

ST. PIUS X CATHOLIC SCHOOL HANDBOOK

School Mission Statement

Our mission, as a Catholic faith oriented school, is "to make one's faith become living, conscious, and active through the light of instruction."* Our program strives to develop in each student a positive self-image with all the skills needed to assume Christian responsibility and become a contributor to our changing society. We recognize the importance of a strong partnership within our school community.

*From To Teach as Jesus Did, National Conference of Catholic Bishops, 1972.

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At St. Pius X Catholic School we believe in...

- Nurturing a Christian community that gives positive evidence of responding to the needs of one another and of the larger community.
- Integrating into the entire school experience an appreciation and understanding of Roman Catholic doctrine, heritage, traditions, and values.
- Promoting a sense of responsibility and willingness to recognize, develop, and respect each individual's gifts.
- Providing instructional programs that inspire a love of learning in each student with the understanding that all students can learn, achieve, and succeed.
- Fostering creative and innovative teaching methods, which address various styles of learning.
- Providing a safe and physically comfortable environment for the well-being and security of students, families, and staff.
- Offering opportunities for physical, cultural, aesthetic and extra-curricular development.
- Developing an appreciation and respect for all of God's creation.

SCHOOL POLICIES

ABSENCE

If a child is going to be absent from school, the parent is **required** to phone the school office by 9:00 a.m. on the day of absence.

Students must bring a note of excuse, signed by a parent, when returning to school after being absent.

If a child leaves school before 10 a.m. and is not returning, he/she is considered absent for the full day. If a child leaves after 10 a.m. and is not returning, he/she is considered absent 1/2 day. If a child leaves before 2 p.m., he/she is considered absent 1/2 day. Students are considered tardy until 10 a.m.

TARDY

School opens at 8:00 a.m. School begins at 8:15 a.m. and it is important that every child be **in the room** and ready to participate in activities at that time. Late arriving children disrupt the class. Students not in their classroom and ready for class at 8:15 a.m. are tardy and must be accompanied by a parent to the office for sign-in and a late slip.

SUPERVISION

Students on school property before 8:00 a.m. and after 3:15 p.m. will be placed in our before or after school care and parents will be billed accordingly. Any student not registered for before or after school care will need to register on the first instance of early arrival or late pick-up.

VISITORS/VOLUNTEERS

For the safety of all children, all visitors and volunteers are to sign in and out at the school office when visiting or volunteering in the school. In addition, all visitors and volunteers must wear a badge for identification. These badges will be distributed in the school office after visitors/volunteers have signed in. School officials allow visitations to the classroom upon prior approval and all visitors must be announced to the teacher prior to entering the classroom. This policy is not meant to restrict parent involvement. It is merely a way to ensure that the best learning environment and academic privacy for all students in the classroom is upheld.

BEFORE/ AFTER SCHOOL CARE PROGRAM

Before and after school care programs are available from 7:00am to 8am before school starts and 3pm to 6pm. For more information, please call the School Office.

Admissions

NON-DISCRIMINATION #1

St. Pius X Catholic School, mindful of its primary mission as effective instruments of the educational ministry of the church and witnesses to the love of Christ for all persons, shall not discriminate on the basis of race, sex, color, national or ethnic origin in the administration of educational policies, admission policies, loan programs, athletic and other school administered programs.

ADMISSION POLICY #2

Students will be accepted in the K-8 schools according to the following priorities:

1. Students currently attending the school.
2. Siblings of students currently attending the school including the following:
 - a. Catholic students currently attending the school;
 - b. Catholic students who had attended the school and currently attend the Catholic High School;
 - c. Non-Catholic students currently attending the school or the Catholic High School who had been attending the school on September 1.
3. Children of parishioners teaching in that particular parish school or regional school(s).
4. Members of the parish of the school.
5. Members of a parish that do not have a school.
6. Siblings of non-Catholic students currently attending the school who were not attending school on September 1.
7. Members of a parish that have a school, but the student has applied to another school.
8. Children of non-participating parishioners & non-Catholics.

In all cases involving Catholic students, their pastor must certify that they are parishioners in good standing.

Paragraph 2(a), (b) and (c) shall be treated as the same priority.

ADMINISTRATION #3

The principal shall have the responsibility for administering this Admission Policy. When absent between school years, he/she may designate an interim administrator. The principal shall notify parents of acceptance, as early as possible, according to the following regulations.

ACCEPTANCE #4

Once notified of acceptance for admission, parents shall have the right to register student(s) in each succeeding school year, provided: (1) notice is given to the principal as stated in re-registration letter sent to parents; (2) all tuition payments shall have been drafted when due; (3) no disciplinary or other cause for refusal to permit registration shall have occurred.

WAITING LIST #5

The principal shall maintain a waiting list of all parents seeking admission of student(s). It shall indicate: (1) date admission was sought; (2) the grade(s), K to 8 for which admission is sought; and (3) priority, as listed in the Admission Policy.

Requirements for Admission

ADMISSION RECORDS

All parents shall furnish the school office with student birth certificates, any health records required by N.C. law, and transfer records if entering grades K-8. Catholic parents shall also furnish the student's baptismal certificate, and the Parish Participation Voucher signed by the pastor of the parish of which they are a member-of-record, that is, which they support by active participation in Mass, Sacraments and Parish affairs.

STATE LAW REQUIRES THE FOLLOWING MINIMUM DOSES:

- 5 DPT SHOTS (one required dose after 4th birthday).
- 4 ORAL POLIO VACCINE DOSES (one required dose after 4th birthday).
- 1 MMR -- 15 mos.
- 1 HIB on or after the first birthday and before five years of age.
- 3 HEPATITIS B VACCINE DOSES (If born on or after July 1, 1994)

Students entering K or 1st Grade need 2 MMR shots (2nd dose before entering Kindergarten).

Records

CHANGE OF RESIDENCE, PARISH, PHONE NUMBER

If a change of residence or telephone number occurs, a parent must notify the school office at once. Also, a parent must notify the school office of a change in a work number and/or cellular number so the school may keep every student's emergency card up to date. It is extremely important for security that all student records be kept up-to-date. Because of subsidy paid by the parishes, a parent must notify the school, current parish, and previous parish in writing when there is a change in parish membership. Each parish has its own policy regarding subsidy payment of student.

SCHOOL RECORDS

This school abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

STUDENT PERMANENT RECORDS

Parents have the right of access to their student(s)' records. If a parent wishes to receive the record, a request in writing must be submitted to the principal and the parent must give the principal a 24-hour notice as to when the parent would like to view the records.

TRANSFER

Students transferring to another school are required to return all books and school material to the teacher. A parent must sign a withdrawal notice form, all books and materials must be turned in, and all tuition must be paid in full before a child's records can be transferred to another school. Health records, transcript of marks, and copies of all tests on file here at St. Pius will be mailed directly to the new school.

Curriculum/Instructional Program

St. Pius X Catholic School is a K-8 school with a K-5 Elementary School Program and a 6-8 Middle School Program. The instructional program at St. Pius X Catholic School is derived from its commitment to Catholic education -- an education based on faith in God and love and respect for the neighbor. Religious instruction is regarded as the school's most important priority, as well as its greatest responsibility.

RELIGIOUS EDUCATION POLICY

(From Diocese) Religious education in the Catholic schools and the parish schools of religion shall be of such quality and depths to be in conformity with church documents and documents of the Bishops. The Center of Religious Education shall promulgate these requirements.

PARISH POLICY

Parents are the primary instruments in the religious formation of their children. Every religious instruction program of the parish should reflect and build upon this reality. Parents are expected to prepare their children to receive the Sacraments of Eucharist, Reconciliation and Confirmation with the guidance, aid, and reinforcement of school personnel and the Director of Faith Formation of the parish in which they are registered.

GUIDANCE

The guidance counselor will be available to assist students, teachers, parents, and administrators through counseling, consulting, and coordination of various activities. The counselor will organize his/her work schedule around the following basic functions:

- individual counseling
- student appraisal
- consultation
- professional development and practices
- group counseling
- classroom guidance
- program planning and evaluation

Appointments with the counselor can be scheduled by calling 273-4584, ext. 137 to leave a message. Calls will be returned as soon as possible. The school

counselor is available to assist with referrals to other agencies for educational, medical or psychological evaluations and/or counseling.

If written evaluation forms are required by other agencies, the school counselor will coordinate distribution to the teacher and mailing of completed forms. All forms must be mailed directly to the evaluating agency.

STANDARDIZED TESTING

The following standardized tests are administered by the school and mandated by the Diocesan Schools' Office.

- In October the ITBS (Iowa Test of Basic Skills) is given as a diagnostic test to grades 3 through 8, and the COGAT (Cognitive Abilities Test) is given to grades 2, 5, and 7.
- Grades 5 and 8 take the Diocesan Religion Assessment in the spring.
- Grades 4 and 7 take the Diocesan Writing Test.
- In May, all Algebra I students take the Algebra I End of Year Test.
- In the spring, all grade 8 students take the N.C. State Computer Competency Test.

SERVICES AND TUTORS

If a student requires tutoring or other learning services, there are specific Diocesan policies that require a certain level of insurance in order for a tutor to work on school property. To ensure that these policies are followed, parents must acquire approval from the principal before hiring a tutor to come to the school. A parent may obtain any tutor of their choosing to work with their child outside of school property after regular school hours. Services including tutoring, expressive/receptive language therapy, articulation therapy, oral motor difficulties/apraxia, fluency/stuttering intervention, complete voice analysis, voice therapy, and central auditory processing therapy may be obtained.

LEARNING SUPPORT PROGRAM

The primary goal of the Learning Support Program is to help insure successful learning of each individual student. Team planning with all the teachers involved with a student displaying learning concerns is vital to obtaining this goal. The Learning Support Program is intended as a support to the work being done by teachers and students in the regular classroom.

The learning support team consists of the principal, counselor, regular classroom teacher, teachers of special subjects, and resource teacher. As a part of the learning support team, the resource teacher helps the other members of the team to understand the nature of learning disabilities, concentration disorders, and methods to help students who exhibit learning differences in the classroom. She/he works with the teachers to provide supplemental re-enforcement and a unified approach to the child's learning. The resource teacher may offer small group or individual instruction on a regular basis for students with SAPs.

Suggesting interventions provides indirect student support and modifications in curriculum, test taking, and study methods. The resource teacher also helps to

challenge students who learn easily so they will sharpen their critical thinking skills and creative talents.

EXTRA CURRICULAR PROGRAM GUIDELINES

The extra-curricular program at St. Pius X Catholic School stresses participation, individual growth, and teamwork. Coaches and activity leaders make concern for the student participants of paramount importance and place their needs and welfare ahead of other concerns.

1. Students must maintain an overall "C" average and have no "Fs" in any subject to participate in extra curricular activities. Should a student not maintain this level of academic progress at the end of a reporting period (mid-quarter Progress Report or end of quarter report card), he/she will be placed on academic probation. 10 or more demerits will also put a student on probation. During this probationary period, students will not be permitted to practice with their teams, participate in games or competition, nor participate in activities until they have improved their grades/behavior to the level mentioned above. A student will remain on academic probation until the next reporting period (mid-quarter Progress Report or end of quarter report card). At this time, a student may or may not be readmitted to participation status based on the above academic criteria. During this period of academic probation, the student is responsible for obtaining weekly grades from each teacher for submission to coaches and activity leaders.
2. Students may not participate in an evening activity, practice or game when they have been absent for illness that same school day.
3. Athletic teams and other activities practice no more than twice weekly and may not exceed two hours per practice or meeting.
4. Each student must be covered by student accident insurance, either through a family plan or through the diocesan plan, and verification of such should be on file in the school office.
5. Each student that participates in extra curricular programs is not only responsible for maintaining academic standards, but is equally responsible for their personal conduct during any activity or event.

This code applies to every activity and event at St. Pius X Catholic School, including, but not limited to: volleyball, basketball, cheerleading, softball, golf, track, dance, band, drama, and clubs. The activity leaders of each group will administer discipline. These leaders will be responsible for advising the parents of the disciplinarian action and the reasons for those actions.

The administrator of the school has the sole responsibility of managing all extra curricular physical plant operations as they relate to the school.

ABSENT MAKE-UP WORK

Grades K-5: When a student is absent from school, make-up work will be completed within five (5) days of return. Assignments and/ or homework will not be given out prior to a scheduled absence.

Middle School: Parents may contact a friend to pick up work if his/ her child is absent from school. OR The absent student can see the teacher upon returning to school to collect missed work. (**NOTE:** The absent student is responsible for getting missed assignments upon returning to school.) A student will have TWO days to make up missed work for every day he or she is absent.

If a student is absent on the day a test is given or project due, when the test or project had been previously assigned, that test will be taken or project handed in on the day the student returns to school. Missing a test review DOES NOT exempt a student from taking a test. For further clarification, it is the student's responsibility to see his or her teacher.

CARE OF BOOKS

It is required that books be covered at all times. Children must use a book bag to transport books to and from school. All textbooks and planners are the property of the school.

REPORT CARDS

Report cards are distributed four times per year. Report card envelopes must be signed and returned to school. Regular parent-teacher conferences are scheduled at the end of the first, second and third quarters. First quarter conferences for grades K-5 are mandatory, while all other conferences are to be scheduled at the request of the parent or teacher. The fourth report card will be mailed once all accounts, bills, fees, expenses and materials due (i.e. library books, returned check fees, lunch fees, athletic uniforms, etc) are clear and accounted for.

PROGRESS REPORTS

Progress Reports will be sent home in the middle of each marking period for grades K-8. Parents are to sign the Progress Report and return it to school.

HONOR ROLL -- MIDDLE SCHOOL

Students will receive Honor Roll Certificates at the end of the quarter. Students must maintain the averages below during the quarter in order to receive their Honor Roll placement. D's, F's and behavior/conduct referrals will disqualify a student from Honor Roll.

Excellent Honors

4.0

Honors

3.5-3.0

Marking Code

A – 93-100 D – 70-77

B – 85-92 F – Below 70

C – 78-84

High Honors

3.9 – 3.6

WEEKLY "THURSDAY" ENVELOPE

The Thursday envelope is the primary tool for communication between the parent and school/teacher. Notices from the school will be sent home with the oldest or only child in a family via the Thursday envelope. Notes to and from parents may be passed through this envelope. Papers and documents needing signatures will be safe in this envelope. Items such as, but not limited to, pictures, lunch coupons, field trip permission slips, and progress reports will also be sent via the Thursday envelope. Parents must sign the envelope on Thursday, and students must return it the following school day.

MEDIA CENTER

Students have the privilege of checking books out. Parents are responsible for replacing any damaged or lost books.

EDUCATIONAL TRIPS

Educational field trips are privileges, not rights, afforded to students. If the required number of volunteer drivers is not obtained, a field trip may be cancelled.

Parents are required to sign a permission slip before a child is permitted to leave the school grounds. A phone call or note to the school will not be acceptable in lieu of the prescribed permission slip. A permission slip is included in this handbook for use or duplication.

Parents who volunteer to drive for field trips are required to fill out an information form concerning insurance prior to trips. All drivers must meet the minimum liability requirements established by the Diocese to be able to drive.

Field trip drivers may not make additional stops such as, but not limited to, stops for food and shopping, unless indicated on the permission slip. All vehicles must depart and return at the same time.

RAINY DAY DISMISSAL

All drivers need to have their family name written on a piece of white tag board to display in their front window.

EARLY DISMISSAL

If it is necessary for a child to leave school before regular dismissal time, a note must be sent to the teacher explaining the reason for early dismissal and the time for departure.

When a child leaves school during the school day, it is necessary for the parent or parent's agent to come into the office to sign the student "out." Office personnel will call the student to the office when the parent arrives. An agent is a person designated by the parent, via written permission to the school office, to remove the student from school.

INCLEMENT WEATHER

St. Pius X Catholic School will make an announcement regarding inclement weather for closing and opening and/or delayed opening of school. This announcement will be made as early as possible. Necessary information is available via local television, radio, and school web site. **TV:** WFMY, WGHP, WXII, WXLV; **Radio:** B100FM, MAGIC 99.5, The Point 98.7. The primary source of information is the school web site: **www.saintpiusxk-8.org**.

When school is held during inclement weather, each parent is responsible for making his/her own decision as to whether or not a student may attend school safely.

TRANSPORTATION

St. Pius X Catholic School does not have bus service. Parents are encouraged to form car pools with families in the same area. Parents are asked to follow the arrival and dismissal procedure, which is received in the summer mailing.

MEDICATION

State law prohibits schools from supplying "over-the-counter" medications to students. If it is necessary for medication to be administered during the school day, please fill out the correct medical form and deliver it to the school office with medicine. **Medication cannot be in a student's possession.**

Medication must be hand delivered to a school employee by an adult. Do not send medication of any kind to school with your child. The school office will store medication and administer it according to the directives of the Medication Authorization form. First aid supplies available for students are Bactine First Aid Antiseptic Wipes, Caladryl Clear, Sting Kill Topical Anesthetic, Antibiotic Ointment, Solarcain, and Vaseline.

ILLNESS

If a child is not feeling well, parents are urged to keep them at home, as this will help the school control epidemics of common colds and viruses. If a child has a fever, unexplained rash, signs of a communicable disease, injury needing medical attention, or has vomited, parents will be contacted for pick-up. **In the case of fever or vomiting due to illness a student must be symptom-free for at least 24 hours before returning to school.**

Student Emergency Information Cards must be completed and updated for each student and kept on file in the school office.

LUNCH

Inappropriate behavior during lunch/recess can result in a student receiving lunch detention and/or demerits.

Milk, juice, water, small snacks, and ice cream are available daily. Tickets for these may be purchased via the Thursday envelope. Hot lunch options are also available for purchase via the lunch order form. Lunch order forms are due to homeroom teachers by 8:15 am on the Wednesday prior to the week for which lunch is being ordered. Parents are welcome to eat with their children. Parents must sign in at the office and leave when the students are dismissed from the cafeteria. No fast food lunches (i.e. "Happy Meals", etc) are permitted.

ABSOLUTELY NO LUNCHESES ARE TO BE DROPPED OFF IN THE OFFICE OR CLASSROOM!

PARTIES: BIRTHDAY OR OTHERWISE

Party invitations **are not to be distributed** at school in any manner **unless** all the boys, all the girls or the entire class is invited. In any other case, invitations must be mailed.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are not permitted to possess cellular phones, I-Pods, electronic games, pagers, or any other electronic devices on school property.

TUITION

The School Board tuition policy states:

The parish for their active member families may subsidize tuition. Catholic families not registered or active in a parish must pay the full tuition amount. Education and formation are important ministries of our parish of Saint Pius X. A significant portion of our parish resources goes to support these ministries. We ask that all families who benefit from the Ministry of Education at Saint Pius X School consider seriously their commitment to Stewardship.

From the U.S. Bishops' Pastoral Letter on Stewardship we learn that *a good steward safeguards material and human resources and uses them responsibly and also is generous in giving of time, talent and treasure. But being a Christian steward means more. As Christian stewards, we receive God's gifts gratefully, cultivate them responsibly, share them lovingly in justice with others, and return them with increase to the Lord. The Spirit shows us the way.*

We ask that parishioners manifest their commitment by **regular** attendance of Mass and participation in parish programs and functions. Families attending from other parishes must contact their pastor regarding similar expectations. A review of participation will be held prior to the issuance of report cards at the end of each semester. The St. Pius X Parish School Policy Acknowledgement Form must be signed by all parishioners each year to assure that each family of St. Pius X Parish attending our school is informed and aware of this policy. This Acknowledgement Form is signed upon registration/re-registration.

--The Reverend Monsignor Anthony Marcaccio

Tuition payments are **non-refundable**. Tuition payments are drafted on the **fifth** of each month, June through May. A \$20.00 fee will be charged on all drafts returned by the bank and full payment must be made in the school business office immediately.

AMOUNT OF TUITION

In its annual budget, the School Board shall set a base tuition charge, according to limits set by the Diocese.

METHOD OF PAYMENT

The parents shall pay the base annual tuition charge via **monthly draft** from a designated account, with the first payment being drafted June 5th. Subsequent monthly payments are drafted on the fifth day of each month. Tuition must be paid monthly by automatic bank draft unless the full yearly amount is paid in full by June 30th for the upcoming school year. If paying the full tuition amount in June, it can be paid by check, money order or bank draft. Automatic bank draft forms are available in the School Office. Tuition payments are non-refundable. Any outstanding fees, expenses and all tuition shall be paid in full by May 20th for a child to remain on school records for the next school year. The June tuition assures the school of a returning student. If this draft is not posted by June 10th, the family next on the waiting list may be contacted. June, July and August tuition payments are non-refundable. All tuition must be up to date for children to begin attendance at St. Pius X Catholic School, i.e. drafts and fees for June, July and August shall be paid prior to the children beginning school.

A \$50.00 late fee will be charged on all payments received after the 10th of the current month due. A \$20.00 fee will be charged on all returned drafts and checks.

PAYMENT RECORDS

The School Business Manager shall keep an up-to-date record of all tuition drafts to assist in the tuition collection procedure below (3240.6). All deposits of funds received shall be made to the school checking/savings account.

TUITION ADJUSTMENTS

Any **reduction** of the annual base tuition charge or any **postponement** of the monthly due dates is the province of the **pastor**. If the financial circumstances of a family warrant, the family must appeal to the pastor. The pastor will expect the request to be in writing. If approved, a family must meet adjusted payments as agreed. The agreement will be reviewed before each new school year. The pastor's decision will be forwarded in confidence to the school business manager, who shall provide only the **total** amount of adjustments granted for the school board's annual budget procedure.

TUITION ASSISTANCE FUND

Catholic families who are active, registered members of a parish, and who are enrolling or are currently enrolled at St. Pius X Catholic School, may be eligible for full or partial financial assistance to attend St. Pius X Catholic School. All applicants must fill out a "Tuition Assistance Application" which will be reviewed for approval by the pastor, principal, and two committee members. A "Tuition Assistance Application" may be obtained from the school business manager at the school office.

COLLECTION PROCEDURE, PAST-DUE AMOUNTS

Step #1: In the unusual event that any tuition amount remains past due, the school business manager shall mail a written notice to the parent's address of record. All amounts due shall be paid immediately, or parents may consult with the school business manager.

Step #2: On the day any two tuition amounts remain past due, the school business manager shall then mail a letter to the parent's address of record indicating past due tuition of 60 days, also requesting if a conference is necessary to discuss delinquency. A reply will be requested within 10 days (date to be specified in letter).

If no reply is received, Step #3 will be followed. The letter will also refer person responsible for tuition to note policy on "Withholding of Report Cards 3240.7" as stated in the school handbook.

Step #3: If the parents/person responsible for tuition fail to reply to the letter by the specified date as stated in Step #2, the school business manager shall notify the Treasurer/Finance Committee Chairperson of the Board of Education informing him/her of the situation. Parents will be sent by Registered Mail, to their address of record, a notice naming the date after which their children will no longer be allowed to attend classes at St. Pius X Catholic School. The notice shall also inform them that they have five days to request that a date for a final hearing be set on the action before a review board. The review board shall be made up of the school business manager and one member each from the School Board and the Parish Council. Parents shall have the right to appear at such hearing to present their appeal. The decision of the review board shall be final.

WITHHOLDING REPORT CARDS

If any parents are past due in tuition drafts, before or after school care payments, any other fees or expenses over 60 days, report cards and scheduled conferences for their children will be withheld until payments are made current.

COLLECTION OF UNPAID AMOUNTS

If any parents withdraw their child/ren from the school leaving any amount of tuition due unpaid, the transfer records of such students shall be withheld until payment is made, and the St. Pius X School Board reserves the right to seek recovery of unpaid amounts through legal channels.

OPERATING DEFICIT

Each year the St. Pius X School Board will divide school operating deficit on a pro-rated basis. If, for any reason, the parent's parish will not share this deficit-per-student, the amount must be added to the parent's tuition bill; it may also be paid in 12 installments.

INSURANCE

Every student must be covered by student insurance, either through a family plan and/or through the plan offered by the diocese. Verification of coverage must be on file in the school office. The Diocese of Charlotte provides accident coverage for all students during the school day and during school-sponsored activities. This includes traveling time to and from these events. It is secondary coverage unless the student does not have primary coverage. In that case, it becomes primary.

SCHOOL UNIFORM

BOYS

- White or navy socks are required.
 - Hair should be neatly trimmed and combed. Long hair is not permitted. Fads in hairstyles are not acceptable. Hair must not fall below eyebrows or earlobes and must be cut above the collar. Spiked hair is not permitted.
 - Hair coloring is not allowed.
 - Earrings are prohibited.
 - A neat, well-fitting school sweatshirt may be worn in place of the sweater. A shirt must be worn under the school sweatshirt.
 - Belts (black or brown) must be worn with pants/shorts. Pants may not be hanging at the hips.
 - Shirttails must be tucked into shorts/pants at all times.
-

GIRLS

- Navy or white tights are allowed in cold weather with slacks or jumper/tunic. Socks must match tights. No tights are allowed with shorts.
 - Hair should be neat and combed. Fads in hairstyles are not acceptable.
 - Hair color is not allowed.
 - Makeup is prohibited.
 - Dangling earrings and distracting jewelry are not permitted.
 - White or navy socks are required.
 - Backless shoes are prohibited. (safety)
 - A neat, well-fitting school sweatshirt may be worn in place of the sweater. A blouse must be worn under the school sweatshirt.
 - Nail polish is not allowed unless it is clear polish.
 - Belts (black or brown) must be worn with pants/shorts. Pants may not be worn hanging at the hips.
 - Length of skirts and/or shorts must be **no more than 3** inches from the top of the knee in the **front and back**.
 - Skirts must not be rolled up at the waist.
 - Shirttails, excluding the official Mass blouse, must be tucked into shorts/pants/skirts.
-

NO DRESS CODE DAY

- Only pants, jeans or capris are to be worn unless approval is given by the principal.
- No halter-tops, tank tops, crop tops, spaghetti straps or thin straps.
- No inappropriate language or images on clothing.
- No hats.
- No make-up or colored nail polish.
- No ripped or torn clothing.

At all times, parents must use best judgment. If a student is inappropriately dressed at any time, he or she will be asked to call home for an official uniform. The student will wait in the office and will receive zeros for any work missed while waiting for a change of clothes. **The decision of the principal is final.**

**** THE BEST RULE IS: WHEN IN DOUBT, DON'T WEAR IT ****

BEHAVIOR AND DISCIPLINE CODE

St. Pius X Catholic School believes that a system of discipline is as educational as the academic curriculum. Such a system provides an environment in which students can safely function throughout the school day and also affords an opportunity for students to learn respect and a sense of responsibility for their individual actions.

Learning is enhanced in an environment in which good order exists. Discipline is the joint responsibility of the classroom teacher, the administration, the student, and the parent. An effort on the part of all teachers and students toward teaching/learning self-discipline is the basic goal of good discipline.

Each teacher is responsible for the discipline in his/her class. In serious cases, or when necessary, the teacher will consult the principal, who will then discuss the matter with the student and his/her parents. Non-conformity to school regulations subjects the student to disciplinary action.

Corporal punishment is not permitted at St. Pius X Catholic School.

Violations of school regulations may result in out-of-school suspension or expulsion. The school reserves the right to suspend or expel a student whose behavior is a detriment to the school. When a student is suspended, he/she may not participate in any sports or school activities, either academic or extracurricular, during the period of the suspension. A student who receives out-of-school suspension **will not be allowed on school grounds** during the period of the suspension.

MERIT/DEMERIT SYSTEM

Merits reward pupils for good behavior and academic performance. Rewarding students has a positive effect on student behavior and morale. They may be given for a Christian act, positive role modeling, academic performance, or any other outstanding act deemed appropriate. Merits may cancel demerits. Any individual who has a surplus of 15 merits during a nine-week period will be appropriately recognized.

Demerits may be given by any member of the school staff; they are an option that any staff member has to discipline an individual student. Although a student may seek clarification from the principal for any demerits he/she may receive, it is the judgment of the individual staff member to use demerits in a given situation. Demerits are accumulated during a report period. At the beginning of each grading period, each student starts with no demerits.

When a student violates specific rules and regulations of the school he/she may receive written comments in his/her student planner. Parents are expected to sign the merit/demerit entries daily. Students must carry planners with them throughout the day. In the event that a planner is lost, another must be purchased from the office.

ST. PIUS X BOARD OF EDUCATION COMPLAINT PROCEDURE

Complaint is any non-contractual education-related problem or misunderstanding that can be settled orally between the parties involved. Personnel issues do not involve the board.

The goal of this procedure is to encourage resolution of the complaint at the lowest possible level.

- Classroom Teacher
- Principal
- Pastor
- St. Pius X Catholic School Board of Education

The complainant is any person(s) making the complaint. They shall not be punished in any way for initiating or participating in a complaint. No complaints shall be heard at the formal level (see below) until every effort has been made to resolve them at the informal level.

PROCEDURES

Informal: The complaint must be stated within five (5) days of the circumstances of the complaint, to the parties involved, i.e., parent and teacher/Principal/Pastor/Board of Education.

Formal:

Level 1: If the complainant is not satisfied, the complaint must be submitted in writing to the principal within five (5) days of the verbal complaint. The principal must respond in writing within ten (10) days.

Level 2: If the complainant is not satisfied, a copy of the complaint should be sent to the chairperson of the Board of Education.

The Board must respond by clarifying policy or stating new policy where none exists, at its next scheduled meeting. The pastor shall participate in this procedure in his position as ex-officio member of the Board.

Level 3: If the complainant is not satisfied, a copy of the complaint should be sent to the Department of Education, Diocese of Charlotte (see Diocesan Policy Regulation 1410).

POLICY ON POLICIES

If no specific policy or regulation has been approved and published by this Board, those approved by the Diocesan Board of Education shall apply. A copy of the Diocesan Policies and Regulations is available to school parents for reference during school hours in the office.

ST. PIUS X PARENT TEACHER ORGANIZATION (PTO)

St. Pius X PTO provides an opportunity for teachers and parents to work together for the welfare of the children and the betterment of the school. A fee will be charged to each family each school year for membership dues.

VOLUNTEER PROGRAM

Volunteer workers are a vital part of the school program. St. Pius X strongly encourages parents to volunteer in one or more capacity as often as possible. Some of the volunteer opportunities are, but not limited to:

- Milk program
- Hot lunch
- Field trips
- Homeroom parents
- Athletics
- Special activities/programs
- Art on a Cart
- Media Center

If any parent wishes to volunteer for the current school year, they must fill out the Volunteer Profile and Volunteer Interest forms. These forms are to be returned to the PTO president via the school office.

Before volunteering, a parent is required by the Diocese to complete a **Protecting God's Children Workshop** and turn in a **Notification and Release form** (a.k.a. Background Check form) to the school office. Upon completion of the workshop, a copy of the Certificate of Completion from the diocese is required to be on file with the school office. Registration for the workshop is required. A parent may register on line at www.virtus.org or by calling 704-370-3338.

PARENT-TEACHER COMMUNICATION

Diocesan policy requires all correspondence between parent and teacher must be made via the Thursday envelope, notes to school, school voice mail or school e-mail. Teachers are not to be contacted at their home regarding school business or any student issues.

STUDENT SAFETY AND THE SCHOOL (FROM THE DIOCESE)

With the rise in text-messaging, e-mails, cell phones and parties at individual homes, it is necessary to clarify the responsibility of the school with regard to discipline associate with any problems.

St. Pius X Catholic School is responsible for the safety of your child while he/she is in school or at a school-sponsored event. If there is an incident involving a threat, danger, or illegal activity involving your child outside of the school or a school-sponsored event, it is the responsibility of the parent to bring the threat, danger or illegal activity to the attention of the parents of the child involved and also to report it to the proper legal authority. The school and/or employees are not responsible or liable for any issues or problems that occur outside of the school and/or school-sponsored events.

AMENDMENT

The principal retains the right to amend this handbook for just cause and parents will be notified promptly if changes are made.

Diocese of Charlotte Catholic Schools Acceptable Use Policy For Internet Usage

Please read the following carefully before signing this document. This is a legally binding document. Internet access is now available to students and teachers in the Diocese of Charlotte Catholic School system. The internet offers vast, diverse, and unique resources to both students and teachers. Our goal is to promote educational excellence by facilitating resource sharing, innovation and communication.

Students, faculty and staff will be able to: E-mail people all over the world and exchange information with people from other countries, access information and news from sources and research institutions around the world, and access many university libraries, The Library of Congress, and other libraries, access information & news from sources and research institutions around the world. In addition, the Internet can enhance learning opportunities by focusing on information retrieval, searching strategies, research skills and critical thinking.

The purpose for the Diocese of Charlotte Acceptable Use Policy (AUP) is to ensure the Internet usage at school is for constructive educational goals and is consistent with the philosophy of the Diocese of Charlotte school system. Because the Internet provides access to computer systems located all over the world, families should be aware that some material accessible via the Internet may contain material that is illegal, controversial, inaccurate or potentially offensive. The Diocese of Charlotte cannot control all the content of the information available. However, the Diocese of Charlotte does not condone the use of inappropriate materials and will take precautions to filter access to these materials. Users must be aware that access to the school network and the Internet is a privilege not a right and may be revoked if abused. Because ultimately parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources, the Diocese of Charlotte supports and respects each family's right to decide whether or not to allow access to the Internet.

The following are terms and conditions for using the Diocese of Charlotte Networks or Internet connections:

A. Unacceptable Practices:

- 1) giving our passwords
- 2) using someone else's account or user name
- 3) harassing someone
- 4) access of material that has been deemed inappropriate for school use ***
- 5) seeking unauthorized access to any resource
- 6) the use of profanity or inappropriate language in e-mail or electronic communications of any kind.
- 7) trespassing in another's folders, work or files
- 8) transmission of any material in violation of any US or State regulation
- 9) reproduction or transmission of copyrighted material without explicit permission

- 10) downloading, copying, installing or transmitting commercial software, shareware or freeware without permission from the school's designated computer specialist

*** (Alternate) any use of sites that specifically involve unacceptable topics such as sex, violence or drugs

B. Security: Security on any computer system is a high priority especially when the system involves many users. If you identify a security problem, you must notify the school computer specialist immediately. Do not demonstrate the problem to other users. Note that electronic mail (e-mail) is not guaranteed to be private; system administrators have access to all mail. Messages relating to, or in support of, illegal activities may be reported to authorities.

C. Vandalism: Vandalism will result in cancellation of user privileges and may result in suspension or expulsion. Vandalism is defined as any malicious attempt to harm or destroy equipment and/ or data of anyone connected to the Internet or to any other computer on the school property. This includes but is not limited to, uploading, creating or transmitting computer viruses.

D. Etiquette:

- 1) Be polite.
- 2) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- 3) Illegal activities are strictly forbidden.
- 4) Do not use the network and the Internet should be assumed to be private property.
- 5) E-mail is not guaranteed to be private but all communications and information accessible via the network and the Internet should be assumed to be private property.
- 6) Do not reveal your personal address or telephone number or those of anyone else.
- 7) Notify an adult immediately, if by accident you encounter materials that violate the rules of acceptable use.
- 8) Typing in all CAPITAL LETTERS is seen by Internet users as shouting.
- 9) Do not print anything without the permission from a teacher.
- 10) A good rule to follow is never view, send or access materials, which you would not want your teacher and parents to see.
- 11) The Internet should not be used to meet unknown people. This is a dangerous practice and could have extremely negative consequences.

Consequences: Be prepared to be held accountable for your actions and for the loss of privileges if the terms and conditions of acceptable use are violated. Consequences include: restricted network access, loss of Internet use, loss of use of school computers, disciplinary or legal action including but not limited to suspension, expulsion, and criminal prosecution under appropriate state and federal laws.

Disclaimer: The Diocese of Charlotte is not responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions or the accuracy or quality of information obtained via the Internet.

Acceptable Use Policy Agreement Form

Parent or Guardian (if applicable is a student):

I have read the Diocese of Charlotte Catholic Schools Acceptable Use Policy for Internet Usage. I understand that this access is designed for educational purposes.

The Diocese of Charlotte has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the Diocese of Charlotte to restrict access to all controversial materials and I will not hold them responsible for supervision if and when my child's use of the Internet is not in a school setting.

_____ I hereby give permission for my child to have access to the Internet at any Diocese of Charlotte School. I also certify that the information contained on this form is correct.

_____ I do not give my child permission to use the Internet or school e-mail accounts.

_____ I understand that from time-to-time the school may wish to publish examples of students' projects, photographs of students and other work on an Internet accessible World Wide Web server.

_____ My child's work may published on the Internet and photographs of my child's may be published.

_____ I would prefer that my child's work and picture not be published on the Internet.

Parent or Guardian's Name (please print) _____

Parent or Guardian's Signature _____ Date _____

User: As a user of the Diocese of Charlotte computer network and Internet accounts, I agree to comply with all of the above stated rules and to use the Internet and computer network in a constructive manner.

User's Name (please print) _____

User's Signature _____ Date _____

DIOCESE OF CHARLOTTE, NC

Parent/Legal Guardian Permission Form for Field Trip Participation

Dear Parent or Legal Guardian,
Your son/daughter, guardianship, is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of employees from _____ School. A brief description of the activity follows:

Activity: _____

Destination: _____

Designated supervision of activity: _____

Date & time of departure: _____

Date & anticipation time of return: _____

Method of transportation: _____ **Student cost:** _____

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability. As parent, or legal guardian, you remain fully responsible for any legal responsibility that may result from any personal actions taken by the named student.

I hereby consent to participation by my child, _____, in the event described above. I understand that this event will take place away from school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

(Check ONE of the following that applies to your child)

My child is _____ under 8 years of age or 80# and needs to be in a child safety seat **OR** my child is _____ over 8 years of age or 80# and does not require a child safety seat.

I give my permission for my child, in case of an emergency, to be taken to a physician or hospital by either a parent in charge or by school personnel. I understand that every effort will be made to contact me. If I cannot be reached, however, I hereby give permission to the physician selected by the teacher in charge or adult chaperone(s) to hospitalize and secure proper treatment (including surgery) for my son/ daughter.

Parent's or Legal Guardian's Signature

Date

Accident/ Hospitalization Policy Name:

Policy Number

Emergency Contact _____

Phone Number _____

Student Name: _____

Date: _____

FIELD TRIP MEDICATION RECORD

Please list any medication to be given to your child on the field trip on the Field Trip Participation Form. This will include any medication routinely given at school, or any emergency medication that may be required. The appropriate forms (A or B) must be on file in the school office. Include name of medication, dose, time it needs to be given and any special directions.

Medication _____

Dose _____ **Time** _____

Please list any allergies (i.e. bee stings, poison ivy, etc.) and usual necessary treatment for these.

Allergies _____

Treatment _____

Parent's or Legal Guardian's Signature

Date

Yes, I can drive and can seatbelt _____ children in my car.

Yes, I have completed Protecting God's Children and a background check, which are on file with the school office

My cell phone number is _____

No, I have not completed Protecting God's Children and a background check therefore, I am unable to drive.

No, I will be unable to drive this time.

Please return entire form by _____

For School Use Only

Medication administered by: _____

Date: _____ **Time:** _____

St. Pius X Catholic School Agreement

PHOTO/ VIDEO RELEASE FORM

Permission is granted by me, the undersigned, to
_____ **School and/ or the media to use**
photographs or video footage in which my child(ren)
_____ **appears for either**
publicity or advertising for _____ **School.**

Print Student(s) Name

Signature of Parent or Guardian

Date

Agreement

For everyone’s protection, all parents and students are required to read and agree to be governed by the rules, policies and procedures outlined in the St. Pius X Catholic School Handbook. These handbooks are construed as part of the contract existing between the school and the parents/students.

We have read and agree to be governed by the St. Pius X School Handbook. **

Parent’s Signature

Student’s Signature

Student’s Signature

Student’s Signature

Student’s Signature

****Please return this page to the oldest child’s homeroom teacher within three weeks. Please notify each child’s homeroom teacher that it has been turned in to the oldest child’s teacher.**

**St. Pius X Catholic School
Telephone Numbers**

School Office: 273-9865

Voice Mail: 273-4584

www.saintpiusxk-8.org

Parish Office: 272-4681

**Please call the school business manager at the school office
regarding all questions concerning tuition.**

ST. PIUS X CATHOLIC SCHOOL
Greensboro, NC



Handbook