

St. Pius X Catholic School
Family Handbook
2023 - 2024



“Restore all things in Christ.”
~Pope Pius X

37 E. Emerson St.
Chula Vista, CA 91911
(619) 422-2015

www.spxcv.school



“Of the educational programs available to the Catholic community, Catholic schools afford the fullest and best opportunity to realize the threefold purpose of Christian education among children and young people. Schools naturally enjoy educational advantages which other programs either cannot offer or can offer only with great difficulty. A school has a greater claim on the time and loyalty of the student and his/her family. It makes more accessible to students, participation in the liturgy and the sacraments, which are powerful forces for the development of personal sanctity and for the building of community. It provides a more favorable pedagogical and psychological environment for teaching Christian faith. With the Second Vatican Council, we affirm our conviction that the Catholic school ‘retain its immense importance in the circumstances of our times’ and we recall the duty of Catholic parents to “entrust their children to Catholic schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children.”

A Pastoral message on Catholic Education: To Teach as Jesus Did
(National Conference of Catholic Bishops)



Fully Accredited by:

**Western Association of Schools and Colleges
and
Western Catholic Educational Association**

Member of National Catholic Education Association

School Office: (619) 422-2015

Parish Office: (619) 422-0048

www.spxcv.school

The Diocese of San Diego’s “Handbook for Catholic Schools” establishes the policy parameters within which this school operates. A copy of this Handbook is always available in the office.

At any time, the policies in this Handbook may be amended and/or revised by the Pastor and/or Principal. The final interpretation of each policy rests with the Principal and/or Pastor.

[Revised July 2023]

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MISSION STATEMENT

St. Pius X Catholic School is committed to each student's success in learning in a student-focused, caring, academically rich, and safe environment that contributes to growth in mind, body, spirit, rooted in Catholic values.

Our mission is to inspire and support our students to develop to their fullest potential and share a meaningful bond with others in the school community who all work to "restore all things in Christ."

Revised August 2023

PHILOSOPHY

Students at St. Pius X School learn in a Christ-centered educational environment. Their education and formation is student-centered to encompass spiritual, academic, psychological, social, cultural and physical growth. This is the top priority of the administration, faculty, staff, and parents/guardians.

Students with their various cultural backgrounds learn to know, love, and serve God and to see themselves and others as a special person created in God's image, loved and cherished by God, and therefore, to view themselves as unique individuals of great dignity and worth.

Our students develop a desire for prayer, reflection, and reverence for all creation, and they take advantage of provided opportunities to share the Good News, to build Christian community and to be of service to others.

St. Pius X students learn to bear witness to Christ and to His values through their interactions with others. Students at St. Pius X School learn that God loves everyone and that a loving response to God leads to a more fulfilling life. They work to live out the parish motto of our patron, Pope St. Pius X, to "restore all things in Christ."

Students work to achieve mastery in basic skills. They do so using a variety of materials and techniques which incorporate different learning styles and multiple intelligences to develop effective skills in creative and critical thinking, in decision-making, in problem solving, and in making moral choices. Students build on their learning to prepare themselves for higher education and their future roles as Catholic/Christian members of an ever-changing world, under the direction of teachers and staff in cooperation with parents.

Mindful of the lifelong learning process, our students become life learners who integrate Catholic truths and values into their daily lives, as they work for justice and peace as vibrant members of family, school, Church, and global communities.

The administration, faculty, and staff at St. Pius X School, in partnership with the parents who are the primary educators of their children, are committed to assisting students in developing their full potential.

SCHOOL-WIDE LEARNING EXPECTATIONS (Preschool-3rd Grade)

The students of St. Pius X School are:

Faithful Christian/Catholics

- I love and respect Jesus
- I am a good and helpful friend to Jesus and others
- I am part of the Church family
- I choose to follow Jesus and follow His example

Responsible Citizens

- I can care for the earth and everything in it
- I can be a peacemaker
- I will respect differences in others
- I will learn from my mistakes and will work to fix them

Lifelong Learners

- I can work by myself and with others
- I can use computers (technology) to learn
- I can show my learning using problem solving skills
- I can be a respectful listener

Communicators

- I can use my words (speak up) to share my thinking
- I can show my thinking with my words, drawings and through writing
- I can use technology to help me understand the world around me
- I know how to take turns talking and listening

SCHOOL-WIDE LEARNING EXPECTATIONS (Grades 4-8)

I. Faithful Catholic/Christians who:

- Value Jesus in their personal life
- Live the values of love, friendship, respect, and service
- Know the teachings of the Church
- Have developed a moral conscience

II. Responsible citizens who:

- Are active positive participants in their communities
- Demonstrate the ability to resolve conflicts peacefully
- Appreciate and respect themselves and others
- Take responsibility for their actions

III. Confident and competent lifelong learners who:

- Can work independently and in groups
- Are technologically literate
- Can demonstrate mastery of basic and higher order thinking skills
- Can understand different points of view

IV. Effective communicators who:

- Are able to speak articulately with confidence and poise
- Are able to express their thoughts cogently and logically whether they are presented orally or in writing
- Can use technology to assist them in research and in written and spoken expression
- Utilize active listening skills

SECTION 1: GENERAL INFORMATION/COMMUNICATION

GENERAL SCHOOL INFORMATION

Academic calendars for the current school year are distributed annually to each family.

Full Day Schedule:

6:30 a.m. - 7:45 a.m.	_____	Morning Care Program
7:45 a.m.	_____	Morning Drop Off
8:00 a.m.	_____	School Begins
8:05 a.m.	_____	Tardies Begin
10:00 a.m. - 10:20 a.m.	_____	TK-3 Snack/Recess
10:15 a.m. - 10:35 a.m.	_____	4-8 Snack/Recess
12:00 p.m. - 12:40 p.m.	_____	TK-3 Lunch/Recess
12:30 p.m. - 1:10 p.m.	_____	4-8 Lunch/Recess
2:55 p.m. - 3:15 p.m.	_____	Dismissal/Traffic Pattern
3:45 p.m.	_____	School Office Closes
3:15 p.m. - 6:00 p.m.	_____	Extended Care Program

MINIMUM DAYS:

Minimum days are designated on the annual school calendar along with vacation times. Changes will occur in the event of emergencies only. If your child uses the Extended Care Program on a minimum day, please send him or her to school with lunch.

Non-designated minimum days may be made at any time by the principal or designee when a serious condition such as epidemic, accident, natural disaster, etc. warrants it. In the event of an emergency, listen to your local radio station for instructions on school closures. When there is an “emergency dismissal,” Extended Care Program will not be available.

Minimum Day Schedule:

6:30 a.m. - 7:45 a.m.	_____	Morning Care Program
7:45 a.m.	_____	Morning Drop Off
8:00 a.m.	_____	School Begins
8:05 a.m.	_____	Tardies Begin
10:00 a.m. - 10:20 a.m.	_____	TK-3 Snack/Recess
10:15 a.m. - 10:35 a.m.	_____	4-8 Snack/Recess
11:55 a.m. - 12:15 p.m.	_____	Dismissal/Traffic Pattern
3:00 p.m.	_____	School Office Closes
12:15 p.m. - 6:00 p.m.	_____	Extended Care Program

Extended Care Program may not be available on minimum days preceding a holiday/vacation.

Our school office is open from 7:30 a.m. – 3:45 p.m. except for minimum days preceding vacations, when it will close at 1:00 p.m.

WCEA/WASC: ACCREDITATION

St. Pius X Catholic School is a member of the Western Catholic Educational Association and the Western Association of Schools and Colleges. The school has full accreditation in these organizations. Per Diocesan policy, every six years the school shall submit to evaluation and accreditation procedures.

MANDATORY REPORTING/ CHILD ABUSE

Any teacher or other school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report to the principal who shall then contact the Police Department and the Department of Social Services, Child Protection Services. It is not the responsibility of the school employee to prove that the child has been abused or neglected or to determine whether the child needs protection. Child Abuse and Neglect Reporting Act (Penal Code 11164)

PARENTAL COMMITMENT

Recognizing the responsibility of parents as the primary educators of their children and acknowledging the importance of teaching Christian values by word and example, parents of St. Pius X Catholic School agree to:

- Strive to maintain a Catholic atmosphere in their home, especially by means of regular participation in Sunday Mass and family prayer;
- To cooperate actively with St. Pius X Catholic School in maintaining a Catholic school community which teaches and reinforces Catholic values and habits;
- To work closely with the teachers and staff to derive maximum benefits from the association with St. Pius X Catholic School;
- To abide by the philosophy, policies, and regulations of St. Pius X Catholic School as outlined in this handbook;
- To fulfill financial obligations to St. Pius X Catholic School in a timely fashion.

COMMUNICATION WITH PARENTS

Every attempt will be made to keep parents informed about their child's progress, school programs and school activities. Means of communication shall include but are not limited to: Back to School Night, PTG Meetings, mid-trimester Progress Reports and end of trimester Report Cards, classroom newsletters, weekly school newsletter (Patriot) and updates, Parent Teacher Conferences, SchoolSpeak, St. Pius X Catholic School Website: spxcv.school and St. Pius X Parish bulletin.

The school shall publish a weekly newsletter of events and current information for the purpose of keeping families aware of what is going on and any changes in scheduling and programs that may occur.

No communications may be enclosed that do not have prior approval of the principal. It is the responsibility of the distributing party to provide copies from sources outside of school.

Petitions, surveys or flyers may not be distributed anywhere on or around the campus without prior approval of the principal or pastor. Parent emails are private to the St. Pius X Catholic School and MUST NOT be used for personal matters.

COMMUNICATION GUIDELINES

The following are the proper lines of communication when expressing concerns regarding school matters:

1. Your child's teacher is the primary person you should speak to regarding your child's progress. Teachers can be contacted via email or phone and will return a communication within **48 hours or two school days**. Teachers are instructing children and that is their primary responsibility from 8:00am–3:00pm. Emails sent to a teacher during the middle of the day may not be received until the end of the day, so an immediate response should not be expected. Teachers are not expected to respond to emails on the weekend. If you feel that the situation requires immediate attention, please call the school.
2. **Please reach out to your child's teacher first to address concerns.** For concerns that cannot be addressed by the classroom teacher or one of our support staff, you may contact the principal.
3. PTG Board members can be approached regarding questions or policies needing clarification regarding PTG specific matters (i.e. fundraising).

Education is about relationships. The most important relationship, the one that facilitates learning, is between the student and teacher. Problem-solving begins at this level.

BASIC UNDERSTANDING FOR EFFECTIVE COMMUNICATION

1. Speak positively about a teacher in front of a student. It is detrimental to your child's learning to hear a parent or other adult talk negatively about a teacher. Remember that the relationship that facilitates learning is the one between student and teacher.
2. If you are upset, please wait until you can see the situation objectively before initiating communication. Effective communication takes place when both parties can talk and listen.
3. Please approach every situation/conflict with the fruits of the spirit: love, patience, and gentleness. We are all here for the benefit of the students.
4. It is not appropriate to call a teacher or administrator at their personal number unless they have specifically given you permission.

IF A PROBLEM ARISES

Step 1. (Grades 3 - 8) The student should discuss the problem with the teacher, preferably one-on-one. (Grades K - 2) The student should be encouraged to approach the teacher. If the student wants parental help, focus on allowing the student to do as much of the talking and problem-solving as possible. Ask for correct information first and let the student lead the problem-solving process.

Step 2. If the problem goes unsolved, the parent should send the teacher a note (handwritten or email) explaining the problem. The teacher should respond in writing or by telephone within 48 hours.

Step 3. If the problem persists, schedule an appointment with the teacher. It is important to include the student. Remember that the relationship that facilitates learning is the one between the student and the teacher.

Step 4. If the problem persists, schedule an appointment with the teacher and the principal. Including the child at this level may or may not be in the child's best interest.

SECTION 2: OFFICE AND RECORDS

STUDENT EMERGENCY INFORMATION

Each year, parents will be asked to complete emergency cards with current and accurate contact information regarding the student. This includes any specific health related issues. It is the parent's obligation to inform the office if any of that information changes at any time during the school year.

Failure to provide emergency contact information will mean the child will be excluded from school until it is provided.

EMERGENCY/DISASTER DRILLS

The faculty/staff will participate in an annual review of all Emergency Procedures. To ensure the safety and well-being of all students and faculty/staff in the event of an emergency or potentially harmful incident, regularly scheduled practices shall be held. It is vitally important that all volunteers and visitors sign in through our office when they are present on the campus so their whereabouts may be known and they may be made aware of and included in the practices.

Emergency procedures for Fire, Earthquake, and Lock Down are discussed and practiced with the students at all grade levels.

Each family has been asked to provide comfort bags for their child/children. All comfort bags will be sent home on the last day of school.

Following an emergency/disaster, children can only be released to parent(s)/guardian(s) or their designated representative. No child will be allowed to leave the campus alone. When picking up your child(ren) after an emergency/disaster, report to the designated area and your child(ren) will be brought to you. **DO NOT GO TO YOUR CHILD'S CLASSROOM.**

MEDICATIONS

Medications shall not be furnished to students by the school. No medications of any kind can be administered by school personnel. With written permission from the parent stating the student's name, name of medication and dosage, school personnel will monitor a student taking his/her own medication. All medication must be kept in the office.

If your child has a condition that may require the use of medication at school, before the medication may be brought to school, we will need a doctor's order stating the name of the medication, the strength of the medication, how and when it is to be administered, and how it is to be stored. The medication is to be brought to school unopened in the original container, box, bottle etc. that the medication was purchased in from the pharmacy or store. If there are any special considerations, these need to be addressed also. This requirement applies to long term (chronic) conditions as well as short term (as needed) conditions. The medication order must be written by a doctor practicing in the county of San Diego, we cannot administer medications from out of state or out of country. The medication order form may be picked up in the school

office or printed from the St. Pius X School website. No medication may be given at school or any school function without a written doctor's order with the parent permission signed and on file in the school office. If your child has asthma or a severe allergy to foods, bee stings or other substances, please have the doctor also fill out an action plan specifying how and when to administer the medication.

Emergency first aid only will be provided by school personnel.
In the event of a severe or life threatening emergency, emergency medical services will be called. (ambulance)

All medication needs to be collected by a parent/guardian on the last day of school.

HEALTH REQUIREMENTS

Kindergarten:

Copy of his/her immunization record listing month, day and year when received.
(A booster is usually needed for DPT and Polio)

- DPT: 4 – 5 doses
- Polio: 4 - 5 doses
- MMR (measles, mumps, rubella): 2 doses
- Hepatitis B: 3 doses
- Varicella: 2 doses

Grade 1:

Complete physical examination by a physician recorded on the Health Department form provided by the school office, within 18 months of previous admission in September. (This may mean from entrance in Kindergarten.) Deadline is January 15 of the current school year.

Grade 7:

- Hepatitis B: 3 doses
- MMR: 2 doses
- Tdap 1 dose
- Varicella 2 doses

No pupil shall be admitted before a current record of immunization is presented and verified by school personnel.

LICE/CONTAGIOUS DISEASES

Parents are asked to report any contagious disease. Re-admittance will require proof of medication or a doctor's note. If a nit or lice is found, the child will be removed from the classroom and the child will be sent home. St. Pius X Catholic School will enforce a "no nit"

policy. When the infested child returns, proof of treatment must be made (empty container or box). Seven days later a second treatment is expected and the child will be reexamined.

OFFICE/VISITOR POLICY

We welcome visitors at our school. While we want to meet the needs of families who are inquiring about our philosophy, curriculum and environment, we always want to be considerate of those currently learning and teaching at our school. It is also important to us to keep our campus safe. Consequently, we adhere to the following guidelines for visitation on our campus:

- Appointments must be made for campus tours in advance. Appointments with the principal are arranged by request.
- Classroom visits must be arranged in advance with the classroom teacher/s. Visit times are recommended to be 30 minutes or less and only adults may visit. Conferences with teachers may not be scheduled during regular teaching time.
- All visitors must enter through the front office gate on East Emerson and sign in at the office and must sign out upon completion of the visit. A “visitor” badge must be worn.
- It is important to note that teachers are not free during a “visit” to discuss concerns or address inquiries. If additional information and/or time is needed from a teacher, the visitor should leave his/her name and phone number in our office and the teacher will make the next contact.
- Lunches, school materials, P.E. clothes, lunches, etc., brought to school by a parent must be left in the office with the child’s name clearly marked on them.
- No one may ever go directly to a classroom or anywhere on the campus without prior authorization from the school office.
- Students not registered in the school are not permitted to be in school for any longer than ½ hour and may not participate in any school activity. The only exception to this policy is for potential students who are shadowing the school. Authorization for attendance must be obtained from the principal.

VISITATION FOR STUDENTS DURING SCHOOL HOURS

Persons, agencies, or organizations desiring to contact individual students during the school day are to seek permission from the principal or her/his designee. The principal or designee will cooperate with all lawful authority.

- The school may not be used by a non-legal guardian for the exercise of visitation rights.
- Procedures for the interview and removal from school of pupils by peace officers will be followed as outlined in the Diocesan “Handbook for Catholic Schools”.

PHONE USAGE

Students do not have access to a school phone. Any emergency call will be made by school personnel or with a school personnel deciding to have the student talk on the phone with his/her parents. Students will not be called to the phone to receive a call. Emphasizing empowerment and responsibility, students are not permitted to call home for forgotten items, (i.e. notebooks, lunches, athletic clothes, etc.). Cell phones, Apple Watches, or any equipment of a similar nature are not permitted to be used during school hours and through dismissal. All such equipment must be turned off and kept in the backpack outside the classroom. There are consequences for failure to comply with this policy.

ACCIDENT INSURANCE

All students in Catholic schools participate in the Diocesan Student Accident Insurance Program. This insurance provides benefits for students injured at school, on the playground, while participating in athletic contests and while directly going or coming from a school related activity. All claims must be filed by the parent or guardian. The school's only responsibility is to give the form to a parent. This is a secondary coverage. This coverage is in effect during the days of the current school year. The fee for student accident insurance is included in the annual registration fees.

RECORD RELEASE/TRANSFER

Student records shall be released as soon as possible to requesting schools. (Educ. Code 48203) Parent signatures shall be required before records are forwarded. Records are transferred only via the United States Postal Service. Records will be sent once as a courtesy. Any additional requests are at \$10 per new request. Out of the country request costs must be absorbed by the family.

ACCESS TO STUDENT RECORDS

Access to records may include not only an oral description by the authorized school official, but permission to read or take away a copy of the original record. The principal only, as custodian of the record, authorizes the release of personal information about pupils. Only the following persons may receive such information:

- parents of currently enrolled or parents of former students have an absolute right of access to any and all pupil records related to their children which are maintained by school districts or private schools.
- designated clerical staff shall have access to student records for purposes of making entries or maintaining records, under the supervision of the principal.
- school professional, certified personnel shall have access to student records for legitimate educational interest only. Student records may not leave the grounds and prudence must be exercised that the Family Educational Rights and Privacy Act of 1974 is not violated.
- via the Family Handbook, the school shall fully inform parents of their right of access to their child's records and of the individual school's procedures for review of student records.

- The school has 45 days to comply with requests to inspect student records, but will make every reasonable effort to comply with dispatch.

The California Administrative Code classifies student enrollment and academic achievement records as permanent records, which must be kept indefinitely.

CHALLENGING THE CONTENT OF STUDENT RECORDS

Challenges to the content of student records are concerned with the correction of data in the student record, NOT with substantive decisions on academic grades.

- A. The parents of a student may file a written request to the principal to correct or amend any information in their child's permanent records which they allege to be:
 - inaccurate
 - an unsubstantiated personal conclusion or inference
 - a conclusion or inference outside of the observer's area of competence, not based on personal observation
- B. If the request is denied, the parents shall be given an opportunity to present evidence relevant to the issue raised. This should be done in a meeting with the principal or responsible school official. After the hearing is concluded, the principal shall inform the parents in writing concerning the conclusion reached.
- C. If the decision is not to amend according to parental request, the parents shall be informed of their right to place in the student's records a statement commenting upon the information in the records and/or parental reason for disagreeing with the decision. If the contested portion of the record is released, the parental comment must also be released.

SECTION 3: ATTENDANCE

ATTENDANCE

Regular and prompt attendance is important for a successful school experience. A child is marked absent if he/she is not present in the classroom after the ringing of the 8:00 a.m. bell. If a child is to be absent, a parent must call, email, or send a notification on Class Dojo or the remind app to the school office by 9:00 a.m. or the child's teacher and report the absence, or the parents will be contacted. Homework, if requested at the time of reporting the absence, will be sent home with a sibling or may be picked up from 3:00-3:45pm in the school office. Requests for homework in advance due to vacations or travel, are at the discretion of the student's teacher.

St. Pius X Catholic School accepts no liability for a student's absence unless a parent contacts the school that the child will not be in attendance that day. Upon returning to school after an absence, a reason stating the reason the child was absent must be given to the teacher, if not previously stated. If your child is not well prior to the start of a school day, you are requested to keep the child home. If a child has a fever of 100 or higher they may not return to school until they are symptom free for a 24-hour period.

ABSENCE

Excused absence is granted for medical and dental appointments when official verification is received from the doctor or dentist. Parents should request this form on the occasion of the visit. Frequent absences of this type are detrimental to the student's class work and studies, and these appointments should be avoided if possible or at least kept to a minimum. These appointments should not be made during standardized testing days. It is requested that all doctor/dental appointments be made after school hours or during vacations. The school may request a doctor's note after excessive absences (3 or more per trimester). If a student is absent from school without a valid excuse for three full days in one school year a student can be considered truant and will be reported to the principal.

Students who have excused absences can complete missed assignments and test for full credit, based on the teacher's determination. To receive credit for work missed during absences, the work must be made up within the number of days a student missed. For example, if a student is absent on Monday and Tuesday (2 days), the student will be provided 2 days to complete any missing work from those days and work would be due on Friday. Taking students out of school for extended vacations is strongly discouraged. The school calendar and school vacation days should help you plan your vacation days on "off school time." Parents must understand that there is work that cannot be made up. Work of this nature requires teacher instruction and classroom interaction. There is no guarantee that an optimal environment for makeup tests will be provided nor can a guarantee be made that all missed tests can be made up. Teachers cannot duplicate the curriculum missed. With a minimum of one week's notice, parents may request work for a maximum of three days to be missed. With this notice a teacher may provide three days' work, depending on time of the school year and classroom instruction. The student is responsible to ask for the remaining assignments upon his/her return. They will have a matching number of days that will not exceed seven (7) calendar days to turn in all work for full credit. Makeup tests and quizzes will be taken before or after school at the discretion of each individual teacher.

Teachers have specific times and deadlines when they are preparing formal communication with parents regarding progress. Specifically, these times are Progress Reports and Report Cards. The cut-off time for absent work and makeup tests to be completed for credit is the Friday before the distribution of Progress Reports and Report Cards. No teacher is to accept work beyond these deadlines without approval from the administration. Each teacher has the discretion to issue an “NE” (No Evidence) if work is not submitted by the end of the trimester.

TARDINESS

A student who is not in line by 8:00 a.m. or in his/her classroom with the teacher, will be tardy for that school day. The student must report to the school office to obtain a “tardy slip,” which is an admittance slip to the classroom. A tardy will be deemed “excused” ONLY when a doctor’s note is provided. The front office staff is not authorized to label a tardy “excused.”

ABSENCE FROM SCHOOL PREMISES

No student is permitted to leave school grounds at any time during school hours or be released from class without a written and signed request from a parent. Parents must go to the office to sign their child out upon departure and the child must return to the office if they are returning to school on the same day. In the case of a medical or dental appointment, a student is legally credited for attendance when a written certification from the doctor or dentist is presented on return to school. The school assumes no liability in cases where students leave the premises in violation of the above policies.

EXTENDED DAY CARE

Supervision is provided for students who must arrive at school before regular school hours and/or remain after regular school hours. Morning Care is available from 6:30 a.m. until 7:45 a.m. and then from 3:15 p.m. until 6:00 p.m. There are additional costs for these services and prices will be published at the outset of each new school year. On school days when a minimum day begins a vacation, there will be no Extended Day Care available. If it becomes necessary to cancel Extended Day Care, advance notice will be given. Families will be billed separately for Extended Day Care (through FACTS). No parent is allowed on campus for afterschool independent playing with their child or other children on school grounds. All students must be under the care of a school employee, a school sanctioned activity, or Extended Day Care.

SECTION 4: ADMISSIONS

NOTICE OF NON-DISCRIMINATION POLICY

St. Pius X Catholic School, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. St. Pius X Catholic School does not discriminate based on race, color and national and/or ethnic origin in the administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

ADMISSION POLICIES

A child must be five years of age by September 1 to be admitted to Kindergarten. A child must be six years of age by September 1 to be admitted to Grade 1. Any deviation from this policy is the sole prerogative of the principal and/or pastor.

New registrations require a birth certificate, baptismal certificate (if applicable), a current, up-to-date immunization record and completed forms as required by our office. No child will be admitted without these documents.

All new families must meet with the principal prior to the admissions process being completed. This is done for purposes of:

- exploring the goals and motives of the parent/guardian in making application to the school
- clarifying mutual expectations
- eliciting and/or confirming those attitudes and value commitments that are essential preconditions for the success of the school's total program of Catholic education and Christian formation

Parents must agree to actively support the spiritual and academic standards of the school and abide by the educational policies and regulations of the school and diocese.

New students must have a satisfactory academic and conduct record from their previous schools. The principal may admit a student on a probationary status – either for academic or conduct reasons.

At the discretion of the principal, students seeking admission to grades K-8 will be assessed to determine the level of their basic skills and to ascertain at which grade level they would be most successful. To ascertain readiness, an assessment will be conducted by the principal or grade level teacher.

Admission priority is given to:

- siblings of currently enrolled students (including Preschool)
- active, supporting members of St. Pius X Catholic Church
- Catholics from parishes that do not have a Catholic school

Ordinarily new students are not admitted to eighth grade. Any exception to this policy is at the sole discretion of the principal and/or pastor.

St. Pius X Catholic School reserves and affirms its right of non-continuation of currently enrolled students who can no longer be adequately served by the school's educational program or philosophy. Ordinarily, students who withdraw or have been asked to leave are not readmitted. At the discretion of the principal and/or pastor, a student may be considered for readmission.

TRANSFER STUDENTS

Students transferring from one Catholic school in the Diocese to another must meet all previous financial obligations before being enrolled at the new school. The previous school will be contacted to confirm that the family is in good financial standing.

Students transferring into St. Pius X Catholic School are accepted on a probationary basis. The student's academic and behavioral success is reviewed 10 weeks after the student is accepted.

SECTION 5: ACADEMICS

INSTRUCTIONAL PROGRAM/CURRICULUM

The curriculum at St. Pius X Catholic School encompasses all the learning experiences (cognitive, affective, spiritual and psycho-motor) planned and directed under the leadership of the principal and compatible with Diocesan and school philosophy. The faculty/staff of St. Pius X Catholic School will assist students in forming attitudes, understandings and habits, not only about subject matter, but in living out their everyday lives.

Courses of Study:

- Religion and Family Life
- English Language Arts (Phonics, Reading/Literature, Writing, Spelling, Grammar, Speaking and Listening)
- Mathematics
- Social Studies
- Science
- Computer Literacy/Technology Instruction K-5, Computer Technology 6-8
- Art
- Music
- Physical Education

No student shall be allowed to substitute participation in an activity outside of school for any area of the curriculum. No student may be excused from participation in a course that is being offered for his/her grade level, except at the discretion of the school principal with permission from the family.

RELIGION PROGRAM

The educational mission of the Church and the reasonable expectations of parents require that the Catholic school be distinguished by an atmosphere, formal program and practice, with the normal development and education of children. Regular religious instruction shall be an integral part of the educational program for all students at St. Pius X Catholic School, at all grade levels.

Student progress in acquiring an intellectual grasp of the Religion course material will be tested, evaluated, graded and reported according to the same procedures established by the school for other subjects in the curriculum.

Regular planned liturgical and para-liturgical experiences shall be carefully integrated into the school program at St. Pius X Catholic School.

Catechesis for First Reconciliation and First Eucharist shall be given in Grade 2. Reception of these sacraments is available and arranged through St. Pius X Catholic Church's Director of Religious Education. As primary educators of their children, parents/guardians must realize the importance of their role in coordination with the Parish program in the preparation for these Sacraments.

FAMILY LIFE PROGRAM

St. Pius X Catholic School affirms the rights and responsibilities of parents as the primary educators of their children and recognizes the Catholic school as the most effective means of assisting parents in their educational tasks. In the area of Family Life, St. Pius X Catholic School seeks to provide an integrated Family Life educational program set forth, mandated and approved by the Bishop and the Diocese of San Diego. It is taught by qualified teachers. While Family Life is integrated into many subject areas and taught throughout the year, there is formal instruction of Family Life. Parents are informed through the weekly newsletter when the formal instruction will be presented to their children during the course of study. Parents may at times, through written request, inform the school that they, the parents, would prefer to be the teacher at home in this subject area and the student will be removed to a separate area during the formal teaching of this subject during the school day. (This may be another classroom.)

MIDDLE SCHOOL CHRISTIAN SERVICE REQUIREMENT

Because we are called by the Gospels to be of service to others, the junior high students are asked to respond to this call by completing 15 hours of service each year. Participating in service projects allows our students to demonstrate that they have accomplished one of the Schoolwide Learning Expectations: “Faithful Catholic/Christians”

Students are encouraged to participate in service projects that involve person-to-person contact with those who are in need. Some examples would include serving food at Fr. Joe’s Village, volunteering at a senior convalescent home, or assisting a parent with Meals on Wheels. Other types of service projects that do not involve person-to-person contact with people in need include clerical work, animal care, walkathons, and parish activities. Students will **not** be given credit for service donated to family-owned businesses or for service regarded as part of a family life, such as babysitting or chores.

The students will receive a form which needs to be signed by the supervisor of the project, the student, and his/her parent. Only school-issued forms will be accepted.

HOMEWORK

Homework is defined as the time students spend outside the classroom in assigned learning activities. St. Pius X Catholic School believes the purpose of homework should be to practice, reinforce, or apply acquired skills and knowledge or to prepare a student for the next day of instruction.

Homework serves to develop regular study skills and the ability to complete assignments independently. St. Pius X Catholic School believes completing homework is the responsibility of the student, and as students mature they are more able to work independently. Therefore, parents play a supportive role in monitoring completion of assignments, encouraging students’ efforts and providing a conducive environment for learning.

Individualized Instruction

Homework is an opportunity for teachers to provide instruction geared specifically to an individual student. St. Pius X Catholic School embraces the idea that each student is different

and as such, each student has their own individual needs. We see homework as an opportunity to tailor lessons specifically for an individual student meeting them where they are and bringing them to where we want them to be.

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of the St. Pius X Catholic School staff to assign relevant, challenging, meaningful, and purposeful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply and extend the information they have learned, complete unfinished class assignments, develop independence, and prepare for the next day of instruction.

The actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teacher.

Homework Expectations:

- Grades K-2: 15-20 minutes per night + 10-15 minutes of being read to/reading
- Grades 3-5: 30-40 minutes per night + 15-30 minutes of reading
- Grades 6-8: Up to 60 minutes per night + 30-45 minutes of reading

Schoolwide Homework Policies:

- Homework will not be busy work, but will require original thought and a meaningful product
- Homework should be able to be done independently
- Homework will not account for any part of a student's final core subject grade
- Homework will be a part of the student's Successful Learner Traits grade
- Homework will be assigned in class with enough time for students to ask questions
- There will be no more than two quizzes, tests, or projects on a specific day
- Homework will not be assigned over weekends or school vacations unless classwork is not completed and ample time has been given in class
- Every student should read a minimum of 15-20 minutes daily, separate from their assigned homework *depending on the grade (see Homework Expectations)

A notification indicating a lack of homework or incomplete assignments will be sent by individual teachers. Participation in any school or non-school extracurricular activity is not an acceptable reason to not complete homework.

PHYSICAL EDUCATION PROGRAM

The physical education program shall emphasize the development of learning skills and positive personal attitudes. It shall be balanced and proportioned to the needs and abilities of all students. Instructional guidelines are provided by the Office for Schools.

Every student is required to participate regularly in his/her PE class. A doctor's note shall be an accepted excuse for non-participation. Participation in sports programs/activities outside of

school does not replace participation in the school's PE classes. This includes the St. Pius X Catholic School's After School Sports Program.

Students are required to follow the PE Dress guidelines specified on pages 46-47. Athletic shoes are required on PE Days. Students may wear their PE uniforms all day on the days they have PE.

LIBRARY

St. Pius X Catholic School is fortunate to offer students weekly library time as part of the English Language Arts curriculum. Students may check out books on a weekly basis and are expected to treat books with respect, to show courtesy to volunteers, and return/renew books in a timely manner. Students with overdue books will be charged a late fee. Lost books will be asked to be replaced before the last day of school.

EXTRACURRICULAR PROGRAMS

The number of extracurricular activities held each year is relative to the availability of adult, preferably parent volunteers, to coach or monitor activities. All extracurricular activities must have the approval of the principal. Volunteers must be eighteen years old and older. Volunteers must go through CMG training.

AFTER SCHOOL SPORTS PROGRAM

As members of the Catholic Sports League, (www.leaguelineup.com/catholicsportsleague), students are eligible to participate in any sports program sponsored by the League, once he/she agrees to the appropriate fees.

The After-School Sports Program is coordinated by and supervised by the Athletic Director who is appointed by the principal. The Director is directly responsible to the principal.

Students will be eligible to participate provided:

- they meet academic requirements and stay in good standing in this regard for the duration of the sport;
- academic requirements mean that a student must maintain at least Initial Progress (IP) in all classes and have no No Progress (NP) or No Evidence (NE). Grade checks are performed on a periodic basis throughout the sports season.
- they pay the required fee (this fee is nonrefundable)
- they conduct themselves with sportsmanship and respect and are a positive reflection of St. Pius X Catholic School

Rules about attending Practices/Games:

- If a student is suspended, even for one school day, that student may not participate in the next scheduled sport activity until the following Monday. This includes practices and Saturday/Sunday activities.
- If a student is assigned detention on a practice or game day, he/she may not participate in practice or the game.

- If a student is absent during the school day, he/she may not participate in a practice/game on the same day. Students absent on a Friday may not participate in a Saturday school activity. Any exception to this policy is at the discretion of the principal.

Parent signatures are required for participation in all Sports programs. Students may not participate in a team practice without a permission slip signed by a parent.

If a student loses or damages a uniform, reimbursement will be required. Reimbursement will be predicated on the current replacement costs. This expense will be considered a financial responsibility to the school and all consequences apply. Students are not eligible to participate in the next season of the sports program until the uniform from the prior season is returned.

Alcoholic beverages are not permitted at any sporting event for St. Pius X Catholic School.

TESTING

St. Pius X Catholic School shall administer the standardized test adopted by the Office for Schools, Diocese of San Diego. Standardized test results are used for diagnostic purposes only in the Diocese of San Diego. These tests are not used for comparisons. The STAR Assessment is administered three times a year as required by the Diocese of San Diego for reporting purposes. Results of these tests are included in cumulative folders each year. Results from these three testing periods will be communicated to parents. St. Pius X Catholic School administration may request that teachers administer the assessment at additional times. These tests are administered to students in Grades K-8.

GRADING

Academic grades are based on the uniform grading system established by the Office for Schools, Diocese of San Diego (see report card). Formal reporting of grades is done three times each year.

St. Pius X Catholic School implements a Standards Referenced Grading (SRG) system, aligned with the Diocese of San Diego and the California Common Core State Standards.

Why is the Diocese of San Diego Implementing Standards-Referenced Grading?

The Diocese of San Diego is working to establish grading practices that are highly effective. Standards Referenced Grading (SRG) is a tried and tested method that has many benefits for students. To name a few, SRG provides meaningful feedback, allows students to document their progress, and gives students ownership of their learning. Each is explained below.

What is Standards-Referenced Grading?

Standards-referenced grading (SRG) is a system of grading where teachers provide feedback to students about their demonstrated level of understanding on a set of defined standards and levels of performance. The steps to SRG include:

1. As students begin a unit of study, the classroom teacher begins by sharing descriptions of learning progressions with the students. Learning progressions show what a student needs to know and be able to do by the end of the school year. (A sample progression is on the following pages.)
2. Students generally start by learning important vocabulary and skills.
3. Students then move up proficiency levels to the target level, which is considered “at grade level.” Here they are demonstrating knowledge of the diocesan standards. This usually involves higher level thinking skills.
4. Some students may go beyond the target level, which is considered to be more in-depth and often involves real world applications.

Meaningful Feedback: Feedback has been defined as “just-in-time, just-for-me information delivered when and where it can do the most good” (Brookhart, 2008). In other words, students know their learning goals and that the target is “at grade level” (a 3.0). By having clear learning targets, teachers can use the proficiency scale to discuss where a student is on the learning progression and give specific feedback as to how to improve. Feedback has a powerful impact on student learning; it is considered one of the top influences on student achievement (Fisher, Frey & Hattie, 2015).

Documents Progress: By receiving feedback based on a learning progression, students can track their own progress over time. The teacher and student have a clear picture of what the student has learned and where improvements can be made. When students track their own progress, student achievement increases significantly (Marzano, 2010).

Students Have Ownership of Their Learning: In SRG students have tremendous ownership over their learning. They are aware of what is required for success. They can propose ways to show the teacher what they know and can do related to the standards. Students should be able to answer and ask these questions for each lesson of the day:

1. What am I learning?
2. Why is it important to know and be able to do?
3. How will I know if I am successful or not?

Sample Learning Progression

Analyzing Claims, Evidence, and Reasoning (4th Grade ELA)

3.0 M	The student will: ACER1—Explain how reasons and evidence support an author’s opinion (for example, identify reasons and evidence in Ilya Gridneff’s “Kenya Tries to Balance Turtles and Tourism” at tweentribune.com that support the opinion that preserving turtles is good for Kenya’s tourism and for the environment).
2.5 P+	No major errors or omissions regarding score 2.0 content, and partial success at score 3.0 content
2.0 P	ACER1— The student will recognize or recall specific vocabulary (for example, <i>detail, evidence, example, fact, opinion, personal experience, quote, reason, statement</i>) and perform basic processes such as: <ul style="list-style-type: none"> • Describe how an opinion is different than a fact. • Identify whether a statement is a fact or an opinion. • Explain why it is important to support opinions with reasons and evidence. • Identify types of evidence a text can use (such as examples, personal experiences, quotes, facts). • Annotate details that relate to an opinion in a text. • Annotate words or phrases that can accompany a reason or piece of evidence (such as <i>because, for example, proof</i>). • Identify different types of evidence in a text (such as a fact, an example, a quote).
1.5 IP+	Partial success at score 2.0 content, and major errors or omissions regarding score 3.0 content
1.0 IP	With help, partial success at score 2.0 content and score 3.0 content
0.0 NP	Even with help, no success

What do the Numbers Represent on a Learning Progression?

The numbers on the learning progression represent a learning continuum and are not points that are averaged. Level 2 provides important vocabulary and skills. Next on the progression is the target, Level 3. Level 3 is the grade level standards and requires knowledge of additional skills and concepts.

The learning progression scores represent the following:

3.0 Mastery of Grade-Level Standard (M)	The student demonstrates grade level proficiency on the standard or learning target and shows understanding of the content, details, vocabulary, procedures, processes, and skills.
2.5 (P+)	In addition to the level 2.0 content, the student demonstrates partial knowledge of the 3.0 content.
2.0 Progressing Toward Grade-Level Standard (P)	The student understands the simpler content, details, vocabulary, processes, and skills, including foundational material.
1.5 (IP+)	In addition to the level 1.0 content, the student demonstrates partial knowledge of the 2.0 content.
1.0 Initial Progress Toward Grade-Level Standard (IP)	With help, the student partially understands some of the simpler and more complex content, details, vocabulary, concepts, processes, procedures, and skills.
0.0 Even with help, no success (NP)	No understanding or skill demonstrated.

How will my student’s scores be determined?

A student’s scores are comprised of ongoing assignments, assessments, and projects that serve as evidence of what a student knows and can do. In addition, informal evidence such as teacher observations, classroom discussions, and student generated projects provide evidence of student learning.

What can my student do to raise his/her score within SRG? The goal is for all students to attain mastery (M) on all of the proficiency levels. The teacher will continue to work with the student to help him/her attain mastery. In addition, the student should meet with the teacher to determine which assignments, assessments, or projects could be revised. The student will need to share a plan with the teacher on how he/she plans to learn the material and arrange a time for reassessment.

Are non-academic factors, such as participating in class, behavior, attitude, and work ethic part of the overall score?

The Diocese of San Diego believes strongly in valuing work ethic and therefore separates work ethic from the academic score. Academic grades/scores should contain information about academic achievement separate from behavior, habits of work, attendance, timeliness, and attitude. These grades are included under “Successful Learner Traits.”

St. Pius X Catholic School believes that the parents have a right to expect the school to confer with them regarding the progress of their child/ren, therefore:

- Parent/Teacher conferences will occur during the 1st trimester of the school year.
- Progress Reports will be available on SchoolSpeak to parents at the midpoint of each trimester.
- Parents are encouraged to inquire and ask about the progress of their child/ren.
- Report card envelopes must be signed by parents and returned no later than ten days after distribution, with the exception of the final report card.

Citizenship Awards

- Students from each class will be honored monthly for their efforts in conduct and attitude. They will be selected by homeroom teachers and will be honored in front of their peers. These students will be cited for their all-around respect for life, their own and that of their peers.

Peacemaker Award

- Every month one student from each class is selected by his/her classroom peers or teachers to receive this award.

PROMOTION

Only those students who complete the work of a particular grade in the basic skill area shall be promoted to the next grade. Credit for courses shall not be given solely based on “seat time” alone.

RETENTION

In case of slow progress, each student should be considered individually. Any decision concerning non-promotion must be made after considering all facts related to the student’s development (emotional, physical, social as well as intellectual and academic) documented throughout the year. The final determination regarding retention remains the right of the parent who must assume responsibility for this decision in writing. However, it is at the discretion of the principal whether the school can continue to meet the educational needs of the individual student.

FIELD TRIPS

Field trips are a privilege, not a right. Field trips have specific educational goals clearly related to the curriculum and must be planned by the teacher. Each field trip must provide the following:

- adequate transportation and supervision
- preparation, follow-up and specific goals for students
- parent approval in writing on the official school permission slip

- prior approval of the principal
- first aid kit
- valid California driver's license for the driver
- Diocesan approved insurance between \$100,000-\$300,000 for each automobile used
- safety belts for each passenger in the automobile
- use of car seats as prescribed by law
- willingness of chaperones to abide by guidelines described on field trip permission slip forms
- school uniforms are required for all field trips, unless an exception is approved by the principal
- CMG process must be completed

**The administration reserves the right to deny a student's participation in any field trip including 6th grade camp or 8th grade Disneyland trip, based on conduct, academic grades and or safety concerns.

No student shall go on a field trip unless a signed parent permission slip has been returned to the school. A separate permission slip must be obtained for every field trip. Permission cannot be granted over the phone or given by an unauthorized adult. No permission slip except the official school permission slip is acceptable. Parent volunteers may be solicited to provide transportation and act as chaperones. Siblings or any child not enrolled in St. Pius X Catholic School and who is not a member of the participating class, may not accompany parents on field trips.

Drivers must follow directions as given by the teacher. No side trips for "treats" or lunch are allowed unless part of the plan as specified by the teacher. Chaperones or drivers who deviate from field trip guidelines will forfeit the privilege of driving or chaperoning field trips. Chaperones are asked not to use cell phones or text while driving or serving as a chaperone. They may not allow a student to use their cell phone or any phone while on a field trip. Movies may not be shown in an automobile while going on a field trip. Drivers are expected to follow all California Driving Laws.

The supervising teacher shall carry a roster of participants including names, addresses and emergency telephone numbers for all students. The principal reserves the right to deny a parent's participation in any field trip based on previous field trip conduct or other safety concerns.

SIXTH GRADE CAMP

Part of the Sixth-Grade curriculum is the experience of an established Sixth Grade Camp program. (The facility and program must be approved by the principal.) It is expected that each sixth grader participates in Sixth Grade Camp during the designated week. If a student does not participate, he/she is expected to be in school. Assignments will be given. While at camp, each student is subject to the rules and regulations of the camp. If a student is removed from camp for discipline/behavior reasons, then that student is automatically suspended from school for the duration of the camp period. All other school suspension policies go into effect including exclusion from participation in extracurricular activities. If a student is removed from camp for reasons other than behavior, the student shall remain at home and is marked absent from school. The costs of participation are absorbed by the parents.

STUDENT COUNCIL

The St. Pius X Catholic School Student Council is a member of The Association of Catholic Student Councils (TACSC) and operates within provisions of the St. Pius X Catholic School Student Council constitution. Officers of the Student Council are elected in the spring each year, in order to serve during the following academic year.

The Student Council is responsible for promoting a variety of activities throughout the school year. All activities must be approved by the principal and moderator. Suspension or removal from the Student Council is the moderator and principal's decision.

ELECTIONS

Student Council elections will be held in the late spring, before school closes for the academic year. The Student Council moderator will announce the date and the requirements to the approved candidates.

Candidates must be present to present themselves on Election Day. Their speeches may not be given in absentia, either by someone else or through any technological means. Failure to be present means the students will forfeit the opportunity to address the student body regarding their candidacy.

GRADUATION

Diplomas will be awarded to students who have met the academic requirements of the school for successful completion of an eighth-grade course of study. The graduation will be held no sooner than one week prior to the published last day of school for that academic year. The date will be determined by the pastor and principal. All financial responsibilities to the school (tuition, scrip, volunteer hours, library/fees, textbook debts, athletic fees/uniform, Extended Day Care fees, Hot Lunch costs, etc.) **MUST BE** made current in order for the student to participate in the graduation. At the discretion of the principal or pastor, a student whose family has failed to meet its financial responsibilities to the school by graduation may be denied participation in any/all activities connected with graduation.

Families choosing to sponsor an activity not sanctioned by the school must issue a disclaimer and may not reserve any facility using St. Pius X Catholic School's name.

SECTION 6: SCHOOL RULES

GENERAL SCHOOL RULES

1. Toys and games are not allowed in school unless requested by a classroom teacher.
2. Gum is never allowed at school.
3. Any item that resembles a gun or weapon is not allowed, even as a play item or part of a Halloween costume. Any form of “laser” is not allowed.
4. Cell phones or any similar forms of communication are not allowed during school hours. This includes texting. It also includes the Extended Care Program unless special permission has been given by the school. If these rules are violated, communication devices will be taken from the student and will be released only to an adult.
5. Students and/or family members are not allowed to sell merchandise on school premises.
6. Possession of illegal drugs, alcohol, tobacco or weapons is grounds for expulsion. Look-a-likes of any of the aforementioned are subject to the same rules and consequences.
7. Use of skateboards, scooters and any kind of skates is not allowed on campus.
8. Carbonated drinks, coffee, and any drinks in glass containers are not allowed.
9. On their own time, outside of school, a student may be allowed by a parent to create a web page or be involved in Twitter, Instagram, Facebook, Snapchat, or the like. We strongly request that no indication be given as to where the student attends school and that the St. Pius X Catholic School uniform not be worn in any pictures. We strongly urge parents to regularly supervise their child(ren) in all aspects of social networking.
10. No radical religious, sexual, derogatory, or negative comments, behavior or discrimination is tolerated.

STUDENT BEHAVIOR

St. Pius X Catholic School is committed to working with students, parents, and teachers to provide a positive learning environment that is safe, engaging, faith-based and academically challenging. It is the responsibility of St. Pius X Catholic School to provide a learning environment that is safe and secure. We believe that no student has the right to interfere with the learning or safety of other students. At St. Pius X Catholic School, we know that students learn best within an inviting school community supported by caring and committed faculty. Our school is immersed in Jesus’ teachings and filled with his Spirit. We are committed to the values of compassion, acceptance, forgiveness and reconciliation. We strive to differentiate both disciplinary strategies and instruction to suit the particular needs of the child, the situation and the context, recognizing that each child is unique. Discipline at St. Pius X Catholic School is commensurate to the behavior, age and the individual child. We acknowledge that a safe and respectful environment is the aim of all who attend our Catholic school.

St. Pius X Catholic School faculty and staff work to assist in the development of responsible, caring, respectful, students that hold integrity as their highest goal. Developing inner discipline is an integral part of what we encourage in students. This includes learning to set limits and taking

responsibility for actions toward others. We maintain that appropriate behavior and discipline is a shared responsibility of students, parents, teachers, and administrators.

Student behavior is centered around three expectations:
Respect Self, Respect Others, and Respect Property.

We are committed to providing students a high quality educational experience that provides challenging, well-prepared instructional opportunities in a safe environment for all students.

In order to provide this, the following responsibilities are expected of the students:

- To contribute to the good of the school and community through acts of service
- To be respectful, honest, and compassionate to everyone in the community
- To arrive on time for all classes and school activities appropriately prepared
- To accept responsibility for one's own education by putting forth best efforts and asking teachers for support when needed
- To actively participate in their learning
- To respect school property and the personal property of other students and teachers
- To obey all school and classroom rules regarding safety
- To refrain from profanity or other vulgar language
- To follow the dress code
- To use technology responsibly to enhance learning
- To include other students in activities, both at the lunch tables and on the playground

In the classroom, teachers will be implementing evidence-based, positive, proactive, and responsive classroom behavior intervention and support strategies in order to foster an environment for success. Many of these strategies will be centered around prevention of misbehavior through supervision and interaction with students, high rates and opportunities for student participation, acknowledgement and praise for positive behavior and choices, and prompts and pre-corrections. If in the case of a misbehavior, teachers will provide error corrections that are delivered in a brief, concise, calm, and respectful manner, typically in private. These will allow the students to identify their mistakes and improve. If further response is needed, it will be specifically connected to the particular action of the student.

Teachers will use a variety of methods for the tracking of student behavior. Whether it is a clip chart, card system, point system, or any other method, if it moves in a positive or negative direction, this will be communicated to the student. This will also be communicated to the parents.

Removal from all of recess is not an acceptable form of behavior management. It is essential for students to have their time to play and learn from their fellow classmates in that capacity. If a student is misbehaving during recess, however, that student may be asked to play with a different group of individuals or take a walk around the field. This will allow the student to reflect on his/her behavior while still having the opportunity for the necessary movement and exercise needed to prepare for the return to classes. This is at the principal's discretion.

In the case of major offenses the school will follow the chart below.

Major Offense	1st incident	2nd incident	3rd incident
Disrespect to a Staff Member as demonstrated by use of vulgar language or repeated arguing/talking back	Parent Phone Call Further steps to be determined by administration	Conference with Student, Parent, and Principal Further steps to be determined by administration	A consequence to be determined on a case by case basis by the principal with in-school or at-home suspension or expulsion being an option
Harassment/Bullying of another student through racial, ethnic, or sexual name-calling or other repeated and hurtful acts (exclusion, severe gossiping, starting a rumor about another person)	Parent Phone Call Further steps to be determined by administration	Conference with Student, Parent, and Principal Further steps to be determined by administration	A consequence to be determined on a case by case basis by the principal with in-school or at-home suspension or expulsion being an option
Academic Dishonesty (Included, but not limited to, Cheating, Plagiarism, Copying, Sharing of notes)	Parent Phone Call and detention Further steps to be determined by administration	Conference with Student, Parent, and Principal Further steps to be determined by administration	A consequence to be determined on a case by case basis by the principal with in-school or at-home suspension or expulsion being an option
Fighting or severe physical contact	Parent Phone Call, consequence, and possible removal from extra-curricular activities	Conference with Student, Parent, and Principal Further steps to be determined by administration	A consequence to be determined on a case by case basis by the principal with in-school or at-home suspension or expulsion being an option
Leaving school grounds during the school day without a parent or school staff member	Parent Phone Call Further steps to be determined by administration	In-house or at-home suspension and Conference with Student, Parent, and Principal	A consequence to be determined on a case by case basis by the principal with in-school or at-home suspension or expulsion being an option
Showing disrespect to property of the school or another person by defacing, vandalizing or stealing	Parent Phone Call and detention Further steps to be determined by administration	In-house or at-home suspension and Conference with Student, Parent, and Principal	A consequence to be determined on a case by case basis by the principal with in-school or at-home suspension or expulsion being an option
Possession of illegal substances	Off campus suspension and Conference with Student, Parent, and Principal	Expulsion	N/A
Possession of weapons or dangerous items	Off campus suspension and Conference with Student, Parent, and Principal	Expulsion	N/A

** ALL consequences are administered upon the discretion of the administration.

TECHNOLOGY

Student Technology Use Policy

St. Pius X Catholic School is committed to providing students with opportunities to develop and use technology skills that are essential for learning, working and living.

Therefore, it is our goal to educate students about efficient, ethical and appropriate use of those resources. All technologies are used to meet curriculum objectives such as the ability to access resources for reference and research; reference up-to-date primary sources; conduct searches and evaluate resources, or consult with experts in a variety of fields.

It is important that students understand the privileges and responsibilities of using the Internet and St. Pius X Catholic School computer networks and resources. Internet use is a privilege, not a right. All users and parents/guardians will be required to read and sign an agreement, which will provide detailed information on acceptable and unacceptable use of the Internet and network and associated devices. Our school adheres to the Biblical principle of Philippians 4:8.

The student is held responsible for their actions whenever using the schools' computers or Internet. Inappropriate uses of the school resources may result in the suspension of these privileges. The following examples of unacceptable use are not exhaustive:

- Conduct any activity that is prohibited by law.
- Access sites that the school would deem inappropriate (pornographic, unlawful, obscene or otherwise objectionable material).
- Use the service to interfere, disrupt and or modify the performance of our system, equipment and services.
- Violate copyright or other intellectual property rights.
- Illegally store, use, distribute or copy software.
- Transmit threatening, obscene or offensive materials.
- Downloading viruses or attempting to circumvent virus protection programs.
- Posting personal information about yourself or others. This includes information such as home address, telephone number, financial information, etc.
- Copying other students' files or documents.
- Load, attempt to load or use any unauthorized discs, programs or files.
- Students are not permitted to use faculty/staff computers.

Electronic Devices

Cell phones or any similar forms of communication are not allowed during school hours. This includes texting. It also includes the Extended Care Program unless special permission has been given by the school. If these rules are violated, communication devices will be taken from the student and will be released only to an adult.

While on school grounds, students are not permitted to access cell phones unless permission is given by school personnel. If permission is granted, students must use their cell phone in the presence of that school personnel only for the purpose of contacting parents/guardians regarding transportation concerns.

Due to advances in technology, cell phones include a multitude of functions, which can provide students access to a variety of inappropriate materials. Students who use their cell phones in a manner counter to Christ-like behavior, or principles or policies defined in this family handbook will have the privilege of possessing, accessing, and/or using the cell phone on campus revoked. Examples of inappropriate use of cell phones can include, but are not limited to: viewing or sharing pornographic material, sexting, misuse of camera and video functions, music with obscene or offensive lyrics, any form of academic dishonesty, etc. The Administration reserves the right to evaluate and determine the appropriateness of all matters relevant to this policy.

Students may not use their personal devices to access the school's wireless network. Any attempt to connect other devices to the wireless network will be blocked. Connecting or attempting to connect to any St. Pius X Catholic School network other than the student designated network will result in immediate disciplinary actions.

Phones and other devices may not be used as wireless hotspots on school property.

Digital Citizenship and activities strictly prohibited on electronic devices

All students attending St. Pius X Catholic School are expected to be responsible and use discernment in matters of digital citizenship, whether using a personal cell phone, electronic devices, a Chromebook, or one of the school computers or electronic devices. Student show good digital citizenship by not:

- Bypassing (or attempting to bypass) the St. Pius X Catholic School web filter
- Gaining access to other students' accounts, files, and/or data
- Cheating/Plagiarizing
- Illegally installing or transmitting copyrighted materials
- Installing inappropriate apps or media
- Sending, accessing, uploading, downloading, or distributing materials that are offensive, threatening, profane, obscene, or sexually suggestive
- Using technology to threaten, bully, or harass others, physically, sexually, or verbally. Harassment may be a one-time event or persistently acting in a manner that distresses or annoys another person
- Viewing or showing others or distributing inappropriate material (such as material containing lewd, sexually suggestive, or graphically violent images or demeaning, derogatory, or hateful speech)
- Using lewd, obscene, profane, vulgar, rude, inflammatory, abusive or disrespectful language online or in emails
- Knowingly or recklessly posting false or defamatory information about a person or St. Pius X Catholic School
- Taking photos and/or recording sound or video in class unless it is part of a class or lesson
- Taking photos, recording sound or video without permission of all people involved
- Posting information that could interfere with the educational process or cause a danger of disruption
- Posting private information about myself or another person online
- Reposting private messages without permission of the person who sent the message

- Posting photos or videos or sending them to others without the permission of all people involved
- Using the device to play games, text, or attempt to access any social networks during school hours without teacher permission
- Using technology in any way that disrupts any classroom activity or school function

Consequences:

Students and Parents agree that any inappropriate use of any school technology will result in school discipline as outlined. Depending on the severity of the offense, multiple steps can be taken:

- First offense - Verbal warning
- Second offense - Parent phone call
- Third offense - Parent phone call and a consequence to be determined by administration
- Fourth offense - Conference between parents and administration to discuss further consequences

SOCIAL MEDIA

Definition of Social Media:

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, internet websites, internet forums, and wikis. (Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, YouTube, and Musical.ly)

Social media is part of our current day culture and utilized by students, parents and staff on a regular basis and for a variety of purposes. Although it is often used after school hours and/or off campus, in keeping with our desire to be Christ-like in all areas of our lives, students are expected to use social media in a positive, responsible manner. If students are using social media or any form of electronic communication in a way that inhibits a student's ability to fully participate in the academic or social setting of school. St. Pius X Catholic can proceed with disciplinary action, even if the use of social media or electronic communication is outside of school hours.

In order to maintain a professional and appropriate relationship with students, St. Pius X Catholic School employees will not communicate with students who are currently enrolled in any school on personal social media sites. This provision is subject to the following exceptions: (a) communication with relatives and (b) if an emergency requires such communication, in which case the employee should notify his/her supervisor of the contact as soon as possible.

When a student or minor wishes to link to an employee's personal social media site, they will be directed to a school approved social media account. Accepting invitations (friend/follow requests, etc.) to an employee's personal social media sites from parents, alumni over the age of 18, or colleagues may be done at the employee's discretion. Accepting invitations to an employee's personal social media sites from current students (regardless of age and division) and current or former students under the age of 18 is prohibited.

St. Pius X Catholic School employees who choose to engage in professional social media activities will maintain separate professional email addresses and social media accounts for this

purpose. The professional social media presence will utilize a professional email address that is separate from any personal social media presence maintained by the employee.

Professional Social Media is a work-related social media activity that is school-based (e.g., St. Pius X Catholic School establishing a Facebook page for the school or a teacher establishing a blog for his/her class).

Use of Professional Social Media Sites

The following guidelines will be followed for students and parents on St. Pius X Catholic School Professional Social Media Sites:

- Professional social media sites that are school-based should be designed to address reasonable instructional, educational or co-curricular program matters
- Each school year, parents will be notified about the professional social media activities their children will be invited to participate in. The originator of the professional social media site will inform parents of the purpose and nature of each professional social media account their children will access and will instruct parents to contact the originating employee with any questions or concerns
- Supervisors and their designees are responsible for maintaining a list of all professional social media accounts within their office
- Professional social media sites should include language identifying the sites as professional social media sites. For example, the professional sites can identify the school division, department or grade that is utilizing the site
- Students should treat professional social media space and communication like a classroom and/or a professional workplace. The same standards expected in professional settings are expected on professional social media sites. If a behavior is inappropriate in the classroom or a professional workplace, then that behavior is also inappropriate on the professional social media site
- Students should exercise caution, sound judgment, and common sense when using professional social media sites
- Employees will make every effort to maintain appropriate privacy settings to control access to their professional social media sites to ensure that professional social media communications only reach the employees' intended audience. However, employees should be aware that there are limitations to privacy settings. Private communication published on the internet can easily become public. Furthermore, social media sites can change their current default privacy settings and other functions. Thus, employees have an individual responsibility to understand the rules of the social media site being utilized; parents and students are expected to do their part to support and maintain privacy related issues when participating on a professional social media site
- Professional social media communication should be in compliance with existing regulations, policies and applicable laws, including, but not limited to, prohibitions on the disclosure of confidential information and prohibitions on the use of harassing, obscene, discriminatory, defamatory or threatening language
- Personally, identifiable student information including names, videos and photographs will not be posted by employees, students or parents on professional social media sites, without the written, informed consent of the child's parent/legal guardian/site originator

- The originator or St. Pius X Catholic School administrator will remove inappropriate posts or comments and will block such users from future access to prevent further inappropriate communication; and at their sole discretion may close a professional media website at any time

VANDALISM

Students and their parents shall be liable for all damages caused by students to equipment or school property.

ACADEMIC HONESTY

Honest behavior is an expectation for all students at St. Pius X Catholic School. The purpose for this regulation is to create and maintain an ethical academic atmosphere. Academic dishonesty will not be tolerated. Any intentional giving of or use of external assistance relating to any form of assessment submitted without the express permission of the teacher is considered academic dishonesty. This includes looking on another student's paper, sharing answers, or copying another student's paper. While collaboration is often encouraged, unauthorized collaboration is not permitted. Any intentional representation of another's ideas, words, or work should be properly cited. Students may not alter any teacher materials without permission from a teacher. Depending on the severity of the offense, students will incur consequences that can include: loss of credit for the assessment with no makeup permitted, placement on probation, receipt of a lowered behavior grade, suspension from school, and removal from elected or appointed leadership positions for the remainder of the school year.

HARASSMENT AND BULLYING

St. Pius X Catholic School is committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment and bullying in any form. Harassing or bullying of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. St. Pius X Catholic School will treat allegations in a prompt, confidential, and thorough manner.

Substantiated acts of harassment or bullying by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension and dismissal.

In the case of online bullying, harassment, or issues involving a St. Pius X Catholic School student where the school is noted or referred to, school disciplinary action will be taken.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- **Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another person

- **Physical Harassment:** Unwanted physical touching or contact; assault; deliberate impeding or blocking movements; any intimidating interference with normal work or movement
- **Visual Harassment:** Derogatory, demeaning, or inflammatory posters, images, cartoons, written words, drawings, or gestures
- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, excluding, and/or threatening of another person. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time, even after the bully has been asked to stop, to create an ongoing pattern of harassment and abuse. There are three types of bullying (stopbullying.gov):

Verbal Bullying is saying or writing mean things. This includes:

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. This includes:

- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

Physical bullying involves hurting a person's body or possessions. This includes:

- Hitting/Kicking/Pinching
- Spitting
- Tripping/Pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures

Students also may be involved in **Cyberbullying**, which occurs when they bully each other using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. This bullying can include, but is not limited to:

- Sending inappropriate or hurtful text messages, emails, instant/direct messages
- Posting inappropriate pictures/images/videos or messages about others through Social Media accounts (Facebook, Instagram, Snapchat, etc.), blogs, or websites
- Using someone else's username/login to spread rumors or lies about someone

- Sending/Posting personal information without permission
- Creating a fake profile/Posting as another person

It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation, harassment, or bullying
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment
- Avoid any activity that may be considered discriminatory, intimidating, harassing, or bullying.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, or bullying to a teacher or administrator

STUDENT THREATS POLICY PROCEDURE

Any and all student threats of harm to self or others must be taken seriously. Diocesan Policy will be followed as outlined in the "Handbook for Catholic Schools."

1. Any and all student threats of harm to self or others must be taken seriously.
2. Whoever hears the threat will report it to the principal immediately.
3. Police will be notified immediately.
4. The parent or guardian of the student who has made the threat will be notified immediately.
5. The student will be kept in the principal's office under supervision until the police/parents arrive.
6. The parent or guardian of any student who has been mentioned as a potential victim, as well as any adult who has been mentioned, either verbally or in writing, will be notified immediately.
7. The student will work from home and will not be considered for readmission to the classroom unless and until the following steps have been completed.
 - a. The principal must receive a report from the police, either written or verbal. That report should include notification of whether the child will be charged with any crime as well as an assessment of the child's access to weapons.
 - b. A comprehensive mental health evaluation and risk assessment must be conducted by an independent psychiatrist or psychologist. If a psychiatrist performs the primary evaluation, he or she will determine whether it is necessary to utilize a psychologist for psychological consultation or testing. If a psychologist performs the primary evaluation, he or she shall determine the need for psychiatric consultation.

- c. The principal will, after obtaining the permission of the parents, provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
 - d. The principal shall receive a written comprehensive, detailed evaluation and report and documented treatment plan from the mental health care professional stating the basis (factual and risk factors and testing results) upon which it has been determined that the student does or does not pose a danger to self or others. The report must also address the concerns raised by the principal to the mental health care professional. The evaluation and report must be delivered to the principal. The principal will share them with legal or mental health care consultants, as well as any members of the school or parish administration who will assist the principal in the decision regarding readmission of the student to the school.
8. If the psychiatrist or psychologist recommends re-admittance, and if the principal is satisfied with the report given, the principal will, after due consideration, including a conference with the parents, decide whether to re-admit the child. The outcome of the investigation, including police and mental health reports will be considered as determining factors in the decision whether to re-admit. This decision will not be finalized until after an initial meeting with the parents. The decision will not be made or announced at that meeting. Any decision on whether to re-admit will require consultation with the pastor.
 9. Disciplinary action including suspension/expulsion will be administered as appropriate.
 10. If the student is readmitted to the school, the mental health care professional must at the principal or pastors request provide a follow-up assessment of the student within 30 days. The principal must be provided with a copy of the follow-up assessment and evaluation and with any recommendation for therapy, counseling, or other treatment. Cooperation with recommendations for continuing care will be a condition of re-admittance and continued enrollment.
 11. Counseling will be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
 12. Documentation from the mental health care professional concerning the student is to be placed in a separate, confidential file and will not be a part of the student's academic or disciplinary file. Only the principal and/or pastor should have access to these files. This documentation will be kept for a period of one year beyond the time when the child leaves the school because of expulsion, withdrawal by parent/guardian, or graduation before being destroyed. This policy must be communicated clearly to all faculty, staff, volunteers, parents/guardians and students.

PROBATION

A student may be placed on probation if his/her conduct/academic record is seriously deficient, but not so serious to warrant suspension. Students placed on probation will have the terms and conditions spelled out in a letter. Generally, probation is for one marking period. A conference

will be held with the parent/guardian. Violation of the probation may result in suspension or expulsion. A positive change in behavior is expected to remain at St. Pius X Catholic School. The school administration and teachers will assist the student and parents in addressing all behavioral issues to deter any suspension or expulsion.

SUSPENSION

A student may be suspended from school for misconduct of a serious nature calling for immediate dismissal from the classroom, or for repetition of behavior for which the student has already been warned or served detention one or more times. Notice of suspension must be given to parents/guardians by telephone or in conference. Notice shall be given to the parents within a reasonable time after suspension. Suspension means that a student is to remain away from classes for a definite period of time. It may be “in house” (at school) or “off campus” (at home). Suspension will be handled on an individual basis only through the principal’s office. Suspension is meant to suspend the student from all academic and extracurricular activities during the suspension. Parents are responsible for a student during “off campus” suspension. **THE SCHOOL IS NOT RESPONSIBLE FOR ANY WORK OR MAKEUP ASSIGNMENTS.** Work and assignments missed are the total responsibility of the student when he/she returns to school.

EXPULSION

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for repetition of behavior for which the student has already been suspended one or more times. Expulsion, the permanent termination of a student’s enrollment, is the most serious penalty which the school can give and, therefore, it is given only as a last resort for clear and serious cause. Reasons for expulsion are, but not limited to, the following offenses committed by students:

- Actions detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Defiance of authority of the teacher
- Sale or possession of drugs or any other controlled substance
- Stealing
- Forging signatures
- Defacing or injuring in any way property real or personal belongs to the school
- Habitual truancy
- Possession of harmful weapons or materials that can be used as weapons
- Actions in or out of school which are detrimental to the school’s reputation
- Violation of Technology Use Policy
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

Procedure for Expulsion:

A conference will be held with the parents or guardians, student, teacher, and principal to advise the family that serious action is contemplated. Pastor will be notified of the conference and reported on the discussion. The final decision rests with the principal in consultation with the pastor. In no case, will a teacher on his or her own authority expel a student. Credit for work will be given or all accomplished work up to the moment of expulsion. Written documentation of offense is the responsibility of the principal. The principal, in consultation with the pastor, retains

the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

EXPULSION FOR ACADEMIC REASONS

If the parents of a student will not accept a recommended transfer after all the necessary procedures have been completed, the procedures for (a) notification, (b) conferencing, (c) written documentation, shall be followed as in cases for disciplinary expulsion.

APPEAL AND REVIEW OF DISCIPLINARY ACTION

Opportunity for appeal by the parents/guardians shall be provided in accord with the provisions of Diocesan Policies.

WITHDRAWAL FOR ACADEMIC REASONS

Certain students may be given a recommended transfer on grounds other than discipline. The following procedures apply to students clearly unable to profit from school work by reason of ability or emotional instability. Following are procedures to be observed:

- There is consultation between teacher/s and principal as early as possible in the first trimester.
- Conferences are held with the principal, teacher and parents to advise the parents of the possibility of withdrawal for academic reasons and to discuss possible remedial actions and educational alternatives. It shall be the responsibility of the principal to provide a copy of the recommendations to the parents.
- Follow-up conferences are held with the parents to evaluate academic progress of the student.
- The final decision is made by the principal (after appropriate consultation with the pastor).

Ordinarily, the transfer shall occur at the end of the grading period.

DISPUTES/GRIEVANCES

Every effort should be made to resolve all differences and disagreements as quickly as possible at the organizational level as close to the dispute as possible. **At St. Pius X Catholic School the appropriate line of communication is:**

Teacher – Principal – Pastor – Superintendent/Diocese of San Diego

TRANSFER ON THE GROUNDS OF PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for the actions of parents. However, in rare instances, parents may so persistently and overtly refuse to

cooperate with school staff, policies, regulations or programs, or may so seriously interfere in matters of school administration or discipline as to significantly reduce the school's ability to serve their own or other children.

In such, after reasonable effort to elicit the minimum requisite parental cooperation and after appropriate consultation with the pastor, the principal shall recommend to the parents that they transfer their child. Documentation of the basis for this action and all consultation with the parents on the matter must be retained on file. If the parents refuse to accept the recommended transfer, the procedures for (a) notification, (b) conferencing, (c) written documentation, shall be followed as in cases for disciplinary expulsion.

However, in this case, the Director of Schools shall be consulted prior to the actual expulsion in order to verify that proper procedure has been followed. Immediately thereafter, the Director of Schools shall inform the parents of their right to appeal the local administrator's decision in accord with Diocesan Policy and shall provide the parents with a copy of these procedures.

SECTION 7: FINANCES

TUITION

All families enrolling a child in St. Pius X Catholic School shall sign a financial agreement in which all conditions for the fulfillment of their financial obligations to the school are outlined. A copy of this agreement shall be given to the family and St. Pius X Catholic School Business Manager. There are designated registration fees that are nonrefundable along with applicable deadlines that must be met to ensure placement.

Re-registration may be denied until all financial obligations are fulfilled.

Tuition delinquency of more than two months may result in the family being asked to withdraw from the school unless a payment plan is worked out with the principal and/or pastor. The plan may be subject to the review of the St. Pius X Parish Finance Council. As much as possible, concerns needing to be brought to the St. Pius X Parish Finance Council are anonymous.

TUITION ASSISTANCE

Tuition Assistance is available on a limited basis. Requests for appropriate forms should be made to the St. Pius X Catholic School Business Manager. In order to be eligible for Tuition Assistance, a family must complete the Application process for the Bishop Flores Scholarship and Blessing Our Future Scholarship which is open for application during January and February.

SECTION 8: UNIFORMS

UNIFORMS

A student in violation of the St. Pius X Catholic School uniform policy will be given a verbal warning for the first offense. A parent communication will be issued for all subsequent infractions. Continuous offenses are subject to consequences determined by the administration.

If there is an emergency where a student cannot be in full compliance of the uniform policy, parents are expected to send a written note or email explaining reasons for non-compliance and stating when the matter will be resolved.

All uniform clothing must be purchased through The Uniform Store.

Used uniforms are available for a low cost. Availability can be limited, however.

Please follow the policy on the following pages.

UNIFORM REGULATIONS

ALL CLOTHING MUST BE CLEAN AND MENDED.

UNIFORM POLICY WILL BE ENFORCED AND CONSEQUENCES WILL FOLLOW.

The Uniform Store is the only approved vendor for St. Pius X School uniform items.

Uniform for Mass – All students must wear dress uniforms on Mass days. Skirts and jumpers, white knee high socks for girls and long pants for boys with white shirt/blouse, dress sweater, all black shoes (dress or sneakers).

ALL STUDENTS TK-8

- Navy blue or khaki uniform walking shorts (no shorter than 4” above the knee)
- White or navy knit uniform polo shirt with SPX logo.
- Grades 6-7-8 may wear a green or red uniform polo shirt with SPX logo.
- Navy blue or khaki twill uniform pants
- Navy blue long sleeve uniform sweater may be worn
- Navy blue sleeveless sweater vest with SPX logo may be worn
- Plain white T-shirt or long sleeve white turtlenecks only may be worn under blouse or shirt
- Shirts must be tucked in
- School sweatshirt/school jacket only (St. Pius logo only jacket/sweatshirt may be worn in class)
- Plain white crew or knee socks must cover the ankle or white SPX logo socks may be worn
- Hair accessories for girls must be kept to a minimum and must match school colors

GIRLS TK – 8

- School uniform jumper or skort
- Short sleeve white blouse with pointed collar
- Girls in grades 3-8 can wear a uniform skirt or skort instead of a jumper with the above mentioned blouses or polo shirts
- All jumpers and skirts *may not be shorter than 3" above the knee*
- Navy blue or khaki twill uniform pants
- If girls choose to wear a belt it must be plain solid black, brown, or navy blue.

WE SUGGEST NOT CUTTING OFF THE HEM OF THE SKIRT OR JUMPER SINCE IT MAY BE LET DOWN TO ALLOW FOR THE CHILD’S GROWTH

BOYS TK -8

- Navy blue or khaki uniform walking shorts (no shorter than 4” above the knee)
- White or navy knit uniform polo shirt with SPX logo
- Navy blue or khaki twill uniform pants
- Belts are mandatory for grades 4 thru 8 and optional for grades Kinder through 3 must be worn through belt loops at the waistline and be plain solid black, brown or navy blue

SHOES TK - 8

- Must be solid black, white, navy or grey (including athletic shoes)
 - can include white as an additional color (ex. white and black, white and navy)
- Shoelaces must be solid black or white
- For safety, shoes must tie, buckle, strap, or Velcro (including athletic shoes)
- Shoelaces must be tied
- All shoes must have rubber soles
- Heelies or sandals are not allowed
- **Patterns, checks, or decorations are not allowed on any shoes**
- Shoes must not have heels / soles higher than 1 inch

P.E. UNIFORM

P.E. uniforms can be worn only on student's P.E. days. Check with your child's teacher for their scheduled P.E. days. P.E. uniforms items with the previous logo may be purchased at St. Pius X School. P.E. uniforms items with the new logo can be purchased at the Uniform Store. Spirit Wear may be worn on P.E. days.

- Uniform walking short
- Navy blue or white knit polo shirt with St. Pius logo
- Uniform navy blue color sweatpants
- Navy blue P.E. shirt with St. Pius logo
- P.E. mesh uniform shorts
- Athletic shoes-must be solid black or white

HEADBANDS:

White, navy/dark blue or our school plaid headbands ONLY. Flowers may not be worn in the hair nor any other decorations or accessories. Barrettes are permissible if free of any decoration or designs.

HAIR:

Girls: Hair must be kept out of their faces either with a headband that complies or by being pulled/tied back or using a barrette/hair tie. "Scrunchies" worn to keep hair back must be the school plaid, white, or dark/navy blue. Ribbon used for the same purpose must be school plaid, white, or dark/navy blue and free of all decorations. Hair may not be dyed, streaked, tinted, highlighted, or bleached.

Boys: Hair must be clean and well groomed. Hair must be kept out of their faces. No extreme or fad haircuts. Designs may not be shaved into the scalp. Hair may not be dyed, streaked, tinted, highlighted, or bleached.

UNDERSHIRTS:

Tee shirts worn under the uniform shirt must be white and free from all logos, messages etc. For warmth, students should wear the uniform cardigan, vest, or jacket.

MAKEUP:

Makeup is not permitted at St. Pius X Catholic School. A student wearing makeup will be sent to the office to remove it and parents will be contacted.

FINGERNAIL POLISH:

Fingernail polish is not allowed in any grade. Students wearing fingernail polish in any grade will be sent to the office and asked to remove it. Acrylic and gel fingernails are not allowed in any grade.

JEWELRY:

Girls: One religious medal or cross/crucifix, one religious bracelet, or a watch may be worn. iWatches, Apple Watches, FitBits, or similar technology are not permitted. One stud earring per ear only. Earrings with dangles, hoops, or gauges are not permitted.

Boys: One religious medal or cross/crucifix, one religious bracelet, or a watch may be worn. iWatches, Apple Watches, FitBits, or similar technology are not permitted. Boys are not permitted to wear earrings.

**If any allowable jewelry becomes a distraction, the student will be denied the privilege.

FREE DRESS DAYS

For all students:

All regular uniform policies apply except:

- Non-uniform shirts with or without collars are permitted
- Jeans or long pants are permitted (no holes, fraying or sagging)
- Shirts or blouses must be tucked in or hang below the waist so that when arms are raised, midriff is not exposed
- Hemlines of skirts must be no shorter than 3 inches above the middle of the knee –NO mini skirts
- Walking/Bermuda shorts are acceptable. No sagging or short shorts.
- Tight fitting apparel – shirts, skirts, shorts, skorts, leggings, yoga pants may not be worn
- Sweatpants – Students should look well put together and ready to learn
- Shoes must comply with daily uniform policy. While socks can differ from the daily uniform policy, socks must be worn at all times.
- No Ugg boots or heels may be worn
- No Flip flops, sandals, Crocs or shoes without backstraps
- Any symbol or logo that bears any negative, prejudicial or biased message is not allowed (e.g. skulls, crossbones, weapons, iron cross, etc.).
- The Principal reserves the right to determine appropriateness of any dress.

Uniform optional days may never be observed on a Mass day.

One or more of the following may be consequences of any violation of the above guidelines:

Uniform notice sent home requiring parent signature.

Phone call to require that appropriate clothing be brought to school.

Student may be denied access to class while waiting for appropriate clothing.
Student will be responsible for all missed work.
Conduct notice may be given.
A consequence may be given.
Repeated violations will affect Responsible Behavior Grade

SPIRIT DAYS

Periodically, the Student Council or some school group may sponsor a “Spirit Day” to promote an activity. On these days, students will be provided specific guidelines. When these days happen, participation is optional and students choosing not to participate must wear their school uniform. No clubs, groups or organizations may be formed without permission from the principal.

SECTION 9: PARENT TEACHER GROUP

PTG

The purpose of the Parent Teacher Group is to :

1. To promote a greater appreciation of the ideals of Catholic Education.
2. To enlist the spiritual, educational, and social resources of home, parish, and school to provide the best Catholic education possible.
3. To provide a forum of exchange for families and teachers
4. To provide an informal advisory function to the school administration
5. To provide solid organization to select and administer the school's fundraising efforts
6. To foster the integration of families into the life of the school and parish community.
7. To provide informational, family, adult, and social activities for the school.

St. Pius X Catholic School's PTG meets monthly to plan for and organize all those activities which it sponsors and oversees for the benefit of its students, its faculty/staff and families. The profits from its fundraising activities play a significant role in the school's operating budget. Additional profits may also be designated toward special projects and assist with expenses of the PTG with approval of the principal and pastor.

Pamphlets/flyers/brochures may not be distributed without prior authorization from the principal.

VOLUNTEER/SERVICE HOURS

St. Pius X Catholic School families are responsible to perform twenty-seven (27) hours of volunteer service per family annually. The purpose of the volunteer program is to encourage strong and total involvement of all families in the activities of the school. The time and talent received from parental involvement cannot be bought. Failure to complete the number of required service hours can make a family ineligible for re-enrollment for the next school year. Families experiencing difficulties should contact the principal. Failure to go through the CMG process does not excuse a family's obligations.

The tallying and record keeping of hours is kept in the school office or can be completed by the parent through SchoolSpeak.

All parents/family members who will be responsible for these volunteer hours or simply wish to volunteer in a capacity that involves interaction with students must be cleared through CMG. For information about completing this process, please contact Mrs. Hernandez.

SECTION 10: ADDITIONAL ITEMS

SCHOOL PICTURES

Once a year, a professional photographer will take student photographs. Students will wear their Mass uniforms on this day. Purchase of these photographs is optional. There will be one makeup day scheduled a year. Parents have the opportunity to purchase a yearbook for their children.

BIRTHDAYS

The celebration of each child's birthday may be shared at school with simplicity. Homeroom teachers have their own unique ways to celebrate student birthdays. Please check with your child's homeroom teacher for more details.

On a child's birthday, or the day that it is being celebrated, a simple treat may be brought to school to be shared at recess or the end of the day with homeroom peers. This treat must be individual servings and considerate of known food allergies. Parties, party favors, balloons and bouquets are not allowed at school.

***"Outside of school time" birthday party invitations to ALL class members or ALL class members of the SAME GENDER may be distributed through the homeroom teacher. Invitations to only a few students may not be distributed through school. If celebrating an "outside of school" party that includes only a few students, it is strongly requested that efforts are made to not make this information public, as to not make other students feel left out.

ANIMALS/PETS

Pets may be brought to school provided:

- request is made in advance
- permission is given by the classroom teacher
- they are taken home after their "show and tell"
- they have a means to be contained i.e. leash, cage aquarium
- we respectfully request advanced notice when service animals will be on campus

Dogs are not allowed to be brought into campus without permission.

Dogs are not allowed to be brought to daycare or athletic events.

LOST AND FOUND

All school clothing should be permanently labeled. Articles will be placed in the "Lost & Found" area in the Lunchroom. St. Pius X Catholic School assumes no responsibility for items in the "Lost & Found" area. All items left in the "Lost & Found" area will be donated to the used uniform sale or local charity. The PTG will monitor the "Lost and Found."

HOT LUNCH/SNACKS

Lunches brought from home should be in a lunch container that is clearly marked with the child's name. All lunch containers will be stored in a specific place in each classroom designated by the teacher. There is no refrigeration or microwave available for student lunches. Parents may not deliver lunches to a classroom or to the lunch tables. Lunches must be brought to the office and office personnel will get them to the child.

Soda, carbonated drinks or any drink in a glass container are not allowed.

Delivering lunches to campus via food delivery drivers is highly discouraged.