



Parent/Student Handbook

2024-2025

U.S. Department of Education Blue Ribbon School

Saint Philip Preparatory School
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Welcome to Saint Philip Preparatory School!

Looking at the 2024-2025 school year, the Faculty, 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 his/her parent/guardian to read the handbook.

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!

Ms. Danielle Gonzalez, Principal

REQUIREMENTS FOR ADMISSIONS FOR THE
2024-2025 SCHOOL YEAR

- Student must possess a B average with no failing grades on the final report card.
- Standardized test scores must be within the proficient range.
- Conduct and attendance are contributing factors for admission.
- If the student possesses an ISP/IEP, parents must submit the most current report for evaluation.
- Must submit Birth, Baptism and Immunization Records.
- Complete registration application with registration and academic fees.
- Saint Philip Preparatory School does not accept new registrations for 8th grade unless the family has recently moved into the area, providing documentation of a utility bill.

REQUIREMENTS FOR RE-REGISTRATION FOR THE
2024-2025 SCHOOL YEAR.

- Open to Saint Philip Preparatory School families currently registered for the 2023-2024 school year.
- All tuition, fees and HSA commitments must be current.
- Completed on-line re-registration verification and paid registration and academic fee.

REQUIREMENTS FOR RE-REGISTRATION FOR THE
EARLY CHILDHOOD PROGRAM
2024-2025 SCHOOL YEAR.

- PK3 students must be three years old by October 1st of current school year and fully potty trained.
- PK4 students must be four years old by October 1st of the current school year and fully potty trained.
- Kindergarten students must be five years old by October 1st of the current school year.

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 and Pastor have 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.

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 based on 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.

SAINT PHILIP THE APOSTLE PREPARATORY
HOME AND SCHOOL ASSOCIATION

The Saint Philip Preparatory Home and School Association (HSA) 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 visit the HSA section of this handbook for contract rules and regulations. For more information, please visit the website of the Home and School Association at <http://www.stphiliprep.com> and click under the heading Parents and then “Home and School Association.”

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STUDENT ATTENDANCE POLICY

Absence

If a child is not attending school, his/her parent or guardian must call the school Office by 9:00 a.m. to state the reason. A note from the student's parent, guardian or doctor is expected upon his/her return. A student must be in school at least four (4) hours to be marked as ½ day present.

Excessive absence (20) days or the equivalent of 20 days including tardies may cause a student to be retained in the current grade for another year.

Attendance

The importance of student attendance cannot be overemphasized, as regular attendance and punctuality is 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 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.

Students who are absent are not eligible for any co-curricular or extra-curricular participation on that school day.

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

Early Care, pending proper staffing, may be provided in the school auditorium from 7:00 a.m. to 7:30 a.m. for a fee.

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 p.m.). Students must be picked up or go to After Care. Early dismissal is 12:00 PM. There is no lunch on early dismissal days. Safety dictates that all students are to be picked up from school each day by either a parent or guardian. A child will be allowed to walk home only with written permission of said parent/guardian. A letter giving permission for the child to walk home will need to be provided to keep on file at the school.

Early Dismissal for Individual Students

To be dismissed early, a note (via on-line platforms or hard copy) must be sent to the homeroom teacher from the parent or guardian. All students being excused early must be picked up by their parent or guardian at the reception desk in the school lobby. Early dismissal ends at 2:45 p.m. This is time for students to pack up. All students will be dismissed at their regular doors at 3:00 p.m.

Dismissal Safety

For safety purposes, **no animals (dogs, cats, etc.)** may be brought onto the campus during the student's drop-off or dismissal. At dismissal students are to go directly with their parents to their car. Do not loiter in the parking lot. Ball playing of any kind, riding bicycles, scooters or freely running about are safety hazards. Please escort your child to your car and leave.

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 After Care.

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 visitor's 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 students 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 Saint Philip Preparatory 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. PK3 and PK4 are to be dropped off at the classrooms. K-8 are dropped off at the auditorium. **Only students will be permitted to gain access to the school building.**

Morning Assembly

Starts at 8:00 a.m. Students arriving after the 8:00 a.m. bell must enter the school through the Main Lobby.

Morning Assembly

Prayer
Daily Announcements
Flag Salute

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. 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 his/her classroom.

School Hours

Saint Philip Preparatory School Hours are as follows:

Regular School Session: 8:00 a.m. to 3:00 p.m.
Half Day Session: 8:00 a.m. to 12:00 p.m.
Delayed Opening: School will OPEN at 9:30 a.m.
Morning Assembly starts at 10:00 a.m.

Trespassing

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

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 gesture
- Inappropriate cafeteria behavior
- Insubordination and non-compliance with stated school and classroom policies
- Public Display of Affection (PDA)
- Taking cell phone pictures
- Uniform infractions
- 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 (3) unexcused tardiness will result in one (1) demerit
- Insubordination when speaking with a teacher/administrator

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 toward 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 Saint 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

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, school will follow the policy as stated below:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately.
- The principal will verify the teacher's observation and will notify the parent/guardian.
- If the student confirms suspicion or appears unstable, student should be brought to the attention of the School Nurse (as per the Emergency Guidelines).
- If necessary, the principal will call 911 (as per the Emergency Guidelines).
- The police may be called if the student is in possession of an illegal substance (as per the Emergency Guidelines).
- The parent/guardian must pick up the child immediately should it be determined that the suspicion is founded. The parent/guardian will be expected to follow the recommendations of the school principal if the child is to continue in the school.

- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition, will be barred from attending or participating in that ceremony, party, dance, or school outing. The parent/guardian will be notified and appropriate action will be taken, which may include suspension or expulsion from the school.

Saint Philip Preparatory School is the co-owner of storage units, such as desks 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, any school sponsored and/or related function or activity, 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 must report this allegation to his/her 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, suspension, or the police may be called. 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 may 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. Law enforcement may also be notified. The student may return to school only if he/she presents a written statement from the evaluation, 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 something written and/or spoken.
- 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).

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 books, technology, or furniture.
- 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 whenever threatening behavior has been observed by members of the faculty, staff or administration.

EMERGENCY POLICIES

Accidents

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

Please note that the school accident insurance usually is secondary to the parent/guardian's own medical insurance coverage

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 a.m. Morning Assembly begins at 10:00 a.m. First class will begin at 10:30 a.m.

Announcements of closings and delayed openings will be made on Facebook, school website, Rediker/Parent Portal and News 12.

Saint Philip Preparatory School uses Rediker/Parent Portal for Schools system, an Internet-based system of notification. Within minutes of an emergency, the Administration activates the Rediker system to deliver a single message to parent(s) and guardian(s) by telephone, cell phone, e-mail, pager or PDA in any combination. Rediker 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 **Rediker**, 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. It is imperative that students leave the school quietly, so they are able to hear any directions.

School lockdown and evacuation 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).

Security

To assure the security of the building and the safety of each child, the school strongly enforces its policy of requiring all visitors, even a parent/guardian, to report to the office. To avoid interruption of the learning process, no one may enter a classroom without permission of the principal.

The school has an Emergency Operation Plan, and each classroom has a school emergencies resource handout.

SCHOOL ACADEMIC POLICIES

Accreditation

Saint Philip the Apostle Preparatory School holds the following accreditations and awards:

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

Calendar

The yearly calendar is posted no later than August. This calendar is tentative. Prior to the 1st day of each month, a calendar of the next month's events is updated on the school website. 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 his/her 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 year's teachers. We do not take special requests for homerooms.

Compensatory Education

Compensatory Education services are provided by the Board of Education of Clifton. 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.

Chromebooks

Student Chromebooks are utilized in each grade. Students must sign SPPS Chrome Book Policy. Any student defacing or destroying theirs or someone else's Chromebook will be held responsible and charged for a replacement or repair. Students are not permitted to personalize or change passwords on school chromebooks.

Conferences

All conferences must be made by appointment. To schedule a conference with a teacher, you may use email, write 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.

Gym Class

The students have Gym/Physical Education class at minimum 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 Flynn & O'Hara. Only sneakers may be worn during gym classes.

Homework 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 Google Classroom for assigned homework.

Honor Roll Criteria

Saint Philip Preparatory School will publish an Honor Roll three (3) times a year for students in grades 4 through 8.

First Honors - Students who receive an **A+**, **A**, or **VG** in all academic areas, including Spanish and Latin. Receives a VG or G in other Special classes.

Second Honors - Students who receive a **B+** or better, and a **G** or better in all academic areas, including Spanish and Latin. Receives a VG or G in other Special classes.

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.
- Suspension

Kaleidoscope (Gifted and Talented)

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 (95th percentile or higher on standardized testing, score 90% or better on entrance test, and have a good disciplinary record).

Early Childhood Program

Full day program provides 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.

- Uniform – School PE Uniform which can be purchased from Flynn & O’Hara
- No "pull-ups" or special underwear
- Must be fully potty-trained
- NO BITING. If a child bites another child, teacher, or staff member, the student will be sent home immediately. Second biting offense - the child will be asked to leave the school.

National Junior Honor Society (NJHS)

The National Junior Honor Society chapter of St. Philip Preparatory School is a newly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, service, leadership, character, and citizenship. Students are selected for membership by majority vote of a five-member principal-appointed faculty council, which bestows this honor upon qualified students on behalf of the faculty of our school each year. Students in grades 6 - 8 are eligible for membership. To be eligible to apply to our chapter, students must have a cumulative GPA of 85 percent, B or higher. Each year those students who meet this criterion are invited to complete a Candidate Form that provides the faculty council with information regarding the candidate’s leadership and service.

Promotion and Retention

Placement in all school academic settings will be appropriate to the individual student’s needs at his/her 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 at a location determined by the parent. Saint Philip Preparatory School does not offer summer school programs.

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.

Midterm and Final Examinations

Midterm and end of the year exams are given in grades 5 through 8. SPPS does not provide study guides for exams/assessments. These examinations may be projects, presentations or other forms of assessment in addition to traditional written examinations. Midterm examinations will count as 10% of the grade, final examinations will count as 10% of the grade

equaling 20% of the final grade in a given subject area. Retakes on Midterms and Final 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

Rediker is an online system used throughout the schools in the Diocese of Paterson. This system helps parents track the academic progress of their child in addition to keeping parents and guardians aware of emergency situations at school. Report Cards will be distributed via the Rediker Parent Portal system as follows:

- Grades 2-8: Four times a year
- Grade 1: Three times a year (Grade 1 does not receive a report card at the end of the first quarter.)
- PreK3, PreK4, and Kindergarten: Twice a year (January and June)

You may print and save your child's report card or save it on your computer.

Reports cards cannot be distributed before the scheduled distribution date to accommodate individual travel or vacation plans.

School Counselor

When a school counselor is available onsite, 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. The Spanish VG grade will be reflected in average for honors. Grades Pre-Kindergarten through 8 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 Saint Philip Preparatory School is unable to service the student's

needs, it will become necessary for the student to find educational services elsewhere. Saint Philip Preparatory School does not provide 504 accommodations.

Summer School

Summer schools may be required if a student has failed one or more of these subjects in three marking periods of the report card. Summer school also may be recommended due to poor performance on standardized tests or in the classroom.

Proof of successfully completing a summer school program is required to be presented to the principal in September. The summer school report card must be submitted to the office in September. Failure to attend summer school will result in retention. It is the parent's or guardian's responsibility to provide documentation that summer school has been successfully completed.

In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher who will provide documentation to the school of no less than 25 hours upon completion of the tutoring sessions.

Testing

Students are tested both informally, at the discretion of the teacher, and formally at the end of each marking period. Extra credit assignments to improve a grade is prohibited.

The standardized test (NWEA) is administered three times during the school year in Grades 1-8 and once in May in Kindergarten. Results are shared with parents.

GENERAL SCHOOL POLICIES

After Care Program

An after-school program is available to the parent/guardian. As long as a student is engaged in school sponsored programs or activities, the student is expected to follow school policy. Directors of individual activities may also issue rules of behavior, which recognize the special nature of non-classroom activities.

Program fees are expected to be paid in full upon being invoiced. Past due balances will result in your child not being allowed to participate in the program until their accounts are brought up to date.

The After Care 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 p.m. on a regular school day or 12:10 p.m. on a half-day will be placed in the After Care program for a fee. The After Care service runs from 3:00 p.m. until 6:00 p.m. Any student left after 6:00 p.m. will be charged an additional fee. Due to unforeseen circumstances the hours of the After Care program may be changed at any time.

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

Students must report to After Care immediately after dismissal, where they must sign in with the After Care 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 After Care privileges.

The school nurse, nor a licensed health provider is not available during the After Care Program. Therefore, administering medical treatment is not available. In emergency situations, 911 will be called.

Altar Servers

Altar Servers begin their training in grade 3.

Birthdays/Special Holidays

Children will be recognized during Morning Assembly for their birthday. On the day of a child's birthday, they can dress out of uniform. Should a child's birthday fall on a day that school is not in session, a date can be arranged with the classroom teacher. Food (Cupcakes, cookies, candy, goodie bags, etc.) or balloons, party favors, and the like are **not** permitted in school.

Boys and Girls Basketball

Saint Philip Preparatory School students in grades 3 through 8 are invited to try out for our CYO 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.*

Basketball and all school extracurricular activities.

Students ...

- absent from school
- who arrive at Saint Philip Preparatory School after 11:00 a.m.
- leave before 12:00 p.m.

are not eligible for any co-curricular or extra-curricular participation on that school day.

Cafeteria

All students may eat lunch in the cafeteria/auditorium. Students may bring their food from home or purchase a menu meal from the school cafeteria. Hot lunches are available each day.

We do not "heat up" lunches. We recommend the use of a thermos to keep food warm.

Saint Philip Preparatory School is not a peanut free school.

No glass containers are allowed during the lunch period.

If any student behaves inappropriately in the cafeteria, his/her behavior will be addressed by the Saint Philip Preparatory School Demerit System. A member of the faculty or administration is on duty in the cafeteria during the lunch period.

NO SPECIAL LUNCHES ARE TO BE BROUGHT TO SCHOOL. (e.g., pizza, Burger King, McDonald, Wendys and the like)

- It is the responsibility of the individual student to keep the area clean.
- Respect and obedience are to be shown at all times and to those who work in the lunchroom.

Cafeteria payments must be up to date each month.

Cell Phones/Electronic Equipment

Electronic devices may be dynamic tools in the 21st century school environment, but only when used appropriately by faculty, administration, staff, and students.

The use of electronic devices by faculty, administration, staff and students must be

appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the course of the school day and after school. (i.e., cell phones and other personal electronic devices). In the event an electronic device, including a student cell phone, is believed to contain evidence of a violation of school policy and/or a threat to the school community, the individual possessing the electronic device is obliged to grant the administration of the school access to the device and the information on the device to ensure compliance with policy and the safety of the school.

Other personal devices (such as iPads, Smart Watches, etc.) are not permitted in school. The school is not responsible for phones or other electronic devices brought to school. Inappropriate use of any electronic device may result in serious consequences as stated in the school's Technology Use Policy.

Students are not to have a cell phone or any portable electronic devices upon entering the school building until dismissal at 3:00 p.m.

If a student must have a cell phone on campus during school hours, the device must be shut off and kept in his/her book bag. If deemed necessary, cellphone will be collected by the homeroom teacher at the beginning of the day.

Child Custody

At the time of school entry or at any other time when a change in custody status/arrangements occurs, it is the responsibility of the parent/guardian to provide the principal with a copy of the legal document from the parent/guardian for any student for which there is a legal custody agreement or for any student not residing with his/her parent/guardian. School communication with the appropriate guardian is essential.

Accordingly:

- Custodial parent/guardian must identify in writing other adults who may have access to information regarding their child.
- A non-custodial parent/guardian may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.
- A non-custodial parent/guardian may pick up a child only if written permission has been granted by the custodial parent/guardian

Communication

Since, as parents/guardians you are the child's first teachers, you are our partners in education. Regular communication with you is an essential part of your child's school experience. Scheduled parent/guardian conferences allow teachers and a parent/guardian to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent/guardian may request a meeting with a teacher at any time by simply sending a note or email to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that ensures privacy, never in a hallway or on the street. A parent/guardian who is refused such a meeting should notify the principal.

Parent/guardian-teacher conferences will be scheduled each year in conjunction with Marking Period I report card distribution to provide an opportunity for in-depth discussion of student growth. Parent/guardian-teacher conferences are required at the end of the first marking period. Teachers are expected to be reasonably available to parents/guardians throughout the school year in order to keep open the lines of communication in the best interest of the students.

Respectful communication fosters a positive home-school relationship. As such, disparaging the school, students, administration, faculty, and staff either verbally or on social media is unacceptable, will harm the relationship between your family and the school, and may jeopardize the continued enrollment of your child in the school.

Confidentiality

There is a professional, legal and moral ethic that requires all persons to safeguard all student information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- School officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child.

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents/guardians, or peers. Always, the sense of confidentiality should prevail.

Dress Code

Your school uniform confirms your attendance at the school and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform always remembering that by

wearing it inside and outside the classroom and the school you are representing the school and your behavior should be a credit to both yourself and the school community.

Every student is expected to be in full school uniform each day, including the first day of school. Failure to be in full uniform will result in (1) one demerit. Furthermore, parents will be called to pick-up students who are not in full uniform. **No hats, scarves, kerchiefs, bandanas or gloves may be worn during class/instructional time.** We are not responsible for lost clothing.

If for health reasons an exception needs to be made to the uniform dress code, a pass must be obtained from the school nurse.

Please visit Flynn O'Hara's website at <https://www.flynnohara.com/> for a complete listing of the school uniform options, including the Physical Education (Gym) uniform.

PreK3 and PreK4 Boys and Girls Uniform

- The school Physical Education (Gym) Uniform. In the warmer months, the t-shirt and shorts uniform may be worn, while in the colder months, the uniform sweatsuits may be worn.

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 when necessary
- A Saint Philip Preparatory School Sweater is optional on cold days.
- Black tie/velcro shoes or completely black sneaker (no high tops)

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.
- Black tie/velcro shoes or completely black sneaker (no high tops)

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.
- Black tie/Velcro shoes or completely black sneaker (no high tops)

Summer Uniform

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.

- Gray Shorts
- White Polo
- Gray Socks
- Black tie/velcro shoes or completely black sneaker (no high tops)

Winter Wear

During the cold weather, students may wear the navy-blue uniform cardigan sweater or the uniform school sweatshirt or uniform school fleece. Other types of sweaters or sweatshirts may not be worn. Students may not wear boots in school. In case of inclement weather, if students wear boots to school they need to change into their uniform shoes when they get to their classroom.

Physical Education (Gym) Uniform

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 sweatsuits may be worn. Students not in proper Gym Uniform will not be allowed to participate in gym class.

In General:

- Girls and Boys: The presence of anything that proclaims a current fad is not permitted.
- An alternative shoe option is an all black sneaker (sole, laces, logo, etc.). High-top sneakers are permitted.
- No makeup is allowed. Only non-colored ChapStick is allowed. Only clear nail polish is permitted on nails. Nail decals/designs and artificial nail types are not permitted.
- Girls are only allowed to wear one earring in each ear. The earrings must be post earrings or small hoop earrings. Wearing of earrings is not permitted during gym class. Boys are not permitted to wear earrings.
- On the day the students have gym, they wear their gym clothes to school. Students are allowed to wear sneakers of their choice on gym day.
- Boys must be clean shaven. NO facial hair or long sideburns.
- TATTOOS or body art of any kind ARE NOT PERMITTED.
- "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.

Personal Appearance

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant. Uniforms should be neat and clean.

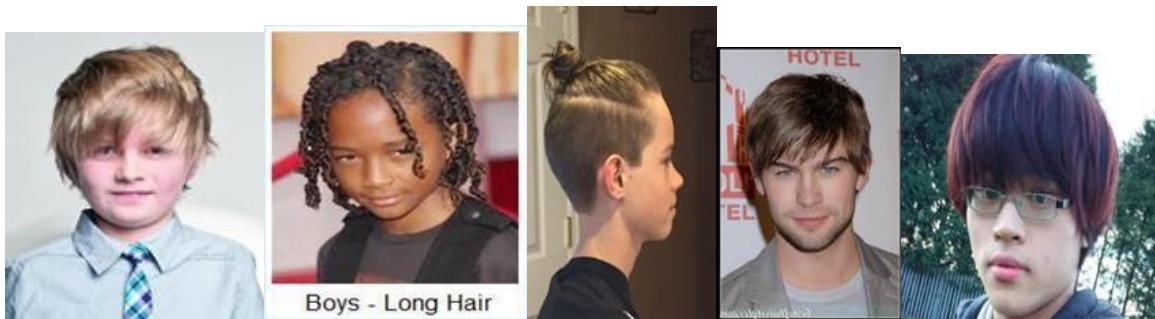
The parent/guardian will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parent/guardian will be made by school officials.

Hair Styles

Hair should be clean and well groomed. 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. The boys' hair must not be below the shirt collar. Bangs should not be so long that they impede vision (no hair below the eyebrows or hanging into the eyes).

Please refer to the photos below for proper hair length:

Unacceptable



Acceptable



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

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. No overnight trips are permitted. All monies collected for class field trips are non-refundable, whether or not the student attends the trip.

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.

Health/Illness

Saint Philip Preparatory School follows the policies and procedures of the Clifton Board of Health. If a child has an illness or chronic medical condition, it is the parent/guardian's responsibility to notify the school and to provide necessary documentation and medication. The school reserves the right to call 911 in any case of a medical emergency.

Parents are to call the school office if a child is absent. A note must accompany all students when they return to school after an absence. Any extended absence requires a note from your child's physician.

If your child develops a fever (100° or above) during school hours, he/she will be sent home and **should not return to school for 24 hours. Child must be fever-free for 24 hours WITHOUT using fever-reducing medications.**

If your child vomits in school, he/she will be sent home.

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 requires medication to be administered at school, please obtain a consent form from the school nurse. This form is required for prescription and nonprescription drugs.

The following Health Services are provided:

- 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.

Immunizations

Students are required to have all inoculations as required by the Department of Health before admission to, and for continued attendance, the school. Students will not be permitted to enter school unless all appropriate inoculations are documented on or before the first day. All parents are to submit a current copy of their child's immunization record and most recent physical to the school nurse as required by the Department of Health. It is the responsibility of the parent/guardian and their personal physician to ensure that, as immunization requirements change, students are kept current in their schedule.

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 will attend Mass as an entire student body at various times throughout the year.

Money

Any monies sent into 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.

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.

Parents/Guardians as Partners

Just as the parent/guardian look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parent/guardian to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If the parent/guardian cooperates with the school, instills respect for the integrity of its teachers and administration, and actively supports their authority in the home, this is likely to be reflected in the positive attitudes of their children. The parent/guardian is invited and encouraged to participate in the spiritual and academic programs developed for the education of their children. The wide spectrum of this involvement includes participation in school celebrations of prayer and liturgy, volunteer work, participation in parent/guardian -teacher conferences, attendance at meetings and seminars designed to help parent/guardian assist their children at home, and active involvement in the school's parent/guardian/teacher organization.

The parent/guardian is asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, and report cards; supervising home study; and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. The parent/guardian should discuss school disciplinary episodes in relation to the school behavior code.
- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time and participating in fundraising activities.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and through the use of technology and social media.
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- arranging for a time and place for their child to complete homework assignments.
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- attending all Parent/Guardian-Teacher Conferences and Home-School Association meetings.
- by always interacting in a respectful manner when speaking with or about the administration, teachers, and staff of the school. Verbal abuse, improper use of technology and social media, or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

The education of a student is a partnership between the parent/guardian and the school. Just as the parent/guardian has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irreparably broken.

Parking Do's and Don't's

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) needs 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!

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, the school's social media pages, 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 by the first day of school.

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.

Recess and Lunch Break

All children will participate in recess. The students have outside recess as weather conditions permit. Dress your child appropriately for the weather. 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 needed for class each day. We will not deliver forgotten HOMEWORK, books, projects, clothes, lunch, nor will students be permitted to call to have them delivered to school. Help us teach our students responsibility.

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. SPPS hoodies are only allowed to be worn on Spirit Day and PE days.

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. Girls should follow the same guidelines for skirt and jumper length.

- Shirts that contain inappropriate words, slogans, or messages.
- Pants that contain inappropriate words, slogans, or messages, or contain writing on the seat of the pants.
- Clothing that exposes the midriff area or undergarments.
- Pajama pants (except for Spirit Wear Pajama pants)

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 may be called to pick up his/her child.

Textbooks

Students who damage textbooks 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, he/she 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) to 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, Morning and After Care fees, on-line giving, cafeteria and HSA commitments must be current. Outstanding financial obligations will result in the holding of records (report cards, transcripts, etc.) and may delay the re-registration.

Should there be outstanding balances by May 1st, it 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 Blackbaud Tuition Management Company.

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

Visitors/Parents

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

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

Walk to or from School

If it is the parents' decision to permit their child(ren) to walk to or from school, they must notify the school immediately in the form of a signed, written, detailed statement. The school will keep the permission document on file.

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 expediently 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.

User 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 of 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 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.

Chromebook Policy

We at Saint Philip Preparatory School envision technology as a learning tool that fosters skills necessary for our students to be ready for secondary level learning and beyond. We recognize that technology enhances the connection between teaching and learning. Through proper implementation of technology, all students will have greater access to the curriculum, and teachers will have a wider array of methodologies to use in the delivery of instruction. Technology also provides for a more well-developed source for communication between parents/guardians, teachers, students and the greater community at large.

Chromebook Care

Students are responsible for the care and security of their Chromebook.

General Precautions:

- No food or drink should ever be near the Chromebooks.
- Cords, cables, and removable devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used with the power cord plugged in where the cord may be a tripping hazard.

Screen Care:

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure or heavy objects on top of the Chromebook when it is closed.
- Do not store Chromebook with the screen open.
- Chromebooks can also be damaged if they are placed in a carry bag with too many other items.
- Make sure there is nothing on the keyboard before closing the lid. (pencils, pens, etc.)

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook other than specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record the use of student Chromebooks or school emails at any time for any reason related to the operation of the school. By using a school Chromebook, students agree to such access, monitoring, and recording of their use.

Teachers, school administration, and technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

- Students must adhere to the Internet and Technology Acceptable Use Policy as outlined in the Parent/Student Handbook.
- Students should only handle their own assigned Chromebook and should not use any other device unless assigned by the school. Use of another student's device will be considered a breach of the Acceptable Use Policy.
- Unless otherwise specifically instructed, Chromebooks are intended for use at school ONLY each day.
- Students should treat their device with care and never leave it in an unsecure location.
- Students may not attempt to install or run any operating system or any programs not approved or installed by the school.

- Chromebooks are to be used only by the person they are assigned to and students should not touch another student's Chromebook unless they have been approved to do so.

Costs

Although the Chromebooks remain the property of the school, the student is responsible for their care. All damages will be assessed as necessary. Students will be required to pay for damages or for the loss of a device. In the event of a damaged or missing device, the school should be notified immediately.

Your child's final report card will be withheld and access to the Student/Parent Portal will be blocked because of unfulfilled financial obligations.

As stated above, the following is a price list with ESTIMATED costs for the repairs:

- Screen repair \$100
- Trackpad repair \$80
- Key Replacement \$40
- Keyboard Replacement \$80
- Lost/Stolen Device (Market Cost) Approximately \$300

This form must be completed and returned to the school before students will be allowed to have access to their assigned Chromebook. The use of the Chromebooks is vital to your child's education so please make this a priority and discuss the terms with your child.

Annual Integrated Pest Management (IPM) Notice

For School Year 2024 – 2025

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.

Saint 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

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 any time 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.
- 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 Preparatory 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:

Based on manufacturers nutritional data or nutrient facts labels:

- No more than 8 grams of total fat per serving, except for nuts and seeds.
- No more than 2 grams of saturated fat per serving.
- All beverages shall not exceed 12 ounces, with the following exceptions:
 - Water.

- Milk containing 1% or less fat.
- Whole milk shall not exceed 8 ounces.
- 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, except for 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 IS NOT A PEANUT-FREE SCHOOL.

Saint Philip Preparatory School will ensure 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 2024

Building: St. Philip Preparatory 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.

Every six months, a required Surveillance Inspection of the Saint Philip Preparatory School was conducted. The results of this inspection continually confirm 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 Policy

2024-2025

Parents have an obligation to make accurate, timely tuition payments according to the tuition guidelines stated by the Diocese of Paterson. Blackbaud Tuition Management Co. is the tuition collection company for the 2024-2025 school year.

Tuition is due to Blackbaud on the first of the month.

Tuition payments are due within the month billed. A \$30 fee will be charged by Blackbaud for the month of the delinquency for Blackbaud to follow-up with phone calls and e-mails. All tuition will be paid directly to Blackbaud. Blackbaud 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 2024-2025 school year for any reason.** All delinquent tuition payments will be paid to Blackbaud, not the school.

If tuition is unpaid by the due date, educational services will be suspended. Arrangements may be made up to the date of discontinuation of services.

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 payment is 30 days past due, the educational services to the child(ren) will be suspended. 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.

I understand that there are no refunds for holidays, days out due to illness or unexpected closings due to weather or family vacations.

Financial Aid

Saint Philip Preparatory School facilitates some forms of financial aid - Tri- County Tuition Aid Fund, Educational Trust Scholarship, and limited help is available through 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 by the date specified on the application for the upcoming academic year.

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.

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.

The Saint Philip the Apostle Home and School Association

The main purpose of the Saint Philip Preparatory Home and School Association is to raise funds that offset the school's 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 August 31, 2024. New families will have until September 15th to fill out and return their contract. Returned Contracts received after the due date will be subject to a late penalty of \$50. 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.

When completing the contract, families have the choice of Active or Partial Buy-Out or Full Buy-Out 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 \$900.00 plus the appropriate contract fee. Families choosing Partial Buy-Out are to pay \$550 plus the contract fee and participate for the Tricky Tray. Those choosing Active Involvement are required to participate in five mandatory fundraisers and to participate in a certain number of service commitments. Active Participation is only available until September 15, 2024. All contracts received after that date will automatically be converted to non-active participation and the \$900 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.
- Have a background check in accordance with the Diocese of Paterson guidelines

Please review the following instructions regarding Active Participation mandatory fundraisers.

Families choosing Involvement must return their contracts before the first day of the new school year. Contracts received after the first day of the school year will automatically be converted to full monetary option and appropriate fees will apply.

- Scrips Gift Card Exchange Program: Gift cards may be purchased in any denomination from September through April 30th. Each family is responsible for an average purchase of \$150 per month for a cumulative total of \$1200 worth of gift cards on a weekly or monthly schedule. Families receive 100% face value of the gift certificates they purchase.

- Wrapping Paper Sale: A minimum of \$150 worth of merchandise must be purchased from the fall wrapping paper catalog by October 1st. The catalog offers a variety of merchandise including but not limited to wrapping paper.
- Tuition Raffle: Each family is required to sell 2 Tuition raffle tickets equal to \$100 to be returned no later than February 28 th. Drawing will be pulled at Tricky Tray
- Each family is required to give a \$80 monetary donation to our Tricky Tray and sell \$60 (3 books) of Super 50/50 tickets during the second semester of school and purchase (2) carnival ride bracelets for our June carnival.
- Each family must volunteer a minimum of 4 hours during the St. Philip Parish Carnival in June.

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 five mandatory Fundraising Commitments or Service Commitment will result in a penalty of \$200.00 per missed fund raiser and the inability to re-register your child/children for the 2025-2026 school year. Children of families who fail to participate in a mandatory fundraiser and do not pay the \$200.00 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 September 15, 2024 will result in the suspension of your child/children's registration and may preclude them from attending class at Saint Philip Preparatory School by September 30, 2024. **Any family that purposely disregards HSA contract obligations will be reported to the School and may not be allowed to re-register for the 2025-2026 school year.**

Failure to comply with the procedures of your chosen participation option, will result in termination of education for your child(ren).

Please note.....

when you clicked the bullet on the Registration Portal, you are agreeing to all terms and conditions of the Student/Parent Handbook.