

**Saints Philip and James School
721 E. Lincoln Highway
Exton, PA 19341
(610) 363-6530
e-mail: shelen@sspj.net**

STUDENT-PARENT HANDBOOK

**This handbook contains policies and procedures followed
by the School. When changes are
necessary, parents will be notified.**

**STUDENTS AND PARENTS MUST ACCEPT AND
ABIDE BY THE SCHOOL'S POLICIES AND
PROCEDURES IN ORDER FOR THE STUDENT TO
ATTEND THE SCHOOL.**

(Revised June 30, 2014)

ADMINISTRATION

**Sr. Helen Thomas McCann, IHM
Principal**

**Reverend Joseph C. Dieckhaus
Pastor**

**IMPORTANT TELEPHONE
NUMBERS**

School: 610-363-6530

Fax: 610-363-6495

MISSION STATEMENT

Saints Philip and James Parish Elementary School exists to provide the opportunity for all children of the parish to receive a vibrant Catholic education in an environment which manifests the love of God and mutual respect for all as His creatures. Strong collaboration among the administration, parents, and faculty is a hallmark of this school. As a school community, we aim to empower the students to develop fully their intellectual and social skills as they deepen their moral and spiritual awareness of being children of God.

We believe that:

- **Students should be helped to a personal relationship with Jesus through prayer and sacrament, and, in the spirit of Jesus, manifest this by responding generously to the many societal needs of the times;**
- **Students, as the future moral leaders of the world, are called to recognize and develop the gifts God has given each of them;**
- **Teachers create a safe and loving atmosphere in which students recognize and value each other's diverse gifts;**
- **Teachers recognize and teach to the various learning styles of their students and encourage the students to develop their unique talents, thus empowering them to become life-long learners;**
- **Parents are the primary educators of their children's faith; we work in collaboration with them, and**
- **Together, we are called to bring about the glory of God by responding to the Jesus present in each person.**

ACADEMIC POLICIES

The school encourages all students to reach their fullest potential through the academic program. Each student is responsible for the satisfactory completion of projects, class work and homework in a timely manner. A variety of assessment tools are used to measure progress of the students.

a. **Preparation for Class**

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will ultimately affect the student’s effort grade on the report card. The teacher assesses daily performance of students. Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade. All students are encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or draw or scribble on copybooks.

b. **Class Participation**

Students are expected to:

- give attention and respect to the teacher at all times
- show respect and concern for other students by a willingness to share and to take turns
- participate actively in class by responding to questions presented and following the directions of the teacher

c. **Homework**

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects. Parents are expected to see that homework is completed. A written note of explanation is needed when an assignment cannot be completed.

The following allotments have been suggested for homework, which includes both written and study assignments:

Grades 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	90 minutes
Grades 7 and 8	120 minutes

In the event of absence or suspension, all homework and missed assignments are to be made up within **one week** of the absence. It is the student’s responsibility to find out what he/she missed while ill or absent. The student should ask to take any quizzes or tests that were missed. Teachers should not be expected to approach students in this regard. In the case of dental, medical or optical appointments, the same responsibility as described above must be assumed by the student.

If a student is absent, parents may call the main office for homework before 11:00a.m. Student work may be picked up at the main office between 3:00p.m. and 3:30p.m. Some teachers post assignments on their personal websites.

d. **Progress Reports**

Progress reports are sent home to parents of all students mid-way through each Trimester. Learning not only cultivates intellectual skills, but also responsibility for one's actions. For this reason any of the following may affect a child's grade.

- Carelessness or incomplete homework
- Lack of industry on the student's part
- Poor attitude; lack of self-control
- Failure to listen to and follow directions
- Lack of responsibility in handing work in on time or failure to return a test paper signed by parent/guardian
- Absence work not made up after a reasonable amount of time
- Class work completed carelessly
- Doing homework in class
- Tests Unsatisfactory
- Failure to study

e. **Report cards**

Report cards are issued three times a year to students in Grades 1 through 8. A Progress Report is issued in Kindergarten and Pre-school. The report card documents the student's progress over a period of time.

f. **Promotion or Retention**

Student progress is monitored throughout the school year. Parent conferences are required in the first Trimester. During the second Trimester, the teacher will contact the parents/guardians if a student continues to experience difficulty, to discuss the possibility of retention and support services. By the end of May, the teacher(s) will schedule a follow-up meeting with the parents/guardians. If retention is indicated, the parents/guardians will receive an official notification, which must be signed and returned to the school administration.

Students in grades 5-8 who fail a major subject on the final report card must be tutored for twenty (20) hours or attend summer school and present a written confirmation of this before the beginning of class in September. A failure in three major subjects will result in dismissal. Promotion or retention is at the discretion of the administration in consultation with the teacher and the parents.

g. **Policy for Placement in Classes after Promotion**

Following the preparation of final grades, the following criteria is applied, as the administration and faculty deliberate on class placement for the upcoming year: **Academic average; Gender distribution; Social relationships.** This is to insure a class of heterogeneous ability, gender balance and harmonious interpersonal relationships.

h. **Honor Roll - Grades 5 - 8**

Distinguished Honors:

95 or above in each subject;
“4” or “3” in Personal & Social Growth and Effort & Study Skills;
“4” or “3” in Technology, Music, Art, Physical Education and World Language.

First Honors:

General Average of 95 or above with **ALL** marks 90 or above;
“4” or “3” in Personal & Social Growth and Effort & Study Skills;
“4” or “3” in Technology, Music, Art, Physical Education and World Language.

Second Honors:

General Average of 90 or above with **ALL** marks 85 or above;
“4” or “3” in Personal & Social Growth and Effort & Study Skills;
“4” or “3” in Technology, Music, Art, Physical Education and World Language.

Extra Effort:

Five (5) point increase in General Average with **ALL** marks 75 or above;
“4” or “3” in Personal & Social Growth, Effort & Study Skills, Technology, Music, Art, Physical Education and World Language.

i. **CYO**

The privilege of participating in the Parish CYO Sports Program is open to children in the parish who meet the criteria and pay the fees. Participants must abide by the regulations set forth by the Athletic Association to remain in the program. The regulations are available to parents at the time of registration.

j. **Standardized Testing**

The Terra Nova Test is administered each year to students in Grades K, 1, 2, 3, 4, 5, 6, and 7. The results are communicated to parents and are utilized by the school for curriculum planning.

k. **Test Grades**

Written tests are sent home to parents for review.

l. **Closing Exercises**

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible to participate in closing exercises, if all financial obligations have been met. The Administration and the eighth grade teachers determine procedures for closing exercises. This may include the presentation of awards.

Participation in closing exercises is a privilege, not a right. The School has the right to deny any student from participating in closing exercises if, in the view of the School, the student's conduct or academic record indicate that the privilege should not be extended.

m. **Transcripts**

Transcripts of student's marks are issued only following the first Trimester. Parents are encouraged to photo copy a student's report card in the event that a transcript is necessary after the first Trimester.

ADMISSIONS

The School admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. The School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

The School endeavors to accommodate students with special needs, as resources and capabilities reasonably permit. The School reserves the right to decline admission or impose reasonable conditions for attendance when necessary. Students transferring from a Public School are accepted on a probationary status for the first six weeks.

The School follows the local public school district's age requirements for admission. In the case of children coming from different public school districts, the School administration determines the admission date. A student who has reached his/her fifth birthday **before September 1** is eligible for Kindergarten. A student who has reached his/her sixth birthday **before September 1** is eligible for first grade. Children must be fully toilet-trained. The necessary forms and certificates for admission are:

- a. Birth Certificate
- b. Baptismal certificate (unless the child was Baptized at SS. Philip & James)
- c. A certificate of immunization that must be updated and available for registration.

REGISTRATION GUIDELINES

Families are accepted into the School in the following preferential order:

- a. Active Parish families with children currently enrolled in the school.
- b. Other families (non-parishioner) with children currently registered in the school.
- c. Families new to the school
 - (1) Students transferring from other Catholic schools
 - (2) Families new to the school residing in the parish
- d. Families residing out of our parish
 - (1) Catholic students coming from a parish without a school
 - (2) Catholic students coming from a parish that has closed its school enrollment
 - (3) Catholic students coming from another parish school for other reasons
 - (4) Non-Catholic students

Registration

Registration for pre-kindergarten students and other students new to the school takes place in February. This registration is only for new students. Registration information is communicated through School Reach and the parish bulletin. There is a non-refundable fee due at the time of registration. Registration fees are published with tuition costs.

Re-Registration

Families registered in the school are required to re-register annually. Re-registration information for the following year is forwarded to each family in February.

All financial obligations, including tuition, fees and the Sunday Contribution requirement must be fulfilled before re-registration can be finalized.

ADMISSION OF NON-CATHOLICS

This school serves a variety of purposes, including the academic, social and physical development of the students. However, the primary purpose of the school is religious. We exist for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community of Faith. Our school offers a complete Catholic religious education program and makes every effort to develop the Faith in all the students so that they may live a full Christian life as practicing Catholics.

Non-Catholic students may be admitted to the school under the following conditions:

- a. The permission of the Pastor is obtained.
- b. Adequate facilities and space are available, without denying the admission of eligible Catholic students.
- c. The parents/guardians agree in writing to permit their child(ren) to attend Religion classes and Religious functions that are offered as part of the school program.
- d. The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of the school.
- e. The parents/guardians agree in writing to assume responsibility for all financial obligations.

ASSEMBLIES

The primary purpose of school assemblies is educational. The Home and School Association provides funds for assemblies regularly. Respect, courtesy and gratitude are expected for the students at assemblies.

ATTENDANCE

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania.

- a. **Absences** - The policies regarding this area are as follows:

A student who has been absent from school, even for one day, is required to present a written note to his homeroom teacher. A doctor's certificate may be required for absence of an extended nature (five (5) days).

If a child is going to be absent or arrive late at school, parents are required to call the school before 8:00a.m. Please leave a message on voice mail. The number to call to report absences or lateness is listed at the front of the handbook.

Any child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension.

In order to arrange for assignments of children who are absent due to illness, kindly call the school office by 11:00a.m. This work may be picked up by the parent at the school office between 3:00p.m. and 3:30p.m. It is the responsibility of the student to complete work and tests that have been missed due to absence.

The principal will question frequent absence from school.

b. **General Supervision of School Grounds**

The School grounds are supervised during school hours, from arrival time until dismissal time, when school is in session. There will be general supervision in connection with school-sponsored activities, such as extracurricular events. The School has no responsibility for students or parents/guardians on the premises during unsupervised times. The members of the CYO leadership are responsible for students during CYO activities.

c. **Arrivals**

A child must come directly to the schoolyard between 7:50a.m. and 8:10a.m. In the case of inclement weather, a child may go directly inside to a designated, supervised area. **Parents are asked not to leave a child at school before 7:50a.m. The school bell rings at 8:10am. If a student arrives after 8:10am, they are considered LATE.**

d. **Dismissals**

Children are dismissed from classrooms by their teachers at 2:55p.m. No child may leave the building prior to dismissal without the Principal's permission.

e. **Early Dismissal - Individual Students**

No child will be excused early except in cases of emergency. To request an early dismissal, please send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the school office. The parent or guardian must report to the school office first and sign the "Visitor's Book," in order to have the child released from school. If it is necessary to change a child's mode of transportation, please call the office **before 2:30p.m.** There is no guarantee that the child will receive this message if you call any later than this. **No child will be called to the office after 2:30p.m.** If you come at this time, please go directly to the car line pick-up.

Students may **not** leave early at the conclusion of school events and activities that take place during the school day (e.g. Class Parties, Mother's Day Tea, Daddy Day, etc.).

f. **Emergency Closings**

If for any reason it is necessary to close Saints Philip and James School, the announcement will be made over the radio, television and placed on our Web site, www.school.sspj.net. When West Chester School District is closed, Saints Philip and James School is also closed.

School closings are announced on **KYW 1060**. Our school number on KYW is # **910**. School closings will also be announced on the television on **KYW, channel 3**. **School Reach e-mails and phone calls will also be used.**

g. **Emergency Contact Forms**

The School requires the parents/guardians of each student to complete an emergency contact form provided by the School. It is important that the information on this form is accurate and updated so that the School can contact the parents/guardians in the event of an emergency. **This emergency form must be sent to the school office the first week school is in session.**

h. **Lateness**

If a student arrives after the 8:10am bell, they are considered **late** for school. A student who arrives late for school must:

- * report to the receptionist for an admission slip. Parents **may not walk** children to the classroom.
- * present a note to the teacher from his/her parent explaining the reason for the lateness
- * present the admission slip to the teacher in the class

Consistent unexcused lateness will be considered parental neglect, which may be reported to the local school district for further investigation. Lateness, of course, impacts a perfect attendance record and constitutes a serious infraction of school regulations.

Students may not enter the building before school, during lunch hour, or after school without the permission of the teacher on duty in the school yard. Students are supervised from 7:50a.m. until the last bus leaves around 3:15p.m. Students may never remain at school unattended for an “early” sports activity.

i. **Vacation Policy**

Prior to planning vacation trips, it is suggested that parents be aware of the school calendar. In the event of a family trip during school time, the student will when returning to class, present a note from their parent and will receive make-up work for the day(s) covering the absence. Make-up work must be given to the teacher within one week of returning to class. It is the responsibility of the student to request make-up work, on the first day that he/she returns to class. **Please do NOT request make-up work for your child prior to his/her absence. It is against school policy to assign make-up work early.**

j. **Birthday Celebrations**

No balloons. Non-food treats only due to allergies.

BOOKS AND MATERIALS

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered, with the exception of copybooks. **All covers must be neat and clean and free from inappropriate material.** Books, copybooks, and materials are to be properly identified with a child’s name, school, address, and room number. Please put the student’s name on ALL items brought to school for easier identification when lost (e.g. pencil cases, lunch bags, items of clothing).

The student and parents/guardians must pay for all lost or damaged books. A charge will be made at the rate at which the School purchased the books. Parents are welcome to visit the lost and found containers located in the cafeteria and gym.

Students are expected to take care of their personal belongings, including books and clothing. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage is considered vandalism and will be punished accordingly.

CARES PROGRAM (CHILDREN ARE RECEIVING EXTENDED SERVICES)

Before school CARES Program is available for students beginning at 7:00am.

After school child care is available for children in grades PK - 6. These services are available from 3:00p.m. until 6:00p.m. There is a fee for these services. There is a one-time fee, due at the time of registration, for the use of this program.

CELLULAR TELEPHONES/PAGERS/HANDHELD ELECTRONIC GAMES

Cell phones, beepers, pagers, handheld electronic games, personal CD players, and other items that, in the view of the School, may be distracting or disruptive to the learning environment, are not permitted in the School. **Cellular phones MUST be kept in school bags for after school hours only.**

The School assumes no responsibility for the loss or damage to any of these items.

COMMUNICATIONS/STUDENT RECORDS/RELEASE OF STUDENTS

a. **Legal Custody Issues**

Parents are expected to inform school personnel when legal custody of the child(ren) resides with one parent. It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters. Children whose parents have joint custody should arrange to have copies of school communications for both parents.

b. **Conferences**

Parent-teacher Conferences are scheduled once a year for Grades K to 8. Arrangements for parent-teacher conferences at other times can be made by phone or e-mail to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, parents should feel free to invite a member of the school administration to sit in on the conference - the teacher, the principal, or the pastor.

Teachers may NOT be interrupted during the school day: lunches, messages, forgotten books, etc. should be left at the office with the child's name and room number. Messages can be left on a teacher's voice mail. Teachers may use e-mail as a means of communication with parents.

c. **Family Communication**

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communication include this handbook, the monthly newsletter, and other flyers that will be sent home via School Reach. **Please keep your e-mail address current.**

d. **Student Records**

Unless a court or custody agreement specifies otherwise, each parent/ guardian with legal custody is entitled to access all school records of the child. Without a subpoena or court order, school records of the child(ren) may be disclosed only upon written consent of the parent/guardian with legal custody.

e. **Release of a Child**

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/ guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

COMPUTERS—ACCEPTABLE USE POLICY

PURPOSE

Technology is a valuable and real world educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside school** use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

GOAL

The school's goal is to prepare its members for life in a digital global community. To this end, the school will:

- integrate technology with curriculum to enhance teaching and learning
- encourage critical thinking, communication, collaboration and problem solving skills
- facilitate evaluation and synthesis of information
- encourage ethical practices and provide education for internet safety and digital citizenship
- provide a variety of technology based tools and related technology skills

RESPONSIBILITIES OF USER

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In The Archdiocese of Philadelphia we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's self.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people
- **Protect One's self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

TECHNOLOGY USE GUIDELINES

Educational Purpose/ Appropriate Use: School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, **except for educational purposes** under teacher supervision.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

Communications: Electronic and/or Digital communications with students should be conducted for **educationally appropriate purposes** and employ only **school** sanctioned means of communication. The **school** sanctioned communications methods include:

- Teacher school web page
- Teacher school email
- Teacher school phone number
- Teacher created, educationally focused networking sites

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

Electronic and Mobile Devices, Cell phones:

Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administrator of the school. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

Examples of Unacceptable Uses - Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

Reporting: Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights: The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of Technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add to this policy at any time without notice.

Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, YouTube and MySpace. Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

'Friending' of current students by teachers is forbidden on a **teacher's personal social networking site**. Personal posts' must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Policy Violations

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

Student Access Contract

Use of the School’s computer resources requires that the student and his/her parents/guardians sign the following Student Access Contract:

(This is just a sample of the contract. You will be sent a copy for your signature the first week of school.)

I understand that when I am using the Internet or any other computer/telecommunication device, I must adhere to all rules of courtesy, etiquette and laws regarding the copying or use of information as prescribed by either Federal, State or local laws, the Archdiocese of Philadelphia or SS. Philip and James School.

My signature below and that of my parents/guardians means that I agree to follow the guidelines of this *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*.

Student name (print): _____

Student signature: _____ Date: _____

Parents and Guardians: We ask that you review this policy with your child and sign this Student Access Contract. You will not receive a new contract each school year. This contract will remain in effect while your child is a student at SS. Philip and James School unless you, as parent/guardian, request otherwise. The policy will be reviewed with the students at the beginning of each school year.

I hereby release SS. Philip and James School, SS. Philip and James parish and Archdiocese of Philadelphia, its personnel and all other institutions with which they may be affiliated, from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*. I will emphasize to my child the importance of following the rules for personal safety.

As the parent or guardian of this student, I have read the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia* for SS. Philip and James School. I hereby give my permission for my child to use the Internet and will not hold SS. Philip and James School or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian signature: _____ Date: _____

CURRICULUM

The goal of our curriculum is to provide learning situations by which children might grow and develop their potential spiritual, mental and social values. The Archdiocesan Guidelines determine the content of the curriculum. The Guidelines outline the specific skills to be mastered in the major subject areas: Religion, Mathematics, Language Arts, Science, and Social Studies. Preschool through grade 8 follow these guidelines.

Instruction in Art, Music, Physical Education, Computer and Library Science enhances the basic curriculum. The Archdiocese provides guidelines that give direction to these disciplines. An English Language Arts program including reading, writing, grammar, vocabulary, spelling, thinking, listening and speaking is recommended by the Archdiocese. Portfolio assessment is utilized for reporting ELA progress.

The school is a member of the Archdiocesan Math Honors Program in grades 5-8. **Students are invited to join this program only if they meet the Archdiocesan criteria.**

MATH HONORS PROGRAM CRITERIA FOR ADMISSION

Consistent scores of 90 or above in Math Composite Score for Standardized Testing. (National Percentiles used.)

Consistent scores of 85 or above in the Reading Comprehension test of the Standardized Testing.

Evidence of above average performances on Mathematics Level Mastery Tests (Diocesan Level Testing). Students admitted from other programs/schools should be tested using back copies of the level tests. "Above average performance" is interpreted as a score of 85 or above.

Consistent grades of 90 or above in Mathematics on the report card.

Cognitive Skills Index falling in the Range of 125 in the Terra Nova Test (or 125 or above in other testing used to indicate ability).

This criteria is not arbitrary. Students not meeting these criteria are not to be admitted to the program without approval.

DISCIPLINE

Discipline Code

We believe that discipline is fundamental to life. It is the foundation of an authentic spiritual life as well as the framework for a good society. It is based on the justice that recognizes legitimate authority, an authority that comes from God. The purpose of the code is to support three *goods* for the school community:

Respect

Responsibility

Safety

All members of the school community are expected to keep these characteristics in the environment by fidelity to their daily practice. This applies to everything within the school day, to school-sponsored activities and to other events that reflect the philosophy of the school.

Failure to uphold the code leads to a broad range of consequences that can ultimately lead to dismissal from the school. Behaviors that are contrary to church teaching or moral standards, even when they do not occur at school, are subject to consequences agreed upon by the School Administration. Families are expected to support the school in its effort to safeguard the privacy and confidentiality as it applies to student disciplinary action.

Behavior Expectations for Students

- * show respect for all members of the school community
- * follow school regulations
- * refrain from crude or obscene language
- * adhere to the school dress code
- * avoid chewing gum at school at all times
- * tell the truth
- * promote inclusion of others
- * report all “bullying” promptly
- * request the aid of peer mediators or adults in settling disputes
- * keep iPods, electronic devices and games *safe* at home
- * keep cell phones off and in book bags in the closet during the school day

Harassment

The School follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual Harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

Sexual Harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student. A complete copy of the policy is maintained by the Principal and is available upon request.

Violent/Threatening/Harassing and Inappropriate Conduct

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. Unacceptable conduct – either by a **student or a parent/guardian** - includes, but is not limited to, the following:

- disrespectful behavior of any kind toward or about any staff member, student, volunteer or parent
- insubordination
- fighting
- bomb scares or triggering other false alarms, including dialing 911
- cheating or plagiarism
- use or possession of drugs or alcohol
- smoking
- stealing
- intimidation, harassment or threats of any kind
- possession of any weapon

These categories do not cover every possible situation. The administration will determine the consequences for the above behaviors.

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

The following is not an all-inclusive list of conduct that violates the Discipline Code. These infractions will be reported to parents and may result in detention.

- a. **Not prepared for class** – not having proper supplies or books for class repeatedly. Demerit will be issued after the first warning.
- b. **Improper behavior** – including, but not limited to disturbances in class/ playground/lunchroom; *i.e.* note passing, slamming books, unnecessary noises, talking to oneself or others, throwing food, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process.
- c. **Cheating/Plagiarism** – the taking or giving of schoolwork that is not one’s own – or if the teacher has probable cause to suspect such an action.
- d. **Disrespect** – any improper attitude displayed towards any teacher, staff member, volunteer parent, and administrator or fellow student.
- e. **Abusive language** – any inappropriate language used on school premises.
- f. **Forgery** – any school paper or handing in any paper signed by anyone other than a parent or guardian or handing in a paper written by someone else.
- g. **Invading the privacy of another’s desk** – teacher or student.
- h. **Gum chewing/eating in class** – gum is not permitted on campus, including the school/church/parking lot; snacks may be eaten only at the designated time.
- i. **Dress code violation** – any infraction of the uniform dress code.
- j. **Damaging any school, church or personal property.**
- k. **Failure to return a signed conduct sheet** – conduct sheets must be returned signed each week.
- l. **Unsigned test papers/mark sheets** – tests and mark sheets must be returned signed.
- m. **Out of bounds** – any student who is in the wrong place at the wrong time.
- n. **Other** – any other behavior that warrants attention not specified on the above list.

Serious Infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a bus, or at school-sponsored functions.

Examples of Serious Infractions include the following:

- a. **Truancy** – unexcused absences.
- b. **Violent behavior** – any fighting or behavior that causes physical injury.
- c. **Blatant disrespect for authority** – to any adult in the building.
- d. **Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on bus.**
- e. **Irreverence.**
- f. **Vandalism** – destruction or defacing of parish or school property.
- g. **Profane/obscene language or gestures, or engaging in immoral conduct.**
- h. **Possession of any item which may present a danger to others in school or out.**
- i. **Cutting class.**
- j. **Leaving campus without permission from a school authority.**

Procedure for Violations of the Discipline Code

Parents/guardians **must** be informed about conduct on a weekly basis.

Parents/guardians are expected to respond to the conduct report and support the consequences given by the teacher/administration.

Suspensions

Just, appropriate disciplinary policies are essential educational processes, which include procedures, which are more remedial than punitive, yet include the necessary provisions that protect the common good of the school community.

Suspension may lead to dismissal. The Principal will inform the parents/ guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

Procedures for student suspensions

- a. Infractions of a serious nature, as determined by the School.
- b. Parents/Guardians of the student will be informed in writing of the suspension as soon as possible.
- c. Suspensions will be implemented [in-School or out of School], at the discretion of the Principal.
- d. Following suspension, parents/guardians will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied.
- e. Parents/Guardians and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- f. Where possible, a student will be referred to a counselor or a teacher for counseling.
- g. Signed agreement of parents/guardians and a written report of the suspension will be filed in the student's record.
- h. Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records only will be made available to authorized school personnel and parents.

Dismissal

- a. After two (2) formal suspensions, a student may be dismissed.
- b. Students who are dismissed may apply for readmission after one full year. The School will determine whether re-admittance is appropriate.
- c. In certain instances the infraction may warrant immediate dismissal. The School reserves the right to dismiss any student at any time where the School considers the conduct of the student or parent/guardian to be inconsistent with School policy, the good of the School community or Catholic teachings.
- d. Parents/Guardians of the student will be informed in writing of the dismissal as soon as possible.

DRESS CODE

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child looks and feels good about himself/ herself, he/she acts and works accordingly.

Any student not in compliance with the dress code will receive a demerit.

Personal appearance that constitutes a distraction is not permitted. Final approval/ disapproval is at the discretion of the Principal.

Preschool:

Students wear SS. Philip & James Gym attire.

Boys (Grades K-8): Winter Uniform (November 1 to April 30) (Please note change in date.)

Navy blue dress trousers and belt (color and style to match those purchased from Flynn & O'Hara Co. No elastic at ankles.)

Black or Navy Blue socks. (Socks must be several inches above the ankle. Sport socks are unacceptable.)

White button-down Oxford dress shirt

Striped School Tie (purchased at Flynn & O'Hara) (*Kindergarten boys do NOT wear ties. They may wear a turtleneck w/logo OR the white short sleeve Polo shirt w/logo and a sweater.*)

Navy blue vest or sweater (with school logo)

Monogrammed turtleneck (must be purchased from Flynn & O'Hara Co. and worn with the vest or sweater). Boys do not have to wear a tie, if they are wearing the turtleneck.

Summer Uniform (option) – (September to October 31; May 1 to June) (Please note change in date.)

Monogrammed white knit short sleeved shirt and navy blue shorts (purchased ONLY from Flynn & O'Hara).

Black or Navy Blue socks. (Socks must be several inches above the ankle. Sport socks are unacceptable.)

Girls (Grades K-5): Winter Uniform (November 1 to April 30) (Please note change in date.)

Plaid jumper

White blouse (peter pan collar)

Navy blue knee socks or navy blue leotards (**Sport socks are unacceptable.**)

Navy blue vest or sweater with school logo (optional)

Monogrammed turtleneck may be worn with the jumper. (These must be purchased from Flynn and O'Hara Co.)

Summer Uniform (option) – (September to October 31; May 1 to June) (Please note change in date.)

Monogrammed white knit short sleeved shirt and navy blue walking shorts or skort (purchased ONLY from Flynn & O'Hara Co.).

Girls (Grades 6-8): Winter Uniform (November 1 to April 30) (Please note change in date.)

Plaid skirt (**just above the knee with waistband visible**)

White oxford cloth blouse

Navy blue knee socks or leotards (**Sport socks are unacceptable.**)

Navy blue vest or sweater with school logo

Monogrammed turtleneck may be worn with the vest. (Must be purchased from Flynn & O'Hara Co.)

Summer Uniform (option) – (September to October 31; May 1 to June) (Please note change in date.)

Monogrammed white knit short sleeved shirt and navy blue walking shorts or skort (purchased ONLY from Flynn & O'Hara Co.).

Shoes:

Only regulation school shoes may be worn.
Ankle high, boot type shoes or clogs are unacceptable.
Sneakers are worn for gym day only.

Gym Attire:

Hunter green mesh shorts

Gold and green school tee shirt

Sneakers

White socks (**short sport socks are NOT acceptable. Socks must be several inches above the ankle.**)

Hunter green sweat pants and sweat shirt are worn as part of the winter uniform.

The gym uniform replaces the traditional school uniform and must be worn on gym day. The gym uniform is worn for the entire day.

a. **Hair Styles/Grooming**

Student's hair is to be neat and clean, and groomed conservatively. No extreme styles. Students are expected to come to school clean. Boy's hair is to be **above** the shirt collar.

b. **Jewelry**

Although jewelry is not a part of the school uniform, post earrings of a small and conservative style are permitted to be worn by the girls (**one** earring only in each ear). Boys are not permitted to wear earrings. Bracelets, both ankle and wrist, pins and buttons are not a part of the school uniform. This includes all rope, yarn and beaded neck, wrist and ankle bands. A religious medal or cross on a chain is permitted.

c. **Out of Uniform**

If at any time during the year an exception in uniform is necessary, a note of explanation **must** be sent to the child's teacher who will forward it to the principal. This note should indicate the expected date by which the uniform will be complete.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are sponsored for the enrichment and enjoyment of our students. The following programs are available:

ART & ESSAY CONTESTS	NEWSPAPER	PEER MEDIATORS
CHOIR	SCIENCE EXPLORERS	ALTAR SERVERS
CYO SPORTS	SPELLING BEES	BAND
DRAMA CLUB	STUDENT COUNCIL	FORENSICS
FORENSICS	YEARBOOK	MATH COUNTS

FIELD TRIPS/CLASS TRIPS

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of the children. There will be no overnight field trips or activities that the School believes to be a risk. Each student’s parents/guardians must provide written permission for each trip in order for the student to participate. A field trip parent consent form provided by the school must be signed by the parents/ guardians and the student.

A class trip is a privilege. Teachers plan the trips with learning objectives in mind. It is school policy that students may **not** go home after a class trip. It is a school day, therefore they must stay until dismissal time.

If a parent/guardian does not wish a child to attend the trip for a **serious** reason, he/she should notify the School.

PHYSICAL EDUCATION

Physical Education classes are held weekly. Every student is expected to show good sportsmanship in gym. Any student displaying conduct that could bring about harm to himself/herself or another or which reflects poor sportsmanship will be dealt with in a manner considered appropriate by the instructor and/or the Principal.

For information regarding the gym uniform, please see Gym Attire, under “Dress Code.”

INJURIES / ACTIVITIES RESTRICTIONS

If the student/parent requires a non-medical exclusion from participation in gym class, a parent note will be required for each excused class.

If your child needs to be restricted from gym for a medical reason, the Health Office requires a note from a physician. If an injury has been sustained, that requires crutches, a cast, splinting or any other supportive device, please have your child report to the Health Office upon his/her return to school.

The physician's note presented to the Health Office should contain the following information:

1. The diagnosis.
2. A description of student's limitations or a description of the activities for which the student may participate.
3. The expected duration of the student's limitations.

If a child is restricted from gym classes, they will also be restricted from recess and extra-curricular activities.

When the injury has completely healed, a second physician's note is required, stating that the child is cleared to fully participate in gym/sports and recess.

HEALTH AND WELLNESS

a. Medical Records

The Commonwealth of Pennsylvania has mandated that all children entering the Kindergarten or First Grade present documented proof that the following immunizations have been received:

Diphtheria, 4 doses Toxoid - one on or after the fourth birthday
Tetanus, 4 doses Toxoid - one on or after the fourth birthday
Polio, 3 doses (4th dose recommended)
Measles, 2 doses of vaccine
Rubella, 1 dose of vaccine
Mumps, 2 doses of vaccine
Varicella (chickenpox), two doses of vaccine **OR** history of Chickenpox disease
Hepatitis B, 3 doses of vaccine (properly spaced)

After the basic series of three Oral Polio Vaccine, Diphtheria and Tetanus, boosters are due between four and six years of age. This should be followed by a Diphtheria-Tetanus booster between 14 and 16 years of age with a subsequent booster every ten years. Please inform the school nurse, in writing, when boosters are given. Other immunizations may be required.

Each child is required to have a Tuberculin test after the 1st birthday **OR** physician/parent is to complete a Tuberculin Risk Evaluation upon school entry. The State does not require Pertussis, Haemophilus influenza B (HIB) or Smallpox vaccination but parents should check with physician for current practices.

Children attending 7th grade need the following:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if 5 years has elapsed since last tetanus immunization)
- 1 dose of meningococcal conjugate vaccine (MCV)

a. **Excuses from Physicians**

Pupils must present a Permission-to-Return to School form **from** a physician when their absence falls under any of the three conditions listed below:

1. Following measles or any contagious disease
2. Following five (5) or more days of illness
3. If a child wishes to attend school with a rash or similar condition

c. **Nurse**

A school nurse is present in the Health Suite Monday through Friday. A registered nurse is provided by the public school district according to the school's enrollment, on days selected by the public school district. Because of its commitment to the well-being of your children, the parish employs a nurse when the public school district does not.

All students are screened yearly under the State-mandated program. The nurse is responsible for checking the height, weight, and vision of every child and hearing on students in grades K-3-7 and for making referral to parents when problems are found. The sixth and seventh grade students are also screened for scoliosis. Sixth graders should be done at the time of their required physical. The nurse maintains all health records. (Care given in the school is limited to first aid for accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital.)

Student physical examinations are required within one year of entry into school and the sixth grade. A dental hygienist provided by the public school district will perform oral evaluations on students in grades K, 2, 4 and 6. The Crest dental program will be presented to grade 1.

If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student. Please be sure that we have up-to-date phone numbers on file in case of an emergency during the school day involving your child.

d. **Accident/Illness At School**

Accidents or unusual illness occurring at school are reported immediately to the principal or main office personnel. When a student becomes ill or meets with an accident, the parent/guardian is contacted. If the parent/ guardian cannot be reached, the emergency contact will be called.

No medicine of any kind, including aspirin, may be given to the student. Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury.

If a student must go to the Emergency Room due to an accident at school, that student must bring in a copy of the Emergency Room diagnosis sheet upon return to school. (This is needed for our accident report and for insurance purposes.)

e. **Medications**

It is generally recommended that medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, it **must** be taken by the student in the presence of the nurse. Parents/guardians are required to sign the medication authorization form, which is available from the School, if the student must take medication at the School.

Prescription and non-prescription (over the counter) medications must be in the original container with a note from the parent, and for prescription Rx, a **signed**, not stamped, note from the **physician**. The note must include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. It is not recommended that students carry a full prescription bottle to be taken back and forth daily.

Students requiring medications must report to the nurse. No medications should be placed in lunch boxes or school bags for students to self-administer. **All medications must be taken in the nurse's office.** Exceptions: Epi pens/Inhalers **ONLY** when the physician and parent notes, specifically stating they can be carried by the student, are on file with the School Nurse.

WELLNESS

The Archdiocese Wellness Policy was released September of 2006. With the help of the Health Council, policies that promote nutrition education and regular physical activity will be implemented over the next several years.

HOME AND SCHOOL ASSOCIATION

All parents are members of the Home and School Association and should pay the annual dues. The goals of the Association are:

- to promote opportunities for families to socialize together
- to provide education on relevant topics for parents
- to raise funds to support the school's programs and broaden its effectiveness

INVOLVEMENT OF PARENTS/GUARDIANS

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society.

Active cooperation of parents and guardians is expected and required as follows:

Sending their child to school physically fit, clean, and properly dressed and fed.

Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the School in matters of activities, recreation, academics and discipline.

Discovering their child's special interests and talents so that they may be developed to the fullest.

Sending a written explanation each time their child is absent from school.

Setting a good example by personally refraining from any activity that would violate School policy, Catholic teachings or the law.

Consistent financial support of the parish that subsidizes the cost of education.

Taking an active role in the Parent Association.

The failure of a parent/guardian to take seriously his/her responsibilities in this area is grounds for action by the School, including dismissal of the student.

LIBRARY

The school library is staffed by a librarian and is available to the students during the school day. Books may be taken out once a week. A fine will be levied on overdue books. Damage or loss of books will result in the parent/guardian being responsible for the replacement cost of the book. Appropriate conduct is expected at all times in the library.

LUNCH AND SNACKS

Public and Private schools throughout the United States have adopted policies that promote healthy eating and regular exercise.

Students in Pre-Kindergarten to Grade 8 stay for lunch during the school year. The forty-minute lunch period is divided into twenty minutes for lunch and twenty minutes for play.

Please include at least two napkins in your child's lunch box. This is most appreciated as a means of helping with the clean up at the end of each lunch period. Students are expected to clean their places after eating, pick up papers, dispose of them in the trash containers, and walk to the playground area when dismissed. Respect and courtesy are to be shown to the parents who supervise and assist during this time.

The lunch menu will be posted monthly.

Food or beverages may never be taken out of the cafeteria to the recess yard.

SAFETY

a. Fire Drills

Fire drills are conducted on a monthly basis. The students are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter.

b. Regulations

The following regulations have been established to insure the safety of our students, parents and visitors:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.
- No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors for morning and lunch recess.
- All visitors must report to the school office.

No one may go to a classroom unless they have clearance from the Office.

Students are NOT permitted to transport cash or checks from school to home. If you are collecting money for any reason, the envelopes should be marked with your name on them c/o the school office. The office will hold these envelopes in the safe for you. You may then pick up the envelopes at your convenience.

SMOKING

The school is a smoke-free environment. Violations will result in suspension from school and school-related activities until a conference can be arranged with the parents and the principal.

STATIONERY

At the end of each school year, students will receive a list of all materials and supplies required for the upcoming year. A stationery sale will be held in school the week before school begins.

Ordinarily, during the school year, stationery is sold once a week.

TELEPHONE - SCHOOL OFFICE

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with the permission of the Principal. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans. Please do not request that a child phone home during or after school for any reason.

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be given to the school secretary when necessary, and they will be given to the appropriate teacher.

Students are not permitted to use cell phones while school is in session without the expressed permission of the administration.

TRANSFER OF STUDENTS

If a student is transferring to another school, parents are requested to arrange a meeting with the principal to obtain the official transfer form and also to sign a permission form for release of records. Records are not forwarded to another school until this form has been signed by a parent. Release of records is dependent upon the fulfillment of all financial obligations including tuition, fees and the Sunday Contribution requirement. School records will be forwarded to the child's new school upon request from that school.

Every change of address, phone number, or family name must be reported to the principal as soon as possible. Up-to-date records are needed in case of an emergency.

TRANSPORTATION

In the beginning of the school year, parents/guardians are asked how their child(ren) will arrive at and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day. Transportation changes will not be made over the phone.

a. Bus

Children who ride the school bus are expected to behave in a safe and orderly manner at all times. Failure to do so will result in their being denied the privilege of riding the bus. Children must ride the bus both morning and afternoon as assigned to them by the school district. Bus riders are not permitted to change their mode of transportation unless the parents send a note to the homeroom teacher and the principal asking permission for this exception.

Children may only ride buses within the school district in which they live. This may only be done with a note from parents giving their permission to ride a different district bus. The note should be given to the homeroom teacher and sent to the main office for approval by the principal. No child may ride a different bus without this approved note. **No child will be given permission to ride a bus outside his/her own bus district.**

Please do not request permission, written or verbal, from the principal for a student who is a non-rider to take the bus to any location on a given day. The school is not in a position to grant such a request. If you wish to pursue such a change, you may call the transportation office of the local public school district. The telephone numbers for the various transportation offices are:

West Chester	484-266-1040
Downingtown	610-269-8460
Great Valley	610-889-2133
Owen J. Roberts	610-469-5187
Coatesville	610-466-2418
Phoenixville	484-927-5026

Disrespect, disorderly conduct, screaming, standing, changing seats, eating or chewing gum on the bus is forbidden.

b. Car Pick-up

Parents who pick up students must park their cars in the assigned area. **Parents must enter the School Cafeteria to pick up their child.** Running is prohibited. Teachers will oversee car pick-up procedures daily.

TUITION

Our school provides quality Catholic education through the efforts of our parish priests, faculty, staff, Home and School Association, volunteers, parish community, and most of all, through the many sacrifices made by the parents/guardians of the children enrolled here.

Tuition is determined in the Spring for the following school year. A Technology Fee is collected for every child enrolled in the school. This fee contributes to the maintenance of our technology program. The School may impose fees for other items, such as extracurricular activities, field trips, books, technology fees and registration. This information is communicated to the school parents/guardians through School Reach.

Tuition for Parish school families contains two components: the family tuition and the parish scholarship. The tuition billed for a Parish school family does not fully cover the expenses to staff and maintain the school. In order to promote the benefits and values of a Catholic education, Saints Philip and James provides Parish school families with a significant parish scholarship which pays for the school expenses that are not covered by tuition alone.

Members of our Parish are offered family discounts for their second, third or fourth child as well as a generous parish scholarship. In order to qualify for the family discount and parish scholarship, Parish school families are required to contribute a minimum of \$20 every Sunday through the use of their church envelopes or through an auto debit program that is available for Sunday contributions.

The tuition rate schedule is available on our website at www.sspj.net.

If a Parish school family chooses not to participate with the Sunday contribution requirement, they will not be eligible for the family discount and parish scholarship and their tuition will be based on the Non-Participating Parish family rate which covers the full school costs per student.

Fulfillment of Sunday contribution requirements are reviewed on a routine basis and must be satisfied as part of the re-registration process and release of records protocols.

For your convenience, we offer two options for tuition payments:

- (2) Tuition can be paid on an annual basis by September 1st
- (3) Families may enroll in the tuition auto payment plan (SSPJ TAPP). SSPJ TAPP offers payment frequencies on a monthly, quarterly or semi-annual basis to accommodate the budgets and calendars of Parish school families.

AUXILIARY SERVICES

STATE FUNDED PROGRAMS

Chester County Intermediate Unit – Non-Public School Services Division:

The Intermediate Unit runs our largest state-funded program, Act 89, which provides remedial reading, remedial math, guidance and counseling services, speech, and psychological services to a non-public school student in Chester County. These services are provided to all students who have a need in any of these areas.

Acts 90 and 195:

Textbooks, workbooks and qualified instructional materials are available to the parents and students through these acts of the PA Commonwealth.

Act 372:

Provides bus transportation to student residents of the Commonwealth of PA. The public school district in which the students reside is responsible for busing.

FEDERALLY FUNDED PROGRAMS

Title VI:

An annual allocation of federal funds providing library books, instructional materials and equipment to supplement the curriculum.