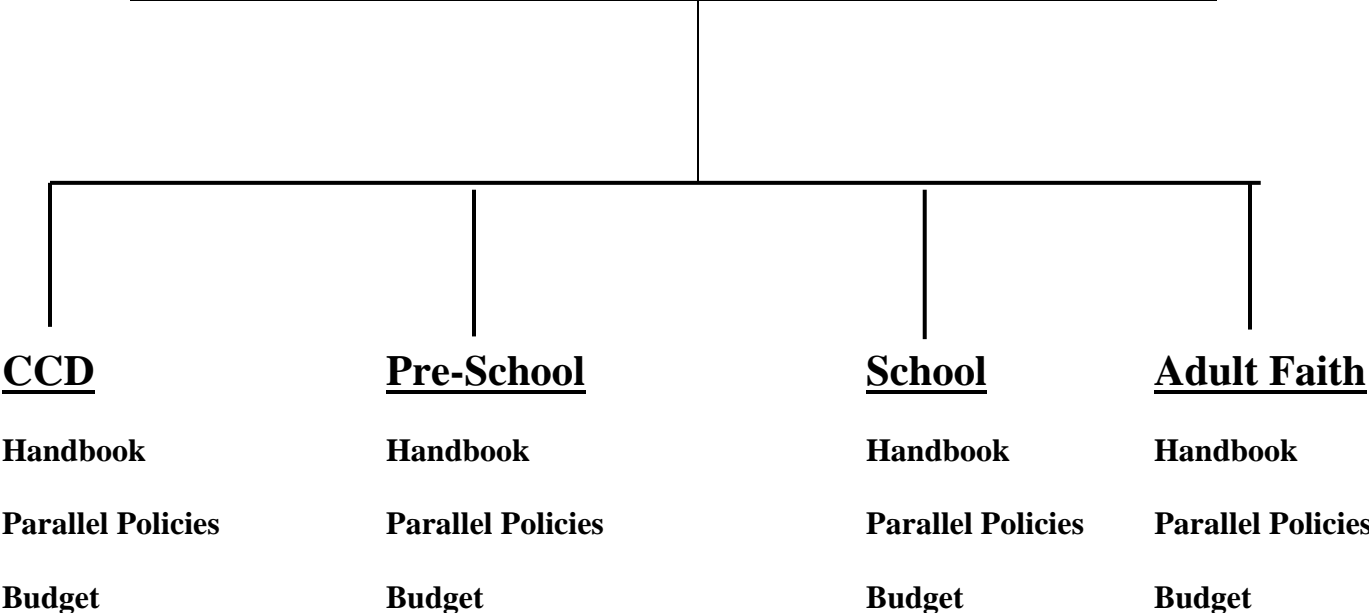


RELIGIOUS EDUCATION
ORGANIZATIONAL CHART

I. Board of Total Catholic Education



St. Pius X
Board of Total Catholic Education
Policies

Policy 101
Policy for Open Meetings

All meetings of the board shall be open meetings. However, the Board shall have the right and duty to convene in executive session when the matter to be discussed is of a sensitive nature. An executive session may be called at any time at the discretion of the chairperson. During board meetings, only those persons whose petition has been approved by the chairperson and included in the agenda of the meeting shall have the right to address the board, unless waived by a majority vote of the voting members present.

The agenda should be posted a minimum of 7 days prior to the scheduled meeting.

Executive sessions are not open meetings.

Final Reading: December 7, 2004

Policy 102
Keeping Policies Current

All approved policies shall have an effective enforcement life of seven (7) years from the date of approval. If a policy has not been reviewed or adopted by the Board of Total Catholic Education, and approved by the pastor, by that date, the policy is rescinded.

Final Reading: June 7, 2002

Policy 200
“Active Parishioner” Policy

St. Pius X Parish shall maintain a comprehensive list of its parishioners for the purpose of parish and diocesan information. Additionally, St. Pius X Parish shall formally identify and designate “active” parishioners for the purpose of those parish services and ministries for which such a distinction is important and necessary. A parishioner classified as “active” is one who:

1. is formally registered in the parish (as opposed to merely residing within the parish boundaries);
2. *participates in the Sunday liturgy;
3. *regularly deposits his/her numbered envelope into the Sunday collection basket;
4. makes a commitment of stewardship (i.e., “time, talent, and treasure”) to St. Pius X Parish.

Taken as a whole these four criteria shall determine whether or not a parishioner is officially classified as “active.” In this way, the parish at-large can be assured that any “active parishioner” advantages accrue to those they intend to benefit.

**** The only tangible knowledge St. Pius X Parish administration has of a parishioner’s participation in the Sunday liturgy is through the regular use of the personalized collection envelopes.***

IMPLEMENTATION

All four criteria shall be considered in determining “active parishioner” status.

The responsibility for determining “active parishioner” status ultimately rests with the pastor; any exceptions to this policy shall be made by him.

“Active” parishioners shall generally receive priority in parish educational and sacramental services over “inactive” parishioners.

Final Reading: May 2007

Policy 201
Policy for Receiving the Sacraments of
Eucharist, Reconciliation and Confirmation

Parish members of sacramental are eligible to receive the individual Sacraments at St. Pius X Parish if they satisfy the requirements set forth by the Diocese in the handbook, Initiation and Reconciliation. The primary objective of Sacramental preparation is to help foster an understanding and appreciation of the concepts related to each Sacrament.

The following are three basic guidelines from this handbook:

1. Normally one and one half (1.5) consecutive academic years with regular class attendance is required. An approval alternative program may be developed with the DRE and Pastor in special cases.
2. Those preparing for the Sacraments are to be actively participating in the Church community and attending Sunday liturgy on a regular basis.
3. Parents and students must attend the special programs offered by the Parish in preparation for the Sacraments. These include, but are not limited to, parent education meetings, retreats, evenings of reflection, etc.

Final Reading: May 2007

Policy 202
Handbooks

Each program under the auspices of the Board of Total Catholic Education (BOTCE) shall have a Handbook. This includes: St. Pius X School, CCD, and Preschool.

Final Reading: November 19, 2002

Policy 203
Non-Parish and/or Non-School Sponsored Trips

St. Pius X Parish and/or School shall not be named as the sponsoring body nor shall the St. Pius X Parish/School tax-exempt number or name be used in any way in connection with non-Parish and/or non-School sponsored trips.

Final Reading: February 21, 2006

Policy 300
Acceptance of Students into the Preschool Program

Students are accepted into the preschool program for 3, 4 and 5 year olds provided the parents or guardians are members of St. Pius X Parish. Children on non-members will be considered on an individual basis provided there is space in the program for that child. Students must be toilet trained prior to attending preschool classes.

Final Reading: November 19, 2002

Policy 401
Acceptance Of Out Of Parish Children Into St. Pius X School

Families who are not active registered parishioners at St. Pius X Parish may send their children to St. Pius X School provided there are no more than 81 students in the desired grade(s). There is an additional charge for out-of-parish students.

These conditions govern acceptance:

1. There must be space available without depriving an active parishioner's child(ren) from attending St. Pius X School. Acceptance of an out of parish student in one year does not guarantee acceptance in subsequent years.
2. Canon Law, the Universal Law of the Church, requires that sacraments be received in a person's home parish. In order for an out-of-parish child(ren) to be enrolled in St. Pius X Parish, a letter must be presented to the school before final registration from the student's pastor/pastoral administrator stating that he/she is aware that the child is attending school at St. Pius X and that they will expect the children to return to their parish to receive the Sacraments of Initiation. It is the responsibility of the parents to obtain this letter.

Third Reading: January 21, 2003

Policy 402
Registration Fee

St. Pius X School charges a nominal fee at the time of registration for the next school year. The fee is non-refundable, but the fee is applicable to the school fees for the following year for grades K-8. The amount of the registration fee will be set annually by the school administration.

Reviewed: November 15, 2005

Policy 403
Refund of Book Rental/School Fees and Technology Fees

St. Pius X School charges the following fees: a) computer, b) school materials, c) eighth grade, d) book rental, e) cafeteria. The monies are used by the school to supply the students with textbooks, workbooks, Audio-Video materials, and consumable materials and for other operational expenses.

Families who move from St. Pius X Parish will be granted a partial refund of school fees on the following basis:

1. 25% of the school fees will be refunded if the family moves prior to Nov. 1.
2. No refund of any school fees if the family moves after Nov. 1.
3. No refund of any portion of the book rental fee or technology fee at anytime.

Students who leave St. Pius X School are entitled to take with them all consumable texts and workbooks that have been paid for.

Final Reading: February 21, 2006

Policy 404
Number of Students Per Grade Level

No additional students will be admitted to any grade level until the number of students in that grade level drops below 84.

Reviewed: April 20, 2004

Policy 404.5
Acceptance & Grade Level Waiting List

Students who are currently in St. Pius X School shall have the opportunity to reregister for the next school year during one week in January, which will be determined by the School Office. Priority registration is guaranteed until February 1st. Thereafter, priority status is lost. Registration for those presently not enrolled in St. Pius X Elementary School will begin February 1st. The registration period is open to students according to the following criteria:

1. During the Month of January: Children with siblings already in St. Pius X Elementary School whose parents or legal guardians are active parishioners.
2. During the Month of February: Children with no siblings at St. Pius X

Elementary School whose parents or legal guardians are active parishioners, by seniority of registration in St. Pius X Parish.*

Beginning March 1st,

3. Children of inactive members of St. Pius X Parish.
4. Children with siblings already in St. Pius X Elementary School whose parents or legal guardians are members of other Catholic parishes.
5. Children with siblings already in St. Pius X Elementary School whose parents or legal guardians are NOT members of other Catholic parishes.
6. All other children based on the date the registration form was returned.

**Seniority of registration in St. Pius X Parish will be determined based on your Parish registration date.*

At such time as a waiting list becomes necessary, the above criteria will once again be in effect.

Final Reading: June 21, 2005

Policy 405.5 Collection of Tuition

1. All families must have tuition balances paid in full by the following dates:
 - A. September 30
 - B. December 31
 - C. March 31
 - D. May 31
2. Any family not paid in full on these dates will be sent a registered letter notifying them that they have ten (10) days to bring their balance to ZERO or their child (children) will not be permitted to continue attending St. Pius X School until the balance is paid or arrangements are made with the Parish business manager.
3. Any family that incurs a significant change in financial status due to unexpected loss or unforeseen medical or financial responsibilities may apply for a reduced tuition rate after any existing balance due is paid in full. (A limited amount of dollars has been set aside for this purpose.) Information can be obtained by calling the school office or going to the web site.

Final Reading: February 21, 2006

Policy 405.7

Collection of Tuition and Fees – Divorced, Separated, and/or Split Parent Households

All families must have tuition balances paid in full by the following dates:

September 15

December 15

March 15

May 15

In the instances and/or circumstances of divorced, separated, and/or split parent households, any and all tuition payments and any fees shall be the responsibility and requirement of the parent with whom the child and/or children primarily resides during the school week.

In the instance and/or circumstances of divorced and/or separated parent household(s), where there is traditional joint custody (i.e. where the child and/or children divide their primary residence with both parents and households), any and all tuition payments and any fees shall be the responsibility of the parent registering the child at St. Pius X School.

Failure to pay tuition by the parent with whom the child and/or children reside during the school week shall be enforced as stated in Policy 405.5.

Final Reading: May 2007

Policy 406

Refund of Prepaid Tuition

Families withdrawing their children from St. Pius X School during the course of the school year must pay in full tuition through the end of the month of withdrawal. Any prepaid tuition will be refunded as of the first of the next month based on a nine (9) month year, with the first month being September. (Example: A family withdraws on January 14. If the total annual tuition has been paid in advance, the family would receive 4/9 of the total as a refund.) All bank charges and late fees are not refundable.

Reviewed: November 15, 2005

Policy 408 Pregnancy Policy

In addressing the concerns of individuals and families in pregnancy situations within St. Pius X Grade School, the school recognizes the responsibility as a Christian community to provide for those in need. If it becomes known that a student wishes to remain or be enrolled in school, a conference will be scheduled to explain the following conditions which must be observed by the student. Attending the conference must be the pastor, principal, guidance counselor, parent(s)/legal guardian(s) and the student.

1. The student may attend school up until the date determined in the above meeting. Appropriate alternative instruction will be recommended at this time.
2. A physician's statement will be required monthly concerning the status of the pregnancy and the student's physical ability to attend classes or participate in extra-curricular activities.
3. The student and parent(s)/legal guardian(s) must meet on a regular basis with a professional counselor from Catholic Social Services or another agency approved by the principal. This will be monitored by someone approved by the pastor.
4. After the birth, a medical release must be obtained by the student in order to attend class.
5. In the event that the counselor and/or physician recommend that the student not attend classes, a program of appropriate alternative instructions will be recommended by the school.
6. The provisions stated in #3 and #5 shall also apply to the male student who has fathered the child.

THE SCHOOL RESERVES THE RIGHT TO EVALUATE ATTITUDES, COOPERATION, SAFETY, ETC. FOR MALE OR FEMALE STUDENTS AS THESE FACTORS RELATE TO A STUDENT REMAINING AT ST. PIUS X SCHOOL.

Final Reading: May 2007

Policy 409
Substance Abuse Policy

Students shall not be in possession of or under the influence of any drug or counterfeit controlled substance which is prohibited by law at school or any Parish sponsored event. This includes but is not limited to alcohol, tobacco, drugs and drug paraphernalia. This policy is in effect for all grounds and buildings of St. Pius X Parish.

In addition, liquid white out, aerosol spray cans, or other inhalants are forbidden.

Final Reading: May 2007

Policy 500
Acceptance of Out of Parish Children into CCD

Students who are not registered in the parish are not accepted into St. Pius CCD program. Exceptions may be made for those who for circumstances beyond their control cannot attend the CCD program in their parish. This will be decided by the DRE in conjunction with the Pastor.

Three conditions govern the acceptance of an out of parish student into the CCD program of St. Pius X School.

1. There must be space available without depriving any St. Pius X parishioner's children. Acceptance of any out of parish student in the program does not guarantee they will be accepted for the following year.
2. A letter must be obtained from the proper pastor/administrator of the child/children saying he is aware that the child is attending St. Pius X for CCD and **WILL RETURN FOR THE SACRAMENTS OF INITIATION IN HIS HOME PARISH AND THAT THIS IS ACCEPTABLE TO HIM OR HER.**
3. Since Canon Law, the Universal Law of the Church, requires that Baptism be performed at the home parish of the individual and since First Communion and Confirmation complete Baptism as the Sacraments of Initiation that brings a person into the Church and makes them a full member of their parish, the sacraments of First Reconciliation, First Communion and Confirmation are to be received in the home parish of the child/children.

Final Reading: May 2007

Policy 410
Honor Roll

In order to encourage excellent academic achievement, St. Pius will recognize and Honor Roll for its 7th and 8th grade students. The following criteria will be used in order to award First Honors:

1. Students must have no grade lower than a B(85) for the grading period
2. Overall grades for the grading period must average out to a 93 or above
3. Student must not have received more than 3 conduct referrals during the

grading period.

The following criteria will be used in order to award Second Honors:

1. Student must have no grade lower than a C(78) for the grading period
2. Overall grades for the grading period must average out to 85 or above
3. Student must not have received more that 3 conduct referrals during the grading period.

Policy 503 CCD Teacher Compensation

St. Pius X will compensate CCD teachers in grades 1 - 12 in accordance with a set scale.

To maintain this standard set by St. Pius X Parish, teachers must be certified within five years of beginning work in the CCD Program. BOTCE shall review compensation periodically.

Revised: February 17, 2004

Policy 504 Home Schooling Assistance Policy

St. Pius X Parish shall offer reasonable assistance to home schooling families who request information and resources.

Final Reading: May 2007

Policy 504.1 Home Schooling During the Sacramental Years

Families who home school their children for all academic subjects may also choose to home school them for their religious training. Sacramental preparation, however, does involve some community activities and families who choose to home school for all subjects should make contact with the Office of Religious Education prior to the beginning of the Sacramental year to obtain necessary information regarding these activities. Children shall not be home schooled only in religious education during a Sacramental year or the year prior to the reception of a Sacrament. Exceptions may be made in special cases by the Director of Religious Education in consultation with the Pastor.

Final Reading: May 2007

Policy 504.2 Acceptance of Home Schooled Student into St. Pius X School

Persons who request admission of their children to St. Pius X School after home schooling, should comply with the same procedures used for enrolling a student from an accredited private or public school. In addition, St. Pius X School requires:

1. An interview with the parents and student along with formal application for admission.

2. A review of the home schooling course of study, showing content and levels of achievement must be presented to the school.
3. Testing of the student in academic areas, using standardized testing, will be made available to home schooled students at the regularly scheduled testing time of in-school students in the Spring of the year prior to entry into the school program.
4. Home school parents are responsible for all testing costs.

Final Reading: May 2007

Policy 506 **Policy for Receiving the Sacrament of Baptism**

Parish members who wish to have their child baptized at St. Pius X Church must fulfill the following requirements:

1. Must be an active member as defined in the Active Parishioner Policy, Number 200.
2. Must attend a baptismal preparation class within the last three years, prior to the date of baptism.

Exceptions to this policy shall be made on case-by-case basis by the Director of Religions Education in consultation with the Pastor.

Final Reading: May 2007

Policy 700 **Acceptance of Candidates into RCIA**

Candidates for RCIA should live in the St. Pius X Parish boundaries and have plans to become a member of the parish upon completion of the RCIA program. All others would be considered on an individual basis with approval by the Pastor and the DRE.

Since Canon Law, the Universal Law of the Church, requires that Baptism be performed at the home parish of the individual and since First Communion and Confirmation complete Baptism as the Sacraments of Initiation that bring a person into the Church and makes them a full member of their Parish, the sacraments of First Reconciliation, First Communion and Confirmation are to be received in the home parish of the candidate.

Final Reading: May 2007

