



St. Philip's Episcopal School

Family Handbook
2023-24

1121 Andalusia Avenue
Coral Gables, FL 33134

www.stphilips.org

(305) 444-6366

St. Philip's Episcopal School

Mission Statement

Our mission is to educate each child intellectually, physically, and spiritually in an atmosphere of acceptance and inquiry.

Vision

Faithfully Committed to Excellence

Philosophy

St. Philip's Episcopal School encourages each student to embrace inquiry, expand their understanding, and deepen their faith in a child-centered learning environment. Our core values of courage, excellence, curiosity, stewardship, and joy guide us in cultivating a meaningful academic and spiritual experience for all students.

Early Childhood Philosophy

St. Philip's creates a nurturing environment where young learners engage in purposeful play, experiential learning, and discovery. Childhood is celebrated through exploration and developmentally appropriate practice.

Privacy Notice

The St. Philip's Episcopal School Family Handbook and Directory is published solely for the communication of school-related matters among members of the St. Philip's Community. Its use for any other purpose is not authorized.

Accreditations

St. Philip's holds memberships in the National Association of Episcopal Schools (NAES), the National Association of Independent Schools (NAIS), and the Florida Council of Independent Schools (FCIS). St. Philip's is accredited through FCIS.

Admissions Policy

- In order for a child to be considered for admission, parents/guardians must submit a completed application and a non-refundable application fee. Applicants who complete the admission process but do not attend St. Philip's that calendar year will be required to submit a new application for consideration in any subsequent year. This new application process will include any relevant application fees.
- The Admission Office hosts open houses throughout the school year for parents/guardians of prospective students. The admission committee reviews all applications. Admission decisions are based on an evaluation of the suitability of St. Philip's for each child and available space. Every applicant must have a complete application, including any requested testing, to be considered for admission.
- Admission decisions are sent in February and March, although interviewing and testing may continue throughout the year. If all factors are equal, preferential admission consideration is given to members to the St. Philip's congregation, siblings of current students and graduates, and children of alumni, faculty, and staff.

Arrival & Dismissal

- Students are expected to arrive on time and remain in school for the duration of the school day.
- Parents of PreK3 - 2nd grade students need to park and walk their child to the classroom or Early Care.
- Parents of 3rd - 5th grade students are encouraged to drop off at the Fountain Entrance designated parking zone or Early Care.
- Early Dismissal - The school day ends at 3:15 p.m. Early pickup is strongly discouraged, as it is disruptive to the class and deprives students of the full St. Philip's experience. Please arrange after-school activities after dismissal. A pattern of excessive early pickups may lead to holding the re-enrollment contract. Before students can leave early, parents/guardians must notify the classroom teacher and Main Office. To minimize disruptions, no dismissals are permitted between 2:45 p.m. and 3:15 p.m.
- PreK3 and PreK4 students have the option of Extended Day at an additional cost from 2:15 p.m. - 3:30 p.m.
- Below are the arrival and dismissal times by grade:

Early Care	7:30 a.m. - 8:00 a.m.
PreK3 & PreK4	8:15 a.m. - 2:00 p.m. (doors open at 8:00 a.m.)

Kindergarten - 5th grade 8:00 a.m. - 3:15 p.m. (doors open at 7:45 a.m.)

After School Care 3:30 p.m. - 6:00 p.m.*

*Students not picked up by 3:30 p.m. are signed into After School Care. Families will be charged accordingly.

Attendance

- Absences - Students are expected to attend school every day. St. Philip's is required by Florida law to take and record attendance. This information becomes a part of each child's permanent attendance record. More than 20 absences during the school year may lead to holding the re-enrollment contract or retention.
 - Parents/guardians should email the classroom teacher if their child will be absent. If a child is sick please copy the School Nurse.
- Tardies - Any student arriving after the time indicated above is counted as tardy and must report to the Main Office. A pattern of excessive tardiness (more than six per term) may lead to holding the re-enrollment contract.

Baptismal Covenant

- At St. Philip's Episcopal Church and School, the Baptismal Covenant of the Episcopal Church serves as the foundation for our commitment to diversity and inclusion. St. Philip's believes that all individuals are created equal in the eyes of God, and that differences should be celebrated and embraced. This belief is integrated into all aspects of the curriculum and school culture, from the youngest students in PreK3 to those in grade 5. St. Philip's strives to create a safe and inclusive environment where every student feels valued and supported and can have open and honest conversations about the importance of diversity and inclusion in the world. By living out the Baptismal Covenant, St. Philip's is building a community that reflects the love and compassion of God, and that empowers students to make a positive impact on the world around them.

Behavior

- Students have a responsibility to contribute positively to the educational experience for themselves and other students, to participate fully in St. Philip's educational program, and to ensure that their behaviors demonstrate respect for themselves, their peers, their teachers, and all other members of the St. Philip's community.

- Faculty will support students in making positive choices. When students are not responding to routine redirection or commonly used behavior strategies, parents will be contacted and a conference will be scheduled.
- Our approach to behavior is aligned with Responsive Classroom, a student-centered, social and emotional learning approach to teaching and discipline. It consists of a set of research, and evidence-based practices designed to create safe, joyful, and engaging classrooms and school communities for both students and teachers.

Belongings from Home

- All personal belongings should be kept at home, unless requested by the teacher.

Birthdays and Invitations

- Birthdays are celebrated once a month during lunchtime or at the end of the school day. FLIK will supply a festive treat to celebrate each month's birthdays. Parents of children celebrating their birthday are welcome to join the class for treats. Parents are also invited to come to campus on their child's birthday (or the nearest school day) to be a guest reader.
- Goodie bags, balloons, party hats, and gifts are not permitted.
- Invitations to parties can be distributed on campus only if all students in the class will receive an invite.

Bullying

- St. Philip's Episcopal School is committed to fostering an environment which promotes kindness and a safe and caring atmosphere for all students. Bullying and harassment on school grounds, at school-sponsored events, and through school computer networks is prohibited.
- Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social, and/or psychological harm.

Campus Visitors

- All campus visitors must enter through the Fountain Entrance and check in at the Main Office. Each visitor will sign in through the computerized system and receive a name tag before being permitted to proceed onto campus. Name tags must be visible and worn at all times when on campus.

Cell Phones and Smart Watches

- Cell phones and smart watches are not allowed on campus. If brought to school, teachers will collect cell phones and smart watches and return them to parents at dismissal.

Chapel Etiquette

- All families are welcome to participate in Wednesday Eucharist at 8:45 a.m. St. Philip's asks all present in the Church to remember that this is a sanctuary and a place of worship and as such should be treated with respect and reverence. Everyone is asked to observe silence as they enter/exit the Church. Music is being offered for a time of reflective silence while the service begins. St. Philip's asks that families visiting follow this practice and serve as role models to students.
- Families gather in Sewanee Hall after drop-off and are invited into the Church after all students have been seated.

Conferences

- Conferences are important means of communication with parents/guardians regarding the progress of their children. Two conferences are scheduled each year, in fall and spring. Parents/guardians, teachers, and the Head of School may initiate additional meetings or conferences as necessary.
- During conferences, parents/guardians and teachers review the student's progress using the student's work. Conferences are held on designated days (see the [School Calendar](#)) and meeting times are scheduled in advance.
- Students in PreK3 – 5th grade and/or siblings may not be present during conferences.

Communication

- Communication is key in supporting student growth and development. There are different delivery methods of information at St. Philip's Episcopal School:
 - Email
 - School Newsletter (Sunday evenings or Monday evening following a 3-day weekend)
 - Classroom Weekly Newsletter
 - SeeSaw
 - School website
 - MyBackpack
 - VOLO Emergency Notification System

Early Care

- As a complimentary service to family members, Early Care is available from 7:30 a.m. to 8:00 a.m. each morning. Students are supervised in the Media Center and will be walked to class.

Extended Day Activities

- St. Philip's offers After Care and an Enrichment Program. These programs are available for students in PreK3 through 5th grade. Should you need information, please call the Director of Enrichment, After Care and Summer Camps at crestrepo@stphilips.org.
- **Enrichment** - A full range of enrichment classes are offered each day for students to explore and develop new skills in a fun learning environment. A complete schedule of enrichment activities will be emailed in August and classes will begin early in September. This program is optional and parents sign-up their children on a semester basis.
- **After Care** - During after school care students can play or do homework independently while supervised by our staff. After Care will commence on the first day of school for all students who are still in school at 3:30 p.m.

Facilities Use

- In order to accommodate as many events as possible, any and all spaces to be used for meeting, gatherings, or special events should be booked by completing a Blue Sheet in the Main Office at least 2 weeks prior to an event. No events should be publicized until the listed contact person has received confirmation of the event's approval.

Field Trip

- Field trips are taken to complement and extend the curriculum. Parents/guardians will be notified in advance of the date and location of the field trip as well as approximate departure and return times.
- Parents/guardians will be required to sign a Release and Consent Form for field trips. Transportation is by chartered school bus. When scheduling school bus transportation, St. Philip's hires busing companies that comply with all state health and safety statutes.

Financial Aid

- Those seeking financial aid assistance must:
 - Complete a St. Philip's Financial Aid Request Form annually and return it to the Business Office.
 - Submit an application. A link to the application is available online at www.stphilips.org. Families only have to complete one application, even if they have

more than one child applying. The application must be completed before the specified due date.

- Questions regarding financial aid assistance should be directed to the Chief Financial Officer.

Food

- [Click here](#) to view Health Policy Handbook
- Nutritious lunch and snacks are provided by FLIK.
- Due to concerns about student exposure to allergens, no outside food is permitted on campus during school day events and celebrations.
- The consumption of outside food during school hours must be approved in advance by the School Nurse.
- St. Philip's will provide snacks for any student staying in After Care.
- Students staying for Enrichment may pack a snack to be consumed after school. Please ensure that all snacks are peanut and tree nut free. Students may not share snacks.

Giving Opportunities

- St. Philip's relies upon the loyalty and generosity of trustees, faculty, staff, parents, grandparents, alumni, and many friends to further the mission of the School. Giving enriches the daily operations, enables St. Philip's to meet unusual needs, ensures maintenance and improvements of the campus, and provides for long-term financial stability.
- Giving Opportunities include the Annual Fund, Capital Campaign, and Endowment.

Health / Medical

- [Click here](#) to view Health Policy Handbook

Homework

- Homework offers meaningful practice, opportunities for learning, and opportunities for accepting responsibility. The age of the child, the amount of time required, and the level of difficulty are factors in the teacher's choice of assignment.
- Beginning in 1st grade, students will receive daily homework assignments. Parents/guardians and teachers must work closely in the homework process. Parents are encouraged to check that their child's assignments are completed each day. Teachers will offer suggestions to parents/guardians on the best methods of helping children accept the responsibility for assignments.

- If a student is absent for medical reasons and it is appropriate, teachers should coordinate make-up work with parents.

Learning Specialist

- The Learning Specialist is a faculty member dedicated to enhancing students' educational experience. The Learning Specialist works closely with students, families, and teachers across all aspects of the curriculum. With this support, teachers and families work together to maximize student growth and achievement, preparing students to reach their full potential.

Lost and Found

- The Lost and Found is located under the Portico. It is important that all items brought to school be labeled. Unclaimed items will be donated.

Make-Up Work Policy

- Making up schoolwork is no substitute for the classroom experience. During a period of absence from school, work may be assigned at the teacher's discretion. Missed work must be turned in within a reasonable time frame. If additional time is needed, parents may have a discussion with the teachers and administration.

Parent Code of Conduct

- Parents/guardians are children's most important role models and are expected to treat all school staff, teachers, students, and fellow parents with kindness and respect. They are reminded to live the St. Philip's mission in ways that foster a community of collaboration and partnership.

Religious & Spiritual Life

- Children enrolled at St. Philip's will be educated in an inclusive environment where the values and ideals of Christianity are fully integrated into the School's practices and daily life.
- Nurturing the spirituality of children is an essential part of St. Philip's mission. Sacred Studies classes are offered weekly and use the Godly Play curriculum.
- Students participate in spiritual activities including, but not limited to the following:
 - Morning prayer
 - Chapel on Monday and Friday
 - School Eucharist on Wednesday
 - Grace before meal
 - Community service and outreach programs

- Individual/family meetings with the School Chaplain - available by request

Re-enrollment

- New and returning parents and/or guardians will electronically sign enrollment agreements. This document will signify enrollment for the student(s), unless written notification is received by the Admission Office before June 1st for the following school year. Please review the enrollment contract for additional information on re-enrollment, withdrawal, and refunds.

Release for Publicity

- St. Philip's recognizes the right of parents/guardians to choose for their child not to be captured in any print or digital media.
- During enrollment or re-enrollment, parents/guardians can exercise their right by indicating their preference regarding the Media Release Form by either choosing for their child to participate or not to participate.

Report Cards / Progress Monitoring / Evaluation

- St. Philip's Episcopal School uses formative and summative assessments to help guide instruction and support student learning.
- Student progress will be monitored with Beginning of the Year and End of Year benchmarking.
- As part of the St. Philip's program, all new students will receive a Speech and Occupational screening.
- Report Cards will be shared with families in January and June via MyBackpack.

Grading Scale

<u>PreK3 - 2nd Grade</u>		<u>3rd Grade - 5th Grade</u>		<u>Check System</u>
SS	Shows Strength	A+	98 to 100	✓+ 100 (A+)
PW	Progressing Well	A	94 to 97	✓ 90 (A-)
PS	Progressing with Support	A-	90 to 93	✓- 80 (B-)
NS	Needs Support	B+	87 to 89	
		B	84 to 86	
		B-	80 to 83	
		C+	77 to 79	

C	74 to 76
C-	70 to 73
D	65 to 69
F	64 and below

Safety

- Safety measures currently in place:
 - Coral Gables Off-Duty Police Officer patrols campus.
 - The School Nurse promotes a healthy school environment.
 - VOLO emergency notification system provides our teachers and staff with a suite of software communication tools to keep our students and staff safe.
 - VOLO ThunderCall Alerts alerts provide immediate notice if severe weather is on a trajectory to impact our campus.
 - Access Control doors ensure that a space remains secure.
 - Threat Assessment Plan evaluates and classifies a threat and appropriate response and intervention.
 - Emergency Drills are scheduled regularly during the school year.
 - Faculty and Staff are trained on research based safety and security protocols.
 - Regular management and oversight of safety action plans
 - Security Audits from outside experts are conducted regularly.

School Home Association (SHA)

- The School Home Association (SHA) is the School's parent organization. The primary role of SHA is to support St. Philip's in living out its mission. All parents and legal guardians are automatically members of the SHA upon their child's enrollment in the School. SHA traditionally meets once per month in Sewanee Hall. Please see the SHA page of the website for meeting dates and times.

School Supplies

- All student supplies will be provided by St. Philip's.
- Metal frame rolling backpacks (such as Zucas) are not allowed.

Severe Weather / School Closing

- St. Philip's has an automated emergency notification system (VOLO) that notifies all families and faculty/staff of a school closing or unplanned change in schedule. Information will also be communicated through St. Philip's [website](#).
- During inclement weather, the final decision about driving to school rests with parents.

Standardized Testing

- Every year, students in 1st through 5th grades will take the CTP5 (Comprehensive Testing Program) published by the Educational Records Bureau.

Technology Use

- [Click here to view the St. Philip's Responsible Use Policy \(RUP\)](#)

Uniform

- Students at St. Philip's wear uniforms every day of the week unless it is a special event or a fundraiser dress-down day (known as Change for Good). Uniforms must be purchased through Lands' End (www.landsend.com). All uniform clothing items are available at Lands' End with the exception of the St. Philip's plaid skort, preschool elastic waist shorts and the dress uniform burgundy stripe oxford. These items must be purchased at AA & Dennis Uniform (www.dennisuniform.com).
- **Girls (PreK3 – 5th Grade)**
 - **Required Skort:** Plaid #52, side button style (Purchased at AA & Dennis Uniform)
 - **Polo:** Short-sleeve or long-sleeve polo knit in white, burgundy, or hunter green with the St. Philip's logo
 - *All students in PreK3 - 3rd Grade **must wear white shirts** on Wednesdays for Chapel*
 - *Green shirts are worn when students are off-campus for field trips*
 - **Socks:** Solid white cuff socks (fold-over), no peds
 - **Shoes:** Solid white leather, rubber-soled athletic shoes. White, discreet logo is acceptable; no color accents
 - **Optional:**
 - **Polo Dress:** Green polo dress for PreK3 and PreK4 girls
 - **Hat:** A St. Philip's baseball cap, visor, or bucket hat with the logo is strongly encouraged for sun protection during P.E., recess, and other outdoor activities

- **Vest:** Cotton, burgundy, V-neck, sweater vest with logo
 - **Sweater:** Cotton, burgundy, button-down cardigan with logo
 - **Fleeces:** Fleece, quarter-zip, pull-over fleece, or gray fleece pea-coat with logo
 - **Sweatshirt:** Burgundy, sweatshirt with logo
 - **Sweatpants:** Burgundy sweatpants (can only be worn if temperature is below 65°F)
 - **Tights:** White cotton tights may be worn in cooler weather
 - **Navy “Cheerleader Shorts”:** May be worn for modesty under dresses and skirts, as allowed by uniform guidelines

- **Boys (PreK3 – 5th Grade)**
 - **Required Short:** Khaki, flat front short
 - **Polo:** Short-sleeve or long-sleeve polo knit in white, burgundy, or hunter green with the St. Philip’s logo
 - *All students in PreK3 – 3rd grade **must wear white shirts** on Wednesdays for Chapel*
 - *Green shirts are worn when students are off-campus for field trips*
 - **Belt:** Black
 - PreK3, PreK4, and Kindergarten may wear khaki shorts with elastic waistbands and no belt loops
 - **Socks:** Solid white crew socks, no peds
 - **Shoes:** Solid black leather, rubber-soled athletic shoes. Black, discreet logo is acceptable; no color accents
 - **Optional:**
 - **Hat:** A St. Philip’s baseball cap, visor, or bucket hat with the logo is strongly encouraged for sun protection during P.E., recess, and other outdoor activities
 - **Vest:** Cotton, burgundy, V-neck, sweater vest with logo
 - **Sweater:** Cotton, burgundy, V-neck sweater with logo
 - **Fleece:** Fleece quarter-zip pullover fleece
 - **Sweatshirt:** Burgundy sweatshirt with logo
 - **Sweat pants:** Burgundy sweatpants (can only be worn if temperature is below 65°F)

- **4th & 5th Grade Dress Uniform (Required)**
 - *All students in 4th and 5th grades are to wear their dress uniforms on Wednesdays for Chapel and for dress occasions*

- **Girls' Skirt:** Solid Khaki A-line skirt
 - **Boys' Pants:** Solid Khaki flat front
 - **Oxford Shirt:** Long-sleeve burgundy stripe (Purchased at AA & Dennis Uniform.)
 - **Vest:** Cotton, burgundy, V-neck, sweater vest with logo
 - **Tie:** Striped gray and burgundy tie
 - **Socks:**
 - Girls – White triple roll
 - Boys – black
 - **Shoes:** Cordovan-style penny loafer in burgundy
 - **Boys' Belt:** Cordovan
- **All Students**
 - **Make-up:** Make-up or nail polish are not permitted.
 - **Jewelry:** An age-appropriate watch is permitted, as is a small chain. No other jewelry is permitted. Girls may wear small, non-dangling earrings.
 - **Hair Bows:** Bows must be in St. Philip's colors: white, hunter green, gray, burgundy, or plaid.
 - **Hair:** Hair shall be neat, clean and well groomed. Girls' hair should be pulled back so that it does not interfere with school activities. Boys' hair length should be above the shirt collar, sideburns should be above the ears, and bangs should be above the eyebrows. Hair coloring for students is not allowed in natural or unnatural shades/colors. Haircuts should be free from any shaved lines or designs.
 - Any student not in good standing with the uniform policy may be sent home and will be welcome to return once they are in compliance.

Volunteering

- Families' volunteer efforts model the kind of commitment to community that is highly valued at St. Philip's Episcopal School. Volunteers are expected to support the St. Philip's mission and a culture of respect, integrity, and positivity.