

**Saint Philip School**  
**CELEBRATING 104 YEARS +**

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Mission of Saint Philip School

A.N.G.E.L. Way

(Achieving Natural Goodness in Everyday Life)



## TABLE OF CONTENTS

INTRODUCTION .....	5
ADMISSIONS .....	6
DRESS CODE .....	8
ACADEMICS .....	10
COURSE OVERVIEW .....	11
ADDITIONAL ACADEMIC ELEMENTS .....	15
SPECIAL SERVICES .....	18
EXTRA-CURRICULAR ACTIVITIES .....	18
SEASONAL PERFORMANCES .....	21
ATHLETICS .....	22
STUDENT DISCIPLINE .....	25
SPECIFIC BEHAVIORS .....	27
COMMUNICATION .....	30
PRE-SCHOOL AND PRE-KINDERGARTEN PROGRAMS .....	31
DAILY PRACTICES/POLICIES/ADDITIONAL INFORMATION .....	32
ADDENDUM .....	39
ANTI-BULLYING EXPECTATIONS .....	39
BEHAVIOR RUBRIC GUIDES .....	43
MIDDLE SCHOOL DISCIPLINE POLICY .....	46
EMERGENCY COMMUNICATION FORM .....	49
CERTIFICATE OF LOAN OF MATERIALS .....	52
HOME LANGUAGE SURVEY .....	54
PUBLICITY & WEBSITE RELEASE FORM .....	55
INDIVIDUAL REQUEST FOR SERVICES .....	56
TARDY, ABSENT, & EARLY/OTHER DISMISSAL INSTRUCTIONS .....	57
TECHNOLOGY STUDENT POLICY .....	58
FACULTY LIST .....	59
MEMORANDUM OF UNDERSTANDING .....	60



## **INTRODUCTION**

### **DIOCESAN MISSION STATEMENT**

In order to assist the Catholic Church of Pittsburgh to participate more fully in the teaching of Christ and to aid the bishop in his own task as Shepherd and teacher of this local Church, the Secretariat for Education has been established to proclaim the gospel, the teaching of the Church, to fashion a people in whom the Word of God has taken root, to provide the coordination and administration of those programs and services which foster a living, conscious, informed, and active faith. The vision for the Department for Catholic Schools is to promote and sustain Catholic schools of unparalleled quality, which integrate faith into every aspect of life and culture, producing graduates who continually strive for human and Christian perfection.

### **ST. PHILIP ROMAN CATHOLIC SCHOOL MISSION STATEMENT**

St. Philip School, rooted in the love of the Heart of Christ, exists to pass on the faith and to teach the Gospel values of Jesus Christ. St. Philip School is committed to academic excellence and to the development of Christian virtues which generate responsible character. It endeavors to prepare the student for life now and into the future.

### **ST. PHILIP ROMAN CATHOLIC SCHOOL BELIEF STATEMENT**

- Children are gifts from God and are the future of our church, community, nation and the world.
- Parents are the primary educators of their children. They must be given encouragement and opportunity to actively participate in their children's academic, spiritual, and social formation.
- The primary role of a Catholic School is to pass on the Catholic faith and to teach Gospel values while providing a superior academic education for the whole child.
- Catholic Schools' discipline and student management is rooted in developing virtue which generates responsible behavior and character.
- Catholic Schools have the obligation to provide a welcoming, safe, and structured environment for students with diverse backgrounds.
- Catholic School curriculum must be enriched with activities that address the multiple-intelligences and wide variety of interests of its students.
- Catholic Schools must utilize techniques and teach skills that prepare students to meet the demands of a world immersed in technology.
- Catholic Schools must foster a love of learning and provide skills that encourage and enable lifetime learning.

St. Philip Roman Catholic Elementary School accepts the challenge of the Roman Catholic Church in the Pittsburgh Diocese to educate children preschool through grade eight in a spiritually nurturing and disciplined environment. Our primary purpose is to form students in the likeness of Jesus Christ as evidenced in the values and teachings of the Church.

## **ADMISSIONS**

St. Philip Roman Catholic Elementary School admits students of any race or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race or national or ethnic origin in the administration of our educational policies, admission policies, athletic or other school administered programs. Children who are not Catholic are expected to participate in religion classes and to attend all religious functions of the school/church. Beginning in January, registrations are accepted for the next school year. The children of parishioners who are active members of St. Philip Roman Catholic Parish receive first preference in registration until May 1. Consideration is then given to other applicants according to the date of application with preference given to brothers and sisters of current students and then to Catholic families from parishes without schools.

### **APPLICATION PROCESS**

**The Application Form:** In order to begin the application process, a parent or guardian of the applicant must complete the general application form and return it to school with a non-refundable application fee. A parent or guardian must sign the release form included with the application for admission, so the school may request records and/or teacher recommendations from the applicant's current school and/or intervention program.

**Interview:** A developmental assessment for Kindergarten and Grade One applicants will be individually scheduled. Additional information will be provided with the application form.

### **ADMISSIONS DECISIONS**

Decisions are based on the following considerations and criteria:

Students enrolled in the School (Preschool – Grade 7) will be given first consideration to advance to the next level. Student eligibility for promotion to the next level is a staff decision.

Children entering Preschool through Grade One must meet the following age requirements:

1. Preschool 3 years old by September 1 of enrollment year
2. Pre-k 4 years old by September 1 of enrollment year
3. Kindergarten 5 years old by September 1 of the enrollment year
4. Grade One 6 years old by September 1 of the enrollment year

### **ENROLLMENT**

An offer of enrollment is made to applicants if space is available. This offer occurs when the school sends an Acceptance Form to the family which must be returned with an enrollment deposit by a specific date. Acceptance Forms not returned by the due date may void the offer of enrollment.

## **PROBATIONARY STATUS**

Transfer/new student enrollments are subject to a six-to-nine-week trial period. This is done to insure proper placement and appropriateness. The staff will work closely with parents/guardians and children during the transition period to help ease the assimilation. Upon conclusion of the probationary period, the principal along with appropriate staff and parents will review the student's academic social and behavioral progress for continued enrollment.

## **IMMUNIZATION**

Immunization records must be complete before any child may enter school. The requirements are as follows:

- 4 doses of tetanus (1 dose after 4th birthday; 3 doses if series started after 7 years of age)
- 4 doses of diphtheria (1 dose must be after the 4th birthday)
- 3 doses if series started after 7 years of age
- 3 doses of oral polio vaccine
- 2 doses of measles vaccine after the first birthday (or proof by blood test of having had measles) 2 doses of mumps vaccine after the first birthday (or proof by physician's letter of having had mumps)
- 1 dose of rubella vaccine after the first birthday (or proof by blood test of having had German measles)
- 3 properly spaced doses of hepatitis B vaccine (K-4).
- 2 doses of varicella for all students or written statement from physician/designee indicating month and year of disease or serologic proof of immunity
- Grades 7-12: 1 dose of tetanus. Diphtheria/pertussis (Tdap)
- 1 dose of meningitis vaccine (MCV4)

## **DRESS CODE**

### **GIRLS UNIFORM:**

- Grades 1 - 5: St. Philip Plaid Jumpers,
- Grades 6 - 8: St. Philip Plaid Skirts or Skorts
- Skirts / skorts are to be worn to the knee.
- School Uniform Slacks: Navy only. Dark, plain belts must be worn at all times for pants with belt loops.
- Blouses: White only blouses with a Peter Pan collar or Oxford-cloth Button Down; White Turtlenecks; or White Polo Shirts or knit shirts with collars. No hoodies!
- Sweaters: Navy only Vests, Plain Cardigans, V-Neck, or Crew neck. Only Forest Green St. Philip Sweatshirts may be worn with white uniform shirt.
- School Walking Shorts (to the knee): Navy only. Shorts may be worn from August to October 1, and May 1- the end of the school year.
- Dark Dress Shoes; White or Navy knee socks must be worn at all times with the uniform jumper or skirt.
- No tight clothing/ slacks.
- Only girls in the eighth grade are permitted to wear light make-up, not excessive make-up.
- No excessive earrings (posts only, no hoops or dangles) NO nail colors or NO added nails.
- Hair must be clean and eyebrows must be visible.
- No hair colors for girls or boys. NO tattoos.

### **BOYS UNIFORM:**

- School Uniform Trousers: Navy only. Straight legs, Belts must be worn at all times for pants with belt loops.
- Dress Shirts: White only, Collared Broadcloth or Oxford-cloth Button Down; White turtlenecks; or White Polo Shirts or knit shirts with collars.
- School Uniform Walking Shorts (to the knee): Navy only. Uniform Shorts may be worn from May 1 to September 30, or as directed.
- Sweaters: Navy only Vests, Plain Cardigan, V-Neck, or Crew neck. Only Forest Green St. Philip Sweatshirts may be worn with white uniform shirt.
- Dark Dress Shoes; White, Black or Navy socks (no monograms) must be worn at all times. Only crew socks may be worn. Sock must cover the ankles. **NO SHOW SOCKS ARE NOT PERMITTED.**
- No excessive haircuts or colors - long hair or tails. Eyebrows and ears must be visible. Hair must not touch the collar
- Boys are not permitted to wear earrings.



**DRESS SHOES:**

- Hard Soles, Loafers, Oxford Style or Saddle Shoes, dress shoes
- No Boots are to worn during school.
- No Clogs, flip-flops, backless shoes, or ballerina shoes. Heels no higher than 2 inches for girls or boys. Sandals are not permitted.

Headsets, iPods, cells phones, radios, computers, and electronic games are not permitted. They will be confiscated and returned to the parent. Cell phones will be taken if used or visible during school time.

**GYM UNIFORM:**

- Gym classes for Kindergarten – 8<sup>th</sup> Grade
- Only gym shoes are permitted on the gym floor.
- Kindergarten: Students may wear plain navy shorts/pants with a white t-shirt or SPS gym shirt with socks and gym shoes. Students can wear shorts during August, September, May, and June.
- Grades 1 - 8: Students must wear the St. Philip gym uniform that includes a white St. Philip t-shirt, green SPS shorts/pants or plain navy shorts/pants, socks and gym shoes. Students may wear the forest green SPS sports uniforms and gym shoes on Gym days.
- Students can wear shorts during August, September, May, and June.
- Gym shorts must be to the knee.
- Forgetting gym clothes as an excuse not to take gym class will result in reduced gym grades. If gym clothes are forgotten, children will not be permitted to call parents to bring them.

**Uniform items can be purchased through Pro3 Services.**

Pro 3 Services  
2101 Greentree Road  
Suite A 109  
Pittsburgh, PA 15220  
412-279-1102  
pro3services.com

## **ACADEMICS**

### **MIDDLE STATES ACCREDITATION**

St. Philip Roman Catholic Elementary School is accredited by the Middle States Association of Colleges and Schools. Middle States accreditation is an expression of confidence in our school's mission, goals and objectives, performance and resources and a public validation of the quality education that is happening here. The Middle States Evaluation is an ongoing process requiring the submission of updated plans every three years. After seven years the school is reevaluated for continued accreditation. St. Philip Roman Catholic School was in reaccredited in May of 2018 for a period extending to 2025.

### **CATECHESIS**

Catechetics or religious education is the center of the Catholic school. A conscious effort is made to create a Christ-centered atmosphere by stressing Christian values in the classrooms and throughout the school and by integrating catechetics into every aspect of the school curriculum. Our belief in Jesus has drawn us to this community. Our beliefs are expressed in and strengthened by daily communal prayer. Students develop skills and a love for the Church's daily worship. Prayer includes morning prayer and simple prayers before and after lunch and at the end of the day. The children are introduced to the lives of the saints, feasts, and liturgical seasons, anniversaries of historical figures and peacemakers of our time, and civil holidays that have significance for children. Faith experiences are an integral part of catechetics.

Opportunities for liturgy, reconciliation, stations of the cross, classroom prayer and service are included. Community is at the heart of Catholic education, not simply as a concept to be learned, but as a reality to be lived. The principal, along with the pastor and parish religious education director, works with the teachers in the religious development and sacramental preparation of the students. The parish provides sacramental preparation programs each year for parents of all eligible children of the parish.

### **CURRICULUM**

St. Philip Roman Catholic Elementary School offers a strong traditional curriculum. In the "Continuous Growth Program" of the Diocese of Pittsburgh students advance through a defined curriculum according to individual need and abilities. In addition to meeting all the requirements of the Pennsylvania Department of Education, the curriculum gives special attention to the integration of Gospel values. Curriculum guidelines for all subject areas are provided through the Department for Catholic Schools. The guidelines serve to guide and give continuity to the teaching/learning process and to meet individual needs of students.

All textbooks are selected from texts recommended by the Curriculum Directors of the diocese or through in-school reviews conducted by administration and teachers. Strict adherence is given

to selecting materials that are consistent with the Catholic philosophy of education, is aligned with our curriculum, and adaptable to the Continuous Growth Program.

Religious education is the center of the Catholic school. As such a conscious effort is made to create a Christ-centered atmosphere by stressing Christian values throughout the school and by integrating religion into every aspect of the curriculum. The administration, faculty, and staff are deeply interested in and involved in developing spiritual values and good moral conduct. Priests, teachers, and principal actively participate in the planning and implementation of a viable religion program.

The Diocesan human sexuality program, the Catholic Vision of Love, is incorporated into religion classes in Levels 5-8. Formal religion instruction is enhanced by faith experiences, including involvement in school Masses, prayer services, sacramental programs, and service-learning experiences.

## **COURSE OVERVIEW**

### **RELIGION**

- Daily religion class
- Weekly school liturgies
- Full preparation for the sacraments of First Reconciliation, First Communion, and Confirmation
- Catholic Vision of Love taught in Middle School
- Formal and informal prayer, such as Shadow Stations of the Cross and Living Rosaries
- Student opportunities to serve in ministerial roles including: lectors, cantors, class mass leaders, altar servers, bell ringers, singers, instrumentalists, and liturgical dancers
- ACRE testing (Assessing Catholic Religious Education) in Grades 5 & 8
- Activities reinforcing the value of life during “Respect Life” month
- ANGEL Way Virtues Program (the practical application in everyday classroom life of core Christian values)
- GRACE program (monthly prayer service for the intentions of the school and parish)

### **READING/LANGUAGE ARTS**

- Nearly 50% of class time in Grades K-2 devoted to developing Language Arts skills including reading, phonics, vocabulary, fluency, comprehension, creative writing, handwriting, phonetic decoding, listening, and spelling.
- All genres of writing taught beginning in First Grade
- Writing integrated into all areas of the Curriculum
- Student journaling
- Monthly reading incentive programs

- Penmanship assessed in all grades, K-8.
- Cursive writing, beginning in Grade 2
- Yearly Diocesan Writing Assessments
- Individual student portfolios kept throughout duration at SPS to monitor progress
- Library and research skills reinforced through formal weekly Library classes for all grades, K-8.
- Media Literacy and Reader’s Theater to stimulate higher-order critical and creative thinking skills.
- Reading and study of classic novels and emerging classics as students advance in grade level.
- Creative book report assignments
- Use of The Criterion® Online Writing Evaluation Service in Middle School.
- Classroom+ opportunities including:
- Allegheny Intermediate Unit Reading Festival for Students
- “Battle of the Books” competitions available to all students
- Forensics (Competitive Public-Speaking Club) available to all students in grades 5-8

## **MATHEMATICS**

- Mastery of the Five Strands of Mathematical proficiency
- Conceptual Understanding
- Skill in carrying out mathematical procedures
- Strategic Competence to formulate, represent, and solve mathematical problems
- Adaptive Reasoning
- Productive Disposition: The habitual inclination to see mathematics as sensible, useful, and worthwhile
- Extended Math period
- In-classroom curriculum differentiation to meet each student’s individual abilities.
- Additional time for the study of Math during all Library classes, Grades K-8
- Teacher-led early-morning Math help sessions in Middle School
- Opportunity for qualifying 8<sup>th</sup> graders to attend 9th Grade Honors Algebra I at Bishop Canevin High School.
- Classroom+ opportunities such as Thinking Caps, K’nex Challenge, Quiz Bowls and Chess Club

## **SOCIAL STUDIES**

- Anthropology
- Geography & Map Skills
- Global Citizenship
- Sociology

- American & World History
- Cultural Diversity
- Emerging Global Issues
- Patriotism
- Religious & Civic Duties & Values

## **COMPUTER/TECHNOLOGY**

Computer skills are learned and developed in a sequential manner. Each time new skills are introduced, they presume and build upon skills presented in a previous grade level. This scope and sequence was compiled by identifying, listing, and determining appropriate grade level for introduction, development, and mastery of skills. These standards were developed by the Technology Foundation Standards for Students from the International Society for Technology in Education (ISTE), and the National Educational Technology Standards (NETS) Project.

Overview of Goals of Computer Education for all students:

- Develop confidence and comfort in using technology devices, applications the Internet and coding.
- Demonstrate correct and respectful use of all technology related equipment
- Work cooperatively, collaboratively, and respectfully with others when using technology
- Identify the common uses of technology, changes in technology and their impact on society, and articulate the advantages and disadvantages of its use
- See a relationship between using technology tools and improving personal and professional productivity
- View the Internet and technology tools as sources of information and means of communication with limitations
- Develop logical thought processes and problem solving strategies thorough
- Coding.org exercises
- Understand the principles of Robotics through programming Bee-Bots, Spheros, Finches, Hummingbirds
- Appreciate and practice ethical use of technology
- Criterion® Online Writing Evaluation Service - a web-based instructor-led writing tool offering immediate diagnostic feedback.

## **VISUAL ARTS**

- Use of various media and techniques in the creation of visual art
- Study of world masters and opportunity to create individual art replicating those styles (Picasso, van Gogh, etc.)
- Study of basic art elements and design principles and how they work together
- Study of visual arts' important relationship to history and culture
- Development of art assessment skills and lifelong appreciation for the Fine Arts

- Opportunity to help create and paint set pieces for the Middle School Musical
- Opportunity for additional art time during recess
- Study of connections between the visual arts and other disciplines.
- Annual Art Exhibits
- Catholic Schools Week “Glow Room” - a glow-in-the-dark exhibit featuring the art of all SPS students Grades K-8
- Diocese of Pittsburgh Student Art Exhibit – three-day weekend exhibit hosted by SPS and featuring top student artwork from several area Catholic schools

## **MUSIC**

- Instruction on how to read and notate music
- Instruction in progressive sequential order on the concepts of rhythm, melody, tone color, tempo, dynamics, form, harmony, texture and style with objectives becoming more sophisticated as students advance through the grades
- Instruction on how to play the recorder and performance in an evening Recorder Concert (Grade 5)
- Unit in music technology including the use of apps to create original music compositions (Middle School)
- Performances involving group and solo singing, liturgical dancing, narration, instrumental solos and group solos, and re-enactments
- Opportunity to join the school band (Grades 4 and older)
- Opportunity for advanced band students to audition for the Diocesan Honors Band
- Opportunity to work on sound design for the Middle School Musical
- Development of a lifelong appreciation of music in all its forms

## **PHYSICAL EDUCATION**

- Formal weekly gym class for all grades, K-8
- Presidential Physical Fitness Award Assessments & Testing for Grades 4-8.
- Developmentally appropriate activities and progressive skill building intended to encourage a lifetime commitment to physical fitness
- Christian approach emphasized in regards to teamwork, appreciation of individual diversity, respect for others, and attitude development toward winning and losing.
- Annual all-day “Crazy Olympics,” in which teams comprised of students from all grade levels compete in a variety of creative relay races
- Individualized goal setting geared toward improving self-esteem
- Gym classes focus on the development of:
  - Locomotor & Non-Locomotor Movements
  - Exercises – Stretching
  - Games of Low Organization (Primary grades)

- Games of Low / High Organization (Intermediate and Middle School grades)
- Rhythmic Movements & Rhythmic Dance
- Warm up/Cool down exercises
- Vigorous Exercises – Stretching (introduced in Middle School)
- Aerobics (introduced in Middle School)
- Resistance Training (introduced in Middle School)

## **ADDITIONAL ACADEMIC ELEMENTS**

### **ACADEMIC PROGRESS AND COMMUNICATION**

Academic progress is updated frequently in grades 3-8 using the online Option C Student Information System. Parents are encouraged to schedule a conference with the teacher anytime a concern is present; parent-teacher collaboration is essential for student success. Parent communication is continuous in grades K-8 with formal conferences happening 1-2 times a year.

### **HOMEWORK**

St. Philip Roman Catholic Elementary School believes homework is an important part of the learning process that extends, enriches, and/or reinforces academic concepts and skills to enhance achievement. Each teacher establishes his/her own daily or weekly homework requirements. The philosophy behind homework is the enrichment and reinforcement of the learning which has taken place in the classroom. Homework is a useful adjunct to the school curriculum to the extent that it enables the student to form independent study habits.

Parents/guardians can assist by helping and encouraging their children, but not by actually doing the work for them. Children learn best by doing the work themselves with appropriate guidance when necessary. Parents/guardians can further assist by checking to see if the assignment is properly completed. Parents/guardians are encouraged to keep a check on their children's progress by asking to see the corrected papers that have been returned to them and by checking Option C. **NOTE: When working with your child, it is perfectly acceptable to allow for incorrect answers, this is interpreted by the teacher that there is a need to re-teach a concept.**

Homework may consist of assignments not completed in school. It may be a project connected to a particular subject or topic being studied. It may be reading that is recreational or informational, and it may even be material for studying. Not all homework is necessarily written. **NOTE: Homework is not used as a punishment at any time.**

### **GRADING FOR LATE WORK**

Students may be assessed a consequence of no more than ten (10) points per day for up to three (3) days before a zero may be given for work not turned in on time. The work referred in the

policy includes any assignment which is to receive a major grade or which has been completed over an extended period of time for which a designated due date has earlier been announced.

The policy does not address daily homework (assignments given on one day which are due the next day). Neither does it address assignments that are to be completed in class and turned in at the end of the period. Evaluation of assignments that fall in either of those categories may be based on the proportion that is completed, at the discretion of the teacher.

## **MAKE-UP**

It is the responsibility of the individual student to make arrangements with each teacher for make-up work following each absence. The procedure for makeup work for absences shall be the following:

**School Day by Which Work Is Due**  
(e.g. Absent on Monday, come back Tuesday, due on Thursday)

<b><u>Days Absent</u></b>	<b><u>Due After Return</u></b>
One	One
Two	Second
Three	Third
Four	Fourth
Five	Fifth

In the case of extended absences, arrangements for completion of work shall be made with the individual teacher. Generally, a 24-hour notice is required to gather make-up work. If make-up work is assigned and turned in within the number of days permitted, it will be graded, and full credit will be given.

In grades one through five, if a student has not had sufficient time to make up work at the end of a grading period, a grade of incomplete shall be assigned until assessment is completed.

If a student receives an incomplete (I) grade for excessive absences at the end of the semester, he/she shall complete all make-up work within five (5) school days. At the end of the five (5) school days, if the work is not complete, the incomplete becomes a numerical grade, and the NC becomes loss of credit on the student's record.

## **PARENT/TEACHER CONFERENCE**

Parent-teacher conferences are an important link in the educational process. A parent, teacher, or student can initiate conferences. All parent conferences should be scheduled through the teacher. In order for a conference to be productive, teachers need adequate time to gather important student information, and conferences must be scheduled during the teacher's conference period.



The morning is a time for teachers to prep and prepare for their students; this is not a time for conferences.

Students and parents may expect teachers to request a conference if: 1) the student is not maintaining passing grades or achieving the expected level of performance; 2) the student presents any other problem to the teacher; or 3) in any other case the teacher considers necessary.

A minimum of one formal individual parent/teacher conference shall be scheduled each year from Kindergarten through grade eight. (See school calendar for dates.) **NOTE: The implementation of the second parent teacher conference will occur during the 2019-2020 school year.**

## **TUTORIALS**

Students who are not mastering concepts/skills shall receive additional assistance through re-teach/remediation either during class time or a special time set aside by a teacher to work with the student.

## **STUDENT RECORDS**

A permanent academic record is kept for each St. Philip Roman Catholic Elementary School and Academy student. The following information is included in the student's academic record: the student's name, dates of attendance at St. Philip, date of birth, date of graduation, IOWA Standardized test scores and report cards. All student transcripts and other records are the property of St. Philip and, unless otherwise specified by law, may be withheld in the discretion of the school until all financial accounts have been satisfied.

## **FIELD TRIPS**

Throughout the school year, teachers may schedule field trips. This privilege can be taken away at the teacher's discretion. The purpose of the field trip is to provide experiences for children that directly relate to academic learning or experiences that enrich their knowledge. Siblings are not allowed to accompany classes on field trips. Written permission is required before a child can participate. School uniforms will be worn on all field trips except for those involving outdoor activities with prior approval of the teacher. **Please Note:** Verbal permission for students to attend, via the phone, cannot be accepted at any time.

Chaperones must have turned in to the office the Volunteer and Church Personnel Criminal Background Check Authorization Form and a certificate of attendance to Protecting God's Children on file to participate as a chaperone for any school or student involved event. All chaperones must be approved by the Parish Business Office 48 hours prior to field trips. Please note: Background check and verification of Protecting God's Children certificate may take up to two weeks or more. The principal is the final authority in determining who is eligible to participate in a Field Trip.

## **SPECIAL SERVICES**

### **REMEDIAL READING AND MATH (TITLE I)**

Allegheny Intermediate Unit 3, offers the Title I remedial program to provide additional assistance to students who are not demonstrating grade level proficiency in reading. Referrals for the program are based on teacher referrals, standardized test results, and parent approval. Alternate strategies are planned for students in accordance with individual instructional goals and in support of the classroom curriculum to help students develop mastery of basic skills.

### **SPEECH PROGRAM**

Allegheny Intermediate Unit 3 offers speech therapy services at St. Philip Roman Catholic Elementary School which provide for the diagnosis and remediation of speech, language, and hearing problems. Students are seen individually or in a group, usually for 1/2 hour sessions once a week during the school day. The initial screening occurs in September, although children may be referred at any time during the school year. The speech/language clinician works closely with the classroom teacher. Parental involvement is strongly encouraged to insure success.

## **EXTRA-CURRICULAR ACTIVITIES**

### **STUDENT COUNCIL**

(Available to Grades 6-8) The Middle School Student Council consists of six officer positions plus two home room representatives from each Middle School Homeroom. Election season occurs at the beginning of each school year in which candidates plaster the middle school hallways with their creative campaign posters and canvass for votes among their Middle School peers.

The SPS Student Council runs several key initiatives throughout the year, including Middle School dances, Penny Wars, Toys for Tots, and various other service projects. The program does wonders for helping students develop self-confidence, community service, and fiscal and leadership skills.

### **FORENSICS**

(Competitive Public Speaking Club Available to Grades 5-8) SPS has had a successful program including First place and All-Star Champion of the Southwestern Pennsylvania Forensics League, having won First Place Overall in the 2015 All-Star Tournament held at Bishop Canevin High School. The win is one of many highlights in SPS' long and storied history as a flagship school of the Southwestern Pennsylvania Forensics League. This includes several top-five finishes as an overall team and for individual team members at the annual All-Stars Tournament. Students practice regularly as a group on a rotating basis after school and compete in the categories of drama, prose, poetry, declamation, impromptu, extemporaneous, and multiple reading at several individual tournaments throughout Fall and Winter. A select group of

only 10 individuals or multiple-reading teams is then selected for the highly-competitive All-Star tournament among the Program's top-scoring students and senior team members. The program culminates each year with the highly-anticipated Forensics Family Showcase in which all team members are given the opportunity to present their pieces for family and friends.

## **CHESS CLUB**

Offered as an academic enrichment opportunity for students in Grades 2-8. The game of chess helps young people learn to concentrate, think logically, overcome obstacles, spot patterns and categorize information. It also helps with the development of problem-solving skills, planning, patience, focus of thought, and self-discipline.

Chess Club meets afterschool for five Thursdays in the Fall and another five Thursdays in the Spring and culminates with an intramural tournament at the end of the Spring session. The SPS Chess Club also occasionally participates in community chess events as they become available.

## **HIGH SCHOOL ACTIVITIES/OPPORTUNITIES**

High-achieving eighth grade students are eligible to attend Honors Biology and into to engineering and Honors Algebra I courses at nearby Bishop Canevin High School. These students go directly to Bishop Canevin High School for the first two periods of the class day and then return to St. Philip for the remainder of the school day for all other subjects. Bus transportation is coordinated by parents and the various students' school districts.

## **THINKING CAPS**

The Thinking Caps program for academic enrichment is available to students in Grades 3-8 who score at least three grade levels above current grade on annual IOWA. Thinking Caps students attend a 40-minute classroom session on a rotating basis throughout the school year. Higher-level thinking skills are developed and encouraged through the use of various intellectual challenges.

Thinking Caps students attend off-site activities throughout the school year including:

- Allegheny Intermediate Unit (AIU) Academic Events in support of Gifted and Talented Education (GATE). Some of the current and past events include the Science Bowl, America Bowl, History Bowl, Computer Fair, Reading Festival and Eco Challenge.
- K'NEX Challenge and Battery Car Races sponsored by North Allegheny School District and the AIU.
- Design Lives Here Engineering Program sponsored by WQED
- SPS Thinking Caps Olympiad (intramural academic competition)

## **INVENTION CONVENTION**

Co-hosted by SPS, Carlynton School District and the AIU, this competition encourages individual students to create an original product or process after identifying a need.

The student must first complete patent and other research to prove the product is original and not previously invented. To advance to the regional competition, students must then present their completed invention to a panel of judges during Catholic Schools Week in late January. Students selected to advance compete against their peers from several area school districts at Carlynton High School. Each student must be prepared to discuss and answer questions about their invention, inventor's log, and advertising materials during three rounds of judging. First, Second, Third and Honorable Mention awards are presented at each grade level. SPS students are consistently among top finishers.

## **TALENT SHOW**

This beloved show is performed twice on the same Friday each Spring. The daytime show is presented for the student body, and the evening show is presented for family. Students from all grades are encouraged to participate, and the show is emceed by students in Grade 5 or higher as an added opportunity. School students look forward with great anticipation to performing either individually or as part of a group. The program is intended to help children develop self-confidence and to promote and celebrate all of the many individual talents of our student body. Sign-up forms are sent home beginning in January and practices are held on a rotating basis until show day.

## **MIDDLE SCHOOL MUSICAL**

St. Philip's acclaimed Middle School Musical has an over 25-year history. Due to the huge support for this highly popular program, the SPS Theater Department is able to license Broadway Junior musicals which are condensed, author-approved versions of classic musicals, Disney favorites and modern works, custom-tailored to the needs of middle schoolers. The music is written in keys that are appropriate for developing voices, and all shows can be expanded to accommodate as many performers as wish to participate. Auditions are held each November, and the cast list is posted by early December.

Through the decades, the Middle School Musical has helped thousands of students develop the self-confidence needed to speak, present or perform in front of an audience. In addition, countless alumni of the program have gone on to shine in their high school musicals, where many have also been featured in Gene Kelly-Award nominated or winning productions and/or individual roles. Participation in the musical also provides opportunity to make new friends, and discover and develop hidden talents.

Those students who do not wish to perform onstage are encouraged to get involved as production assistants, stage crew staff, or as artists on the set design team.

## **SEASONAL PERFORMANCES**

### **CHRISTMAS SPANISH SERVICE**

Integrating Spanish curriculum with faith formation, this program features performances from all students. The service includes a narration and reenactment of the Christmas story, liturgical dancers, musicians, and solo and group singing in Spanish. In addition, students in grades 1-5 hold special Christmas shows.

### **MIDDLE SCHOOL SHADOW STATIONS**

Beautiful in its solemnity, this annual re-enactment in shadow tableaux of the Stations of the Cross is always a moving and memorable experience for all in attendance. Eighth graders serve as narrators, liturgical dancers, soloists, and re-enactors, while Sixth and Seventh grade students participate as singers and musicians.

## **ATHLETICS**

### **St. Philip Athletic Association (SPAA)**

The role of the Athletic Association is to provide the athletic programs for the youth of the St. Philip School. Monies will be raised by the Athletic Association and managed by the Athletic Association Board to carry out the athletic programs. All athletic programs administered by the Association will be conducted in accordance with the rules and regulations governing such programs as established by the Diocese of Pittsburgh. Our goal is to instill in all participants, parents, and spectators the values of Christianity and good sportsmanship. We want our children to not only learn the elements that are needed to participate in athletics but to be able to transfer these into their daily life. Life skills such as organization, self-discipline, goal setting, teamwork and performance under pressure will be emphasized in our athletic program.

**SPAA** is committed to providing both instructional and competitive sports programs for all students. In addition, the SPAA encourages sportsmanship through self-discipline, stamina, teamwork, perseverance and dedication. Together with the desire to play fairly and with grace, this character-building approach fosters lifelong skills that enhance individual growth and physical activity.

Current sports offerings include:

- Co-ed Soccer (Grades K-8)
- Cross Country (Grades 3–8)
- Girls and Boys Volleyball (Grades 4–8)
- Girls and Boys Basketball (Grades 1-8)
- Cheerleading (Grades K-8)
- Track & Field (Grades K-8)
- Summer conditioning

### **SPAA MISSION**

St. Philip Athletic Association provides the athletic programs for the student athletes of the St. Philip School. The goal of these athletic programs is to provide an opportunity for all students to participate in sports where their individual abilities contribute to their team and they further develop personally through self-discipline, effort, teamwork, perseverance, and commitment while reinforcing the values of Christianity and good sportsmanship.

### **ATHLETIC ASSOCIATION POLICY MANUAL**

A successful athletic program involves the cooperation of players, coaches, parents, board members and school administration. We must all work together to make our athletic programs a positive experience for all involved. It is with this in mind that we have prepared the following information and guidelines. Please read this and keep as a reference. Should you have any

questions, comments or suggestions, please contact a member of the St. Philip Athletic Association Board, a coach, School Principal or Father Pastor.

## **MEMBERSHIP**

The Athletic Association membership includes the parents and guardians of each student participating in the athletic program, the pastor, the principal of the St. Philip School and coaches of the team. An executive board consists of the president, the treasurer, the secretary and 1 vice president for each activity - soccer, boys basketball, girls basketball, volleyball, track/cross country and cheer leading. The members of the St. Philip Athletic Association elect all of these positions for a term of 2 years.

## **REGISTRATION**

Registration fees for the season are now based on a per sport fee scale. Registration for all St. Philip Athletic Association programs will be held in the season prior to the upcoming season. All registrations must be accompanied by the registration fee. Refunds will be considered on a case by case basis and none will be made once the season begins and participation starts.

Medical/insurance forms are required for all students and must be submitted before a sports season begins. Only one form is required per student. No child will be permitted to be added to a team roster without completing the registration form and providing proof of physical clearance from a physician, this includes practices prior to a season.

## **PARTICIPATION GUIDELINES**

Diocesan rules prohibit offensive conduct by players, families and coaches. Verbal abuse of officials, opposing teams and players, or our coaches and players will not be tolerated under any circumstances. Any player, coach or parent displaying poor sportsmanship, foul language, or any conduct unbecoming of a member of St. Philip School in practice or at games will be suspended from games and practices for a period of time. Subsequent violations may result in student removal from the team and/or parent banishment from all SPAA activities.

No parents are permitted on the bench during the games except for assistant coaches and official scorekeepers. Practices are open for parents to observe but "coaching" by parents from the sidelines or stands during a practice is restricted. Parents are not to stay at practice without the coach's consent if they have previously been unable to abide by the set practice rules.

Several organizations very generously permit us to use their facilities - BCHS, OLSH, St. Paul Seminary, Carlynton School District, et al. We must make sure we leave these facilities in the condition we find them. It is important that all families follow the rules as posted at each facility. Parents will be responsible for any damage incurred by their child.

If a parent would like to discuss an issue with a coach, please make arrangements to speak with the coach at a time convenient for both parties. Please do not approach the coach from 1 hour

prior to an activity, during or 24 hours after the activity has completed - game or practice. If you have further issues, please contact the vice president for that activity. If you are still not satisfied, please contact the president of the Athletic Association. You are always welcome to any SPAA meeting to discuss your issues with the board but request that you notify the President prior to the meeting so you may be added to the agenda.

Accept all decisions rendered by the coaches and referees. Your acceptance of their decisions will encourage your child to respect these dedicated people.

All parents, coaches and participants must sign the code of conduct.

No student may participate in any activity if they miss school on the day of the activity (practice or game). No student that is on academic or behavioral probation may participate in any activity until this has been rectified. No student that does not have an up to date physical clearance form and medical insurance form may participate in any activity until these have been addressed.

No student may participate in any activity unless all registration fees are paid or arrangements have been made for these with the Athletic Association. No student will be added to a roster for an upcoming season if registration fees remain unpaid from a previous season or school year and if no arrangements for payment have been made.

No student will be compelled to move down to a team comprised of mostly younger players. The exceptions to this are if this movement is initiated by the parents or guardians or if the child has not participated in that activity at St. Philip School. All movement of players must be approved by the SPAA Board.

**NOTE: Any student that wants to participate must FIRST provide an up to date Physical Form signed by their physician.**

## **PARENTAL PARTICIPATION**

Parents will be required to work at the concession stand or the admission door when they are assigned as coordinated by the team parent or additional fees may be incurred. If you are unable to work or choose not to work, you will be responsible to find a replacement. The concession stand provides a major source of income for the St. Philip Athletic Association which is why it is imperative that all families participate in this activity.

Every team will have a Team Parent who will be the contact between the Athletic Association, the coach and the players' parents and will help the coach with non-coaching activities.



## **STUDENT DISCIPLINE**

St. Philip Roman Catholic Elementary Code of Conduct is based on Christian fundamentals and principles, with the goal of helping students grow in personal responsibility and social concern.

### **THE CODE OF CONDUCT**

1. Students will respect each person, including teachers, parent volunteers, classmates, and younger and older students.
2. Students will respect the property of others. Students will show friendliness and helpfulness toward all, including school helpers and visitors.

Following the Code of Conduct means applying the Ten Commandments and the Beatitudes to the daily school experience and includes, but is not limited to:

1. Acknowledging the presence of God in all aspects of the school day.
2. Following the General School, Classroom and Lunchroom/Playground Rules.
3. Using appropriate language.
4. Respecting those in authority and following school regulations.
5. Respecting peers; no fighting, hurtful words or actions.
6. Being honest and fair in words and actions; no lying, cheating, stealing, or destruction of property.

### **STUDENT STANDARDS OF BEHAVIOR**

In order to show respect, maintain safety, and focus on learning, students are expected to:

1. Follow directions the first time.
2. Speak using polite language, volume, and tone.
3. Keep hands, feet, and objects to themselves.
4. Be where they are supposed to be.
5. Take care of school property and personal belongings.
6. Walk quietly in the hallways to not disturb other classes.
7. No gum chewing allowed.

### **BEHAVIOR EXPECTATIONS**

While most students consistently follow these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken.

## **CLASSROOM BEHAVIOR**

Students are expected to listen and follow all teacher directions.

## **BEHAVIOR IN HALLS**

Students are to walk quietly in an orderly fashion through the halls at all times. This quiet will be respected during the instructional school day and with consideration for others who are working.

## **BEHAVIOR IN RESTROOMS**

Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.

## **BEHAVIOR ON PLAYGROUND/RECESS**

The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion to the playground, use the equipment responsibly, show respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge.

## **BEHAVIOR ON THE BUS**

The same standards of behavior that apply at school also pertain at the bus stop or while boarding, riding and unloading school busses. Students must respect the rights of others and must not pose a threat to anyone's safety. Students must not distract the bus driver.

## **BEHAVIOR DURING SCHOOL EVENTS**

Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs and field trips. Behavioral expectations are consistent with school policies.

## **SPECIFIC BEHAVIORS**

### **Harassment and Bullying~ ZERO Tolerance is in Effect! (Please see Anti-Bullying Expectations Addendum)**

#### **Fighting/Physical Aggression**

This includes: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation.

#### **Threats and/or Verbal Abuse**

This includes any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to yourself, another person, suggesting property destruction, and the like.

#### **Teasing, Verbal or Non-Verbal**

This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.

#### **Acts of Hate / Violence**

This is any act of hate/violence including, but not limited to, verbal abuse, slurs (including race, ethnic, religious, or gender-based) comments or threats, physical violence or conduct, vandalism or destruction of property directed against any person.

#### **Inappropriate Language/Gestures**

This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.

#### **Cyber-Bullying Policy**

St. Philip Catholic School has a strict policy on Internet use as well as filtering software to limit student activity. All parents and students must sign a Student Technology Agreement form in order for the student to use the Internet at school.

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social networks, such as, Instagram, Facebook, Twitter etc., will be disciplined up to, and including, expulsion and legal action.

Retaliation in any form, such as harassment, name-calling, ostracizing, intimidation, threats, etc., against an individual, including all parish and school employees, volunteers, parents and students, for reporting or cooperating, in good faith, in a parish or school-sponsored or sanctioned investigation will not be tolerated. Anyone found to have engaged in retaliation will be subject to sanctions, up to, and including, termination from employment and/or exclusion from school.

### **Harassment Policy**

Respect for the dignity and worth of everyone is a basic tenet of the Catholic Church and St. Philip Catholic School. Each individual faculty, staff member, or student is entitled to work/attend school in an environment free from discriminatory practices or any form of harassment. We will not tolerate behavior from anyone that is threatening to others.

Harassment of any kind is unacceptable. Harassment refers to inappropriate behavior that is unwelcome, generally considered offensive, and fails to respect the rights of others. Harassment encompasses a broad range of physical, written or verbal behavior, including, but not limited to, the following:

- Physical or mental abuse
- Racial insults
- Derogatory ethnic slurs
- Unwelcome sexual advances
- Sexual comments or sexual jokes
- Requests for sexual favors used as:
  - A condition of employment, or
  - To affect other personnel decisions, i.e. promotion or compensation
- Display of offensive materials

Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive or intimidating environment.

**Possible Consequences:** Any infraction listed above is an automatic referral to the administration with parent notification. Additional action that could be enforced: parent/guardian meeting, loss of recess privileges, in school suspension, suspension, referral to law enforcement, recommendation for expulsion.

## **Detentions (Middle School)**

We believe in empowering our students to be the best that they can be in all areas of learning. Therefore, we have a detention process in place that allows the student to think about their actions and modify behavior where needed. Three detentions in one quarter equal a parent conference with administration. Detentions will take place in the morning before school and students will report to homeroom teacher at 7AM.

## **Academic and Behavior Probation**

At St. Philip School, we recognize that each student has varying interests and abilities, and our expectation is that all students will successfully complete the requirements in all subjects. If a student is not working to the best of his/her ability and improvement is not forthcoming, the following procedures will occur:

- If a student is unable or unwilling to complete the academic and behavior requirements, they will participate in a round table conference with teachers, their parents and administration to determine the best course of action.
- **Probationary Status:**  
(NOTE: All new students to St. Philip are on probation for the first semester.) If concerns persist about the academic or behavior progress of a student and there is not sufficient improvement, academic and/or behavior extended probation will be considered at the discretion of the faculty and administration. While on probation, a student may not run for, or serve on, the student council, any other leadership role until probation is lifted. (Note: all new students come in under the academic probation umbrella for the first semester and can run for leadership positions with approval of homeroom teacher.
- **Probation Removed:**  
Upon demonstration of satisfactory academic performance and behavior, responsibility, and independence, probation may be lifted at the discretion of the faculty and administration.
- **Termination of Student Enrollment:**  
If a student fails to improve his/her grades and/or make a positive change with regard to schoolwork and/or behavior during this probation period, and academic and behavior expectations are not being met, then St. Philip may not be the appropriate school setting for the student. Indications of this can be, but are not limited to:
  - Failure to improve grades
  - Negative behavior in class
  - Lack of effort in academics
  - Poor attitude toward learning and behavior expectations
  - Lack of timeliness
  - Misbehavior in the school, including school-sponsored activities

At the discretion of the faculty and administration, a student not meeting expectations may be required to withdraw from St. Philip.

## COMMUNICATION

St. Philip Roman Catholic Elementary School maintains the policy that if parents/guardians have a particular problem or concern with a teacher, they must address the problem or concern immediately and directly with the teacher. Should a satisfactory solution to a problem or concern not occur; the parent/guardian is then directed to contact the following channels of communication:

### **Chain of Command for Effective Communication**

#### On Matters Involving Instruction

1. Classroom Teacher
2. Principal

#### On Matters Involving Athletics

1. Coach
2. President of SPAA
3. Principal

#### On Matters Involving Student Discipline

1. Classroom Teacher
2. School Counselor and or Principal

#### On Matters Involving School Grounds

1. Principal

## **PRE-SCHOOL AND PRE-KINDERGARTEN PROGRAMS**

### **PRESCHOOL**

Age 3 by Sept. 1

Two sessions available:

- Morning: Tuesdays & Thursdays 8:15-10:45 AM
- Afternoon: Tuesdays & Thursdays 11:30 AM -2:00 PM

### **Overview**

Our program aims to promote the spiritual, emotional, physical and social growth of young children in their first experience in a school setting. Hands-on experiences stimulate enthusiasm for learning as children grow in wisdom, age and grace.

### **PRE-KINDERGARTEN**

Age 4 by Sept. 1

Two sessions available:

- Half Day: Mondays, Wednesdays, Fridays, 8:15 - 10:45 AM
- Full Day: Mondays, Wednesdays, Fridays, 8:15 AM - 2:00 PM

Full Day with Extended Day Options (for an additional fee of \$3 per hour child spends in afterschool care):

- Drop off as early as 7:45 AM;
- Afterschool care available till 6 PM.

### **Overview**

Our program aims to promote an enthusiasm for learning in a structured environment. Emphasis is placed on academic stimulation as well as religious training in Catholic traditions, prayers, music and doctrines. Classroom cooperation and respect for authority are also emphasized with an overall goal of preparing these students to succeed academically and socially in Kindergarten, and as they begin a relationship with Christ.

### **CURRICULUM**

- Age-appropriate educational curriculum in the areas of Language Arts, Math, Science, Music, and Religion
- Hands-on Science activities
- Recognition of core colors, shapes, numbers, patterns, letters and letter sounds

- Fine motor-skill development, such as coloring, cutting with scissors, and printing
- Introduction to the concepts of weather, calendars, natural science, and current events
- Practice of classroom success skills such as listening, following directions, and taking turns
- Social skills development through the emphasis of productive and respectful peer interaction
- Monthly partnering (in Pre-K) with an 8th grade “Shepherd” to work on character and faith-building projects

## **ADDITIONAL**

- Treasured annual events such as the
- Angel Parade, Christmas Program, Holiday parties and Grandparents Tea
- Introduction to Bible stories, religious holidays and traditional prayers
- Daily story time and snack time
- Weekly Show and Tell
- Monthly newsletter for parents

## **DAILY PRACTICES/POLICIES/ADDITIONAL INFORMATION**

### **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

St. Philip, as directed through ACT 39 of the Pennsylvania Public School Code has established that:

1. Students exceeding 10 absences may be referred to the home school district of the student for truancy citation.
2. Students with 4 unexcused absences will be referred to the home school district of the student for truancy citation.

**NOTE:** Students presenting a Doctors excuse will be given greater latitude and the absence will not be counted against the ten-day policy.

A student who is absent for any reason is expected to make up specific assignments missed and/or to complete additional assignments assigned by the teacher to meet subject and course requirement. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. (See Make-Up Work)



If a student is going to be absent for an extended period (5 days or more) the parent must contact the school so that arrangements can be made to provide work for the student to complete at home. The faculty and administration will make every effort to work with the parent during such periods and we only ask for communication to allow us to make the best decisions for the student so he or she can keep up with their peers.

A student absent from school (unless for a documented doctor's appointment) may not be allowed to participate in school-related activities on that day or evening.

## **SCHOOL CLOSINGS**

The guidelines provided below should be utilized in the event of school closings, early dismissals, or delays.

OPTION C will send you a message, phone, text, email...

After a heavy snow or other extreme weather conditions listen for the announcement on school closing on the following radio and TV stations:

KDKA Radio (1020 A.M.)

KDKA TV

WTAE Radio (1250 A.M.)

WTAE TV

St. Philip School will follow the Pittsburgh Public School District instructions for delay or closing in extreme weather.

**Please note:** Usually St. Philip School will not be announced on radio or TV.

If your school district is closed because of weather conditions and St. Philip School is open, there will be no transportation. Use your own judgment about sending your child / children to school.

**Tardy:** All students are expected to be at school ready to begin their lessons at the appointed time each day. Late arrivals will:

- After the third tardy the parent will be contacted by the teacher.
- After the fifth tardy the parent will receive a letter from the school.
- After the seventh tardy, a meeting will be held with the principal, parent and the teacher to discuss issue and decide appropriate measures.

It is important to understand that while excessive late arrivals are disruptive to the class, being late is also disruptive to the child as his or her peers have begun the day and now the child finds

themselves scrambling to catch up. While there are times when weather or some other schedule altering event occurs those instances will be defined by the principal and student tardy on that day will not be counted as tardy. Parents with extenuating circumstances must contact the office.

### **Vacation**

If the student is going to be absent due to family vacations, parents must notify the Principal. If the vacation is education related, (going to Valley Forge) a determination can be made that the vacation is educationally valuable. The student will be responsible for the homework and homework will be due upon return. The schedule for “makeup work” for absence will not apply.

### **Attendance Procedures**

When a student must be absent from school, the student upon returning to school must bring a note, signed by the parent that describes the reason for the absence. All documentation (parent notes, doctor’s notes, appointment verifications, etc.) must be presented to the office on the date the student returns to school.

### **Lunchroom Behavior**

The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while enjoying their lunch, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners. For health reasons, children are not allowed to share food of any kind with others.

### **Parking Lot Behavior**

The same standards of behavior that apply at school also pertain to the school parking lot for student(s) and parent(s). As Christ-centered individuals, we must respect the rights of others and must not pose a threat to anyone's safety. Parents picking up their child at dismissal time must park in the parking lots across from the school driveway. When the bus students are loaded and the buses have left, students being picked up will be released to waiting parents.

### **Restricted Areas**

Gym: Due to child safety, students are not to be in gym without faculty supervision.

Boiler Room: State fire regulations prohibit students from having access to the boiler room, therefore if the Custodian or maintenance is working in the boiler room, and the door is ajar, students are not to enter.

**\*No adult should be roaming halls, after signing into the front office the parent/visitor must go to the defined area and return. Parents need to pick up students from the office area.**

## **VISITORS AND GUESTS**

Parents are always welcome on campus and must sign in at the front office. Parents will sign-in and receive a visitor badge. All other persons having business or visiting a school campus during a regular school day must register with the school office and state their business or whom they would like to see. The principal shall have the right to deny visits that might infringe on the operation of the school.

**\*No adult should be roaming halls of the school without signing into the front office. Parents need to pick up students from THE DESIGNATED AREAS**

Morning Arrival: Students may begin to gather at 7:15 AM. During in climate weather students will be directed to the cafeteria.

Afternoon Dismissal: Bus riders are dismissed at 2:15 PM  
Students that are picked-up will be dismissed at 2:20 PM  
Walkers are dismissed at 2:20 PM

Students that are permitted by parent note to walk to and from school should arrive and leave from the school driveway.

## **PARENT CONDUCT EXPECTATIONS**

- We strive to collaborate with our St. Philip parents for we know it is in this partnership that our students can reach their potential spiritually and academically. We expect our parents to support and encourage their child while in attendance at St. Philip.
- We encourage and expect parents to follow the communication plan outlined in our St. Philip School Handbook. We request all parents to use “official” emails and school hours for communication.
- We ask parents to model respect and Christ-like behavior in words and actions, when dealing with teachers, administration and other members in the community. We know that our children are always watching, listening and learning and will model the behaviors we set before them. The dismissal line or courtyard is not an appropriate time or location for meetings with a teacher and/or administration.
- We encourage and expect parents to be a positive role model for their child(ren) and refrain from any public displays of inappropriate behavior (e.g. anger outbursts, foul language, etc.)
- Parent conduct should have a positive effect on a student’s experience here at St. Philip Catholic School.

Possible consequences for parent and/or guardian for behavior unbecoming could lead to but not limited to an administration/parent conference and a Parent Code of Conduct probation agreement.

### **Messages for Students and Teachers During Instructional Time**

Please partner with us in our effort to refrain from interrupting instructional time. Unless there is an emergency, the office staff will not call into the classroom during instructional time. Messages to teachers will be delivered to the teacher's mailbox or throughout the day.

Please note: teachers do not check mailboxes, voicemail and email during instructional time. Messages regarding forgotten items, required homework assignments, transportation plans, etc. will not be delivered during instructional time. Transportation and lunch plans should be finalized before leaving home in the morning.

## **STUDENT HEALTH**

### **Emergency Medical Treatment**

St. Philip Roman Catholic Elementary School can give first aid only to students who are injured or become ill at school. The parents will be called for more severe injuries and illnesses.

The cost of services provided by ambulance, private physician, clinic, hospital, or dentist remains the responsibility of the parent and shall not be assumed St. Philip.

### **Parents must provide and keep current up-to-date emergency information in Option C.**

### **Medication**

Ideally all medication should be given at home. It is recognized that at the present time many children are able to attend regular schools because of the effectiveness of medication in the treatment of chronic disabilities and illnesses. Any student who is required to take prescribed medication during regular school hours must comply with school regulations, as follow:

1. Written orders from a physician must detail the names of the drug, dosage, time interval that the medication is to be taken, and diagnosis or reason for the medication to be given.
2. The parent or guardian requesting that the school comply with the physician's orders must provide written permission.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

The office must have a completed Release to Dispense Medication Form signed by a doctor and parent on file with the school nurse before dispensing any medication. A log is kept in the Nurses office noting the date, child's name, medication and signature of the adult dispensing the medication. Students may possess and use a metered dose inhaler or dry powder inhaler for the

relief of asthma symptoms while at school or on school sponsored activities. A written approval from a doctor and parent which allows the student to possess and use the inhaler is required. No drug substance may be in a student's possession except asthma inhalers and emergency allergy EPI pens.

According to law, medication cannot be dispensed in any classroom by a teacher. Students are not to have medications in their possession during school hours or while on school property (this includes throat lozenges and cough drops) all such must be kept in the nurse's office.

### **Cooperation Policy**

The education of children is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require withdrawal of a student if it determines that the partnership is not working to the school's satisfaction.

### **Custodial Policy**

St. Philip School must have accurate, up-to-date custodial information on file. Non-custodial parents will be provided duplicate notices, and information upon request. Unless there is a court order to the contrary, non-custodial parents can access their children's records with appropriate notice.

### **RIGHTS OF NON-CUSTODIAL PARENTS**

The Family Educational Rights and Privacy Act gives full rights to each parent, unless the school has been provided with evidence that there is a court order, state's statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Such an order is to be on file in the school and those persons responsible for the child(ren) are to be informed of the circumstances. Every effort is made to keep the non-custodial parent apprised of the progress of the child(ren) through reports, report cards and parent/teacher conferences.

### **Telephone Directory**

Pastor: Rev. John B. Gizler III	412-922-6300
Principal: Dr. Brian M. Dougherty	412-928-2742
General Office: Mrs. Dorothy Kraemer	412-922-6300
Business Office: Mrs. Ursula Eberlr	412-922-6300
Parish Offices: Mrs. Kandy Lawton	412-922-6300
Director of Religious Education: Ms. Maryann Garfold	412-922-6338

## **Transportation**

Buses are provided by the Schools and are available to those residents within those specific districts. Bus routes are mailed to parents in August. Families new to St. Philip or new to the districts may contact the Transportation Department to confirm routes. A child may only ride the bus to which he/she has been assigned. Children must remain seated on the bus at all times except when boarding or leaving the bus. Failure to follow the bus rules may result in a bus violation ticket or loss of bus privileges. If there is a change in a child's normal routine of taking the bus versus going home in car, etc. parents **MUST** send a note to the school office indicating change.

### **NOTE:**

**All Grade 8 and "K" tuition must be paid before graduation.**

**Registration of students for the following school year will be finalized when all past tuition obligations have been paid in full.**

### **RIGHT TO AMEND**

SINCE SITUATIONS CAN ARISE THAT WERE NOT FORESEEN AT THE TIME OF THE REVISION OF THIS HANDBOOK, THE PRINCIPAL RESERVES THE RIGHT TO AMEND THE HANDBOOK AT ANY TIME. PARENTS WILL BE PROMPTLY NOTIFIED OF ANY AMENDMENTS.

## **ADDENDUM**

### **Anti-Bullying Expectations**

Please note the St. Philip School educational team collaborated and wrote the following anti-bullying expectations, realizing and reminding that ALL children are a gift from God!

Pre-School, Kindergarten and 1<sup>st</sup> Grade

#### **“Jesus Does Not Bully!”**

##### **If someone is bullying you, being unkind, you need to:**

- Tell them to stop, that they are hurting your feelings
- Tell the teacher or another adult what happened
- With the teacher or adult, practice kind words to be used
- Accept their apology
- Remember how Jesus wants us to be

##### **If you see someone be unkind or bully another, you need to:**

- Tell them to stop, that they are hurting someone
- Talk to the person who was bullied and be kind to them
- Tell the teacher or another adult what happened
- Practice kind words that could be used
- Remember how Jesus wants us to be

##### **If you are the person who is acting unkind or bullying, you need to:**

- STOP what you are doing
- Tell the teacher what you said or what you did
- Tell the person you bullied that you are “sorry”.
- Ask the person to play with you and be kind to them.
- Say a prayer to Jesus for help.
- Remember how Jesus wants us to be

**Everyone deserves respect. No one should be bullied or teased for being different. Everyone has something great to offer. Respond quickly and consistently to bullying behavior, so that we are all working together.**

**Anti-Bullying Expectations**  
**Grades Kindergarten, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>**  
**“Follow the Example of Jesus”**

**If you are bullied:**

- Tell the person to “stop!”
- Walk away from the bully.
- Find an adult and report the situation.
- Don’t retaliate!

**If you see bullying:**

- Help the person being bullied by standing up for them.
- Ask the bully to stop!
- Try to help the person being bullied just walk away.
- Get help from an adult.
- Don’t join in with the bully by laughing at or encouraging his/her actions.
- Be a friend to the kid being bullied. Invite him/her to join you and walk away from the bully.

**If you are the bully:**

- Stop!! When asked (the first time).
- Apologize!! Actions speak louder than words.
- Seek out friends who make good choices.
- Talk to your teacher, parents, counselor to find ways to change your behavior.
- Remember that being a bully isn’t cool but being respectful is very cool.
- Make an effort to say or do something nice for the person you hurt.

**Cyber bullying is using electronic media to intimidate others. If someone sends emails that are offensive, tell an adult. The written word can be misinterpreted, but recurrent mean spirited electronic messages should be reported.**



**Anti-Bullying Expectations**  
**Grades 5-8**  
**“Do Unto Others, As You Would Want Done To You”**

**If you are bullied:**

1. Make your feelings known:
  - Say stop
  - Talk about it with friends
  - Tell one or more adults
2. Take action:
  - Ignore
  - Don't give the bully the satisfaction by commenting
  - Walk away
  - Tell someone
  - Call a truce

**If you see bullying:**

1. Uphold the dignity of your classmate:
  - Interrupt the bully
  - Say something
  - Change the topic
  - Don't participate (Laughing/commenting makes you a bully too.)
  - Remove the bully or the person being bullied
  - Talk to an adult(s)
2. Be rich in kindness:
  - Offer help
  - Ask either person if they're ok
  - Be a friend
  - Smile

**If you are the bully:**

1. Avoid temptation:
  - Think before you act
  - Reflect on the Golden Rule
  - Walk away
  - Find a positive influence
2. Change your ways:
  - Listen
  - Admit your mistakes, apologize
  - Work with friends/adults for help

**Behavior Rubric Guide  
Grades Kindergarten-2**

<b>Behavior</b>	<b>First Time</b>	<b>Second Time</b>	<b>Third Time</b>
Unkind gestures or looks	15 sec. Intervention	15 sec. Intervention	15 sec. Intervention
Name calling	Restate definition of hurtful behavior	Restate definition of hurtful behavior	Restate definition of hurtful behavior
Insulting	Discuss briefly an alternate action to mean behavior	Time out from recess or activity	Documentation
Excluding others	Opportunity to apologize	Practice what you could do differently	Discussion with principal
Behaviors that hurt feelings			Opportunity to apologize
Bad words			
Touching another person with hands, feet or any other object	15 sec. Intervention  Restate definition of hurtful behavior  3 min. time out  Discuss/practice an alternate action to mean behavior  Opportunity to apologize  Documentation - St. Philip Aggressive Behavior Referral sheet	15 sec. Intervention  Restate definition of hurtful behavior  Time out  Discuss/practice an alternate action to mean behavior  Parent notified  Opportunity to apologize    Documentation - St. Philip Aggressive Behavior Referral sheet	15 sec. Intervention  Restate definition of hurtful behavior  Discussion with Principal  Parent conference  Opportunity to apologize  Documentation - St. Philip Aggressive Behavior Referral sheet
Punching, Biting	15 sec. Intervention	15 sec. Intervention	In School Suspension
Spitting, Kicking	Restate definition of hurtful behavior	Restate definition of hurtful behavior	This will be used as appropriate
Any behavior that causes physical and/or emotional distress or risk of injury to person or belongings	Immediate time out for 5 -7 minutes  Discuss and practice alternate activities, alternate action  Discuss with Principal  Face to face conference with parent  Opportunity to apologize  Documentation - St. Philip Aggressive Behavior Referral sheet	Immediate time out for 5 -7 minutes  Discuss and practice alternate activities, alternate action  Discuss with Principal  Face to face conference with parent  Opportunity to apologize  Documentation - St. Philip Aggressive Behavior Referral sheet	

**Behavior Rubric Guide  
Grades 3-5**

<b>Behavior</b>	<b>First Time</b>	<b>Second Time</b>	<b>Third Time</b>
Teasing, Rough play Insulting, Name calling Swearing Rough housing Other behavior that hurts the feelings of others	15 second intervention  Written behavior report	15 second intervention Parent contact Written behavior report	15 second intervention Parent contact Written behavior report Referral for behavior plan Student sent home immediately  Interview with Principal, Counselor, and Faculty representative to determine eligibility to return to school
Social Exclusion Prohibiting others from joining a group Rumors, gossiping Malicious notes Graffiti	15 second intervention Written behavior report	15 second intervention Written behavior report Parent contact	15 second intervention Written behavior report Parent contact Referral for behavior plan Student sent home immediately Interview with Principal, Counselor and Faculty representative to determine eligibility to return to school
Disrespect to Adults or Property Talking back Ignoring requests from adults Negative body language Refusal to follow directions Destruction of property	15 second intervention Written behavior report	15 second intervention Written behavior report Parent contact	15 second intervention Written behavior report Student calls parent Referral for behavior plan Student sent home immediately Interview with Principal, Counselor and Faculty representative to determine eligibility to return to school
Intimidation Threats of emotional or physical aggression	15 second intervention Written behavior report	15 second intervention Written behavior report Parent contact	15 second intervention Written behavior report Parent contact Referral for behavior plan Student sent home immediately Interview with Principal, Counselor and Faculty representative to determine eligibility to return to school

**Behavior Rubric Guide  
Grades 3-5 Cont**

<p>Mild Physical Contact</p> <p>Hitting</p> <p>Pushing</p> <p>Grabbing</p> <p>Throwing objects</p> <p>"Play" fighting</p>	<p>15 second intervention</p> <p>Parent contact</p> <p>Written behavior report</p>	<p>15 second intervention</p> <p>Parent contact</p> <p>Referral for behavior plan</p> <p>Written behavior report</p>	<p>15 second intervention</p> <p>Half-day in-school suspension (student is placed 2 grades up/down; attends classes only)</p> <p>Student calls parent</p> <p>Letter from school administration sent home</p> <p>Student sent home immediately</p> <p>Mandatory professional intervention (family must provide documentation)</p> <p>Interview with Principal, Counselor and Faculty representative to determine eligibility to return to school</p>
<p>Severe Physical Contact</p> <p>Punching</p> <p>Kicking</p> <p>Similar behavior that may injure others</p> <p>**Consequences may be more severe if the situation warrants</p>	<p>15 second intervention</p> <p>Parent contact</p> <p>Written behavior report</p>	<p>15 second intervention</p> <p>Parent contact</p> <p>Written behavior report</p> <p>Referral for behavior plan</p>	<p>15 second intervention</p> <p>Full day in-school suspension (student is placed 2 grades up/down; attends classes only)</p> <p>Student calls parent</p> <p>Student sent home immediately</p> <p>Mandatory professional intervention (family must provide documentation)</p> <p>Interview with Principal, Counselor and Faculty representative to determine eligibility to return to school</p>
<p>Harassment</p> <p>Racial, ethnic, or sexual name-calling</p> <p>Other forms of severe harassment</p> <p>**Consequences may be more severe if the situation warrants</p>	<p>15 second intervention</p> <p>Parent contact</p> <p>Referral for behavior plan</p> <p>Referral to school counselor</p> <p>Written behavior report</p>	<p>15 second intervention</p> <p>Hal-day in-school suspension</p> <p>Parent contact</p> <p>Letter from school Administration sent</p> <p>Referral for in-school diversity education</p>	<p>Letter from school administration sent home</p> <p>Student sent home immediately</p> <p>Mandatory professional intervention (family must provide documentation)</p> <p>Interview with Principal, Counselor and Faculty representative to determine eligibility to return to school</p>

## MIDDLE SCHOOL DISCIPLINE POLICY

### Level One Infraction

Missing Homework  
Chewing Gum  
Lateness/Loitering in the Hallways or Restroom  
Repeated Violation of the Dress Code  
Failure to Return Signed Parent Forms/Tests/Etc.

<i>Consequence</i>	Recess detention on the day of/following the infraction. Parent will be notified electronically after the second or third infraction. (A new accumulation of infractions will start with each marking period.)
--------------------	--

### Level One Behavioral

Disruptive Behavior  
Disrespectful Behavior/Attitude  
Peer Ridicule  
Improper Language/Gestures  
Intentional Shoving/Pushing  
Verbal/Physical/Psychological Abuse  
Insubordination

<i>Consequence</i>	Recess detention on the day of/following the infraction. Parent will be notified after each infraction. (A new accumulation of infractions will start with each semester.)
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### Level Two

Five Level One Infractions within a Marking Period  
Three Level one Behavioral Infractions within a Semester  
Cheating  
Forging a Signature

<i>Consequence</i>	Morning Detention with written notice to parents, exclusion from class parties, extra-curricular activities/groups/clubs, sports, etc. for one week. (A new accumulation of infractions will start with each marking period.)
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## Middle School Discipline Policy Cont

**Level Three**

- Three Level Two Infractions
- Fighting/Physical Aggression
- Vandalism
- Stealing
- Leaving School Grounds Without Permission

<i>Consequence</i>	One day in-school suspension, notification from principal, exclusion from class parties, extra-curricular activities/groups/clubs, sports, etc. for one month. Mandatory parent/teacher/principal meeting. The student is ineligible for Honor Roll for the marking period. A second level three infraction will result in dismissal from school with reinstatement requiring the parents or legal guardians obtaining approval from the Pastor, principal and homeroom teacher in advance of returning.
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**Level Four**

- Truancy/Skipping School
- Possession of Drugs, Alcohol, Cigarettes, Tobacco
- Violation of Weapons Policy

<i>Consequence</i>	Immediate Suspension pending a meeting with the administrative team. For substance abuse and weapons policy violations, action will be taken in accordance with diocesan guidelines.
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## Middle School Discipline

**Level One:** Recess detention on the day of/following the infraction. Parent will be notified electronically after the second or third infraction. (A new accumulation of infractions will start with each marking period.)

Missing Homework  
Chewing Gum  
Lateness/Loitering in the Hallways or Restroom  
Repeated Violation of the Dress Code  
Failure to Return Signed Parent Forms/Tests/Etc.  
Other: \_\_\_\_\_

**Level One Behavioral:** Recess detention on the day of/following the infraction. Parent will be notified after each infraction. (A new accumulation of infractions will start with each semester.)

Disruptive Behavior  
Disrespectful Behavior/Attitude  
Peer Ridicule  
Improper Language/Gestures  
Intentional Shoving/Pushing  
Verbal/Physical/Psychological Abuse  
Insubordination  
Other: \_\_\_\_\_

**Level Two:** Morning Detention with written notice to parents, exclusion from class parties, extra-curricular activities/groups/clubs, sports, etc. for one week. (A new accumulation of infractions will start with each marking period.)

Five Level One Infractions within a Marking Period  
Three Level one Behavioral Infractions within a Semester  
Cheating  
Forging a Signature  
Other: \_\_\_\_\_

**Level Three:** One day in-school suspension, notification from principal, exclusion from class parties, extra- curricular activities/groups/clubs, sports, etc. for one month. The student is ineligible for Honor Roll for the marking period. A second level three infraction will result in dismissal from school with reinstatement requiring the parents or legal guardians obtaining approval from the pastor, principal and homeroom teacher in advance of returning

Three Level Two Infractions  
Fighting/Physical Aggression  
Vandalism  
Stealing  
Leaving School Grounds Without Permission  
Posted or distributed, in or out of school, disrespectful, obscene, pornographic, or hateful messages or images that involve members of our community  
Other: \_\_\_\_\_

**Level Four:** Immediate Suspension pending a meeting with the administrative team. For substance abuse and weapons policy violations, action will be taken in accordance with diocesan guidelines.

Truancy/Skipping School/Violation of Weapons Policy  
Possession of Drugs, Alcohol, Cigarettes, Tobacco

**ST. PHILIP CATHOLIC SCHOOL**

**2018-2019 Emergency Communication Form**

Dear Parents,

This letter is concerning the unexpected emergency plan for St. Philip School. In the event of an unexpected emergency dismissal it is extremely important that the school knows just how your child is to go home. We need to know two main phone numbers of contact and if your child will be a bus rider or a parent pickup. Please make sure to review this information with your child also.

When an unexpected dismissal occurs you will receive a call from the phone calling systems School Messenger. In an important effort to make the best and most accurate use of the School Messenger Instant Parent contact system, we are asking that you submit to us two main phone numbers of contact that you will answer. The Primary and Secondary contact number will be used to call you every time we send a School Messenger call, regardless of the urgency of the message. School Messenger will inform you of all necessary information pertaining to the dismissal. At that time your dismissal plan will go into effect. Do not call the school/parish office with any questions or changes as we need to keep the phone lines open for the necessary emergency needs. Even if you sent in a note that day with different dismissal arrangements those are voided and ONLY the emergency dismissal plan is in effect.

Please see the form below. We need to know your family name, if you are a bus rider or a parent pickup along with two main phone numbers of contact in the event of an unexpected dismissal. If you cannot decide at this time your child will automatically be a parent pickup. If this form is not returned to the school your information will not be included with School Messenger system therefore leaving us unable to contact you with any information. This service will also be used for school and event cancellations along with two hour delays.

We thank you for your cooperation in this matter. If we all work together as a team we will have a safe and effective emergency dismissal plan.

Thank you,

The School Office

-----  
These phone numbers will be used for our automated system that alerts families of 2 hour delays, cancellations, early dismissal and emergencies. It is not an emergency contact number.

Family Name (Please Print)

Car or Bus Rider

\_\_\_\_\_

\_\_\_\_\_

Primary Contact Number: \_\_\_\_\_

Secondary Contact Number: \_\_\_\_\_



ST. PHILIP CATHOLIC SCHOOL EMERGENCY INFORMATION AND EMERGENCY COMMUNICATION FORM

NOTE: Please print all information:

Family Last Name:

\_\_\_\_\_

First Names of Children and Grade for 2018-2019:

\_\_\_\_\_

Home Phone #: \_\_\_\_\_

Address:

\_\_\_\_\_

Father's Name: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Do any of your children have a Medical Condition?    Yes (see below) \_\_\_\_\_    No \_\_\_\_\_

Write child(ren) name(s) next to the condition: \_\_\_\_\_

Severe Allergy (that requires medication) \_\_\_\_\_

Asthma \_\_\_\_\_

ADD/ADHD \_\_\_\_\_

Seizures \_\_\_\_\_

Behavioral/Emotional \_\_\_\_\_

Other

\_\_\_\_\_

Medications:

\_\_\_\_\_

AS THE CARE AND TREATMENT OF ANY CHILD IS PRIMARILY THE RESPONSIBILITY OF THE PARENT, EVERY EFFORT WILL BE MADE TO CONTACT YOU FIRST. PLEASE LIST 2 EMERGENCY CONTACTS WHO MAY PICK UP YOUR CHILD(REN) DURING SCHOOL HOURS.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone #: \_\_\_\_\_

TO WHOM IT MAY CONCERN: If neither of the parents or guardians can be contacted in the case of serious injury or illness, I hereby authorize representatives of St. Philip Catholic School to act as an agent to secure emergency transportation for (write all children's names) \_\_\_\_\_

\_\_\_\_\_, a minor child(ren), for whom I am responsible. I hereby agree to hold St. Philip Catholic School; and its representatives harmless for exercising judgement in authorizing transportation of my child.

Parent Signature:

\_\_\_\_\_

It is extremely important that all requested information on this form be kept up to date for your child's welfare. Please notify the school office of any changes to the above information.

Family Email Address:

\_\_\_\_\_

NOTE: Student Name, address, phone number and email address will be placed in a school directory which will be given to all families. If you do not wish to have this information listed please indicate below.

\_\_\_\_\_ I do not wish to have the contact information listed in the directory.



# St. Philip School

*Achieving Natural Goodness in Everyday Life  
The "ANGEL" Way*

August 27, 2018

Dear Parents:

State law, Act 195, authorizes the loan of textbooks by the Secretary of Education to children enrolled in non-public schools. Act 90 authorizes the loan of instructional materials to be loaned to your children. The law requires, however, that a parent of each child attending the non-public school individually request a loan of textbooks and instructional materials. We are, therefore, enclosing the individual request form. Please sign the form, date it, and return it to school immediately.

Thank you for your continued assistance and cooperation.

Sincerely,

Dr. Brian Dougherty  
Principal  
52 West Crafton Avenue  
Crafton, PA 15205  
(412) 928-2742  
[www.spsangelway.org](http://www.spsangelway.org)

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CERTIFICATE OF INDIVIDUAL REQUEST  
FOR LOAN OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I hereby request the loan of textbooks and instructional materials in accordance with Pennsylvania Act 195 and Act 90 of my child/children attending St. Philip School.

Family Name: \_\_\_\_\_

(Please print)

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

All K thru 8<sup>th</sup> grade families must return this form to the school office by Thursday, September 6, 2018



# St. Philip School

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*Achieving Natural Goodness in Everyday Life  
The "ANGEL" Way*

August 27, 2018

Dear Parents:

Through the Intermediate Unit, St. Philip School participates in several Federal programs that provide your children with a variety of materials and services. It is one of the few ways in which your children receive benefits from your tax dollars. We certainly do not want to lose these benefits. Please review the enclosed survey and simply answer Yes or No to the questions. This information is very important in order for us to continue receiving support from these programs. All information will be kept confidential.

It is important that we receive a survey back from every school family.

All families must return this form to the office by Thursday, September 6, 2018. Don't hesitate to call if you have any questions about this survey.

Thank you for your assistance!

Sincerely,

Dr. Brian Dougherty  
Principal  
52 West Crafton Avenue  
Crafton, PA 15205  
(412) 928-2742  
[www.spsangelway.org](http://www.spsangelway.org)



"A NEIGHBORHOOD JEWEL"  
**ST. PHILIP SCHOOL**  
52 WEST CRAFTON AVENUE  
PITTSBURGH, PA 15205  
412-928-2742x4  
[www.spsangelway.org](http://www.spsangelway.org)

## 2018-2019 HOME LANGUAGE SURVEY

We need to have the following information for each student attending school. Please fill out one for each child attending grades K thru 8<sup>th</sup> grade.

**Return this form to the school office by Thursday, September 6, 2018.**

-----

Child's Name:

\_\_\_\_\_

Homeroom:

\_\_\_\_\_

\_\_\_\_\_ My child uses English as a Second Language (ESL) and is an English Language Learner (ELL).

\_\_\_\_\_ My child has used English from birth.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



“A NEIGHBORHOOD JEWEL”  
**ST. PHILIP SCHOOL**  
 52 WEST CRAFTON AVENUE  
 PITTSBURGH, PA 15205  
 412-928-2742x4  
[www.spsangelway.org](http://www.spsangelway.org)

**PUBLICITY & WEBSITE RELEASE FORM - 2018-2019**

Please check **ONE** of the following and return to the school office by Thursday, September 6, 2018

\_\_\_\_\_ I give my permission to the Department of Catholic Schools of the Diocese of Pittsburgh and St. Philip School to use voice recordings, photographs, videos and quotations of my child(ren) to assist in its community awareness, educational efforts, and related public relations purposes. This includes the local newspapers, school newsletter and school website. In exchange for the opportunity to participate in the community awareness programs, educational efforts and related publicity endeavors of (the Department for Catholic Schools of the Diocese of Pittsburgh), I hereby agree to indemnify and hold harmless (the Department for Catholic Schools of the Diocese of Pittsburgh), their agents, servants, and employees from any and all claims, demands, and/or causes of action of whatever kind of nature arising from the use of voice recordings, photographs, video and quotations. This also includes the yearbook photos.

\_\_\_\_\_ St. Philip School **does not have my permission** to use any voice recordings, photographs, videos and/or quotations of my child(ren) for publicity purposes including local papers, school newsletter and school website. This also includes the yearbook photos.

\_\_\_\_\_  
 Signature of Parent/Guardian

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Relationship to Minor

\_\_\_\_\_  
 Name(s) of child/children:

\_\_\_\_\_  
 Grade:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ALL FAMILIES MUST RETURN THIS FORM TO THE OFFICE BY THURSDAY, SEPTEMBER 6, 2018**

\*\*\*This form will be applicable for the duration of time that your child(ren) are registered at St. Philip School. If you wish to change the status of this release form, you may contact the school office and change it at any time.\*\*\*



# St. Philip School

*Achieving Natural Goodness in Everyday Life  
The "ANGEL" Way*

August 27, 2018

Dear Parents:

State law, Act 89, authorizes that services be offered to children in non-public schools. The services provided are Guidance Counseling, Psychological Testing, Remedial Math/Reading, Speech, and Hearing.

The law requires, however, that a parent of each child attending the non-public school individually request services, regardless if their child is participating or not.

We are, therefore, asking you to sign and date the form below. Please return it to school immediately.

Thank you for your continued assistance and cooperation.

Sincerely,

Dr. Brian Dougherty  
Principal  
52 West Crafton Avenue  
Crafton, PA 15205  
(412) 928-2742  
[www.spsangelway.org](http://www.spsangelway.org)

## INDIVIDUAL REQUEST FOR SERVICES

I hereby request services in accordance with Pennsylvania Act 89 for children attending St. Philip School.

Family Name: \_\_\_\_\_

(Please print)

Date: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

All K thru 8<sup>th</sup> grade families must return this form to the school office by Thursday, September 6, 2018



# St. Philip School

*Achieving Natural Goodness in Everyday Life  
The "ANGEL" Way*

## **Tardy, Absent, & Early/Other Dismissal Instructions**

PLEASE USE ONE NOTE PER CHILD – DO NOT USE ONE NOTE FOR MULTIPLE CHILDREN

You are required to complete this form and send it to school with your child on ALL of the following occasions: x When your child returns to school after an absence of one school day or longer x On any day your child arrives tardy to school x On days when you are requesting your child to be dismissed early x On days when you are requesting your child to be dismissed with an adult other than your child's parent or legal guardian x On days when you are requesting your child be sent to the Afterschool Care/Extended Day Program x On days when your child is to be dismissed in a different manner than previously instructed (Ex. Walker vs. Bus)

Today's Date: \_\_\_\_\_

Full Name of Child \_\_\_\_\_ Child's Homeroom \_\_\_\_\_ Child's Homeroom Teacher \_\_\_\_\_

FOR ABSENCES AND TARDIES (complete the section that applies) My child was absent/Tardy on the following day(s) \_\_\_\_\_

Briefly explain reason for absence/tardiness \_\_\_\_\_  
\_\_\_\_\_

FOR EARLY DISMISSAL AND DISMISSAL INSTRUCTIONS (complete the section that applies) x My child will be dismissed at the following time \_\_\_\_\_ on the following date \_\_\_\_\_ for the following reason \_\_\_\_\_

x My child will: \_\_\_\_\_ ride the bus/ \_\_\_\_\_ be dismissed as a walker on the following date \_\_\_\_\_

x My child has permission to be dismissed with the following person \_\_\_\_\_ on the following date \_\_\_\_\_

x My child will attend the afterschool program on the following date(s) \_\_\_\_\_

NOTE: If your child will be attending the afterschool program on a regular basis, please describe below (Examples: Daily, or Mon-Wed-Fri, etc., from MONTH AND DATE to MONTH AND DATE)

\_\_\_\_\_  
\_\_\_\_\_

x Other Instructions (please specify) \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



## 2018-2019 St. Philip School Technology Student Policy

New technologies make available exciting learning opportunities for St. Philip Elementary School students. They also raise issues about appropriate student behavior. All students, staff members, and parents are expected to: respect others, respect themselves, respect time, and respect property in using technology in class, at lunch, or in after school clubs.

St. Philip School strongly believes in the educational value of computers, iPads, Kindles, Internet access, and other forms of technology and recognizes their potential to support our curriculum and advance student learning in our school. Our goal in using technology is to promote educational excellence by facilitating resource sharing, innovation, and communication. It is also our goal to view technology in its proper role as a tool to enhance teaching and learning and not as a replacement of traditional teacher/student interaction.

St. Philip School will make every effort to protect students and teachers from any misuse or abuse of these educational resources. All users must be continuously on guard to avoid inappropriate use of technology. Please read this document carefully. When signed by a guardian/parent it becomes a legally binding contract. Listed below are the provisions of this contract. We must have your signature before we can provide your child with technology and Internet access. **PLEASE RETURN TO THE SCHOOL OFFICE NO LATER THAN THURSDAY, SEPTEMBER 6, 2018.**

**Acceptable Use** – The student will employ technology in the learning experience:

- Working under the supervision of a teacher
- Meeting specific educational objectives
- Utilizing proper techniques as demonstrated by a teacher
- Reporting immediately destruction or modification of hardware and software
- Reporting immediately improper access to inappropriate sites (pornography, obscenity, hate)

**Unacceptable Use** – The student may not:

- Access, view, or discuss inappropriate Internet sites (pornography, obscenity, hate) or any sites that do not pertain to the educational objectives outlined by the teacher
- Destroy, deface, or modify hardware, software, or the network or knowingly allow other students to do so
- Enter chat rooms, purchase or sell items, or send out offensive, harassing, or obscene messages through the school computers
- Enter or disclose personal information on the Internet
- Engage in illegal activities on the Internet
- Divulge personal passwords or use the password of another student
- Plagiarize any material found on the Internet
- Post or distribute, in or out of school, disrespectful, obscene, pornographic, or hateful messages or images that involve members of our school community

### Consequences:

Any student who engages in any of the above listed unacceptable uses of the Internet or technology material will have all of his or her computer privileges revoked for the semester in which the offense occurs and will not be permitted to use St. Philip technological resources for assignments. Should a second offense occur, the student will lose computer and Internet privileges for the entire school year.

I have read the St. Philip School Technology Policy and have discussed it with my child who agrees to abide by its provisions. I understand that violations of the provision will result in the consequences which are stated.

Student Name \_\_\_\_\_ Parent Signature \_\_\_\_\_

**FACULTY  
2018 – 2019**

<b>GRADE</b>	<b>TEACHER</b>
Preschool	Sara Cornetti
	Assistant: Luann Zimmer
Prekindergarten	Sara Cornetti
Kindergarten	Heidi Rodgers
Kindergarten	Nicole Seitz
1	Carol Druga
1	Samantha Wilfert
2	Heather Ravenstahl
2	Catherine Rodgers
3	Anne Peterson
3	Megan Pattinato
4	Robin Sanders
5	Jeffrey Aiello
6	Lauren Astwood
7	Ellen Petersen
7	Richelle Davis
8	Roy Fischer
AIU - Speech	Joanne Hough
AIU – Guidance Counselor	
AIU – Reading & Math	
Art/Music	Janet Bartlett
Band	Mr. Zech
Cafeteria	Janet Bliss Alicia Bannon
Computer	Catherine Huth
Custodians	Brian Cox Rich Dougherty
Gym	Virginia Roth
Nurse	Mrs. Trina
Principal	Dr. Brian Dougherty
Secretary	Barbara Blake
Spanish	Nancy Marshall

Dear Parents and Guardians,

St. Philip Roman Catholic Elementary School's administration and faculty are committed to teach and model Gospel values to encourage students to live their lives as a reflection of Christ. The philosophy of the school strives to recognize and respect the dignity of each person and to offer a positive, Christ-centered, safe learning environment.

Our goal is to make your child's educational experience both meaningful and productive. To accomplish that goal, every family must be informed of school policies and procedures. This handbook serves as the primary reference source for questions about the operation of St. Philip Roman Catholic Elementary School.

It is important that school personnel know that you have received this handbook. We ask that you read the handbook thoroughly and keep it accessible. It will save much time, ours and yours, if you would become familiar with its contents. The answers to many of your questions lie within its covers. Of course, should you still have questions after referring to this handbook, the staff and I are available to assist you.

The Handbook is an evolving document. If changes are necessary throughout the year, updates will be sent to you.

Please sign, date and return this page to your oldest child's homeroom teacher. Additionally, please sign and return the School Internet Use Policy. This signed document will permit your child access to the computer lab Internet system.

Dr. Brian M. Dougherty

Principal

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I have access to the St. Philip Roman Catholic Elementary School Handbook on the school website. I will read it and abide by its policies.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Parent Signature

Parent Name

Date

## MEMORANDUM OF UNDERSTANDING

As a Catholic school, our primary purpose is to form students in the values of Jesus Christ and the teachings of the Catholic Church. Catholic schools are distinctive religious education institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es) and the diocese. Attending a Catholic school is a privilege, not a right. While academic excellence and involvement in extracurricular activities, e. g. sports, clubs, etc., are important, fidelity to the Catholic identity of the school is the fundamental priority. We have the responsibility to make certain that Catholic values and moral integrity permeate every facet of our school's program. In all questions involving faith, morals, faith teaching, and Catholic law, the final determination rests with the diocesan bishop. In full partnership with you and your family, we are committed to uphold the principles which underlie our presence in the community as a Catholic school.

The students are expected to realize their obligation of service and responsibility to that community. Academic experiences are based on sound educational principles consistent with the developmental stages of each student. The uniqueness of each student and the cultural heritage of his/her family is recognized and respected within the development of the curriculum. A conscientious effort is made to treat each person in a way that will allow each to grow into the person he/she is called to be.

I have read, understand and support the MEMORANDUM OF UNDERSTANDING

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Parent Signature	Parent Name	Date
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