celebration; and
- Christian living.

At St. Philip the Apostle School, we pray as a Christian student community as we begin our day, before meals, the end of our day, and during liturgies and prayer services. We also make available to students certain objects, such as a rosary, to encourage individual prayer.

COMMUNICABLE DISEASES

The school office must be called immediately whenever a child contracts a communicable disease, e.g., strep throat, pink eye, so that an exposure notice may be sent home to the parents/guardians of the other children in the class. Lice incidents need to also be reported as soon as possible to prevent the spread of lice throughout the school.

COMMUNITY SERVICE PROGRAM

A middle school graduation requirement for each student is the completion of 45 hours (10 hours in sixth grade, 15 hours in seventh grade, and 20 hours in eighth grade) of community service. In addition, those students participating in the Sacrament of Confirmation Program must do 10 additional hours of community service within the Confirmation two-year program. Acceptable

service to the community would be volunteer work for nonprofit organization. Other areas of service include:

- Altar server
- Choir
- Helping with school and parish events
Traffic Patrol

All middle grade students are required to submit a “St. Philip School Service Hours Accountability Sheet” by May 15th with all service hours completed.

DELIVERIES AND MESSAGES

- **All deliveries – including lunches, clothing, etc. – and necessary messages must be made to the school office only, not to the classroom.**
- All items must be marked with the student’s name and grade.
- All items and information will be forwarded to your child (ren).
- Deliveries and messages must be vital to the student’s school day.
- Gifts should not be dropped off at the school office.
- **Parents/guardians are not allowed to go directly to the classrooms when school is in session.**
- **If parents/guardians need to pick up their child or drop something off, they must go to the office.**
- **Parents cannot enter by way of the Elizabeth Street gate to visit or have lunch with their child. This is a closed campus.**

DISCIPLINE POLICY

Discipline in a Catholic School is to be considered an aspect of moral guidance. The purpose of discipline is to promote student development, increase respect for authority and provide a classroom environment conducive to learning. All concerns should first be addressed to the classroom teacher, the vice-principal of discipline and then to the principal. **Decisions regarding serious discipline matters are made at the discretion of the principal.**

The St. Philip the Apostle Bullying Prevention Program will work in conjunction with this policy.

Detention

Students in grades 4 – 8 will be required to stay after school or during lunch for disobedience, failure to complete required assignments, tardiness and other reasons approved by the principal and faculty. If detention occurs during lunch, students will be allowed water, restroom and lunch break. Parents/guardians will be notified when the student is placed on detention and the duration of the detention. Detention is assigned for a 50-minute period after school or 40 minutes during the lunch period. If there is a third detention in one quarter, there will be a mandatory conference with the child, his/her parents/guardians, the child’s teacher and the principal. A fourth detention in one quarter may result in a one or two day suspension from classes

Disciplinary Probation

A student may be placed on probation following a suspension for a serious offense or for continued misconduct after a warning. Students on disciplinary probation are not eligible for participation in extracurricular activities.

The following infringements of school policy are grounds warranting suspension and probation:

Conduct Concerns

- Fighting, provoking a fight between other individuals, or participating in activities which result in physical violence to any person;
- Theft, of, or damage to, property of the parish or of another student, visitors, or school personnel;
- Leaving the campus during the day or from Extended Care without permission
- Repeated infraction of class or school rules;
- Outward defiance to those in authority and lack of respect and courtesy to the principal, teachers, aides, or those to whom authority has been delegated by the principal;
- Abusive language or profanity, indecent or obscene conduct or language while at school or at a school-sponsored event;
- Any form of harassment (verbal, written, physical or sexual) including use of the Internet or any electric devices for harassment purposes;
- Any form of bullying (verbal, written, physical or sexual)
- Use, possession or distribution of smoking materials, narcotics, alcohol, or any drugs while on campus or at any school sponsored event;
- Possession of a **weapon** or anything that could cause harm to another student;
- Any and all other violations of good order and discipline which, in the evaluation of any member of the school staff is seen as conduct unbecoming a Christian student, results in misconduct

Academic Concerns

- Consistent negligence of assignments;
- Failure to achieve his/her potential in the required subjects due to indifference or insufficient study;
- Cheating and plagiarism
- Other unacceptable behaviors.

Expulsion

The permanent termination of a student is invoked only as a last resort for clear and serious cause, with notification of the Pastor and with due process. Offenses that may evoke expulsion include:

- Actions gravely detrimental to the moral and spiritual welfare of other students;
- Incurable or disruptive behavior which impedes the progress of the class;
- Assault or any threat of force or violence directed toward any school personnel;
- Habitual or persistent violations of school regulations;

- Use, sale, distribution, or possession of narcotics or alcoholic beverages;
- Malicious damage or destruction of real or personal property at school or anywhere on the grounds of St. Philip's School or Church;
- Theft, extortion or arson;
- Habitual truancy; and
- Hazing

In all cases of serious disciplinary action by the school, probation, suspension, or expulsion, the parent(s) or guardian(s) of the student will be notified and a record may be placed in the student's permanent file.

Suspension

A student may be placed on in-school suspension or at home suspension for serious misconduct on campus or off campus during school related activities, or for continued misconduct (which includes harassment). While serving a suspension, a student is not eligible to participate in extracurricular activities (e.g. sports, dances, field trips, etc.).

DROP OFF AND PICK UP PROCEDURES

Procedures are in place for the greater safety, efficiency and fairness to the entire community.

Drop Off and Pick Up Procedures

Please note that there will be no parking in front of the Elizabeth Street gate or any area past the gate.

Procedures for Morning Drop-Off

1. Proceed eastbound on Elizabeth Street to the gate at the east end of the school where a student or parent volunteer will help students get out of the car and close car doors.
 2. If there are cars ahead of one, please be patient and continue to wait one's turn in line and keep the line moving.
 3. Keep the line moving and DO NOT double park or leave your car under any circumstances. If you need to come into the school, find a legal parking space. If you need to drop or return forms to the school office, please hand them to the volunteer parent as they open your car door.
 4. DO NOT let your child(ren) out of your car across the street from the school. **Crossing the street in the middle of the block is unsafe and illegal.**
 5. DO NOT drop off your child(ren) in the 24th Street parking lot as this lot is reserved for parish and school staff.
- ⇒ There is a white zone in front of the school on Elizabeth Street. There is no parking in this zone between the hours of 7:30 to 8:30 a.m. and 2:30 to 3:30 p.m.

Procedures for Morning Drop-Off on Rainy Days:

Proceed eastbound on Elizabeth Street to the gate at the east end of the school. Students will go to classrooms through the east door.

Procedures for Afternoon Pick-Up

1. Proceed eastbound on Elizabeth Street to the Elizabeth Street gate. Staff members will provide supervision and direct children to their parent's or guardian's car.
2. Do not leave your car or double park as this interrupts the flow of traffic.
3. Please do not use the 24th Street lot to pick up your child(ren) after school.
4. There is a white zone in front of the school on Elizabeth Street. There is no parking in this zone between the hours of 7:30 to 8:30 a.m. and 2:30 to 3:30 p.m. This zone is used for picking up children solely during these times.
5. Do not double park in front of neighbors' homes.
6. Please follow the signals of the teacher/administrator directing traffic. Please do not pull out of your space until you are directed to do so, especially to avoid traffic coming in the opposite direction.
7. **Please do not park across the street from the school and request that your child cross over to meet you.**
8. **Students are picked up at the Elizabeth Street gate. There is no supervision in front of the Church or at the street corners. Supervisors are there to ensure that corners are safe, not to supervise the pick-up of students.**
9. There should be **no walking across Elizabeth Street (jaywalking) at any time.**
10. Children dropped off before 7:30 a.m. or not picked-up by 3:10 p.m. will be sent to Extended Day Care. Parents and guardians will be billed at the rates indicated.

Rainy Day Procedures

- If it is raining at 7:45 a.m., doors will be opened and students will proceed to their classrooms. Teachers will provide quiet work until school starts.
- Lunch aides will supervise the students in the covered area outside near the science room, in the classrooms, and in the hallway (Grades 2-4).
- On rainy days, physical education classes will be held under the covered area near the science classroom.

Students are not to be picked up in front of the Church or at the Diamond Street/Elizabeth Corners. Please ensure that students follow safe pick up procedures. (Primary grades K-1 will be waiting for parents at dismissal time, sharp. Middle school students tend to be a few minutes later as they are packing up and checking on last minute items. They are also being dismissed 10 minutes later every day.)

SPECIFIC PICKUP PROCEDURES

- The school's white zone will be enforced. There is no parking in the white zone between 2:30 -3:30 p.m. This zone is for the pickup of students only. Drivers need to be able to move forwards towards the Elizabeth Street gate as is done in the morning drop off.
- There should be **no double parking next to this white zone.** Elizabeth Street is very narrow and the flow of traffic can be difficult on both sides.
- There will be police presence beginning the first day of school and cars will be ticketed if left unattended, parked in the white zone or double-parked next to the white zone.

- Parents must go around the block if their child is not waiting at the white zone as they cannot sit and wait for their child.

Things parents need to consider:

- If parents have two or more children to pick up, they will also need to go around the block if one of their children is not in front. It would be better if these parents could find parking.
- Parents picking up an older grade student should arrive during the latter part of dismissal; older grades are dismissed 10 minutes later.
- There is a lot of socializing among the families at dismissal; again it is better if parents find parking as no car can be left unattended.

Parents are asked to be patient when they are asked by staff to drive on. Traffic duty is difficult in itself. Establishing good relationships between the school and our neighbors is essential. By following traffic and parking rules, these good relationships are the result.

Students are not allowed to hang out at the cafes and can be asked to leave under the shopkeeper's discretion. Any student signed into Extended Care must be picked up by parents unless contact with the school secretary or administration is made regarding extenuating circumstances with middle school students.

EARLY DISMISSAL

- A written request from the parent or guardian is required if a student is to leave school during the day.
- This request must be signed by the office personnel and forwarded to the student's teacher.
- Phone calls are not a substitution for this written request.
- Any student leaving school early must wait in the school office.
- The parent or guardian picking up the student from the school office must sign the student out using the sign-out log on the secretary's desk.
- If the student returns to school that day, he/she must first report to the office before returning to class. **Parents must sign student in at the office.**

ELECTRONIC DEVICES & MOBILE PHONES

- All electronic devices (e.g., cell phones, I Pods, Kindles, etc.), personal playground/ equipment, trading cards, collectibles and toys are not allowed to be used on school premises during the school day.
- Cell phones must be kept *off* and turned into the classroom teacher after morning assembly. Cell phones will be returned at dismissal (Grades K – 8). Cell phones for students younger than third grade are not appropriate.
- Any student using a cell phone during the school day on the school premises or during a school activity will have their phone confiscated, unless prior arrangements have been made with the student's teacher. Cell phones will be returned only to the parent/guardian. School policy will be enforced.

- Cell phones use after school on school grounds is not permitted.
- **Parents should review proper use and responsibilities of cell phone usage. This includes text messages, taking of photos and videos and participation in social media.**
- **St. Philip School is not responsible for lost, damaged or stolen cell phones, electronic devices or personal items.**

EMERGENCY CONTACT FORMS

Completed emergency forms are required for each student as it is critical that we have emergency contact information for each student in the event the student becomes ill or is injured while at school. These forms are provided to new parents and forms are sent for review and updated information during the registration process. It is recommended that a relative or friend living out-of-state should be part of your emergency plan. Consider listing someone out-of-state on your emergency forms.

- The office must be notified immediately of any change in emergency information on file.
- **Emergency contact forms must be completed before a student is permitted to attend field trips.**

EMERGENCY MEDICAL FORMS

- A Universal Medical Information/Emergency Contact/Release and Consent Form for each child is kept on file in the school office. **These forms must be completed before a student is permitted to attend field trips.**
- Parents/guardians are asked to fill out the form at the beginning of each school year.
- It is the parent/guardian's responsibility to keep this emergency form updated. Any changes to the form must be indicated in writing and both the teacher and principal must be notified of the changes.

EMERGENCY EVACUATION PROCEDURES

- In the event that the school needs to be evacuated due to an earthquake, fire or other disaster, students will be taken by their teachers or another staff member to a safe area in the schoolyard.
- In the event of such a disaster, parents or guardians should report to the entrance of the school yard and they will be directed accordingly.
- A command post will be established from which students will be dismissed.
- Students must be signed out and only will be released to adults designated on the Universal Medical Information/Emergency Contact/Release and Consent Form.

EXTENDED MORNING AND AFTERNOON CARE PROGRAM

St. Philip's School offers extended morning and afternoon care for students who need to come to school before the 7:50 start time and/or need to stay at school after the dismissal time.

Hours of Operation

Extended Care is only offered on days school is in session. Extended Care is not open on school holidays or other vacation periods.

- Hours are 6:30 to 7:30 a.m. (Students are sent directly to the yard at 7:30 a.m.; supervision is provided.) and 3 to 6 p.m. during regular school days. On minimum school days, afternoon extended care hours are from school dismissal until 6 p.m.
- A student can only attend Extended Care on days he/she attends school. **Students who go home sick from school may not return and sign into Extended Care.**

Contact Number

The Extended Care phone number is (415) 269-7083. Students are only permitted to use the phone in a school emergency when a staff person has granted him/her permission.

The St. Philip School Extended Care Program positively supports, challenges, and encourages children by providing appropriate activities in settings conducive to wholesome social, intellectual, emotional, and physical development.

Program Activities include:

- Organized play
 - Coordination of Study Hall (Grades 5 – 8, Grades 2 – 4)
- ⇒ A homework period is scheduled and staff will ask students if they have homework. (The staff has no way of knowing what work, if any, has been assigned for each student.)
- Middle school study hall is from 3:10 – 4:00 p.m. and is offered to all students in grades 5 – 8. Study hall is held in the following classroom on specific days.
 - Tuesdays: 8th grade classroom and, for math support, in the science room.
 - Wednesdays: 6th grade classroom
 - Thursdays: 7th grade classroom and, for math support, in the science room
 - Study Hall for Grades 2, 3, and 4th is part of Extended Care. Extended care fees apply. Study Hall is on Tuesdays, Wednesdays, and Thursdays in the third grade classroom.
 - Study Hall is 50 minutes in length. Students are expected to stay for the full period and will not be dismissed until 4:00 p.m. This is to ensure that all students are supervised as expected by parents and teachers. The study hall supervisor will check over the assignment list; if completed, student will then be sent to Extended Care.
- ⇒ It is the child's responsibility to work on assignments, using available resources. (The Extended Care facility does not supply pencils, paper or erasers for homework. Each child should keep a supply of materials in his/her backpack.)
- ⇒ The Extended Care staff does not provide tutorial services and can only provide limited assistance with homework. Parents and guardians should check their child's

homework and clearly communicate to their child their expectations regarding homework responsibilities.

- Snacks
 - ⇒ A small snack is supplied by the Extended Care staff. It is always good to provide your child additional snacks if they will be in Extended Care for a long period of time.

Check-In Procedures

- Students are to report to Extended Care immediately after school dismissal.
- Kindergarten students will be brought to Extended Care by a teacher or teacher's aide.
- If homework study is being provided by a staff member in grades 2 - 4, students must sign in with that staff member before proceeding to work on homework.
- If students are participating in extracurricular classes such as guitar, piano, chess, choir, drama, art, Spanish or yoga, etc., they are required to report immediately to Extended Care after the completion of the class or activity.
 - ⇒ Students are not permitted to leave school for any reason and then return to campus and sign-in at Extended Care.

Check-Out Procedures:

- Parents and guardians must sign out their child(ren) from Extended Care. **Students cannot sign themselves out or their siblings.**
- Parents and guardians must come in and pick up their child(ren).
- Children will not be released to any person not listed on the Emergency Card.
- In the event that individuals listed on the emergency card are not available to pick up a child, the parent or guardian must give their authorization to the principal or vice-principal before anyone other than the parent or guardian can pick up his/her child.
- **Children may not leave the program to attend sports or ride the bus home without the written permission from the parent/guardian and approval from the principal.**
- If a child leaves the Extended Care program without permission, the parent/guardian will be notified and the child put on a probationary status.

Pre-Authorized Check-out List

This list should include all those people whom the parent/guardian has pre-authorized to sign out their child(ren) from the program. Daytime telephone numbers and the relationship to the child should also be listed. Additions or deletions to this list may only be done with written verification from the parent/guardian. All forms must bear the legal signature of the parent/guardian and the date signed. The emergency phone numbers for 911, fire, police and poison control will be posted near the Extended Care phone. In addition, the address and phone number of the program, school and rectory will be posted.

Extended Care Rates:

Fees: \$5.00/hour for 1 child \$4.25/hour for second child
 \$3.25/hour for third child

Late pick-up:

- Fees are charged at a rate of \$2 per minute after 6 p.m.
- Hours are calculated at the end of each month and bills are noted on parents' FACTS account.
- Payment is due upon receipt of the bill.
- Returned checks are subject to a \$25 fee. (Two returned checks will require payment in cash or money order.)

Emergency Drop-In Care

Emergency drop-in care is provided. Parents/guardians are asked to inform the school office before 10 a.m. if extended care is needed for the day.

Behavior Expectations

- Students are expected to follow the directions of the staff at all times, and be courteous and respectful to one another.
- All school and classroom conduct rules apply in Extended Care.
- Playing on the hill by the Elizabeth Street gate is not allowed.
- Hitting balls against the school windows is not permitted.

Emergency and Earthquake Supplies in Extended Care

The Extended Care Program will maintain emergency and earthquake supplies as required by Diocesan policy. Fire and earthquake procedures will be as consistent as possible with those procedures in place during the regular school day so as to offer continuity of response from both students and staff.

Extended Care Payment Procedure

All Extended Care fees are paid through FACTS. Monthly bills are provided to all families using the Extended Care Program.

Parents may pay for Extended Care fees in one other way: prepay a certain amount to cover the cost of future charges (sending a check to the finance manager).

FAMILY COMMUNICATION

- School news is sent through the Principal's Bulletin on Wednesdays. On occasion, information may be sent home with the oldest child in each family. The bulletin is also posted on the school web site, which is www.saintphilipschool.org
- The teachers will send a monthly overview of curriculum highlights and class activities at the beginning of each month.
- **Any information that needs to be included in the Wednesday Principal's Bulletin needs to be given to the school office no later than 3:15 p.m. on Mondays. (This can be done by emailing postings to the principal or sending a posting to the administrative assistant, janice.dias@saintphilipschool.org or tony.lescallett@saintphilipschool.org. Late postings will be held until the following week. All postings must be reviewed by the principal.**
- A parent participation record card will be sent home in the Principal's Bulletin and its return is requested by an announced due date. Attendance or participation at school meetings or

events needs to be updated regularly on this participation record card.

- The card will be collected and reviewed at the end of April.

FIELD TRIPS

- Classes will go on educational field trips during the year, a minimum of two times a year.
- If students fail to meet academic or behavioral requirements, they may be denied the privilege of participating in the field trip.
- All fines (e.g., lost text, workbooks, library book, gum chewing) must be paid prior to any field trip.
- **Students without the proper permission form, health forms or emergency paperwork will not be permitted to go on the field trip.**
- Telephone calls or faxes cannot be accepted in lieu of proper forms.
- All volunteers need to complete the Archdiocesan required application form for volunteers and “Safe Environment On-Line Training” for volunteers. Depending on the program or activity, parents may also be required to be fingerprinted through Life Scan. These forms and directions were sent home in early August. Additional copies can be obtained through the school office. Volunteers who have not completed this forms/training will not be able to attend the field trips. **Forms must be completed at the beginning of the school year.**
- Parent drivers must have a copy of their driver’s license, insurance policy and completed application to work with Children on file with the office along with a signed statement that their driving record is clean. **These documents are due at the beginning of the school year.**

FUNDRAISING

The cost of educating your child is greater than the tuition charged. Therefore, fundraisers are necessary to allow us to meet the expenses of our school programs. Major fundraising efforts on behalf of the students at St. Philip School include the following:

- Parish Festival
- Sports Council Bruins/Hot Dog Sales
- School sponsored fundraisers (mandatory Spring fundraiser)
- Hot Lunch Program
- Annual Spring Auction
- SCRIP Gift Card Program.

HARASSMENT POLICY

In 1992 the Archbishop of San Francisco developed a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility which is owed by adults to children. In 1996 a supplement to that policy was added specifically focusing on student to student harassment. The policy serves as a tangible witness to the Catholic commitment to live, love and respect as Jesus did.

What is Harassment?

Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment in

a school environment occurs when an individual is subjected to treatment which is hostile, offensive or intimidating because of the individual's race, religion, creed, color, age, national origin, ancestry, physical or mental disability, medical condition or sex.

- It is the policy of the Archdiocese and St. Philip School to provide an educational environment in which all students are treated with respect and dignity.
- Harassment of a student by any other student is prohibited and will not be tolerated.

Complaint Procedure

- Students who feel aggrieved because of conduct that may constitute harassment must inform their classroom teacher, the administration and or parents.
- A charge of harassment shall not, in and of itself, create the presumption of wrongdoing.
- Substantiated acts of harassment will result in disciplinary action up to, and including expulsion.
- Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion.
- Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school.

Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature. Examples of sexual harassment include:

Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal study or movement.

Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes or epithets.

Visual Harassment: Leering, gestures, display of sexually suggestive objects or pictures, cartoons or posters.

Written Harassment: Suggestive or obscene letters, notes or invitations

Student-to-Student Harassment

The Harassment Policy prohibits student-to-student harassment whenever it is related to school activity or attendance, and occurs at any time including, but not limited to, any of the following:

- While on school grounds;
- While going to or coming from school;
- During the lunch period, whether on or off campus; and
- During, or while going to, or from, a school-sponsored activity.

Any student who engages in the harassment of another student is subject to disciplinary action up to, and including verbal and/or written warnings and reprimands, counseling, suspension and expulsion.

Should substantial misconduct outside the school environment come to the attention of teachers and administrators of St. Philip School, this too may serve as grounds for discipline, as students of Archdiocesan schools are expected to conform their lives to Christian principles at all times.

The Harassment Policy must be signed prior to the participation in school sponsored activities (e.g. field trips, athletic activities).

The St. Philip the Apostle Bullying Prevention Program works in conjunction with this policy.

HEALTH RECORDS

All students must have up-to-date physical examinations and immunization records on file. Health forms are available in the school office. This information must be provided at registration.

ILLNESS

Sick children should not be sent to school. Other children need to be protected from infection. If your child had a fever, he/she needs to be fever-free for 24 hours before returning to school.

THE INTERNET AND ELECTRONIC INFORMATION RESOURCES POLICY

(The St. Philip the Apostle Bullying Prevention Program works in conjunction with this policy.)

General Policy

St. Philip the Apostle School strongly believes in the educational value of technology and recognizes that electronic services have the potential to support curriculum and student learning. The goal for providing such service is to promote educational excellence by facilitating resource sharing, innovation and communication. St. Philip the Apostle School will make every reasonable effort to protect students, teachers and staff members from any misuses or abuses as a result of experiences with an information service accessed through St. Philip the School. However, users may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. On a global network it is virtually impossible to effectively control the content of data and it is the user's responsibility to not initiate access to such material. St. Philip will designate a member of the professional staff to serve as system administrator.

Contract

Parents and students are asked to sign a legally binding contract before access to the Internet is provided by the school. This contract is included in the documents sent home prior to the start of the school year.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and the user may be subject to disciplinary action. The use of the information system is a privilege and not a right. Inappropriate use may result in cancellation of those privileges. The administration of St. Philip School may require that the System Administrator deny, revoke or suspend use to students who have violated these privileges. The school administration will decide what is appropriate use and their decision is final.

Unacceptable conduct and/or illegal interaction with the information service are strictly prohibited. This includes but is not limited to such actions as:

- using the network for any illegal activity, including violation of copyright or other contracts
- use of the information services for commercial activities for profit or product advertising
- degrading or disrupting equipment or system performance
- vandalizing the data of another user
- wastefully using finite resources
- gaining unauthorized access to resources or entities
- invading the privacy of individuals
- using an account owned by another user without authorization
- posting personal communications without the author's consent
- posting anonymous messages
- placing unlawful information on a system
- using abusive or otherwise objectionable language
- sending messages that are likely to result in the loss of recipients' work or systems
- sending "chain letters", "broadcast" or "chat" messages to a list of others
- political lobbying
- any other use which would violate the policies of St. Philip School concerning proper student conduct and/or which would violate the teachings of the Roman Catholic Church. **Any user who is uncertain as to whether a particular proposed use is inappropriate shall make prior inquiry with the System Administrator.**

Please note that conflicts that arise outside of school are the responsibilities of parents to guide and counsel their children towards healthy resolutions. Students and families should avoid bringing these conflicts into the school setting. If they cause obstacles to learning, the administration will intervene. The Code of Christian Conduct is an essential school document which supports the school discipline policies, but also provides guidelines towards healthy relationship.

Other Terms and Conditions of this Contract

1. Personal Responsibility

Students accept responsibility for reporting any misuse of the computers or related equipment to the adult in charge. Misuse can come in many forms and includes vandalism, theft and any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language.

2. Acceptable Use

The purpose of providing access to electronic resources is to support classroom instruction and educational research. The use of the electronic services must be in support of classroom directed activities and consistent with the adopted curriculum and educational objectives of St. Philip School.

3. Netiquette

Students are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- BE POLITE.
- USE APPROPRIATE LANGUAGE.
- PRIVACY. Do not reveal any personal information – your home address or personal phone numbers or those of students or colleagues.
- DISRUPTIONS: Do not use the network in any way that would disrupt use of the network by others. Do not tie up the network with idle activities, play interactive games or download huge files.
- SERVICES: St. Philip the Apostle School makes no warranties of any kind, whether expressed or implied, for the service it is providing, nor will it be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. St. Philip School specifically denies any responsibility for the accuracy of information obtained through internet electronic information services.
- SECURITY: Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the System Administrator at once. Never demonstrate the problem to other users. Any user identified as a security risk will be denied access to the information system. **ST. PHILIP THE APOSTLE SCHOOL RESERVES THE RIGHT TO INSPECT ANY USER FILES AT ANY TIME.**
- VANDALISM: Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, altering files and uploading or creation of computer viruses. Any vandalism will result in the loss of computer services and disciplinary action as outlined in the student handbook. St. Philip the Apostle School has a behavior code for all students that details appropriate school behavior, outlines rights and sets expectations for students. Because electronic resources are used as part of a school activity, the school's discipline policy applies to network activities as well. There, the electronic resource contract is an extension of the school's behavior code.

This Internet and Electronic Device Agreement must be signed prior to the use of the school computers. Copies were sent home to families.

ST. PHILIP SCHOOL LICE POLICY

(reference: Archdiocesan and California Department of Public Health Guidelines)

PHILIP SCHOOL LICE POLICY

In recent years lice infestation has become epidemic in many parts of the country. It is believed that in many cases the lice have become resistant to the treatments commonly used. For this reason, St. Philip School has adopted a "nit-free policy." That means students will be sent home if they have any nits, even if they have been treated.

School-wide checks will be conducted at least three times a year after summer, Christmas and spring vacations. Other checks will be conducted on an as needed basis.

Classrooms will be checked anytime a student in a class is found to have nits or lice and all parents will be notified that a case of lice was found in a given class. Parents should then be responsible to check their own child carefully for a couple of weeks.

Please keep in mind that the combs found in the "Rid" and "Nix" treatments are not very effective. If your child needs treatment, the very best comb to get rid of nits is an "INNOMED" NIT COMB. In some cases manual removal is necessary.

If you have any questions about lice or our policy, please call our office.

CDPH guidelines and other CDPH publications can be found at the following website:

<http://www.cdph.ca.gov/healthinfo/discond/Documents/Headlice2008SPA.pdf>

MEDICATION

- **The school may not give any student medication unless there is a written statement from the parents/guardian on file. This includes prescription as well as non-prescription medicines. Medication not on file will be confiscated.**
- No medication, including aspirin, may be brought to school and ingested by any student unless it is cleared by the office with written permission from the parent/guardian.
- Permission may not be given over the phone by a parent/guardian.
- Medicine should be stored in the school office and not kept by students.
- Students need to take their medicine in the presence of the principal or school secretary.
- **If a child has an on-going medical condition that requires daily medication, his or her parent/guardian must notify the principal and school office.**

Procedures for Administering Prescription Medication

The responsibility of administering or acting as custodian of prescription medicine for students should primarily remain a parental/guardian responsibility. However, the case of unusual conditions or severe hardship, the Principal will make exceptions. The following procedures must be followed:

- The school must receive a written statement from the physician detailing the method of administration, the amount to be dispensed and the time or times the medication is to be taken.

- The school must receive from the parent/guardian a written request for the assistance and a statement that the school is not obliged to remind or caution the student. (Adm. Handbook 5155.2)
- A school staff member should receive and release the medication. Only a small amount clearly labeled with the student’s name should be received and will be kept in a safe place.

**ST. PHILIP SCHOOL PARENT AGREEMENT, FINANCIAL AND SPIRITUAL POLICIES, AND
GENERAL PROVISIONS FOR PARENTS FOR 2016-2017**

**SPIRITUAL POLICIES AND GENERAL PROVISIONS
2016-2017 School Year**

A. SPIRITUAL POLICIES

1. All school families are encouraged to practice their faith of choice.
2. Catholic school families are expected to attend Mass every Sunday and Holy Days of Obligation.
3. Students who plan to receive First Holy Communion in second grade, and the Sacrament of Confirmation in eighth grade are expected to be involved in the religious life of the parish and school community. Students must also participate in the Sacramental preparation classes and attend Mass regularly in order to receive these Sacraments.
4. All students are expected to participate in special Sunday Liturgies during the year as listed below:
 - a. Candle Lighting Mass,
 - b. May Crowning Mass
 - c. Class Family Masses

Sports events do not take priority over these mandatory Masses.

B. GENERAL PROVISIONS

1. *Student withdrawal from the school*

If a family chooses to leave St. Philip School prior to the end of school year, financial obligations will be prorated.

2. *Optional Tax Deductible Support Pledge*

The school is open for additional financial support for purposes listed below:

1. The school continues to build an emergency reserve fund to ensure long-term financial stability as required by WVEA/WASC to meet its accreditation recommendation.
2. The school to build a tuition assistance fund in order to help families who might not otherwise be able to attend St. Philip School.

Please note that some companies offer “matching contributions” for employee to their chosen organization. This optional support pledge would be the only one that qualifies for a matching contribution programs.

3. **Extended Care Fee Payment.**

Extended care fee billing and payment is processed through FACTS Tuition Management. Parents will receive billing and notification from FACTS and have the option to make online payment by logging in to their FACTS account.

There are two payment options available for extended care fee:

4. **Students Transferring Out or Graduating from St. Philip**

1. It is the Archdiocesan and pastoral expectations that financial aid for high school entrance and/or scholarship applications are reviewed annually by the pastor. This review includes a look at parent and student involvement in parish life as well as financial support of the parish.
2. No recommendation will be made for any student unless financial and spiritual contracts/requirements are met.

5. **Future Enrollment for Sibling of Current Enrolled Student**

Parents who plan to enroll sibling of current enrolled student has to send in a completed application before **December 1st** of the current school year; otherwise, the School will not guarantee enrollment, and your child will be placed on the wait list.

TUITION AND FEES SCHEDULE
2016 – 2017 School Year

C. TUITION

1. **Regular Tuition:**

- | | |
|---------------------|-------------------------------------|
| a. 1 Child | \$ 8319.00 |
| b. 2 Children | \$13,711.00 |
| c. 3 Children | \$16,635.00 |
| d. Above 3 Children | \$ 860.00 for each additional child |

2. **In-Parish Tuition for Parish Members*:**

- | | |
|---------------------|-------------------------------------|
| a. 1 Child | \$ 7150.00 |
| b. 2 Children | \$12,230.00 |
| c. 3 Children | \$14,427.00 |
| d. Above 3 Children | \$ 735.00 for each additional child |

**It is the policy of the school/parish that families requesting the “In-Parish” rate for tuition exhibit an active participation in the life of the parish. This is defined as:*

- a. Registration in the parish,
- b. Attendance in Sunday and Holy Day of Obligation Masses on a regular basis,
- c. Contribution to the church through the use of Offertory Envelopes, and...
- d. Partaking in the various ministries and needs of the parish.

Various opportunities on how one might serve the parish are listed below, but not limited to:

- a. *Involvement in various parish organizations such as Men's Club Member, Finance Committee Member and Parish Council Member.*
- b. *Involvement in parish ministry as Lector, Eucharistic Minister, Greeter/Usher and Choir Member.*
- c. *Assisting in church collection, preparation for special liturgical events, set-up and clean-up (for example: sacristy and altar server assistant after Mass), and...*
- d. *Assisting in various maintenance projects around the parish.*

Tuition Payment Options

All tuition payment options is processed through FACTS Tuition Management.

1. **Annual Payment.**
 - a. 2% tuition discount will be awarded with this payment option.
 - b. Payment will be processed on August 3, 2015.
2. **Semi-annual Payment.**
 - a. First half of payment will be processed on August 17, 2015.
 - b. Second half of payment will be processed on January 15, 2016.
3. **Monthly Payment**
 - a. Ten equal monthly installments of either on the 1st or 15th of the month.
 - b. Ten months period is from August 2015 to May 2015.

D. FEES

1. **Application and Testing Fee - \$50.00 per child**
 - a. A non-refundable fee is due when an application is completed and submitted by all applicants to St. Philip the Apostle School.
 - b. A testing date and interview will then be scheduled.
2. **Enrollment Fees**
 - a. **Registration Fee - \$450.00 per child**
 - This is a yearly and non-refundable fee.
 - Fee is due within two weeks of acceptance date for new students.
 - For returning students, the due date is **June 30, 2017.**
 - No student is enrolled or space is saved until this fee is paid.
 - Registration fee covers the following costs:
 1. Text-book rental
 2. STAR Assessments,
 3. Technology,
 4. Consumable materials such as workbooks and paper
 5. Student Insurance
 6. Administrative costs
 7. Family membership in the PTA
 8. Earthquake kits and supplies
 9. Miscellaneous supplies for classroom art, projects and various needs
 10. School and extended care play/yard equipment

11. Track and Field Day equipment and refreshments

3. Sports Fee - \$50 per child

Fee for any sports teams participation during the school year. Sports Fee covers tournament registrations, gym rentals, and various athletics programs. Additional fee for team jersey/uniform will be assessed by the Sports Council during the school year.

4. Extended Care Fees

a. Hourly rate:

- 1st child - \$5.00 per hour
- 2nd child - \$4.25 per hour
- 3rd child - \$3.25 per hour

b. Late fee of \$2.00 per minute; assessed after the extended care closing time of 6:00 p.m.

5. Payment Returned Fees

a. FACTS Payment Returned Fee - \$30 per returned payment

This fee will be charged directly by FACTS for all returned payments.

b. School Payment Returned Fee - \$25 per returned payment

This fee will be billed by school for all returned payments made by check or electronic fund transfer.

6. Late Fee - \$25.00

A \$25 late payment fee may be assessed to families who have not paid their tuition and fees balance in full by the payment deadline.

Below is an itemization of the required contributions and participation in school and parish activities for the academic year. In addition to the charts below, there are parish expectations for those families choosing the in-parish tuition rate. These expectations are set with Father Tony LaTorre,

PARENT REQUIRED CONTRIBUTIONS				
Fundraiser	Participation Amount	Buyout	Contribution Overview	Date
Fall Festival Booth	\$190/All families	\$190/All families	Festival supplies - \$45 Booth items - \$145	September
Festival Raffle Tickets	\$140/All families	\$140/All families	Raffle ticket purchase	
Spring Candy Sale	\$60/All families	\$75/All families	Sale of chocolate/candy One box per child minimum	Spring
Spring Auction Class Art Project	\$30/All families	\$30/All families	Contribution to classroom art project for school auction	Late March/Early April
Scrip Program	\$2000 worth of Scrip/Family \$1000 worth of Scrip/Single parent	\$200/Family \$100/Single parent	Purchase of value/gift cards for self-use	All School Year
Total:	\$2420/Family \$1420/Single parent	\$635/Family \$535/Single parent		

PARENT REQUIRED PARTICIPATION				
Activity	Participation Hours	Buyout	Participation Overview	Date
Back To School Night	Attendance	N/A	Compulsory	Early September
Fall Festival	10 hours/Family 6 hours/Single parent	N/A	Volunteer activities in preparation for or during the Festival	Late September

* Involvement in various school organizations such as:

- a. PTA Officer, Consultative Board, Member, Sports Council Member, Marketing Committee and Technology Committee.
- b. Volunteering as: Traffic Duty Team Member (am or pm shift), Room Parent, Athletic Coach, Computer Assistant, Library Assistant
- c. Assisting in: PTA meetings or lunch program, 6th Grade Science Camp fundraisers, field trips and sports events (as chaperon and/or driver), miscellaneous classroom activities, school social events, school facility maintenance and school extended care.

PARENT/GUARDIAN-TEACHER TEAMWORK

Parents/guardians and teachers must work in close partnership to successfully educate a child. There must be a genuine unity of purpose and practice among parents, children and faculty. Communication is essential. Any questions or concerns should be discussed objectively and calmly. Although there may be differing perspectives regarding an issue, problem solving together will result in positive resolutions. The faculty and staff of St. Philip the Apostle School have the education, experience and best interests of their students at heart.

Parents/guardians are encouraged to make appointments with teachers if they have a question or concern. An appointment can be made with the principal if, after talking with the teacher, parents/guardians feel that the situation has not been resolved. **The use of communication through email is fine, but positive email protocol must be followed.**

Students in grades 4 – 8 are also encouraged to take the initiative to schedule an appointment with their teacher to discuss questions or concerns.

Lines of communication follow in this order:

1. Teacher-child;
2. Teacher-parent-child;
3. Teacher-parent-child-principal; and
4. When necessary, pastor.

Parents/guardians need to follow the Archdiocesan protocol for lodging complaints regarding any student concerns.

- **Parents/guardians must speak with classroom teachers first to resolve any issues.**
- The principal will assist **only after** the parent/guardian and teacher discuss the situation and are unable to come to an agreeable solution.
- The pastor will refer classroom or school issues back to the principal.
- The principal will keep the pastor informed.

If there is a major change going on in your child's life, please make the appropriate school personnel aware of it. Examples of change could be a death of a significant person in the child's life, divorce or separation, move, loss of job or long absence of a significant adult. In order for us to be sensitive to the whole child, it will be necessary to understand their fears and concerns. Please feel free to request confidentiality whenever necessary.

SCHOOL VISITORS

- **All parents and school visitors need to sign in at the office and wear a visitor's badge/name tag while at school.**
- **Parents/guardians are not to go to classrooms or to the schoolyard without first receiving permission from the school administrative assistant or the principal.**
- **For the safety and well-being of the students, all visits to the classroom must be prearranged with the teacher.**
- **Parents and school visitors are not allowed to enter through the Elizabeth Street gate to visit or have lunch with their child.** Permission must be granted from the school secretary or the principal and all sign-in and sign-out procedures must be followed.
- Before leaving the school premises, visitors must sign out at the school office and turn in their visitor's badge.

SPIRITUAL RESPONSIBILITIES

- Students of all beliefs are welcome at St. Philip the Apostle School. As St. Philip's is a Catholic school, however, **students are expected to participate in Religion class discussion, activities, assignments and services.**
- All Catholic school families are expected to attend Mass every Sunday and Holy Days of Obligation.
- **All students are expected to participate in special Sunday liturgies during the year (Candle Lighting Mass in December, May Crowning and Class Family Masses). These masses take precedence over sports events.** These special liturgies will be communicated in many different ways to families, including the school calendar, principal's bulletins to families and Family Mass

schedule.

- There is an obligation on the part of the parents/guardians whose children are in a sacramental program to participate in St. Philip the Apostle Parish on a regular basis in order for their child to be considered for reception of that sacrament.
- Students who plan to receive First Holy Communion in second grade and the Sacrament of Confirmation in eighth grade are expected to be involved in the religious life of the parish and school community.
- Students also must participate in the Sacramental preparation classes and attend Mass regularly in order to receive these Sacraments.
- Confirmandi students must complete 10 hours of school or community service in addition to their regular class service hours. Since the Confirmation program is a two-year program, these additional hours are spread over that period.
- The Pastor conducts audits each February to determine a family's Mass attendance, parish participation and regular use of the Parish envelopes. Based on these audits, the Pastor will determine whether a family will be considered in-parish for the next school year. Audits are based on a school year from August through July, not a calendar year from January through December.
- A family's failure to attend Mass, participate in the Parish and use the Parish envelopes regularly will automatically have their tuition increased from the in-parish to non-parish rate. (An in-parish family is defined as a Catholic family who is registered in St. Philip's Parish and known to the pastor. The family participates regularly by attending Mass on Sunday, using the parish offering envelopes and supporting the parish by actively participating in parish activities.
- Archdiocesan and pastoral expectations for financial aid for high school entrance and or scholarship are reviewed annually by the pastor. This review includes a look at parent/guardian and student involvement in parish life as well as financial support of the parish.
- No recommendation will be made for any Catholic student unless the financial and spiritual contract is kept.

Classroom Prayer Policy

Prayer is a way of experiencing a personal communication and connection with God and to acknowledge our gift of:

- Faith,
- Scripture,
- Doctrine,
- The Eucharistic celebration, and
- Christian living.

At St. Philip's School, we expect to pray as a Christian student community as we begin our day, before meals, the end of our day, and during liturgies and prayer service. We also make available to students certain objects, such as a rosary, to encourage individual prayer.

Religious Activities (All families are welcome and are encouraged to participate.)

- Advent prayer services
- Candle Lighting Ceremony
- Confirmation

- Family Masses
- First Holy Communion
- First Thursday School Masses
- Lenten Masses and Stations of the Cross service
- May Crowning Celebration in honor of Mary
- Reconciliation
- Special seasonal liturgical occasions during the year
-

SPORT FEES - \$50 per child

- Fee for any sports teams participation during the school year. The Sports Fee covers tournament registrations, gym rentals, and various athletics programs. **Additional fees for team jersey/uniform will be assessed by the Sports Council during the school year.**
- The “Code of Christian Conduct,” in addition to the CYO Sports Code of Christian Conduct, must be signed prior to playing sports.
- Parents must also sign the CYO Concussion Information Form prior to playing sports.

SUBMITTING FORMS, DOCUMENTS, PAYMENTS, ETC. TO THE SCHOOL OFFICE

Throughout the year, you will need to submit numerous documents, e.g., field trip permission trips, volunteer hours, etc. to the school office. You have several options for returning these. They include:

- Returning them to the classroom teacher; or
- Bringing them in the school office.

Please ensure that details are provided on the checks that indicate specific fees or activities.

TRANSFERS

- If a student is transferring to another school during the school year, St. Philip the Apostle School administration must be given written notice at least one week in advance. All school records are forwarded to the new school upon request from the new school. Records are not given to parents and guardians to take with them.
- All tuition, fees and other financial obligations owed to St. Philip School must be paid in full up to and including the last day.

UNIFORM POLICY

Personal Appearance

St. Philip’s students are a reflection of St. Philip School and all that it represents. We ask that our students take pride in their appearance. Students must come to school each day in complete uniform which includes the school sweater. **It is very important that your child looks his or her best every day and learns to take pride in good appearance. Students need to come to school with clean shirts and blouses. Please check that school shoes are worn (all black or all white athletic soles).**

The vice-principal works closely with the teachers to ensure that the uniform policy is adhered to by all students.

Girls

- Blue and red plaid jumper (or shifts) (Grades K-3) or skirt (Grades 4-8)
- Plaid skirt (all grades)
- White short sleeved polo shirt (with St. Philip logo optional) (K-8) or white Oxford cloth overblouse (Grades 4-8)
- Any T-shirt worn under the uniform blouse must be all white. No color or writing may show through.
- V-Neck Navy blue sweater with St. Philip logo (all grades)
- Navy blue corduroy pants - optional (all grades)
- Navy blue twill shorts - optional - may be worn during the months of April through October except on Mass days (all grades)
- Note that it is **not** permissible to purchase **navy blue pants** at stores other than Dennis Uniform due to the difference in color and quality.
- **Crew length white or navy socks – (all grades) – Students are expected to comply with this sock length. This is not optional, but mandatory.**
- **Socks must be visible above the shoes and completely cover the ankles. Low-cut sports socks are not acceptable for girls or boys. Students may wear knee highs for cold days.**
- **All white or all black** leather athletic shoes (all grades)
- White or navy tights (all grades)

Boys

- **Navy blue** corduroy trousers with black or brown leather belt and standard buckle (all grades)
- Note that it is **not** permissible to purchase **navy blue pants** at stores other than Dennis Uniform due to the difference in color and quality.
- White short sleeved polo shirt with St. Philip logo (all grades) (Logo not mandatory as it may not have been available with this year's order.)
- Any T-shirt worn under the uniform polo must be all white. No color or writing may show through.
- All shirts must be tucked into pants or shorts.
- V-Neck Navy sweater with St. Philip logo (all grades)
- Navy twill shorts - optional - may be worn during the months of April through October except on Mass days (all grades)
- **Crew length all white or navy socks; socks must completely cover the ankles. Low cut sports socks are not acceptable** (all grades).
- **All white or all black leather athletic shoes** (all grades)

General Rules

- Uniforms are to be worn at all times unless a free dress day has been announced by the principal.
- Uniforms should be clean, ironed and well-kept.
- Uniforms should fit properly and not be too baggy or too small.
- Rips or tears should be repaired promptly.

- School shoes are to be cleaned frequently.
- During the colder months of the year, students can wear jackets over their sweaters when playing outdoors.
- All students must maintain their natural hair color; extreme or fad hairstyles are not allowed. **Hair should be neat, appropriately cut and styled, and not be a distraction to self or others.**
- Nail polish or make-up is not permitted.
- Jewelry must be limited to a wrist watch, a single pair of stud earrings (girls), and a single thin gold or silver chain with a religious symbol.
- Girls are limited to two hair adornments.
- All articles of clothing need to be labeled with student name including jackets.
- Opened toed sandals/shoes are not appropriate for school.
- Anyone not in complete uniform, which includes the proper shoes, must have a note from home.

Free Dress

- Free dress attire should be reasonable and proper for school wear and/or the occasion permitting a free dress day.
- **Students are not allowed to wear clothing that reveals the midriff area. Tank tops of any kind, tops with straps or tight or baggy pants are not appropriate for any school activity. The rule with jewelry throughout the year remains the same.**
- **Free dress days do not include make-up.**
- Pants must be a proper length, in good condition and appropriate for school.

Uniform Policy for School Masses

Students must be in complete uniform when attending school Masses or other specified school events. This includes wearing the school sweater and not wearing shorts.

Uniform Infractions

Students who are not wearing the proper uniform will receive a uniform slip.

- First infraction: a verbal warning only from the teacher;
- Second infraction includes a written reminder from the teacher.
- Third infraction results in a written note informing parents/guardians of student detention.
- Continual infractions will include a contact from the administration and affect conduct grades.

The school uniform must be purchased at:

Dennis Uniform Company
590 10th Street (at Division) San Francisco, CA
(415)864-3401

Online orders also can be placed at: www.dennisuniform.com

VOLUNTEERS

- All volunteers who work regularly with students must complete the Shield the Vulnerable “Safe Environment On-Line Training found at: www.shieldthevulnerable.org. The system will determine if fingerprinting and background check is necessary depending on your role as a volunteer.
- It is mandatory for those who regularly help in our school to get a TB test and send a copy to the principal.
- All volunteers must sign in at the school office before reporting for their volunteer duty.
- Volunteers should become familiar with the school rules.
- Volunteers in the classroom or library must be familiar with the fire drill and earthquake procedures.
- Volunteers who agree to chaperone field trips should discuss their responsibilities with the teacher before any event. Supervision of the students requires that volunteers are focused on the safety of the students at all times.
- Volunteers must arrive on time and return from field trips on time. **Drivers may not stop at any place not on the field trip note and agenda.**
- Volunteers who drive on field trips must ensure that the school has a photo copy of their driver’s license, automobile insurance policy and statement indicating that their driving record is clear. These documents are collected by the vice-principal.

CHURCH AND SCHOOL ORGANIZATIONS

St. Philip Consultative Board

The Consultative Board serves in an advisory, consultative capacity with the Principal and Pastor. Its primary function is to provide guidance regarding school finances and marketing. The Board also assists in other areas including, communicating school policy, helping to maintain the school campus, improving school operations and generating positive public and parent/guardian relations on behalf of St. Philip’s School.

Members of the Board are elected for two-year terms or are appointed by the Pastor. The Board is comprised of parents/guardians of current or past students, parishioners or members of the community at large.

The Board has four standing committees:

- a. Finance and Tuition
- b. (Parent) Contract
- c. Marketing
- d. Auction

Parents/guardians may be asked to serve on these or ad hoc committees as needed.

St. Philip School Parent/Guardian Teacher Alliance (P.T.A.)

St. Philip School’s Parent/Guardian Teacher Alliance exists to support the community of students, faculty, parents and guardians in and out of the classroom. Its primary function is to provide

financial support and plan for special school activities and enrichment programs. (All funds raised go directly back to the school.)

The P.T.A. is also involved in planning social events and providing parent/guardian education.

Examples of P.T.A.-sponsored activities and programs include:

- School enrichment classes
- Annual Fine Arts Evening
- Annual Teacher Appreciation luncheon
- Annual Track & Field
- First Communion luncheon (hosted by third grade parents)
- Graduation dinner (hosted by seventh grade parents)
- Graduation gifts
- Hot Lunch Program (approximately 5 - 6 times a month)
- Parent education (guest speakers)
- Social events

St. Philip School Room Parent Program

Two volunteer room parents per grade assist the classroom teacher in a variety of ways, organizing a telephone tree, assisting with seasonal celebrations, organizing parents to help with a classroom activity at the teacher's request, and just providing parent support. There is an annual classroom responsibility that is hosted by individual classroom parents but organized by the room parents.

St. Philip School Sports Council

- St. Philip School's Sports Council and St. Philip Church's Parish Athletic Director are responsible for administering the afterschool sports program.
- Students in grades K-8 can also participate in athletic programs offered by the YMCA and the San Francisco Park and Recreation Department.
- Parents and guardians of younger students often form coed sports teams.
- Students in grades 3 through 8 are invited to participate in CYO/PAL (basketball, volleyball, baseball and soccer) athletics.
- There is an annual fee of \$50.00 to participate and all Sports Council fundraising supports this program.
- The Sports Council assists at Track & Field Day with organization and refreshments.

St. Philip Church Parish Council

- The Parish Council is comprised of the pastor, school principal, elected and appointed parishioners and heads of organizations and ministries.
- The St. Philip Church Parish Council is the primary advisory body to the Pastor. Its purpose is to promote communication between the clergy and laity.
- The parish council is a vehicle through which the parish as a totality can promote the religious and secular life of the community.

Student Organizations

- Cub Scouts (Grades K-5)
- Sports Programs (Grades K-8)
- Student Choir (Grades 2-8)
- Altar Service (Grades 4-8)
- Traffic Patrol (Grades 5-8)
- Student Council (Grades 6-8)



THE ARCHDIOCESE OF SAN FRANCISCO

OFFICE OF THE ARCHBISHOP

September 1, 2015

My Dear Friends:

I am pleased to announce the continuation of the programs, listed below, for training our children in both parishes and schools on ways to help keep themselves safe.

"Talking about Touching", used for pre-K through third grade, is a program written and marketed by Committee on Children. We believe it is the leading experience based program of its kind and have used it successfully since 2008. It is a general safety program, taught in the classroom by our teachers and catechists.

In grades four through twelve, thanks to our friends at Shield the Vulnerable, a service of Law Room, Inc., we now offer a different course for each grade level. We ask that these courses be overviewed by the teacher/catechist with the class, then the student takes the course online on their own, preferably with the help of their parents. When all have completed the course, the teacher/catechist is asked to provide a closure session, summarizing the major points, and offering an opportunity for questions and comments.

<i>Course</i>	<i>Grade</i>
Safety Smarts for Kids	4
Block the Bully.....	5
Be Safe, Stay Safe	6
Bullying, Not Cool	7
Digital Citizenship.....	8
Teen Safety	9
Dating Abuse	10
Cyber Safety	11
You're Legal, What Now?	12

We continue to affirm parents as the first educators of their children. All of the programs listed above offer opportunities for parental involvement.

Thank you for all that you do to implement these programs and to keep our children safe.

Sincerely yours in our Lord,

Most Reverend Salvatore J. Cordileone
Archbishop of San Francisco

Universal Medical Information Emergency Contact Release and Consent Form

School: _____ School Year: _____

Name of Student (Last, First, Middle)

Grade: _____ Teacher Name: _____

Student Address:

Street Apartment

City State Zip

Home Telephone: (____) _____

Siblings at school:

Name Grade Teacher

Name Grade Teacher

Student lives with (check all that apply):

Mother

Father

Guardian(s) (specify): _____

Father's Legal Guardian's Information:

Name (Last, First)

Work Address:

Street City State Zip

Home Address (if Different from child's):

Street City State Zip

Home Phone (if Different from child's): (____) _____

Work Telephone: (____) _____ Mobile phone: (____) _____

Mother's **Joint Legal Guardian's Information:**

Name (Last, First)

Work Address:

Street City State Zip

Home Address (if different from child's):

Street City State Zip

Home Phone (if different from child's): (____) _____

Work Telephone: (____) _____ Mobile Phone: (____) _____

Emergency Contacts:

Name and Address

Telephone Number(s)

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Student Medical Information:

Primary Physician:

Name

Address Telephone

Emergency Physician:

Name

Address Telephone

Medical Conditions: (e.g., diabetes, epilepsy, heart conditions, etc.)

Disabilities: _____

Allergies: (e.g., hay fever, strawberries, peanuts, etc.) _____

Medications: _____

Allergies to Medications: _____

Medicines to be Self-Administered by the Child: (See Below): _____

Dosage: _____ Frequency: _____

Medicines to be Administered by the School (IF parents/guardians and school both agree that school shall do so; see below): _____

Dosage: _____ Frequency: _____

DATE: _____

SIGNED: _____

PRINT NAME: _____

RELATIONSHIP TO CHILD: _____

**Archdiocese of San Francisco
St. Philip the Apostle School
MEDICAL RELEASE AND
CONSENT TO TREATMENT OF CHILD
2016-2017**

I am a parent or legal guardian of (name of student) who is a student at ST. PHILIP THE APOSTLE SCHOOL. I have read, understood and consent to the following concerning my child:

1. First-Aid/Emergency Treatment: Without limiting other emergency powers that may be provided by law, I authorize school personnel to administer first aid to my child if the school administration deems it necessary and appropriate to preserve the life, limb or well-being of my child. If the school administration believes, in its sole discretion, that a medical necessity exists beyond that which can reasonably be dealt with on school grounds by school personnel, I authorize the school to contact and engage qualified medical personnel and arrange for emergency treatment of my child, including transportation either by school staff or by professional transport for medical, dental, surgical or hospital care or diagnosis, and I consent to that treatment for my child. Arrangements for treatment will be made in the following order of priority: 1) The "emergency physician" listed above; 2) the "primary physician" listed above; 3) another physician or health-care professional licensed by the State of California. I understand and agree that I will be financially responsible for any such medical treatment.

2. Medical Supervision/Administration of Medicines: I understand that the school is not legally obligated to store or administer medication for students and will not do so, either on a temporary or ongoing basis, except by special agreement. If I have indicated, by signing this consent below, that the school may administer medications to my child, and if the school has agreed to administer medications by signing this consent below, I authorize the school to administer the medicines listed on this form, as indicated, but recognize that the school does not thereby undertake any ongoing duty to administer drugs or medicine, or to supervise or participate in any self-medication or medical program or ongoing, routine or non-emergency needs of my child, all of which remain my responsibility. Before any medication is given by the school, I will provide those medications in their original pharmacy containers, with the child's name and doctor's instructions on the label, and I will provide a written, signed authorization from a physician, including complete instructions.

3. Release of Student to Qualified Emergency/Medical Personnel and Third Parties: Without limiting other emergency powers as may be allowed by law, in the event of disaster or medical necessity involving the life, limb or well-being of my child in which it is necessary in the opinion of the school administration to transport my child from school property, or if it is necessary to evacuate the school grounds, the school will make a reasonable effort (in view of the nature of the necessity) to first contact a parent or legal guardian. If no parent/legal guardian is available, I authorize the school to release my child into the custody of third parties for the purpose of transporting my child from school grounds and arranging for such care as my child may need, in the following order of priority: 1) the persons listed above as emergency contacts; 2) qualified medical/emergency professionals; 3) another responsible adult.

4. Gathering, Use and Release of Medical Information: Without limiting other emergency powers that may be provided by law, in the event of disaster or medical emergency, I specifically authorize the gathering, use and release to, from, and among the school personnel and to, from and among any medical professionals, of any medical information reasonably necessary to provide emergency medical care and otherwise ensure the life, limb and well-being of my child, including without limitation, the information contained in this form, until I can reasonably be notified and take custody of my child. **I understand that this information will be requested, gathered and/or released only for the purpose of providing first-aid or emergency medical care necessary in the absence of a parent or legal guardian, or as otherwise allowed by law.**

5. School Athletics: As a condition of participating in school athletics, the school reserves the right to obtain medical information regarding any physical or emotional condition or injury that pertains to my child's ability to participate safely and constructively in school sports, and to require a written medical clearance at any time before my child may participate in, or return to participation in, school sports activities during the school year. This information will be used solely for the purpose of evaluating my child's ability to participate in school sports activities and will not be obtained by or disseminated to any third parties, except the school's coaches, administrators, trainers and athletic staff, and only for these purposes or as otherwise allowed by law

NOTE: ALL MEDICINES TO BE TAKEN ON SCHOOL GROUNDS, WHETHER SELF-ADMINISTERED OR ADMINISTERED BY THE SCHOOL (IF SCHOOL AGREES TO DO SO), MUST BE ARRANGED FOR IN ADVANCE, AND MUST BE PROVIDED IN THEIR ORIGINAL PHARMACY CONTAINER, INCLUDING THE CHILD'S NAME AND DOCTOR'S INSTRUCTIONS.

THE SCHOOL WILL NOT ADMINISTER MEDICINES UNLESS A PHYSICIAN'S WRITTEN AND SIGNED AUTHORIZATION, INCLUDING COMPLETE INSTRUCTIONS, IS ATTACHED TO THIS FORM.

In consideration of the arrangement indicated in this consent, the undersigned hereby releases and discharges the Archdiocese of San Francisco, its constituent organizations, including but not limited to The Roman Catholic Welfare Corporation, the Department of Catholic Schools and the school, and their respective officers, agents and employees for any and all claims for personal injuries or property damage that I or my child may suffer as a result of this arrangement whether or not such injuries or damages be caused by the negligence (whether active or passive) of any of the entities or individuals named or described above, excepting only injuries or damage resulting from Archdiocese's willful misconduct. I authorize and request the school to administer the above medications to my child on these terms.

Signature of Parent/Legal Guardian

On behalf of the School, I agree to supervise administration of the above medications, consistent with the terms contained herein.

Louis LesCallett



School Principal

Archdiocese of San Francisco
St. Philip the Apostle School
2016-2017

GENERAL TERMS OF PARENTAL CONSENT

1. General Terms of Parental Consent:

CONFIDENTIAL MEDICAL OR EDUCATIONAL INFORMATION AS SET FORTH IN THIS FORM WILL BE GATHERED, USED AND DISSEMINATED ONLY BY THE PERSONS AND ONLY FOR THE PURPOSES SET FORTH HEREIN, OR AS OTHERWISE ALLOWED BY LAW.

THIS AUTHORIZATION IS EFFECTIVE ONLY FOR THE SCHOOL YEAR LISTED ABOVE, AND WILL EXPIRE ON JUNE 15, 2016. IT MAY BE REVOKED AT ANY TIME BY A WRITING SIGNED BY THE PARENTS. HOWEVER, IF REVOKED, THE SCHOOL RESERVES THE RIGHT TO SUSPEND OR TERMINATE THE ATTENDANCE OF THE CHILD AT THE SCHOOL.

I AGREE TO AND CONSENT TO THE ACTIONS SET FORTH HEREIN AND HEREBY GRANT AUTHORIZATION OF THE SCHOOL TO OBTAIN AND USE MEDICAL INFORMATION AND RECORDS BY THE PERSONS, FOR THE PURPOSES, AND DURING THE TIME SET FORTH ABOVE.

I UNDERSTAND THAT I HAVE A RIGHT TO RECEIVE A TRUE COPY OF THIS AUTHORIZATION. BY MY SIGNATURE, I ACKNOWLEDGE THAT A TRUE COPY OF THIS AUTHORIZATION HAS BEEN RECEIVED BY ME.

DATED: _____

Signed: _____

Print name: _____

Relationship to child: _____

**Archdiocese of San Francisco
St. Philip the Apostle School
CHILDREN WITH DISABILITIES RELEASE FORM
2016-2017**

1. Children with Disabilities: I understand that the school is not legally obligated to accept children with disabilities nor does it have the same level of funding for personnel, equipment, and other resources that may be available to private and/or government supported institutions to care for individuals with disabilities. I understand and agree that the School will try, but in fact may fail in its attempt, to adhere to the special needs and circumstances pertaining to my child, and I specifically agree to assume the risk that the school may fail in its attempt, including but not limited to, its attempts to provide proper supervision and/or to prevent classroom/playground bumps, falls, and other incidental contact and/or any related cuts, scrapes, etc. I also understand that any special accommodations or programs that may be made for my child or other children may be discontinued in the discretion of the School Administration

If I have indicated above that my child has a disability, in consideration of my child's enrollment in the school I authorize the school to perform whatever tasks and to impose whatever conditions the school deems in the best interests and safety of my child, including limitations on activities, or provision of special activities or supervision, and I authorize the school personnel and administration to gather, use and disseminate to other school personnel information concerning my child's disability as is reasonably necessary to further the education of my child and the efficient operation of the school community.

I hereby release and discharge The Roman Catholic Archbishop of San Francisco, a Corporation Sole (Archdiocese) and its constituent organizations, including but not limited to the School, and their officers, agents and employees from any and all claims for personal injuries or property damage that I or my child may suffer while my child is enrolled at the school which arise out of or relate to my child's physical condition and the school's oversight of that condition, whether or not such injuries or damage are caused by the negligence (whether active or passive) of Archdiocese, excepting only such injuries or damage resulting from Archdiocese's willful misconduct.

INITIALS OF PARENT/GUARDIAN: _____

Archdiocese of San Francisco
St. Philip the Apostle School

**SCHOOL COUNSELING RELEASE FORM
2016-2017**

Psychological and Educational Information:

Please note: This release is optional. No psychological testing or counseling other than ordinary education programs and procedures will be provided to any student unless a parent/guardian has first given consent.

I understand that counseling services offered through the School, if any, are primarily short-term, temporary services aimed at the more effective education and socialization of my child within the school community, and to provide the means for teachers and the School Administration to serve my child and the school community more effectively. These services may involve the individual participation of my child, or the participation of my child in conjunction with family, teacher(s) and/or the School Administration. I understand that these services are not intended as a substitute for emergency psychological intervention, nor do they take the place of permanent, long-term, or comprehensive psychological counseling, therapy or medication, which are not the responsibility of the School. I acknowledge that it is my sole responsibility to determine whether additional or different services are necessary, and whether to seek them for my child. I hereby give my consent for my child to receive counseling services through the School on these terms.

Because these School Counseling Services are primarily intended to serve my child as a member of the school community, in addition to circumstances otherwise allowed or required by law I authorize the counselor, in his or her discretion, to share any information, diagnosis or recommendation derived from these services, and only such information, with me or another parent or legal guardian of my child, my child's teacher(s), the school principal or other school administrators. Such information will be used only for the purposes of facilitating the education or socialization of my child or of the School community.

SIGNATURE OF PARENT/GUARDIAN: _____

PRINTED NAME OF PARENT/GUARDIAN: _____

Name of Student(s): _____

Date: _____

Updated 5/9/03

St. Philip Elementary School

PERMISSION and RELEASE
(Photograph/Video/Film Project/Website/Internet Project)

I, _____
(Name of Parent/Legal Guardian)

hereby authorize

OR ***Please check one of the boxes!**

do not authorize

my child to participate in the making of a project consisting of photograph(s) and/or video/film production and/or internet/website on the St. Philip Elementary School web site on or about July 1, 2016 to June 30, 2017.

I understand that St. Philip Elementary School, Archdiocese of San Francisco, shall hereby retain any and all rights in the photographs and/or video/film production and/or internet/website, including but not limited to the rights to reproduce, copy, edit, exhibit, publish, or distribute such photographs and/or video/film and/or internet/website.

NAME OF PARENT/LEGAL GUARDIAN: _____

NAME OF CHILD: _____

Parent/Legal Guardian Signature

Date

St. Philip the Apostle School
Parent/Guardian Volunteer & Driver Information Form

Due to strict Archdiocesan regulations regarding field trips and liability concerns involving adults working with children, we have updated our Parent/Guardian Volunteer & Driver Information Form. All adult volunteers and/or field trip drivers must complete the form below and provide the required paperwork and documents.

St. Philip School keeps on file the information and forms turned in previously by parents and guardians. During the first quarter of each year the school notifies those who have shown interest in volunteering and driving in the past to let them know what forms are needed for their continued participation. For parents or guardians who have not volunteered in the past but would like to do so, please complete the form below, **attach all necessary documents** and submit to the Main Office. Please note: all forms and documentation must be received **BEFORE** the day of the planned field trip or classroom event.

Please initial each section, provide the required documentation and sign at the bottom. Thank you.

_____ **Copy of driver's license:** I understand that drivers must be over age 21 (preferably over 25) and 65 or younger. I also understand that I must have a valid, unrestricted driver's license. Licenses that expire during the school year must be renewed before a volunteer can drive students.

_____ **Copy of insurance policy:** I understand that I must have the minimum liability insurance of \$100,000 on the vehicle I am using. A copy of my driver's insurance **policy** is required each year. A copy of proof of insurance document is not sufficient for our needs.

_____ **Clean driving record:** Please indicate clean driving record by initialing the line to the left. I understand that I must have a "clean" driving record for the past three years in order to drive on the class field trip.

_____ **"Safe Environment" On-Line Training for Those Who Have Contact with Children".** Adults must take this training online at: www.shieldthevulnerable.org. Each adult must complete the course and print a certificate of completion to submit with this form.

Name: _____

Signature: _____

(Please print legibly)

Student's Name (Please print): _____ Gr: ____

Student's Name (Please print): _____ Gr: ____

Student's Name (Please print): _____ Gr: ____

An "X" = documents and/or information is currently on file in the Office

A blank line = documents and/or information is **needed and must be turned into the Office**

**St. Philip the Apostle School
665 Elizabeth Street
San Francisco, CA 94114**

**ARCHDIOCESE OF SAN FRANCISCO
PARENTAL FIELD TRIP PERMISSION FORM**

Activity _____

(Be specific. Describe the activity in detail, including time, place and transportation.)

CHILD'S NAME _____ PARISH _____

ADDRESS _____ PHONE _____
(Street, City, Zip)

SCHOOL: St. Philip the Apostle School Grade _____ BIRTHDATE _____

PARENT/GUARDIAN'S NAME _____ HOME PHONE _____

ADDRESS _____ WORK/CELL PHONE _____
(Street, City, Zip)

PERSON(S) OTHER THAN PARENT TO NOTIFY IN CASE OF EMERGENCY:

NAME _____ PHONE _____

I, the parent (guardian) of the above named child, hereby, give my permission for his/her participation in the activity named above. I agree to direct my child to cooperate and conform with the directions and instructions of the parish, school or Archdiocesan personnel responsible for the activity.

I agree that in the event my child is injured as a result of his/her participation in the above named activity, including transportation to and from the activity, whether or not caused by the negligence (active or passive) the parish/school or Archdiocesan youth activities program, or any of its agents or employees, recourse for the payment of any resulting hospital, medical or related costs and expenses will first be had against any accident, hospital or medical insurance, or any available benefit plan of mine or of my spouse.

I am not aware of any medical condition of my child which would render it inappropriate for him/her to participate in any such activity.

I, hereby, give permission to the physician selected by the youth activities supervisory personnel then present to render medical treatment deemed necessary and appropriate by the physician.

PARENT/GUARDIAN'S SIGNATURE _____ DATE _____

PARENT/GUARDIAN'S SIGNATURE _____ DATE _____

***While being sensitive to single parent situations and possible embarrassment to the children, signatures of both parents should be obtained when possible.

JMH:emf

PARENT PARTICIPATION HOURS CONTRACT RECORD

OLDEST CHILD'S NAME _____ **GRADE** ____

Last **First**

Dear Parents,

Please provide an update regarding your Parent Fees and Participation Activities. **Use this chart to track parent participation hours and dates.** Include any school meetings you attend, field trips and class activities where you provided participation and assistance. Thank you.

Parents can track their fees using their FACTS account. Please return this form by April 30, 2016.

Thanking you in advance,

Remy Everett

Mandatory Service

EVENTS/ACTIVITIES/MEETINGS	SERVICE HOURS/Number, Date, Details
Back to School Nights Attendance, Sept. 10 th or Sept. 15 th	
Festival Hours (10 hours for 2-parent families; 6 hours per single parent families)	
P. T. A. Lunch Duty	
Open House, January 24 th	
Service Hours for Auction (10 hours per 2-parent families; 6 hours for single parent families)	
School Service Hours (5 additional hours for two parent families, 2 additional hours for single parent families)	
Other	

School Service Hours can include attendance at school meetings, field trip driver/chaperon, and assistance in class projects. Yard duty supervision-must be approved by the principal. Hours do not include baking cupcakes for classes and chaperoning at outside sports activities. Organizing fundraisers count.

Consultative Board meetings will generally be held the second Wednesday of each month at 7:00 p.m. in the Extended Care Room.

Sports Council Meetings are generally held one day each month at 6:00 p.m. in the Extended Care Room, but the day has yet to be determined.

The P. T. A. Board will send out their calendar of meeting/social dates through the Principal's Bulletin.

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