



Parent/Student Handbook

2026-2027

U.S. Department of Education Blue Ribbon School

St. Philip Preparatory School
797 Valley Road, Clifton, New Jersey 07013
(973) 779-4700
www.StPhilipPrep.com

Principal
Mrs. Jennifer Higgins

Administrative Assistant

Mrs. Deborah Neglia

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Telephone Numbers

School: (973) 779 - 4700

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Tuition Office: (973) 779 - 2781

**Print out a copy of the receipt of the Parent/Student Handbook Form below,
which MUST be turned in SIGNED, with the REGISTRATION FORMS.**

**Registration is NOT COMPLETE until a signed HARD COPY
of this form is received in the MAIN OFFICE.**





**St. Philip Preparatory School Receipt of 2026-2027
Parent/Student Handbook**

**Registration is not complete until a signed hard copy
of this form is received in the main office.**

Please sign and return this form to the main office with your registration forms.

I have received and read a copy of the St. Philip Preparatory School Parent/Student Handbook online. I/we understand that I/we are responsible for reading this handbook.

Student's Name: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____

*****I understand my registration is not complete unless accompanied by my signed receipt of this handbook.**

*****I have read and will comply with the rules and policies of St. Philip Preparatory School.**

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Welcome to St. Philip Preparatory School!

Looking at the 2026-2027 school year, the Faculty, and Administration of St. 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 St. 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 St. 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 read the handbook in its entirety.

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

Mrs. Jennifer Higgins, Principal

REQUIREMENTS FOR ADMISSIONS FOR THE 2026-2027 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.
- St. 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 2026-2027 SCHOOL YEAR.

- Open to St. Philip Preparatory School families currently registered for the 2025-2026 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 2026-2027 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 St. 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 parents/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 St. 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

St. 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. St. 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.

St. PHILIP THE APOSTLE PREPARATORY HOME AND SCHOOL ASSOCIATION

The St. Philip Preparatory Home and School Association (HSA) is composed of all those whose children are enrolled in Grade K-8 at St. Philip Preparatory School. It is an organization coordinated by an elected body and governed by its own purpose statements, bridging its efforts and philosophy with those of the parish at large. It is related to the school through administration. The HSA objectives are to promote effective parental participation in the Home and School Association and to meet our financial responsibilities on an annual basis utilizing our various fundraisers.

Please see appendix for HSA contract rules and regulations. For more information, please visit the website of the Home and School Association at <http://www.stphilipprep.com> and click under the heading Parents and then "Home and School Association".

STUDENT ATTENDANCE POLICY

SCHOOL HOURS

St. Philip Preparatory School Hours are as follows:

- Regular School Session for: 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.

* Hours may vary for Early Childhood Program

ABSENCES

If a child is not attending school, his/her parent/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.

MISSED WORK/TESTS/QUIZZES

Students are responsible for making up all work missed during an absence.

Tests and Quizzes: Students are expected to make up missed tests and quizzes on the day they return to school unless prior arrangements have been made with the teacher(s).

Books and Assignments: Please make arrangements with the teacher(s) to pick up any books or assignments needed during an absence. Work can also be sent home with a sibling. **Please note:** teachers will try to accommodate by gathering books and assignments but this may not always be possible.

Assignments Given During an Absence: Students will have the same number of school days to complete missed assignments as the number of school days they were absent. The make-up period begins on the first school day the student returns. Weekends, holidays, and other days when school is closed are not included when counting make-up days.

Example: A student who is absent for two school days will have two school days after returning to complete work assigned during the absence.

This extension does **not** apply to long-term assignments, projects, tests, quizzes, or assignments that were given before the student's absence. These are due as originally scheduled unless other arrangements have been made with the teacher.

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/Guardians should be very careful to learn and to follow all attendance requirements. **Parents/Guardians should plan vacations during school vacation times, so that family plans will not disrupt the education of their children.** Parents/Guardians 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 PreK through Grade 8. **Children arriving after 8:00 a.m. are considered late (tardy).**

Students who arrive at St. 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.

MORNING ASSEMBLY

Morning Assembly consists of reflection and prayer, daily announcements, and flag salute. It starts at 8:00 a.m. Students arriving after the 8:00 a.m. bell must enter the school through the Main Lobby.

DROP OFF - AT AUDITORIUM

- Only students are permitted to gain access to the school building.
- Students are to be dropped off at the appropriate door.
- PreK3 and PreK4 are to be dropped off at the classrooms.
- Kindergarten through Grade 8 are dropped off at the auditorium.

LATE PASS (TARDINESS)

It is the policy of St. Philip Preparatory School that every student is expected to arrive on time to school each day by 8:00 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. No parent/guardian may escort a student to his/her classroom.

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 such as Dojo or Gmail or hard copy) must be sent to the homeroom teacher from the parent/guardian. All students being excused early must be picked up by their parent/guardian at the reception desk in the school lobby. Parents/Guardians will be required to sign the release book.

Last-Minute Dismissal Changes: Any last-minute change to a student's dismissal or pickup arrangements **MUST be communicated through the parent/guardian's Dojo or email account.** Please be aware that teachers may not see messages sent close to dismissal, as they are actively supervising and dismissing students. **If the change is made close to dismissal time, parents/guardians must also call the Main Office** so that the change can be communicated directly to the appropriate teacher(s).

Early dismissal ends at 2:30 p.m. After 2:30 p.m., all students will be dismissed at their regular doors at 3:00 p.m.

DENTAL AND MEDICAL APPOINTMENTS

A note from the dentist /physician is mandatory for all early dismissal due to medical appointments. Parents will be required to sign the release book.

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/guardians 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 St. Philip Preparatory School will pick up their children at the youngest child's class exit.

TRESPASSING

Trespassing will not be tolerated at St. Philip Preparatory School. To maintain the safety of our children and all who work at St. Philip Preparatory School, all visitors must stop at the front desk to sign in and obtain a visitor's pass.

TRUANCY

Students absent from school without parental/guardian approval are considered truant. Truancy will result in appropriate disciplinary action by the Administration. Students will incur a zero 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 St. Philip Preparatory School.

VACATIONS

St. 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.

St. 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

Our SOAR values—Service, Ownership, Attitude, and Resilience—guide how we expect our students to conduct themselves each day. **A demerit is not simply a consequence; it is a tool to help students recognize when their choices do not align with our SOAR values, reflect on how their behavior affects themselves and others, and make better choices moving forward.**

The St. 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

Parents/Guardians will receive an electronic copy of any demerit that is issued.

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 St. 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 St. Philip Home and School Association (HSA) 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 St. 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, the 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.

St. 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 St. 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:

- any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, or a mental, physical or sensory disability; or
- any other distinguishing characteristic; or
- 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 St. 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 St. Philip Preparatory School that same day.

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

Repeated incidents of harassment, intimidation, and/or bullying by the same student toward the same or different students 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. 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 or videos.
- Sharing or posting pictures or videos of faculty/staff on social media.
- 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

St. Philip Preparatory School takes the safety of its students with the utmost seriousness. Therefore, the policies of St. 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.

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

St. Philip Preparatory School uses the 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)/guardian(s) by telephone, cell phone, e-mail, pager or PDA in any combination. Rediker is also used to notify parent(s)/guardian(s) of school closing due to inclement weather, as well as everyday activities such as class events and schedule changes.

All parents/guardians **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

St. Philip Preparatory School obeys New Jersey State Law. Should a child report something to us, we are obligated to report the information to the Division of Child Protection and Permanency (DCP&P) formally known as 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

St. 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 distributed in the August letters or during the first week of school. The calendar is tentative. Prior to the 1st day of each month, a calendar of the next month's events is updated and distributed to all students. It remains the responsibility of all parents to read the yearly and monthly calendar.

CHEATING

Anyone caught cheating receives an automatic zero for that assignment, to be averaged into the marking period grade. In addition to the zero, he/she will be issued a demerit. The student may also face suspension for his/her actions, at the discretion of the teacher who witnessed the offense and the principal.

CLASS/HOMEROOM ASSIGNMENTS

We do not take special requests for homerooms.

SPECIAL EDUCATION

Compensatory Education services are provided by Essex County Special Services. Standardized test scores determine eligibility.

COMPUTERS

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.

Outside of Computer Class, with the approval of the teacher, printing of assignments by students is not permitted at school. Please do not wait until the night before to print out

assignments that are due. NO INK or a BROKEN PRINTER are not acceptable excuses and work may be counted as late, at the discretion of the teacher.

CHROMEBOOKS

Student Chromebooks are utilized in each grade. Students must sign SPPS Chromebook 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 Dojo, 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 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.

HONOR ROLL CRITERIA

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

Behavior and Honor Roll Eligibility: Student conduct is considered when determining eligibility for Honor Roll. Not all demerits will automatically affect a student's eligibility. Routine infractions, such as uniform violations, chewing gum, or other non-serious behaviors, will generally not disqualify a student from Honor Roll. However, repeated infractions or demerits involving disrespect, dishonesty, bullying, threatening or unsafe behavior, defiance, or other serious violations of school expectations may affect Honor Roll eligibility. Administration reserves the right to review a student's overall conduct when determining eligibility.

First Honors - Students who receive a 93 and above, **A+**, **A**, **VG** or **G** in all academic areas, including Spanish and Latin. Receives a VG or G in other Special classes.

Second Honors - Students who receive a 89 **B+** or better, and a **VG** or **G** or better in all academic areas, including Spanish and Latin. Receives a VG or G in other Special classes.

Please note: Grades will not be raised or adjusted solely to qualify a student for Honor Roll. Students must earn the grades required for recognition, and the integrity of our grading system will be maintained for all students. Honor Roll is intended to recognize achievement, not to discourage students who may fall short of the criteria. We encourage students to view it as an opportunity to reflect, set goals, demonstrate resilience, and continue to SOAR toward their personal best.

KALEIDOSCOPE (GIFTED AND TALENTED)

For students who have been identified as gifted and talented, a challenging learning experience is available in literature and mathematics. The program is available to students in Grades 1 through 8. Eligibility is determined using multiple measures, which may include NWEA MAP Growth performance (generally at or above the 95th percentile), a score of 90% or higher on the program entrance assessment, classroom performance, teacher input, demonstrated academic readiness, and a good disciplinary record.

These criteria serve as guidelines in identifying students who may benefit from the program and do not guarantee or automatically exclude a student from placement. The school may consider additional evidence of a student's academic ability, potential, and learning needs when making placement decisions. Final placement decisions are made by the school based on the totality of available information and the student's ability to benefit from the program.

For those students who have been identified as gifted and talented, a challenging learning experience is available in literature and math. The program is available to students in Grades 1 through 8 who qualify (95th percentile or higher on the NWEA MAP GROWTH, score 90% or better on entrance test, and have a good disciplinary record).

EARLY CHILDHOOD PROGRAM

The 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)

St. Philip Preparatory School is proud to have an affiliated chapter of the National Junior Honor Society (NJHS), which recognizes students who demonstrate excellence in scholarship, service, leadership, character, and citizenship.

Students in Grades 7 and 8 with a cumulative academic average of 95 or higher are invited to apply for membership. Meeting the academic requirement does not guarantee acceptance. Candidates complete a form highlighting their service and leadership, and their overall conduct and disciplinary record may be considered as part of the character and citizenship criteria.

A five-member Faculty Council, appointed by the principal, reviews candidates and selects members by majority vote based on NJHS and school standards.

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. St. 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/Guardians 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. St. 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.

Students will take midterm and final exams in each academic subject; middle school takes two (2) exams per day excluding Spanish and Latin.

REGISTRATION AND ACADEMIC PROBATION

- Those students accepted into St. 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 St. 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/guardians track the academic progress of their child(ren) 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, St. Philip Preparatory School reserves the right to refer any student to speak with the school counselor. Any parent/guardian 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

Spanish is taught in Grades PreK through 8. Students receive a grade of VG (Very Good), S (Satisfactory), U (Unsatisfactory), or I (Improvement Needed). For students eligible for Honor Roll, a grade of VG or G in Spanish is required.

SPECIAL NEEDS - IEP, ISP

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

St. Philip Preparatory School does not provide 504 accommodations.

SUMMER SCHOOL

Summer school may be required if a student fails one or more subjects in three marking periods. Summer school may also be recommended based on poor classroom performance or standardized test results.

When summer school is required, parents/guardians are responsible for enrolling the student in an appropriate program and providing the school with documentation of successful completion by September. Failure to successfully complete required summer school may result in retention.

TESTING

Students are assessed both informally throughout each marking period and formally through tests and other assessments. Extra credit assignments given solely for the purpose of raising a grade are prohibited.

NWEA MAP Growth assessments are administered three times during the school year to students in Grades 1–8 and once in May to students in Kindergarten. Results are shared with parents/guardians.

ADDITIONAL ACADEMIC NOTES

Middle School students (Grades 6–8) who have a question or concern about a grade earned on a test, quiz, or assignment are strongly encouraged to speak with their teacher first. We encourage students to begin developing the responsibility and self-advocacy skills needed to address questions about their academic performance.

If the concern is not resolved after the student has spoken with the teacher, a parent/guardian may contact the teacher via Dojo or email to discuss the matter further. Extra credit assignments will not be provided for the purpose of raising a grade.

Parents/guardians are asked not to discuss student grades or other concerns with teachers during arrival or dismissal. This protects student privacy and allows teachers to focus their attention on the safety and supervision of all students.

HOMEWORK POLICY

Homework reinforces skills taught in the classroom and is an important part of the learning process. The amount and type of homework will vary by grade level and may include studying, research, or long-term assignments.

Students are responsible for completing assignments on time and should check Google Classroom or teacher-designated resources when absent. **Please refer to the Absence Policy for information regarding make-up work and extensions.**

GENERAL SCHOOL POLICIES

AFTER CARE PROGRAM: The Eagles' Nest

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 PreK through 8. Students involved in after school programs are not eligible to go to aftercare following their activity. They must be picked up after their music lessons, basketball, choir, etc. unless prior arrangements have been approved by the staff and/or principal. No student will be permitted to enter aftercare after 4:30 PM, there is no guarantee that the staff will still be here and available.

Any child who is not picked up prior to 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 on a full day
- 12:00 p.m. until 3:00 p.m. on a half day

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. There is also a Class Dojo for contact with the Aftercare staff.

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

Students will be recognized during Morning Assembly on their birthday and may dress out of uniform for the day. If a birthday falls on a day when school is not in session, an alternate date may be arranged with the classroom teacher.

Parents/guardians may send in cookies or cupcakes to celebrate or purchase birthday treats through our cafeteria program.

BOYS AND GIRLS BASKETBALL

St. 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.**

Students absent from school or who arrive at St. Philip Preparatory School after 11:00 a.m. or leave before 12:00 p.m., are not eligible for any co-curricular or extracurricular participation on that school day.

CAFETERIA

ST. PHILIP PREPARATORY SCHOOL IS NOT A PEANUT FREE SCHOOL.

- 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.
- If any student behaves inappropriately in the cafeteria, his/her behavior will be addressed by the St. Philip Preparatory School Demerit System. A member of the faculty, staff, 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, Wendy's and the like)
- Students go outside for recess to the Main Parking Lot for fresh air and exercise (weather permitting).
- Bills must be paid in full each month.

WATER BOTTLES

Students may bring a water bottle to school; however, water bottles must remain in students' backpacks and may not be kept at desks or carried from class to class. Students will be permitted to use the water fountain as needed and may request permission to access their water bottle during the school day.

Students who require regular access to or must carry a water bottle for medical reasons must provide documentation from a physician. Approved medical accommodations will be honored.

CELL PHONES/ELECTRONIC EQUIPMENT

Students may not use or access cell phones or other personal electronic devices, including smart watches and personal iPads, from the time they enter the school building until dismissal at 3:00 p.m.

If a student brings a cell phone to school, it must be turned off and stored in the student's book bag for the entire school day. Middle School students (Grades 6–8) must turn off and turn in their cell phones to their homeroom teacher each morning. Phones will be returned at dismissal. The school reserves the right to collect and securely hold a student's cell phone when necessary.

If an electronic device is believed to contain evidence of a school policy violation or a threat to the school community, the individual possessing the device is required to provide school administration access to the device and its contents.

The school is not responsible for cell phones or other electronic devices brought to school. Inappropriate use may result in disciplinary action in accordance with the school's Technology Use Policy.

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 parent/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

Parents/guardians are important partners in their child's education, and regular communication is an essential part of the school experience. Conferences provide an opportunity to discuss student progress, concerns, and ways to support student success.

Parents/guardians may request a meeting with a teacher through Dojo or email. Meetings will be scheduled outside of instructional time at a mutually convenient time and in an appropriate, private location.

When appropriate, an additional teacher, staff member, or administrator may attend a conference to support communication, collaboration, and follow-up.

Parent/guardian-teacher conferences are strongly encouraged at the end of the first marking period and provide an opportunity to discuss student growth and progress. Throughout the school year, teachers will remain reasonably available to parents/guardians to maintain open communication in the best interest of students.

Respectful communication is essential to a positive home-school partnership. Concerns and disagreements should be addressed directly, respectfully, and through appropriate school channels. Disrespectful, threatening, harassing, or disparaging conduct toward the school, its students, administration, faculty, or staff—whether in person, in writing, or on social media—is unacceptable and may jeopardize a family’s continued enrollment at 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 (UNIFORMS)

The school uniform is a symbol of unity and pride in our school community and helps minimize distractions in the learning environment. Students are expected to wear the complete school uniform each day and to remember that, while in uniform, they represent St. Philip Preparatory School both in and outside of school.

Students who are not in proper uniform may receive a demerit. **Significant or repeated uniform violations may result in a parent/guardian being contacted to provide the appropriate uniform item or clothing.**

Hats, scarves, kerchiefs, bandanas, and gloves may not be worn during instructional time. The school is not responsible for lost clothing or uniform items.

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.

Please label all clothing with at least your last name.

PREK3 AND PREK4 BOYS AND GIRLS UNIFORM

- The Physical Education (Gym) Uniform.
- Warmer months: the T-shirt and shorts uniform may be worn.
- 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 St. 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 St. 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

The **Summer Uniform** may be worn by boys and girls from the beginning of the school year through October 15 and again from May 1 through the end of the school year.

- Charcoal gray uniform shorts
- White short-sleeve polo shirt
- Gray socks
- Black tie/Velcro shoes or completely black sneakers (no high-tops)

WINTER WEAR

During cold weather, students may wear the uniform green cardigan, school sweatshirt, or school fleece. Non-uniform sweaters and sweatshirts are not permitted.

Boots may be worn to and from school during inclement weather but must be changed into uniform shoes upon arrival.

PHYSICAL EDUCATION (GYM) UNIFORM

The school gym uniform, sneakers, and white socks may be worn to school on scheduled gym days. During warmer weather, students may wear the uniform T-shirt and shorts; during colder weather, the uniform sweatsuit may be worn.

Students are expected to wear the complete gym uniform. Failure to do so may result in a uniform infraction/demerit.

PERSONAL APPEARANCE

Students are expected to maintain appropriate personal hygiene and come to school clean and well-groomed. Uniforms should also be clean and neat. As age appropriate, students should use deodorant and other personal care products as needed.

If there are ongoing concerns regarding a student's hygiene or appearance, the school will contact the parent/guardian privately to discuss the concern and determine appropriate next steps.

In General:

Students are expected to maintain a neat, clean, and appropriate appearance consistent with the school uniform and dress code. Clothing, accessories, or appearance that distract from the uniform or learning environment are not permitted.

- An all-black sneaker (including sole, laces, and logos) may be worn as an alternative to uniform shoes. High-top sneakers are not permitted.
- Makeup, colored lip products, nail polish, nail designs/decals, and artificial nails are not permitted. Clear or non-colored lip balm may be used.
- Girls may wear one earring in each ear. Earrings must be posts or small hoops. **Earrings may not be worn on gym days.** Boys may not wear earrings.
- On gym days, students may wear their gym uniform to school and may wear sneakers of their choice.
- Boys must be clean-shaven. Facial hair and long sideburns are not permitted.
- Tattoos and body art, including temporary tattoos, are not permitted.
- "Heelys," or any shoe with built-in wheels, are not allowed at St. Philip Preparatory School.

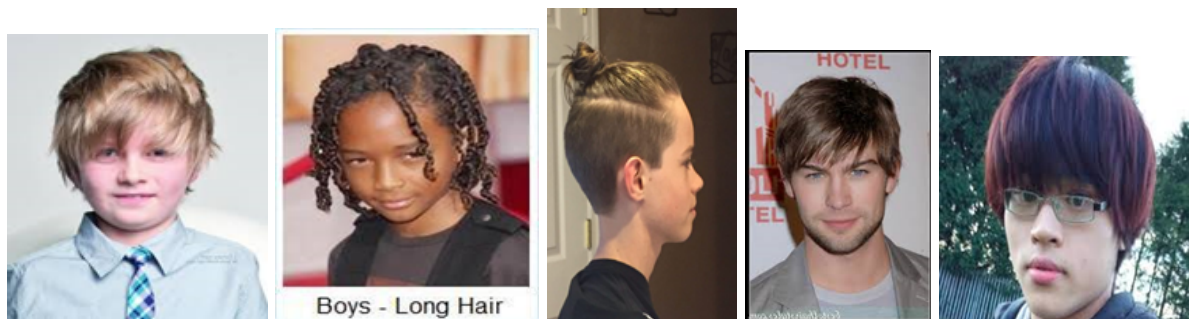
HAIR STYLES

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.

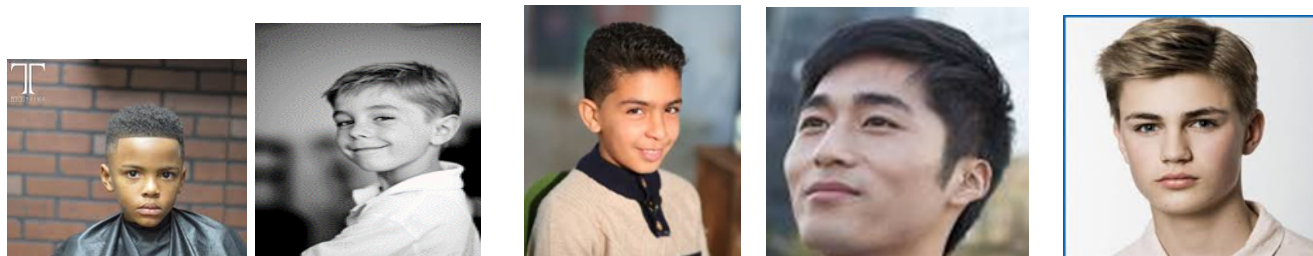
Boys' hair must be cut over the ears. The boys' hair must not be below the shirt collar. Bangs should not be so long that they impede vision (no hair below the eyebrows or hanging into the eyes).

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 48 hours to comply, or he/she may be suspended until he/she can return with the proper haircut/color.

DRESS CODE (TAG DAYS)

Throughout the school year, students may have opportunities to participate in **Tag Days** and wear non-uniform clothing for a small fee. Clothing must be neat, appropriate, and consistent with the expectations of a Catholic school environment.

INAPPROPRIATE CLOTHING INCLUDES, BUT IS NOT LIMITED TO:

- Shirts and pants that are too tight.
- Shirts or pants that are either too short or too long.

- Shirts that contain inappropriate words, slogans, or messages.
- Pants that contain inappropriate words, slogans, or messages, or contain writing on the seat of the pants.
- Clothing that exposes the midriff area or undergarments.
- Pajama pants (except for Spirit Wear Pajama pants)
- Slippers or any slip-on shoe
- Ripped/Shredded clothing (shirts or pants)

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

DRESS CODE (SPIRIT DAY)

- Spirit days occur during the school year, when students are given the opportunity to wear clothing representing St. 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.

FIELD TRIPS

Field trips are a source of enrichment for students of St. 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 St. 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/guardian may return to the classroom after dismissal.

HEALTH/ILLNESS

St. 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's/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. Children 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. **The consent 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 must meet all immunization requirements established by the Department of Health for admission and continued attendance. Parents/guardians are responsible for providing the school nurse with current immunization records and required physical examination documentation.

Students may not attend school without the required health documentation. Parents/guardians are responsible for working with their child's healthcare provider to ensure all immunizations remain current.

MASS

Since St. Philip Preparatory School is a Roman Catholic School, students are expected to attend Mass on Sundays, Holy Days 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 or in smaller groups at various times throughout the year.

MONEY

Any monies sent into St. Philip Preparatory School must be put into a sealed envelope and clearly marked with the student's name, homeroom, and reason for payment.

LUNCH MONEY

Families are **strongly encouraged** to use the online *payschools* system to apply money for lunch and snacks purchased in the cafeteria at payschoolscentral.com.

There may be reasons parents prefer to send and pay with cash. **Please note, cash will be accepted, but it must be sent in an envelope clearly labeled with your Child's Name and "LUNCH MONEY"**. This includes students only purchasing snacks. All envelopes must be submitted to the main office. Cash will not be accepted at the time of purchase in the cafeteria by the lunch staff.

IN GENERAL - CASH PAYMENT POLICY

If you want to document your cash payment to help avoid discrepancies in payments made, then a parent/guardian must come in person to the school office with your cash payment to receive a receipt of payment.

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

The education of each student is a partnership between the school and the family. Our ability to teach faith, honesty, respect, responsibility, and integrity is strengthened when these same values are supported and reinforced at home. Parents/guardians are encouraged to take an active role in their child's spiritual, academic, and personal development and to participate in the life of the school community.

Parents/Guardians are asked to support their child's education by:

- Monitoring academic progress, homework, and school communications.
- Supporting school policies, behavioral expectations, and the SOAR values of Service, Ownership, Attitude, and Resilience.
- Promoting regular attendance and punctuality.
- Ensuring students follow school uniform and dress-code expectations.

- Encouraging respect for others, authority, property, and academic integrity.
- Recognizing and supporting their child's individual strengths, interests, and areas for growth.
- Working cooperatively with teachers and administration when concerns arise or recommendations are made in the best interest of the student.
- Attending Parent/Guardian-Teacher Conferences and Home-School Association meetings, and participating in school programs, liturgies, volunteer opportunities, and other activities that strengthen the home-school partnership.
- Communicating respectfully with and about students, families, faculty, staff, and administration, including through Dojo, email, technology, and social media.
- Meeting tuition and other financial obligations according to school policies.

Respectful communication and cooperation are essential to a successful home-school partnership. **Conduct that is threatening, abusive, harassing, or seriously disruptive to the school community may result in restrictions on a parent/guardian's access to the school and, in serious or ongoing circumstances, may jeopardize a student's continued enrollment.**

The school reserves the right to require the withdrawal of a student when administration determines that the partnership between the family and school has been irreparably compromised.

PARKING DO'S AND DON'TS

For the safety of all our children, please follow these important rules:

- Do not park in the fire lanes! This includes the lanes in front of the school and alongside the church!
- Do not stop in the crosswalk when you are using the carpool lane.
- Drive slowly in the parking lot. Exercise extreme caution when children are present.
- Do not park in handicapped spaces unless you have the necessary placards or plates.
- Please do not allow children to get out on the driver's side of the vehicle when using the carpool lane at morning drop off.
- Do not get out of your car if you are using the carpool lane; Drop-and-Go. The eighth-grade students are there to help. If your child(ren) 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

Students are prohibited from taking photographs or videos of other students while at school or during school-sponsored activities unless specifically authorized by school personnel. Violations may result in disciplinary action.

St. Philip Preparatory School may use student photographs in school publications, promotional materials, the yearbook, website, and other school communications. Students' full names will never be published. They will only be identified by their first names. **Parents/guardians who do not wish to have their child's photograph used must notify the school in writing by the first day of school.** If a parent/guardian has requested that their child not be photographed, the school will make reasonable efforts to ensure the student is not included in photographs intended for publication or school communications. This may require the student to step out of a group or activity briefly while photographs are being taken.

PRAYER

Prayer is an essential part of daily life at St. Philip Preparatory School. Students regularly listen to and reflect upon the Word of God and participate in both formal and informal prayer. Each school day begins and ends with prayer, keeping Christ at the center of our lives.

RECESS AND LUNCH BREAK

All students participate in recess, which will be held outdoors as weather conditions permit. Students should come to school dressed appropriately for the weather and are expected to follow all playground and safety rules. A physician's note is required if a student is unable to participate in outdoor recess for medical reasons.

RELIGIOUS EDUCATION AND ACTIVITIES

St. Philip Preparatory School is a Roman Catholic school committed to the spiritual development of our students. All students study a regular course of Christian Doctrine and participate in prayer, liturgies, and other faith-based activities that are an integral part of school life.

RESPONSIBILITY

Students are responsible for bringing all materials needed for the school day. To encourage Ownership and responsibility and minimize disruptions to instructional time, forgotten homework, books, projects, clothing, lunches, or other items will not be delivered to students during the school day. Students will not be permitted to call home, nor will teachers or office staff contact parents/guardians to request forgotten items. This helps prevent interruptions to classrooms and allows teachers and office staff to remain focused on students and instruction.

No student will go without lunch. If a student forgets their lunch, they will be able to purchase a lunch through the school cafeteria.

SAFETY PATROL

Responsible 8th Grade students may be selected to serve on the School Safety Patrol and assist with maintaining a safe and orderly arrival. Students and parents/guardians are expected to follow the directions of Safety Patrol members as they carry out their assigned duties.

The Safety Patrol operates under the supervision of school staff. Concerns or failure to follow arrival safety procedures will be referred to administration.

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 St. Philip Preparatory School.

STUDENT COUNCIL

Student Council members are elected by the student body, with representatives from each class in Grades 4–8. The Student Council operates under the guidance and supervision of faculty and administration.

TEXTBOOKS

Students are responsible for the care of all school-issued textbooks, Chromebooks, and other materials. Parents/guardians will be responsible for the cost of repair or replacement for items that are lost or damaged beyond normal wear and tear.

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

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

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

VISITORS/PARENTS

All parents/visitors to St. 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 or 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

St. 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 computers 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 St. 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 of the Internet, 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 engaging 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 rights 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.

SPPS CHROMEBOOK POLICY 2026-2027

We at St. 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 by a teacher.

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 \$350

This form will be sent home in September and 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 2026 – 2027

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. St. 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 St. Philip Preparatory School is our Facilities Coordinator, Mr. Carlos Arias, who can be reached at (973) 779-6200. His mailing address is St. 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 St. Philip Preparatory School may" occasionally use pesticides to control pests. Parents will be notified when this is, necessary. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not 'Pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

St. Philip's IPM Policy follows. A copy of the full plan is available for review in the Main Office.

Integrated Pest Management Policy for St. 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. St. 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 use it 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 St. 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

St. 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.

St. 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.

- St. 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 St. 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.

St. PHILIP PREPARATORY SCHOOL IS NOT A PEANUT-FREE SCHOOL.

- St. Philip Preparatory School will ensure adequate time shall be allowed for student meal service and consumption.
- St. Philip Preparatory School shall provide a pleasant dining environment.
- St. Philip Preparatory School curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.
- St. 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.
- St. 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 2025

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.

St. 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 St. Philip Preparatory School was conducted. The results of this inspection confirmed that these materials do not pose any immediate threat and will not in the foreseeable future as long as they continue to be properly maintained.

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

Please be assured that the Diocese of Paterson and the St. 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.

St. Philip Preparatory School
Tuition Policy
2026-2027

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 2026-2027 school year.

Tuition payments are due within the month billed. **Tuition is due to Blackbaud on the first of the month.** A \$65.00 fee will be charged by Blackbaud and the school for the month of the delinquency. Blackbaud does 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 2026-2027 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

St. 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 St. 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 St. PHILIP THE APOSTLE HOME AND SCHOOL ASSOCIATION

The main purpose of the St. 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 St. Philip Preparatory School includes membership in the Home and School Association (HSA). **All families registered in 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, 2026. 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.

- 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, 2026.** All contracts received after that date will automatically be converted to non-active participation and the \$900 fee will be added.
- Families choosing Partial Buy- Out are to pay \$550 please the contract fee and participate for the Tricky Tray.
- Families choosing Full monetary option or "Buy Out" must pay \$900.00 plus the appropriate contract fee.

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.

- Srips 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. 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 following 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 St. 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, 2026 will result in the suspension of your child/children's registration and may preclude them from attending class at St. Philip Preparatory School by September 30, 2026. **Any family that purposely disregards HSA contract obligations will be reported to the School and may not be allowed to re-register for the 2027-2028 school year.**

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

PRINT OUT A COPY OF THE RECEIPT OF THE PARENT/STUDENT HANDBOOK FORM BELOW WHICH MUST BE TRUNED IN SIGNED WITH THE REGISTRATION FORMS. REGISTRATION IS NOT COMPLETE UNTIL A SIGNED HARD COPY OF THIS FORM IS RECEIVED IN THE MAIN OFFICE.





**St. Philip Preparatory School Receipt of 2026-2027
Parent/Student Handbook**

**Registration is not complete until a signed hard copy
of this form is received in the main office.**

Please sign and return this form to the main office with your registration forms.

I have received and read a copy of the St. Philip Preparatory School Parent/Student Handbook online. I/we understand that I/we are responsible for reading this handbook.

Please sign and return this form to the main office with your registration forms.

Student's Name: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____

*****I understand my registration is not complete unless accompanied by my
signed receipt of this handbook.**

*****I have read and will comply with the rules and policies of St. Philip
Preparatory School.**

**St. Philip Preparatory School
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