STUDENT-PARENT HANDBOOK

2026 - 2027

Saints Philip and James School
721 E. Lincoln Highway
Exton, PA 19341
(610) 363-6530
http://school.sspj.net

2023 & 1990 National Blue Ribbon School
2019. 2021, 2022, 2023, 2024 School of Distinguished Instruction

ADMINISTRATION

Sister Teresa Ballisty, IHM
Principal

Reverend Anthony Hangholt
Pastor

IMPORTANT TELEPHONE NUMBERS

School: **610-363-6530**

Fax: **610-363-6495**

This handbook contains policies and procedures followed by the School. When changes are necessary, parents will be notified.

MSA CESS Middle States Association Commissions on Elementary and Secondary Schools

Accreditation through 2030

TABLE OF CONTENTS

Section I: About the School 6

- Mission Statement 6
- Belief Statements 6
- School Structure 7
    - Archbishop
    - Board of Limited Jurisdiction
    - Memorandum of Understanding

Section II: Admissions 8

- Admission Policies 8
- Requirements for Entrance 8
- Registration Guidelines 8
- Re-Enrollment 9
- Admission of Non-Catholics 9

Section III: Academic Program 10

- Academic Policies 10
- Preparation for Class 10
- Class Participation 10
- Homework 10
- Progress Reports 11
- Report Cards 11
- Promotion or Retention 11
- Policy for Placement in Classes after Promotion 12
- Honor Roll 12
- CYO 12
- Standardized Testing 12
- Test Grades 13
- Closing Exercises (Graduation) 13
- Transcripts 13
- Curriculum 13
- Math Honors 14
- Physical Education 14
- Library – Media Center 14

Section IV: General School Program 15

- Assemblies 15
- Attendance 15
    - Absence 15
    - General Supervision of School Grounds 15
    - Arrivals 16

- Dismissals 16
- Early Dismissal 16
- Emergency Closings 16
- Emergency Contact Forms 17
- Lateness 17
- Vacation Policy 17
- Birthday Celebrations 17

- Books and Materials 18
- CARES Program 18
- Cell Phones/ Electronic Devices 18
- Communications/Student Records/Release of Students 19
  - Legal Custody Issues 19
  - Conferences 19
  - Family Communication 19
  - Submitting Announcements 20
  - Students Records 20
  - Release of a Child 20
- Extracurricular Activities 20
- Field Trips 20
- Safety 21
  - Fire Drills 21
  - Emergency Procedures 21
  - Safe Environment 21
  - Regulations 21
- Smoking/Use of Drugs 22
- Stationery 22
- Telephone – School Office 22
- Transfer of Students 22
- Transportation 22
- Tuition 24
- Visitors 25
- Volunteers 25
- Chaperones 26
- Alcoholic Beverages 26
- Auxiliary Services – Academic Support 26

Section V: School Rules, Expectations, and Discipline 27

- Code of Conduct, Scope of Discipline Code, Student Responsibilities 27
- Prohibited Items, Harassment, Prohibited Conduct 28
- Demerits – Grades 4 - 8 29-30
- Discipline Procedures 31
- Suspension 32
- Dismissal 32

Section VI: School Uniform and Dress Code 33

- Winter Uniform -Summer Uniform - Boys 33
- Winter Uniform-Summer Uniform-Girls 34
- PE Uniform 35
- Out of Uniform 35
- Field Trip Dress Code 35
- Spirit Days 36
- No Uniform Today (N.U.T. Passes) 36
-

Section VII: Student Health and Wellness 37

- Injuries/ Activities Restrictions 37
- Health and Wellness 37
- Medical Records 37
- Excuses from Physicians 38
- Nurse 38
- Accident/Illness at School 38
- Medications 39
- Cafeteria, Lunch and Snacks 39
- USDA – Non-Discrimination Statement 40
- School Wellness Policy 40
- Wellness Committee 41
- Nutrition-Allergies 42-43

Section VIII: Role of Parents 44

- Home and School 44
- Involvement of Parents/Guardians 44
- Parent's Code of Conduct 44
- **Handbook Sign Off Form – Must be returned to school** 45

- **Technology – AOP Responsible Use Policy - Separate Document**
  - Technology Guidelines
  - Electronic and Mobile Devices, Cell phones
  - Administrative Rights
  - Personal Use of Social Media
  - Policy Violations
  - Student Internet Access Contract
  - Virtual Classroom
  - **Virtual Classroom – Sign Off Form – Must be returned to school**
  - **Internet Access – Sign Off Form - Must be returned to school**
  - **AI Policy – New 2026**

SECTION 1: ABOUT THE SCHOOL

MISSION STATEMENT

Saints Philip and James Catholic School provides a Christ-centered, academically excellent education that empowers students to reach their full potential intellectually, physically, socially and morally. Collaboration and a spirit of community are the hallmarks of our school where Christian values are at the core of all we do.
(Revised 2021)

BELIEF STATEMENTS

We believe that…

Each person is created in God's image and deserves dignity and respect.

Positive and supportive collaboration among the administration, faculty, parents, and students promotes a strong community spirit which is a hallmark of our school.

A collaborative school community provides educational opportunities to build lifelong learning in an ever-changing learning environment.

A Catholic education encourages students to grow intellectually, spiritually, emotionally, socially, and physically. A Catholic environment promotes high moral, ethical and intellectual standards for all students.

Faith formation begins in the home. Parents [and guardians] teach and lead their children to Christ through daily prayer and living according to the Word of God.

Faculty and students use their talents and faith to be Christ-like while serving each other, the community, and the world.

All children have a right to safety, love, and a faith-based education. All children have a right to deepen their relationship with Jesus through prayer and sacraments.

Education is a responsibility shared by the student, the family, the faculty, and the parish community.

SCHOOL STRUCTURE

ARCHBISHOP

The primary responsibility in all matters of religious duration is held by the Archbishop of Philadelphia. In policy he is advised by the Archdiocesan Board of Education, the Vicar for Catholic Education, and the Office of Catholic Education. The supervision of the schools is the responsibility of the Archdiocesan Superintendent whom the Archbishop appoints and delegates to represent him in school matters.

BOARD OF LIMITED JURISDICTION

While the principal is responsible for the general direction of the educational program, decisions related to personnel, the daily operation of the school, the raising and distribution of funds, and the stewardship of the budget, the Board of Limited Jurisdiction assists with the long-term viability of the school. The Board oversees finances, facilities, development, and marketing/enrollment. The Pastor is a voting member of the Board of Limited Jurisdiction.

MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.

Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.

While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.

Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.

In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

SECTION II: ADMISSIONS

ADMISSION POLICIES

The School admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. The School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

The School endeavors to accommodate students with special needs, as resources and capabilities reasonably permit. The School reserves the right to decline admission or impose reasonable conditions for attendance when necessary. Students transferring from another school are accepted on probationary status for the first sixty school days. Children entering Pre-K 3 or Pre-K 4 must be potty-trained. If a child has repeated potty accidents, the parent will be asked to withdraw the child until the child is fully trained and will be considered for re-entry at that time.

The School follows the local public school district's age requirements for admission. In the case of children coming from different public school districts, the School administration determines the admission date.

REQUIREMENTS FOR ENTRANCE

Age requirement:

- Pre-K 3 3 years old by 9/1 (Child needs to be toilet trained.)
- Pre-K 4 4 years old by 9/1
- Kindergarten 5 years old by 9/1

The necessary forms and certificates for admission are:

1. Birth Certificate
2. Baptismal certificate (unless the child was baptized at SS. Philip and James)
3. A certificate of immunization must be updated and available for registration. Exemptions for moral or religious reasons are NOT accepted. Exemptions for Medical reasons MUST be accompanied by a doctor's letter with a plan listing the dates for vaccinations. This letter MUST be approved by the Secretary for Catholic Education prior to acceptance of the student.

REGISTRATION GUIDELINES

Families are accepted into the School in the following preferential order:

a. Active Parish families with children currently enrolled in the school.

b. Other families (non-parishioners) with children currently registered in the school.

c. Families new to the school
   - (1) Students transferring from other Catholic schools
   - (2) Families new to the school residing in the parish

d. Families residing out of SSPJ Parish
   - (1) Catholic students coming from a parish without a school
   - (2) Catholic students coming from a parish that has closed its school enrollment
   - (3) Catholic students coming from another parish school for other reasons
   - (4) Non-Catholic students

Registration

Registration for pre-kindergarten students and other students new to the school usually begins with an Open House in the fall. Registrations are taken on an ongoing basis throughout the year. Registration information is communicated through FACTS, the parish bulletin, and social media. **There is a non-refundable tuition deposit due at the time of registration.**

Re-Enrollment

Families registered in the school are automatically re-enrolled. Re-enrollment information for the following year is forwarded to each family in late fall or early winter. **A non-refundable tuition deposit is automatically deducted through the family's FACTS Tuition Account**.

All financial obligations, including tuition, fees and the Sunday Contribution requirement must be fulfilled on an annual basis. If a family is facing financial difficulties, the parent should contact the principal and business manager to set up a financial plan to bring the account up-to-date. Failure to meet financial obligations at the end of a school year may prevent a student from continued enrollment.

ADMISSION OF NON-CATHOLICS

This school serves a variety of purposes, including the academic, social and physical development of the students. However, the primary purpose of the school is religious. SSPJ exists for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school Community of Faith. SSPJ School offers a complete Catholic religious education program and makes every effort to develop the Faith in all the students so that they may live a full Christian life as practicing Catholics.

Non-Catholic students may be admitted to the school under the following conditions:

a. The permission of the Pastor is obtained.
b. Adequate facilities and space are available, without denying the admission of eligible Catholic students.
c. The parents/guardians agree in writing to permit their child(ren) to attend Religion classes and Religious functions that are offered as part of the school program.
d. The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of the school.

SECTION III: ACADEMIC PROGRAM

ACADEMIC POLICIES

The school encourages all students to reach their full potential through the academic program. Each student is responsible for the satisfactory completion of projects, class work and homework in a timely manner. A variety of assessment tools are used to measure the progress of the students.
****Virtual instruction will be used when school needs to be closed due to inclement weather, class quarantine, school closure due to a pandemic, or other emergency.**

a. **Preparation for Class**

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will ultimately affect the student's effort grade on the report card. The teacher assesses daily performance of students. Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade. All students are encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or draw or scribble on copybooks.

b. **Class Participation**

Students are expected to:

- give attention and respect to the teacher at all times.
- show respect and concern for other students by a willingness to share and to take turns.
- participate actively in class by responding to questions presented and following the directions of the teacher.

c. **Homework**

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects. Parents are expected to see that homework is completed. A written note of explanation is needed when an assignment cannot be completed.
The following allotments have been suggested for homework, which includes both written and study assignments:

- Kindergarten 15 minutes
- Grades 1 and 2 30 minutes
- Grades 3 and 4 60 minutes
- Grades 5 and 6 90 minutes
- Grades 7 and 8 120 minutes

In the event of absence or suspension, all homework and missed assignments are to be made up within **one week** of the absence. It is the parent and student's responsibility to find out what work was missed while ill or absent. The student should ask to take any quizzes or tests that were missed. Teachers will make every effort to assist students who have missed school due to illness or other urgent reason. In the case of dental, medical or optical appointments, the same responsibility as described above must be assumed by the student.

If a student is absent, parents may call the main office for homework before 11:00 a.m. Student work may be picked up at the main entrance foyer between 3:00p.m. and 3:30p.m. Grades 3 – 8 use **Google**

Classroom where class and home assignments are available. Grades Pre-K – 2 use **See Saw** for posting assignments and activities, or send home calendars and homework assignments.

d. **Progress Reports**

Progress reports are sent home to parents of all students mid-way through each Trimester. Learning not only cultivates intellectual skills, but also responsibility for one's actions. For this reason, any of the following may affect a child's grade.

- Carelessness or incomplete homework
- Lack of industry on the student's part
- Poor attitude; lack of self-control
- Failure to listen to and follow directions
- Lack of responsibility in handing work in on time or failure to return a test paper signed by parent/guardian
- Absence work not made up after a reasonable amount of time
- Class work completed carelessly
- Doing homework in class
- Unsatisfactory Tests
- Failure to study

e. **Report Cards**

Report cards are issued three times a year to students in Grades K through 8. A Progress Report is issued in Pre-school. The report card documents the student's progress over a period of time. In grades one through eight, a parent can view the child's grades throughout the year on FACTS.

f. **Promotion or Retention**

Student progress is monitored throughout the school year. Parent conferences are required in the first Trimester. During the second Trimester, the teacher will contact the parents/guardians if a student continues to experience difficulty to discuss the possibility of retention and/or support services. By the end of May, the teacher(s) will schedule a follow-up meeting with the parents/guardians. If retention is indicated, the parents/guardians will receive an official notification, which must be signed and returned to the school administration.

Students in grades 5-8 who fail a major subject on the final report card must be tutored for twenty (20) hours or attend summer school and present a written confirmation of this before the beginning of class in August. A failure in three major subjects will result in dismissal. Promotion or retention is at the discretion of the administration in consultation with the teacher and the parents.

Any student in 8th grade who fails a major subject for the school year will be required to fulfill an academic make up requirement in that subject that meets the approval of the school in order to graduate. Transcripts forwarded to the high school will show either a failure or an incomplete. Once successful completion of the requirement is fulfilled, the transcript will be updated and resubmitted to the high school. Whether that student would be permitted to

participate in graduation exercises and related graduation activities is subject to a decision by the principal and pastor on a case-by-case basis. Any student who fails Conduct for the school year will be required to perform a school /community service requirement that meets the approval of the school to graduate.

g. **Policy for Placement in Classes after Promotion**

When there are two classes of a grade level, the following criteria is applied, as the administration and faculty deliberate on class placement for the upcoming year: **Academic average; Gender distribution; Social relationships.** This is to ensure a class of heterogeneous ability, gender balance and harmonious interpersonal relationships.

h. **Honor Roll - Grades 5 - 8**

Distinguished Honors:

95 or above in each subject
"4" or "3" in Personal & Social Growth and Effort & Study Skills
"4" or "3" in Technology, Music, Art, Physical Education and World Language.

First Honors:

90 or above in each subject
"4" or "3" in Personal & Social Growth and Effort & Study Skills
"4" or "3" in Technology, Music, Art, Physical Education and World Language.

Second Honors:

85 or above in each subject
"4" or "3" in Personal & Social Growth and Effort & Study Skills
"4" or "3" in Technology, Music, Art, Physical Education and World Language.

i. **CYO**

The privilege of participating in the Parish CYO Sports Program is open to children in the parish and students who attend SSPJ School who meet the criteria and pay the fees. Participants must abide by the regulations set forth by the Athletic Association to remain in the program. The regulations are available to parents at the time of registration.

j. **Standardized Testing**

For the 2026-2027 school year, i-Ready has been adopted by the Office of Catholic Education for all elementary schools in the Archdiocese of Philadelphia. Students in kindergarten to eighth grade will take the i-Ready test in math and ELA at the beginning of the school year, mid-point, and end of year. The results are utilized by the school and classroom teachers for curriculum planning and instruction.

k. **Test Grades**

In order for parents to be aware of the academic progress their child is making with regard to weekly tests, written tests are to be signed by parents and returned promptly. Parents will be able to view students' grades on FACTS.

l. **Closing Exercises**

Eighth grade students who have completed the prescribed course of study and maintained a suitable Conduct record are eligible to participate in closing exercises, if all financial obligations have been met. The Administration and the eighth-grade teachers determine procedures for closing exercises. This may include the presentation of awards. Participation in closing exercises is a privilege, not a right. The School Administration has the right to deny any student from participating in closing exercises if, in the view of the School, the student's conduct or academic record indicates that the privilege should not be extended.

m. **Transcripts**

Transcripts of student's marks are issued upon request in writing from the parent. Please allow twenty-four hours for receipt of the transcript. When a student graduates or transfers, the parent must sign the request form at the receiving school who then sends the request to SSPJ Office. In addition, parents must sign the Release of Records form at the Main Office. If a student is transferring, the parent MUST contact the Principal to explain why the student is leaving and to make arrangements to come to the office to sign the Release of Records form.

CURRICULUM

Saints Philip and James School follows the curriculum guidelines as set forth by the Office of Catholic Education, Archdiocese of Philadelphia. The Guidelines outline the specific skills to be mastered in the major subject areas: Religion, Mathematics, Reading/Language Arts, Science, and Social Studies. Preschool through grade 8 follow these guidelines.

Instruction in Art, Music, Physical Education, Computer and Library Science, and Spanish enhances the basic curriculum. The Archdiocese provides guidelines that give direction to these disciplines. An English Language Arts program including reading, writing, grammar, vocabulary, spelling, listening and speaking skills is recommended by the Archdiocese. Portfolio assessment is utilized for reporting ELA progress. STREAM is an integrated approach in projects that incorporates Science, Technology, Religion, Engineering or ELA, the Arts, and Math.

The school is a member of the Archdiocesan Math Honors Program in grades 5-8. **Students are invited to join this program only if they meet the Archdiocesan criteria.** Advanced Math is offered for fourth grade students who demonstrate high achievement in math.

MATH HONORS PROGRAM CRITERIA FOR ADMISSION (WILL BE CHANGED BY OCE 2026-2027)

- Cognitive Skills Index (CSI) in range of 115 or higher (target range 120)
- Standardized test scores:
    - Math: 90 or above
    - Reading: 80 or above
- Final grades in math:
    - From third grade entering the program in fourth grade: VG or O
    - From Grade 4 entering the program in fifth grade: 90 or above.
- Final grades in reading: 80 or above for all students
- Teacher Recommendation is required.
- Students beginning the program in Grade 5 should have i-Ready scores from Grade 4. These should be taken into consideration when placing a student in the Honors Math Program.

These requirements are not arbitrary. Students not meeting these criteria are not to be admitted to the program without diocesan approval.

PHYSICAL EDUCATION

Physical Education classes are held weekly. Every student is expected to show good sportsmanship in gym. Any student displaying conduct that could bring about harm to himself/herself or another or which reflects poor sportsmanship will be dealt with in a manner considered appropriate by the instructor and/or the Principal.

LIBRARY – MEDIA CENTER

The school Library-Media Center is available to the students during the school day. Books may be taken out once a week. A fine will be levied on overdue books. Damage or loss of books will result in the parent/guardian being responsible for the replacement cost of the book. Appropriate conduct is expected at all times in the media center.

TECHNOLOGY CLASSES – 1:1 Devices

Technology is integrated into all curriculum areas. The Technology instructor will teach students how to utilize various programs so that students will be better equipped to integrate technology when completing projects and assignments for other classes. Students will be issued either an iPad (grades Pre-K – 1) or a Chromebook (grades 2 – 8) in their homeroom. Students are expected to take care of the device and to use it for school purposes only. **If a student damages or breaks the device, the student will be responsible for paying for the replacement device.** If the school has a Flexible Instruction Day due to inclement weather or another emergency, the student will be permitted to sign out the device to use at home if necessary. Students may not download any programs or apps on the school device.

SECTION IV: GENERAL SCHOOL POLICIES

ASSEMBLIES

The primary purpose of school assemblies is education. The Home and School Association regularly provides funds for assemblies. Students are expected to demonstrate respect, courtesy and attention throughout each assembly.

ATTENDANCE

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania. **Perfect Attendance will be awarded to students who are present and on time every school day. Exceptions at Principal's discretion.**

a. **Absences** - The policies regarding this area are as follows:

A student who has been absent from school, even for one day, is required to present a written note to the homeroom teacher. A doctor's certificate may be required for absence of an extended nature (three (3) days). If a student had a fever, the student must be fever-free for 24 hours without medication before returning to school.

If a child is going to be absent or arrive late at school, parents are required to call the school before 8:00 a.m. Please leave a message on voice mail. To report an absence or lateness, call 610-363-6530, press 3.

Any child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension.

To arrange for assignments for children who are absent due to illness, kindly call the school office by 11:00 a.m. This work may be picked up by the parent at the school main entrance foyer between 3:00 and 3:30 p.m. It is the responsibility of the student to complete work and tests that have been missed due to absence.

If a student is absent **due to illness** during standardized testing, the teacher will arrange for the student to make up the tests within reason of the due date for completing the tests.

Frequent absences and tardiness may be considered Parental Neglect and reported to outside agencies.

b. **General Supervision of School Grounds**

The school grounds are supervised during school hours, from arrival time until dismissal time, when school is in session. There will be general supervision in connection with school-sponsored activities, such as extracurricular events. The school has no responsibility for students or parents/guardians on the premises during unsupervised times. The members of the CYO leadership are responsible for students during CYO activities.

c. **Arrivals (Pre-K – 8)**

Car riders (Pre-K – 8) are dropped off at the main entrance of school between 7:45a.m. and 8:00 a.m. Bus riders are dropped off at the designated door where a teacher is supervising the students' arrival. Students go directly to the gym where teachers supervise the students. **Parents are asked not to leave a child at school before 7:45 a.m. The school bell rings at 8:00 a.m. If a student arrives after 8:00 a.m., he/she is considered LATE.**

d. **Dismissals**

Pre-K 3 & 4 children are dismissed at 2:30 p.m. Parents will meet their child at the designated door. If a child has an older sibling, he/she can be dismissed at the regular time following the car rider dismissal pattern.

K – 8 students are dismissed from classrooms by their teachers at 2:53 p.m. Car riders are dismissed to the cafeteria and are supervised by teachers/aides. Parents use the lot east of the Church, remain in their cars in line, and the teachers on duty will call the students and guide them to their cars. Bus riders are dismissed at 3:00 to their designated bus line area and are supervised by teachers. No child may leave the building prior to dismissal without the principal's permission.

e. **Early Dismissal - Individual Students**

No child will be excused early except in cases of emergency. To request an early dismissal, a parent must send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the main entrance foyer area. The parent or guardian must report to the receptionist and sign the "Visitor's Book," in order to have the child released from school. If it is necessary to change a child's mode of transportation, please call the office **before 2:30p.m.** There is no guarantee that the child will receive this message if the parent/guardian calls any later than this. **No child will be called to the office after 2:30p.m.** If a parent comes at this time, please go directly to the car line pick-up.

Students may **not** leave early at the conclusion of school events and activities that take place during the school day unless the event ending coincides with dismissal time.

f. **Emergency Closings**

If for any reason it is necessary to close Saints Philip and James School, the announcement will be made via FACTS, the radio, television and placed on our Web site, school.sspj.net. When West Chester School District is closed for inclement weather, Saints Philip and James School is also closed. The school will determine if this will be a Flexible Instruction Day. Teachers will provide Zoom links and instructions for their classes.

School closings are announced on:

- **FACTS - E-mails, phone call, and text**
- Radio - **KYW 1060 – SSPJ** school number is # **910.**
- Television on **KYW Channel 3**

g. **Emergency Contact Forms**

The School requires the parents/guardians of each student to complete an emergency contact form provided by the School. It is important that the information on this form is accurate and updated so that the School can contact the parents/guardians in the event of an emergency. **This emergency form must be sent to the school office the first week school is in session.**

h. **Lateness**

If a student arrives after the 8:00 am bell, he/she is considered **late** for school. A student who arrives late for school must:

- report to the receptionist to be admitted into school. Parents **may not walk** children to the classroom.
- If a student will be late due to an appointment, the parent should email the teacher in advance.

Five unexcused lateness will warrant a demerit. Consistent lateness will be considered parental neglect, which may be reported to the local school district for further investigation. Lateness impacts a perfect attendance record and constitutes an infraction of school regulations.

Students may not enter the building prior to 7:45 a.m., during lunch recess, or after school without the permission of the teacher on duty in the school yard. Students are supervised from 7:45 a.m. until the last bus leaves around 3:15p.m. Students may never remain at school unattended for an "early" sports activity. The student would need to be registered and attend CARES.

i. **Vacation Policy**

The planning of family vacations is strongly discouraged during the school year. Please contact the Principal directly if there is a need for your child to be away on vacation during the academic year. The repeated taking of vacations during school time may be grounds for dismissal. In the event that a child does go away, all work must be made up when the child returns to school. It is the student's and/or parent's responsibility to contact the teacher for make-up work upon return to school. Make-up work is not usually assigned early.

If a student is absent during standardized test periods due to **family vacation**, the student may forfeit the opportunity to complete the tests. I-Ready will be administered at the beginning of the school year, at mid-point, and at the end of the school year. Dates will be on the calendar.

j. **Birthday Celebrations**

We celebrate the gift of life by recognizing each child and staff member on his/her birthday. If a parent wants to send in a treat for the student's class, the parent must contact the teacher prior to the date. Because of the number of students with allergies, non-food treats (no balloons) are encouraged and preferred. **Once a month, a day is designated for the students/staff who have a birthday during the month. Those students/staff may wear Spirit wear that day.**

BOOKS AND MATERIALS

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered with either clear contact or book socks. **All covers must be neat and clean and free from inappropriate material.** Books, copybooks, and materials are to be properly identified with a child's name, school, and room number. Please put the student's name on ALL items brought to school for easier identification when lost (e.g., pencil cases, lunch bags, items of clothing).

The student and parents/guardians must pay for all lost or damaged books. A charge will be made at the rate at which the school purchased the books. Parents are welcome to visit the lost and found container located in the gym.

Students are expected to take care of their personal belongings, including books and clothing. They are also asked to help care for the school buildings and the adjoining property. Writing on clothing, pencil cases, and other school items is not acceptable. Any malicious damage is considered vandalism and will be addressed as a disciplinary matter.

CARES PROGRAM (CHILDREN ARE RECEIVING EXTENDED SERVICES)

After school childcare is available for children in grades PK - 6. These services are available from 3:00 p.m. until 6:00 p.m. There is a fee for these services. There is a one-time fee, due at the time of registration, for the use of this program.

CELLULAR TELEPHONES/PAGERS/HANDHELD ELECTRONIC GAMES

Cell phones, beepers, pagers, handheld electronic games, personal CD players, I-pods, Smart watches, any item that can be used for communication purposes, and other items that, in the view of the School Administration may be distracting or disruptive to the learning environment, are not permitted to be used in school.

Grades 6 – 8: Cell phones MUST be turned off and kept in the classroom while the student is in school. Students may not carry the phone in their pocket or on their person during the school day. Homeroom teachers may have students turn in cell phones upon arrival in the morning and kept in a safe place during the school day. Cell phones would be returned to students prior to dismissal. **Students may NOT use their cell phones while waiting in the cafeteria for their car to arrive without permission of the principal or a teacher on duty.**

Cell phones MUST be turned off and kept in backpack while riding the school bus.

Students in Grades Pre-K to 5 may not bring cell phones or any other device used for communication to school. If a student needs a phone, the parent must send a note to the Principal for approval. The homeroom teacher would keep the phone in a secure place during the school day.

If a student has a cell phone on his/her person during the school day, or if the cell phone is turned on, a faculty/staff member may confiscate the phone and turn it into the office. The parent will be contacted and the student may lose the privilege of bringing a cell phone to school for a designated period of time.

If a student is found to have inappropriate messages or pictures on his/her cell phone, the phone will be taken and authorities will be contacted.

The School assumes no responsibility for the loss or damage to any of these items.

COMMUNICATIONS/STUDENT RECORDS/RELEASE OF STUDENTS

a. Legal Custody Issues

Parents are expected to inform school personnel when legal custody of the child(ren) resides with one parent. It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters. Children whose parents have joint custody should arrange to have copies of school communications for both parents.

b. Conferences

Parent-teacher Conferences are scheduled once a year for Grades Pre-K to 8. Arrangements for parent-teacher conferences at other times can be made by phone or e-mail to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, parents should feel free to invite a member of the school administration to sit in on the conference - the principal and/or the pastor.

Teachers may NOT be interrupted during the school day: lunches, messages, forgotten books, etc. should be left at the office with the child's name and room number. Messages for teachers should be sent to their school email. Teachers may use e-mail as a means of communication with parents.

c. Family Communication

Effective communication is the single, most important factor that assures a positive relationship between home and school. Several modes of communication exist at school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communication include the school handbook, the principal's and classroom teachers' newsletters, and other flyers that will be sent home via FACTS. **Please inform the office of every change of address, phone number, e-mail address or family name. This must be reported to the school secretary as soon as possible. Up-to-date records are needed in case of an emergency.**

It is the responsibility of the youngest child in each family enrolled at the school to provide the parents with all written communications. Parents are asked to check book bags and folders regularly for such communications. Any communication, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher. Students should not be instructed to deliver items directly to the office.

d. **Submitting Announcements**

If any internal school organization wishes to submit announcements to be communicated to families, the announcement should be sent in electronic form to the school principal no later than three days before the communication is to be sent. Only announcements from internal school organizations that are endorsed or sponsored by Saints Philip and James School/Parish and the Archdiocese of Philadelphia will be considered.

e. **Student Records**

Unless a court or custody agreement specifies otherwise, each parent/ guardian with legal custody is entitled to access all school records of the child. Without a subpoena or court order, school records of the child(ren) may be disclosed to a non-custodial parent only upon written consent of the parent/guardian with legal custody.

f. **Release of a Child**

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/ guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are sponsored for the enrichment and enjoyment of our students. The following programs that may be available:

ALTAR SERVERS
ART & ESSAY CONTESTS
BAND
CHESS CLUB
CHOIR
CHORUS
CATHOLIC MATH LEAGUE
PRAYER PARTNERS
RELIGION BEE
SCHOOL PLAY
SCIENCE FAIR
SOCCER SHOTS
SPELLING BEE
STOCK MARKET CLUB
STUDENT COUNCIL
YEARBOOK
BASEBALL
BASKETBALL
CHEERLEADING
CROSS COUNTRY
FIELD HOCKEY
SOCCER
TRACK & FIELD
VOLLEYBALL
FOOTBAL

FIELD TRIPS/CLASS TRIPS

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of the children. There will be no overnight field trips or activities that the School believes to be a risk. Each student's parents/guardians must provide written permission for each trip in order for the student to participate. A field trip parent consent form provided by the school must be signed by the parents/ guardians and the student. A class trip is a privilege, which can be taken away if a teacher or administration deems it appropriate.

Teachers plan the trips with learning objectives in mind. If students return from the field trip prior to the end of the school day, students are expected to finish the school day and dismiss at the regular time.

If a parent/guardian does not wish a child to attend the trip for a **serious** reason, he/she should notify the classroom teacher or principal.

Chaperones for field trips are determined by the classroom teacher. Chaperones MUST have all background clearances and be in compliance with the Archdiocesan requirements.

SAFETY

a. Fire Drills

Fire drills are conducted on a monthly basis. The students are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter.

b. Emergency Procedures

The administration and faculty are trained and updated in order to respond to a variety of emergencies in conjunction with the West Whiteland Police and the Safe Schools Coordinator for Chester County Department of Emergency Services. Practices and drills are conducted with the students throughout the year for Internal Lock Down, External Lock Down, Shelter-in-Place, Active Shooter, and Evacuation The West Whiteland Police Department assigns officers who walk through school on a regular basis.

c. Safe Environment

One of the mandates of the Charter passed by the United States Conference of Catholic Bishops is that preventive measures be put into place to ensure the safety of our youth. With this mandate in mind, we have implemented a Children and Adolescent Protection Program in our schools. The purpose of the program is to help children improve self-reliance and master personal safety skills – all while reassuring them that most people are kind, safe and committed to their well-being. The material has been prepared according to the teachings of our faith and are taught twice a year. The lessons focus on "Touching Safety" and are age appropriate. The lessons can be found at https://childyouthprotection.org/index.php/protect-children/trainings/kidtalk-elementary. By signing the family handbook policy agreement and enrolling in Saints Philip and James School, parents/guardians consent to having their child(ren) participate in the lessons.

d. Regulations

The following regulations have been established to insure the safety of our students, parents and visitors:

Running is not permitted at any time within the school building or in moving from one place to another on the school premises.

+Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.

+No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors for morning and lunch recess.

+All visitors must be granted access to the building through the main entrance of school. Visitors must report to the school office, sign in, and submit their license to be cleared for a guest pass.

No one may go to a classroom unless they have clearance from the Office.

Students are NOT permitted to transport cash or checks from school to home. If a parent is collecting money for any reason, the envelopes should be marked with the parent's name c/o the school office. The school secretary will keep these envelopes in the safe. The designated parent may then pick up the envelopes at a time arranged with the school secretary.

SMOKING/VAPING/USE OF DRUGS

The school is a smoke-free and drug-free environment. Violations will result in suspension from school and school-related activities until a conference can be arranged with the parents and the principal.

STATIONERY

At the end of each school year, students will receive a list of all materials and supplies required for the upcoming year. Prior to school starting, arrangements will be made to distribute stationery to the classrooms. During the school year, students may purchase at school required items if needed, such as copybooks. Parents will need to purchase other items from local vendors.

TELEPHONE - SCHOOL OFFICE

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with the permission of the Principal/School Secretary. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans. Please do not request that a child phone home during or after school for any reason. If necessary, please leave the message with the school secretary.

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be given to the school secretary when necessary, and they will be given to the appropriate teacher.

Students are not permitted to use cell phones while school is in session without the expressed permission of the administration.

TRANSFER OF STUDENTS

If a student is transferring to another school, parents are requested to arrange a meeting with the principal to sign a permission form for release of records. Records are not forwarded to another school until this form has been signed by a parent. Release of records is dependent upon the fulfillment of all financial obligations including tuition, fees, and the Sunday Contribution requirement. School records will be forwarded to the child's new school upon request from that school.

TRANSPORTATION

In the beginning of the school year, parents/guardians are asked how their child(ren) will arrive at and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day. Transportation changes will not be made over the phone.

a. Bus

On the bus

- Students must obey the bus driver.
- Students must enter the bus and take their assigned seats without disrupting others and remain in their seats.
- Students may not stand, turn, or switch seats in route; students must remain in their assigned seat.
- Use only the bus and the bus stop assigned.
- Remain seated, facing front, when the bus is in motion.

- Talk quietly, no shouting, and make no unnecessary noises
- Obscene or vulgar language or actions will not be tolerated
- Do not talk to the driver unless it is necessary.
- Keep head and arms inside the bus.
- No food may be eaten on the bus at any time. Please do not send treats with your student on the bus.
- Do not litter the inside of the bus or throw anything out the window.
- Be quiet when the bus is crossing railroad tracks.
- Never stand until the bus comes to a complete stop.
- Do not make gestures to pedestrians or drivers of other vehicles.
- All school conduct rules apply to bus transportation.

Items not permitted on the bus

- The Pennsylvania Department of Transportation mandates in ***67PA*** that the interior of the school bus must be free of objects which could cause injury. Nothing can be carried on the bus that will endanger others.
- Objects must be secured and the aisles and emergency exits open and free of blockage.
- Large band instruments. school projects or items are not permitted on the bus unless they can be held on the student's lap.
- Items may not be placed under the seats; they become projectiles upon impact.
- Nothing can be carried on the bus that will endanger others such as, but not limited to, glass objects, hockey sticks, ice skates, weapons, etc.
- Students may not bring any digital media, handheld gaming systems, digital music devices, toys, tobacco, alcohol, matches, sharp objects, electronic readers, and any other electronic device which is not permitted in school.
- Cell phones may not be used on the bus.

  Children who ride the school bus are expected to behave in a safe and orderly manner at all times. Failure to do so will result in their being denied the privilege of riding the bus. Children must ride the bus both morning and afternoon as assigned to them by the school district. Bus riders are not permitted to change their mode of transportation unless the parents send a note to the homeroom teacher and the principal asking permission for this exception.

  Children may only ride buses within the school district in which they live. This may only be done with a note from parents giving their permission to ride a different district bus. The note should be given to the homeroom teacher and sent to the main office for approval by the principal. No child may ride a different bus without this approved note. **No child will be given permission to ride a bus outside his/her own bus district.**

  Please do not request permission, written or verbal, from the principal for a student who is a non-rider to take the bus to any location on a given day. The school is not in a position to grant such a request. If you wish to pursue such a change, you may call the transportation office of the local public school district. The telephone numbers for the various transportation offices are:

West Chester	484-266-1040
Downingtown	610-269-8460
Great Valley	610-889-2133
Owen J. Roberts	610-469-5187
Coatesville	610-466-2418
Phoenixville	484-927-5026

. b. **Car Pick-up**

Parents who pick up students must park their cars in the assigned area – parking lot east of church. **Parents are asked to remain in their cars and line up starting at the cafeteria. Students will be called by the teacher on duty and guided to their car**.

Pre-K students are dismissed at 2:30. Parents will park in the Thrift Shop parking lot and walk to the designated door. The teacher or aide will walk the child to the parent.

TUITION

Saints Philip and James School provides quality Catholic education through the efforts of the parish priests, administration, faculty, staff, Board of Limited Jurisdiction, Home and School Association, volunteers, parish community, and most of all, through the many sacrifices made by the parents/guardians of the children enrolled here.

Tuition is determined by the school finance committee with the approval of the Pastor on an annual basis. A Technology Fee is collected for every child enrolled in the school. This fee contributes to the maintenance of the technology program. The School may impose fees for other items, such as extracurricular activities, field trips, books, technology fees and registration. This information is communicated to the school parents/guardians through FACTS.

Tuition for Parish school families contains two components: the family tuition and the parish scholarship. The tuition billed for a Parish school family does not fully cover the expenses to staff and maintain the school. In order to promote the benefits and values of a Catholic education, Saints Philip and James provides Parish school families with a significant parish scholarship which pays for the school expenses that are not covered by tuition alone.

Members of SSPJ Parish are offered family discounts for their second, third or fourth child as well as a generous parish scholarship. In order to qualify for the family discount and parish scholarship, Parish school families are required to contribute a minimum of $20 every Sunday through the use of their church envelopes or through an auto debit program that is available for Sunday contributions.

The tuition rate schedule is available on the website at https://school.sspj.net .

If a Parish school family chooses not to participate with the Sunday contribution requirement, the family will not be eligible for the family discount and parish scholarship and their tuition will be based on the Non-Participating Parish family rate which covers the full school cost per student.

Fulfillment of Sunday contribution requirements are reviewed on a routine basis and must be satisfied as part of the re-enrollment process and release of records protocol.

There are two options for tuition payments:

(1) Tuition can be paid on an annual basis by August 31st.

(2) Families **must** enroll in the tuition auto payment plan (FACTS Tuition). ***FACTS Tuition*** offers payment frequencies on a monthly, quarterly, or semi-annual basis to accommodate the budgets and calendars of Parish school families.

VISITORS

Visitors are most welcome by appointment. To arrange for a visit, visitors should contact the school office.

Parents coming to school to bring forgotten articles or to relay messages should come to the main entrance of school for admittance. Forgotten items can be left in the foyer area and will be delivered to the student. Parents may not confer with a teacher or visit a classroom between the hours of 7:50 a.m. and 3:15 p.m., unless the Principal gives permission for such a visit.

All visitors must report to the school office and sign in the Visitor's Log when entering and leaving the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

VOLUNTEERS

To comply with the Archdiocesan policy, established in 2003, and aimed at keeping our children safe, the following clearances are required for **all employees and volunteers: Volunteer Requirements**

If you plan to volunteer at school in any capacity, you need to have several clearances in place at least one week prior to the activity:

1. Safe Environment Course (one time only). Register at www.virtus.org for training.
2. Mandated Reporter Online Course. Register at https://childyouthprotection.org/index.php/staff-volunteers/required-training
3. Pennsylvania Child Abuse History Clearance (valid for 5 years). This form is available online at http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf
4. Pennsylvania Criminal History Check (valid for 5 years). This form is available online at https://epatch.state.pa.us/Home.jsp
5. Signed copy of Pennsylvania Department of Education Arrest and Conviction Report. This form (PDE-6004) is available online at http://www.portal.state.pa.us/portal/server.pt/community/background_checks_(act_114)/7493.
6. *FBI Fingerprint Clearance (must be obtained by volunteers living in PA for less than 10 years)
7. You may acquire the forms necessary for the above clearances by visiting the web site http://www.school.sspj.net

Volunteer Directives

- All visitors must ring the buzzer and be admitted by the school secretary and present a valid driver's license or other government issued ID. Upon entry to the building, the visitor must sign in at the Main Office and receive a visitor pass. When departing, the visitor must return the visitor pass and sign out.
- All visitors must be individually admitted and identified. Only visitors with passes may enter the school.
- The expectation is the visitor will report directly to the designated activity for which they are scheduled to volunteer.
- When working with individual students or groups, the volunteer should expect the students to be respectful. Likewise, the volunteer must maintain reasonable order with the students at all times.
- Volunteers working with students should know the proper procedure to use when a student becomes ill or becomes uncooperative; the rules for fire drills and all emergency drills; what to do if alone with a student when an emergency arises.
- Volunteers should never leave a student or group of students without supervision.
- Volunteers must maintain confidentiality in respect to students' personal or family matters, their behavior, or their grades; information about staff or school matters. Gossip about students, parents or

school personnel may cause unwanted difficulties. Information learned while volunteering at school is not to be discussed with anyone, including a child's parent. This is the responsibility of the teacher or principal.

- Saints Philip and James School is a drug free zone; therefore, all laws applying to drug free areas will be enforced.
- Appropriate and modest dress is required. Please dress in a respectful and professional manner when helping our students. You serve as a special role model to them. Office casual dress would be considered appropriate.
- No objectionable language or holes in clothes will be permitted
- All volunteers must sign a "code of ethics" at the beginning of each year.

Chaperones for field trips must check-in at the office and then proceed to the classroom when directed. All chaperones must have all their background clearances on file prior to going on a field trip.

Volunteers - The assistance of parent and parish volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our student's families and parishioners, which helps in building a strong learning community. Volunteers assist in some of the following ways:

Art Aides	Homeroom Parents	Tutors
Book Fair	Library Aides	Science Lab Aides
Cafeteria Aides	Playground Supervision	STREAM Lab Aides
Classroom Aides	Reception Office	CYO Sports

Parents are urged to take an active part in their child's education by volunteering whenever and wherever possible. A volunteer form will be sent home in the family envelope at the beginning of the year for those parents or family members who would like to share their time and talents at SSPJ. All volunteers are expected to abide by the regulations set forth in the Volunteer Handbook. Every student is expected to show courtesy and respect to all volunteers.

Alcoholic beverages are NOT permitted in any school activities where parents and children are present. All volunteers must agree to refrain from alcoholic beverages while acting as a volunteer at any school activity whether on or off campus. Schools are held to a very high legal standard and those who are employed by and/or who volunteer their services in supervising children must avoid even the appearance of impropriety. We respect the rights of adults to drink alcohol but anyone who will not agree to refrain from exercising that right while supervising students at a school activity will not be allowed to volunteer.

AUXILIARY SERVICES

STATE FUNDED PROGRAMS

Chester County Intermediate Unit – Non-Public School Services Division:

The Intermediate Unit runs our largest state-funded program, Act 89, which provides remedial reading, remedial math, guidance and counseling services, speech, and psychological services to non-public school students in Chester County. These services are provided to all students who have a need in any of these areas.

Acts 195 – 90 - 35: Textbooks, workbooks and qualified instructional materials are available to the parents and students through these acts of the PA Commonwealth.

Act 372: Provides bus transportation to student residents of the Commonwealth of PA. The public school district in which the students reside is responsible for busing.

FEDERALLY FUNDED PROGRAMS

Title VI: An annual allocation of federal funds providing library books, instructional materials and equipment to supplement the curriculum.

Title I - Designated Remidial Services; Title II-A: Professional Development; Title III – ELL Services; Title IV - Materials

SECTION V: SCHOOL RULES, EXPECTATIONS, AND DISCIPLINE

Code of Conduct

At Saints Philip and James School, discipline is an essential part of our Catholic educational mission. It reflects our commitment to helping students develop self-discipline, responsibility, respect for others, and obedience to legitimate authority.

Students are expected to conduct themselves in a manner that reflects positively on themselves, their families, and the school. Respect, courtesy, honesty, and responsibility should guide all interactions with fellow students, faculty, staff, volunteers, parents, and visitors.

The goal of discipline is to foster an environment that is safe, orderly, and conducive to learning. Whenever possible, discipline is corrective rather than punitive and seeks to help students grow in Christian character.

Classroom teachers manage routine discipline concerns and work with the administration when serious or repeated misconduct occurs.

The Principal is the final authority in all disciplinary matters and reserves the right to determine appropriate consequences based on the circumstances of each incident. The examples listed in this handbook are not intended to be all-inclusive.

Scope of the Discipline Code

The Discipline Code applies to students and parents/guardians:

- During the school day
- On school property
- At school-sponsored activities and events
- While traveling on school transportation
- Within the parish/school community
- Outside of school when conduct is contrary to Catholic teachings or brings disrepute or embarrassment to Saints Philip and James School

Student Responsibilities

Students are expected to:

1. Do their best work consistently.
2. Follow the directions of administrators, teachers, and staff.
3. Accept responsibility for their actions.
4. Attend school regularly, punctually, and be prepared for class.
5. Know and follow all written and verbal school rules.
6. Follow the school uniform dress code.

7. Refrain from chewing gum on school property or during field trips.
8. Respect and properly care for school property and equipment.
9. Respect the rights of others to learn in an orderly environment free from bullying, harassment, intimidation, discrimination, deliberate exclusion, or physical, verbal, or sexual harassment.
10. Use respectful language and behavior at all times. Profanity, crude, obscene, or indecent language, or actions are not tolerated.
11. Contribute positively to the school community by demonstrating respect, responsibility, and reverence.
12. Refrain from bringing prohibited items to school.

Prohibited Items

Students may not bring to school, including school-sponsored activities:

- Electronic devices not authorized by school policy, including handheld gaming systems, tablets, iPods, smart watches, CDs, DVDs, communication devices
- Toys (exceptions might include items for Show and Tell, Board games with teacher approval)
- Tobacco or vaping products
- Alcohol
- Illegal substances
- Medication not in compliance with school policy
- Matches, lighters, combustibles
- Sharp instruments or dangerous objects, wepons
- Any other item deemed inappropriate or disruptive

Harassment

Saints Philip and James School follows the Archdiocese of Philadelphia Policy prohibiting harassment, including sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.

Harassment of any kind is unacceptable and will not be tolerated. Students or parents/guardians found to have violated this policy are subject to disciplinary action, up to and including dismissal from the school.

Prohibited Conduct

The following behaviors are inconsistent with the mission of Saints Philip and James School and may result in disciplinary action.

Examples include, but are not limited to:

- Disrespect toward staff, students, volunteers, or parents
- Insubordination
- Fighting

- Bullying, intimidation, harassment, or threats
- Bomb threats, false alarms, or false 911 calls
- Lying
- Cheating – This includes talking during testing, copying, or referring to notes.
- Plagiarism
- Theft
- Vandalism
- Smoking, vaping, or e-smoking
- Possession or use of drugs or alcohol
- Possession of a weapon
- Profane, obscene, or inappropriate language or gestures
- Conduct contrary to Catholic teaching
- Any behavior that disrupts the educational environment

The administration reserves the right to determine appropriate disciplinary consequences for misconduct occurring both on and off campus.

Conduct by students or parents/guardians that is incompatible with the religious or educational mission of the school may result in disciplinary action, including dismissal of the student and, when appropriate, notification of legal authorities.

When threats of violence or harassment occur, whether verbal, written, or electronic, the school may require psychological or psychiatric clearance before a suspended student is permitted to return to school.

Demerit System (Grades 4 to 8)

As students progress through the upper elementary and middle school grades, they are expected to demonstrate increasing independence, responsibility, and accountability for their choices. The Demerit System for students in grades 4 to 8 provides a consistent framework for addressing behaviors that interfere with learning or do not meet the expectations of our school community. Demerits document inappropriate behavior, encourage students to reflect on their decisions, and promote personal responsibility. The system ensures clear communication between home and school while providing opportunities for students to learn from their mistakes, make positive changes, and contribute to a respectful, safe, and productive learning environment.

One (1) Demerit – Minor Infractions

- Unprepared for class (repeated)
- Talking during instruction
- Failure to follow classroom procedures
- Disrupting class
- Irreverence during prayer or Mass
- Gum chewing or eating in class outside designated snack times
- Cell phone visible without permission
- Being out of assigned areas without permission
- Disorderly conduct during emergency or fire drills
- Dress code violations after an initial warning

- Invading another person's desk or locker
- Failure to return signed conduct sheets
- Failure to return signed tests or progress reports
- Dress Code violation
- Minor misuse of technology
- Cafeteria or recess infraction
- Any other behavior determined by the teacher or administration to warrant a demerit

Consequence:

- Teacher conferences with student
- Demerit recorded in FACTS – email notification sent to parent and principal
- Accumulation of 5 demerits in this category per trimester = After-school detention

Two (2) Demerits – Moderate Infractions

- Disrespect toward teachers, staff, volunteers, parents, administrators, or fellow students
- Inappropriate language or gestures (non-profanity)
- Leaving class without permission
- Classroom disruption after warning
- Repeated dress code violations
- Forgery

Consequence:

- Lunch Detention – Cafeteria Service
- Demerit recorded in FACTS – Email notification sent to parent and principal
- Reflection assignment
- Accumulation of three infractions in this category per trimester = After-school detention

Three (3) Demerits – Serious Infractions

- Cheating – This includes talking during testing, copying, referring to notes. The teacher may deduct points or require the student to re-take the test.
- Plagiarism
- Lying
- Profanity
- Defiance
- Repeated Disrespect
- Inappropriate social media use affecting school
- Misuse of school technology
- Vandalism (minor)
- Throwing objects
- Unsafe behavior

Consequence:

- Office Referral
- Parent Conference
- Detention
- Restitution if property is damaged

- Loss of School Issued Chromebook if technology related
- Temporary removal from school activities
- Loss of school privileges
- Counseling with the school counselor
- Referral to psychological counseling for student/family

Automatic Office Referral

These behaviors bypass the demerit system.

- Physical Fighting
- Stealing
- Bullying or cyberbullying
- Cutting detention or class
- Major Vandalism
- Truancy
- Blatant disrespect toward any adult
- Possession or use of drugs, tobacco, alcohol, or narcotics
- Immoral conduct
- Possession of dangerous items
- Leaving school without permission

Possible Consequences:

- Parent Conference
- Behavior Contract
- Restitution
- Suspension
- Probation
- Expulsion (if warranted)

Discipline Procedures

Demerits

- Teachers notify parents regarding student conduct on a regular basis.
- Demerit notices are recorded in FACTS. Email notification is sent to parents and principal.
- Parents are expected to support the school's disciplinary decisions.

Detention

- Detention notices are sent via email for parent signature.
- Detention takes place the Wednesday after the notification is sent. (3:00 – 4:00 p.m.)

Suspension

Suspension is reserved for serious misconduct and is intended to protect the school community while providing an opportunity for corrective intervention.

Suspension may be in-school or out-of-school at the discretion of the Principal

Suspension Procedures

1. The misconduct must be of a serious nature.
2. Parents/guardians will receive email notification.
3. The Principal will determine the type and length of suspension.
4. A parent conference will be required before the student returns to school.
5. Parents and students must sign a behavioral agreement outlining expectations for future conduct.
6. When appropriate, counseling may be recommended.
7. Documentation of the suspension and signed agreement will be placed in the student's school record.
8. Suspension records become part of the student's cumulative file and may be reviewed by authorized school personnel and parents.

Dismissal (Expulsion)

Dismissal is reserved for the most serious disciplinary situations.

A student may be dismissed:

- After two formal suspensions
- Immediately for especially serious misconduct
- When the conduct of the student or parent/guardian is determined to be inconsistent with school policy, Catholic teachings, or the welfare of the school community

Parents/guardians will receive written notification of dismissal.

Students who have been dismissed may apply for readmission after one full year. Readmission is not guaranteed and will be determined solely by the school.

SECTION VI: SCHOOL UNIFORM AND DRESS CODE

DRESS CODE

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child looks and feels good about himself/ herself, he/she acts and works accordingly. **Any student not in compliance with the dress code will receive a Uniform Infraction Form. If the dress code violation is not corrected, the student will receive a demerit.**
Personal appearance that constitutes a distraction is not permitted. Final approval/ disapproval is at the discretion of the Principal.

ALL UNIFORMS ARE TO BE PURCHASED AT FLYNN AND O'HARA *(Located in the Festival Shopping Center in Exton)*

SCHOOL SHOES ARE PURCHASED FROM FLOCCO'S.

Pre-K Girls and Boys:

- Students wear Saints Philip and James Gym attire. (See description below)
- Sneakers with Velcro straps and white socks that cover the ankle are worn with the gym uniform.
- Sandals, clogs, boots are not permitted.

Boys (Grades K-8): Winter Uniform (November 1 – April 15)

- Navy blue dress trousers and belt (No elastic at ankles.)
- White button-down Oxford dress shirt
- Striped School Tie (purchased at Flynn & O'Hara)
- ***(Kindergarten boys do NOT wear ties. They may wear a turtleneck w/logo OR the white short sleeve Polo shirt w/logo and a sweater.)***
- Navy blue vest or sweater (with school logo)
- Monogrammed turtleneck (must be purchased from Flynn & O'Hara Co. and worn with the vest or sweater). Boys do not have to wear a tie, if they are wearing the turtleneck.
- Black or Navy Blue socks (**Socks must be several inches above the ankle. Sport socks are unacceptable.)**
- School shoes

Summer Uniform – (September - October 31; April 15 - June)

- Monogrammed white knit short sleeved shirt and
- Navy blue slacks or shorts (purchased ONLY from Flynn & O'Hara).
- Black or Navy Blue socks. **(Socks must be several inches above the ankle. Sport socks are unacceptable.)**
- School shoes

Girls (Grades K-5): Winter Uniform (November 1 - April 15)

- Plaid jumper
- White blouse (Peter Pan collar)
- Navy blue sweater with school logo
- Monogrammed turtleneck may be worn with the jumper. (These must be purchased from Flynn and O'Hara Co.)
- School shoes
- Navy blue knee socks or navy blue leotards **(Sport socks are unacceptable.)**

Summer Uniform (option) – (September - October 31; April 15 - June)

- Monogrammed white knit short sleeved shirt
- Navy blue walking shorts or skort (purchased ONLY from Flynn & O'Hara Co.)
- School shoes
- Navy blue knee socks

Girls (Grades 6-8): Winter Uniform (November 1 - April 15)

- Plaid skirt **(No more than 2 inches above the knee – No rolled waistbands)**
- White oxford cloth blouse
- Navy blue vest or sweater with school logo
- Monogrammed turtleneck may be worn with the vest. (Must be purchased from Flynn & O'Hara)
- School shoes
- Navy blue knee socks or leotards **(Sport socks are unacceptable.)**

Summer Uniform (option) – (September - October 31; April 15 - June)

- Plaid skirt (**No more than 2 inches above the knee – No rolled waistbands)**
- Monogrammed white knit short sleeved shirt
- School shoes
- Navy blue knee socks

Shoes:

Only regulation school shoes may be worn which are purchased from Flocco's.
Ankle high, boot type shoes or clogs are unacceptable.
Sneakers are worn for gym day only. (K – 8)

PE Uniform - Gym Attire:

- Hunter green mesh shorts
- Gold or yellow school tee shirt with school name
- Sneakers
- White socks **(short sport socks are NOT acceptable. Socks must be several inches above the ankle.)**
- Hunter green sweatpants and sweatshirts are worn as part of the winter uniform.
- **Grades 6 – 8**: Option to wear gray school tee shirt and grey school quarter-zip

The gym uniform replaces the traditional school uniform and muat be worn on gym day. The gym uniform is worn for the entire day.

a. **Hair Styles/Grooming**

- Students' hair is to be neat and clean, groomed conservatively so that it does not cover the eyes or face. No extreme styles.
- Hair may not be dyed, bleached, or an unnatural color.
- Boy's hair is to be **above** the shirt collar and **above** the eyebrows. Extreme razor cuts with shaved-in designs are not permitted.
- Girls: Small, sensible barrettes and tie-backs are permitted - no oversized bows.
- Students are expected to come to school clean.

b. **Jewelry, Make-Up, Nail Polish**

Although jewelry is not a part of the school uniform, post earrings of a small and conservative style are permitted to be worn by the girls (one earring only in each ear). Boys are not permitted to wear earrings. Bracelets, both ankle and wrist, pins and buttons are not a part of the school uniform. This includes all rope, yarn and beaded neck, wrist and ankle bands. A religious medal or cross on a chain is permitted.

MAKE-UP: None **NAIL POLISH**: Clear or pastel shade only

Additional Information

- No writing or drawing, etc. on hands, arms, or clothing is permitted.
- Fake nails, Tattoos (permanent or temporary) are not permitted.
- Students must adhere to guidelines communicated by the faculty or administration in regard to special event clothing.

c. **Out of Uniform**

If at any time during the year an exception in uniform is necessary, a note of explanation must be sent to the child's teacher who will forward it to the principal. This note should indicate the expected date by which the uniform will be complete.

d. **Field Trips**

Students will usually wear their school or PE uniform for Field Trips unless indicated by the teacher on the permission form.

d. **Spirit Days**

On designated Spirit Days during the school year, students may wear their SSPJ Spirit Wear or their gym uniform. Items of clothing that do not show SSPJ school spirit are not permitted. If a student does not dress appropriately, the student will need to call home and change to the school uniform.

f. **No Uniform Today (N.U.T. Passes)**

In Catholic schools we are proud that our students "dress for success" much like parents do in the workplace. Students must, even on a "No Uniform Today", dress in a manner that says, "I'm ready to learn". In keeping with our Catholic values, in particular modesty, we want students to appreciate one another for the people they are, not the bodies or clothing they have.

NUT Pass Guidelines:

- Appropriate crew neck shirts with sleeves may be worn.
- Only during the fall or spring uniform time period may shorts be worn. Shorts may not be shorter than two inches above the knees (uniform length).
- Capri's, jogging pants, and jeans are acceptable. Jeans may not be torn or have holes.
- Leggings and yoga pants are not permitted in grades 5-8.
- Special events may have different guidelines which must be followed.
- Shoes or sneakers and socks (required)

SECTION VII: STUDENT HEALTH AND WELLNESS

INJURIES / ACTIVITIES / RESTRICTIONS

If the student/parent requires a non-medical exclusion from participation in gym class, a parent note will be required for each excused class.

If a student needs to be restricted from gym for a medical reason, the Health Office requires a note from a physician. If an injury has been sustained that requires crutches, a cast, splinting or any other supportive device, the student should report to the Health Office upon his/her return to school.

The physician's note presented to the Health Office should contain the following information:

1. The diagnosis
2. A description of student's limitations or a description of the activities for which the student may participate
3. The expected duration of the student's limitations

If a student is restricted from gym classes, he/she will also be restricted from recess and sports type extra-curricular activities.
When the injury has completely healed, a second physician's note is required stating that the student is cleared to fully participate in gym/sports and recess.

HEALTH AND WELLNESS

a. Medical Records

All students enrolled in Pre-K 3 to Grade 8 must have the required immunizations. Religious exemptions are not accepted by the Archdiocese of Philadelphia Office of Catholic Education. Request for a medical exemption must include a physician's letter explaining the medical reason. This letter must be approved by the Secretary of Catholic Schools and the Archbishop of Philadelphia prior to acceptance into school.

The Commonwealth of Pennsylvania has mandated that all children entering the Kindergarten or First Grade present documented proof that the following immunizations have been received:

Diphtheria, 4 doses Toxoid - one on or after the fourth birthday
Tetanus, 4 doses Toxoid - one on or after the fourth birthday
Polio, 3 doses (4th dose recommended)
Measles, 2 doses of vaccine
Rubella, 2 dose of vaccine
Mumps, 2 doses of vaccine
Varicella (chickenpox), two doses of vaccine OR history of Chickenpox disease
Hepatitis B, 3 doses of vaccine (properly spaced)

After the basic series of three Oral Polio Vaccine, Diphtheria and Tetanus, boosters are due between four and six years of age. This should be followed by a Diphtheria-Tetanus booster between 14 and 16 years of age with a subsequent booster every ten years. Please inform the school nurse, in writing, when boosters are given. Other immunizations may be required.

Each child is required to have a Tuberculin test after the 1st birthday **OR** physician/parent is to complete a Tuberculin Risk Evaluation upon school entry. The State does not require Pertussis, Haemophilus influenza B (HIB) or Smallpox vaccination but parents should check with physician for current practices.

Children attending 7th grade need the following:

1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if 5 years has elapsed since last tetanus immunization
1 dose of meningococcal conjugate vaccine (MCV)

a. Excuses from Physicians

Students must present a Permission-to-Return to School form from a physician when their absence falls under any of the conditions listed below:

1. Following measles or any contagious disease
2. Following three (3) or more days of illness

b. Nurse

A school nurse is present in the Health Suite Monday through Friday. A registered nurse is provided by the public school district according to the school's enrollment, on days selected by the public school district.

School District regulations require the nurse to provide services to students in grades kindergarten through eighth. If a pre-kindergarten child gets sick during the school day, the classroom teacher or aide will contact the parents to take the child home. In case of emergency, the nurse would assist a pre-kindergarten child. Because of its commitment to the well-being of the students, the parish employs a nurse on days when the public school district does not provide a nurse.

All students are screened yearly under the State-mandated program. The nurse is responsible for checking the height, weight, and vision of every child and hearing of students in grades K-3-7 and for making referral to parents when problems are found. The sixth and seventh grade students are also screened for scoliosis. Sixth graders should be screened at the time of their required physical. The nurse maintains all health records. Care given in the school is limited to first aid for accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital.

Student physical examinations are required within one year of entry into school and the sixth grade. A dental hygienist provided by the public school district will perform oral evaluations on students in grades K, 2, 4 and 6. The Crest dental program will be presented to grade 1.

If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student. Please be sure to update phone numbers on file in case of an emergency during the school day involving your child.

c. Accident/Illness At School

Accidents or unusual illness occurring at school are reported immediately to the principal or main office personnel. When a student becomes ill or meets with an accident, the parent/guardian is contacted. If the parent/ guardian cannot be reached, the emergency contact will be called.

No medicine of any kind, including aspirin, may be given to the student without the written consent of the parent. Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury.

If a student must go to the Emergency Room due to an accident at school, that student must bring in a copy of the Emergency Room diagnosis sheet upon return to school. (This is needed for our accident report and for insurance purposes.)

d. Medications

It is generally recommended that medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, the student **must** take it in the presence of the nurse. Parents/guardians are required to sign the medication authorization form, which is available from the school, if the student must take medication at the school.
Prescription and non-prescription (over the counter) medications must be in the original container with a note from the parent, and for prescription Rx, a **signed**, not stamped, note from the **physician**. The note must include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. It is not recommended that students carry a full prescription bottle to be taken back and forth daily.

Students requiring medications must report to the nurse. No medications should be placed in lunch boxes or school bags for students to self-administer. **All medications must be taken in the nurse's office.** Exceptions: Epi pens/Inhalers **ONLY** when the physician and parent notes, specifically stating they can be carried by the student, are on file with the school Nurse.

CAFETERIA, LUNCH AND SNACKS

Public and Private schools throughout the United States have adopted policies that promote healthy eating and regular exercise.

Students in Pre-Kindergarten to Grade 8 stay for lunch during the school year. The forty-five minute lunch period is divided into twenty-five minutes for eating and twenty minutes for recess.

Packed Lunch: Students should include two napkins when packing lunch. This is most appreciated as a means of helping with the clean-up at the end of each lunch period. Students are expected to clean their places after eating, pick up papers and dispose of them in the trash containers.

Hot Lunch: The lunch menu and food items are provided by the Great Valley School District. The menu will be posted monthly.

- Students should demonstrate respect and courtesy to all who supervise and assist during lunch and recess.
- Students are expected to walk to the playground area when dismissed.
- Students may not take food or beverages out of the cafeteria to the recess yard.

Non-Discrimination Policy

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARAGET center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf from any USDA Office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. Email:
Program.Intake@usda.gov
This institution is an equal opportunity provider.

School Wellness Policy

Saints Philip and James School recognizes that student wellness and proper nutrition are related to student's physical well-being, growth, development and readiness to learn. We are committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.
To ensure the health and well-being of all students, the committee established that the school shall provide the students:

- A comprehensive nutrition program.
- Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
- Curriculum and programs for grades K-8 that are designed to educate students about proper nutrition and lifelong physical activity.

The Principal shall be responsible for monitoring school programs and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations.

Staff members responsible for programs related to student wellness shall report to the Principal regarding the status of such programs.

The Principal shall report to the governing authority on the school's compliance with law and policies related to student wellness as the law prescribes or as changes in environment deem necessary.

Wellness Committee

The Principal appoints a Wellness Committee comprised of at least one of each of the following: Administrator, food service representative, student, parent/guardian, member of the public, teacher and school nurse.

The Wellness Committee is responsible for developing a Student Wellness Policy that complies with laws to recommend to the Principal for adoption.

The Wellness Committee provides an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process. This triennial assessment is made available to the public in an accessible and easily understood manner and includes the extent to which the school is in compliance with policies related to school wellness, how the policy compares to model wellness policies, and a report on the progress made in attaining the goals of the wellness policy. The most recent assessment (2023-2024) is available in the school office.

The Wellness Policy was fully updated and adopted in 2018 and reviewed in 2021 and 2024. Since then, the wellness initiatives in the school have included a Fun Run for all students in grades Pre-K to 8 which has been completed each year. A school-wide Field Day, to include various forms of physical activities, is conducted annually in June.

The school retains records documenting compliance with the requirements of the School Wellness policy including:

- The written School Wellness Policy
- Documentation of informing the public about the contents of the School Wellness Policy and any updates to the policy
- Documentation of outreach efforts inviting stakeholders to participate in the Wellness Committee/Wellness Policy process
- Copy of triennial assessment and documentation of reporting results to the public

Nutrition Education

- Nutrition education is provided within the sequential, comprehensive health/science education program.
- We teach, model, encourage and support healthy eating by students.
- Nutrition education is integrated into other subjects such as math, science, language arts and social science to complement academic standards based on nutrition education.
- Lifelong lifestyle balance is reinforced by linking nutrition education and physical activity.
- We provide all students with knowledge and skills for healthy lives via nutrition education.
- We offer age-appropriate education and activities.
- We engage and involve families and the community in nutrition education efforts.

Nutrition Promotion

- Nutrition messages are demonstrated by avoiding use of unhealthy food items in classroom lesson plans and school staff avoiding eating less healthy food items in front of students.
- We implement techniques in the cafeteria to encourage consumption of whole grains, fruits, and vegetables.
- We cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.

Physical Activity

- Students participate in age-appropriate physical activities such as recess, before and after programs and intramural sports.
- We discourage extended periods of inactivity and provide physical activity breaks in the classroom.
- We do not use physical activity as a form of punishment.
- We encourage students and families to use our physical activity facilities, such as playgrounds and ball fields, outside of school hours in accordance with school rules.

Physical Education

- We implement a PE program consistent with state academic standards. All students participate in PE.
- PE instruction promotes skills and knowledge necessary for lifelong physical activity.
- PE classes provide the means for students to learn, practice and be assessed on developmentally appropriate skills.
- Our curriculum promotes both team and individual activities.
- We provide safe and adequate equipment, facilities and resources for PE classes.
- Certified teachers teach our PE classes.
- Appropriate professional development is provided for the physical education staff.

Other School-Based Wellness Activities

- Saints Philip and James School supports activities that provide additional school-based activities to promote a healthy school environment.
- Free drinking water is available and accessible to students during meal periods and throughout the school day.
- We provide adequate space for eating and serving school meals, as well as a clean and safe meal environment.
- We offer students enough time to eat (20 minutes sit down time for lunch) and schedule meal periods at appropriate hours.
- Students have access to hand washing and sanitizing before meals.
- Only authorized staff have access to the food service operation.

Nutrition Guidelines for All Foods and Beverages at School

- Foods available in school during the day are offered to students with consideration for promoting student health and reducing childhood obesity.
- Foods provided through the National School Lunch Program comply with federal nutrition standards.
- Food and beverages outside of the school meal, which are sold to students at school during the day, meet or exceed the established federal competitive food standards. (USDA Smart Snacks in School)
- We do not offer any vending machines, school stores, or non-exempt fundraisers.
- We have school standards for foods and beverages offered for free to students at school, including food rewards and items offered at classroom parties and celebrations which include the following:
  *Foods and beverages are not used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message.
  *Classroom parties with food/beverages are limited to no more than one (1) per month in each classroom.
  *Parents are informed through newsletter (mainly e-mails) that foods/beverages should only be brought in when requested for scheduled parties.
  *Food celebrations shall not occur until thirty (30) minutes after the end of the last lunch period.
  *Shared snacks are not permitted in the classrooms.

- Any foods and beverages marketed or promoted to students on school grounds during the day meet or exceed the established federal nutrition standards. (USDA Smart Snacks in School)

Management of Food Allergies in School

- Saints Philip and James School has established policies and administrative regulations to address food allergy management in order to reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
- Proper procedures have been established to ensure a rapid and effective response in case of severe or life-threatening reactions.
- All students' rights are protected by providing them necessary accommodations, when required, to be able to fully participate in all school programs and activities.

Food and Other Allergy Policies

- Parents must complete the Health Form for each child and return to the school nurse. Allergies, if any, must be noted with the appropriate medical response protocol. If medicine or an epi-pen is required, the parent should send this in the appropriate container along with the doctor's prescribed dosage. Parents should contact the nurse and homeroom teacher and share appropriate medical information for the safety and well-being of the child with allergies.
- The school nurse will create a confidential list of students who have allergies and the appropriate response for each student. This list will be given to administration, classroom teachers, cafeteria staff, and CARES staff.
- Classrooms will post a sign indicating a "nut-free" room so that all who use the classroom will follow the protocol for the protection of the student.
- Class snacks, class parties and other school celebrations will include only food items that are in compliance with nutrition guidelines and safe for students with allergies.
- Provision will be made at lunch time for students with food allergies to prevent an allergic reaction. (e.g. specific seat at table, non-sharing of food items, checking students' lunches)
- To protect the health and well-being of students with allergies and asthma, the school is an "animal free" building. In the case of an educational assembly that included an animal (e.g. police K-9), a notice would be sent to parents in advance of the assembly and provisions made if a student could not attend the assembly.

Section VIII: Role of Parents

HOME AND SCHOOL ASSOCIATION

All parents are members of the Home and School Association and should pay the annual dues. The goals of the Association are:

- to promote opportunities for families to socialize together
- to provide education on relevant topics for parents
- to raise funds to support the school's programs and broaden its effectiveness

INVOLVEMENT OF PARENTS/GUARDIANS

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society.

Active cooperation of parents and guardians is expected and required as follows:

- Sending their child to school physically fit, clean, and properly dressed and fed.
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the School in matters of activities, recreation, academics and discipline.
- Discovering their child's special interests and talents so that they may be developed to the fullest.
- Sending a written explanation each time their child is absent from school.
- Setting a good example by personally refraining from any activity that would violate School policy, Catholic teachings, or the law.
- Consistent financial support of the parish that subsidizes the cost of education.
- Taking an active role in the Parent Association.

The failure of a parent/guardian to take seriously his/her responsibility in this area is grounds for action by the School, including dismissal of the student.

PARENT CODE OF CONDUCT

Just as we expect faculty and staff to treat our students in a Christian manner, Saints Philip and James School also expects parents/guardians to treat persons in the school community in a way that is Christ-like. Parents/Guardians may not conduct themselves in a manner that is detrimental to the reputation of the school or sow discord among the school community. This includes in-school and at school sponsored events, CYO events, as well as in the school/parish community, outside the school/parish community, and in an online environment. Posting defamatory or negative statements about the school or school personnel on social media is considered conduct inconsistent with the mission of the school. Non-compliance may result in exclusion from school events or the dismissal of their children from Saints Philip and James School.

721 E. Lincoln Highway
Exton, PA 19341
610-363-6530

August 2026

Dear Parents,

Please take time to read the handbook, sign the form below and return this form to your child's homeroom teacher by August 28, 2026. The Archdiocese of Philadelphia requires us to have a signed form on file each year for every family in our school community.
Thank you for your prompt attention to this important matter.

2026 – 2027 School Year

I/We, the parents/guardians have carefully read the school policies in the Handbook. I/We recognize the right and responsibility of the school to make rules and enforce them and agree to be governed by these policies during the school year. I/We will assist the administration, faculty, and staff in their task of forming responsible children by my own support and cooperation and that of my child(ren) in the implementation of these guidelines.

Family Name: _____

Signature (Father/Guardian) _____

Signature (Mother/Guardian) _____

Student's Name	Grade
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____