



U.S. Department of Education
Blue Ribbon School

Star School
Best Practice Award

Saint Philip Preparatory School
Clifton, New Jersey

Parent/Student Handbook
2015-2016

Director:
Mrs. Barbara Zito (principalzito@gmail.com)

Coordinator of School Services:
Mrs. Deborah Neglia (dnschooloffice@gmail.com)

www.stphilipprep.com

Telephone Numbers

School: 973-779-4700

Fax: 973-779-0932

Nurse: 973-779-4701

Welcome to Saint Philip Preparatory School!

As we begin this new 2015-2016 school year, the Faculty, Staff and Administration of Saint Philip Preparatory School provides this Parent/Student Handbook to all the members of our community, in order to give you a clearer understanding of the policies, procedures and guidelines of Saint Philip Preparatory School.

All of us are committed to providing you with an environment that fosters the spiritual, mental, and social growth of each child. We are also committed to nurturing a loving community inspired by Gospel teaching and the example of Jesus Christ.

The enforcement of these policies, procedures and guidelines, which are meant to support and enable the philosophy and Mission Statement of Saint Philip Preparatory School, is an important part of our journey together in learning and growth.

All policies contained herein remain in effect until the promulgation of the new handbook.

We ask that each student and their parent/guardian to read the handbook, then sign the "Receipt of Parent/Student Handbook" form, located on the back page of this Handbook. This form must be returned for your registration to be complete.

Thank you for your continued commitment to Saint Philip Preparatory School, and may this be a school year filled with academic success and many blessings!

Mrs. Barbara A. Zito, Director

PURPOSE AND USE OF STUDENT HANDBOOK

The purpose of this Student Handbook is to ensure the efficient operation of Saint Philip Preparatory School by providing important information and explaining certain administrative policies and procedures of the school. Although many policies and procedures are provided in this Handbook, it cannot address all matters that come to the attention of our Faculty, Staff, Administration, students and parents. Therefore, the Principal has the discretion to take actions other than those specified in the Student Handbook. This Student Handbook is not intended and should not be considered to create any additional rights for students or parent/guardians.

Violations of the spirit, intent or letter of the policies, rules and regulations found in the Handbook will be considered just cause for Administrative action.

Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules and regulations if the parent/guardian expects the student to remain in good standing with the school.

The administration is the final recourse and arbiter of policies and regulations in this handbook and has the right to amend, adapt or modify when it is deemed appropriate and necessary. Parents will be given proper notification.

Requisition of additional handbook is \$2.00 per book.

SCHOOL PHILOSOPHY AND MISSION STATEMENT

We pledge that Saint Philip Preparatory School is a Catholic community dedicated to creating an environment that fosters the spiritual, mental, and social growth of each child. The Administration, Faculty, Staff and students will nurture a loving community inspired by Gospel teaching and the example of Jesus Christ. Through a diversity of curriculum and culture, the students will discover their unique talents and recognize them as gifts from God to be joyfully shared in the service of the Church and society.

NON-DISCRIMINATION POLICY

Saint Philip Preparatory 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. Saint Philip Preparatory School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions, policies, scholarships and loan programs, and athletic and other school-administered programs.

ST. PHILIP THE APOSTLE PREPARATORY
HOME AND SCHOOL ASSOCIATION

The St. Philip the Apostle Preparatory Home and School Association is comprised of all those whose children are enrolled in Saint Philip Preparatory School. It is an organization coordinated by an elected body and governed by its own purpose statements, bridging its efforts and philosophy with those of the parish at large. It is related to the school through administration. The HSA objectives are to promote effective parental participation in the Home and School Association and to meet our financial responsibilities on an annual basis utilizing our various fundraisers.

Please see page 58 for HSA contract rules and regulations. For more information, please visit the website of the Home and School Association at <http://www.saintphilipschoolclifton.org> and click under the heading “Home and School Association.”

TABLE OF CONTENTS

STUDENT ATTENDANCE POLICY	10
Absence	10
Attendance	10
Dental and Medical Appointments	11
Dismissal	11
Early Dismissal for Individual Students	12
Late Pass (Tardiness)	12
School Hours	13
Truancy	13
Vacations	13
STUDENT DISCIPLINE POLICIES AND PROCEDURES	14
Demerit System	14
Detention	15
Discipline	16
Drugs and Alcohol	17
Harassment, Intimidation and Bullying	17
Student Threats and Violence	18
Suspension and Expulsion	19
Threatening Behavior	20
EMERGENCY POLICIES	21
Accidents	21
Emergency Closings	21
Fire Drills and Lockdown Procedures	21
New Jersey State Law	22
SCHOOL ACADEMIC POLICIES	22
Accreditation	22
Calendar	22
Cheating	22
Class Assignments	22
Classroom Writing	23

Compensatory Education	23
Computers	23
Conferences	23
Family Life (Grades 4 through 8)	23
Gym Class	23
Honor Roll Criteria	24
Kaleidoscope	24
Latin	24
Parking	24
Precious Petites	26
Progress Reports	26
Promotion and Retention	27
Quarterly Examinations	27
Registration and Academic Probation	27
Report Cards	28
School Counselor	28
Spanish	28
Special Needs IEP/ISP	28
Testing	28

HOMEWORK POLICY

29

GENERAL SCHOOL POLICIES

29

Altar Servers	29
Band (Instrumental Music)	29
Birthdays	29
Boys and Girls Basketball	29
Cafeteria	30
Cell Phones	30
Cheerleading	31
Dances	31
Field Trips	31
Hair Styles	32
Half Days	32
Health Services	32

Jewelry	34
Make-up	34
Mass	35
Money	35
Nurse	35
Pictures	35
Prayer	35
Rainbow Program	35
Recess and Lunch Break	36
Religious Education and Activities	36
Safety Patrol	36
Skateboards/Scooters/Rollerblades/ Bicycles	37
Student Council	37
Tag Days	37
Textbooks	37
Transportation	38
Tuition	38
Uniforms	38
Visitors	40
Water Bottles	41

APPENDIX ONE: Sexual Harassment Policy **42**

***APPENDIX TWO: Internet and Technology Resources
Acceptable Use Policy***

	45
Annual Integrated Pest Management Plan	49
Nutrition Policy	52
Asbestos Policy	54
Tuition Policy	55
Home & School Association	59
RECEIPT OF STUDENT HANDBOOK	62

STUDENT ATTENDANCE POLICY

Absence – If a child is not attending school, their parent or guardian must call the School Office by 9:00 AM to state the reason. A note from the student's parent, guardian or doctor is expected upon their return. A student must be in school at least four (4) hours to be marked as ½ day present. ***Request for homework must be by 9:30 a.m., *NO LATER*.**

***PARENTS REQUESTING HOMEWORK MUST DO SO NO LATER THAN 9:30 A.M.**

Attendance – The importance of student attendance cannot be overemphasized, as regular attendance and punctuality are essential to student achievement throughout the school year. Students and parents should be very careful to learn and to follow all attendance requirements. Parents should not plan vacations during school vacation times, so that family plans will not disrupt the education of their children. Parents who remove students from school excessively must accept the responsibility for lower or possibly even failing grades.

School begins at 8:00 AM for grades Pre-Kindergarten through 8. Children arriving after 8:00 AM are considered late (tardy). Students who arrive at Saint Philip Preparatory School after 11:00 AM or leave before 12:00 PM are not eligible for any co-curricular or extra-curricular participation on that school day.

Early Care is provided in the school auditorium from 7:00 AM to 7:30 AM for a fee of \$6.00 per child.

Dental and Medical Appointments – A note from the dentist /physician is mandatory for all early dismissal due to medical appointments. If a note is not presented, parents will be required to sign the release book.

Dismissal – Students are not permitted to loiter on the school campus after regular school dismissal (3:00 PM). Students must be picked up or go to Rainbow. Early dismissal is 12:05 PM. There is no lunch on early dismissal days. Safety dictates that all students are to be picked up from school each day be either a parent or guardian. It is unsafe for children to walk home. Therefore, NO child will be allowed to walk home without the expressed permission of said parent/guardian. A letter is to be sent to the office giving permission for the child to walk home

The daily dismissal procedure is as follows:

- Pre-Kindergarten and Kindergarten dismiss from their classroom doors onto St. Philip's Drive.
- Grades 1A, 1B and 2A dismiss from the Library door onto St. Philip's parking lot.
- Grades 2B, 3A and 3B dismiss from the exit doors near Marian Hall onto St. Philip's Drive.
- Grades 4-8 dismiss onto St. Philip's parking lot.
- **STUDENTS MAY NOT EXIT THROUGH THE AUDITORIUM DOORS.**

Parents with more than one child in our school will pick up their children at the youngest child's dismissal point.

Students are not permitted to loiter in the lobby entrance or outside in the school parking lot. All students waiting to be picked up will be placed in Rainbow After Care Program.

No student or person is permitted into the building after dismissal. Those persons who have appointments with teachers, or administration, are required to come to the reception desk and obtain a visitors pass.

Teachers give ample time and direction to students as they prepare to leave. Therefore, once children have been dismissed, they **may not re-enter the school building to retrieve forgotten items.** This policy serves a dual purpose:

- To give student's a sense of responsibility
- To ensure the safety and privacy of all students.

For the safety of our students and staff:

Parents/guardians may not loiter in the main entrance, auditorium or school building during drop-off or dismissal time.

Parents/guardians with more than one child attending St. Philip School will pick up their children at the youngest child's class exit.

Drop Off:

Only students are permitted to gain access to the school building. Students are to be dropped off at the appropriate school door. **Morning drop off is at the auditorium door. DO NOT DROP OFF AT THE MAIN ENTRANCE. ONLY the auditorium doors will be accessible. Only students will be permitted to gain access to the school building.**

Early Dismissal for Individual Students – To be dismissed early, a student must present a note from his/her parent or guardian to the teacher, who will initial it and send it to the School Office. All students being excused early must be picked up by their parent or guardian at the Reception Desk in the School Lobby. Parents will complete the Early Dismissal Form to be kept on file.

Late Pass (Tardiness) – It is the policy of Saint Philip Preparatory School that every student is expected to arrive on time to school each day by 8 A.M. Those students who are tardy may not be permitted to enter the class until the beginning of the second period of the day. Chronic lateness will result in a formal meeting with the student and parents. Continued non-compliance with the policy will result in finding educational services elsewhere. Students arriving after 8:00 A.M. are considered late (tardy) and must report to the Reception Desk in the School Lobby for a late pass. A student will not be permitted into class without a pass. No parent may escort a student to their classroom.

Chronic and habitual lateness cannot be tolerated at any academic institution. Therefore, three late passes will result in one demerit.

Safety: - Those persons responsible for coaching basketball, cheerleading or scout leaders are to register at the front desk and obtain a visitors pass.

All after-school activities will commence at the 3 P.M. dismissal bell.

School Hours – Saint Philip Preparatory School Hours are as follows:

- Regular School Session: 8:00 AM to 3:00 PM
- Half Day Session: 8:00 AM to 12:00 PM
- Delayed Opening: **School will OPEN at 9:30 a.m. First class will begin at 10:00.**

Trespassing - Trespassing will not be tolerated at St. Philip School. In an effort to maintain safety for our children and all who work at St. Philip School, we ask that all visitors stop at the front desk to sign in and obtain a visitors pass.

For the maximum safety and protection of all of our students and staff, loitering by any persons in the main reception hallway is strictly prohibited at any time. Moreover, St. Philip School is not to be used as a drop off point for high school students. Therefore high school students and their families are not permitted to use the St. Philip School campus as a designated bus stop/pick up point.

Truancy – Students absent from school without parental or guardian approval are considered truant. Truancy will result in appropriate disciplinary action by the Administration. Students will incur a “0” for each class period, assignments, homework or test missed due to truancy. Repeated truancy may result in a failing grade and possible suspension or dismissal from Saint Philip Preparatory School.

Vacations – Saint Philip Preparatory School strongly discourages personal absences, other than illness (i.e., family vacations sports tournaments, etc.), while school is in session. Students should participate in a consistent academic and communal experience with their peers.

Saint Philip Preparatory School, its Faculty and Administration are not required to prepare special examinations or special examination schedules to accommodate any student's vacation plans, and are not required to provide assignments during these unexcused absences.

STUDENT DISCIPLINE POLICIES AND PROCEDURES

For the good order of the school the Principal, Faculty and Staff maintain the right to speak with any student(s) regarding behavioral matters.

Demerit System – The Saint Philip Preparatory School Demerit System includes, but is not limited to, the following infractions:

- Fighting,
- Cheating,
- Stealing and theft,
- Any threatening behavior,
- Harassment, intimidation or bullying,
- Inappropriate language and gestures,
- Inappropriate cafeteria behavior,
- Insubordination and non-compliance with stated school and classroom policies,
- Public Display of Affection (PDA)
- Taking cell phone pictures,
- Uniform infractions, such as,
 - An untucked uniform shirt;
 - The improper undershirt color;
 - Undone buttons;
 - The failure to wear a tie, belt or grey socks;
 - The improper type or color of shoe;
 - The improper length of the school skirt: The school skirt must fall to the top of the kneecap, no shorter. Any skirt shorter than the required length must be readjusted. If the skirt cannot be readjusted, the student must purchase a new skirt.

- Violations of the policy on hair styles, jewelry or makeup,
- Gum chewing during school hours,

- Lateness and Tardiness: Three unexcused tardiness will result in one (1) demerit,

Any actions witnessed by a member of the Faculty, Staff or Administration that contribute to a hostile learning environment or are contrary to the Mission Statement of Saint Philip Preparatory School. Depending on the severity of the infraction, more than one (1) demerit may be given for the infraction. All demerits will result in the student receiving a solitary lunch and written assignment.

Three (3) Demerits

- The student is not allowed to attend the next school-sponsored dance (Middle School students only).

Six (6) Demerits

- The student is ineligible for participation on any class field trips.
- The student is not allowed to attend the next two (2) school-sponsored dance (Middle School students only).

Nine (9) Demerits

- The student is not allowed to attend the next three (3) school-sponsored dance (Middle School students only).

More than Nine (9) Demerits

- The student is not allowed to attend any school-sponsored dances remaining (Middle School students only).

Twelve (12) Demerits

- The student must serve an In-School Suspension.

More than Twelve (12) Demerits

- The student must serve an Out-of-School Suspension for each demerit received.

Saint Philip Preparatory School will continue to follow the policy and guidelines issued by the Diocese of Paterson concerning suspensions and expulsions from the school, as listed below.

Detention – Detention may be assigned by an individual teacher, and may be given for lack of conformity to classroom or school rules. It is used only after

other warnings and disciplinary actions have been ineffective. Parents will be notified at least one day prior to the serving of any detention. Any detention

automatically includes one (1) demerit.

Discipline – A spirit of Christ-like charity, respect for authority and mutual well-being are essential elements of the learning environment at Saint Philip Preparatory School. Students are expected to act with courtesy and respect toward one another and towards all members of the Faculty and Staff. Students must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. The Faculty, Staff, Administration and St. Philip Home and School Association will work together to help students learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the school, or to violate a school policy or regulation, must accept the consequences of those irresponsible behavior choices. Disruptive behavior in the classroom impedes the learning process, while such behavior outside the classroom prevents the development of community.

Appropriate discipline is within the discretion of the School Administration and Faculty. Accountability for uncooperative, disruptive or unsafe behavior may result in any of the following:

- Punishment Assignments
- Demerits
- Denial of Privileges
- Detention
- Conduct Warnings
- Conduct Referrals
- In-School Suspension
- Out-of-School Suspension
- Expulsion.

Actions which violate the law, threaten or cause harm to other Saint Philip Preparatory School students, Faculty, Staff or Administration, which disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in immediate suspension or expulsion.

Drugs and Alcohol – If drug or alcohol abuse is detected in the school, the following process will be followed:

- The Principal and Pastor will meet with the student,
- The Principal and Pastor will meet with the student and his/her parents/guardians,
- The student will be suspended until the Administration is assured the student is in a counseling program,
- Upon their return to the school, the student will be monitored by teachers and Faculty,
- Special privileges will be taken away until the Administration feels the student is trustworthy,
- If the student cannot adjust to the above process, he or she will be invited to transfer to another school.

Saint Philip Preparatory School is the co-owner of storage units such as desks and lockers, and therefore reserves the right to open and/or inspect these receptacles and their contents.

Harassment, Intimidation and Bullying – It is the policy of the Faculty, Staff and Administration of Saint Philip Preparatory School to maintain an environment that is free from harassment, including sexual harassment, intimidation and bullying.

Harassment, intimidation or bullying means any gesture, whether written, verbal or physical, which takes place on school property or any school sponsored and/or related function or activity, or on a school bus, or a bus used by the school, which is motivated by (1) any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, or a mental, physical or sensory disability; or (2) any other distinguishing characteristic; or (3) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school and the learning environment of the school and its students.

Sexual harassment may include, but is not limited to, the unwelcome exposure to physical contact, pornography, sexual jokes, pressure for sexual activity, remarks with sexual or demeaning implications, violent threatening or cruel verbal or written remarks or gestures, offensive jokes or cartoons, using one's position of authority along with implied or explicit threats to make sexual favors. Please see Appendix One of this Handbook, entitled "Paterson Diocesan Schools Sexual Harassment Policy" for a more in-depth description of the Diocesan policy followed by Saint Philip Preparatory School.

Any student who feels that he or she may be the target of harassment, intimidation or bullying is encouraged to report this allegation to their homeroom teacher, the school counselor or another member of the Faculty, Staff and Administration of Saint Philip Preparatory School that same day.

Disciplinary action may include, but is not limited to, a documented conference, recommendation for counseling, detention or suspension. Parents will be informed of inappropriate behavior.

Repeated incidents of harassment, intimidation and/or bullying by the same student toward the same or different students will result in suspension from school and possible criminal action.

Student Threats and Violence –Students who make threats will be suspended from school, and may be required to undergo a psychiatric evaluation. The student may return to school only if he/she presents a written statement indicating he/she is ready to return to school. After such a statement is presented to the school, the student's parents will be notified in writing that a second offense will result in automatic expulsion.

Any student who reports or makes a false threat will be suspended from school and subjected to disciplinary action. He/she will also be required to undergo counseling before being readmitted to school

- A threat can be physical, verbal, written and/or a weapon.
- A threat can be reported to an adult by a victim who is frightened
- A threat can be reported by a third party who witnessed the threat and/or

act of violence.

- A threat can be observed by an adult (teacher, aide, and/or volunteer).
- A threat can be something written and/or spoken.

Suspension and Expulsion – When a student’s behavior constitutes a potential cause for either suspension or expulsion, and prior to any decision, the Administration shall conduct a hearing with parents, students and other adults involved, which shall consist of at least the following facts:

- Notice and statement of the allegation(s)
- The opportunity for a response

Suspension or expulsion **without prior hearing** shall not occur unless:

- The Principal finds that the student’s presence in the school poses an immediate danger to persons or property, or an ongoing threat or disruption of the school process. In such cases, suspension may be on a forthwith basis; however, arrangements for the necessary hearing shall be made so that it occurs as soon as practicable.
- The student, by failure to attend, or by other unusual conduct, precludes the process of the hearing.

Depending on the severity of the transgression, professional counseling or expulsion may also be required.

Good cause for suspension or expulsion shall include any of the following (*cf.* NJSA 18A:37-2):

- Continued and willful disobedience.
- Non-compliance with dress code
- Open defiance of the authority of any Faculty, Staff or Administration member, or of any other person having authority over him/her.
- Habitual use of profanity or obscene language.
- Conduct of such character as to constitute a danger to the physical well-being of other pupils.
- Physical assault upon another pupil, a member of the Faculty, Staff or Administration, or upon any other school employee.

- Cheating on an assessment.
- Taking, or attempting to take, personal property or money from another pupil, or from his/her presence, by means of force or fear.
- Willfully causing, or attempting to cause, substantial damage to school or personal property.
- Smoking, resulting in fire.
- Any suggestions of racial or ethnic prejudice.
- Acts of vandalism involving students of Catholic schools.
- Attacks on a person when such attacks are of a sexual or criminal nature.
- The possession and/or threat with a weapon.
- The possession of pornography, drugs or alcohol.
- Taking cell phone pictures.
- The possession and/or distribution of other controlled substances.
- Damage to school property.

All serious punitive action is at the discretion of the Administration. Any punishment given by the Faculty or Administration will be given with the benefit of the individual as well as for the general school population in mind.

Threatening Behavior – Saint Philip Preparatory School takes the safety of its students with the utmost seriousness. Therefore, the policies of Saint Philip Preparatory School regarding harassment, intimidation and bullying, as well as student threats and violence, will be followed strictly whenever threatening behavior has been observed by members of the Faculty, Staff or Administration.

EMERGENCY POLICIES

Accidents – All children are insured upon registration by Bollinger Inc. Accidents occurring during the school day or at an after-school activity are covered by insurance.

Emergency Closings – Most school closings will coincide with the closing of Clifton Public Schools. School buses go according to their school districts. If there is a delayed opening, parents will not drop children at school prior to 9:30 AM. First class will begin at 10:00 a.m

Announcements of closings and delayed openings will be made on the school answering machine (973-779-4700).

Saint Philip Preparatory School uses Alert Solutions™ for Schools system, an Internet-based system of notification. Within minutes of an emergency, the Administration activates the Alert Solutions™ system to deliver a single message to parent(s) and guardian(s) by telephone, cell phone, e-mail, pager or PDA in any combination. Alert Solutions™ is also used to notify parent(s) and guardian(s) of school closing due to inclement weather, as well as everyday activities such as class events and schedule changes.

All parents **must** register their emergency information on PowerSchool, through the Parent Portal. Any changes to contact information must be communicated to the Administration immediately.

Fire Drills and Security Drill Procedures – School fire drills and emergency drills are conducted regularly. When the alarm sounds, everyone is required to respond in a prompt and orderly fashion, leaving the school by a predetermined route or fastest exit, as directed by members of the Faculty, Staff, Administration or fire officials. It is imperative that students leave the school quietly, so they are able to hear any directions.

School lockdown procedures are also conducted periodically. As with fire drills and emergency evacuations, it is imperative that students listen to all directions carefully for their own safety and the safety of their classmates.

New Jersey State Law – Saint Philip Preparatory School obeys New Jersey State Law. Should a child report something to us, we are obligated to report the information to the New Jersey State Division of Youth and Family Services (DYFS).

SCHOOL ACADEMIC POLICIES

Accreditation – St. Philip the Apostle Preparatory School holds the following accreditations and awards.

- U.S. Department of Education Blue Ribbon School of Excellence
- Middle States Accreditation
- AdvancEd Accreditation
- Diocese of Paterson Star School
- Best Practice Award

Calendar – The yearly calendar is mailed to parents/guardians in August. This calendar is *tentative*. Prior to the 1st day of each month, a calendar of the next month's events is distributed to each student. It remains the responsibility of all parents to read the yearly and monthly calendar.

Cheating – Anyone caught cheating receives an automatic “0” for that assignment, to be averaged into the marking period grade. The student may also face demerits and suspension for their actions, at the discretion of the teacher who witnessed the offense and the Principal.

Class/Homeroom Assignments – Students are assigned to their September homeroom classes by the previous years' teachers. We do not take special requests for homerooms.

Class Parents, Chaperones and Volunteers—It is mandated by the Diocese of Paterson, that all adults (21+) who would like to serve as a class parent, volunteer in school or chaperone a school related trip or activity are responsible to *successfully* complete the following criteria.

- Fingerprinting through Sterling Testing Systems
- Attend Protecting God's Children workshop

- Signing the Code of Conduct

Only those who have documented verification of *successful* completion of these criteria will be permitted to serve as chaperones and volunteers in our school.

All mandated documentation must first be submitted to the Main Office for approval by the Principal to be a class parent, chaperone or volunteer for a school activity or field trip.

Classroom Writing – Students in grades 4 through 8 are expected to write in cursive (script) and use pens, unless the teacher indicates otherwise for a specific reason.

Compensatory Education – Compensatory Education services are provided by the Essex County Educational Services Commission. Teacher recommendations and standardized test scores determine eligibility.

Computers – Weekly classes are provided by our computer teacher. All students must agree to obey the Paterson Diocesan School, “Internet and Technology Resources Acceptable Use Policy.” Students failing to respect this policy will be refused the privilege of using computers in the Computer Room and in their classrooms. Any student defacing or destroying computer equipment will be held responsible for repair costs and charged accordingly. Please read Appendix Two of this Handbook for important Diocesan policies regarding computer use.

Conferences – All conferences must be made by appointment. To schedule a conference with a teacher, you may use email, in a note or call the School Office. Parents are not permitted to call a faculty or staff member at home **for any reason**. Before scheduling a conference with the Principal regarding academic concerns, parents must have met with the teacher first.

Family Life (Grades 4 through 8) – Family Life classes are an essential part of our curriculum and have been integrated into our Religion program. Lessons are presented on a weekly basis beginning in January, and books are available in the School Office for preview.

Gym Class – The students have Gym/Physical Education class once a week. No student may be excused from gym class unless a doctor’s note is presented.

Students are expected to wear the gym uniform available from Co-Ed Uniform Company. Only sneakers may be worn during gym classes.

Honor Roll Criteria – Saint Philip Preparatory School will publish an Honor Roll three (3) times a year for students in grades 4 through 8. The criteria in Middle School will be B+ for second honors and A for first honors. All other grades require a S to be eligible for honor roll.

- **First Honors** – Students who receive an A or A+ in all subject areas and at least a satisfactory in all other areas. Spanish and Latin included.
- **Second Honors** – Students who receive a B+ or better in all subject areas and at least a satisfactory in all other areas. Spanish and Latin included.

The following will disqualify a student from the Honor Roll:

- Any report card comment indicating improvement in behavior, organizational or academic skills.
- One (1) or More Demerits
- Three (3) Uniform Infractions.

Kaleidoscope (*Accelerated Replacement Program*) – For those students who have been identified as gifted and talented, a challenging learning experience is available in Literature and Math. The program is available to students in Grades 1 through 8 who qualify, and is designed to provide a diversity of educational experiences. Additional specific information is provided in the Kaleidoscope Handbook.

Latin – The language of Latin is taught in grades 6, 7 and 8. Students will receive standard letter grades. Latin is a major subject area and will be reflected in average for honors.

PARKING DO'S AND DON'TS - FOR THE SAFETY OF ALL OUR CHILDREN, PLEASE FOLLOW THESE IMPORTANT RULES:

- DO NOT PARK IN THE FIRE LANES! THIS INCLUDES THE LANES IN FRONT OF THE SCHOOL AND ALONGSIDE THE CHURCH!

- DO NOT STOP IN THE CROSSWALK WHEN YOU ARE USING THE CARPOOL LANE.
- DRIVE SLOWLY IN THE PARKING LOT. EXERCISE EXTREME CAUTION WHEN CHILDREN ARE PRESENT.
- DO NOT PARK IN HANDICAPPED SPACES UNLESS YOU HAVE THE NECESSARY PLACARDS OR PLATES.
- PLEASE DO NOT ALLOW CHILDREN TO GET OUT ON THE DRIVER'S SIDE OF THE VEHICLE WHEN USING THE CARPOOL LANE AT MORNING DROP OFF.
- DO NOT GET OUT OF YOUR CAR IF YOU ARE USING THE CARPOOL LANE. DROP AND GO. THE EIGHTH GRADE STUDENTS ARE THERE TO HELP. IF YOUR CHILD(REN) NEED YOUR ASSISTANCE IN GATHERING BELONGINGS PLEASE PARK IN A DESIGNATED SPACE AND WALK YOUR CHILD(REN) TO THE DOOR.
- THE CARPOOL LANE IS SINGLE FILE. PLEASE DO NOT PULL OUT OF THE LANE AND PASS THE OTHER CARS AHEAD OF YOU.
- USE THE CARPOOL LANES IF YOU ARE DROPPING OFF YOUR CHILD. DO NOT DROP THEM OFF BETWEEN THE LANES OF PARKED CARS.
- FOLLOW THE DIRECTIONS OF THE EIGHTH GRADE SAFETY PATROL.
- THE CARPOOL LANE IS FOR MORNING DROP OFF ONLY. DO NOT USE IT AT DISMISSAL. THAT AREA MUST BE KEPT CLEAR AS A SAFETY ZONE FOR STUDENTS CROSSING.
- DO NOT PARK BEHIND THE ORANGE BARRELS AND BLOCK EMERGENCY VEHICLE ACCESS TO THE CARPOOL AREA/SAFETY ZONE.
- WATCH FOR PEDESTRIANS AND DO NOT BLOCK THE CROSSWALK.
- HELP KEEP OUR CHILDREN SAFE!!!!

WARNING!!!

Every afternoon we see cars parked in the Fire Lane along side the church and behind the cones in front of the school, when there are still plenty of legal parking spaces available. Still others are parking behind the orange barrels that

mark the carpool area. Last year, an ambulance was called for a sick child at the end of the day. The ambulance could not get through because cars were parked in the Fire Lane!!! We have families who require handicap parking, but have been unable to use it because unauthorized vehicles have parked in the designated spaces. One of our parents contacted the Clifton Police Department who said they would come out and issue summonses if needed. Please do not let it come to that. Do not disregard safety rules even if you are running late.

Precious Petites Program (Early Childhood Program) – Three years old by October 1st. Full and half day program with Music, Art, Technology and World Language. **Child must be fully potty trained. Diapers and pull ups are “strictly prohibited.”** In the event the child has an accident, the parent will be called.

Progress Reports – Progress Reports are distributed mid-marking period. Progress Reports for grades 1-5 are distributed in school; grades 6-8 are mailed to the home. Parents are strongly recommended to review the Progress Report with their child. Perhaps the report is an indication that the student is not performing as expected. Therefore, parents may choose to request a conference with the teacher at this time.

The time period between the Progress Report and the distribution of the Report Card is of crucial importance, in terms of additional tests, quizzes, projects, homework and class work grades averaged into the final Report Card grade. It is possible that when Progress Reports are distributed the student may be performing well. For example, if at the time of the Progress Report the student is averaging a “B”, the grades earned AFTER the Progress Report may, in fact, increase or lower the “B”. Subsequently, the Report Card grade may be different than what was presented on the mid-marking period Progress Report.

In these cases, teachers may not be able notify parents of impending failure before the end of the marking period. Students bear final responsibility for their grades

Promotion and Retention – Placement in all school academic settings will be appropriate to the individual student’s needs at their various stages of growth.

The learning process shall provide for the continuous advancement of the student from year to year.

If your child fails two (2) major subjects for the year, he/she will be retained in the grade for the following year. The child must also attend summer school lessons. Documentation of summer school attendance and successful completion is mandatory and must be submitted to the Main Office before the first day of school.

Retention may also be considered if the student is not achieving proficiency in basic skills and grade level benchmarks. This will be decided by the student's teacher(s) and School Administration. Parents will be notified of the academic decision.

Quarterly Examinations – Examinations will be given at quarterly intervals in grades 4 through 8. These examinations allow for smaller increments of materials for testing and provide for a better understanding of the materials presented. These examinations may be projects, presentations or other forms of assessment in addition to traditional written examinations. Quarterly examinations will count as 25% of the total quarterly grade in a given subject area. **Retakes on Quarterly Exams are strictly prohibited.**

All students are required to participate in exam assessments. Parents/guardians should not plan vacations or time away from school during these weeks. Saint Philip Preparatory School, its Faculty and Administration are not required to prepare special examinations or special examination schedules to accommodate any student's early release.

Registration and Academic Probation – Those students accepted into Saint Philip Preparatory School whose academic progress is in jeopardy will be placed on Academic Probation. The student's academic progress will be evaluated after the first marking period. At this time, a decision will be made regarding the continuation of the student's education at Saint Philip Preparatory School. The decision of the Administration is final. **REGISTRATION AND ACADEMIC FEES ARE NON-REFUNDABLE.**

Report Cards – Report cards are distributed four (4) times a year. Each report card deals with the individual academic achievement of the student. If you are

unable to pick up your child's report card, it will be held in the Main Office. Reports cards cannot be distributed before the scheduled distribution date to accommodate individual travel or vacation plans

School Counselor – Saint Philip Preparatory School reserves the right to refer any student to speak with the school counselor. Any parent who does not wish his/her child to speak with the school counselor must notify the Principal in writing at the beginning of the school year.

Spanish – The Spanish language is taught in grades Pre-Kindergarten through grade 8. Middle School students will receive standard letter grades. Spanish will be reflected in average for honors. Grades Pre-Kindergarten through 5 will receive VG, S, U or I as their grade in Spanish.

Special Needs/ IEP, ISP—Due to our limited resources, modifications or accommodations associated with students who have special needs, Individual Educational Plans (IEP) or Individual Service Plans (ISP) may not be available or feasible. If St. Philip the Apostle Preparatory School is unable to service the student's needs, it will become necessary for the student to find educational services elsewhere.

Testing – Students are tested both informally at the discretion of the teacher, and formally at the end of each Marking Period (quarterly examinations.)

The Terra Nova test is administered during the school year. Results are shared with parents upon receipt.

Make-up tests and quizzes are the responsibility of the student. The student will contact the teacher to arrange the missed assessment. Furthermore, Saint Philip Preparatory School, its Faculty and Administration are not required to prepare special examinations or a special examination schedule to accommodate any student's vacation plans

HOMWORK POLICY

Homework is extremely important in any learning process. Skills taught during the day are reinforced by these assignments. The amount of time students in the same grade spend on homework will vary. There will also be times when students have no written homework in order to review for a test, research a paper or complete a long term assignment. Late projects, homework, and make-up tests are as per the teacher's policies handed out in the beginning of the year. If a student is absent he/she is encouraged to check the website for assigned homework.

GENERAL SCHOOL POLICIES

Altar Servers – Altar Servers begin their training in Grade 3.

Band (Instrumental Music) – Saint Philip Preparatory School currently offers students in grades 4 through 8 the opportunity to learn to play a musical instrument. Students in grade 3 are offered the opportunity to learn the Recorder. This is separate from their normal music class. A brochure will be sent home following a presentation in the Fall.

Birthdays/Special Holidays – Children are permitted to wear appropriate non-uniform clothes on their birthdays. Parents may be a 'special person for the day' and read a book to your child's class. Please check with the teacher for the date and time. Cupcakes, cookies, candy, ice cream, goodie bags, balloons, party favors and the like are not permitted in school. Please check with your child's teacher.

Boys and Girls Basketball – Saint Philip Preparatory School boys in grades 6 through 8 are invited to try out for our CYO Boys Basketball team.

Saint Philip Preparatory School Girls in grades 4 through 8 are invited to try out for the CYO Girls Basketball team. This is open to children of the parish as well. Tryouts are held annually in September and October.

Should a student serve a suspension, he/she will be suspended for *one (1)*

game and one (1) practice. This includes championship competitions.

Cafeteria – All students may eat lunch and breakfast in the cafeteria/auditorium. Students may bring their food from home, or purchase a menu meal from the school cafeteria. Breakfast and hot lunches are available each day.

Breakfast is available and served each morning from 7:30 A.M. – 8:15 A.M.

Students are also given a choice of 1% white, chocolate or fat free skim milk to have with their lunch. No glass containers or bottles are allowed during the lunch period.

If any student behaves inappropriately in the cafeteria, his/her behavior will be addressed by the St. Philip Preparatory School demerit system. A member of the Faculty or Administration is on duty in the cafeteria during the lunch period.

After lunch, the students go outside to the playground or Main Parking Lot for fresh air and exercise (weather permitting). *BASKETBALL, and 4 square games are encouraged. NO football, wall-ball, volleyball, soccer or baseball permitted.

NO SPECIAL LUNCHESES ARE TO BE BROUGHT TO SCHOOL. (i.e. pizza, Burger King, McDonald, Wendy and the like)

Cell Phones/Electronic Equipment – Students are not to have a cell phone or any portable electronic devices (Ipods, DVD players, MP3 players, etc.) upon entering the school building and 3:00 P.M.

If a student must have a cell phone on campus during these hours, the device must be shut off and kept in their book bag. If a student is discovered with any device in his possession during these hours, it will be confiscated. A student will have an opportunity to retrieve the device after the following:

- a. The device will remain in the Principal's office for **one full day**.
- b. The student will serve a **one-hour detention**.

c. The student will pay a **\$10 fine**.

Subsequent offenses will be deemed continued and willful disobedience' and subject to the Saint Philip the Apostle Preparatory School Suspension Policy.

Cheerleading – Saint Philip Preparatory School girls from grades 3 through 8 may try out for our Cheerleading Squad. They are chosen for their ability and effort, and serve as a source of support by providing cheerleaders for the CYO Boys Basketball Team. The squad also participates in several cheerleading competitions.

Tryouts are in April and the girls have practice several days a week under the direction of an adult leader.

All cheerleaders must maintain at least a “C” average in all subjects and have no conduct codes to remain on the squad.

Should a student serve a suspension, she will be suspended for one (1) game and one (1) practice, includes *championship competitions*.

Dances – School dances are open to current Saint Philip Preparatory School Middle School Students **only**. Participation in any school dance is a privilege. **If a student does not attend school the day of the dance or leaves early, they may not attend the dance that evening.** Three (3) demerits, as well as any detentions or suspensions in that marking period, excludes students from the following dance. Chaperones must be parents of Middle School children.

Field Trips – Field trips are a source of enrichment for students of Saint Philip Preparatory School. All students are expected to attend these outings. If, for reasons beyond our control, a student cannot attend, he or she is expected to attend school on that day for an enrichment assignment. No overnight trips are permitted. All monies collected for class field trips **are non-refundable**, whether or not the student attends the trip.

Hair Styles (Dress Code) – All students are expected to have a hairstyle that is

neat and will blend with the classic design of their uniform. No hair dyes, highlighting, rinses. Only grey or green headbands for girls are permitted. Boys hair must be cut over the ears and the entire ear must be exposed. It is not permitted to touch their shirt collar with no hair touching their eyebrows or hanging into the eyes. Please refer to the photos below for proper hair length.



Acceptable



Unacceptable

Boys must be clean shaven. NO facial hair or long side burns. *TATOOS or body art of any kind ARE NOT PERMITTED.

Should a student be asked to get a haircut or modify a color, he/she will have 24 hours to comply. Or he/she will be suspended until he/she can return with the proper haircut/color.

Half Days (Four-hour sessions) – On the days Saint Philip Preparatory School has a half-day session, no student is permitted to change out of the school uniform before dismissal while they are still in the school building. As always, no student or parent may return to the classroom after dismissal.

Handbags—For safety purposes, large handbags are not permitted in school.

Health Services – Saint Philip School follows the policies and procedures of the Clifton Board of Health. Parents are to call the school office if a child is absent, and the parent must state the reason. If your child has a communicable disease (such as strep throat, chicken pox, contagious conjunctivitis, etc.), please call the school office immediately and report this information. A note must accompany all students when they return to school after an absence, stating the specific nature of their illness. Any extended absence requires a note from your

child's physician.

If your child develops a fever (100° or above)/**VOMITING** during school hours, he/she will be sent home and **should not return to school for 24 hours. NO FEVER FOR 24 HOURS (without the use of an antipyretic).**

If your child vomits in school, he/she will be sent home (no exceptions). If we all cooperate in this manner, we will keep illness at our school to a minimum. All parents are to submit a current copy of your child's immunization record and most recent physical to the school nurse for the upcoming year.

If your child requires medication to be administered at school, please obtain a consent form from the school nurse. This form is required for prescription and non prescription drugs. The top portion is to be completed by the physician and the bottom portion is to be signed by the parent. Submit this form along with your child's medication. If your child requires asthma-nebulizer medication, tubing and mask must also be submitted.

If your child is absent due to sickness he/she may not arrive at school to take an exam or test, and leave for the day. **SICK = STAY HOME. *We will not administer the test.***

The following Health Services are provided:

- Tuberculin skin testing (if required).
- Visual screening of all pupils conducted yearly. If a student fails the test, a notice is sent to the parent. This notice should be signed by a physician and returned to the School Nurse.
- Audiometer (hearing) tests.
- Height, weight, individual inspection, growth, hair, general cleanliness and teeth are observed.
- Check on immunizations.
- Physical examinations yearly for students in grades 1, 4 and 8. Permission slips are sent home and parents indicate whether the exam is to be done by a private physician.
- Blood Pressure check on grades 1, 4, and 8 yearly.
- Follow up on all referrals.

Health Reminders—

- Personal hygiene is essential. Do not send your child to school if he/she has a fever or a contagious disease. If your child develops a fever during school hours, he/she will be sent home (no exceptions) and should not return to school until 24 hours after the fever subsides.
- Parents are to call the School Office if a child is absent, and the parents must state the reason. If your child has a communicable disease (such as Strep Throat, Pediculosis, Chicken Pox, Mumps, Measles, German Measles, etc.), please call the School Office immediately and report this information.
- A note must accompany all students when they return to school after an absence, stating the specific nature of their illness. Any extended absence requires a note from their physician.
- The parent/guardian must provide transportation home for ill children. No student may leave the building unattended. A sign-out book is available at the Reception Desk in the School Lobby.
- If your child vomits in school, he/she will be sent home (no exceptions.)

Jewelry – Students will not wear good jewelry to school. Only post earrings are permitted for girls. No dangling earrings or hoops are permissible. One (1) demerit of each incident of non-compliance will be given. The wearing of earrings is not permitted during gym class. Boys are not permitted to wear earrings.

Make-up – The wearing of make-up by students is not allowed. That includes, but is not limited to, lip gloss, tinted lip balm (such as Chapstick,) mascara,

eyeliner, nail polish (clear or otherwise), nail tips or “body-art” made with pencils, pens, crayons or markers. Those students found wearing make-up in school must wash it off and will receive a demerit for each incident.

Mass – Since Saint Philip Preparatory School is a Roman Catholic School, students are expected to attend Mass on Sundays, Holydays of Obligation and Holidays. Each month, a special liturgy will be celebrated for the entire student body. Children attend Mass on First Fridays, as well as during the Advent and Lenten seasons.

Money – Any monies sent in to Saint Philip Preparatory School must be put into a sealed envelope and clearly marked with the student's name, homeroom and reason for payment. All monies must be given to the classroom teacher, not the School Office.

Nurse – Our School Nurse is provided by a state grant for parochial schools. Our nurse is permitted to administer medication to your child, provided there are written instructions from your doctor. If your child requires an inhaler, please provide the nurse with one, as well as the medication form from the doctor. If your child vomits in school, he/she will be sent home (no exceptions.)

Pictures – The taking of pictures of any student, including cell phone pictures, by another student is strictly prohibited. Any violations of this policy will be subject to discipline at the discretion of the Principal.

Saint Philip Preparatory School reserves the right to use student pictures in publications, brochures, the school yearbook and on the school's website. Any parent who does not wish his/her child's picture to be used by Saint Philip Preparatory School must notify the Principal **in writing** immediately.

Prayer – Children listen to the Word of God frequently for the purpose of reflection and study. Both formal and informal prayers are taught. Each day begins and ends with prayer, in order to keep Christ as the center of our lives.

Rainbow Program – The Rainbow program is an after-school program for children in grades Pre-Kindergarten through 8. Information and complete details about this program will be distributed during the first week of school. Any child who is not picked up by 3:10 PM on a regular school day or 12:15 PM on a half-day will be placed in the Rainbow program for a fee. The Rainbow service runs from 3:00 PM until 6:00 PM, and any student left after 6:00 PM will be charged an additional fee.

All Rainbow balances must be paid in full by the end of each month. Failure to pay this balance will result in exclusion from the Rainbow until balance is paid in full.

Parents must call the School Office by 2:00 PM to request their child be sent to the Rainbow program on that day.

Students must report to Rainbow immediately after dismissal, where they must sign in with the Rainbow supervisors. Loitering in the parking lot or hallways of the school is strictly forbidden for safety purposes. The failure to comply with this policy will result in the loss of Rainbow privileges.

Recess and Lunch Break – All children will participate in recess. They will go out if the temperature is 32° or above. A doctor's note is required for all who do not go outside. Group games are encouraged. Children must observe safety rules at all times.

Religious Education and Activities – Saint Philip Preparatory School is a Roman Catholic School and, as such, students study a regular course of Christian Doctrine and take full part in the religious and sacramental life of the school and parish.

Responsibility – It is the responsibility of the student to ensure that he/she has the necessary materials (i.e. homework, books, projects, clothes, lunch) materials needed for class each day. We will not deliver forgotten items, nor will students be permitted to call to have them delivered to school. Help us teach our students responsibility.

Safety Drills—Saint Philip Preparatory School will practice Fire Drills, Lock Downs, Emergency Evacuations and various security drills during the school year.

Safety Patrol – Responsible 8th grade students are given the responsibility of the school safety patrol, which functions for the protection and safety of all school children during arrival. It is expected that students **and** parents of Saint Philip Preparatory School obey the safety patrols. Any violations will be reported to the Administration and appropriate action will be taken. The 8th grade teachers monitor the patrols.

Skateboards/Scooters/Rollerblades/Bicycles – The use of skateboards, scooters, roller skates, rollerblades, bicycles and “Heelys,” or any shoe with

built-in wheels, is not permitted at Saint Philip Preparatory School.

Spirit Day – Spirit days occur during the school year, when students are given the opportunity to wear clothing representing Saint Philip Preparatory School. (spirit wear items which are sold in the school, team uniforms, etc.) No shorts permitted during the months of November through March.

Student Council – Members of the Student Council will be elected by the student body. Representatives will be elected from each class from grades 4 through 8. The Student Council is supervised by the Faculty and Administration.

Tag Days – Tag days occur during the school year, when students are given the opportunity to wear their own non-uniform clothing for a small fee. However, this clothing must remain appropriate for a Catholic learning environment.

- Inappropriate clothing includes, but is not limited to,
- Shirts and pants that are too tight.
- Shirts or pants that are either too short or too long.
- Shirts that contain inappropriate words, slogans or messages.
- Pants that contain inappropriate words, slogans or messages, or contain writing in the seat of the pants.
- Clothing that exposes the midriff area or undergarments.

Inappropriate clothing is not permitted on tag days. The wearing of such clothing on tag days is considered a uniform infraction. The student would be given one (1) demerit, Furthermore, the parent/guardian will be called to pick up their child.

Textbooks – Students who return damaged textbooks at the end of the school year will be responsible for the purchase costs of replacing the textbooks for the upcoming school year. If a child should lose a textbook during the school year, they will be responsible for the cost of the replacement.

Transportation/Bus— Those students taking the bus may not choose (whether or not accompanied by a note) take another bus, for play dates, etc. Students **NOT** registered for the bus may not take the bus home with a friend. For safety purposes, all students are expected to behave appropriately while on the school bus. Inappropriate behavior includes but is not limited to:

- Fighting
- Threatening remarks or behavior
- Throwing objects in or out of the bus
- Inappropriate language or gestures
- Taking pictures
- Refusing to wear a seat belt

Failure to comply will result in suspended or permanent loss of transportation privileges. Consequently, parents/guardians will be responsible to provide transportation for their child.

Tuition – All school tuition, Rainbow fees and HSA commitments must be current or fulfilled by May 1st. Non-compliance will result in your child(ren) being unable to participate in Field Day activities, class field trips and/or 8th grade field trips and activities, including the 8th grade play, Dinner Dance, and Graduation.

The School follows specific guidelines for delinquent tuition payments, culminating in discontinuation of educational services as a result of unpaid tuition as outlined by Smart Tuition Company.

At any point during the school year when tuition payments are two months past due, the Administration of Saint Philip Preparatory School reserves the right to suspend all educational services provided for your child.

Uniforms – Every student is expected to be in full uniform each day, including the first day of school. Failure to be in full school uniform will result in a demerit. Furthermore, parents will be called to pick-up students who are not in full school uniform. We are not responsible for lost clothing.

For any exception, for health reasons, to the uniform dress code, a pass must be obtained from the school nurse.

The Boys Uniform (Grades K-8) includes the following:

- Solid Charcoal Gray Pants.
- A White Button-down Shirt.
- A White Undershirt
- A Tie (Clip-On for Grades K-4; Regular for Grades 5-8)

- Gray Socks, a proper Black School Shoe and Black Belt
- A Saint Philip Preparatory School Sweater is optional on cold days. No turtlenecks are allowed.
- St. Philip Spirit Wear is permissible for in school use per Principal's instructions.
- Black tie/velcro shoes – no sneakers

Summer Uniform

- Gray Shorts
- White Polo
- Gray Socks
- Black tie/velcro shoes - no sneakers
- White Polo
- Gray Socks
- Black tie/velcro shoes

The Girls Uniform (Grades K-4) includes the following:

- A Charcoal Gray Plaid Jumper or Charcoal Gray Pants.
- A White Blouse with a Cross Tie.
- Gray Socks, a proper Black School Shoe and Black Belt when necessary.
- A Saint Philip Preparatory School Sweater is optional on cold days. No turtlenecks are allowed.
- St. Philip Spirit Wear is permissible for in school use. per Principal's instructions.
- Black tie/velcro shoes. No sneakers.

The Girls Uniform (Grades 5-8) includes the following:

- A Charcoal Gray Skirt.
- A White Blouse with Cross Tie and Vest.
- Gray Socks, a proper Black School Shoe and Black Belt when necessary.
- All girls' skirts and jumpers must fall to the top of the kneecap.
- St. Philip Spirit Wear is permissible for in school use.
- Black tie/velcro shoes. No sneakers.

Summer Uniform

- Gray Shorts
- White Polo
- Gray Socks
- Black Tie Shoes
- White Polo
- Gray Socks
- Black Shoes - No sneakers.

From the beginning of the school year until October 15th, and again from May 1st until the end of the school year, the Summer Uniform (Charcoal Gray Summer Uniform shorts and the White Short Sleeve Polo Shirt) may be worn by both boys and girls.

The School Gym Uniform, along with sneakers and white socks, may be worn to school **only** on gym days. In the warmer months, the t-shirt and shorts uniform may be worn, while in the colder months, the uniform sweat-suits may be worn. Students not in proper Gym Uniform will not be allowed to participate in gym class. “Heelys,” or any shoe with built-in wheels, are not considered part of the proper gym uniform, and are not allowed at Saint Philip Preparatory School.

Both the School Uniform and Gym Uniform may be purchased at Co-Ed Uniform Company, Elmwood Park, New Jersey.

Visitors/Parents – All parents/visitors to Saint Philip Preparatory School must register at the School Lobby Reception Desk. No one is permitted in the building without a pass, valid for that day only.

Water Bottles – Students are not permitted to keep water bottles at their desks unless directed by the Principal. If a student needs a water bottle available constantly for health reasons, a doctor’s note on file with the School Nurse is required.

APPENDIX ONE
PATERSON DIOCESAN SCHOOLS
SEXUAL HARASSMENT POLICY

Introduction

“They did what was right and received what God had promised.” Hebrews 11:33

The schools in the Diocese of Paterson strive to maintain a learning and working environment which promotes respect for the human dignity and personal value of each member of the community. Our mission is to proclaim the Gospel values and create an atmosphere free from violence, personal abuse or any other form of harassment. The school community must work to promote a climate that engenders mutual respect and deep compassion for all its members as unique gifts from God. Each member of the community has the responsibility to maintain acceptable standards of personal behavior that ensure a learning and working environment free from intimidation, harassment, bias or prejudice.

Therefore our policy is as follows:

Threats of violence and other forms of abusive expression, physical harassment, corporal punishment, use of inappropriate sexual words, actions or innuendoes and comments directed at a person’s gender are inappropriate and will not be tolerated.

The schools in the Diocese of Paterson are committed to maintaining a nonviolent no harassment environment. Violations of this sexual harassment policy will be treated seriously and as a significant disciplinary matter.

Definition

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, repeated derogatory sexist remarks, and other verbal, written,

visual or physical conduct of a sexual nature directed towards another person.

Examples of Sexual Harassment

Sexual harassment includes, but is not limited to:

- VERBAL: Sexually demeaning comments, sexually explicit statements, questions, slurs, jokes, anecdotes or epithets.
- WRITTEN: Suggestive or obscene letters, notes, computer terminal messages or invitations.
- VISUAL: Leering, gestures, display of sexually suggestive objects or pictures, cartoons or posters.
- PHYSICAL: Sexual assault, touching, impeding or blocking movement.

Sexual Harassment

It is the expressed policy of the Diocese of Paterson to encourage persons who believe they have been victims of sexual harassment to report all such incidents which may have occurred during the school day or at any school-sponsored event/activity. The school shall ensure that the privacy and due process rights of all parties involved in the incident are protected insofar as possible. All interviews should take place as expeditiously as possible.

1. Students who believe they have been harassed, or who have witnessed harassment, or who have told of incidents of harassment should report the incidents promptly. These reports can be made to any teacher, counselor, administrator or school nurse.
2. Any teacher, counselor, administrator or school nurse who receives a student's report of sexual harassment shall immediately make these reports known to the proper authority. The proper authority in the case of an elementary school is the pastor and principal, and in the high school, the principal.

3. The administrator or his/her designee's first step is to interview and document the alleged incident(s) with the alleged victim, noting the nature of this complaint, this interview should take place with another member of the school staff present in a neutral office and be non confrontational
4. The administrator of his/her designee must then interview the alleged perpetrator, separate from the victim. This interview should take place in a neutral office and be non-confrontational with another member of the school staff present.
5. The administrator or his/her designee must then interview any witnesses to the incident(s) again in a neutral office and be non-confrontational, again with another member of the school staff present.
6. All data will be evaluated by the administrator. If it is determined that probable cause exists, the administrator must decide the seriousness of the offense. This decision will impact on whether administrative action is taken (within the scope of the school's disciplinary code/complaint procedure), or if the information should be turned over to law enforcement officials.
7. The Diocesan School Office must be informed at this point, in either case. Parent(s)/guardian(s) of the alleged victim and perpetrator must also be informed of the incident at this point in the procedure and the action being taken by the administrator as soon as possible.
8. All parties involved must be informed of the action being taken by the administrator.

School Sanctions

Sexual harassment is a serious offense and violation of Federal and State Law. It is inappropriate and unacceptable behavior in any Diocesan school. If there is a substantiated claim that a student sexually harassed someone, the perpetrator is subject to disciplinary action. Depending upon the type of incident, a sexual harasser may:

- Receive a verbal reprimand
- Be required to receive counseling

- Receive detention
- Be deprived of extracurricular activities
- Be suspended from school
- Be invited to withdraw from school and/or such other actions that the school principal feels may be in the best interest of the victim and the accused.
- Be subject to such other or further action, including action by the government authorities, as is deemed appropriate under the circumstances.

APPENDIX TWO
PATERSON DIOCESAN SCHOOLS
INTERNET AND TECHNOLOGY RESOURCES
ACCEPTABLE USE POLICY

Saint Philip Preparatory School offers Internet access for students use. This document is the Acceptable Use Policy for your use of the computers and other technology resources of the school. While the generic terms “computer” and “computer system” are used in this policy, this policy shall apply to all school owned computer and other technological resources (audiovisual equipment, telecommunications devices, etc.) located on school grounds. This policy shall apply to all electronic databases, information and software as well as to physical equipment. This Internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality self-discovery activities. It has not been established as a public access or public forum and the Saint Philip Preparatory School has the right to regulate the material you access or post, to insure that all use of the system is in accord with the Christian philosophy of the school, and enforce all rules set forth in the school’s disciplinary code, diocesan policy, and the laws of the United States and the State of New Jersey. Further, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system. Access to the Internet is available through this school only with permission of the computer teacher, the principal, or his or her designee and your parents indicated by the signing of an Internet

Use Agreement.

The following uses of this system are unacceptable:

1. Personal Safety

You will not post contact information (e.g., address, phone number) about yourself or any other person.

2. Illegal Activities

You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's password or account number, or by accessing another person's file.

You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

You will not attempt to modify any of the school's computers or computer systems by changing system, hardware, or software configurations.

You will not use the system to engage in any other illegal act.

3. System Security

You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.

You will immediately notify the teacher and the computer teacher of any classroom computer problems.

You are not to download material of any kind from any other computer system or the Internet without the express permission of the computer teacher. You are not to load or install any program files or software onto the school's computers or system at any time.

4. Inappropriate Language

On any and all uses the Internet, or AOL, whether in application to public or private messages, e-mail or instant messages, or material posted on the Web pages, you will use language consistent without Catholic Christian philosophy and values. You will not use or post obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images.

5. Respect for Privacy

You will respect the privacy of others by not reposting or forwarding a message that was sent to you privately without permission of the person who sent you the message.

You will not post private information about yourself or another person.

6. Respecting Resource Limits

You will use the system only for educational and career development activities.

You will respect the rights of others to use the system by not using the system for longer than the time prescribed by your teacher or the computer teacher.

You will not post or forward chain letters engage in “spamming” (that is, sending an annoying or unnecessary message to a large number of people).

You will use the e-mail capabilities of the system only with the express permission of your teacher or the computer teacher. You may not establish a private e-mail account to use on the school’s system, nor will you access your personal e-mail account from the school’s system without permission of the computer teacher.

You may access Internet newsgroups, discussion groups, chat rooms, instant messaging services and bulletin boards only with the express permission of your teacher or the computer teacher. Such requests will only be granted if the access or material being sought is directly relevant to your education or career development.

Plagiarism and Copyright Infringement

You will not plagiarize words or ideas that you find on the Internet. You will respect the right of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. Direct any questions regarding copyright law to a teacher.

Inappropriate Access to Material

You will not use the school's computers to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination towards other people (hate literature). Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The school fully expects that you will follow your parent's instruction in this matter.

Your Rights

The Internet is considered a limited forum, similar to the school newspaper, and therefore the school can restrict your right to free speech. Any exercise of free speech using the school's computers must be in keeping with Catholic Christian values as expressed in the school's philosophy. You should expect no privacy or permanency of the contents of your personal files on the school's computer system. Routine maintenance and monitoring of the system will occur, and may result in the viewing and/or removal of your files. An individual search will be conducted if there is reasonable suspicion that you have violated any of the terms of this policy, the school disciplinary code, or the law.

The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the school's computer system. Any violation of the terms of this policy will be subject to disciplinary actions. The school may, at any time, place restrictions on your use of the school's computer system.

Annual Integrated Pest Management Notice

For School Year 2014 – 2015

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Saint Philip Preparatory School has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Saint Philip Preparatory School is our Facilities Coordinator, Mr. Carlos Arias, who can be reached at (973) 779-6200. His mailing address is Saint Philip Preparatory School, 797 Valley Road, Clifton, New Jersey 07013. The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that are used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school. As part of a school pest management plan Saint Philip Preparatory School may" occasionally use pesticides to control pests. Parents will be notified when this is, necessary. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not 'Pose an unreasonable risk to human health and the environment. Nevertheless, the

EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure. St. Philip's IPM Policy follows. A copy of the full plan is available for review in the Main Office.

Integrated Pest Management Policy for Saint Philip Preparatory School

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. The law requires the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or lead administrator of a private school, as appropriate, to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. Saint Philip Preparatory School shall therefore develop and maintain an IPM plan as part of the school's policy.

Integrated pest management procedures in schools

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment. Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The school IPM plan is a blueprint of how Saint Philip Preparatory School will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For Public schools, the Local School Board, in collaboration with the school building administrator (principal), shall be responsible for the development of the IPM plan for this school. For Charter schools and non-public schools, the development of the IPM plan shall be the responsibility of the Board of Trustees or the Principal or Lead Administrator.

Education /Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives. The IPM Coordinator, other staff and pesticide applicators involved with implementation of the school IPM

policy will be trained in appropriate components of IPM as it pertains to the school environment. Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Record Keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board. Records shall also include, but are not limited to pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The Principal is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act

Re-Entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

Evaluation

The Principal shall report annually to their respective governing or advisory boards on the effectiveness of the school IPM plan and make recommendation, for improvement as needed. The Principal shall develop regulations/procedures for the implementation of this policy.

Authorizing Regulatory references

The School Integrated Pest Management Act of 2002
NJ.A.C. Title 7 Chapter 30 Subchapters 1-12
Pesticide Control Act of 1971

Saint Philip Preparatory School – Revised 1/10/07

797 Valley Road
Clifton, NJ 07013

Nutrition Policy

Saint Philip Preparatory School recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health, and their ability and motivation to learn.

Saint Philip Preparatory School is committed to:

- Providing students with healthy and nutritious foods;
- Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains;
- Supporting healthy eating through nutrition education;
- Encouraging students to select and consume all components of the school meal.
- Providing students with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of the After School Snack Program shall meet the standards as outlined within this policy.

The following items may not be served, sold or given out as free promotion anywhere on *Saint Philip Preparatory School* property at anytime before the end of the school day

- Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
- All food and beverage items listing sugar, in any form, as the first ingredient;

All forms of candy.

- Schools shall reduce the purchase of any products containing trans fats.

Federal labeling of trans fats on all food products is required by January 1, 2006

All snack and beverage items sold or served anywhere on *St Philip the Apostle School* property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores and fundraisers or served in the reimbursable After School Snack Program, shall meet the following standards:

- 1) Based on manufacturers nutritional data or nutrient facts labels:
 - No more than 8 grams of total fat per serving, with the exception of nuts and seeds.
 - No more than 2 grams of saturated fat per serving.
- 2) All beverages shall not exceed 12 ounces, with the following exceptions:
 - Water.
 - Milk containing 1% or less fat.
- 3) Whole milk shall not exceed 8 ounces.
- 4) No cupcakes and/or candy

Saint Philip Preparatory School will insure that:

- Grades K-5 - 100% of all beverages offered shall be milk, water or 100% fruit or vegetable juices.

-Grades 6, 7 & 8 - At least 60 percent of all beverages offered, other than milk and water, shall be 100 percent fruit or vegetable juices. No more than 40 percent of all ice cream/frozen desserts shall be allowed to exceed the above standards for sugar, fat, and saturated fat.

Food and beverages served during special *Saint Philip Preparatory School* celebrations or during curriculum related activities shall be exempt from this policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

This policy does not apply to medically authorized special needs diets pursuant to 7 CFR Part 210, school nurses using FMNVs during the course of providing health care to individual students or special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification.

Saint Philip Preparatory School will insure adequate time shall be allowed for student meal service and consumption.

Saint Philip Preparatory School shall provide a pleasant dining environment.

Saint Philip Preparatory School curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

Saint Philip Preparatory School is committed to promoting the Nutrition Policy with all food service personnel, teachers, nurses, coaches and other school administrative staff so they have the skills they need to implement this policy and promote healthy eating practices.

Saint Philip Preparatory School will work toward expanding awareness about this policy among students, parents, teachers and the community at large.

ASBESTOS MANAGEMENT

AHERA Notification to Staff/Parents 40 CFR 763.93 (g) (4), 40 CFR 763.84 ©, 40 CFR 763.93 (e) (10), 40 CFR 763.84 (d)

Date: January, 2010

Building: School

This memorandum is again being provided to you as a part of the requirements of the Federal “Asbestos Hazardous Emergency Response Act” legislation.

Saint Philip Preparatory School has conducted an AHERA Inspection and has developed a Management Plan for Asbestos-Containing Materials.

On October 14, 2009, a required Surveillance Inspection of the Saint Philip Preparatory School was conducted. The results of this inspection confirmed that these materials do

not pose any immediate threat and will not in the foreseeable future as long as they continue to be properly maintained.

The Inspection and Management Report are on file in the Principal's Office and are available to anyone for their inspection.

Please be assured that the Diocese of Paterson and the Saint Philip Preparatory School administrations treat the various environmental issues seriously and will continue to take every reasonable effort to provide all of the building occupants with a healthful workplace.

**SAINT PHILIP PREPARATORY SCHOOL
TUITION POLICIES
2015-2016**

Parents have an obligation to make accurate, timely tuition payments. SMART Tuition Management Co. is the tuition collection company for the 2015-2016 school year.

Tuition is due to SMART on the first of the month starting in August and ending in May. Families registering late will make up the missed payments.

Tuition payments are due within the month billed. A late fee will be posted on the 15th of the month if tuition is unpaid. Also, a \$30 fee will be charged by SMART for the month of the delinquency for SMART to follow-up with phone calls and e-mails. All tuition will be paid directly to SMART. SMART accepts credit/debit card payments by mail, by telephone, and on-line in addition to money order or check payments by mail. ***No payments will be accepted at the school for the 2015-2016 school year for any reason.*** All delinquent tuition payments will be paid to SMART, not the school. If tuition is delinquent, report cards may be held for pickup by the school to discuss the delinquency and make arrangements for payment.

If tuition is unpaid on the 5th of the month, the school will send a letter stating that tuition must be paid by the 30th of the month or educational services will be terminated. Arrangements may be made up until the date of discontinuation of services. If no contact is made by the final date, educational services will be

discontinued. There will be a one week time period after discontinuation of services to pay the delinquent tuition in full and reinstate the student(s). After one week, the student(s) will be considered transferred and the account will be sent for collection.

If there are circumstances that have caused a delinquent tuition payment, please make an appointment with Mrs. Patricia Pinke, to discuss payment arrangements and available options. Please do not wait until the discontinuation of services letter to contact the school.

Students will not be accepted for the next school year until all prior year financial obligations are met.

If your account is sent for collection due to nonpayment of tuition, school fees, or fund raising, a \$20 collection fee will be added to the balance owed.

If payment is 60 days past due, the educational services to the child(ren) will be terminated. The parent(s)/guardian(s) will be called to pick up their child(ren) and the child(ren) will not be permitted to enter their classroom until the past-due amount is paid in full.

FINANCIAL AID

Saint Philip Preparatory School facilitates two forms of financial aid, Tri County Tuition Aid Fund, and limited help is available through there Financial Aid, directly through the school and parish.

TRI-COUNTY TUITION AID FUND

This fund is open to any child(ren) attending Catholic school in the Diocese of Paterson. Applications in English or Spanish are available in February through the Tuition Office. Information may be obtained by calling 973-779-2781. Completed applications with all necessary forms attached must be submitted directly to the Tri-County Fund **no later than April 29** for the upcoming academic year.

FINANCIAL AID

As long as funds remain available, this scholarship is open to students of Saint Philip Preparatory School Grades K to 8. Applications are made available through SMART TUITION. Information may be obtained by calling 973-779-2781. Completed applications with all necessary forms attached must be submitted to SMART **no later than May 15** for the upcoming academic year. Because of limited funds, late applications cannot be considered.

If a family's financial circumstances change, positively or negatively, in the course of the academic year, it is the family's responsibility to keep the school and parish informed. Saint Philip's Financial Aid reserves the right to adjust awards accordingly.

Requirements:

- Student of Saint Philip Preparatory School
- Previous year's tuition must be paid in full
- Current year's tuition must be up to date
- Family must provide proof of (documentation) financial need.
- Parents must be active in Saint Philip Preparatory School.

EIGHTH GRADE TUITION

Tuition payments for eighth grade students must be current and up to date (no past-due balances or outstanding fees) by May 10 or that student will be RESTRICTED from class trips, dances, dinners and all graduation activities including the Baccalaureate Mass and Graduation Ceremony.

DIOCESAN POLICY

The tuition guidelines for the Diocese of Paterson state that after two months of non-payment a family will be asked to remove their child(ren) from the school.

NOTE: Tuition accounts must be up to date for that student(s) will not be permitted to attend CLASS FIELD TRIPS and/or SAINT PHILIP PREPARATORY SCHOOL FIELD DAY.

Before your child(ren) can enter the classroom on the first day of the new school year. This policy will be strictly enforced by the Pastor, and Principal.

ENTRANCE REQUIREMENTS

BEFORE THE FIRST DAY OF THE NEW SCHOOL YEAR

- Previous year's tuition must be paid in full
- Current year's tuition must be up to date
- Registration fees and academic fees must be paid in full
- Rainbow After-School Care Saint Philip Preparatory School Breakfast and Lunch Programs must be paid in full
- HSA Registration Contract must be completed, signed and returned to the HSA
- The Receipt of Handbook must be signed and submitted to the Main Office

THE SAINT PHILIP THE APOSTLE HOME AND SCHOOL ASSOCIATION

The main purpose of the St. Philip the Apostle Home and School Association is to raise funds that offset the schools expenses, organize volunteers who can work on school functions and sponsor activities for students and/or family participation.

Registration at Saint Philip Preparatory School includes membership in the Home and School Association (HSA). All families registered Kindergarten through 8th grade are considered members of the HSA and must fill out an HSA contract and return it, along with the appropriate fee, by June 15th of the preceding term. New families who register after June 15th will have until August 31st to fill out and return their contract. Contracts received after the due date will be subject to a late penalty of \$25. In addition, students whose family does not complete the contract process by the first day of school will not be able to attend class until the contract and the appropriate fee have been submitted.

Contracts are sent home to every family. New families will receive their contract when they register. Due to increased costs, the HSA will charge a \$3.00 processing fee if you lose your contract and require an additional copy.

When completing the contract, families have the choice of Active or Non-Active Participation. It is vital that all families carry out this contract; therefore, each family's compliance with the agreement will be monitored. Families choosing full monetary option or "Buy Out" must pay \$500.00 plus the appropriate contract fee. Those choosing Involvement are required to participate in four mandatory fundraisers and to participate in a certain number of service commitments. *Active Participation is only available until September 27, 2015. All contracts received after that date will automatically be converted to Non-active participation and the \$500 fee will be added.*

Any family that chooses Active Participation must complete the requirements for Protecting God's Children including:

- Attending the Protecting God's Children seminar
- Signing the Code of Conduct
- Being fingerprinted in accordance with the Diocese of Paterson guidelines.

Please review the following instructions regarding Active Participation in's mandatory fundraisers.

Families choosing Involvement must return their contracts before the first day of the new school year (see page 54: Entrance Requirements). Contracts received after the first day of the school year will automatically be converted to full monetary option and appropriate fees will apply.

- Fall 50/50 – Each family is required to sell \$60.00 (or 3 books) of 50/50 tickets to be returned by November 1, 2014.
- Calendar Sale – Each Family is required to sell 10 calendars equal to \$100.00 to be returned by no later than January 7, 2015.
- Grocery Certificates OR Wrapping Paper Sale – Grocery Certificates purchases must be a cumulative total of \$1,200.00 by April 30, 2015. (minimum of \$150 per month) Wrapping Paper purchases must be a minimum of \$130.00 in purchases BY October 1, 2014
- Casino Night/50/50/Silent Auction - follow contract instructions.

It is the responsibility of each family to make sure they receive the necessary materials and submit monies for fundraisers by the due date designated on the contract.

Failure to participate in any one of these four mandatory fundraisers will result in a penalty of \$125.00 per missed fund raiser and the inability to re-register your child /children for the 2015-2016 school year. Children of families who fail to participate in a mandatory fundraiser and do not pay the \$125.00 penalty within 30 days of the due date for that fundraiser as listed on the contract, will not be able to continue at Saint Philip Preparatory School until the penalty is paid in full.

In choosing Involvement, each family may volunteer their time on the events/fundraisers sponsored by the HSA.

Please remember that all Involvement volunteer service activities will be assigned on first come, first serve basis, based on the returned contract postmark date.

Failure to return your signed contract with appropriate fees by August 30, 2015 will result in the suspension of your child/children's registration and may preclude them from attending class at Saint Philip Preparatory School beginning September 2015. Any family that purposely disregards H.S.A. contract obligations will be reported to the School and may not be allowed to re-register for the 2015-2016 school year.

**SAINT PHILIP PREPARATORY SCHOOL
RECEIPT OF STUDENT HANDBOOK
2015-2016**

I have received/downloaded a copy of the Saint Philip Preparatory School Student Handbook. I/we understand that I/we are responsible for reading this handbook.

I/we agree to abide by the policies and procedures contained therein.

Student's Name: _____

Student's Grade: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____

(Please sign and return with your Registration Form)

***I UNDERSTAND MY REGISTRATION IS NOT COMPLETE UNLESS ACCOMPANIED BY MY SIGNED RECEIPT OF THE HANDBOOK.**

I HAVE READ AND WILL COMPLY WITH THE RULES AND POLICIES OF SAINT PHILIP PREPARATORY SCHOOL.