

A photograph of the interior of St. Philip's Episcopal Church, looking down the aisle towards the altar. The church features dark wood pews, a large arched stained glass window above the altar, and an American flag on the right. The ceiling is vaulted with exposed wooden beams.

St. Philip's Episcopal School

Student/Parent Handbook

2023-2024

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History

St. Philip's Episcopal School was established by action of the Church vestry in 1954. The Reverend John Worrell, then the rector of St. Philip's Episcopal Church, was the first Headmaster.

The school originally had one small section of Kindergarten children who attended class in the parish hall. Music classes were held in a small building in the play yard.

Since then, the school has grown in size, in both its enrollment and physical plant. During the summer of 1980, the present brick structure was constructed for additional classroom space. The James R. Dougherty Jr. Foundation made a generous grant toward the construction of the 1st grade classroom building in 1983. In the summer of 1992, the Board of Directors of the State Bank and Trust gave St. Philip's a building for 6th grade.

During the spring of 1993, a challenge gift of \$300,000 from Mrs. Jody Hughes began a campaign, which raised funds for a new school wing, as well as an addition for the existing parish hall. Construction was completed in the spring of 1994 on the building, which houses 1st through 5th grades, computer and science.

Presently, St. Philip's offers education for grades Preschool through 7th grade. In addition, an extended care session is offered for parents who need it in the morning or after school. St. Philip's Episcopal School is fortunate in having several generous supporters and grants. The Joe Barnhart Foundation, the Dougherty Foundation, The James R. Dougherty Jr. Foundation, Inc., the Dudley T. Dougherty Foundation, Inc., and the Speck & Polly New Foundation provide funds, which help support our school. The school also subsists on charitable funds donated and raised during the Annual Auction, held each spring.

Mission

St. Philip's Episcopal School seeks to foster growth in scholarship, character, and spiritual formation through a challenging academic environment & nurturing Christian atmosphere.

Vision

Grooming tomorrow's leaders, today – with the principles of an excellent education, spiritual growth, physical fitness, and respect for oneself and others.

St. Philip's Episcopal School is a coeducational school founded upon the idea that both the nurture of the spirit and the education of the mind are important to the development of the whole child.

St. Philip's provides, for its children, an active program of learning activities dedicated to the child's intellectual, emotional, social, physical and spiritual development. We believe that each child should be led to discover that he or she is a unique individual, created by God and loved and respected for who they are.

Values

St. Philip's Episcopal School is committed to:

- Academic excellence
- Spiritual growth
- Character growth
- Leadership
- Respect and trust for self and others
- Providing a safe and nurturing environment
- Excellence in teaching
- Expanding St. Philip's School and the Kingdom of God

Episcopal Identity

The Episcopal identity of St. Philip's School is expressed within the Episcopal traditions of faith and reason through worship, religious studies, and outreach activities in an environment defined by inclusiveness, encouragement, and respect. The Head of School and Rector at this school are challenged to continually seek ways to build a collegial, mutually supportive relationship.

Statement from the National Association of Episcopal Schools (NAES)

This question, more than any other, is asked of NAES by Episcopal School and Church leaders, parents and the general public. The answer is that [Episcopal Schools] are Christian communities whose missions integrate spiritual formation into all aspects of the educational experience. Episcopal schools are most distinctive when they are true to this mission and when they do so in the graceful and inclusive manner which is the hallmark of the Anglican approach to education over the centuries.

All Christian communities, even the most ecumenical and diverse of Episcopal schools, are upheld by the basic principles of the Baptismal Covenant. As expressed in The Book of Common Prayer, this Covenant maintains that individuals and institutions are called by God to adopt certain fundamental disciplines and dispositions in order to embrace fully their basic identities. As embodiments of the Christian faith, Episcopal schools are created to be communities that honor, celebrate and worship God as the center of life. They are created to be models of God's love and grace. They are created to serve God in Christ in all persons, regardless of origin, background, ability, or religion. They are created to "strive for justice and peace among all people and [to] respect the dignity of every human being." These principles are the basis on which identity and vocation are to be defined in Episcopal schools.

Episcopal schools have been established, however, not solely as communities for Christians, like a parish church, but as ecumenical and diverse ministries of educational and human formation for people of all faiths and backgrounds. Episcopal schools are populated by a rich variety of human beings, from increasingly diverse religious, cultural and economic backgrounds. In fact, the intentional pluralism of most Episcopal schools is a hallmark of their missions. It is also a distinguishing characteristic of these schools that they seek to integrate religious and spiritual formation into the overall curriculum and life of each school community.

Episcopal schools are clear, yet graceful, about how they articulate and express their basic identities, especially in their religious curricula and traditions. They invite all who attend and work in them – Episcopalians and non-Episcopalians, Christians and non-Christians, people of no faith tradition – both to seek clarity about their own beliefs and religions and to honor those traditions more fully and faithfully in their own lives. Above all, Episcopal schools exist not merely to educate, but to demonstrate and proclaim the unique worth and beauty of all human beings as creations of a loving, empowering God.

By weaving these principles into the very fabric of the school's overall life, Episcopal schools ensure that their missions are built on the sure foundation of a Christian love that guides and challenges all who attend our schools to build lives of genuine meaning, purpose and service in the world they will inherit.

Administration

St. Philip's Episcopal School is governed by a Board of Trustees. The Board is comprised of the Senior Warden of the Church Vestry, other representatives of the church, local community, and school parents. The rector of St. Philip's Episcopal Church and the Head of School both sit on the board, but are not voting members.

Current School Board

The following list of School Board members is updated as of July 2023.

Board Member	Position	Qualification
Mr. Robert Nollen II	Board President	Community Member/Parent
Mr. Sterling Smith	Board Vice President	Community Member/Parent
Mr. Nick Ottensman	Board Treasurer	Community Member/Parent
Mr. Alan Lenz	Head of School	Head of School
Mr. Dhaval Patel	Board Trustee	Community Member

Kayla Jones	Board Trustee	Community Member/Parent
Mrs. Johanna Quinones	Board Trustee	Community Member
Mr. Mike Broughton	Board Trustee	Senior Warden
Fr. Andrew Green	Board Trustee	Rector
Mrs. Anna Eeds	Board Trustee	Community Member/Parent
Mrs. Magdalena Blethroad	Board Trustee	Church Member

Curriculum

The school curriculum for all ages consists of core subjects and extracurricular studies. Core studies such as math and reading form a strong foundation for thought process and academic growth. Extracurricular studies such as music and art give the student a broad exposure to the world of knowledge around them and develop skills and abilities beyond core studies.

Core Subjects

Core subjects include Reading, Language Arts, Writing, Math, Science, Social Studies, and Language Development.

The Math in Focus is utilized for math instruction. This program scaffolds instruction of each concept and reviews the information throughout the year. This approach allows students the time and practice to retain each concept and achieve mastery.

In language arts, we utilize the Open Court Curriculum to help our students develop a solid foundation in reading and writing. The program takes a systematic approach of explicit instruction to help students master the foundational skills necessary to develop as proficient readers and writers.

The science program takes a “hands-on” approach to bring science concepts alive in the classroom. Using a variety of resources, our students are immersed in activities that stimulate critical thinking and foster inquiry. Special emphasis is placed upon the scientific method.

In Social Studies, each class has a focus that is developmentally appropriate for their grade level. The younger grades focus on the community, while older students will focus on broader areas, such as Texas, U.S. and World History.

“Enrichment” at all levels offers thinking and reasoning activities above and beyond the normal content areas. Topics, which include geography, drama, public speaking, thinking lab, journalism, music and art appreciation, and current events are introduced in 1st through 5th grade.

Extracurricular Studies

Extracurricular studies include Music, Art, Physical Education & Health, Spanish, Computers. and Godly Play/Bible.

Kinder through 7th grade work with computers on a regular basis, learning keyboarding, basic software operation, responsible internet use & research skills, and elementary coding. Preschool and Pre-Kinder students are introduced to computer skills twice a week.

Religious Education

As a school affiliated with the Episcopal Church, St. Philip’s instructs students in faith and the shaping of moral character. The majority of religious education is conveyed through daily chapel. Teachers are encouraged to tie these lessons and Episcopal principles into the classroom when appropriate. Episcopal principles include the historic authority of the Bible, the traditions of the church, and the God-given gift of reason.

Special Education & Special Services

While St. Philip’s Episcopal School hopes to meet the needs of all students enrolled, we may not have the facilities or resources to handle some emotional problems or learning disabilities. The Head of School has the full support of the board in requesting testing and counseling for students with special needs. Such testing and counseling is offered on a limited basis by BISD Special Education. If testing identifies a problem that St. Philip’s cannot handle, the Head of School may recommend the student and their family seek education at a different academic institution that can provide for the student as needed.

Progress Reports

Progress reports will be sent by each grade school teacher at the end of the first three weeks of each academic 6-week term. These reports are to inform you of your child’s work to date. Please feel free to talk with the teachers after receiving this report.

Report Cards

Teachers will issue report cards the Wednesday following the end of each academic 6-week term, with the exception of the last reporting period. Report cards will be issued to the students’ parents at graduation after all fees have been paid.

Honors Chapel is held each Friday after report cards are issued. Students’ hard work and academic accomplishment are lauded during Honors Chapel. Parents are encouraged to attend.

Conferences

Parent-teacher conferences are officially held twice a year, once each semester. We encourage parents to daily engage with their student’s academic performance and keep in touch with their child’s teacher so that conferences are not a surprise. Parents are also encouraged to set individual meetings throughout the school year with their child’s teacher if action or coordination is needed to help the student.

Testing

St. Philip's administers the Stanford Achievement Test and the Otis Lennon School Ability Test each year in grades Kindergarten through 7th grade.

St. Philip's does not...

- Use standardized tests to label students.
- Use standardized tests to place students in a grade or class.
- Use standardized tests for report card grades.
- Use standardized tests to evaluate teachers.

Standardized testing scores do help St. Philip's administrators and teachers

- Measure how students perform in relation to other students who take the same test nationwide.
- Evaluate school programs and curricula.
- Evaluate a student's progress from year to year.

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

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

How can you help your child prepare for testing?

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

School Safety

Emergency Preparedness

St. Philip's Episcopal School has policies in place for emergencies as well as contingency plans, should they be necessary. The school regularly practices fire drills (both announced and unannounced) to prepare our students for an orderly and successful evacuation. Evacuation plans are posted in the office.

Teachers are instructed, and the school practices lock down drills (both announced and unannounced) to prepare our students and staff for an orderly and successful plan against a harmful individual on campus. Lock down procedures are not available to the public for the safety of our students and staff. If you have any questions about our procedure, please contact the school office.

Policies

St. Philip's is a gang-free, drug-free, alcohol-free and tobacco-free zone. No tolerance will be given for anyone in violation.

AHERA Inspection

St. Philip's is in compliance with the EPA Asbestos Hazard Emergency Response Act (AHERA). A copy of the 3-year mandated inspection report and certificates of our designated persons are available in the office for your viewing.

Inclement Weather

In the event of bad weather, St. Philip's Episcopal School will follow the public-school closing schedule for BISD. You may check for closing status by listening to local radio stations, watching local (Corpus Christi) television stations, or viewing St. Philip's Episcopal School Facebook page.

Alcohol & Drugs

St. Philip's Episcopal School campus is a drug-free and alcohol-free environment. Any parents, care givers, guardians and/or staff appearing to be under the influence of alcohol, illegal drugs or controlled substances may not be allowed to care for or take responsibility for children during school working hours. Such persons will be offered the opportunity to use the school's phone to secure a safe ride for both themselves and any child needing transportation under their care, from school grounds. If they appear to be a present danger to the students, staff, themselves, or any others present on school property, law enforcement will be called immediately.

Firearms

St. Philip's Episcopal School campus is a gun-free environment. We do not allow anyone to bring firearms on campus, even if they are CHL qualified by the state government.

Statement from the Bishops of the Diocese of West Texas

New legislation in the State of Texas permitting the open carry of handguns in churches is effective on January 1, 2016. The new law does not change the current Federal and State law prohibiting gun carry in schools or in churches that have a school on the same property as the church except under very limited circumstances.

Special note pertaining to our congregations with parochial schools: Under Federal Law schools remain gun-free zones. If your church includes a school on the same property as the church, both our church and school are automatically gun-free zones. Therefore, posting of signage to restrict carrying a gun is not necessary to comply with the new law. Individuals, with very limited exceptions, are already prohibited from carrying a gun on your property, whether open carry or concealed.

Strangers on Campus

Staff and faculty at St. Philip's Episcopal School keep a watchful eye for unknown or unmarked campus visitors, or "strangers." Such individuals will kindly be engaged with and asked to sign-in at the front office. If a stranger refuses to sign in or shows behavior threatening to the well-being of students, security will be called to escort the individual from our campus in a peaceful and courteous manner.

Enrollment

As a private educational institution, St. Philip's accepts students on an application basis. Students whose application for admittance are accepted are thereby considered enrolled.

New Applicants

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

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

The following factors will be considered for admittance:

1. Chronological age (a cut-off date of August 1st is used to determine grade level). No exceptions or waivers will be granted without permission from the Head of School.
2. Age appropriate developmental academic readiness including good behavior and social skills and a good academic/behavioral history if applicable.
3. Copies of report cards from current school (grades 1-7 only).
4. The expressed commitment of the family to provide positive and purposeful support for the policies, personnel, practices, and curricular goals of St. Philip's Episcopal School.

All families seeking to be admitted must complete and submit a completed enrollment form online. They must also submit copies of their most recent immunization record and birth certificate.

Official transcripts, teacher recommendations forms, and recognized national norm achievement test scores are requested from current schools, if applicable.

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

If the applicant has been accepted, the parents will receive a formal letter of acceptance. If an applicant is not accepted, a letter will communicate the admission committee decision.

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

Any student seeking admission to St. Philip's Episcopal School who for any reason is under suspension or expulsion from another school shall not be admitted.

Currently enrolled students may reapply for the next school year during the open enrollment period.

Priority Enrollment Policies for New Applicants

New Applicants will be placed in the following priority:

Level	Qualification
Level 1	Children of Episcopal church membership.
Level 2	Siblings of families who have been enrolled at St. Philip's Episcopal School for at least three (3) consecutive years.
Level 3	Siblings of all other families at St. Philip's Episcopal School.
Level 4	Alumni families.
Level 5	Public.

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

Admission

Pre-enrollment begins in March each year. First opportunity for registration for the coming year is given to children of Episcopal Church membership and children already enrolled in the school.

Waiting lists will be established for each class when spaces are filled, and children thereafter will be admitted in order of application and payment of the registration fee.

Age

- Children who celebrate their 6th birthday by August 1st will be admitted to 1st grade.
- Children who celebrate their 5th birthday by August 1st will be admitted to Kindergarten.
- Preschoolers must be 3 years old and be reliably potty-trained.

Tuition

As a private institution, St. Philip's Episcopal School subsists largely off of tuition & fees paid by students' families. We believe that an excellent education should be affordable for every family, so we offer monthly payment plans as well as a multitude of discount opportunities.

Tuition & Fees

Tuition & Fees	Annual	12 Month Payment (June-May)	9 Month Payment (August-April)
Tuition	\$4,550.00	\$379.17	\$506.00
Registration Fee (New Families)	\$25.00	N/A	N/A
Enrollment Registration (Everyone)	\$100.00	N/A	N/A
PTO Fee: Volunteer Hours Not Met	\$75.00	N/A	N/A
Lunch	\$5.00	N/A	N/A

Discounts

Pay Annual Tuition in Full (5%)	5%
Pay Annual Tuition in 2 Semester Payments	2.5%
Early Registration	5%
Sibling Discount (on youngest child)	-\$225.00
Referral (per enrolled student referred)	-\$300.00

Extended Child Care Fees

Registration Fee	\$25.00
Drop-in Charge	\$12.00/day
Regular Enrollment for 3 or more days	\$36.00/week
Summer Registration Fee	\$25.00
Regular Summer Enrollment	\$25/day minimum 3 days

Tuition Payment

Invoices are emailed and due on the 1st of every month. Payments will be automatically taken out by your payment option you selected when filling out your Financial Contract through FACTS.

Board policy states that should tuition become in arrears, no test scores, report cards or records will be released to parents or other schools until all tuition, fees and late fees are paid in full and current. Students will be refused admittance if payments (agreed upon payment arrangements) are not received by the 10th of the month.

St. Philip's cash flow is such that we cannot successfully operate if tuition is late. **Tuition and registration fees account for 50-60% of our operating budget. It is important that all bills are paid on time and all families help as much as possible with fundraising events.** Please for the care & concern of our students and teachers; do not allow a late payment to happen on your account. Board policy states that should tuition become in arrears, no test scores, report cards or records will be released to parents or other schools until all tuition, fees and late fees are paid and current. Students will be refused admittance for the following month until all past due fees and tuition are not paid if no prior arrangements have been made with the business office.

St. Philip's has arranged for your tuition to be paid with through the FACTS by the payment plan you set-up during Enrollment.

Returned Check Fee

There will be a \$30.00 fee charged each time that a check is returned to FACTS or us by the bank.

End-of-the-Year Fee

All fees must be taken care of before the last day of school. If fees are not paid by said date, then report cards and school records will be withheld from the family and outside institutions until payments are received. If fees are not paid by July 31st, students will not be re-enrolled for the new school year.

Scholarships

St. Philip's Episcopal School proudly offers several scholarships to Kinder-7th grade students and families. Depending on how the scholarship was established, some are awarded privately, and others are awarded publicly after an open call for applications has been made. Some scholarships are merit based (academics & character) while others are financial need based. Some scholarships are designated for newly enrolled students, while others are for returning students. We believe that every child and every family deserve the opportunity to afford an excellent education; we are constantly seeking new ways to grow our scholarship programs. Announcements will be made to families prior to open application for a school scholarship. For more information, contact the school office.

Uniforms

Uniforms are an important part of identifying St. Philip's as a private school geared toward excellence in education, character and performance. Like adults may put on a suit or uniform to rise to the expectations of the work place, so students wear school uniforms to come to school to work in a professional manner and mindset. A student in uniform feels a sense of pride in being identified with a school of excellence. The need to belong and the pride of belonging is satisfied in part by a school uniform as well.

More pragmatically, uniforms are the least expensive way to outfit a student for the school year. A campus in uniform also assures a safer place for your student; it is very easy to identify those who belong to St. Philip's and those who do not. The same goes for identifying our students in public during a field trip.

Uniform Policy

The following policies guide how our young men and women dress throughout the week, and what pieces of clothing are and aren't allowed on campus. The Head of School may designate specific days where students do not need to adhere to uniform code (i.e. Field Day). Upon such days, all students must wear school appropriate clothing for play and other designated activities.

All students' uniforms must fit them appropriately, come to school clean, and worn tucked in throughout the day.

All shorts, skorts or skirts may be no more than 2 inches above the knee cap.

Parents should send Preschoolers with a change of clothes, clearly marked with their name in case of a bathroom accident.

Teachers will check students daily for uniform infractions. Significant infractions will be sent to the office for adjustment or temporary replacement. In some cases a call to the parent may be in order. Lesser infractions will be corrected by the teacher and a note may be sent home to the parent(s).

Boys

Day of the Week	Top	Bottom	Accessories
Monday-Wednesday	Red polo shirt with school logo	Khaki or navy shorts or pants	Black, brown or navy-blue belt
Thursday	White button-down dress shirt with school logo	Navy pants	K-7 th : solid red neck tie Black, brown or navy-blue belt
Friday	Mon-Wed Uniform allowed OR St. Philip's school shirt	Blue Jeans or shorts	N/A

Girls

Day of the Week	Top	Bottom	Accessories
Monday-Wednesday	Red polo shirt with school logo Red polo shirt Dress with school logo	Khaki or navy shorts, pants, skirt or skort	N/A
Thursday	Middy blouse Or Peter Pan Collar blouse (with new jumper)	PS-4 th : Plaid Jumper 3 rd -7 th : Plaid Skirt	Red tie
Friday	Mon-Wed Uniform allowed OR St. Philip's school shirt	Blue jeans or shorts	N/A

In addition to the uniform, girls are allowed to wear:

- Black, navy, white or red leggings, tights or warm-ups under skirts on cold days
- Turtle neck with jumper on cold days

Girls are not allowed to wear:

- No heavy makeup
- Distractive jewelry or accessories

Shoes

Closed toe shoes only. No sandals, flip-flops, or crocs.

Outerwear

Students are allowed to wear sweaters in class and during the school day for warmth. Families may embroider the school logo on sweaters, but it is not required.

Outerwear is permitted in any color. We recommend that you label all your child's outerwear with his/her name.

Grooming

Boys hair should be well groomed and not styled in an extreme manner. Hair must also be styled and kept out of the face.

Girls hair should be brushed and kept neat. No extreme colors will be allowed.

Purchasing Uniforms

- Families may purchase uniforms from Academic Outfitter in Corpus Christi, their phone number is 361-806-9208 and they are located at 1334 Airline Rd, Corpus Christi, Tx 78412. Contact the school office for further details.
- Families wishing to have the school's logo embroidered onto uniform pieces and other embroidered work, may do so with Blue Rose Co. You can visit their website at: <https://www.bluroseco.us/stphilips> or call Brooke Garcia at 361-208-2646.
- You can also go to Total Graphics for your uniforms and embroidery needs, their phone number is 361-362-2010, website: <https://www.totalgraphicstexas.com/spirit-store> and they are located at 612 N. Washington St., Beeville, TX 78102.

Daily Rituals

The following are parts of daily rituals that impart structure, culture and meaning to students' school days.

Drop Off

Any child delivered earlier than 8:00 a.m. must be taken to Chambliss Hall. Beginning at 8:00 a.m., a member of the staff or a parent volunteer will be in the school parking lot to receive the children until 8:10. Students arriving after 8:10 a.m. must be signed in at the school office.

Please bring your child to school on time. Promptness is absolutely necessary in forming good work habits and shows consideration for the teacher and classmates.

Chapel

Chapel services are held daily for all grade levels: Preschool-Pre-Kinder is at 8:20am and K-7th grade will be at 8:35 a.m. All students and faculty are expected to participate in the service, which consists of prayers, hymns, bible stories and a brief lesson. Chapel is led by either the rector of St. Philip's Episcopal Church or the Head of School.

Parents and guests are invited to attend chapel each morning. Different classes will perform in chapel on Fridays throughout the school year. Chapel services following the end of a six-week academic terms are designated Honors Chapel and the academic successes of students are celebrated.

Chapel is one of the most cherished traditions at St. Philip's Episcopal School. Countless students and families fondly remember chapel as their most precious memory during their time at our little school.

Chapel is conducted in accordance with the principles of the Episcopal Church and uses a child-friendly adaptation of the Morning Prayer liturgy. The Episcopal Church is welcoming and accepting of all students' background, cultures and faith. Children will be taught in the ways and values of the Episcopal Church, but they will never be pressured to join the Episcopal Church. Children of other faiths and denominations will be encouraged to engage in conversation about faith and share their own views and understanding of religion. Episcopal Church principles include the historic authority of the Bible, the traditions of the church, and the God-given gift of reason and free will.

Chapel attendance is required and is one of the most important parts of our day.

School Prayers

Children's Prayer

*We thank thee, Lord, for sleep and rest
For all the things that we love best;
Now guide us through another day,
And bless our work and bless our play.
Lord, make us strong for noble ends,
Protect and bless our loving friends,
Of all mankind good Christians make,
All this we ask for Jesus' sake. Amen.*

Children's Creed

*I believe in God above.
I believe in Jesus' love.
I believe His Spirit, too
Comes to teach me what to do.
I believe that I can be
True and loving, Lord, Just like thee.*

Pickup

Preschool/Pre-K Students are released at 3:00 p.m and K-6th Grades are released at 3:20.

Student pickup for all grades will conclude by 3:45 p.m. Children whose rides are late will be sent to after-school care and parents will be charged a \$12 drop off fee.

Extended-Care Program

St. Philip's Episcopal School offers both early morning, after-school and holiday/summer care programs.

Morning drop off will begin at 7:00 a.m. and is offered free-of-charge to parents. All children will gather in Chambliss Hall and be released to the classrooms at 8:00 a.m.

After-school care is from 3:45 p.m. to 5:30 p.m. Located in Room 3 and in Room 2 (in the event of overflow), the afternoon extended care session is more relaxed than regular school hours. Children are encouraged to play, do creative activities, story time, and individual activities in learning centers. Children are also invited to start on homework if they wish, but parents should never expect after school care staff to tutor students during this time. Parents may register their children for after-school care on a regular basis or leave them on a drop-in basis.

Timing of pick-up/drop-off and room locations may change during holiday/summer care.

If you anticipate that you may need to put your child in early or extended care at any time, daycare forms must be filled out and returned with your registration forms.

Parents must pick up their children from after-school care by 5:30 p.m. A late fee of \$1.00 per minute will be charged for any time your child is under our supervision after 5:30 p.m.

When you pick up your child from extended care, please park in the parking lot and go into Room 3 (or playground) to collect your child and his/her belongings. If you happen to come when the teachers are loading cars after class, please do not ask them to go get your child for you. Their responsibility is for the children in their classes only. An older sibling may be sent to bring children in from extended care if you have added them to the approved guardian list.

You may send someone other than a parent or a regularly authorized person to pick up your child. Please be aware of our policy and procedures for handing over a child to unauthorized individuals in the "Visitors" section.

Extra-Curricular After School Activities

St. Philip's Episcopal School offers special after-school enrichment activities when qualified instructors or parent volunteers are available. Please ask the office for an up-to-date list of available after-school activities.

Because staff and administration are not available to supervise outside of school hours, we ask the following of those involved in extra-curricular activities:

1. All children in extra-curricular activities are to abide by all the St. Philip's rules while on campus.
2. Children who wait after school for extra-curricular activities must check into extended care or the parent must arrange adult supervision until it is time for class.
3. Children who must wait for parents after extra-curricular class must either go to extended care or be under the prearranged supervision of the instructor of the activity.
4. No child may be left on his/her own on St. Philip's campus during the school's operating hours: Monday through Friday 7:00 a.m. – 5:30 p.m.

Field Trips

Through field trips, children are encouraged to be curious about the world around them and to learn as much as they can. These are an important part of our school curriculum at every age level. Parent volunteers are needed to help supervise and help transport. If parents are transporting students, proper safety protocols are required. Every child uses a seat belt in vehicles and a booster seat when required per each student's height and weight.

When volunteering for field trips, please realize that these children are under your supervision and you must remain with them at all times. It is important that those transporting children travel only to the destination and back.

Attendance

Regular attendance fosters the growth of positive attitudes toward learning, courtesy, and responsibility, as well as providing consistency and feelings of security for young children. **Parents should plan appointments and family trips around the school calendar.** If your child will not be in school, please call the office before 8:30 a.m.; otherwise send a note to the teacher the next day. We are required to check the attendance of each child daily. St. Philip's attendance policy promotes regular class attendance as an integral part of the learning process and an orderly atmosphere in which learning can take place. Parents are expected to cooperate in teaching their child/children respect for the school hours by bringing him/her on time and not requesting to have him/her dismissed early except in the case of emergency or illness.

Extended absences such as family trips or extenuating circumstances must have prior approval by the Head of School.

General Requirements

Students must attend 90% of the days class is offered, or, 155 days of 172 total. Additionally, students must attend 75% of the school day in order to be counted present, or 5.62 hours of a 7.5 hour school day (1:35).

Three-day consecutive absence will require a physician's note in order to be excused.

While we would like every student to have perfect attendance, no child who is ill is expected to come to school. Students are not to be sent to school with fever of 100.4 degrees or higher, or if they have a communicable disease.

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

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

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

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

Parents must sign out their student if they leave school before the end of the day and sign them in when returning during the day. If the parent sends someone else to pick up the child during school, even if that parent is listed on the child's file, the parents must notify the office and that person must sign the child out from the office.

Excused and Unexcused Absences

The school will excuse a student (i.e. it will not be counted against their record) for the following purposes:

1. Religious holy days
2. Court appearances
3. Citizenship proceedings
4. Children in conservatorship of DFPS
5. Health-Care appointments (requires doctor's note to validate as excused)
6. Military dependents
7. Death of a family member
8. Family emergency

The school will not excuse an absence (i.e. it will be counted against their attendance record) for the following purposes:

1. Staying home to take care of or visit with family members
2. Missing a ride
3. Working at a job
4. Sleeping too late
5. Family vacation

Tardiness

Children should be ready for chapel and in their classroom promptly by 8:00 a.m. Parents dropping their students off must leave the classroom by 8:00 a.m. to allow the teacher to begin instructing their students for the day.

Tardiness is a disruption to the learning atmosphere and is disrespectful to the teacher's and other student's time. Therefore, prompt arrival is a priority. Students are considered tardy at 8:15 a.m. and must check in at the office before going to class. Arriving 10 minutes early enables your child to have a relaxed beginning to the school day and an opportunity to visit with his/her teacher and friends. Please do not call the office if your child is going to be late.

The first three tardies are excused. After a child's 3rd tardy in a semester, the family is charged \$5.00 per tardy.

Leaving Early

Students must attend 75% of the school day in order to be counted present, or, 5.62 hours of a 7.5 hour school day (1:35).

A written note to the teacher on the day prior to a scheduled appointment is necessary to excuse the student from class during school hours. In an emergency, parents who need to check their child out should come to the school office first and proceed from there.

All students leaving campus during the day must be signed out by an adult. Students who return during the school day should be signed back in at the office.

Consequences

Absences: Any student who attends fewer than 90% of the days the class is offered per semester (including both excused and unexcused absences) will be subject to the following policy:

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

Discipline

Overview

Good discipline is essential for a positive, effective & rewarding atmosphere for learning. All children are expected to follow classroom rules and treat teachers and classmates with respect. A list of goals & expectations has been established that is observed school-wide. These are also posted in each classroom to set equal expectations in all parts of our campus. Conduct grades will be considered in determining Honor Roll.

Behavioral Goals & Expectations

All members of the St. Philip's Community are expected to:

- *Be Respectful*
- *Be Reliable*
- *Be Responsible*

These expectations will help realize our goals:

- *Everyone has the opportunity to participate.*
- *Everyone has the opportunity to learn.*
- *Everyone has the opportunity to be successful.*

Clear expected behaviors will be established through class meetings, and age-appropriate systems of rewards/consequences will be set.

Discipline Procedures

St. Philip's believes that disciplinary guidelines, procedures and consequences help students grow in self-discipline, responsibility, and personal conduct. It is our philosophy that discipline is a loving act toward a child and a valuable part of his or her education. In partnership with parents and students, the faculty and administration of St. Philip's Episcopal School will work to produce well-rounded and independent young adults by teaching and maintaining appropriate student behavior.

Students are expected to be in the classroom to learn. It is not fair to other students if someone is misbehaving and disrupting the class. Teachers will conference with a student the first time any poor behavior or disruption happens. The second time, parents will be called by the teacher and a plan to improve the behavior will be discussed. Should there be a third infraction, the student will be sent to the Head of School, who will again, call the parents and assign discipline to the student.

Repeated infractions with no apparent correction of behavior may result in removal of the student from school enrollment.

Disciplinary Definitions

Sexual Harassment - St. Philip's strongly disapproves of and will not tolerate harassment of any kind. All members of our community must avoid offensive or inappropriate sexual behavior at School or on School-sponsored trips and are responsible for ensuring that St. Philip's is free from sexual harassment, whether by students, employees, or non-employees at all times. Sexual harassment includes unwelcome actions or inappropriate behavior that is offensive, hostile and/or intimidating. Students or employees who engage in sexual harassment on School premises or off-school premises at a School-sponsored activity will be subject to appropriate disciplinary action up to and including separation from the school. This applies to opposite sex and same-sex victims. Complaints of sexual harassment will be promptly and carefully investigated. All students are assured that they will be free from any and all reprisal or retaliation from reporting any such valid complaints.

Hazing - Hazing, initiation into a group through harassment, is not tolerated at St. Philip's. Joining groups is a basic human need. Forming a sense of identity and belonging is a major developmental task for our students. When groups employ humiliation and danger to "initiate" new members, it becomes hazing, a major disciplinary offense. Hazing is taken seriously and is punishable by action up to and including separation from School.

Harassment - St. Philip's is a place that nurtures and celebrates differences. Harassment by groups or individuals is completely unacceptable and not tolerated. For the St. Philip's aged child, harassment very often takes the form of "bully behavior" and may involve forms of shunning. St. Philip's believes strongly in the rights of the individual child to flourish in his/her environment, safe from any form of harassment. Harassment is taken seriously and is punishable by action up to and including separation from School.

Bullying/Cyberbullying – St. Philip's is a community that supports, honors, and values the dignity of all people, in the manner of Christ. Behavior such as physical violence, taunting, teasing, making fun of others, laughing at others, intimidation, rumor spreading, alliance building, bossiness, exclusion, isolation and secret-telling to harm others may be considered bullying behavior and relational aggression and is not tolerated at St. Philip's. This includes incidents of Cyberbullying as well. Bullying/Cyberbullying is punishable by action up to and including separation from School.

A student who has been harassed or bullied in any way is encouraged to share the experience with any trusted adult on campus.

Major Disciplinary Offenses

St. Philip's reserves the right to take immediate and significant action in any case where safety is jeopardized. Examples of major disciplinary offenses include, but are not limited to:

- Disrespect to School personnel;
- Interference with the rights of others, including physical and verbal abuse, lying, cheating, or stealing;
- Conduct that subverts the order and discipline of the school or the morals of other students;
- Use of obscene, profane, suggestive, or intimidating written or verbal language or drawings;
- Repeated disruptive or uncooperative behavior;
- Damage to or abuse of any School, Church, or personal property;
- Disregard of the Responsible Use Technology Agreement or other inappropriate use of technology;
- Possession, use, or sale of drugs listed in the current Federal Controlled Substances Act;
- Possession, use, or sale of alcohol, tobacco substances, or inhalants;
- Possession, use, or sale of weapons, knives, firearms, explosive materials, ammunition, or fireworks;
- Conduct off campus and/or outside School hours that is illegal or reflects negatively on St. Philip's;
- Skipping school, class, chapel, or required School activity;
- Harassment (bullying/cyberbullying, hazing, and/or sexual);
- Sexual misconduct; and
- Any act or behavior St. Philip's deems a major disciplinary offense.

In addition, flagrant disregard or repeated misconduct will result in disciplinary action up to and including separation from the school. The Head of School reserves the right to determine at any time the severity of a violation.

Disciplinary Procedures

For actions requiring a disciplinary response beyond standard classroom management, the following will occur:

- Faculty/staff member and/or administrator will meet with the student to discuss the inappropriate action and the consequences.
- A discipline report, if warranted, will be created by or sent to the Head of School or supervising teacher (in case the HOS is unavailable).
- Parents and/or guardians of the student are notified as appropriate.

A copy of the report will be placed in the student's file. (This file is not part of the school's transfer documents.)

Disciplinary Procedures (Major Offenses)

In some cases, major disciplinary proceedings may be called at the request of the Head of School. All aspects of these proceedings are confidential and are not shared with the larger community.

NOTE: These bulleted items should be used as a guide and are not intended as a chronological or complete list of procedures.

- An incident occurs.
- The Head of School or the supervising teacher (in case the HOS is unavailable) conducts a preliminary investigation. The purpose of the investigation phase is to discuss the event, listen to the student, acquire details of the event, seek the truth, and to ultimately promote the desired learning and growth.
- As part of the proceedings, the Head of School may consult other faculty members or administrators.
- Consequences, which may include but are not limited to: exoneration, warning, detention, work detail, independent reflection, restriction, suspension, or expulsion, are determined by the school administration and communicated to the students(s) and his/her parents. Only the Head of School can approve separation from the school.
- The student and parents are expected to comply with the school's decision and a written communication will clarify all terms of the consequences.

Disciplinary Consequences

The goals for responses and consequences of misconduct are to provide a safe atmosphere for all, to prevent repeated misconduct, to teach responsibility, and to maintain acceptable standards of behavior within the St. Philip's community. In general, consequences may include, but are not limited to, the following:

Warning - This is the faculty/staff member's means of providing the student with a verbal or written reminder of behavioral expectations.

Lunch Detention - This is a period for student reflection to be held at a designated place and time during lunch. A warning does not have to precede a detention. Excessive detentions may affect a student's standing on extra-curricular activities, precipitate extra duties, and/or result in silent lunches or a Behavioral Contract and result in a hold on an Enrollment Contract. Excessive detentions may also result in suspension or separation from School.

Independent reflection - For some offenses, a student may be required to spend a specified amount of time in independent reflection, either at home or at school. Often, there will be a required written response or reflective essay assignment included in this consequence.

Restriction - Sometimes a violation(s) may result in a temporary restriction from certain events, activities and/or privileges within the school community.

Suspension – Sometimes a violation(s) may result in a temporary separation from the school community. This separation may take place at School (In-School Suspension) or at home. This is not a vacation - students will be expected to complete all assignments and class work, plus any additional reflective assignments as assigned. All work is due the day the student returns to School. The student and parents will meet with the Head of School (or the supervising teacher if HOS is unavailable) on the morning of the student's return to school. A formal letter documenting the suspension will be sent to the parents following the event and placed in the student's file.

Expulsion - Only the Head of School may expel a student from School. This is a permanent separation from the school for the remainder of the school year and for future years. When the school expels a student from the school, the school does not release the family from financial obligation for the remainder of the school year.

Based on the understanding of individual needs and stages of development, we reinforce positive attitudes and behavior patterns that will benefit the child throughout his/her life. Discipline is assigned to help the individual child develop inner control, to teach acceptable behavior and responsibility, and to respect the rights of others. Discipline is viewed as corrective and instructional, not merely punitive.

Behavior Intervention Plan

Level 1: Verbal/Non-verbal Redirection (*for off-task behaviors and minor infractions*)

Redirections include, but not limited to: verbal reminders, teacher proximity to student, and quiet conversation with student.

Level 2- Physical Redirection (*for repeated and/or more disruptive infractions*)

Redirections include, but are not limited to: change in seating, allowing student to move from class for short break, go for drink, time-out in room or another class, walk at recess, quiet lunch.

Level 3- Referral/Redirection to Administration (*for serious and/or chronic misbehavior*)

Referral is made with record of documentation from teacher. Referral is made to the HOS or front office while waiting to see administrator.

Communications

The following are the most frequently used methods of communication between the school and students' families.

Email

The school sends out emails to parents about upcoming events, announcements or reminders for upcoming deadlines, etc.

Phone Calls

The school administrative assistant is in the office every day from 8:00 a.m. to 4:00 p.m. during the school year and will receive phone calls. During the summer, less regular hours are observed. An answering machine will take messages if staff is occupied with a student or visitor. Calls will be returned as soon as possible. Please answer or return any incoming phone calls from the school in a timely manner.

Mail

Occasionally the school will mail out important communications. As mail communication can easily consume a large part of our budget, this form of communication will be used least regularly.

Teacher Notes & Newsletters

Teachers may send your student home with an individual note or a class newsletter. If your child comes home with a car pool, you should check with the driver regularly to see if papers are left in the car.

Digital

The following are ways that St. Philip's Episcopal School will communicate on digital platforms.

Facebook

The St. Philip's Episcopal School Facebook page will be regularly updated with announcements, reminders, links to information, and school pictures. We encourage parents and family to participate in the social media community, but please refrain from tagging or specifically naming students in pictures. Administration will regularly monitor the content of the school's social media page and will either remove or report content we believe to be unsafe or harmful to student(s).

Remind App

St. Philip's Episcopal School utilizes the Remind App to send reminders for school events, deadlines and other school announcements to the cell phone of anyone who subscribes. Information on signing up for Remind notifications will be sent home at the start of school (Meet-the-Teacher Night). We encourage all parents and family members involved in any students' school activities to sign up for Remind notifications.

Website

St. Philip's Episcopal School maintains an up-to-date website that provides various functions and information for parents, prospective families, and the general public. The website can be viewed at www.spepiscopalschool.org. If you observe any discrepancies on the website, please contact the school office.

Newsletter

St. Philip's Episcopal School sends a weekly newsletter through email. The newsletter is a way the school keeps parents updated on announcements and upcoming events.

Grievances

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

Visitors

The following are school policies regarding campus visitors.

Parent Visits

Parents are always welcome to visit classes. Please check in at the office before going to your child's classroom to receive a visitor badge. Please do not interrupt class to deliver forgotten items, messages, or for a quick conference with the teacher. Items and messages may be left in the office and phone calls during the teacher's planning time can be used for conferences.

Guest Pick-up

Only individuals whom parents and/or legal guardian(s) have designated in writing or called the office ahead of time are allowed to pick up children from school and/or off-campus functions where the school is responsible for that child's or children's transportation.

If someone other than the parent or a regularly authorized person is to pick up a child from school or any after-school care session, the parent must call the school office prior to pickup time. The school office may ask specific individual questions on the phone to verify it is truly you authorizing someone else to pick up your child. If the staff does not know the person sent to pick up the child, we are required to check his/her driver's license to release the child from the school. These requirements are for your child's protection. No other claims will be acknowledged without a specific court order. School staff have the right to refuse handing a student over to an unauthorized individual if they feel it is unsafe and unverifiable.

Food

We believe that healthy nutrition is key to creating a positive, focused and successful educational environment. The following are our policies and operations with food on campus.

Breakfast

Breakfast will not be provided by the school but you may send your child to school with breakfast.

Lunch

Students will need to be signed up for our monthly lunch program if you would like your child to eat a school provided lunch. Lunch will be \$5.00 per child per day and will be calculated monthly for example if you sign your child up for the month of August, he/she will be provided a hot lunch that entire month school is in session. You may also choose to send your child with a home packed lunch. For more details on the lunch program or how to sign up, please call the school office.

Snacks

All children in Preschool through 1st grade require a nutritious snack mid-morning and afternoon. It is the responsibility of each family to send appropriate snacks with their child/children. Please do not send carbonated soft drinks or fast food with your child for snack. Keep your child's serving skills in mind, so that teacher assistance may be kept to a minimum. Send foods that do not need to be refrigerated or heated.

Allergies

Please notify the office and your child's teacher if your child has a severe food allergy. Teachers and staff aware of the allergy will interact with your child to ensure they are cautious about food ingredients, especially snacks brought by parents, food shared among friends, or any other similar situation. Please be aware that our staff are watching multiple children at once and cannot always observe what every child puts into their mouth. It is ultimately up to you to communicate to your child the importance of being aware of what they eat for their own health and safety. Should a severe allergic reaction occur on campus, an epi pen shot may be administered by a staff member.

Health

We believe that health is key to creating a positive, focused and successful educational environment. The following are our policies regarding health, illness and other related matters.

Potty-Training & Accidents

All students must be reliably potty-trained. Occasional accidents are to be expected. Persistent problems will require removal of the child. St. Philip's Episcopal is not licensed to change students who have had a bathroom accident. Parents will be contacted if their child has a bathroom accident.

Illness

In case of accident or illness at school, the student's parents will be notified. If the parents are not immediately available, the family physician will be notified. If necessary, the student will be taken to the emergency room at the hospital. Special health problems should be discussed at the beginning of the year with the teacher and front office.

Children with contagious diseases should be kept at home. Please notify the school so that other parents can be informed of their child's exposure to that disease. A written note from the parent/guardian is required if the child needs to be excused from P.E. The child will be taken out to the playground for recess but is not expected to participate.

Communicable Illness

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

CONDITION	EXCLUDE	READMIT
AIDS HIV Infection	No*	When physician determines
Campylobacteriosis	Yes	After diarrhea and fever subside
Chickenpox	Yes	After 7 days from onset of rash, except immunocompromised individuals who should not return until all blisters have crusted over (may be longer than 7 days)
Covid-19	Yes	After 5 days of positive test or when fever free for 24hrs without medication
Diphtheria	Yes	Written doctor's statement or local health authority permit
Fever (100.4F +)	Yes	When fever subsides
Gastroenteritis, Viral	Yes	When diarrhea subsides
Giardiasis	Yes	When diarrhea subsides
Head Lice (Pediculosis)	Yes	<i>*See lice policy at end of handbook</i>
Hepatitis, Viral, Type A	Yes	After one week from onset of illness
Impetigo	Yes	When treatment has begun
Influenza	Yes	When fever subsides
Measles (Rubeola)	Yes	After 4 days from appearance of rash. In an outbreak, unimmunized children should also be excluded for at least 2 weeks after last rash onset occurs.
Meningitis, Bacterial	Yes	Written doctor's statement or local health authority permit

Meningitis, Viral	No	When fever subsides
Mumps	Yes	After 9 days from the onset of swelling
Pink Eye (Conjunctivitis)	Yes	Written doctor's statement or local health authority permit
Poliomyelitis (Polio)	Yes	Written doctor's statement or local health authority permit
Ringworm of the scalp	Yes	When treatment has begun
Rubella (German Measles)	Yes	After 7 days from appearance of rash. In an outbreak, unimmunized children should be excluded for at least 3 weeks after last rash onset occurs.
Salmonellosis	Yes	When fever and diarrhea subside
Scabies	Yes	When treatment has begun
Shigellosis	Yes	When diarrhea and fever subside
Streptococcal Sore Throat and Scarlet Fever	Yes	After 24 hours from date antibiotic treatment begun
Tuberculosis,Pulmonary	Yes	After antibiotic treatment has begun AND a physician's certificate or health authority permit obtained
Whooping Cough (pertussis)	Yes	After completion of 5 days of antibiotic therapy

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

Immunization

NEW students are required to have a signed Physician's Report and immunization record. Returning students should already have a signed Physician's Report on file.

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

All Children entering school for the first time, at the time of registration or entry shall present satisfactory evidence of immunizations.

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

A religious exemption dated prior to September 1, 2003 is considered a lifelong exemption to the immunization requirements. Otherwise, Exemptions for Reasons of Conscience is a two-year exemption **ONLY**, it cannot be renewed, and the original form must be kept in the student's file. Once an Exemption for Reasons of Conscience has expired, the student must fulfill all standard immunization requirements listed above.

Medication

The office can only give medication with a parent or guardian's permission. To grant permission, please submit a signed permission form to the front office.

All prescription drugs and over the counter drugs are to be brought to the office and must have the child's name on the label and instruction for dosage.

Nonprescription medicines must be labeled with the child's name. We can only administer nonprescription medicine with written permission from the parent or health personnel.

We will call the parent/guardian before giving medication. We will document all medications given at school's office.

Please do not send your child to school with medication in the classroom to self-administer. If medication is found by a teacher it will be confiscated and turned into the office and a parent contacted.

Insurance Coverage

The school's accident insurance policy will pay the balance that a student's other insurance does not pay if a child is involved in any type of accident on school grounds or while participating in activities sponsored by the school. If parents do not have an insurance policy, the school policy will fully cover the claim. All claims should be made through the school office.

Vision & Hearing Screening

Certified volunteers/teachers will conduct screenings in the early fall for all students. Further information will be sent home prior to the screening service being scheduled at the school. Parents will be notified if the screening reveals an issue requiring a doctor's checkup.

Parking & Transportation

The following sections outline expected use of facility parking and student transportation.

Parking

We are a small campus and parking is limited. Drop-off and pick-up is a time sensitive to logistics. Please do not block the drive at any time. It is a safety hazard (this is a fire lane) and will interrupt the consistent flow of traffic.

Please do not park in handicapped parking spaces without a handicap permit.

When you pick up your child from extended care, please park in the parking lot and go into Room 3 (or playground) to collect your child and his/her belongings. If you happen to come when the teachers are loading cars after class, please do not ask them to go get your child for you. Their responsibility is for the children in their classes only. An older sibling may be sent to bring children in from extended care if you have added them to the approved guardian list.

Technology

As a modern-day institution, St. Philip's acknowledges the benefits as well as the dangers of technology. We believe that it is important to educate our students in responsible use of technology. St. Philip's also seeks to lead by example and use technology in ways that grow the school and our abilities as educators and administrators.

School Website & Social Media

St. Philip's Episcopal School manages digital platforms such as a website and social media pages (currently only Facebook). In order to visually communicate the specialness and beauty of our academic community, St. Philip's may post photos of students engaged in social, classroom and other school activities. St. Philip's will never post the name of a child, however the taking and use of such photos for promotional purposes is a public right. To acknowledge the school's right and responsible use of student images, please refer to the agreement at the end of this handbook.

Electronics Policy

Cell phones and other electronics (e.g. iPads, kindles, Apple Watches) are not permitted at any time for students. Students should be focused on school, learning and socializing with their peers during school hours and on school campus. Parents who need to contact their child during school hours should call the school office. Students will not be pulled out of class for phone calls unless approved by the Head of School.

Consequences for violating the electronics policy:

- First violation: Warning is issued and the device is confiscated by the Teacher and held by the Head of School until the end of the day. The item will not be released until a parent picks it up from the Head of School directly.
- Subsequent violations: Device is confiscated by the Teacher and held by the Head of School. Item will not be released until a fee of \$25 is paid.

Miscellaneous

The following are miscellaneous policies and information for your knowledge and observance.

Toys

Children are not permitted to bring toys to school. Special items for show and tell (such as books or souvenirs) should be clearly marked with your child's name so that they can be returned at the end of the day. Individual classroom policies will be distributed by your child's teacher.

Lost & Found

Lost & found is located in the school office. Coats, sweaters, raincoats, hats & lunch boxes should be marked with your child's name so that your items do not end up in lost & found. At the end of each school year, lost & found items will either be donated or sold in the school summer cleaning sale.

Holidays

Halloween, Christmas, Valentine's Day, and Easter are special party days at St. Philip's Episcopal School. Parent volunteers are encouraged on these days to assist your child's teacher with classroom parties.

Birthdays

Students are allowed to bring light refreshments to share with their class for birthdays. Such events should, however, be kept simple and should be observed at the designated class snack time.

Birthday party invitations may be distributed at school only if the entire class is invited. Gifts should not be sent for birthdays at school during class time.

School Pictures

Individual school pictures are taken in the fall and delivered in time for Christmas. Class pictures are taken in the early spring. Students are expected to wear their dress uniforms for both individual and class pictures.

School Supplies

Families are expected to purchase school supplies for their student(s) prior to the start of the school year. The list is updated by teachers every year. Typically around the end of July/beginning of August, the school office will publish the upcoming year's list on the school website and Facebook page, as well as making paper copies available at Beeville's local Walmart and HEB stores.

Parent Teacher Organization (PTO)

All parents and teachers are members of St. Philip's Episcopal School PTO. The purpose of the group is to support the school by assisting with fundraising, extracurricular activities, scholarship funds, and the purchase of items the school may not be able to afford in the current budget. A copy of the PTO bylaws is available upon request at the school office. The PTO will meet every 3rd Tuesday of the month. The group offers parenting education and serves as a sounding board for ideas and suggestions.

Parent Volunteers

Parents are encouraged and expected to help the school in as many ways as possible. This first and foremost creates a sense of community and togetherness as a school family. Secondly, parent volunteers add to the rich array of skills & interests the school has available as a resource.

Some ways parents can volunteer include:

- Chaperone field trips
- Western Week Float committee
- Annual Auction committee
- Extracurricular activities
- Front office assistance
- Pick-up and drop-off meet & greet
- Fundraisers
- Classroom assistance, teacher's aides or tutoring

Because of volunteers, we are able to offer more individualized and smaller group attention to our students. A volunteer sign-up sheet will be distributed at the beginning of the school year (Meet-the-Teacher Night). We are reliant on active parent volunteers to help the school where needed, and therefore require that all enrolled families contribute volunteer hours to the school. **A \$75.00 charge will be billed to any family at the end of the year if no (0) volunteer hours have been met.**

Development

As a private school, St. Philip's Episcopal School is dependent on tuition, fundraising & development, grants and charitable donations to support the school budget and available scholarships.

Annual Auction

Every year, St. Philip's Episcopal School hosts the Annual Auction – an evening's enjoyment of drinks, dinner, entertainment, and auctioning of both silent and live donated gifts. Led by the Head of School, a volunteer committee puts on the event as the school's primary fundraiser for the annual operating budget. In years past, the auction has fundraised as much as \$93,000 toward the school budget.

If you are interested in joining the volunteer committee or you would like to donate an item for this year's Annual Auction, please contact the Head of School.

Donations

Individuals may earmark donations to St. Philip's Episcopal School at any time. It is very common, especially among members of St. Philip's Episcopal Church, former students, faculty and school families to designate St. Philip's Episcopal School as a recipient for birthday, anniversary or funeral donations.

School Contacts

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