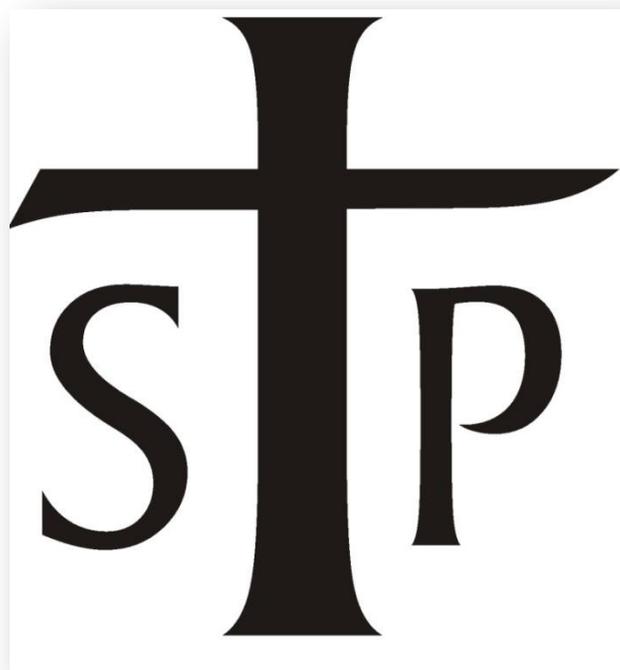


**ST. PHILIP
CATHOLIC SCHOOL
HANDBOOK**

2018 - 2019



**3420 St. Philip Road South
Mt. Vernon, IN 47620
(812) 985-2447**



ST. PHILIP CATHOLIC SCHOOL HANDBOOK

TABLE OF CONTENTS

ORGANIZATION OVERVIEW

| | |
|---|----|
| FOREWORD | 5 |
| MISSION STATEMENT | 5 |
| PHILOSOPHY | 5 |
| SCHOOL ORGANIZATION | 5 |
| RELIGIOUS EDUCATION | 6 |
| EDUCATION POLICY (Preschool - Grade 12) | 6 |
| ADMISSION POLICY..... | 7 |
| NON-DISCRIMINATION POLICY | 10 |

PROCEDURES AND RULES

| | |
|------------------------------------|----|
| ARRIVAL AND DISMISSAL | 10 |
| BEHAVIOR PHILOSOPHY | 12 |
| BEHAVIOR PROGRAM..... | 12 |
| BULLYING STATEMENT | 13 |
| PLAYGROUND RULES..... | 14 |
| GENERAL SCHOOL RULES..... | 14 |
| BEHAVIOR PROGRAM PROCEDURES..... | 17 |
| SECLUSION AND RESTRAINT | 18 |
| COMMUNICATION AND GRIEVANCES..... | 18 |
| CRISIS/CONFRONTATION POLICY..... | 19 |
| DRESS CODE | 20 |
| NON-CUSTODIAL PARENT..... | 22 |
| SEARCHES..... | 22 |
| SEXUAL HARASSMENT BY STUDENTS..... | 23 |
| TELEPHONE/MESSAGES | 23 |
| VISITORS / VOLUNTEERS | 23 |

ACADEMIC PROGRAM

| | |
|-----------------------|----|
| ACCREDITATION | 24 |
| CURRICULUM..... | 24 |
| GRADING | 24 |
| HOMEWORK..... | 26 |
| LIBRARY | 27 |
| MOVIES..... | 27 |
| RETENTION..... | 27 |
| SPECIAL SERVICES..... | 27 |
| TESTING | 28 |

EXTRA-CURRICULAR ACTIVITIES POLICY

OTHER INFORMATION

| | |
|----------------|----|
| INSURANCE..... | 29 |
| ASBESTOS | 29 |



| | |
|---|----|
| BUS TRANSPORTATION | 29 |
| FIELD TRIPS | 30 |
| HEALTH CARE AND EMERGENCY MEDICAL INFORMATION | 30 |
| ORAL MEDICATION..... | 31 |
| PARENT TEACHER ORGANIZATION (PTO) | 32 |
| SCHOOL LUNCH PROGRAM..... | 32 |
| SCHOOL PEST CONTROL POLICY..... | 34 |
| INDOOR AIR QUALITY | 34 |
| WEATHER RELATED INFORMATION | 34 |
| WELLNESS POLICY | 35 |
| RIGHT TO AMEND HANDBOOK | 35 |
| CODE OF CHRISTIAN CONDUCT | 36 |



ST. PHILIP CATHOLIC SCHOOL HANDBOOK

2018 - 2019

Dear Parents and Students,

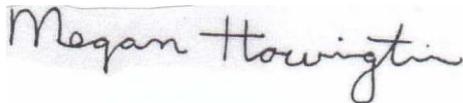
Welcome to St. Philip Catholic School! In choosing St. Philip Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Philip Catholic School for the 2018-19 school year. Please read this document carefully and sign the Parent / Student Signature form. This agreement states that you intend to abide by the policies of St. Philip Catholic School during the 2018-2019 school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Blessings,



Megan Howington
Principal



Fr. Claude Burns
Pastor



ORGANIZATION OVERVIEW

FOREWORD

This handbook has been prepared as a means of helping all to understand the policies at St. Philip Catholic School. The study of this handbook is intended to provide a mutual understanding among parents, teachers, and students resulting in improved cooperation. Keep this handbook as your child progresses through St. Philip Catholic School. The school and principal retain the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

MISSION STATEMENT

The mission of St. Philip Catholic School is to empower students to attain their full potential as faith-filled Catholics and knowledgeable students who will become responsible stewards of our world.

PHILOSOPHY

St. Philip Catholic School is a part of the teaching mission of St. Philip Parish. Recognizing the parents as primary educators of their children, the pastor, principal, teachers, staff, and parents work cooperatively to guide the children in the teachings of Jesus, specifically in the areas of message, community service, peace and justice. This is the mission of His Son, Jesus.

Acknowledging that each child is an individual, St. Philip Catholic School concerns itself with the development of the total child: physical, spiritual, moral, intellectual, emotional, social, and aesthetic. A highly qualified professional staff shares talents and skills in order to provide a sound program for the students. A variety of methods, materials, and equipment are used to prepare the students to deal successfully with their own immediate and long-range needs.

This development includes learning Catholic doctrine, values, and attitudes which will prepare our children to live Christian and moral lives in a secular world. St. Philip Catholic School directs each student toward the realization of his/her full potential and the development of his/her relationship to God, self, family, and neighbor.

SCHOOL ORGANIZATION

St. Philip Catholic School consists of pre-school through grade eight. Grades 5-8 follow a departmentalized schedule. Grades K-4 consists of self-contained classrooms. A pre-school program is available for three year olds. Four and five year olds are eligible for a pre-kindergarten program. PreK-8 teachers are licensed by the State of Indiana.



RELIGIOUS EDUCATION

The religion program at St. Philip Catholic School is central to the school's curriculum. As stated in our philosophy, our goal is to lead students to a fuller Christian lifestyle. In addition to the instructional program, the school provides assistance in the sacramental preparation of First Reconciliation and First Holy Communion and the opportunity to attend liturgies, prayer services, and penance services.

It is our belief that without regular weekend worship, the effectiveness of the religious education program is greatly diminished. Therefore, families are urged to worship together on weekends.

Religious education goes beyond the mere addition of religion classes. It attempts to create an atmosphere: a community in which personal beliefs and values are transferred and become the basis for living.

School Mascot: Cougars

School Colors: Green & White

EDUCATION POLICY (Preschool - Grade 12)

It is the goal of St. Philip Parish to provide the opportunity for Preschool- Grade 12 Catholic education for all "active" families. Each family that meets the requirements of the policy will have the option to send their children to St. Philip Catholic School or one of the Evansville Catholic High Schools per tuition schedule.

Guidelines for Active Families:

1. To worship with the parish community on a regular basis.
2. To contribute to the financial support of our parish through the weekly collection. The goal we are striving for is to be a proportionate-giving parish.
3. To be a part of the life of the parish by participating in parish activities such as the summer social, parish organizations and other fundraising projects. This includes a willingness of the parish members to share their time and talent.

Guidelines for New Members:

1. If a family joins the parish and moves within the parish boundary, they will receive full benefits of the Education Policy immediately.
2. If a family joins the parish, has moved but not within the parish boundary, the parish will pay any high school assessment for the family by signing off as the family's parish.



3. If a family joins the parish, but has not moved, the family must go through a 2 year probationary period before receiving any benefits of the Education Policy.

ADMISSION POLICY

Eligibility for Attendance: St. Philip Catholic School follows the State of Indiana's guidelines on school admission. At the present time, students must be five by August 1st to enter kindergarten that fall. Parents/Guardians may appeal to the principal of St. Philip Catholic School for early enrollment into kindergarten. Academic screening by the kindergarten teacher, a statement of readiness for kindergarten from the child's pre-school teacher, and an interview with the parents/guardians will be required for the appeal to be considered. Proof of age must be verified by a birth certificate. All students entering St. Philip Catholic School for the first time or entering grade 6 must have a physical examination & immunizations.

A screening program for children registering for kindergarten is held in May. Students will be conditionally accepted into kindergarten with full acceptance contingent on displayed readiness on the kindergarten readiness test.

The purpose of the screening program is:

1. To give parents and school personnel an insight into the child's pre-academic skills.
2. To provide an opportunity for discussion regarding readiness level required in the kindergarten environment.
3. To help provide the best possible educational program for the child's development.

The screening includes questions in language development and auditory and visual discrimination skills.

K-8 Enrollment Process: St. Philip Catholic School offers general education classes for grades K-8.

It shall be the policy of St. Philip Catholic School to maintain class sizes suitable to the grade level, type of class work offered, and the type of children being instructed in a given class. Consideration also shall be given to other relevant factors such as physical limitations of a specific classroom.



At the time of registration, all new students seeking admission to St. Philip Catholic School are evaluated on the following required documentation:

- *Attendance Records
- *Behavioral / Discipline Records
- *Health / Physicals / Immunization Records
- *Birth Certificate
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP (if applicable)

These will be reviewed to determine whether the program at St. Philip Catholic School will meet the educational needs of the students. An interview with the student and/or parent is part of the admission process.

In the spring of each year every class will be evaluated for the coming school year. A decision as to whether a class should be split or an assistant should be assigned will be determined at the direction of the teacher, administrator, the School Board, and the pastor.

In an effort to provide the best possible education for all students, it is the goal of St. Philip Catholic School to support the following guidelines in relation to class size.

- ◆ Grades K-8 not to exceed 25 students ◆

Because resources (both space and staff) are limited, it is understood that these are goals and not absolute limits. In the event the number of eligible students exceeds the class limits, the following priorities have been established for admission:

1. Registered, participating and contributing member of St. Philip Parish with a child currently enrolled in school.*
2. Registered, participating and contributing member of St. Philip Parish with a Catholic child not currently in school. (The length of time as a parish member will be a factor in 1 and 2.)
3. Families who desire to become members of St. Philip parish at the same time they wish to enroll their child(ren) in school will be considered on a case-by- case basis. Priority given to families living within parish boundaries. (According to K-12 Education Policy of Parish)
4. School staff member employed by St. Philip with a Catholic child.
5. Catholic non-parish member.
6. Non-Catholic with a child currently enrolled in school with tuition payments up to date.
7. Non-Catholic families.



A participating parish family is one who:

1. Attends weekend liturgy at St. Philip Catholic Church.
2. Volunteers time and talent at various school and parish activities.
3. Contributes to the financial support of the parish. Everyone is encouraged to tithe above the tuition amount, of his or her income, to meet our parish budget.

The St. Philip Finance Committee establishes the following rates yearly:

1. Registration fee
2. Materials fee
3. Non-Catholic tuition
4. Parishioner and non-parishioner rates.

Pre-School & Pre-K Enrollment Process: Applications for parish and non-parish enrollments will be accepted beginning in early January, but non-parish enrollments will not be finalized until mid-February for any available spots not filled by parish families. Please see the K-12 Education Policy section for additional process requirements.

Transfer Student Enrollment Process: When the school principal receives an application for enrollment of a possible transfer student from another school to St. Philip Catholic School, an application form including Pre-enrollment Records Release form must be provided to the student's parent(s) or guardian(s). The parents should provide access to all academic, attendance, behavioral/discipline and health records directly to the principal of St. Philip Catholic School. The transferring student's application and records from the prior school will then be reviewed by the principal.

No students requesting transfer to St. Philip Catholic School will be approved except upon review by the principal. The principal will not consider any application of a transferring student for enrollment without the complete application package including all records from the transferring student's prior school. The parent(s) and/or guardian(s) of the transferring student must provide all waivers or authorizations required by the prior school for release of the student's records. Under no circumstances will the student's confidentiality rights be violated.

Homeschooled Students: Students transferring from non-accredited/home schools will be required to take tests from the previous grade and/or meet other performance requirements to determine appropriate grade placement.



All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Philip Catholic School.

NON-DISCRIMINATION POLICY

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

PROCEDURES AND RULES

ARRIVAL AND DISMISSAL

*****All drivers should enter the drive by the CEMETERY south of the church and leave by the PRESCHOOL for both arrival and dismissal – this is a one way drive.***

DROP-OFF: Parents bringing students to school should arrive between 7:00 and 7:20 and should drop students off at the gym door. NO STUDENT SHOULD ARRIVE BEFORE 7:00am. THE SCHOOL IS NOT RESPONSIBLE FOR STUDENTS BEFORE THIS TIME. No student should be dropped off at any other door unless a child has detention or special arrangements have been made with a teacher. Students will go to their homerooms from the gym at 7:20 am. Prayer and announcements will begin at 7:30am.

PICK-UP: Normal car dismissal is 2:30 p.m. Parents picking up students at the end of the day should join the two lines forming on the driveway. **Parents should not park across St. Philip Road in the church parking lot to avoid the car line. Students will not be dismissed in that manner.**

If St. Philip Catholic School is in a lock down situation, during severe inclement weather warning at dismissal time, student dismissal may be delayed until an all clear signal has been given. After the all clear signal, students will be released as they normally are released at the end of the day.

If a parent requests to take his/her child/children before the all clear signal, he/she will be required to sign their child out in the school office. Students will only be released to a parent/guardian or those individuals listed on the emergency procedure card before the all clear signal is given. Please make sure to list anyone your child(ren) is/are allowed to ride home with on the emergency card.



ATTENDANCE – ABSENCES – TARDINESS

Consistent attendance at school is necessary for a student's educational success. A student needs to arrive at school on time and ready for school work.

The homeroom bell rings at 7:20 am. Any student not in his/her homeroom by 7:30 will be considered tardy. Three tardies in a nine-week period will result in a detention, although 1-2 tardies combined with other infractions could also result in a detention. A student may serve up to two detentions in a grading period for tardiness.

Excused Tardies: The only excused tardies are illnesses and doctor's appointments. Doctor's notes are required upon returning to school for long-term illnesses and doctor's appointments.

Excessive tardies will be reported to the Diocesan Attendance Officer and/or Child Protective Services, as well as noted on a child's permanent record card.

If a student is absent, the parent must call the school office by 9:00 a.m. Absences will be counted as either excused or unexcused. An absence is considered excused if a student is attending a funeral or has a doctor's note. All other absences, including those called in by parents, will be considered unexcused. Arrangements regarding homework are to be made at the time the parent calls school.

NOTE: *It is important to notify the School Secretary on all attendance related communication, not just the student's homeroom teacher. Failure to do so will cause delays in locating students for appointments or inaccurate recording of attendance (i.e., present, tardy, absent, excused or unexcused.)*

When a student is ill, he/she should remain at home for his/her welfare and that of the other students. A student must remain fever and vomit free for 24 hours before returning. When a student is absent from school because of illness, he/she **SHALL NOT** attend after school events or extra-curricular activities.

If a student is to leave class during regular school hours, a written notice should be sent to the teacher, who in turn sends it to the office where it is kept on file for the school year. Students will be called to the office when an adult arrives to pick them up to leave.

Students will not be sent home for an illness or accident without first notifying the parent, guardian, or someone listed on the emergency card. It is vital that you keep your emergency information up to date.



When a student arrives at or after 10:00am because of an appointment or other personal reasons, the student is counted a half-day absent. Students leaving at or before 12:00pm and not returning will also be counted a half-day absent. Students arriving at school after the 7:30 a.m. bell are considered tardy unless they are riding a bus which has not yet arrived. Those students, with the exception of late-bus students, must check in at the school office and be given a Hall Pass to be handed to the teacher of the current class the student is attending.

Elective absences (i.e., vacations, non-St. Philip sporting events, etc.) are strongly discouraged. Extended absences are detrimental for students in academic progress and grades. Written notice is preferred to be received at the school at least two weeks in advance of an elective absence. **STUDENTS are responsible for requesting and collecting all homework assignments for the duration of the elective absence. Assignments will be given to students on their last day of attendance before the elective absence and are due on the date of return to school. Tests missed due to vacations must be made up by the second day of return to school.**

If tests or assignments are given while a student attends a medical or dental appointment, the student is responsible for making up the work by the next day. **Arrangements must be made by the student with the teacher prior to the absence.**

Excused vs. Unexcused Absences – Student absences will count as unexcused absences unless the student has a doctor's note signed by a licensed physician. Students may not have more than 9 unexcused absences in one semester. A letter from the state of Indiana explaining the truancy laws and consequences may be sent to the family after 8 absences. Other consequences, such as violations or detentions, may also result.

BEHAVIOR PHILOSOPHY

We, the teachers and staff of St. Philip Catholic School, expect all students to behave appropriately. We believe that each student is a unique human being and will be accepted. We make a commitment to zero tolerance for bullying and displays of disrespect to any of God's creations.

BEHAVIOR PROGRAM

In order to guarantee that all of the students experience the excellent learning climate they deserve, St. Philip uses the following Behavior Plan:

We expect St. Philip students to:

1. Act in a Christian manner.
2. Follow directions.



3. Respect others' space, belongings, and feelings.
4. Do his/her own work.
5. Use school equipment properly.
6. Be prompt for class after each class exchange.
7. Show appropriate behavior in church, on the playground, and in the hallways.
8. Conform to the St. Philip Dress Code.
9. Do not participate in bullying or any form of disrespect toward others.

All students receive specific behavior guidelines on the first day of school. The teachers will provide parents with specific rules and procedures.

BULLYING STATEMENT

A person is bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he/she has difficulty defending him/herself. There are three major components, (1) it is aggressive behavior that involves unwanted, negative actions; (2) bullying typically involves a pattern of behavior repeated over time; and (3) it involves an imbalance of power or strength.

Bullying can take many forms, such as physical hitting, verbal taunts, spreading false rumors, intentional social exclusion, and sending nasty messages on a cell phone or over the Internet.

Bullying may constitute grounds for violations, detentions, suspensions, or expulsion. Students, staff, and parents are expected to report bullying to the principal or social worker.

When bullying is reported, the principal and social worker reserve the right to question all involved parties and report findings to parents. All attempts will be made not to pull students from valuable instruction time in order to resolve these issues. The full policy can be found in the principal's office.

Our school embraces the following as school rules against bullying:

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



PLAYGROUND RULES

1. Be kind and considerate of one another.
2. Do not play in the roads.
3. "Safety first" on the playground equipment.
4. No tackling.
5. Share playground equipment and playground space.
6. Use only language that is becoming of a Christian.
7. Move quickly and walk quietly into the building when recess ends.
8. Look before crossing roads.
9. Follow all other rules established by teachers and enforced by playground supervisors.

GENERAL SCHOOL RULES

Students are not to bring toys or games from home without special permission from the teacher. Any toy from home may be taken by a teacher or staff member and kept until the end of the school day. For repeat offenders, the confiscated item may be kept until the end of the school year unless picked up by a parent.

Electronic Items: iPods, iPads, cameras, Apple watches, cell phones, laser pointers, computer games, head sets, radios, and any other electronic devices are generally NOT permitted and may be confiscated by teachers and staff. These items will be returned to parents only.

Teachers may choose to have students bring iPods, iPhones, or iPads for school projects. In the event a teacher plans to do this, he/she will inform parents ahead of time and the devices will be allowed during that class period only.

E-readers: Students are allowed to have electronic reading devices at school that are used exclusively for reading such as a Kindle or Nook as long as it is being used for educational purposes only, the classroom teacher allows the device and it is not causing a disruption to the learning environment. Students who choose to bring and/or use personal reading devices to school, do so at their own risk; St. Philip Catholic School will not assume any responsibility if these items are lost, stolen, damaged or corrupted. In no situation are students required to bring personal technology devices to school. Please be sure to label your child's name on the device.

Students who choose not to follow these expectations are subject to the following violations:

1. Issued Effort or Conduct Points (Discipline Record)
2. Detention
3. School Suspension
4. Expulsion

Violation: Minor infraction – If a student chooses not to follow school rules, he or she will be receive a Discipline Record that is issued and recorded on Sycamore. Parents will be notified via Pass-a-Note (to receive an email notification of the Pass-a-Note, settings will need to be changed in Sycamore by the account holder.) Accumulating six (6) effort and/or conduct points warrants a detention.

Missed assignments and morning tardies will be recorded but will count as follow:

- Tardies to school (K-8) count as two (2) points
- Missed assignments (K-4) count as one (1) point
- Missed assignments (5-8) count as two (2) points

Examples of additional minor infractions that will warrant points:

- Disruptive behavior of a minor nature in the classroom, playground, cafeteria, gym, church, missed assignments, chronic tardies, out of uniform, hallway, bathroom, etc.

Detention: Serious infraction – Detentions will be issued when a student accumulates six (6) effort and/or conduct points. They can also be given for serious infractions, resulting in an automatic six (6) points. Parents are notified via Pass-a-Note from Sycamore when the detention is expected to be served.

The student will serve detention on the Friday morning after the detention was issued unless otherwise noted by the principal. He or she will arrive no later than 6:50 and the detention will last until 7:20. If the student is 5 or more minutes late the detention will be reissued and served again the following school day.

Examples of additional serious infractions that will warrant points:

- Non-compliance with school rules: school crossing, arrival and dismissal, emergency procedure, recess, classroom.
- Non-compliance with detention procedure: behavior during detention, unsigned detention.
- Unprepared for class on consistent basis.
- Cheating.
- Disrespect toward school personnel, students, playground supervisor and visitors.
- Obscene or vulgar language, signs or gestures spoken or written.
- Going off school grounds during school hours without permission.
- Serious roughness, fighting, throwing rocks, snowballs, or dangerous objects.
- Theft, defacement, spitting, destruction or loss of other's property (restitution is to be made).

- Bullying or actions showing disrespect toward others.
- An accumulation of six (6) effort and/or conduct points.

Suspension: Extreme infraction – Parents are notified of a suspension form or letter and may involve one to five days in or out of school during investigation and additional days suspension determined by the principal in conference with the teacher, parent or guardian depending on the severity of the infraction. During this time, work must be completed as assigned by all teachers in an effort to keep students from falling behind. Credit for school work will be based upon the principal's discretion.

Examples of additional extreme infractions that will warrant suspension:

- Using violence, force, noise, coercion, threats (real or in jest), intimidation, or other comparable conduct and thereby interfering with school purposes.
 - Damaging or stealing school property.
 - Damaging or stealing the property of another.
 - Threatening (real or in jest) or intimidating any student for the purpose of obtaining money or anything else of value.
 - Doing harm to a fellow student.
 - Threatening or doing physical harm to a school employee.
 - Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
 - Knowingly possessing, handling, or transmitting any object that might be considered a weapon.
 - Engaging in any unlawful activity that interferes with the school process.
 - Insubordinate conduct.
 - Violation of school attendance policies.
 - Significant or repeated acts of bullying or disrespect toward others.
- **Expulsion:** Permanent dismissal of a student from the school for a disciplinary reason. Due to the gravity of the consequences of expulsion, it is essential that the principal consult with the Pastor and the Catholic Schools Office prior to the initiation of the expulsion process. The expulsion of a student from the Catholic school is such a serious penalty that it should be invoked rarely, and then only as a last resort. The principal should use every means available to discover the cause of the problems and should exhaust all appropriate remedies.

Examples of additional extreme infractions that will warrant expulsion:

- Using violence, force, noise, coercion, threat, intimidation or other comparable conduct and thereby interfering with school purposes.
- Sexual harassment.
- Damaging or stealing of school property.
- Damaging or stealing another's property.
- Doing harm to a fellow student or school employee.
- Threatening or intimidating any student for the purpose of obtaining money or a valuable item.
- Knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
- Knowingly possessing, handling, or transmitting any object that can be considered a weapon.
- Engaging in any other inappropriate conduct that interferes with the school process.
- Other extreme behavior that interferes with school purposes.
- Extreme acts of bullying or disrespect toward others that compromise the Christian environment of St. Philip Catholic School.

BEHAVIOR PROGRAM PROCEDURES

- Discipline Records will be created and maintained in Sycamore by homeroom teachers. When the student accumulates their sixth point, the homeroom teacher will issue a detention. Each classroom teacher will record his/her own missed assignments. Discipline Records for accumulated missed assignments will be issued by the classroom teacher.
- When a student receives a violation or detention, the parents will be notified by Pass-a-Note.
- Violation points are accumulated for one quarter.
- When a student receives a detention for accumulated violation points, the student "starts over" in the accumulation process. At the beginning of each quarter, the students begin with a "clean slate."
- Violations can be issued by all teachers and staff in the school. Detentions are issued by the principal.
- Students will serve 30 minutes of detention, supervised by a teacher, on the assigned day noted on the detention record.
- Students who receive 15 detentions in a school year may be expelled.
- A parent-teacher-principal conference will be required when a student receives his/her 5th detention, and then scheduled as needed.

- School suspensions will be considered as the equivalent of 3 detentions per day suspended.
- When a student has received 15 detentions, special circumstances must be provided to avoid expulsion.
- Students found in possession of illegal drugs, alcohol, weapons, or tobacco products may be suspended from school for the remainder of the school year. Although St. Philip Catholic
- School intends to use sequential discipline (violations, detention, suspension, and expulsion); the school reserves the right to use detention, suspension or expulsion as a first action depending on the severity of the student's behavior.

SECLUSION AND RESTRAINT

St. Philip Catholic School believes in a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the Principal's office.

COMMUNICATION AND GRIEVANCES

Communication is vital. Many problems can be avoided if lines of communication are followed. If a parent has a concern, the parent should discuss the concern first with the teacher. If the concern is not resolved, the principal should be contacted. If, at this time, the concern is not resolved, the School Board and finally the pastor are the proper channels to follow.

Please be mindful of the Christian Code of Conduct policy when communicating concerns with the staff and school families

CRISIS/CONFRONTATION POLICY

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities, therefore, must often make judgments which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either have occurred, are underway, or may occur absent intervention:

- A. A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
- B. A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may, or would present a risk of physical harm to any person or persons, whether or not on school property;
- C. A student has voluntarily participated in or assisted in any conduct which, although not itself illegal, encourages, invites or entices, by word or example, any other person to engage in conduct that violates the law or that violates the Code of Christian Conduct;
- D. A student has knowingly possessed, used, transmitted or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;
- E. A student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
- F. A student knows, but fails to disclose to school authorities, that another student either:
 - (i) has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
 - (ii) has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a

student or parent to comply with such requirements, conditions and/ or restrictions shall be grounds for the immediate expulsion of the student.

DRESS CODE

The purpose of the school uniform is to promote neatness, discipline, a sense of school identity, and to provide an atmosphere of learning that is free from emphasis on clothing.

The enforcement of the dress code is a joint responsibility of parents, students, teachers and administrator. Parents must see that children leave the house properly attired. Teachers and the administrator must see that students follow the uniform policy.

Failure to follow the uniform policy will result in violations and detentions. On certain occasions, the student will not be permitted to attend class until the dress code infraction is corrected.

Since this handbook cannot make provisions for the continual changing of fads in dress, **the school administration reserves the right to decide what is acceptable and appropriate.**

GENERAL DRESS CODE RULES:

1. Hair should be kept clean and properly styled.
2. Boys' hair may not touch the collar in the back, should not be over the eyes, and should not be below the ears on the side.
3. Hairstyles bordering on the extreme (multiple colors, braids, beads, shaved, Mohawk, etc.) will not be permitted. Administration reserves the right to determine what is extreme.
4. Solid color means all one color on the entire item. No contrasting color or stripes on body, sleeves, or collar.
5. All parts of the uniform are to be neat, clean, and fit appropriately.
6. Neither coats nor sweatshirts are to be worn in the classroom.
7. Label all clothing with the child's name.
8. A plain t-shirt may be worn under Polos or turtlenecks.
9. Dress code is to be followed at all times during the school day.

Make-Up and Jewelry: No make-up is allowed. When a student arrives with make-up, teachers may ask her to remove it. Girls are allowed to wear fingernail polish but it must not be distracting. Girls' jewelry is limited to appropriate small pierced earrings (post type, no hoops) in lower ear, rings, religious necklaces and watches. Boys' jewelry is limited to rings, religious necklaces and watches. No earrings for boys.

Pants and Shorts: The uniform pants and shorts are navy blue or tan khaki. No jeans, corduroy or sports pants with pockets on the outside may be worn. Pants must have belt loops and a belt must be worn at all times, even if a fleece is worn (simple belts with buckles only – nothing overly decorative). No cargo, carpenter, lycra material, or low cut pants are allowed. Shorts may be worn with or without cuffs. Shorts should be an appropriate length and a final decision is at the principal's discretion. Very short shorts are not appropriate and will not be acceptable.

Shirts/Blouses: Solid colors of red, white and navy blue are allowed. Shirts and/or blouses must have a collar, may be either long or short sleeved and be made of appropriate fabric. No sheer material or tight fitting tops are acceptable. Only the top button of the buttoned shirt may be unbuttoned. Shirts must be tucked in. **NO TRANSFERS OR LETTERING OF ANY KIND IS ACCEPTABLE.** Turtlenecks or mock turtlenecks may be worn. Turtlenecks must be in white, red or navy blue. Plain undershirts may be worn under acceptable uniform shirts. Long-sleeved t-shirts should not be worn under short-sleeved polo shirts.

Shoes: For students in grades K-3, shoes must be athletic. No sandals of any type may be worn unless a temporary medical reason exists. No crocs, boots, moccasins, slippers, etc. will be allowed. For students in grades 4-8, tennis shoes are suggested. No sandals, crocs, boots, or slippers will be allowed.

Sweaters: Solid white, red, navy blue cardigans or pullovers may be worn. Uniform shirts must always be worn under the sweater.

Sweat-Shirts: Jackets and sweatshirts may be worn outside and to and from church but not during mass nor during class time. Students will be expected to keep those items at their seats during mass and in their lockers or on their coat hangers during the school day.

Black Fleece: The black fleece and black track jacket purchased through the spirit sale will be allowed in the classroom and at church. **No other black sweatshirt, fleeces, or jackets will be permitted.**

Socks: Socks or tights must be worn and visible.

Alternate Dress: Free or alternate dress will be scheduled on the first school Monday of each month. If there is a school Mass on that day, free dress will be on the next available day without a school Mass. Dress will still need to be appropriate in style and length for school. Socks and shoes must be worn and must meet the dress code. Appropriate boots may be worn on these days.

Leggings and Jeggings: May be worn but must not be overly tight. Longer tops **MUST** be worn with these items.

Administration reserves the right to decide if pants are too tight and should be changed.

Spirit Dress: St. Philip Catholic School Spirit Day is scheduled for the third school Monday of each month unless otherwise noted. Only St. Philip School shirts or solid green or white shirts may be worn since this is a spirit day to honor our school. Only uniform shorts, uniform pants or jeans may be worn with spirit shirts. Jean shorts and capris may be worn but cannot be cut-offs or frayed.

Students may NOT wear the following: Shirts with inappropriate wording or pictures, sleeveless shirts, girl's cut-out shoulder shirts, tank tops, muscle shirts, short-shorts, pants, shorts, jeans or jean shorts with holes in them, and torsos must not be exposed.

Ink Markings: Students may not have any visible printed ink markings or drawings on their skin.

NON-CUSTODIAL PARENT

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. It is also the responsibility of the custodial parent to provide the court order if someone is banned from picking up a child from the school. If you require that records and other information be mailed to one or both parents, an annual \$10 postage fee is required and can be turned in to the main office.

SEARCHES

Lockers: The school principal may search student lockers at any time. The principal may give consent to locker searches by other school officials or law enforcement officers. Students should have no expectation of privacy in lockers' contents.

Students: School teachers and administrators may search students and their personal belongings if they have reasonable suspicion, based upon the totality of the circumstances, for suspecting the search will turn up evidence that the student has violated or is violating either the law or the school rules.

SEXUAL HARASSMENT BY STUDENTS

Sexual harassment by students is unacceptable conduct which may constitute grounds for expulsion. Sexual harassment may include unwelcome sexual advances, requests for sexual favors or language or conduct of a sexual nature when such activity is sufficiently severe, persistent or pervasive so as to limit a person's ability to participate in or benefit from school programs or so as to create a hostile or abusive educational environment.

Any person who has a complaint of sexual harassment by a student must bring that complaint to the attention of the school principal. Forms for reporting alleged sexual harassment may be obtained from the principal's office. All such complaints will be promptly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all allegations and investigations of student sexual harassment confidential and take appropriate corrective action including disciplinary measures if justified to remedy violations of the policy.

Any person who knowingly makes a false report of sexual harassment shall be subject to disciplinary action.

TELEPHONE/MESSAGES

Students are not permitted to use phones (cellular or office) unless an emergency arises. In the event a student receives a call through the office, the message will be delivered to him/her by office staff at an appropriate time. Communication between parents and students should take place before leaving for school.

Students will not be allowed to call home for forgotten homework, lunch, gym clothes, etc. Students should know what their day entails and what they should be bringing to school.

Students should also know how they are getting home at the end of the day. If a change in routine will occur for your child at the end of the day, send a note to inform the teacher and school secretary. If an unexpected change becomes necessary during the school day, please call the office or email the school secretary and the homeroom teacher **prior to 2pm** when possible and the message will be delivered.

VISITORS / VOLUNTEERS

For the safety of all, **visitors are to enter at the main entrance and report to the office and sign in.** Teachers and students work on a planned schedule and unnecessary classroom interruptions affect the learning time of all, so classroom disruptions will be kept to a minimum to ensure that maximum learning takes place within the school.

NOTE: Students have been directed that under any circumstance they should never open external school doors to let someone in – even if they know that individual.

Messages or materials brought to school for students will be left at the office or in the drop off bin outside the main doors for delivery by office staff at an appropriate time. Anything left in the drop-off bin must be clearly marked with a student's name. The bin will be checked once before and after lunch period. The school is not responsible for lost, stolen or damaged items left in the bin.

Parents are welcome to plan observation time within their child's classroom. However, this should be scheduled in advance with the teacher and the administrator. **Drop-in/unscheduled observations will not be permitted.**

Please be mindful of the hustle and bustle in the office during drop-off in the morning and dismissal in the afternoon. Try to plan visits or take care of office business after 7:45am and before 2:00pm.

ACADEMIC PROGRAM

ACCREDITATION

St. Philip Catholic School is currently accredited by the AdvancED Accreditation Commission, and is a member of the National Catholic Education Association and Indiana Non-Public Education Association.

CURRICULUM

The curriculum of St. Philip Catholic School meets the requirements of the State of Indiana and the Catholic Diocese of Evansville. Textbooks are updated annually according to the adoption cycle of the State of Indiana.

GRADING

Each student receives a report card four times a year. Grades will be posted and updated regularly on Sycamore. Parents and teachers are encouraged to schedule conferences throughout the year as the need arises. Communication between home and school is vital for the success of the student.

Grading System:

The grading scale St. Philip Catholic School utilizes is as follow:

94-100% - A
92-93% - A-
90-91% - B+
86-89% - B
84-85% - B-
82-83% - C+
77-81% - C
75-76% - C-
73-74% - D+
69-72% - D
Below 69% - F

Honor Roll Policy: Students in grades 5-8 can achieve Honor Roll recognition. There will be two categories, High Honors and Honors. In order to qualify for High Honors, a student must have a 92% or better in ALL classes. In order to qualify for Honors, a student must have an 84% or better in ALL classes.

Grades in art, music, health, technology, and physical education count toward Honor Roll as well as their grades in math, language arts, science, social studies, Spanish and religion. This will not be calculated as an average. The student must have an 84% or higher in EVERY class in order to make Honor Roll.

Cheating: Cheating of any type will not be tolerated. This can include copying someone else's work or allowing someone to copy your work, among other infractions. Students who choose to cheat face a failing grade, violations, detention, suspension, and/or expulsion. A student athlete who is involved in cheating may also be unable to participate in sports.

Plagiarism: Plagiarism is a form of cheating. Any student who chooses to copy someone else's work and turn it in without proper citation will be given an automatic 0 for the assignment and will receive a detention.

HOMework

It is the teachers' philosophy that homework increases the effectiveness of the academic program. Students require different amounts of time for completing their homework. It is the student's responsibility, with the guidance of the parents to complete all homework in a timely manner. It is expected that parents will require the completion of all homework.

Assignment Policy Grade 1-2: Teachers develop an assignment policy appropriate to their grade level and students in order to develop skills in responsibility.

Assignment Policy Grade 3-8: Homework assignments are an integral part of the educational process at St. Philip Catholic School. It is the student's responsibility, with the guidance of their parents, to complete all homework in a timely manner.

Regular Assignments: Students are likely to have daily homework and all homework should be recorded in an assignment notebook on a daily basis. Homework assignments are due at the time they are collected or before the end of the passing period following the class where the assignment is due. All homework will be collected and graded as is, including work that is only partially complete.

Teachers will issue a Discipline Record for each missed assignment.

There may be some extenuating circumstances that would provide a student additional time to complete the assigned work.

Long-Term Assignments / Special Projects: The loss of credit for long-term assignments may cause an unreasonable decrease in the student's grade if some partial credit is not given for late completion.

The following policy will apply for these assignments: Work turned in one day late will lose 10% credit. Work turned in two days late will lose 20% credit. Work turned in three or more days late will receive no credit.

Forgotten Assignments / PE Uniform: Work or required uniforms that are forgotten at home should not require a special trip from the parent to bring it in to school. Students will not be permitted to contact parents to bring missed assignments. If it they are brought in by a parent the same day, it will fall into the one day late category.

LIBRARY

Students are encouraged to make use of the library on a weekly basis. Books may be borrowed for a period of one week. If overdue after the first week, the student will not be allowed to check out more books. If the book is not returned after four weeks, the student will pay replacement cost. Replacement cost will be determined by the principal. The Alexandrian Bookmobile also visits the school on a regular basis.

MOVIES

For grades K-4, only movies rated “G” by the Motion Picture Association of America (MPAA) or rated “A-I” by the United States Conference of Catholic Bishops (USCCB) may be shown.

For grades 5-8, movies rated “G” or “PG” by the (MPAA) or A-I or A-II by the (USCCB) may be shown.

All other movies must be for educational purposes and approved by the principal. Parental permission will be obtained for any permissible movie not meeting the above requirements.

RETENTION

A student may be retained in the same grade upon the recommendation of the teacher, after consulting with the principal and parents. The school reserves the right to make a final decision.

SPECIAL SERVICES

Instrumental music instruction is offered through Mater Dei High School. The program is offered to students in grades 5-8. This program feeds into the Mater Dei music program.

Speech screening and therapy is available through the Metropolitan School District of Mt. Vernon.

Psychological testing and services are available through the Metropolitan School District of Mt. Vernon-Special Education cooperative services. Learning Disability, Physical Therapy, and Occupational Therapy are available for those who qualify.

St. Philip Catholic School staff and community will promote success for learners that have unique educational needs by coming together in a supportive environment to enhance the unique talents and skills of everyone associated with the school. Children with special needs are also identified and supported within the school’s educational environment. St. Philip Catholic School incorporates this program to educate all children in their parish school setting, enabling them to reach their full potential. Students served through this program include those with learning disabilities, ADD,

ADHD, mild mental handicaps, and other difficulties identified by staff and parents that put children at academic risk. All students benefit through their involvement with a diverse school population.

TESTING

Indiana statewide assessment, **ILEARN**, is a required achievement test in Indiana. Grades 3, 4, 5, 6, 7 and 8 are currently being tested. High school placement tests are administered to the 8th graders at Mater Dei or the public high school which the student will attend. Third graders will also be participating in a third grade reading test called IREAD-3.

EXTRA-CURRICULAR ACTIVITIES POLICY

** St. Philip Catholic School's extra-curricular policy follows the athletic policy set forth for all Evansville feeder schools to Mater Dei and Memorial.**

Many opportunities for participation in extra-curricular activities are available to the students. It is important that students learn to regulate and balance their time when participating in extra-curricular activities. Sports, speech, choir, band, bowl teams and other enrichment programs are privileges and not rights. Students must be passing all subjects to participate and have satisfactory conduct. Grades will be reviewed as report cards are issued. Upon release of a report card not meeting minimum standards, the student will be suspended from play for 15 school days from the day report cards go home (student may still practice with the team). On the 15th school day, the grade situation will be reviewed by the school administrator. At that time, the student will be reinstated if the grade problem is corrected. If grades are not up to standard, the student will continue play suspension and the right to practice will also be suspended for three more weeks. After the second fifteen school day play and practice suspension, the grades will be reviewed again. If grades are up to a minimum, the student will be returned to eligibility. If the grades are still inadequate, the student will be removed from the school team and denied practice and play until the student receives a report card that is up to minimum standards.

Students who are academically ineligible at the end of a school year will be able to participate on sports teams but will be closely monitored at the beginning of the next school year.

Exceptions on academic eligibility to participate can be granted at the discretion of the school administrator for appropriate reasons. It is expected that any exception will be documented for future reference.

Students may be disqualified from participation in school activities based on behavioral reasons established by individual schools.

OTHER INFORMATION

INSURANCE

It is to be understood and acknowledged by parent(s) and guardian(s) that neither the school, the principal, teachers, nor the Catholic Diocese of Evansville will be the insurer of a student's health and safety while the student is at school or engaged in school-supervised activities, including sports. It is the parent's or guardian's obligation to provide such insurance as they deem necessary to protect themselves and their students against the costs or other adverse effects of sickness or injury.

ASBESTOS

St. Philip Catholic School is now asbestos free.

BUS TRANSPORTATION

No misbehavior can be tolerated on the bus. Students who refuse to obey the regulations forfeit the right to ride the bus. If a child misses the bus, he/she should come to the office where the parents will be notified to make arrangements. A student should never go on another bus unless arrangements have been made ahead of time and a note from parent is provided.

Bus Behavior Rules:

- Students should be ready and waiting when the bus arrives. They should board and leave the bus as quickly and orderly as possible.
- Heads, arms and objects must be kept inside the bus at all times.
- There shall be no spitting out of the windows, yelling, fighting, tripping, or abusive language on the bus.
- Food, gum, or liquids are not permitted on the bus, other than food or drink for lunch.
- The bus driver is in complete charge of the bus and is to be obeyed at all times.
- Any child may be denied the privilege of riding the bus for inappropriate behavior.

NOTE: Please complete a SPECIAL TRANSPORTATION REQUEST (contact school office) if your child may have *frequent* or *secondary* pick-up/drop-off addresses and send to MSD Bus Transportation. For the *occasional* drop-off address change or riding with a friend, the parent must provide the SCHOOL OFFICE and BUS DRIVER a note that contains (1) student name; (2) new address stop; and (3) parent name/phone number.

Failure to have any of these documents on file or available may result in your child not being permitted to ride the bus.

FIELD TRIPS

Field trips may be conducted for educational experiences.

Students must be transported by bus. Each student must have a signed parental permission form before the scheduled trip. NO FORM, NO TRIP! Phone calls are NOT acceptable in lieu of a permission form.

Chaperones will be invited as needed and may be asked to provide personal transportation. No siblings will be permitted on field trips.

Students are not allowed to bring cell phones during the field trip. Any cell phone brought will be confiscated and returned to the parents. Teachers and chaperones will have access to cell phones for emergency use and capturing pictures during the trip.

HEALTH CARE AND EMERGENCY MEDICAL INFORMATION

Physical Examinations: Students entering Kindergarten and those students entering 6th grade are required to have a physical examination and those records are to be kept on file in the school office.

Immunizations: Students entering Kindergarten and 6th grade are required to provide a current immunization record. All new students to the school, regardless of grade, must provide a current immunization record and meet the state requirements for vaccines. Students who do not meet the state required immunizations or have the proper exception forms on file, may be delayed entry into school.

Illness or Injury: All parents are required to fill out and return to school the emergency procedure card. It is important to keep this card up to date. Corrections should be sent to the school office.

Food & Allergy Anaphylaxis Emergency Care Plan: If a student has a food allergy or other allergy that requires the use of epinephrine, the parents MUST provide a current emergency care plan signed by their medical provider outlining what needs to occur in an event of exposure.

All students are required to have health records on file. If a student has a special health problem it is the responsibility of the parents to notify the school to ensure any special needs can be met while their child is in school.

Parents or guardians of students who are seriously injured or become ill at school are notified immediately. In the event the parents cannot be contacted, people named on the emergency card will be called.



If the **school deems it necessary** for a student to be sent home due to illness or injury, it is imperative that the parents make immediate plans for picking their child up. Any student with a fever will be sent home. Children must be vomit and fever-free for 24 hours before returning to school.

Only in case of emergency, and when neither the parents nor guardians can be contacted, would the student be taken to a doctor or hospital **via ambulance.**

Sick students will not be allowed to go home alone. The school office must be notified before a student may leave school.

NO MEDICATION will be applied to a cut or scrape, except for cleaning it with water. Band-Aids will be applied.

Health Services Provided:

- Students will be weighed and measured in the fall.
- Hearing tests will be administered in grades 4 and 7.
- Vision checks will be held for grades K, 1, 3, and 8.
- Students in remaining grades are checked if a parent or teacher requests.

These checks are only screenings. If parents suspect that a student has a health problem, they should have their child evaluated by a qualified professional.

ORAL MEDICATION

Medication will be administered to students only if the following conditions are met:

1. The parent or guardian shall deliver the medication to school in person. Students should not transport medications. The prescribed medication shall be in the original container bearing the original pharmacy label which includes the directions from the physician, the name of the medication, date, and student's name. The non-prescription medication shall be in the original container with date, student's name, and written instructions from the student's parent or guardian. Schools may not stock or dispense any non-prescription medication other than what a parent or guardian provides for the student.
2. The parent shall sign the Authorization for Administration of Medication by School Personnel card if prescription medication is to be dispensed on a daily basis. Medication (i.e., antibiotics, cough medicine, cough drops, or any other medication) to be taken as needed requires a written note from the parent or guardian.
3. The parent is encouraged to send limited amounts of medication to school. The medication must be administered by the school employees designated by the school administration.



4. Medications are normally to be maintained in a secure location designated by the Principal. However, other arrangements can be made to maintain compliance with a medical management plan that is provided by a student's health care provider.
 - a. Inhalers can be kept in the student's backpack; however all epinephrine pens must be kept in the school nurse's office.

****THE SCHOOL RETAINS THE DISCRETION TO REJECT A REQUEST FOR
ADMINISTRATION OF A MEDICATION****

PARENT TEACHER ORGANIZATION (PTO)

The purpose of this organization shall be to unite parents and teachers of the school, to acquaint parents with school operations, to assist with school activities and provide financial support. Parents are encouraged to be active members of the PTO. Meetings are held four times a year. They are generally on a Tuesday in September, November, February and April.

SCHOOL LUNCH PROGRAM

St. Philip Catholic School serves lunches each day in the school cafeteria based on the nutritional values set by the United States Department of Agriculture. We operate by the National School Lunch Program and are governed by the rules and regulations of the Indiana Department of Education and the USDA. Under the current guidelines for the National School Lunch Program, school lunches must include a choice of fat free flavored or low fat unflavored milk, fruits and vegetables, 51% whole grains and proteins. In addition, weekly vegetable servings must be offered to include dark green or leafy (broccoli, kale, spinach, romaine), red/orange (carrots, sweet potatoes, tomatoes), beans/legumes (edamame, baked beans, refried beans, hummus), starchy (corn, peas, potatoes) and other (green beans, cauliflower, cucumbers). Students are "offered" a lunch choice of a meat/meat alternate, grain, fruit, vegetable and milk. Of the five food components offered, a student may select all five but must choose at least three components for their tray. One of the components "must" be a ½ cup of fruit or ½ cup of vegetables. Some of the choices may count as two food groups such as pizza, hamburger or chef salad. To give the students more fruit and vegetable choices, we offer a hot vegetable, a selection of fresh veggies/dip and two fruit choices, including fresh fruit. In addition, we also offer free unlimited water to all students. The lunch menu is sent home monthly and posted on Sycamore, but is subject to change.

The 2018-2019 school lunch cost for an enrolled student is \$3.00. Adult and any visitor/guest lunches are \$3.60 and cannot be charged to an account. Anyone purchasing a complete lunch may also buy an extra entrée for \$1.75 . There are several a la carte snack items available for purchase for grades 3-8. Prices vary and can be found at the bottom of the monthly menu. A la carte milk is available for purchase to all students in grades K-8.

Reduced or free lunches are available through the School Nutrition Program for those who qualify. Applications are sent home at the beginning of the school year and are also available in the school office or on Sycamore. Families are encouraged to apply anytime during the year. The Federal Program pays for these lunches and does not come from school or cafeteria funds, so please use this program if you think you may qualify.

Students bringing lunches from home are NOT to bring soft drinks. If for some reason your child will be arriving later in the day, please notify the cafeteria by 8:30 a.m. if he/she will be eating a school lunch. Parents are welcome to come eat with their child anytime, but we also ask you to call by 8:30 a.m. to let us know you are coming. The cost of any visitor lunch is \$3.60 and must be paid at the time of service. Visitor lunches cannot be deducted from a student's account. Parents also should not bring lunches or drinks from carry-out restaurants for their children into the cafeteria.

To help with costs, we rely on sales from meals and government reimbursements for each meal purchase, as well as the sale of ala carte items to students in grades 3-8. Our a la carte pricing is comparable to restaurant and vending machine prices to comply with the federal guidelines. The cafeteria operates as a self-supporting business and does not receive funds from the school. Therefore, it is important that students have money in their accounts to make their purchases.

The USDA requires all cafeterias to set a meal charging policy and to adhere to those guidelines. Students with a negative balance over 30 days old and/or any account with a negative balance over \$25 will not be allowed to purchase a la carte items and will be served an alternate lunch until the account is replenished with funds. When the school year ends in May, all lunch accounts with a negative balance of any amount must be paid in full by June 1, in order to complete our year-end processing. All accounts that remain negative will be charged a \$10 past due fee.

The custodial parent will be the responsible party for making the lunch account payments. Weekly emails are sent to notify you of the account balance. The Sycamore Student Information System also allows you to view your account online and make payments via PayPal. Please be aware that a PayPal payment will cost you an additional fee of 2.9% plus \$.30 per transaction. These fees will be deducted from the total amount of your payment so you will need to make a payment that exceeds the total amount due. Please look at your account frequently to keep it current by making payments on a regular weekly or monthly basis to avoid a negative balance. As always, you can still send cash or check payments to school to be deposited into your family account.



Please DO NOT include lunch money, tuition and/or after school care money in one check. All services are separate and require separate checks. There is a \$25 service fee for all checks returned for non-sufficient funds.

If you have any questions or concerns, please feel free to contact Jane Herrmann at 812-985-2447 ext.121 or jaherrmann@evdio.org.

Full Nondiscrimination Statement:

https://www.doe.in.gov/sites/default/files/nutrition/full-nondiscrimination-statement_0.doc

SCHOOL PEST CONTROL POLICY

All applications of pesticides will be made in strict compliance with diocesan policy, label instructions, and applicable Federal and State law. While pesticides protect children from pests, under certain circumstances they may pose a hazard to children. When possible, pesticide applications will be made during non-instructional time or during vacation periods and pesticides are prohibited when children are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the principal. A written notice will be given to you no later than two days before the application. No notice will be given if the application is made when students are not present. In the case of an emergency application, (necessary to eliminate an immediate threat to human health) notice will be given as soon as possible after such application.

INDOOR AIR QUALITY

The air quality in our schools is an important issue in the State of Indiana. Therefore, each school is required to have a point person who is available to address allergy causing problems in the facility. The Air Quality Coordinator at St. Philip School is Megan Howington & Jake Mayer. For any questions concerning allergens on campus Megan may be reached via email at: mhowington@evdio.org or jbmayer@evdio.org by phone: 812 985-2447.

WEATHER RELATED INFORMATION

In the event that the school needs to be closed or classes delayed for any reason, parents will be notified via the School Messenger system (phone calls and/or text.) We will continue to follow the Metropolitan School District of Mt. Vernon in these instances and often you will also be able to find that information on your local news stations or on the Mt. Vernon Schools' website at www.msdmv.k12.in.us.

If classes are to be dismissed earlier than the scheduled time, a School Messenger call and/or text will go out as soon as the decision is made.

Students MUST be informed by parents on what they are to do if school is dismissed early. Students need to know if they are to go somewhere other than home, etc. During inclement weather, please listen to the radio and keep your cell phone nearby so you will be informed in the event of early dismissal. And please make sure your School Messenger phone numbers are up to date with the school office.

WELLNESS POLICY

In the interest of promoting healthier habits in students, the U.S. Dept. of Agriculture recently verified that all schools, including private schools, which participate in the National School Lunch Act or the Child Nutrition Act, must develop a School Wellness Plan. Each school in the Diocese of Evansville will engage students, parents, teachers, food service staff, and health professionals in developing, implementing, monitoring, and reviewing school nutrition and physical education policies. To achieve these goals, schools will form wellness committees, set campus nutrition guidelines, and determine nutrition education and physical activity opportunities.

Birthday Treats: Birthday treats will no longer be allowed to be sent or brought in from home. No deliveries of food will be accepted on a child's behalf.

RIGHT TO AMEND HANDBOOK

St. Philip administration reserves the right to amend the St. Philip Student/Parent Handbook, if the need should so arise. Parents will be notified of amendments as soon as is feasible.

Any situation not covered in this handbook is left to the discretion of the administration.

BISHOP JOSEPH SIEGEL'S VISION STATEMENT ON 'SAFE ENVIRONMENT' FOR CHILDREN

*Youth are to be recognized and valued by all as true gifts from God.

*Education and training to recognize the signs of violation of children and young people shall be provided to all paid staff members, volunteers engaged in ministry to and for children, and parents.

*Education shall be provided for children about the potential for abuse, especially sexual abuse, and ways to respond should they be victims of it.

*Paid staff members and volunteers who have regular contact with children in the course of their work shall be evaluated so as to determine their suitability for association with children and young people.

*Paid staff members and volunteers shall accept responsibility to report immediately any suspected acts of abuse of children and young people in their charge to appropriate civil and church authorities without concern for retribution from the accused or employers/institution in whose name they minister.

*The expectation is that all who are willing to engage in ministry to children and young people as representative of the Catholic Diocese of Evansville are also willing to agree to background checks and educational programs designed to stem this heinous crime against children and young people.

*The Catholic Diocese of Evansville will expend resources, both in personnel and finances, necessary to fulfill this vision and to maintain such programs appropriate to accomplish this vision.

*Primary components of a framework to accomplish this task include the items listed below. At the outset, we recognize that we are on a difficult and ambitious journey; hence this is a living document.

- + Diocesan Policies
- + Best Practices for Adults working with Children and Youth
- + Directives for Supervisors engaged in ministry to Children and Young People
- + Curriculum and Resources for Education on Personal Safety for Children, Young People, Families and Ministers
- + Criminal background checks on all paid staff and volunteers who have regular contact with children or youth, for which the parish/institution pays the fee

Let no one be misled. What we are about is both remedial and preventative. Our efforts, yours and mine, are not optional! May the Mother of God, our Patroness grant us the courage to do everything possible to protect Her children.

Fraternally and faithfully yours in Christ,
Most Reverend Joseph Siegel, Bishop of Evansville

CODE OF CHRISTIAN CONDUCT

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

It shall be an express condition of enrollment that students shall behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the

school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

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

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

Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, fields trips, etc.).

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

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