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SCHOOL INFORMATION

St. Philip the Apostle Catholic School is accredited by the Texas Catholic Conference of Education Department (TCCED). It also holds membership in the National Catholic Education Association (NCEA), and Association of Supervision and Curriculum Development (ASCD).

The physical plant includes church and school with library, computer lab, cafeteria, and gym.

The principal, with the approval of the pastor, is the chief administrator of the school. Administrative matters pertaining to teachers and students, to curriculum and extra-curricular activities, and programs originate with the principal.

The school secretary administers first aid and the duties of registrar along with all other normal school secretarial responsibilities.

ADMISSION POLICY

A child may be admitted to the Kindergarten if she/he is five years old on or before September 1st. Additionally, all incoming Kindergarten students will be required to be evaluated for developmental readiness at the time of registration.

A child may be admitted to the First Grade if she/he is six years old on or before September 1st. This is a state law.

For the admission of new students the following are required:

- The child's birth certificate.
- Student issued Social Security number
- A Baptism record – if applicable.
- Immunization and health forms.
- Academic records from previous school.
- All divorced parents need to furnish the school with a copy of the custody section of the divorce decree.

All new students are accepted on probation and are subject to a first quarter review of academic and behavioral progress. If, at the end of the probation period, both teachers and principal do not note a student's progress as satisfactory, alternative placement may be requested.

All of the Catholic Schools within the Diocese of Dallas admit students of any race to all the rights, privileges, programs and activities of the school and provide equal

opportunity and access to persons without regard to race in administration of educational policies, admissions policies and any other school-administered programs, this policy is in compliance with Title VI of the Civil Rights Act of 1964. In such classes or situations where the number of applicants exceeds the places available, the Principal shall give preference to active, contributing parishioners.

The Principal is the Admissions Officer of the School

Students whose parents desire a strong academic foundation in a Christian atmosphere are invited to make application for admission to St. Philip the Apostle Catholic School. All of the coordinated efforts of many dedicated people create a supportive, learning environment at the school. A school advisory council (the "Council") composed of the Pastor, Principal and nine (9) elected or appointed members advise the Principal and the Pastor in the governance of the School. A list of the Council members is attached in an Addendum. The Council established and manages the School's annual budget and sets overall policies. The Home and School Association (the "Association") composed of all of the parents of students at the School as well as the teaching and administrative staff acts as a liaison between home and the School in implementing various parts of the School's program. Meeting four times per year, the dedicated members of the Association organize a number of social events and fundraising activities to assist the School financially.

ENROLLMENT & PROMOTION POLICY

Parents and students should understand that attending St. Philip is a privilege, not a right. At any time during the School year, the Principal may determine that for academic or behavioral reasons, a student's continued enrollment at the School is not in the best interest of the student and/or the School and can terminate such student's enrollment. While the School anticipates that each admitted student will remain enrolled until completion of the eighth grade, the Principal will make the determination after consultation with teachers, the student, the student's parent(s) and the Pastor if such student can remain enrolled at the School.

Retention of a student at the same grade level shall be used with caution and only after careful consideration. The following policy is designed to place students for academic success:

- At any time during the School year and preferably before the end of the second quarter, when a student is identified as being unsuccessful in his/her core subjects according to established indicators, the following steps will be taken:
- A Student Study Team will be formed. The team will be composed of the Principal, parent(s)/guardian, core classroom teachers, other teachers as

deemed necessary. The team may also include a counselor (if possible), learning specialist, and/or social worker.

The team will gather:

1. Pertinent data that includes investigating all factors and circumstances that influence student performance and well-being;
2. Recommend psychological or other testing when appropriate;
3. Discuss all alternatives to grade-level retention;
4. Develop an Intervention Plan to identify a student's learning needs with quality controls and monitoring to ensure the plan is effective, is individualized, and is adjusted as needed;
5. Benchmark and document the student's progress every six weeks after implementation of the Intervention Plan; and
6. Recommend an:
 - IPP - Individual Promotion Plan with Modifications
 - or-
 - IRP - Individual Retention Plan with Modifications

This recommendation will be made no later than one week after the completion of the third quarter of the school year.

The decision to retain rests with the School Principal. This decision will be forwarded to the Director of Catholic Schools and a copy retained in the student's cumulative file.

WITHDRAWAL POLICY

Parents of students who are withdrawing from the School should come to the school office and make notification as soon as possible before the withdrawal date. A student's records are mailed directly to the new school. All books and all sports uniforms owned by the School must be turned in and any monies owed to the School must be paid before the student's school records may be released.

CUSTODY ISSUES

If parents are separated or divorced, the school presumes that both parents have access to their children unless one parent can provide legal evidence that he/she has the sole right. If parents cannot agree on custody issues, the school may require parents to make other arrangements for the education of their child. Parents are encouraged to settle these matters early in the school year before a situation arise.

ENROLLMENT FEE

A yearly enrollment fee is required for all new and returning students and is required to be **paid in full when enrollment packets are submitted**. Places for the upcoming academic year will be reserved only for those students for whom the enrollment fee has been paid.

Past Due Payments: If tuition or other fees are past due, any payments made toward the enrollment fee will first be applied to a family's past due balance.

Enrollment Fee Refunds: Enrollment fees are not refundable or transferable except in the case of a documented military transfer.

ANNUAL ENROLLMENT

Enrollment is for one academic year. Each year in February, re-enrollment begins for the following academic year. All applicants, whether new or returning apply annually for enrollment. In considering applications, first priority goes to returning students, second priority goes to siblings of returning students, and third priority goes to parishioners. Priority applicants are considered during a priority application period whose dates are announced to school and parish families. Non-priority applications are considered after the priority period ends.

WAITING LIST

When classes reach or approach capacity, a waiting list is maintained. If a place becomes available, St. Philip the Apostle's discretion will determine which candidate will receive first consideration.

FINANCIAL OBLIGATIONS

With input from the principal, the School Advisory Council and Parish Administrator determine tuition rates for the upcoming school year. Parents should expect the possibility of tuition and fees going up each year. Tuition rates are published in February for the new academic year.

FEE AND TUITION POLICY

In recognition of the burden School families with more than one child bear to educate their children, St. Philip the Apostle Catholic School has established tuition rates that are graduated to reduce the tuition charged for the second, third and fourth students ("multiple Students Per Family Tuition Rates. The multiple students per family tuition rates established periodically by the school are available only to the parent(s) or legal guardian(s) of students who live in the same household (either full-time or part-time in the case of divorce or separated parents) as the parent or guardian seeking to qualify for the multiple students per family tuition rates and satisfy one or more of the following conditions:

1. The students are the biological children of the parent(s); and or
2. The students are the adopted children of the parent(s); and
3. The guardian(s) had been duly appointed as the legal guardian of the student or students.

The Principal of the school, in consultation with the pastor or pastoral administrator, will have the responsibility and discretion to review and determine eligibility for the multiple students per family tuition rates and to maintain in the files of the school the documentation evidencing the relationship between the parent(s) or guardian(s) and the students that satisfy the foregoing conditions (for example: divorce decree, appointment of guardianship, etc.)

Registration and all book fees must be paid in full by due date or your child/children will not be considered enrolled in school. Registration fees are non-refundable.

Tuition must be paid each month for ten months beginning in July. Tuition should be paid through the FACTS Management System. FACTS will deduct tuition from the parent's bank account either on the 5th or 20th of each month. Any child whose tuition is two months overdue will no longer be considered enrolled in school. The students will not be admitted to class unless satisfactory arrangements have been made.

Students enrolled for one half or more of a month will pay tuition for the full month. Students enrolled for less than one half of the month will pay half of monthly tuition.

There will be a charge by the school of \$25.00 for any returned checks. After two returned checks, all payments must be made by cash or money order.

No report cards will be issued if monies are owed the School. (Tuition, cafeteria, after school care, athletics, library and fines).

No records will be released from the School office for students transferring or graduating, nor will students be permitted to register if tuition is not current or

satisfactory arrangements made. Also, graduating students may not participate in graduation exercises if any tuition or fees remain past due.

Each family receiving Contributing Member tuition rates will be required to contribute a minimum amount of \$575 to the parish each calendar year (January 1 through December 31) using the parish envelopes. The minimum annual contribution is subject to change at the discretion of the Pastor. The parish office will monitor the contributions. Failure to meet the required minimum level of contributions will change a family's tuition status to Non-Contributing Member rates. Contributions will be monitored and tuition rates will be adjusted. If you have any question regarding this issue please contact the Church office

Once a student is registered and accepted into the School, it is understood that the student and parent agree to cooperate with the School's regulations and policies. This includes all fund raising activities sponsored by the School, Endowment Fund Committee, or by the Home and School Association.

RECRUITMENT INCENTIVE POLICY

All families who recruit any "new" family to the School will receive a \$250.00 tuition credit, provided the new family has completed one year of school. Individual families may choose to donate their \$250.00 to the St. Philip Endowment Fund or for those using a credit, it will appear as a deduction for you final tuition payment. The recruiting family's name must be mentioned on the application form as being the primary influence on the new family's decision to enroll at the School. The new student discount will only apply for the upcoming school year.

Note: "new" family is defined as a family who does not have a child enrolled in St. Philip the Apostle Catholic School and who has never been a part of the School.

PREPAID TUITION DISCOUNT POLICY

The parents of school students who elect to prepay their annual tuition in full will receive a discount of 2.5% of the tuition payments otherwise payable by them. Such prepayment must be received by the school no later than five (5) days after the date the first tuition payment, other than the payment due at registration, becomes due.