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### **Archdiocese of Baltimore Mission Statement**

Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential – spiritually, intellectually, physically, socially, and morally. Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial sustainability.

### **St. Pius X School Mission Statement**

The mission of St. Pius X School is to achieve academic excellence while instilling in our students a spiritual foundation of Catholic values, allowing our diverse school community to attain its full potential. Our school serves students in the Primary Montessori Program (3-5 years old), Lower Elementary Montessori, Upper Elementary and Middle School of the St. Pius X parish and the extended community who share the same values. Our school offers an environment that nurtures social, intellectual, and physical development of every student through the work of highly qualified and motivated educators in partnership with a committed parent community.

### **Dear St. Pius X Parents,**

As we begin another school year, we want to welcome you and your family to our school community, and assist you in guiding your child through the elementary years. We believe that we are partners in educating the students of St. Pius X School. Your child's adjustment and progress in school will depend largely upon a cooperative effort between home and school.

As each new school year begins, many questions may arise. We hope that this handbook will help you. If you have questions, please call the school office for clarification (410-427-7400).

We are eager to work with you on anything that will make our mutual task of Catholic Education more effective.

Our goal to provide opportunities for a quality education in a safe environment can only happen in concert with parents who support our policies. The Codes of Responsibilities listed on the next page were developed to articulate our expectations for a community of students, parents, and teachers working together.

We ask God's blessing on our school as we strive to fulfill our mission as a Catholic School; to foster an environment where The Good News is a lived experience.

Sincerely,  
The Faculty and Staff

## **Faculty/Staff Responsibilities**

As a faculty/staff member of St. Pius X School,

- I will explain and review school and classroom rules at the beginning of the year and as necessary throughout the year.
- I will listen to the opinions of students and respect those opinions as long as they are presented in a responsible and timely manner.
- I will clarify and re-affirm our learning expectations with both the students and their parent(s)/guardian(s) at the beginning of each year and as necessary throughout the year.
- I will evaluate student progress and achievement and make the information available in a timely manner through Parent Access.
- I will provide positive programs to promote responsible behavior and excellent learning opportunities.
- I will encourage students to strive for personal excellence.
- I will serve as a role model by demonstrating enthusiasm for learning and teaching, and respect for students, parents, faculty, and administration.
- I will be prompt and regular in attendance.
- I will provide a safe and caring environment for all students.
- I will model the values of the Gospel.

Consequences for non-compliance are stated in the faculty handbook, a copy of which is held in the school office.

## **Student Personal Responsibilities**

As a St. Pius X School student,

- I will show consideration for the rights and feelings of others, being careful not to hurt them physically or emotionally.
- I will speak to others respectfully, not using profanity or uncomplimentary names.
- I will show respect for all people working or helping in the school.
- I will show careful regard for both my property and the property of others.
- I will always ask permission before I borrow other people's things, and I will return them promptly and in good condition when I am finished.
- I will attend school regularly and on time.
- I will be in class, on time, and with necessary materials.
- I will make good use of class time, complete and turn in assignments on time.
- I understand that assignments missed during an absence are to be made up promptly.
- I will do my best in my schoolwork, and I will let others do their best.
- I will ask for help if I do not understand.
- I will keep the school building and grounds clean and tidy.
- I will walk in the halls.
- I agree to the policy concerning cell phones, iPads, iPods, walkmans, and game devices.
- I agree to wear the St. Pius X School uniform appropriately.

Consequences for unacceptable behavior and rewards for positive behavior are specified under Discipline Policies in this handbook.

## **Parent/Guardian Responsibilities**

As the parent/guardian of a St. Pius X School student,

- I will read and discuss with my child the expectations the school has for him or her.
- I will encourage my child to respect the rights and property of others.
- I will know and support the classroom and school expectations and responsibilities.
- I will maintain contact with the school and my child's teachers.
- I will encourage and support my child's effort to learn by providing time and space for my child to study.
- I will assume the responsibility for the regular attendance of my child to include being on time for school.
- I will encourage my child to come to school ready to learn.
- I will make certain my child has the necessary materials and supplies required.
- I will be an example to my child by modeling respect to the traffic volunteers and adhering to the policies of the school.
- I agree to promote my school and to speak well of it to others.

Personal disagreements and confrontations of any kind have no place on school premises nor should anyone incite others to display inappropriate behavior. Parents are expected to address administration, faculty, staff, and each other in a civil manner. Inappropriate and abusive language, intimidating gestures, and behavior which the administration believes to be threatening, disruptive, or harassment will not be tolerated on school premises. Should such behavior occur, parents will be required to withdraw their children from the school.

**DISCLAIMER**

St. Pius X School reserves the right to amend, withdraw, or modify the policies, procedures, and beliefs described at any time. This handbook provides general information on a number of topics but is not intended to be all-inclusive. Any questions should be directed to the Principal.

**NON-DISCRIMINATION POLICY:**

“Whereas: The philosophy of the Catholic Schools in the Archdiocese of Baltimore is based on the Christian Social Principles of the Gospel Message – to love and respect the right of all people;

It is the policy of the Archdiocesan School Board that the Catholic Schools in the Archdiocese of Baltimore shall not discriminate on the basis of race, color or national or ethnic origin in the administration of their educational policies, admissions’ policies, scholarships and loan programs, athletic and other school administered programs.

It is also the policy of Saint Pius X School that no individual shall discriminate against any employee or applicant for employment because of race, color, national origin, gender or age.”

**PRIVACY POLICY**

The St. Pius X School Handbook and Directory are the proprietary information and property of St. Pius X School. In exchange for receiving a copy, you agree to keep the information confidential and not to disseminate the Handbook or Directory information contained within to any other persons, businesses, or other third parties without the express written permission of St. Pius X School. The unauthorized dissemination of information in violation of this privacy policy may result in disciplinary action up to and including withdrawal of your child and possible criminal and/or legal action against you.

**SCHOOL SCHEDULE**

The school calendar is posted on the school website. Families should refer to the calendar on the school website.

- Arrival ..... 7:45 - 8:00 a.m.
- School begins (late bell) ..... 8:00 a.m.
- Classes begin ..... 8:05 a.m.
- Dismissal ..... 3:00 p.m.

Children may not re-enter the school building after dismissal at 3:00 p.m. The school doors will be locked at 3:15 p.m. Please make alternate plans for your child if you cannot be here at 3 p.m. The school will not assume responsibility for students after this time. Students left after 3:15 p.m. three times will be required to go to after care at a cost of \$13 per child per day and also register for the drop in service at a cost of \$35 per child.

Students should not be dropped off before 7:45 a.m. since supervision is not provided before that time. Students must be in homeroom by the 8am bell in order to avoid being marked late.

Parents and visitors must report to the school office where a member of the administrative staff will be of assistance. Parents MAY NOT go to a child’s classroom without signing in.

The school does not allow a non-custodial parent access to his/her child unless the custodial parent has consented in writing or the school has a copy of a court order permitting access.

Parents are not to phone a child during the school day. Emergency messages will be handled through the school office.

No early dismissals will be granted after 2:45 p.m.

**SCHOOL BOARD**

The responsibility of the School Board is to assure that the assets and personnel of the School are used to promote and strengthen the School and the parish community or communities of which the School is a part. School Board meetings are usually the first Tuesday of each month.

**HOME AND SCHOOL ASSOCIATION**

The Home and School Association is a vital means of support to the School and an important channel of communication between the Parents and the School.

## ADMINISTRATIVE STAFF

President .....	Mrs. Carol Pacione
Principal .....	Mrs. Jen Ripley
Assistant Principals .....	Ms. Jessica Cohen & Mrs. Lisa Williams
Secretary .....	Ms. Tanya Rice
Institutional Advancement .....	Mrs. Sheryl Piron
Coordinator of Student Services .....	Mrs. Lissa Ruppert
Book Keeper .....	Mrs. Keimah Stephenson

## ACADEMIC POLICIES

### Instructional Programs

The curriculum is organized according to guidelines set forth by the Archdiocese of Baltimore, Department of Catholic Schools and the State Board of Education. Technology is utilized in various areas of the curriculum. Children prepare for the sacraments in their religion classes and according to the guidelines established by the Archdiocese of Baltimore and St. Pius X Church.

Students are assigned to homerooms heterogeneously, and receive differentiated instruction within discipline areas. Teaching in middle school is departmental. All programs provide continuity and are taught on levels based on the student's achievement.

Students enrolled at St. Pius X School will attend religion classes and participate in the religious activities of the school.

### Homework

Homework is assigned as a reinforcement or extension of the daily program. Assigned homework should be completed. It is the parents' responsibility to supervise the homework and guide the student to select a quiet, well-equipped place for study. As the child becomes older, the major responsibility should shift to the child. Yet, even with older students, some parental supervision is expected. **Parents should emphasize that study is as essential as written work.**

At all grade levels, homework is included in determining the subject area effort grade on the progress report. **Failure to complete homework in the appropriate manner and on time may result in a lower grade on the progress reports.** When a teacher notices that a student is consistently missing assignments he/she will notify parents and offer appropriate suggestions to remedy the situation.

Written homework will be given as follows:

**PreK 3** - read for 15 minutes per night, review letters (name and sound), practice

spelling first name, practice counting to 10 by memory and then objects such as cereal, toys, etc.

**PreK 4** - read for 15 minutes per night & practice flashcards each night, practice writing first name, practice counting to 20 by memory and then objects such as cereal, toys, etc.

**Kindergarten** - read for 15 minutes per night, practice flashcards each night; additional homework such as handwriting or math practice will be assigned after Thanksgiving for 3 nights per week.

**Lower Elementary Montessori**- Students in grades 1-3 will receive assignments on Monday which need to be completed and returned on Friday. Regularly scheduled reading each night; additional homework on a variety of topics will be assigned to extend classroom lessons and learning. In addition, students may be assigned projects during each trimester.

**Grades 4 & 5** - assignments in at least four subject areas per night.

**Middle School Grades** - assignments in at least five subjects per night; in addition to written assignments students are expected to spend time each evening in study.

**Students will receive interim reports at the mid-marking period each trimester. The report is to be signed and returned to the teacher by the date stated on the interim.**

## ACADEMIC SUSPENSION

**Students participating in any extra-curricular activities must have a C average in major subjects. Those not maintaining a C average in major subjects will be ineligible for any and all extra-curricular activities for two weeks. Grades will be reviewed at that time and reinstatements made as warranted. Families are advised of the status of the student as changes are made.**

**Students must adhere to the readiness and behavioral expectations of the Discipline Policies to be eligible for participation in extra-curricular activities.**

## ASSESSMENT CODE POLICIES

### GRADES K-2: PROGRESS CODES

The following three codes will be used to indicate student progress to meeting standards. A fourth code - NA: Not assessed at the time - is used if that standard has not been assessed during the current trimester.

### Independent:

- The student understands concepts/skills and works with little or no reinforcement or assistance.

- Students show the ability to apply the knowledge or perform the skill accurately without instructional support. Student is able to do more challenging work.

**Progressing: (75 minimum average)**

- The student’s understanding of concepts/skills is developing and is in need of occasional reinforcement and assistance.
- Student is retaining material and shows the ability to apply the knowledge or skill with little instructional support.

**Emerging: (74 average and below)**

- The student’s understanding of the concepts/skills is still at the beginning level and/or needs reinforcement and assistance.
- Student is being introduced to the skill and is beginning to use the skill in context with extensive instructional support. Student needs re-teaching/reinforcement.

**GRADES 1-8: EFFORT/CONDUCT**

- O - Outstanding
- G - Good
- S - Satisfactory
- I - Improvement Needed
- U - Unsatisfactory

**GRADING SCALE (ARCHDIOCESE OF BALTIMORE)**

- |             |                  |
|-------------|------------------|
| A+ - 97-100 | C+ - 80-84       |
| A - 93-96   | C - 75-79        |
| B+ - 89-92  | D - 70-74        |
| B - 85-88   | E - 69 and below |

**ACHIEVEMENT COMMENTS:**

- P. demonstrates proficiency - able to apply and explain material consistently and independently**
- G. very good progress - able to apply and explain material on a regular basis**
- S. satisfactory - able to apply and explain material to meet the basic grade level standard**
- I. improvement needed - able to apply and/or explain material somewhat/some of the time**
- N. not yet demonstrating - rarely able to apply and/or explain material**

The above criteria are standard for all marks in combination with the respective averages of test, homework and class work to obtain report marking.

**Work Habits**

- Written assignments must be neat, legible, and complete.
- Books and notebooks should be free of scribbling inside and out.
- Notebooks, folders, and other supplies must be replaced when worn or depleted.
- Students must always have a library book to read.
- At all levels, students are required to do homework.
- Homework is important for the reinforcement of skills, for developing good study habits and a sense of responsibility.
- Requirements for homework are determined by the staff.

**Make-up Work**

In case of absence, it is the responsibility of the child to obtain, complete, and submit missed work. Student’s work will be collected and placed in the designated area for pick up ONLY if parents send a request to the homeroom teacher and health suite by 8 am. Teachers will not supply work prior to an absence.

**Progress Reports**

Progress Reports are distributed three times a year. St. Pius X School participates in a computerized progress report system (Student Information System) as established by the Archdiocese of Baltimore. Since final grades for the school year are archived in June, it is important that families present questions to the administration promptly once the final progress report is received.

**Parent Access**

The Archdiocese of Baltimore uses PowerSchool as its student information system. Parent Access is a feature of PowerSchool which allows parents/guardians to log on to its server at any time to access information such as grades and attendance for their children (grade 3-8), and provides an additional means of communication about students’ academic performance. This feature is called **Parent Access** and is not intended to replace other forms of communication or official student records. Parents/guardians receive a unique username and password for each of their children in the school. PowerSchool servers are protected with the most secure safeguard available. It is the expectation of St. Pius X School that all parents of students in grades 3-8 will utilize Parent Access to regularly obtain information about students’ grades.

Parents/guardians will be granted access to PowerSchool **only**:

1. After attendance at a training session at school regarding PowerSchool which will be scheduled at the beginning of the school year;
2. As long as tuition and other fees are current.

Parents need only be trained once. If training occurred at another school, documentation of training must be provided to St. Pius X.

### **Conferences**

All parents must come for a mid-trimester conference in October. Conferences can also be arranged between parents and teachers by either of these procedures:

1. A note may be sent to the teacher or a message may be left by calling the main office. It will then be the responsibility of the teacher to contact the parent. If the teacher does not make contact within 48 hours, the principal should be notified.
2. Teachers and/or parent/guardians may request a conference via the progress report.

### **Academic Awards**

There are no academic awards given to students in the Primary Montessori Program through grade two.

**FIRST HONORS:** A student must have A's in all major subjects and no less than a G in Art, Music and Physical Education. Beginning in 5<sup>th</sup> grade, Spanish is considered a major subject. In addition to the academic requirements a student must have a grade of O, G or S in effort, conduct and unstructured time conduct.

**SECOND HONORS:** A student must have all A's and/or B's in all major subjects and no less than a G in Art, Music and Physical Education. Beginning in 5<sup>th</sup> grade, Spanish is considered a major subject. In addition to the academic requirements a student must have a grade of O, G or S in effort, conduct and unstructured time conduct.

**EFFORT HONORS:** A student must demonstrate extraordinary and consistent effort in all major academic subjects and no less than a G in Art, Music and Physical Education. In addition, the student must have a grade of O, G or S in conduct, effort & unstructured time conduct. Teacher discretion is used with regard to effort honors.

### **GRADUATION/PROMOTION/ RETENTION**

1. An eighth grade student who is carrying a failing average in one major area: Religion, Language Arts, Math, Science, Social Studies, and/or Spanish will not receive a graduation certificate stating satisfactory completion of eighth grade requirements. This student must satisfactorily complete the required summer school course in order to receive a graduation certificate. Should failure occur in any major subject for the year in Grade 8:
  - a. Student will not receive his/her Graduation diploma.

- b. Student will not participate in any end of the year activities or graduation exercises.
  - c. Student must attend summer school.
  - d. Student will be promoted only if summer school is successfully completed.
  - e. Any high school that accepted student will be notified
2. An eighth grade student who is carrying two or more failures in the major areas listed above in item #1 will not be allowed to participate in the graduation ceremonies held at St. Pius X School. This student must repeat grade eight at another school.
  3. If a student in grades 4 -7 fails two or more major subjects, or four teachers recommend retention due to the lack of readiness for the next level, the school recommendation will be enforced if the child is to remain at St. Pius X School. The school reserves the right to require a summer school or summer tutoring program if the subject teacher finds it necessary due to consistently low grades. **Summer school is required for failure of any major subject for all students in grades 4 -7.**
  4. Students in grades 1-3 who fail one major subject will be retained.
  5. Promotion to grade 1 is determined by a passing score on the Reading Readiness Test.
  6. In Primary and the Lower Elementary classes serious consideration will be given to retention of any child who is behind academically, socially and/or developmentally. A second retention at St. Pius X School will not be permitted. Placement in another school must be sought.
- Tutoring will not be accepted as a substitute for completion of summer school.\*

In accordance with Archdiocesan policy, the school will, no later than the end of trimester two, inform parent/guardian in writing of a student's possible retention for the upcoming year. By the mid-point of the third trimester, the school notifies the parent/guardian of the school's decision regarding retention.

A student can be retained for the following reasons:

- Not meeting academic requirements
- Excessive absences - absence of more than 20 days will result in the review of the student's records
- Social or behavioral problems which negatively influence the child's work

To retain a student in the same grade for the next academic year, the following procedure is followed:

1. Before the end of March: In writing, the principal notifies the parent/guardian that the student is in danger of being retained. By the end of April: a meeting is held between the principal and parents/guardians, who sign a second statement

- acknowledging they have received second notice of retention possibility.
2. In May: After notification in writing that the student will be retained in the same grade, the parents/guardians are provided the opportunity to review the decision process with the principal.
  3. A second retention at St. Pius X will not be permitted.

#### **\*Summer School**

Written communication will be forwarded to families of students needing to attend Summer School. Students who are required to attend because of failure must have official records of summer school achievement forwarded to St. Pius X School no later than August 15<sup>th</sup>. Any student who fails to succeed in completing summer school requirements for promotion to the next grade or fails to submit the necessary records by August 15<sup>th</sup> will be retained.

#### **Standardized Testing**

To determine students' progress, St. Pius X School participates in the Archdiocesan Program of Standardized Testing. Students in grades 3- 8 are tested each year. Results are forwarded to parent/guardians. Students in the fifth and eighth grades also take the Assessment of Catechesis Religious Education (ACRE). This information is used by the school in evaluation of the religious program.

### **GENERAL SCHOOL POLICIES**

#### **ADMISSIONS/REGISTRATION**

##### **Re-Registration of Current Students**

Families of students intending to return to St. Pius X School for the next school year must complete a re-registration form and forward it with the proper fee to the school during the registration period (usually during the month of February). Placements will not be held for students not re-registered during this time.

Re-registrations are accepted contingent upon fulfillment of the present year's financial obligations; student's satisfactory academic records, acceptable conduct and attendance/tardiness records; family's compliance with school policies; and appropriate behavior (parents/guardians and children) in the school setting and at school sponsored activities.

Payment of the re-registration holds placement until the first tuition payment is due. Thereafter, places will not be held unless tuition payments are received as scheduled.

**Re-registration fees are non-refundable and non-transferable.**

##### **Students Applying to St. Pius X School for the First Time**

Applications become available once re-registration is finalized (usually mid-February). Families complete the application form and submit it with the appropriate fee and copies of the required records. Registration form and fee will be due at the time a student is registered for enrollment. Testing in math and reading will be conducted for students applying to all grades. Families may be requested to interview with a member of the Administration as part of the admission process, and students may be invited to "shadow" at St. Pius X for a day.

The School Board Policy regarding admission is as follows:

**Subject to the discretion of the Pastoral Life Director and the Principal, no student may be admitted to St. Pius X School who has been expelled or asked to withdraw from any other school for a criminal offense, misdemeanor, or for any offense which would result in expulsion or a request to withdraw from St. Pius X School.**

**Admission is not considered final until all school records are received, reviewed and accepted.**

All new students are on a first year probationary period. Each student's academic and behavioral progress is evaluated at the end of each marking period to determine if the student should remain at St. Pius X School. The probationary period is a time for review and observation of a student's behavior and academic qualifications. To properly satisfy the behavioral and academic needs of all students, the needs of new students must be compatible with the currently available resources of the school. The Administrative Team reserves the power to extend this probationary period to an additional year if necessary.

It is the policy of the Archdiocesan School Board that the Catholic Schools in the Archdiocese of Baltimore shall not discriminate on the basis of race, color, handicap and/or ethnic origin in the administration of their educational policies, admission policies, scholarship and loan policies, athletic and other school administration programs.

##### **Extenuating Needs of Students**

St. Pius X School makes every effort to meet each student's individual instructional needs. However, we recognize that some students require resources that are outside the scope of those available at St. Pius X School. If the psychological, emotional or other needs of the student are beyond the professional expertise of the faculty, or adversely affect the learning environment, the administration will require that the student undergo an appropriate evaluation by a qualified professional. The

professional will be expected to provide the school with a diagnosis, recommendations, and a projected treatment plan.

The administration, in its sole discretion, reserves the right to require any student to transfer to a more appropriate educational school setting, if the administration deems it to be in the best interests of the student and/or St. Pius X School. The administration also has the right to require the withdrawal of any student who is unable to comply with St. Pius X School standards. Please refer to Finance section for information regarding refund of tuition.

### **ARRIVAL AND DISMISSAL: CAR LINE SAFETY**

Please remember the safety of ALL students!

#### **A.M.**

- be sure to allow sufficient time to get your children to school on time
- remember - there is only ONE lane to enter the driveway from York Road; the other lane is for those vehicles exiting
- the center lane of the parking lot is for those parents parking
- the Channel 2/St. Pius driveway is not to be used for drop-off

#### **P.M.**

- make sure all occupants of your car are wearing seat belts
- teachers on duty are trying to dismiss car lines in a “safe” manner - do not yell for your child to come to you and ignore the directions of the staff on duty. When everyone works together and follows traffic patterns, dismissal takes only 15 minutes. Please take your turn and be safe.
- the Channel 2/St. Pius driveway is not to be used for pickup

### **BEFORE & AFTER CARE: PROCEDURES FOR DROP-OFF & PICKUP**

In an effort to ensure the safety and security of all children enrolled in our programs, the following procedures must be adhered to during drop off and pickup of your child. In the morning, all children must be escorted to the door by an adult and may not be dropped off to enter alone. After school, an adult must be physically present to remove a child from care. The teachers are responsible for signing the students in and out, but each must be accompanied by an adult.

### **ASBESTOS**

In compliance with AHERA regulations, St. Pius X School enforces those regulations regarding asbestos management outlined by State and Federal Health Departments. The 1986 Congressional Asbestos Hazard Emergency Response Act (AHERA) requires schools to:

1. Inspect for friable and non-friable asbestos

2. Develop asbestos management plans that address asbestos hazards in the school building
3. Implement response actions in a timely manner
4. Communicate with families each year as to the presence of asbestos in the school, and advise of actions taken

Aerosol Management & Analysis, Inc. is contracted by St. Pius X School to conduct triennial inspections. The school’s management plan is maintained by the principal and may be viewed upon request during normal business hours. This plan contains information on our inspections, re-inspections, response actions and post-response action activities including periodic self-inspections that are planned or are in progress.

### **ATTENDANCE/ABSENCE/TARDINESS**

Regular attendance and punctuality are essential to a child’s progress in his/her studies. Schoolwork continues even though your child is absent. “Making up” the work can never replace the teacher-pupil interaction that occurred while the subject matter was being taught. Parents are urged to see that their children are in school at all times unless ill. Perfect attendance is defined as being in school all day, each day – no late arrivals or early dismissals for any reason. A certificate will be awarded to all students who have achieved perfect attendance. Excused tardies, early dismissals and/or absences negate perfect attendance.

Students in St. Pius X School must comply with Maryland State Law concerning compulsory attendance. The law requires regular attendance during the entire school year.

It is the responsibility of the parent/guardian to call the health suite (410-427-7323) by 8:15 a.m. on the morning of the absence. Students who are absent from school must have a written excuse upon returning. The note should contain the date/dates, the reason for the absence, and must bear the signature of the parent/guardian.

If you wish to pick up homework for your child please send a request to the homeroom teacher and health suite by 8 am. It will be outside the health suite after 3:15pm.

In grades 4 to 8 a “late work” policy has been adopted. This policy states that after an EXTENDED illness, the student has ONE WEEK to make up work in all subjects unless otherwise directed by a teacher of a specific subject. It is the responsibility of the student to note the assignments given while he/she was absent. All work not handed in on the date due will result in a lower grade for that assignment. Any work handed in more than one week late will not be accepted by the teacher. Parents should note that this policy pertains to work missed due to an extended illness.

Individual teachers have an established policy regarding daily assignments. The teacher may refuse to accept any assignments not turned in on time.

Tardiness to class is a disturbance and an inconvenience to the teacher and students already at work. Students are considered late if they are not in their homeroom when the 8:00 AM bell rings. Children who arrive late (after the 8:00 AM bell) must report to the health suite to receive a late pass before going to class. Habitual and unnecessary lateness will result in a conference between a member of the administrative team, teacher(s), and parents to find a solution to the problem.

Parents who request vacation for their children over and above what is provided within the school calendar must assume responsibility for the work that is missed. Individual teachers have an established policy regarding assignments missed due to unauthorized vacations. Tests missed during a student's absence are to be made up at the teacher's convenience.

"Take Your Son/Daughter to Work Day" is recorded as a day of unexcused absence.

Any student who is absent for more than seventeen days will have his or her academic record reviewed by the principal to determine whether the year's work has been completed satisfactorily. Absences in excess of twenty days will necessitate repeating the grade.

A student may not participate in any school-related extracurricular activities on the day of an absence. A student must arrive by 10:30am in order to participate in any school related extracurricular activity. If a student does not attend a field trip, the absence is unexcused. If a student does not report to school on time or remain until regular dismissal on the day of the field trip, this will negate perfect attendance.

All medical and dental appointments should be scheduled outside of school hours. If an early dismissal is necessary, a note should be sent to the homeroom teacher. At the designated time, children will report to the office where they will await the arrival of the parent/guardian or authorized adult.

### **BOOKS AND SUPPLIES**

A basic fee is charged for the rental of all textbooks and the use of workbooks for each child. The cost of tuition includes:

1. Use of learning kits, supplementary materials, and other school aids.
2. Photocopied and internet materials for various subjects.
3. Magazine subscriptions (varied by grade level).
4. Use of the school library and computers.
5. Archdiocesan fee for testing programs, records/reports and other various

materials supplied by the Division of Schools.

A list of supplies needed by each student is provided in the summer newsletter. These items are not covered by the book bill.

It is required that students keep books **COVERED AT ALL TIMES** to prevent unnecessary damage. **STUDENTS WHO LOSE OR DAMAGE BOOKS ARE REQUIRED TO PAY FOR THEM BEFORE A NEW TEXT WILL BE ISSUED.** Book bags are required to help preserve the life of the textbooks.

### **CALENDAR**

The school calendar is posted on the school website. Families should refer to the calendar on the school website. The calendar is a draft and is updated throughout the school year. Please check the monthly newsletter as well as the calendar for changes.

### **CELL PHONES**

If it is necessary for a student to bring a cell phone to school they are to be deposited each morning upon entering the building in the specified container in the front office. After the 2:50pm bell, but prior to dismissal, students need to pick up their phones from the school office. Cell phones must be turned off while students are on school grounds. Any student who brings a cell phone to school does so at their own risk. The school is not responsible for lost damages, or stolen cell phones. Cell phones that are discovered in the classroom or that ring during class will be confiscated by the administration. A parent/guardian must make an appointment with the administration to retrieve the cell phone after school hours.

### **CHILD ABUSE AND NEGLECT REPORTING PROCEDURES**

Maryland Law requires that all school employees, volunteers, coaches and activity coordinators, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland Law in this regard, and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department.

### **CLASSROOM VISITS**

Any parent/guardian desiring to visit his or her child's classroom must sign in at the office and obtain a Visitor's Badge. ***The first and last weeks of school and the week(s) of Standardized Testing are not available for visitation. Visitation is not permitted if a substitute is present in the classroom.*** Parents are encouraged to call the school in advance, thus eliminating this situation.

*All persons coming into the school must report to the main office.* Any parent/guardian wishing to visit a classroom is asked to sign in. Parents/guardians who have scheduled appointments with teachers are asked to sign in. Teachers will confer with parents/guardians by appointment only.

## **COMMUNICATION**

Throughout the school year our monthly newsletter is posted on the St. Pius X school web site (stp10school.org). The group email is used frequently to communicate school matters other than the newsletter.

Occasionally during the year, notices that require your signature are sent home via the student. Please read these carefully, sign them in the appropriate place, and return them promptly to school.

At St. Pius X we recognize the importance of communication between home and school. Parents requesting a conference to discuss their child's progress should arrange an appointment with the teacher(s) involved. This request should be made in writing at least two days in advance. In the interest of personal privacy, DO NOT call the teacher at home.

A conference with a member of the administrative team should ONLY be made after you have met with the teacher(s) involved. An appointment may be made by contacting the school secretary during regular school hours.

If further discussion is desired, parents may contact the Associate Superintendent at the Department of Catholic Schools.

To facilitate cooperation between the home and school the following guidelines may be helpful:

1. If your child comes home upset about a school situation, we ask you to listen openly to the child. We would caution you not to offer an opinion until you have contacted the teacher(s) involved in the situation. The discipline in the action is one of passive listening. The time taken for communication will show interest in the child's viewpoint, which at the same time demonstrates the need to view the situation as completely as possible.
2. If you disagree with the teacher's action, please express your disagreement and concern to the teacher. Your cooperation and support are necessary for an effective discipline and guidance program. It is very possible that a misguided statement can undermine our program, but more importantly, it places the child in opposition to the teacher and may result in defiance, disrespect and a poor attitude toward school.

3. Your interest in your child reinforces his/her interest in school. If you feel your child is not working to potential, contact the teacher(s) in order to arrive at a mutually-agreed-upon program. The most effective means of assisting your child's scholastic growth can be checking homework, reviewing for tests, inquiring about projects, test results, school activities, etc.
4. Responsibility, like respect, is something more than just taught. If we exemplify responsibility and a positive attitude our children will practice them also. We are not always able to communicate personally; therefore, we ask you to read each communication and respond promptly when necessary.

## **DISCIPLINE POLICIES**

The policies of St. Pius X School have the aim of helping the student assume responsibility for his/her actions as a member of a community. A firm commitment toward individual responsibility is necessary to establish an atmosphere conducive to Christian living and learning, and for students to achieve their educational goals. All students will follow and obey the established school rules and regulations while displaying an attitude of courtesy and respect for others. It is expected that parents and guardians will help support their student and the school's faculty by discussing and maintaining open communication with the teachers. The discipline code was developed in conjunction with parents, teachers, and students. The following rules, expectations, and discipline code will be enforced consistently throughout St. Pius X School.

The following are rules that are in effect at St. Pius X School:

## **CLASSROOM RULES**

1. Follow directions the first time they are given.
2. Raise your hand and wait to be recognized before speaking.
3. Come prepared to school with all needed materials, ready to work.
4. Keep hands, feet, objects and belongings to yourself.
5. Leave your seat and classroom only with the expressed permission of the teacher.
6. Respect the dignity of fellow students, volunteers, and faculty.

## **PLAYGROUND RULES**

1. Follow the directions of the teachers or lunch parents.
2. Use all recess equipment properly.
3. Stay within your class' playground boundaries.
4. No verbally or physically aggressive recess play.
5. Stop playing and hold recess equipment when the bell rings or the whistle blows.
6. Line up quietly being respectful of others and property.

## LUNCH AND MORNING BREAK RULES

1. Remain seated while eating.
2. Talk in a quiet inside voice.
3. Leave your seat and classroom only with the expressed permission of the teacher or lunch parent.
4. Leave your desk and desk area clean and free of trash and leftover food.
5. Treat fellow students, lunch parents, and faculty with respect.

## HALLWAY RULES

1. Maintain indoor quiet at all times.
2. Walk quickly from one class to another, without loitering in the hall or on the stairs.
3. Follow the established traffic pattern, walking on the right side of the hallway.
4. Treat others with respect.

When school is in session, students may not be outside the school building unless they are involved in a class or recess and are accompanied by a faculty member. Students may not enter empty classrooms. Students must have a teacher's expressed permission to be away from the class.

Conduct is classified into two categories: class and unstructured time. Class conduct refers to a student's readiness to learn and to behaviors that occur within the classroom during teaching or class time. Unstructured time conduct refers to behaviors that occur during break time, recess, lunchtime, and/or other unstructured times of the day. It is possible to have an unsatisfactory conduct grade in one category and not the other. The consequences set forth in the following discipline code apply to both situations.

## ST. PIUS X - PBIS

PBIS (Positive Behavioral Interventions and Supports) is an approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions that enhance academic and social behavior outcomes for all students. PBIS is a prevention-oriented way for school personnel to organize evidence-based practices, improve their implementation of those practices, and maximize academic and social behavior outcomes for students. Effective classroom management and preventative school discipline are essential pieces for supporting teaching and learning. PBIS works to create a positive and safe school environment to maximize the success of all our students. Positive and preventative strategies are emphasized for all students and consequence based strategies for misbehavior are reviewed to understand why the problem behavior is occurring and to remove triggers that maintain the problem behavior while instituting consequences that maintain acceptable behaviors.

At the beginning of the school year, expectations concerning acceptable behaviors in the classrooms, hallways, during lunch and recess as well as the uniform code guidelines will be discussed in each classroom.

Students can earn individual rewards for modeling appropriate behavior. There will also be times throughout the school year when the students work towards a positive grade level or school-wide reward for behavior. Consequences for inappropriate behaviors will be issued and tracked to understand what may be causing the occurrence of such behaviors and ways to prevent them.

PBIS focuses on positive reinforcement; however, if a student chooses to disregard or fails to comply with the school rules, consequences will be issued. When a student initially does not comply with the school rules teachers will utilize strategies within the classroom to address the misbehavior. If the behavior continues or is deemed significant, an office referral will be made. Documentation will then be sent home by the administration for parent/guardian signatures and is to be returned the next school day. Teachers may also communicate with families regarding behavior.

Some behaviors warrant an immediate **hour-long** detention or possible suspension at the discretion of the administration. In either case, parents will be notified. These behaviors include but are not limited to, the following:

- Pushing, shoving, or any other aggressive action that can be construed as fighting
- Cheating (includes lying; forging a parent/guardian signature; giving or receiving work from someone else or source; plagiarism )
- Damage to school or personal property
- Stealing
- Leaving school building or grounds without permission
- Defiance of authority
- Disrespect for authority
- Bullying
- Violation of Technology Policy

According to state law, the Administrative Team may suspend a child. Reasons for suspension may be but are not limited to:

- Fighting, aggressive behavior, or any unauthorized physical contact
- Demonstrating defiance in language or action to teachers, staff, lunch parents, administration, or fellow students
- Vandalizing personal or school property
- Bullying
- Violation of Technology Policy
- Harassment (sexual or otherwise)
- Possession or consumption of any drug or look-alike drug while at school or

- attending a school/parish function.
- Possession or consumption of alcohol while at school or while attending a school/parish function.
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s)
- Smoking/using matches
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Any behavior that is deemed unsafe to students, faculty, staff, or other members of the St. Pius X community.

Days out of school due to suspension are unexcused absences. Parents will receive written notification of the suspension and a conference will be held with the parents before the student may return to school. Administration reserves the right to determine the conditions for reinstatement. Teachers are not required to provide students with make-up assignments if they are suspended. Upon the student's return to school, he or she will be placed on probation. Continued violation of school rules and regulations or a second suspension, may lead to removal from St. Pius X School. If a student is suspended for any reason, the student will jeopardize honors, participation on field trips and class activities, including eighth grade end of the year activities.

Parents must meet with a member of the Administrative Team before the student is reinstated. The Administration reserves the right to make final decisions concerning all disciplinary regulations, policies, and consequences.

**POSSESSION OR USE OF ALCOHOL, DRUGS, TOBACCO, AND/OR WEAPONS WILL RESULT IN IMMEDIATE EXPULSION AND THE ADMINISTRATIVE CONTACT OF THE PROPER AUTHORITIES.**

**ALL RULES AND CONSEQUENCES ARE IN EFFECT FOR ALL PARISH-SCHOOL ACTIVITIES.**

**Expulsion**

A student may be expelled for the following reasons (but not limited to):

- Any illegal activity\*
- Buying, selling, or distribution of alcohol or drugs\*
- Physical assault on a teacher, volunteer or school personnel\*
- Any behavior that jeopardizes the safety of another member of the St. Pius X community
- Bullying

\*Proper civil authorities will be notified.

Students may be suspended or expelled at the discretion of the administration. Any expelled student forfeits all privileges of a St. Pius X School student. The administration reserves the right not to re-admit an expelled student at a later date. If a student is expelled, there is the possibility of requesting a hearing through the Archdiocese of Baltimore Department of Catholic Schools.

**Search and Seizure**

Lockers and desks are properties of the school and can be searched at any time. The principal, or designee, shall request the student's consent for search of personal belongings. Failure of the student to give consent may result in automatic suspension and/or expulsion from the school.

We are a Catholic school with a philosophy based on Christian formation and personal responsibility. Our students are expected to respect self, teachers, fellow students and property. They are expected to be loyal to St. Pius X School and live according to its values and teaching. Parents are encouraged to work closely with the administration and teachers concerning the discipline of their children.

1. **Assemblies/Performances:** Prior to assemblies or performances, teachers will instruct students as to proper behavior. Students who do not comply may be deprived of attendance at future assemblies and/or performances.
2. **Behavior:** Students who disrupt classes or hinder the teaching-learning process with inappropriate behavior will be removed from class and will not be permitted to re-enter class until a conference with student and Principal has been held. Parents may be notified. Students may also be suspended or expelled for disruptive behavior toward school personnel, other students, or members of the community.
3. **Buying/Selling/Trading/Extortion of any kind** among students on school premises is prohibited. Such actions will result in suspension or expulsion at the discretion of the administration.
4. **Drugs, Alcohol, and/or Smoking:** Any student involved in any drug, alcohol, and/or smoking related activity will be suspended immediately. The student is entitled to a special hearing. This will take place after a thorough investigation. For this offense, the normal disciplinary action is expulsion from St. Pius X School.
5. **Fighting, Provoking a Fight, Teacher Assault, Unauthorized Physical Contact, or any Aggressive Behavior:** These actions are not tolerated at St. Pius X School. If a student is involved in any of these actions, parents/guardians will be notified. These offenses will result in suspension or expulsion.
6. **Fireworks/Weapons:** Fireworks, snappers/poppers, weapons, look-alike-weapons or any objects used as weapons present a serious threat to the safety of all. Any student found to be in possession of these articles faces serious consequences, including suspension or expulsion.

7. **Gum Chewing:** Gum is not permitted in the school building, anywhere on school property, or off site at any school event.
8. **Hats:** Upon entering the school building, students must remove their hats. Failure to do so will result in the hat being confiscated.
9. **Inappropriate Language, Spoken or Written:** The use by any student of vulgar, foul, profane or otherwise inappropriate language is not acceptable at any time, on school property or at St. Pius X events. This language may also not be written on any property, whether it belongs to the student or not. Any student who uses or writes such language will be removed from the group. Parents will be notified and appropriate consequences will be issued. Verbal defiance and back talking will not be permitted. Any student involved with inappropriate or pornographic materials such as books, magazines, video, DVD's, CD's will be subject to immediate disciplinary action (suspension/expulsion) by the administration.
10. **Leaving School Building or Grounds:** No student may leave the school building or grounds during the school day without the permission of the Administration. Doing so will be subject to immediate disciplinary action (suspension/expulsion) by the administration
11. **School or Personal Property:** Students who deface or destroy school or personal property are required to pay for damages, and will be subject to disciplinary action (possible suspension/expulsion).
12. **Stealing, Cheating, Copying, Forgery, and Plagiarism** are not permitted at St. Pius X School. Cheating is not limited to testing situations. Giving or receiving answers on homework or class work assignments is a form of cheating. If a student is involved in any of these activities, parents will be notified and consequences will be issued and all students involved will receive a zero for the assignment or quiz/test. These offenses may result in suspension or expulsion.
13. **Truancy:** If a student is found to be truant, he or she will immediately be suspended. A conference with parents/guardians must take place before the student may return to school. A total of 10 hours of community service for each day of truancy will be required. Service will take place under the direction of the Administration.
14. Students are not permitted to bring **Cameras, Video Games, iPods, iPads, Headsets, Beepers, Walkman/Radios/CD Players or any other electronic device** to school. Should a student choose to disregard this regulation, the school will not be held liable for any loss or damage. The school has the right to seize any of the above items and retain ownership until the article is re-claimed by the parent/guardian.

Whenever a student's action violates a civil code (e.g., stealing, vandalism, drug-related activities, etc.) the school reserves the right to contact proper authorities. When necessary for the welfare of any member of the student body, faculty or staff, the administration and authorized staff reserves the right to conduct a reasonable

search students, visitors, and areas under their control (desks, personal belongings, cars, etc.) in cases of suspected violation of school policies (e.g. drugs, weapons, alcohol, tobacco, stealing).

### **DRESS CODE**

The guidelines set for dress and grooming at St. Pius X School reflect a traditional approach which is intended to direct the student in the areas of cleanliness and good taste. Anything which detracts from that traditional standard or deviates from the concept of good taste will be considered inappropriate and unacceptable. Students who forget gym uniforms on their assigned day are not permitted to call home for them.

A school uniform has been adopted for boys and girls. Students are required to wear the complete uniform every day. No out of uniform slips may be used on days of church services. The school uniform is to be worn as outlined in this handbook and may not be altered in any way. Substitutions are not permitted.

**When a student is in uniform he/she is considered to be part of St. Pius X School and must follow all rules as if he/she were on school property.**

If a child cannot comply with the school uniform regulation, parents are requested to send a note of explanation.

All personal belongings, lunch boxes, book bags, etc., must be marked with the child's name. The school is not responsible for lost articles.

### **Gym Uniform**

**The gym uniform must be worn to school on days when students have gym classes.**

Navy blue, monogrammed mesh shorts

Gray monogrammed t-shirt

White or navy crew socks that are at least 3 inches above the ankle

\*During colder months the SPX monogrammed sweatshirt and plain cotton navy sweatpants may be worn

Velcro or tied tennis shoes

\*Bike shorts are not to be worn under the gym uniform.

### **Primary Montessori (PreK 3, PreK 4, and K)**

The St. Pius X School gym uniform is the required uniform for all children in the Primary Montessori classes. Students must wear tied/Velcro athletic shoes with backs each day (**no light up shoes of any kind**).

## **BOYS (Grades 1-8)**

### **WINTER/Dress: November 1<sup>st</sup> – April 14<sup>th</sup> (and administrative designated dates)**

White oxford shirt (short or long sleeves) with uniform tie

Navy Blue pants - must be purchased from Flynn & O'Hara

Plain leather belt

Navy Blue V-neck sweater with logo - must be purchased from Flynn & O'Hara

White or navy crew socks that are at least 3 inches above the ankle

Tied, Tan Suede Buc shoes that do not come above the ankle

### **SUMMER (This uniform is optional and may be worn from the beginning of school until October 31<sup>st</sup> and from April 15<sup>th</sup> to the end of the school year.)**

White short sleeve polo shirt (monogrammed) - must be purchased from Flynn & O'Hara

Navy blue shorts or pants - must be purchased from Flynn & O'Hara

Plain leather belt

White or navy crew socks - that are at least 3 inches above the ankle

Shoes - same as winter uniform

We ask parents to see that the boys get haircuts when needed. Long haircuts are inappropriate. No student may have a completely or partially shaved head or shaved portions of the head. In addition, no shaved lines or outlandish haircuts are appropriate. Dyes, or any item that will change the natural color or appearance of the child's hair, are not acceptable for school. Boys' hair may not be held in place with anything. Boys may not wear hats, earrings, bracelets, necklaces, tattoos, etc. Pierced facial parts and tattoos are unacceptable. The final decision as to what constitutes proper dress and grooming rests with the administration.

## **GIRLS**

### **WINTER/Dress: November 1<sup>st</sup> – April 14<sup>th</sup> (and administrative designated dates)**

#### Grades 1-4

White short or long sleeve Peter Pan collared shirt

Plaid jumper or navy pants (Navy pants are only an option with the winter uniform, and may not be worn on dress uniform days) - must be purchased from Flynn & O'Hara

Navy Blue button down cardigan with logo – must be purchased from Flynn & O'Hara

Navy cotton, ribbed tights or navy knee highs (no crew socks)

Tied, Tan Suede Buc shoes that do not come above the ankle

#### Grades 5-8

White short or long sleeve oxford shirt

Plaid kilt or navy pants (Navy pants are only an option with the winter uniform, and may not be worn on dress uniform days) - must be purchased from Flynn & O'Hara

Navy Blue V-neck sweater with logo – must be purchased from Flynn & O'Hara

Navy cotton, ribbed tights or navy, ribbed knee highs (no crew socks)

Tied, Tan Suede Buc shoes that do not come above the ankle

### **SUMMER (This uniform is optional and may be worn from the beginning of school to October 31<sup>st</sup> and from April 15<sup>th</sup> to the end of the school year.)**

#### Grades 1-4

White short sleeve polo shirt (monogrammed) - must be purchased from Flynn & O'Hara

Plaid jumper OR navy shorts (with a plain belt) - must be purchased from Flynn & O'Hara

White crew socks that are at least 3 inches above the ankle (no knee highs or tights)

Shoes - same as winter uniform

#### Grades 5-8

White short sleeve polo shirt (monogrammed) - must be purchased from Flynn & O'Hara

Plaid kilt OR navy shorts (with a plain belt) - must be purchased from Flynn & O'Hara

White crew socks that are at least 3 inches above the ankle (no knee highs or tights)

Shoes - same as winter uniform

Girls' skirts are to be worn at **least** to the top of the knee. Extreme haircuts or hairdos are not permitted. No student may have a completely shaved head or shaved portions of her head, no shaved lines or outlandish haircuts. Dyes, or any item that will change the natural color or appearance of the child's hair, are not acceptable for school. Only one set of stud earrings is to be worn. The earring may not extend below the lobe. This is a safety factor. No necklaces (other than a small cross or small religious medal on a plain chain), bracelets, or rings are to be worn. Make-up is **ALWAYS unacceptable**. Only clear nail polish may be worn. Acrylic "fake" nails are not acceptable. Students will be asked to remove all make-up and colored nail polish. No extremely large ribbons, bandannas, wraps, or hats (of any kind) may be worn during school time. Tattoos or pierced facial parts are unacceptable. The administration reserves the right to determine what is acceptable for school.

Parents, you are urged to be conscious of the way your son/daughter comes to school. Full uniform must be worn at all times, including arrival and departure from school. No writing on uniforms, shoes, etc., is permitted. Writing or pictures on T-shirts worn under the uniform shirt should not show through. All uniforms are to be

clean and neat. Your insistence, good example, and interest will be most helpful to your child and our school.

The final decision as to what constitutes proper dress and grooming rests with the Administration.

### **OUT OF UNIFORM DAYS**

On authorized days the students are given the opportunity to come to school out of uniform. It is expected that the guidelines below will be followed and students will maintain a culture of modesty. When in doubt, bring a change of clothes. Students wearing outfits considered inappropriate by the administration will be required to call home for appropriate clothes or shoes or may be sent home from school.

### **GIRLS**

These items are inappropriate for school: Blouses with spaghetti straps, shirts that hang off the shoulders, midriff-baring blouses, halter tops, tank tops, shirts that have offensive pictures or language, tight blouses or pants, very short shorts or skirts, flip-flops or other loose fitting foot wear. Leggings may be worn with shirts that come to the mid thigh. Make-up is inappropriate.

### **BOYS**

These items are inappropriate for school: Tank tops, sleeveless shirts, shirts that have offensive pictures or language, excessively baggy or loose pants, flip-flops or other loose fitting foot wear.

### **General Grooming**

All students are expected to be neat and clean. Shoes are to be cleaned or polished, and all clothing should be properly laundered, and labeled with the student's name. Shirts/blouses are to be tucked in at all times. Socks MAY NOT have any ornamentation or labels.

### **Hair**

Hair is expected to be well kept and out of the face. Fad hairstyles are NOT acceptable at any grade level. The hair length of boys should NOT exceed the shirt collar. Boys' hair may not be held in place with anything. Hair MAY NOT be dyed or highlighted. Bangs (boys & girls) MAY NOT come below the eyebrows. Only hair accessories that enhance good grooming are permitted. Accessories MUST be simple and plain, and colors that match the uniform.

### **Jewelry**

A student may wear a watch. A small cross or small religious medal may be worn around the neck on a plain chain. Girls may wear only one pair of small post

earrings that DO NOT DANGLE. No other jewelry is permitted. Rings may NOT be worn in school. It is NOT considered appropriate for boys to wear any type of earring with the school uniform. Boys MAY NOT hide earrings worn under a band-aid.

### **Make-up (including lip gloss), nail polish and acrylic nails are not permitted.**

Fingernails should not extend more than ¼ inch beyond the fingertip.

The school reserves the right to contact parents in the event that any of the guidelines are not being followed. Failure to adhere to the dress code may necessitate a conference and detention.

### **EMERGENCY CONTACT INFORMATION**

It is mandatory that each student attending St. Pius X School have a properly completed emergency sheet on file at the school. Two emergency contact persons and phone numbers must be listed in addition to home and work numbers for parents/guardians. This information must be kept current and accurate. Children will not be permitted to attend school unless this information is submitted during the first week of classes.

If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

If there is a change in the family status/or a change of a child's name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that names the custodial parent must be on file with the school.

If school communications are to be shared with a parent/guardian other than those with whom the child is residing, that request must be submitted in writing by September 15<sup>th</sup>.

Families wishing to authorize classroom observation by an adult family member other than the parent/guardian should add the name and relationship to the emergency sheet in the space provided. It is also important for parents/guardians to provide the school with e-mail addresses on the emergency card. This information will be used by the staff for routine communication.

### **EXTRACURRICULAR ACTIVITIES– Criteria**

In addition to meeting any criteria for participation in any St. Pius X club/team, the administration reserves the right to determine behavioral and academic criteria for students who wish to participate on school teams and other extracurricular school activities.

Extracurricular activities assume many shapes, and involve many different elements. Some of these activities involve only a segment of the student body. On the other hand, some involve the entire student population. Regardless of the extent to which the students are involved, the responsibility and obligation to participate are considered very important.

Extracurricular activities such as Student Council or Safety Patrol have criteria which are set by the teacher or teachers involved in coordinating those programs. If a student is involved in any of those programs or similar ones, his/her presence at and participation in those programs is his/her responsibility.

Throughout the school year, the entire student population may be called upon to participate in an event or program. These programs, such as the Christmas Show or the Spring Concert, are publicized well in advance of the performance date. Therefore, students should make every effort to be present at those performances. From time to time, various organizations ask to distribute material to our students and/or their families via the school. This is done ONLY if this material has been cleared and approved by the principal.

Also, any activity which is directly or indirectly related to the school, and occurs during the regular school hours or during a school-sponsored activity, must be approved by the principal.

Students who are involved in after school activities must report to those activities immediately at dismissal. They may not leave the campus for any reason. After school activities are not held on faculty meeting days.

### **FIELD TRIPS**

When St. Pius X School is sponsoring a Field Trip, students are given a Permission Form which must be signed by a parent/guardian, and returned to the homeroom teacher together with any fees specified. Failure to return the completed form within the allotted time will result in the student's inability to take part in the field trip experience. Phone calls, emails or faxes will not be accepted. If a student will not be attending a field trip, parent/guardian must notify the Principal in writing by the due date of the permission slip or the date when the money is due whichever is the earliest date. If parent/guardian does not do this, they will be responsible for all financial obligations for the trip. If a student does not report to school on time or remain until regular dismissal on the day of the field trip, this will negate perfect attendance. Field trips are planned to enhance the educational experience of each student, and therefore are not optional.

**Students may be excluded from field trips for the following reasons: Excessive absence and/or tardiness, failing grades, lack of responsibility, failure to respect the discipline code of the school, or if the field trip is on a day when the student is excluded from school due to outstanding financial or other obligations.** Students who do not attend a field trip may not attend school on the day of the trip, and that absence is unexcused. In the event of late decisions regarding field trip attendance, refunds cannot be issued since costs are calculated on total participation.

On some field trips, parents/guardians may be invited to serve as chaperones. If you feel you may wish to chaperone a school trip, it is necessary for you to comply with STAND volunteer requirements through: [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org). Because of the follow-up required on the part of the administration, this process should be completed at the beginning of the school year. **Parent/guardians will not be permitted to chaperone or attend any field trip unless these procedures have been followed.**

Students are required to return from field trips using the same transportation that was initially provided, as insurance coverage does not include transportation by individual cars.

Field Trips are planned for the educational value at each grade level; therefore, siblings may not participate.

### **FINANCES**

Tuition is managed by an outside company. All families must be enrolled with the tuition management company and select from a variety payment options.

Places will not be held for students whose tuition is not paid during the summer months (July and August). Tuition must be up to date in August in order for a student to begin the new school year.

**No tuition is accepted at St. Pius X School.**

**Should unforeseen circumstances interfere with the timely payment of tuition, it is necessary to communicate with the Principal immediately (either in writing or by telephone) to prevent an interruption in a student's education.**

Tuition is non-refundable. Only in cases of geographical moves greater than 30 miles, with families submitting documentation of the move, will exceptions be considered. Acceptable documentation includes a utility, rent or mortgage statement/bill in the name of the parent/guardian.

If the family is a registered parishioner of St. Pius X Parish, once a student is registered for school, the family is eligible to apply for St. Pius X Tuition Assistance. The family will be notified if they will qualify for tuition assistance. Until that time,

**full monthly tuition payments must be made.** If a family is not a registered parishioner, they may also apply for tuition assistance. Students must be enrolled in St. Pius X School for one year before qualifying for assistance.

**Re-registration** for children at St. Pius X School for the upcoming year will be sent to families when available. Information will be sent home and the completed form and fee are due back to the school by the designated deadline.

If a family presents two checks that are returned from the bank for any reason, the family will no longer be permitted to submit checks for any payment and will be required to pay a \$35 returned check fee per returned check.

### **Student Exclusion for Outstanding Financial Obligations**

St. Pius X School reserves the right to exclude students from school if financial obligations, including, but not limited to, tuition payments, fundraising, or before and after care obligations are not met. The parent/guardian has 5 calendar days in which to remit a delinquent payment including late charges. At the end of the five days, an exclusion notice will be issued and given to the student to carry home at the close of the day. During the course of the exclusion period, it is the responsibility of the parent/guardian to contact the school and settle the debt. If the financial obligation has not been met within 5 school days after the exclusion, the Principal is authorized to initiate a transfer for the student to attend another school. Re-assignment to St. Pius X School is possible, if space is available, after all delinquent accounts are fully paid.

Delinquent accounts are subject to late charges, exclusion from school and school activities, assignment of account to a tuition agency, withholding of report cards, relinquishing of re-registration privileges and participation in graduation exercises, class activities/field trips, loss of use of Parent Access, and forfeiture of Parent/Teacher conferences. At the end of the year, St. Pius X School reserves the right to all the above actions for any outstanding materials or obligations.

### **Withholding Records Due to Outstanding Obligations**

St. Pius X School reserves the right to refuse to provide any official school record, including progress reports and diplomas, to a parent/guardian or educational institution until all tuition, fees and other obligations to St. Pius X School are satisfied in full.

## **HARASSMENT OR INTIMIDATION (BULLYING) POLICY**

### **Policy Statement**

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore Schools. Such behaviors are contrary to school life in a

Christ-centered community, which respects the dignity and uniqueness of all God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for prevention and intervention.

Bullying, harassment, intimidation or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property, at school-related activities, off school property or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impacts the interest of students or the school community are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation or retaliation. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

### **Definitions:**

As used in this policy, "bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities or performance, or with a student's physical or psychological well-being and is:

- Motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identify, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
- Threatening or seriously intimidating; and,
- Occurs on school property, at a school activity or event, or on a school bus; or,
- Substantially disrupts the orderly operation of a school.

Expanded policy statement and reporting documents are available on the Archdiocesan and school website.

## **HEALTH AND SAFETY**

Parents/Guardians have the responsibility of submitting complete immunization records. Lack of cooperation in this matter will result in suspension of the student until the requirement is fulfilled.

There is a Crisis Management Plan in place at St. Pius X School. We also may receive services from the Archdiocese Crisis Management Team if needed. If the Administration feels that a student is in need of professional counseling, parents must seek that service as soon as possible after that decision is made. The school must receive written or verbal verification within three weeks or the student will not

be allowed to stay in school. Ongoing communication from the health care professional must be maintained.

Parents should not send a student to school who is ill in the morning, including if the child is running a fever. Since there is no indoor monitor, a student must be well enough to fully participate in outdoor play.

A doctor's written and signed request is needed for a student to be excused from physical education classes for any length of time. A doctor's written and signed request is needed for a student to be excused from physical education classes.

Parents must call school if their child is diagnosed with a communicable disease. The school must notify the health department.

Children with temperatures of 100 degrees or more or contagious diseases (i.e. untreated ringworm or "pinkeye") may not be in school. Parents are asked to act responsibly in this area. Health Office personnel will contact families to remove sick children from school. Students must have a normal temperature for 24 hours (without medication) prior to returning to school. Written notification of treatment by a physician for any contagious disease must be submitted prior to a student's return to school. Parents are requested to notify the school if their child is hospitalized for any reason.

A student's medical records must be complete, accurate, and kept current. The school must be kept informed. If an emergency arises, the school should know the existing conditions (diabetes, convulsions, epilepsy, emotional problems, allergies, etc.), any medication that the child may be taking, and what is needed to render assistance. The school must be notified of changes that occur during the school year.

Emergency cards are kept on file for each student. Telephone numbers must be kept current.

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and is on file in the office.

Fire and other safety drills are conducted on a regular basis at St. Pius X School. The Baltimore County Fire Department conducts supervised fire drills each year and the school also conducts "in-house" fire drills. Fire exit notices are posted in each room. To insure the safety and protection of all, students are expected to give full cooperation during all drills.

### **Illness**

A child who is too ill to remain in class reports to the health suite personnel. If it is necessary that the child be sent home, parents or the emergency contact person will be notified, and the parent or emergency contact person must sign the parent/student sign-out book before taking the child home.

### **Injury**

Care given in the school is limited to first aid in accidents until the parent or emergency contact person can be reached to take the child home, to the doctor or hospital.

A daily log is kept in the health suite documenting illness, injuries and administration of medication. Parents/legal guardians will be notified of injury or illness if deemed necessary. Emergencies will be taken to the nearest hospital. Calamine lotion and cough drops may be administered upon receipt of a written authorization from parent/guardian. These should be brought to the office in the original package/container with the authorization.

If a head injury occurs, the parent will be contacted and a note will be sent home. The note is to be signed by the parent/guardian and returned to school.

### **Health Policies**

Upon entering St. Pius X School, students must have a complete physical, a dental checkup, and the required immunizations.

### **Emergency Forms**

Forms are kept for each student providing information to assist in locating parents or an emergency contact person. It is important for parents to keep this information up-to-date in the school. Change of address, phone number or email address should be reported to the school office immediately. This is important in the event of an emergency as well as keeping our records up to date. We will honor your request to keep unlisted numbers confidential.

### **State Immunization Records**

A child may not enter school unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day, and year of each vaccination, be signed by a physician or health department official, and be approved by the school. A parent must show a medical contraindication, signed by a doctor, for his/her child to be excused.

### **Vision and Hearing Screening**

St. Pius X School participates in vision and hearing screening as made available by local agencies and the Archdiocese of Baltimore. Periodically, other health and safety programs are offered to students at various grade levels.

### **Medications**

The administration of medication in school is discouraged. However, if a student's physician decides it is necessary for the child to receive prescription or over-the-counter medication during the school day, a written order from that physician is required. When a student is taking a medication (whether prescription or over-the-counter), the principal (or designee) must have written instructions including the name of the physician, dose, time, circumstances of administration, and length of time medication is to be continued. A form will be provided for this purpose.

**Medications must be in their original bottles and delivered by the parent/guardian to the school office.** These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, and strength of medication/dosage. Students may not possess, dispense, or distribute medication on their own. **MEDICATIONS CANNOT BE ADMINISTERED UNLESS THESE REQUIREMENTS HAVE BEEN FOLLOWED!**

### **Allergies**

Parents must notify the school of their child's allergies, including food allergies. School medication orders must be renewed each year by the physician, and the order must be signed on or after July 1. If the student carries an EPIPEN with him/her, the physician's order must state this requirement.

### **HIGH SCHOOL VISITATION**

To assist in decision-making regarding high school choices, eighth grade students may make use of two "excused absences" which are spent at the high schools of their choice. Once the parent has contacted the high school to request the visit, the student informs the homeroom teacher, and receives the request form, which is then signed by a parent and the Assistant Principal. On the day of the visit, the student brings the form to the high school, has it authorized, and returns it to the homeroom teacher the following day. This process must be started early enough (one week in advance of the visit) to allow at least 24 hours for the Assistant Principal's signature. These absences will not be excused until the signed paperwork is returned to St. Pius X. As a St. Pius X student, proper attire is expected and required on the days of the high school visits. Only eighth grade students are granted these two excused absences for high school visits/ shadow days. A student may also elect to use one of their shadow days for placement testing at a school to which they are applying, if needed.

### **HOME SCHOOL ASSOCIATION**

The Home School Association exists as a strong support of the school in fundraising efforts to enhance and augment programs and activities that otherwise would not be available to students and teachers. Your membership assures the children and staff of St. Pius X School of your support, and offers you an opportunity to be an active, participating parent/guardian. Details about the St. Pius X School Home School Association will be forthcoming early in the school year.

Our Home School Association sponsors the fundraising efforts and events for the year. Proceeds from school fundraisers are directed to the school operating budget. Proceeds from Home School events help to fund many programs at St. Pius X that enrich the school program.

The Home School Association is based on the philosophy that the partnership between parents and school professionals is essential in the development of values consistent with and reflective of Christian principles. It believes that the development and nurturing of the school community is based and accomplished in an atmosphere of trust and cooperation which respects the distinctive qualities, talents, abilities, and needs of each person. By providing a means of service, social, and fund raising activities in support of the school the Association recognizes its role in affirming the school community and its members as living expressions of God's love. Mindful of Gospel values, the Association seeks to model service, promote good will, and foster a sincere appreciation for the ideals of a Catholic school education.

### **Room Parents**

Each class will have a room parent. His/her role in assisting the teacher will vary according to grade level. If a parent is interested in offering to be a room parent, please contact the HSA. All volunteers must be STAND compliant.

### **INSURANCE**

At the beginning of the school year, a voluntary student accident insurance policy, approved by the Department of Catholic Schools, is made available to each child attending Saint Pius X School. Information is distributed in September.

### **INTERNET ACCESS POLICY**

Electronic information research skills are fundamental to the preparation of our students, our future citizens, and employees. The acquisition of these technological tools puts an enormous power at the fingertips of all members of our community. As such, it also places a great deal of responsibility on all users. It is our aim to provide guidance and instruction to our students in the appropriate use of such resources.

As in other areas, our students are expected to make good choices with regard to

their behavior on the Internet. Access will be provided for our students to conduct research and communicate with others under the supervision of their teacher.

Access to the Internet will enable students to explore thousands of libraries and databases throughout the world. We believe that the benefits to students from access to these forms of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, you, as the parents and guardians of minors, are responsible for setting and conveying the standards that your children should follow when using media and information sources.

With these opportunities come some responsibilities and restrictions. St. Pius X School reserves the right to limit personal information about students, to edit Internet accounts for child-only configurations, and to run software, such as *CyberPatrol*. For their protection, students may not access Internet accounts provided by their families during school time because the school has no control over the configuration of those accounts. Internet services are to be used in a responsible, efficient, ethical, and legal manner. Use of the Internet is a privilege, not a right. Failure to adhere to the following guidelines may result in a revocation of a student's Internet access and disciplinary action up to and including suspension or expulsion.

*All users of the network/Internet within the boundaries of St. Pius X School are responsible for adhering to the following guidelines.*

- *Acceptable* uses of the Internet are activities that support learning and teaching.
- *Unacceptable* uses of the network include, but are not limited to:
  - Violating the rights of privacy of others.
  - Using profanity, obscenity, or other offensive language.
  - Unauthorized copying of materials or installation of software.
  - Revealing home phone numbers, addresses, or other personal information while using Internet resources.
  - Downloading or copying information onto disks or hard drives without prior teacher approval.
  - Accessing, downloading, storing, or printing files or messages that may be offensive to others.
  - Sharing of passwords, if provided, or attempting to discover another's password.
  - The intentional writing, producing, generating copying or introducing of dangerous codes or programs designed to cause harm, including, but not limited to, viruses, bugs, "worms," etc.
  - Intentional damaging of or tampering with any hardware, software, printers, keyboards, mice, speakers, etc.
  - Intentional erasing, renaming, or disabling of anyone else's files or programs.

St. Pius X School will be responsible for:

- Teaching students about these guidelines

- Supervising and guiding student access to the Internet.

### **Ethical Use of Technology**

The school is committed to Christian community, academic excellence, and lifelong learning. It is imperative that technological resources be used to build community, encourage critical reflection, and foster readiness for future learning. All developments in technology at the school are, therefore, meant to ensure broad access and to promote ethical, legal, and responsible use. This policy serves to define expected standards of behavior by all users of computers and networks within the school. Failure to adhere to this policy and guidelines herein will result in revocation of computer privileges, and possible disciplinary action up to and including suspension or expulsion.

In a spirit of cooperation, all employees and students are expected to adhere to the following standards in their use of computers and networks in the school.

- Respect and protect individual rights, as well as the well being of the school.
- Individual users are responsible for any activity on their computers and for materials stored therein.
- Computers are to be used exclusively for academic work and school- related activities.
- Members of the school community will respect copyright laws and software licensing terms.
- Individuals may access only those files for which they have specific authorization. Searching through directories and folders without the owner's permission is prohibited.
- All computer equipment and software is to be treated with respect.
- Only authorized personnel may alter equipment or equipment configurations.
- Use of technology for obscene, offensive, disruptive, or threatening messages is prohibited.
- Network accounts are to be used only by those persons for whom the account has been established. Account users may not authorize anyone else to use their accounts.
- Individual account users must maintain adequate security for their accounts, including frequent changing of passwords.
- Use of any program designed to breach network security, such as software designed to capture passwords or break encryption protocols, is prohibited. Use of any program designed to disrupt the performance of the network is likewise prohibited.
- All e-mail must clearly identify the sender of the message. Use of anonymous or pseudonymous communications over the network is prohibited. False information is prohibited.
- Students should avoid posting personal information via e-mail and responding to inappropriate messages.

- Use of the computer facilities to obtain, distribute, or store inappropriate materials is prohibited. If material gathered from other media (books, magazines, TV, video) is unsuitable for the school environment, the same material brought in over the Internet is equally unsuitable.

### **LIBRARY/MEDIA CENTER**

A Library/Media Center provides an excellent addition to the educational atmosphere of St. Pius X School. Students may sign out library materials under the guidelines set by the staff. They are held responsible for all materials checked out. Fines are imposed for overdue materials and equipment. The borrower is also responsible for all damaged or lost materials.

### **LITURGIES AND PRAYER EXPERIENCES**

Liturgies and prayer services are conducted regularly throughout the year. Students assist in preparation, and actively participate in these services. Dates and times are listed on the monthly calendar on the website and all are welcome to join in these experiences.

### **LOST AND FOUND**

All articles belonging to the students are to be labeled. Any articles found will be turned in to the school office. Any articles left in the “Lost and Found” at the end of each trimester will be forwarded to a local or parish charitable organization (such as the Saint Vincent de Paul Society, Goodwill Industries, etc.)

### **LUNCH**

Every student brings his/her own lunch and snack to school. Names should be written on the lunch bag or box. **No glass containers or cans are allowed in school. Soda is not permitted in school for snack or lunch.**

Milk may be purchased for the year. Due to participation in the Federal Milk Program, information concerning milk will be posted to the school website.

The soda machine located in the school is not for student use. Students are NOT permitted to use the machine or request adults to purchase drinks for them.

Hot lunches are available by menu selection at a cost to parents. Information regarding lunches will be sent home the first week of school. No hot lunches may be dropped off. Any forgotten lunches that are dropped off will be delivered to the student. Students will not be called from class.

### **MONEY**

Any money sent to the school should be in a sealed envelope which is clearly marked

with the student’s name and homeroom number (or grade number, or teacher’s name) and the purpose of the money.

### **NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society is a co-curricular activity that actively supports the educational goals of Saint Pius X School. It is a national recognition program established in 1929 by NASSP and is currently found in public and private school in over 70 countries. The National Junior Honor Society provides chapter members opportunities in significant learning experiences especially in the area of service. The NJHS is inclusive- open to all students who choose to apply themselves and consequently meet the five established criteria of scholarship, leadership, service, citizenship and character. The NJHS is a chance for the faculty to bestow membership (through the actions of the faculty council/selection committee) –as a student privilege, not a right. Saint Pius X School received its charter in 2009 from the National Honor Society. A faculty member serves as moderator for the Saint Pius X School Chapter of the National Junior Honor Society.

#### Conditions for selection

Students who want to apply for membership in the Saint Pius X School Chapter of the National Junior Honor Society must first meet the National Junior Honor Society prerequisite conditions for selection.

#### Prerequisite Conditions for Selection

- Only those students who have attended the school (Saint Pius X) the equivalent of one semester may be considered for membership.
- Membership may be open to qualified second trimester sixth graders and students in grades 7-8.
- Academic requirement- an overall average of B (all students in all grades).
- Students in grade 6 may not be considered for induction prior to the second trimester rule.

If any student in grades 6-8 has met the prerequisite conditions for selection then the student may apply for membership in the Saint Pius X School Chapter of the National Junior Honor Society. It is the responsibility of the student who is applying for membership to complete in detail all materials in the application packet and meet all deadlines. Failure to submit a completed application and or to honor all deadlines will result in the student not to be considered for membership within the current academic year. The faculty moderator will meet with all interested students and their parents to discuss and answer any questions regarding the application process at a parent meeting each fall and spring.

Once the student has submitted his/her application for membership in the Saint Pius X School Chapter of the National Junior Honor Society the following criteria will be

used by the Faculty Council/ Selection Committee. It is to be noted that the criteria is established by the National Junior Honor Society.

#### 4.2 Criteria for Membership

- The Faculty Council of the chapter selects students who demonstrate outstanding performance in ALL five criteria of NJHS:
  1. Scholarship
  2. Leadership
  3. Service
  4. Citizenship
  5. Character
- Stage One - students with the prerequisite GPA will only be considered for membership.
- Stage Two
  1. Candidates are evaluated by their performance in the areas of leadership, service, citizenship and character. ( It is the responsibility of the applicant to provide detail information as to 1 - the organization/activity, 2 - their participation in the organization/activity, 3 - example of leadership within the organization/activity, 4 - any other information that would demonstrate to the faculty council that the applicant has met the criteria for each standard.)
  2. Candidates are evaluated by the entire faculty through a faculty evaluation/recommendation process that is submitted to the faculty council selection committee.
  3. Three letters of recommendation submitted to the Faculty Council Selection Committee.
- Membership is never considered on the basis of scholarship alone.

Induction of all new members takes place during Catholic School week for students in grades 6 and new students to Saint Pius X School.

#### **PARENT/GUARDIAN SUPPORT**

In cases where a parent/guardian's view and/or philosophical position results in repeated non-compliance with regard to school policies, the administration reserves the right to request that said parent/guardian's child/children withdraw from the school.

#### **PHOTOGRAPHY POLICY**

During the school year, students may occasionally be photographed or filmed by school or media photographers for use in school/parish publications, outside media, Athletic Association, or the school/parish Internet web site. (Student photographs

that appear on the web sites are not identified.) Any parent/guardian who does not wish to have his or her child's photograph published must notify the Principal in writing no later than September 15<sup>th</sup> of the current school year. Any such request will be honored; however, families must understand that once such a request is made, no photographs of their children will be used.

In the event that a school play or program is videotaped, and made available for sale, the purchase of these videotapes will be restricted to school families.

#### **RECOMMENDATIONS/EVALUATIONS/ SCHOLARSHIP APPLICATIONS**

All forms/recommendations requesting academic, behavioral or medical information must be sent directly to the Principal for authorization. Please allow one week's time for completion. (Lengthy forms seeking input from several teachers may require more time.) When completed, forms will be sent directly to the school administration or the physician involved. They will not be given to the student or parent/guardian.

#### **RECORDS: Review Requests**

St. Pius X School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal Law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. These rights and related procedures of St. Pius X School are as follows:

1. Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to the Principal a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
2. Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the Principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in the corrected record. If the school decides not to amend the record as requested, the school will notify parents of this decision.
3. Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
  - To School officials who have a legitimate educational interest in the information. A School official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company

with whom the School has contracted to provide service (attorney); a person assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibilities or duties to the school.

- To other schools to which the student is transferring.
- In connection with financial aid under certain circumstances.
- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.

**RE-REGISTRATION**

Re-registration for the upcoming school year is accepted contingent upon: fulfillment of the present year’s financial obligations; student’s satisfactory conduct and attendance/tardiness records, grade average of C or above, and parent’s compliance with school policies.

**SCHOOL CONSULTANT**

A School Consultant is on staff part time and available to service students individually, in small groups or classes as a whole, on school-related issues. Students may initiate services themselves or may be referred by teachers or parents/guardians. Consent of the legal guardian will be required for students needing more than occasional visits to the school consultant. Forms will be sent home to all families at the beginning of the school year providing details. Students with counseling needs beyond the scope of short-term school-related issues will be referred to outside services. The School Consultant may be reached through the main office.

**TELEPHONE/CELL PHONES/FAX**

The telephone in the school office is **for business purposes only**. Students are not permitted to use the school phone except in emergency situations. Please make all arrangements before your child leaves home in the morning. *Only in a dire emergency will a child be called to the telephone to receive a call. In this instance, the call will be placed on the office speaker phone as a safety/security measure.* If a child forgets homework, books or any other school materials, he or she will not be permitted to call home.

**Students are not permitted to be in possession of cell phones at any time during the day. If a student must bring a cell phone to school, the cell phone must be**

**dropped off and picked up in the school office each day. The school is not responsible for lost or stolen cell phones.**

**TEXTBOOKS**

Textbooks should be covered at all times. Each student must use a book bag and is responsible for the condition of assigned textbooks. He or she will be required to pay for lost or damaged books. When students are issued books to use for the school year, it is expected that every care will be taken to insure the books remain in good condition. If it is determined that a book is not cared for appropriately and is worn beyond normal wear, the student will be charged a damaged book fee to be determined by the Principal. If the book is not in usable condition, the student will be charged a replacement fee.

**TRANSFERS**

If you are moving, notify the school office of the new address and the last day you expect your child(ren) to be in attendance. A “Release of Records” form must be signed by the parents or guardians before school records are forwarded to a new school.

Official school records will be sent directly to the new school as soon as we receive its request, providing there are no outstanding financial or other outstanding obligations. School records may not be transported by parents.

Whenever a student is transferring:

1. Notify the school office.
2. Return all textbooks, library book, etc., belonging to the school.
3. Health records and transcripts will be mailed directly to the new school.
4. Parents must sign a release form in the school office before records can be released. Parents should call the school office to arrange an appointment.
5. All outstanding school bills must be paid before any transcripts will be forwarded to another school.

**TUITION FEES**

**TUITION FOR CATHOLICS \***

\$6, 200.00 per student

**TUITION FOR NON-CATHOLICS**

\$7, 050.00 per student

**Montessori**

Full Day - \$8, 650.00

Half Day - \$6, 880.00

## **CATHOLIC RATE**

\*A Catholic is defined as a Roman Catholic family registered in St. Pius X parish or another parish in the Archdiocese of Baltimore by September of the previous year who contributes to the financial support of the Church to which they are members through regular use of the envelopes and is a regular worshiper at Sunday Mass. Non St. Pius X parishioners must submit verification for by June 1 (or when registered) to receive this rate.

## **NON-CATHOLIC RATE**

Families who do not contribute to the church by use of the weekly offering envelopes and are not registered as members of St. Pius X Parish or any other parish within the Archdiocese of Baltimore.

## **Registration Fee**

- \$800.00 per student (PreK 3-Grade 3; \$750 applied to tuition; \$50 student supply fee); NON-REFUNDABLE AND NON-TRANSFERABLE
- \$400.00 per student (Grades 4-8- \$250.00 applied to tuition and \$150.00 Book Fee; state aid already applied) NON-REFUNDABLE AND NON-TRANSFERABLE

A registration fee is due at the time of registration for new students. All families must re-register each year (usually during the month of February) in order to guarantee a place for the following year.

## **TUITION POLICIES**

St. Pius X School relies on tuition to meet expenses. Therefore, the following policies will be enforced:

1. Commitment of payment schedule and applicable fee to the designated tuition management company will be established at the time of registration/re-registration. Families may be required to pay a fee to the tuition management company for enrollment.
2. Tuition will be paid in one of the following manners to the tuition management company:
  - a. Annually - tuition paid on or before July 1st.
  - b. Monthly - 10 equal payments: first payment paid on or before July 1st. The other nine payments are due on or before the 1st of each month - August through April 1.

Please note that no tuition payments are refundable.

3. No child will be accepted on the first day of school unless that child's book bill and tuition are paid in accordance with one of the above payment schedules. No payment will be accepted at St. Pius X School on the first day of school.

4. **Late Payments** - a late fee of \$30.00 will be charged on any past due tuition payments as outlined in the tuition management company agreement.
5. A service charge payable to the tuition management company is required for all returned checks.
6. Penalties for delinquent accounts include but are not limited to: withholding of student(s) progress reports; suspension from all classes and school activities until account is current; re-registration of student(s) will not be accepted; student(s) will not participate in graduation ceremonies or activities. Additionally, more stringent consequences will be imposed on these accounts. Parishioners are considered first for tuition assistance based on need. If additional funds are remaining, then non-parishioners will be considered according to rankings of need.

## **VOLUNTEERS/STAND**

The Archdiocese of Baltimore has determined that all persons must comply with the specific procedures, as outlined on the Archdiocese of Baltimore website in order to volunteer in any school or school sponsored activity.

STAND information can be found at [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org). Information is also provided to parents at back-to-school nights at the beginning of each school year. Becoming STAND compliant is mandatory for anyone who wants to volunteer and the process may take several weeks to complete.

## **WEATHER-RELATED SCHOOL CLOSINGS**

We follow the Baltimore County Public Schools for closings or late openings, or early dismissals due to inclement weather and heat.

- If school is closed, Before and After Care is Closed.
- If school is delayed in opening, Before and After Care will open only one hour prior to the delayed start time of school.
- If school is dismissed early, there will be NO After Care.

If Baltimore County cancels afterschool activities and/or evening events, After Care will be cancelled.

In case of weather or emergency related closings, you may find information concerning St. Pius X in the following ways:

1. School will send out an email alert to notify families.
2. Call school at 410-427-7400 and listen to the voice prompts. DO NOT CALL THE SCHOOL OFFICE, the convent or the parish office. A prompt will direct you to weather or other emergency related notices.

Please be sure, before the winter storms begin, that your child has instructions as to

what to do if sent home early, especially if there is no one at home.

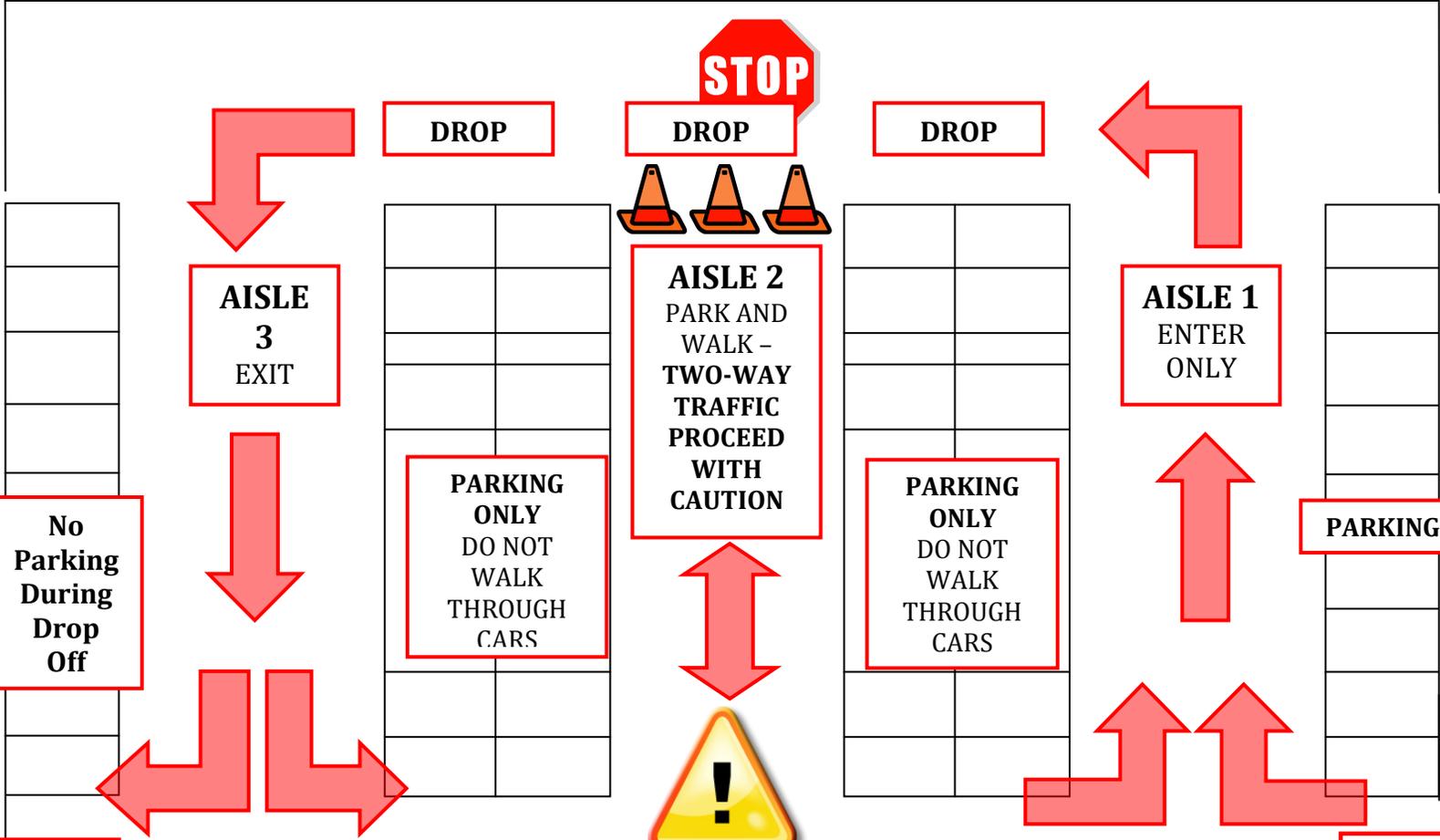
**NOTE WELL: The Administration of St. Pius X School retains the right to amend this Handbook at any time. Parents will be given notification if changes are made.**

MORNING DROP-OFF

SCHOOL

CONVENT

Please cross only at cross walk (located near the stop sign).



No Parking During Drop Off

SLOW!

EXIT ONLY TO CHANNEL 2 DRIVEWAY

PROCEED WITH CAUTION!

PROCEED WITH CAUTION!

ENTRANCE AND EXIT TO OVERBROOK ROAD

RECTORY

CHURCH

## TELEPHONE NUMBERS

SCHOOL OFFICE	Mrs. Jen Ripley Principal	410-427-7400
	Ms. Jessica Cohen & Mrs. Lisa Williams Assistant Principals	410-427-7400
	Ms. Tanya Rice (Secretary)	410-427-7321
HEALTH SUITE	Mrs. Lissa Ruppert Coordinator of Student Services	410-427-7323
BEFORE AND AFTER CARE	Mrs. Kathleen Franks Director	410-427-7460 (3 - 6 p.m.)
PARISH OFFICE	Mrs. Carol Pacione Pastoral Life Director/President	410-427-7515
PASTORAL ASSOCIATE	Ms. Mae Richardson	410-427-7511
FACTS (TUITION MANAGEMENT COMPANY)		1-866-441-4637

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E-mail: [jripley@stpius10school.org](mailto:jripley@stpius10school.org)  
Website: [stpius10school.org](http://stpius10school.org)  
Phone: 410-427-7400  
Fax: 410-372-0552