

V. Attendance, Discipline, and Dress Code

A. Attendance

Attendance at school is a state law. Accordingly, students are expected to attend school unless there are valid reasons for absence. Reasons such as extra vacation are considered unlawful detention by the parents/guardians, and are unexcused and not tolerated.

A student not physically present at the school is marked absent. In order to be eligible for a perfect attendance award, a student may not be absent, tardy, or have early dismissal (leave school early, including 8th grade Fun Day). This also includes leaving early for medical appointments or because of an injury. Students in extra-curricular activities will not participate in an event if they are absent the day before or the day of the event.

Students may not receive credit for a class unless the student is in attendance for at least 90% of the 180 days school is in session. Therefore, after 18 days of absences a student may be retained.

Students arriving at school after 8:00 a.m. and before 10:00 a.m. are considered tardy. Students arriving after 10:00 a.m. or leaving before 1:00 p.m. are considered absent for 1/2 day. Students leaving after 1:00 p.m. are considered as having early dismissal.

When a student is absent, the parent or guardian must call or e-mail the school office (222-2872) between 7:30 a.m. and 9:00 a.m. to report and explain the student's absence. When a student returns to school, a note explaining the absence and signed by the parent/guardian, must be presented to the office before classes are attended. Each day of absence must be mentioned in the note. Absence does not excuse a student from the obligation of preparing for class.

When ten absences occur in any quarter, the student is assigned to In-School Suspension and the report card is held until the work is made up. Patterns of habitual absence will be investigated for possible violation of the compulsory school attendance law.

Medical and Dental Appointments

A written request is needed to be excused for a medical or dental appointment. If possible, these appointments should be made outside school hours.

Tardiness

Tardiness to school or to an individual class is a disruptive activity and disturbs the learning process in the classroom. The morning bell rings at 8:00 a.m. Any student not in school by 8:15 a.m. is tardy. A student who comes late to Mass is considered tardy and must report directly to his/her teacher in church with an explanation as to the reason for the tardiness. Excessive and habitual tardiness (3 times a week or 10 in a quarter) will result in the student being assigned to Detention (3:45-4:15 p.m.) the following Tuesday. In addition there must be a conference with the parent/guardian and the principal. In serious cases, a student may be placed on Attendance Probation (see p. 22, B, and p. 24 for specific steps taken).

Early Dismissal

Students leaving any time between 1:00-3:15 p.m. are considered as having early dismissal. If a student needs to leave school before regular dismissal, a note must be sent to the office in the morning. Parents/guardians are to sign out students in the office.

Early Release

Students are released at 12:30 p.m. but attend all core classes on a minimum day schedule due to Fun Days, practices or other activities. These days are indicated on the school calendar. If changes are necessary, they will be indicated via e-mail or in a newsletter to be sent home as needed.

High School Tours

Limited to 8th grade students right before Christmas break. Parents must send a note advising the teacher and principal of the scheduled tour prior to the day scheduled.

Students will be allowed 2 hours dismissal and must bring a slip from the school visited.

B. Attendance Probation

A student may be placed on attendance probation for a clearly specified period of time for serious attendance problems (absence and/or tardiness). Both parents/guardians and the student must be made fully aware of the seriousness of the action and the reason for the probation. The purpose of probation is to give students a specified period of time in which to “prove” that they will observe the attendance requirements of the school. Failure to comply with the terms of the attendance probation may result in the student being asked to withdraw from school.

C. Detention

Students may be detained after school for disobedience, use of bad language, undesirable behavior, failure to complete required assignments, tardiness, breaking school rules or other reasons approved by the principal. Notice of detention (Blue Communication Notice) will be sent home with the student the day before he/she is detained. Ordinarily, students will be detained until 4:15 p.m. but no later than 4:30 p.m. (See p. 14, F)

D. Discipline Regulations

An important goal of Catholic education is the Christian development of the whole person. Discipline is necessary for the development of the person. It is important that students learn to get along with others and to respect one another. Students are expected to conduct themselves in a manner that does not interfere with the rights, privileges, and safety of others. The immediate goal of each student is to create a favorable atmosphere for learning. Students are encouraged to develop good habits such as courtesy, respect, kindness, helpfulness, cooperation, responsibility, as well as good study habits.

Self-discipline is the goal for each student. The ideal of discipline is to enable students to move from externally imposed discipline to self-discipline. Self-discipline is an indication that one is capable of accepting responsibilities and privileges. To help students develop as responsible Catholic Christians, the following are basic expectations: 1) Obey school and classroom rules; 2) Work conscientiously; 3) Respect self, others and their property.

Effective discipline is maintained when there is:

1. Reasonable quiet and order in the classroom/building
2. Consistent and fair insistence of desirable conduct

3. Avoidance of undue regimentation
4. Positive correction of faults
5. Avoidance of corporal punishment

Regulations

1. Attend school daily and on time (page 11, T)
2. Follow the dress code and grooming regulations (pgs. 27-29)
3. Use appropriate language
4. Develop good study habits
5. Complete all assigned work and projects on time
6. Keep parents informed of communications sent home
7. Be prepared with needed supplies (p. 19, M)
8. Maintain a positive attitude
9. Be trustworthy
10. Respect the rights and the property of others
11. Cooperate and work well with others
12. Behave in a polite and courteous manner
13. Obey all classroom and school rules
14. Cooperate in keeping the school/lunchroom/playground clean and safe
15. Change classes in an orderly manner
16. Keep folders and book covers clean (no writing or inappropriate stickers)
17. Sit properly in chairs and desks

Students will be subject to disciplinary procedures for actions such as (not an all inclusive list):

1. Tardiness
2. Dress code violations and inappropriate grooming
3. Littering
4. Disruptive behavior during fire and emergency drills or field trips
5. Inappropriate language
6. Play fighting
7. Name calling
8. Lack of respect for faculty or staff member or for another student or adult
9. Classroom disruption
10. Dishonesty or cheating
11. Gum chewing (**Gum is prohibited on school property**)
12. Possession of electronic equipment (CD players, headphones, I pods, MP3 etc.)
13. Skateboarding, roller-blading, or bicycle riding on the school and/or parish grounds
14. Possession of cell phones in violation of II, section V, page 11
15. Any type of Public display of affection
16. Posting pictures of self or others in school uniform on My Space or any other website
17. Bullying, teasing, harassment, and threatening in person or electronically
18. Biting, hitting others, or causing intentional physical harm

Students will be liable for suspension or expulsion for the following:

1. Possession of, being under the influence of or intending to distribute drugs, alcohol or tobacco
2. Possession of a knife, gun, or any other deadly weapon (real or toy)
3. Threats of bodily injury or assault of any student, faculty or staff member

4. Vandalism or defacing of school property
5. Arson
6. Participation in disruptive activities by a group such as a gang
7. Stealing
8. Leaving the classroom or the school without permission
9. Obscene phone calls and/or letters to students, faculty or staff at any time
10. Disrespectful or defiant attitude
11. Engages in chronic or repeated behavior which disrupts the learning environment
12. Truancy
13. Possession of pornographic books, magazines or objects
14. Throwing food in the cafeteria
15. Fighting
16. Lying
17. Habitual disobedience or disregard of any school rule
18. Inappropriate use of the internet at school or at home (including posting inappropriate language/pictures on My Space or any other website, especially in school uniform)
19. Engaging in any other conduct that disrupts the school environment, educational process or poses a threat to the safety or orderly operation of the school

Procedures

Corrective measures regarding discipline may include any or all of the following:

1. Communication notices sent home with student to be returned the next day
2. Individual conference with student
3. Phone call to parents/guardians
4. Conference with parents/guardians after three disciplinary blue slips or as needed
5. Withdrawal of privileges
6. Detention
7. Suspension
8. Probation
9. Expulsion

The following specific steps will be taken if a problem arises:

1. Communication notices, e-mail or phone calls will be used to notify parents/guardians when students have to stay after school as a consequence of their actions.
2. In the event that a student receives three (3) Communication notices for disciplinary reasons, for the same infraction within one quarter, there will be a conference involving the student, parent/guardian, teacher, and possibly the principal.
3. If further serious and/or repeated misbehavior occurs, the student may be assigned to in-school suspension. The student will not be readmitted to classes until the parents/guardians, teacher, student and principal have met and agreed upon guidelines for the student's conduct in the future.
4. Suspension of 1- 5 days.
5. If there is no improvement, the student may be expelled or asked to withdraw from St. Philip of Jesus Catholic School.

E. Expulsion

Expulsion is a serious matter and is invoked as a last resort. Normally it will follow a single grave offense or a series of offenses which indicate a basically hostile attitude. A student's actions which endanger the safety of others (e.g., a student involved with smoking, drugs, alcohol, or weapons) constitute behavior which will make the student liable for immediate expulsion. The final decision regarding expulsion is made by the principal.

F. Anti - Harassment Environment For Students

St. Philip of Jesus Catholic School does not condone harassment of any kind. All students of St. Philip of Jesus Catholic School are to be treated with dignity and respect. Harassment in any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities: all students; regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants.

Sexual harassment is defined by unwelcomed sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement of any other nature.
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student.
3. Such conduct has the purpose or effect of unreasonable interference with a student's school performance or of creating an intimidating, hostile, or offensive school environment.

Verbal harassment includes derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.

Physical harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.

It is the responsibility of the school to:

1. Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance
2. Make all staff members, students and parents aware of this policy and the commitment of the school toward its strict enforcement
3. Remain watchful for conditions that create or may lead to a hostile or offensive environment
4. Establish practices designed to create an environment free from discrimination, intimidation, or harassment

It is the responsibility of the student to:

1. Conduct him or herself in a manner which contributes to a positive school environment
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome
4. Report all incidents of discrimination or harassment to the teacher, principal and/or any other school personnel

Complaint Filing and Investigation Procedures

The following procedures must be followed for filing and investigating a harassment claim:

1. The person may first tell the individual causing the harassment that the conduct is offensive and it must stop. If the objectionable behavior does not cease immediately, the person must report the harassment to the principal. In the case of sexual harassment allegations, the person is free to raise the issue with another administrator if he/she prefers to do so.
2. If the complaint is against the principal, the person must report the incident to the Superintendent of Schools.

3. As soon as the verbal report has been given, the school personnel must report the incident to the Parent and the Superintendent.
4. The person alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
5. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegation.
6. Once the facts of the case have been gathered, the Principal, in consultation with the Superintendent, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including expulsion.
7. If the complaint is against a non-employee such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

G. Moral Issues

The school follows the policies of the Archdiocese in regard to all moral issues.

H. Outdoor Behavior

To ensure the students' safety at all times on the parking lot, students are expected to: 1) play fair and take turns; 2) refrain from picking up rocks, stones or sticks on the ground; 3) not play near the fences; 4) refrain from sitting on the railing of the Bank Street steps; 5) follow directions given by any staff member supervising the playground; 6) not go out into the street to retrieve playground equipment; 7) keep shirts tucked in at all times; 8) walk to and from buildings; 9) refrain from using inappropriate language; and 10) avoid touching stray animals.

I. Probation

A student may be placed on probation for a clearly specified period for relatively serious or continued misconduct which does not require immediate dramatic action. In all cases both parents/guardians and students must be made fully aware of the seriousness of the action and the reason for the probation. Through probation students are given a specified period of time in which to "prove" that they will observe the requirements of the school.

J. School As Weapons Free Zones

St. Philip of Jesus Catholic School must follow the Weapon Free Zone regulations as stated in Texas State law. It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto the school campus or bus or at school sponsored athletic, social, or extracurricular activities. Violations will be immediately reported to the police. The Principal will notify the parents of any student who is arrested for violation of this statute.

Any student who disobeys this law will be subject to immediate expulsion. Any parent who disobeys the law will be asked to leave campus and police will be called.

K. Search and Seizure

The principal and/or designee may search student desks, lockers and belongings including but not limited to, briefcases, backpacks and other items in a student's possession. Random backpack checks may be held at any time. Students do not have to be present for this search.

L. Substance Abuse Policy

No student shall possess, use, or attempt to possess, use, or be under the influence of any of the following substances on school premises during any school term or off school premises at school-related activities functions, or events:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug.

“Use” means a student has smoked, ingested, injected, imbibed, inhaled, drank, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, and speech. A student who uses, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student’s use shall not be considered to have violated this policy. Any prescribed medicine must be administered by authorized school personnel. (See p. 31, E)

“Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

Students who violate this policy or joke about substances or their abuse shall be subject to disciplinary action including expulsion. Lockers, desks, and other personal property may be searched by administrators for alcohol, drugs, and other controlled substances. The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy. Students involved in such actions shall be expelled from school.

M. Suspension

Suspension is a serious matter involving faculty, administration, parents and students. When a serious violation occurs, suspension will be necessary and parents will be notified. Suspension means that a student is to remain away from class for a definite number of days (no more than five days) until appropriate action can be taken following a conference involving the student, parents, teachers and principal. Suspension may be in-school or out-of-school. (see p.22, D, Discipline Regulations, for more information)

Students who are suspended must make up work missed but are not given credit for this work. A second suspension may lead to expulsion.

N. Transfers

When a student is transferring from St. Philip of Jesus Catholic School, sufficient notification is to be given to the principal. Records will be transferred to the enrolling school at that school’s request if all financial obligations to SPJ are paid up-to-date. No records are given directly to the parents/guardians of the student who is transferring.

O. Uniform Policies and General Grooming Regulations

The school uniform must be worn at all times, except when designated by the principal. The uniform helps to identify the student as a member of St. Philip of Jesus Catholic School. The uniform is a sign of a student who is contributing to the sense of community which is important to the Catholic school. All uniform apparel is available through Parker Uniform Company.

If for any reason a part of the uniform cannot be worn, a written note by the parent must accompany the student. When a student is in violation of the uniform policy, a violation form (Green note) will be given to the student for the parent/guardian's signature and must be returned the next day. Continued violation will lead to anything from the student remaining in the office until the parent/guardian brings the correct clothing up to suspension.

Girls and Boys

1. Plain **white, black, red (or a combination of the three)** tennis shoes are permitted. Slip-on tennis shoes are not allowed. All shoes must lace and be tied properly. Embellishments such as glitter, embroidery, rhinestones, are not allowed. Boots and platform shoes of any kind are not allowed.
2. Only **solid red** or **red/white/gray** combination school jackets are acceptable. The only jackets that will be permitted in the school building will be those purchased from the school Spirit Store or from Parker Uniform.
3. Red PE shorts worn under pants, skirt, culottes, or jumper and the school P.E. T-shirt worn under the uniform shirt/blouse for PE class day only.
4. Clothing and shoes must be fitted to size. Oversized or tight-fitting clothing are not permitted.
5. Belts must be worn (except for those wearing elastic pants or pants without belt hoops).
6. Pant lengths must be hemmed and measured to hit the tennis shoe. Length may not bunch at the ankle.
7. Shirts/blouses must be tucked in to fit. Loose over blousing of material at the waist is not permitted.
8. During cold weather, plain white turtleneck shirts may be worn underneath the uniform blouse or shirt. Thermal underwear may not be worn.
9. Red Parker sweater vests, red or navy blue cardigans are optional.
10. Athletic socks, "slouch" style socks, the "no-sock" appearance, etc., are not permitted.

Girls

1. Uniform plaid jumper for K3 - 4th and plaid skirt for 5th-8th. Skirts must be no shorter than one inch above the knee. Length of school culottes and school shorts must be at the knee.
2. White short sleeve blouse with pointed collar (only with jumper) and white button middy with tie (the knot on the tie must be as high as the first button on the blouse)
3. Fitted plain white socks, **crew, or knee-hi** to the knee or higher (white leotards are permitted during cold weather)
4. Only red, navy blue, black, white or uniform plaid hair accessories are acceptable (not in excess, sparkly, or rhinestone embellished)
5. Red/navy plaid culottes and shorts and navy slacks are optional (navy walking shorts for girls are not permitted)

Boys

1. Uniform, navy blue pants with a plain dark fitted belt for 1st-8th (K3-1st can wear pants with an elastic waist)
2. Uniform plaid shirt
3. Navy blue walking shorts are optional
4. Shirts must have a top button
5. T-shirt sleeves must not show outside the uniform shirt sleeves
6. Shirt tails must be tucked in at all times while on campus

Formal Uniform Dress

On school days when students attend Mass they must wear a formal uniform **all day**. Girls must wear uniform skirts with button middy and tie or jumpers with pointed collar, and may wear penny

loafers, oxfords, or Mary-Janes (No slip on shoes or Ballerina flat shoes are allowed. Boys must wear their blue or black ties, long Parker Uniform pants, uniform shirt, and may wear dress shoes.

Non-Uniform Dress

On days designated as non-uniform dress days, students wear uniform bottoms with any collard shirt which must be tucked in. Belts must be worn with pants for both boys and girls. All regular jewelry and hosiery rules apply.

Spirit Wear

Every Wednesday of the year students may wear the red St. Philip of Jesus polo shirt with uniform bottoms. All regular jewelry and hosiery rules apply.

Free Dress

These days are reward days for parents' attendance at PTC or having perfect attendance all month (a letter designating perfect attendance must be received). All other such days will be communicated in the newsletter or personal letter to the student/parent. All regular jewelry and hosiery rules apply.

Students may wear any pant/jeans, short (knee length), or Capri fitted to the waist. Shirts should not contain offensive designs or wordings. Girls must wear tops at least to the waist where when arms are raised, no midriff shows. Muscle shirts and spaghetti straps are not allowed. All regular jewelry and hosiery rules apply. All other general grooming regulations apply on these days.

General Grooming Regulations

Good grooming has a bearing on classroom behavior and attitude. It reflects on both the school and the home. It indicates an individual's habits and training. The school reserves the right to monitor and restrict, if necessary, any clothing styles, hairstyles, or personal adornments which are judged to detract from the simplicity of the school uniform or impair the learning environment. Guidelines for general grooming apply for all school activities, school days or weekends.

Boys and Girls

1. One thin link chain with a religious symbol may be worn, but not visible
2. Only one ring is permitted
3. Wristwatches permitted for Grades 2-8 only. Watches may not have alarms or games or make noises of any kind.
4. Bracelets are not permitted for any students.
5. Hair must be above the eyebrows, clearly away from the face and properly combed. Loose fly-a-way hair which is constantly in the face is not allowed.
6. Fingernails must be kept trimmed and clean.
7. Shoe laces must be properly tied at all times.
8. No body-piercing, other than one set of stud earrings for girls.
9. No cologne, perfume or strongly scented lotions.
10. Altering of hair color in any way is not permitted.
11. Spiked hair is not allowed.
12. No gloves, unless for winter wear, are allowed.

Girls

1. Make-up or grooming products of any kind, including lip gloss, are not permitted.
2. Only one set of small stud earrings on the bottom of the earlobe is permitted. No loop earrings or earrings dangling below the earlobe are permitted.

3. Sculptured and/or long nails and fingernail polish are not permitted
4. Fad hairstyles are not permitted.
5. Hair should be pulled back, if hair is long enough to be placed in a ponytail.
6. No fly away hair, must be clipped back away from the students face.

Boys

1. Hair length must be at or above the collar and should not cover or touch the ears. Hair length must be at or above the eyebrow. Severe or radical hairstyles, including a #1 guard length, partial or complete shaving of the head, or spiking are not permitted.
2. Facial hair is not permitted.
3. Earrings are not permitted.
4. Shirt tails must be tucked in at all times.
5. Belts must be worn.

P. Use of Electronic Communication

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school, is contrary to Gospel Values or displays pictures of students in the school uniform or other school identifiable clothing, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community; or (3) cause harm to the school community.