Saint Pius X School

Parent/Student Handbook

2010

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Discipline for Life
Spiritual, Academic, Personal

	Spiritual	Academic	Personal
Overall Goals/ Visions	Present Christ as the center of each child's experience at St. Pius X School.	Provide a **competitive** academic advantage for St. Pius X students.	Challenge each child to pursue their talents and develop their leadership abilities.
Strategies	**Prayer/Sacraments** Provide many opportunities to celebrate the liturgy, receive the sacraments, and pray together **Christian Living** Stimulate awareness of the needs of others and demonstrate ways to show Christian compassion and outreach **Historical perspective/traditions** Instruct students in the precepts, doctrines and traditions of the Catholic Church	**Teacher Education** Implement rigorous professional standards for SPX faculty **Student Education** Provide a comprehensive, challenging curriculum that meets the needs of every student **Parent Education** Provide tools that assist parents with the academic, spiritual, and personal development of their children	**Extra- Curricular Activities** Assess students and guide them to opportunities that develop their talents **Leadership Potential** Provide opportunities to develop leadership in every student **Benefit to the Community** Guide students to use their leadership abilities and talents to help others **Health and Fitness** Guide students to make positive choices

Please note: This handbook is not intended to address every procedure/event that may occur in a school year. The administration retains the right to append or amend, as necessary.

MISSION STATEMENT

The mission of St. Pius X School is to provide a high quality Catholic education. Embracing the Gospel message of Jesus Christ promotes the spiritual, academic, and personal growth of the whole child.

STATEMENT OF PHILOSOPHY AND GOALS

St. Pius X School answers the needs of the parish to educate its children by providing for the education of the whole child and to prepare them to live in their world as responsible adults. Christian formation in the Catholic faith is its highest priority, followed by the academic and physical development of each child to his or her full potential. To accomplish the above successfully, individual differences must be recognized and continually provided for in the educational process. The role of students is enhanced by their active involvement in the school and parish. Parent involvement is encouraged to benefit the entire school community.

OBJECTIVES

- To emphasize the importance of prayer and Scripture in the lives of our children;
- To place a strong emphasis on liturgical participation, flowing from instruction in the faith;
- To provide a variety of instructional methods to meet the needs of all students;
- To build and develop the basic skills necessary for the students to function effectively in their environment;
- To obtain parental involvement for the mutual benefit of child, parents, and school;
- To provide activities that encourage leadership experience and acceptance of responsibility;
- To make learning a pleasant and worthwhile experience.

ADMISSION

St. Pius X School is a parish school open to all members of the parish regardless of race, color, and national or ethnic origin. Admission to the school is based upon the availability of classroom space and the following criteria:

Families who are registered members and residing within the boundaries of St. Pius X Parish may send their children to St. Pius X School for the tuition as set by the Parish Council of St. Pius X Parish. Families, outside the parish boundaries, may send their children to St. Pius X School for the full cost of education for each child, provided there are no more than eighty one students in the desired grade or grades. The cost of education per child will be set each year by the Finance Committee of St. Pius X School. The Sacraments of Initiation are received at the parish in which the family lives, as required by Diocesan Guidelines. (See BOTCE Policy 401, 404, 404.5)

SCHOOL OFFICE

The school office is open from 7:00 A.M. until 2:30 P.M., Monday through Friday. Hallways will be locked at 2:30 pm. All visitors are required to ring the bell to enter the school and report to the office upon arrival. Visitors will receive a badge that must be worn while in the building. These regulations are made in consideration of the safety and welfare of the students.
We ask that former students of St. Pius X School only visit after school hours. The school cannot accept deliveries of flowers or packages for students.

TUITION AND FEES

The school is financed from parish revenues. The Finance Committee of the Parish recommends and the Parish Council approves the tuition amount needed from each family that has students in the school. This recommended tuition amount is reviewed annually. Each family pays school fees to cover the costs of texts and educational materials as well as the Diocesan assessment. These fees are also reviewed annually.

It has been recognized by the Parish Council, the Parish Finance Committee and the Board of Total Catholic Education of St. Pius X Parish, that families of children attending the Parish school have an obligation to pay tuition and fees.

It is with careful thought and consideration that the following procedures are presented.

Tuition Rates 2010/2011

The Finance Committee, with the approval of the Parish Council, has issued the following Tuition Rates for the 2010 - 2011 School Year:

	TUITION	SCHOOL FEES	LESS (-) REG. FEE	TOTAL TUITION	12 MONTHLY PAYMENTS
1/2 DAY KINDERGARTEN	$2,078.32	$295	-$100	$2,273.32	$189.44
1 CHILD	$4,207.35	$295	-$100	$4,402.35	$366.86
2 CHILDREN	$6,282.23	$590	-$200	$6,672.23	$556.02
3 CHILDREN	$7,608.87	$885	-$300	$8,193.87	$682.82
4 CHILDREN	$8,562.15	$1,180	-$400	$9,342.15	$778.51
5 CHILDREN	$8,562.15	$1,475	-$500	$9,537.15	$794.76

Non-Parishioners' elementary school rate will be $4402.35 for each child full day K – grade 8 and $2273.32 for each child in Half Day Kindergarten. A $500 per family fee will also be added.

School fees are used to cover the cost of textbooks, materials and other routine expenses associated with the operation of a school. These fees are included in the monthly tuition process as outlined above.

There is an additional fee of $90 per eighth grade student to cover costs for the eighth grade trip, group picture, and promotion flowers. This will be added to your billing only if you have an eighth grade student for the 2010-11 school year.

Parents can pay in full with cash, VISA, or MasterCard by July 31st, or opt for an automatic deduction from your bank account to ours at no cost to you. Monthly deductions can be taken on the 5th, 15th, or 25th. A new auto-debit form must be filled out each year. If you have any questions, please call Mike Walker at 341-4900 ext. 122.

Tuition collection rules See BOTCE Policy 405.5 and 406 on the web site

ARRIVAL / DISMISSAL

MORNING ARRIVAL

Upon arrival, students riding the bus enter through the back doors and proceed to their designated space in the cafeteria. Students arriving in cars or walking may enter the main doors after 7:00 am and proceed to the cafeteria. Teachers will escort their students to the classroom at 7:15 am. Students arriving after this time should report directly to their homeroom. Students who arrive after 7:25 am are tardy and must report to the school office to obtain a class admittance slip. In the case of excessive tardiness, the administration will meet with the parents to determine the legitimacy and nature of the tardiness.

EARLY DISMISSAL

All requests to leave the school building during the school day are to be made in writing and presented to the school office before the school day begins. Students will receive a leave early slip to present to the teacher when it is time to leave. The parent or guardian must report to the office to sign the child out. The student will be called from his/her room.

REGULAR DISMISSAL

Students should be seated at their desks during the dismissal period. Buses will be called first and students are to leave quietly and orderly when their bus is called. Walkers and car riders will be dismissed after the buses are called. Car riders will exit through the main doors and parents should park in the front lot. Students attending after school activities must wait in their rooms until all others are dismissed. A signed parent note must be provided whenever there is a change from a student's regular dismissal routine.

BIKE RIDERS

All bicycles must be parked neatly and locked in the bike racks at the maintenance door area. Bikes are to be walked on church and school property for safety purposes.

PRIVATE TRANSPORTATION DAYS

On days when the Kenton County buses do not operate for St. Pius X School the following procedures will be followed:

Morning Drop-off**:** Children may be dropped off either at the back door or at the main school doors.

Afternoon Pick-up: Students whose last names begin with A - G will be picked up in the front lot, H - Q will be picked up in the rectory lot, R - Z will be picked up in the back of school. If children are going to ride home with someone other than their own parent/guardian, they must bring a note telling the teacher who is taking them home.

KENTON COUNTY BUS SERVICE

Bus service to and from St. Pius X School is provided by Kenton County only on the days when the Kenton County schools are in session. The following are the regulations regarding the use of Kenton County buses by our students:

1. The Kenton County Board of Education requires good pupil conduct on the school buses in order that the driver may devote the major part of his/her time and attention to the safe operation of the school bus.
2. Pupils riding the school buses are under the direct supervision and direction of the school bus driver and he/she shall direct the pupils in matters of conduct and safety. The driver has the authority and responsibility for seeing that the policies, rules and regulations of the Board are carried out.
3. A pupil riding the school bus shall conduct himself/herself on the bus in a manner that will not endanger the lives of other pupils on the bus through distraction of the driver's attention or failure to comply with the driver's instructions.
4. The following are some examples of unsafe practices and failure of a pupil to conduct himself/herself in a proper manner on the school bus:
    a. Fighting, shuffling, yelling, loud talking, etc.;
    b. Throwing items into the bus, inside the bus, or out of the bus;
    c. Making remarks and disrespectful signs to people on the roads;
    d. Changing seats or moving about while the bus is in motion;
    e. Failure to share seats;
    f. Damaging property;
    g. Failure to follow the driver's instructions or directions;
    h. Putting hands and/or head out of the windows;
    i. Getting off the bus at other than approved stops.
5. Pupils shall not smoke on the bus at any time.
6. Pupils shall not eat on the bus at any time or make any purchases of any kind from a driver.
7. Pupils shall not be permitted to bring any item on the bus that might block an aisle, step well, entrance door, or emergency exit.
8. Pupils shall not be permitted to bring anything on the bus that might frighten someone or distract the driver's attention.
9. Footballs, basketballs, volleyballs, and/or baseballs brought on the bus must be kept in the possession of the owner at all times and may not be tossed about inside the bus.
10. A pupil shall ride the school bus to which he/she is assigned to and from school each day and shall get on and off the bus at the same stop each day unless written permission to the contrary is granted by the principal of the school which the pupil attends.

If a driver finds it necessary to report a pupil for misconduct on the bus, the bus driver will write out a bus incident slip. This is delivered to the school principal who will administer a punishment as follows:

1. The student shall be suspended from bus privileges for one day for the first report.
2. If a student is reported a second time for misconduct, the student shall be suspended from bus privileges for one week.
3. A third report shall result in suspension for an indefinite period depending upon the circumstances of the situation.

Any problem regarding the Kenton County bus service, other than discipline, should be reported to the Kenton County Bus Garage (356-5050).

ATTENDANCE

If a child is absent from class, parents are asked to notify the office by 9:00 A.M. at 341-4900 ext. 3. Books and assignments for children absent from school should be requested at this time.

Doctor and dental appointments should be made after school hours, if at all possible. Families are encouraged to take vacations only when school is not in session.

State and Diocesan regulations require that a student present a written excuse from a parent or guardian for each absence. Notes will be kept in the student's file. In the case of excessive absences, the administration will meet with the parents to determine the legitimacy and nature of the absences. A doctor's certificate may be required to help with this determination.

EXCUSED ABSENCES

Excused absences will include illness, funerals, and other emergency absences as determined by the administration. If a student is absent from school, it is his/her responsibility to make up any missed work. Normally, one school day for each day absent will be allowed for students to turn in missed work. For example: If a student misses 2 days of school, he/she will be given 2 days from the date of return to turn in any missed work.

UNEXCUSED ABSENCES

All other absences are considered unexcused, even if only for part of a day. Unexcused absences can be detrimental to a child's educational progress and should be avoided. The parents must assume the responsibility for such absences, which includes:

- Contacting the school office in advance of the student's absence
- Checking the homework section of the webpage for missed assignments
- Holding the student responsible for completing missed assignments
- Providing the student with any additional instruction if he/she is experiencing problems with the material that was covered during the absence

TARDINESS

According to 702KAR 7:125, a tardy shall be recorded for a student who is absent up to 2 hours of the regularly scheduled school day; one-half (1/2) day attendance shall be recorded for a student who is absent 2 - 5 hours of the regularly scheduled school day; and a full-day absence shall be recorded for a student who is absent 5 - 6 hours of the regularly scheduled school day.

ACADEMIC PROGRAM

The educational program of St. Pius X School meets the requirements set by the Diocese of Covington and the Kentucky Department of Education. St. Pius X School was accredited by the Kentucky Non-Public School Commission in October of 2007. In spring 2001, St. Pius X School was named a National Blue Ribbon School of Excellence by the US Department of Education.

CURRICULUM

Religion - The religious and moral training of the students is the most important part of our program. We try to help the student grow, not only in the knowledge of our faith, but also in the practice of it. The religion classes are taught using the curriculum guidelines established by the Diocese of Covington, under the supervision of the Director of Religious Education for the parish. Students and teachers attend Mass twice a week, Monday with grades 1-4, Tuesday with grades 5-8 and Friday with K-8. Parents are always welcome to attend these liturgies. The sacraments of First Reconciliation and First Eucharist are celebrated in the second grade, and the Sacrament of Confirmation is celebrated in the eighth grade**.** Students in grades three to eight have the opportunity to receive the Sacrament of Reconciliation periodically throughout the year. Para-liturgies and prayer services are also scheduled throughout the year for all students as part of their Religion classes.

Secular Academic Areas - In addition to Religion, the students of St. Pius X School are presented with a solid program of secular academic subjects including Language Arts, Mathematics, Science, and Social Studies. Computer Skills are included in the academic areas.

Enrichment Areas - St. Pius X offers each student weekly lessons in Spanish, Art, Music, Library, and Physical Education.

STUDENT SERVICES

Accelerated Reader Program

Students participate in the Accelerated Reader Program. This program is designed to encourage children to read at their instructional level by offering summative quizzes.

To help maintain the atmosphere of mutual trust and confidence among students and teachers, and to ensure that each student is judged solely according to his or her own merits, the St. Pius X School community has established an Honor Code for the Accelerated Reader Program. (Appendix B)

Counselor

St. Pius X School also has the services of a school counselor who is available to assist parents, teachers, and students in various ways. Services offered include arranging of testing for students with academic or psychological difficulties, counseling of students, and consulting with teachers and professional staff regarding students' needs.

Internet Access

St. Pius X School offers students to access the Internet as a technological tool to be used as a resource to enhance the teaching/learning process. To gain access, all students must obtain parental permission and must sign and return the Acceptable Use Policy (Appendix A).

Library/Audio-Visual

The library is one of the most important facilities offered to the students. The library is open during the school day and after school for reference work, checking out of books, story hours, and browsing. The librarian, along with the volunteers who assist her, coordinates the entire library program.

Books from the library may be borrowed for one week and may be renewed for another week. Anyone with an overdue book will be fined 5 cents per day that the student is in school. If a book is lost or damaged, the student is responsible for paying the amount stated by the librarian to replace or repair the book. Reference books may be used in the library only. Books taken from the shelves to be looked at or for research should be returned to their proper places on the shelf. Students should ask for help from the librarian if necessary.

Resource Teacher
St. Pius X School has a full time Resource Teacher. Students are referred to the Resource Teacher by the classroom teachers. This may be for additional individual or small group instruction. The Resource Teacher will also work in the classroom, as time permits.

Standardized Testing
St. Pius X School follows the program set up by the Diocese of Covington. Test results are reported to parents.

FIELD TRIPS
All students should participate in planned field trips. Proper conduct is expected in all class activities away from school. Fees and permission slips must be brought to the school in advance. All school guidelines, including gum and candy, are to be followed on field trips.

Students who have been behavior problems in school pose a liability and a potential safety hazard to other students when they are permitted to attend various field trips. If a child has experienced difficulty in self-discipline, parents will be contacted prior to the field trip, notifying them of our intention to eliminate their child from the field trip. Students who are not permitted to attend a field trip after payment for buses and/or admission are paid will not receive a refund.

CLASSROOM BEHAVIOR
Students are expected to use school time profitably by:

- Being an attentive listener
- Participating in discussions and sharing ideas
- Cooperating in group projects
- Completing assignments at the designated time
- Refraining from disturbing others
- Using learning materials meaningfully
- Developing habits of using study time in a profitable way
- Using the Student Assignment Book to keep track of all class assignments

HOMEWORK
Homework is an educational tool that reinforces a concept taught or reviews previously presented material. It is not necessarily written work, as studying and reading constitute homework also. Parents can assist the student by providing a quiet place and a regular study time each evening, and by making sure that assignments are neat, complete, and accurate. Homework/Responsibility Alerts will be sent home when homework is not completed. These alerts must be signed by the parent and returned to school with the missing work the next day. An accumulation of alerts will result in additional consequences.

Homework should reinforce or extend class instruction/ activities. Teachers should not assign homework on weekends or holidays unless it is a long-range assignment. Generally speaking, the length of daily homework should be:

Grades 1 and 2	20-30 minutes
Grades 3 and 4	30-45 minutes
Grades 5and 6	45-60 minutes
Grades 7and 8	60-90 minutes

If your child is consistently taking a greater or lesser amount of time completing assignments than the time indicated above, please consult the teacher.

Teachers should post daily and long term assignments on the webpage.

GRADING

An explanation of the grading system can be found at the top of the report card. Emphasis is placed on progress according to each individual child's ability.

GRADE SCALE

Kindergarten:	E-Excellent Progress	I-Improving
	G- Good Progress	H-Help Needed
	S-Satisfactory Progress	N/A-Does Not Apply At This Time
Grades 1-2:	E-Excellent Progress	
	G- Good Progress	
	S-Satisfactory Progress	
	P-Problem Area	

Grades 3-8:	A+	99-100	C+	83-84
	A	95-98	C	77-82
	A-	93-94	C-	75-76
	B+	91-92	D+	74
	B	87-90	D	71-73
	B-	85-86	D-	70
			F	69 and below

CONFERENCES

Annual conferences are scheduled at the end of the first grading period. All parents are asked to meet with their child's teacher at this time. Students in grades 4 - 8 are to be present for these conferences. In grades 5 - 8, students will be leading these conferences. Parents or teachers may schedule additional conferences at a mutually agreed upon time as necessary.

PROGRESS REPORTS

Progress reports are sent home three times per year at the midpoint of each trimester. These reports are intended to help parents monitor their child's progress half way through the trimester.

REPORT CARDS

Report cards are distributed to all students each trimester, which is about every twelve weeks.

HONOR ROLL
In order to encourage excellent academic achievement, St. Pius will post an Honor Roll for its 7th and 8th grade students at the end of each trimester. A student will receive First Honors if all grades average out to a 93% or above, with no grade below an 85%. A student will receive Second Honors if all grades average out to an 85% or above, with no grade below a 78%. A student may not have received more than 3 conduct referrals during the grading period.

PROMOTION
Students are promoted to the next level on an annual basis. If a student does not attain satisfactory achievement, the possibility of retention will be considered. Parents are kept informed of the student's progress through Progress Reports, Report Cards, parent-teacher conferences, and other communications from the teacher. The parents are always consulted about retention and the best possible decision is made for the good of the student. In the final analysis, however, the school has the right to retain students who do not achieve at the given grade level. A ceremony marking the successful completion of the work required of the eighth grade will take place at the end of the school year.

STUDENT RECOGNITION

BIRTHDAYS
Students and staff are recognized for their birthday during morning announcements. Students may bring in a treat to share with the class, (homerooms only for 5th – 8th grade), on their birthday. Students with summer birthdays will be given a date when school is in session to celebrate their birthday. Individually wrapped food items or other types of treats are allowed. However, we ask that parents refrain from bringing drinks.

SR. BARBARA STUDENT OF THE MONTH AWARD
Every month one student from each homeroom is selected for this award. The selection is based on observable Christian behavior and service during the school day. Certificates honoring these students will be displayed in the school and announced on the morning announcements. At the end of the each month, the students receive their certificates.

SUBJECT RECOGNITION
One student from each homeroom will be chosen each month in recognition for his/her performance in a specific area of the curriculum. This recognition will not necessarily be given to the student with the highest grade, but will emphasize effort, classroom participation, enthusiasm, and behavior. The students will be recognized as follows:

September – Religion
October – Social Studies
November – Math
December – Science
January – Language Arts
February – Art
March – Music
April – Spanish
May – Physical Education

Certificates honoring these students will be displayed in the school and announced on the morning announcements. At the end of the each month, the students receive their certificates.

GRADUATION RECOGNITION
Eighth grade students will receive recognition during the promotion ceremony at the end of the school year. At that time the following awards are given:

Subject Awards
Overall academic performance

Good Citizenship Award
Dependability, Cooperation, Leadership, Patriotism, Clean Speech and Habits

President's Award for Educational Excellence
No grade lower than a 93 A-
85th Percentile in Math and Reading on Standardized Test
Teacher recommendation

President's Award for Educational Achievement
No grade lower than an 85 B-
Demonstrates achievement in the Arts
Must maintain an A average in Art and Music
Completes assignments on time
Teacher recommendation

Presidential Physical Fitness Award
Five events that measure strength/endurance, cardio respiratory endurance, speed, agility and flexibility
Must score at or above the 85th percentile in all 5 events

National Physical Fitness Award
Must score at or above the 50th percentile, but below the 85th percentile in all 5 events

Administrator's Award
Exemplifies respect, responsibility and over all Christian demeanor throughout years at St. Pius X School

DRESS CODE

GIRLS K-6

Uniform: Regulation green and blue plaid uniform jumpers purchased from Schoolbelles for grades K-4 are to be worn. Regulation green and blue plaid skirts purchased from Schoolbelles for grades 5 and 6 are to be worn. The uniform jumper or skirt must be two inches above the knee or longer.

Blouse: A white short or long sleeve blouse with a collar or a plain white collared short or long sleeve knit shirt is to be worn. Banded bottom knit shirts are permitted. A plain white undershirt may be worn under the blouse or shirt. Shirts must be tucked in neatly and completely at all times unless they have a banded bottom.

Pants: Regulation uniform navy dress pants purchased from Schoolbelles or the JC Penney uniform catalog may be worn in place of the skirt or jumper.

BOYS K-6

Pants: Regulation uniform navy blue dress pants purchased from Schoolbelles or the JC Penney uniform catalog are to be worn.

Shirt: A white short or long sleeve dress shirt with a collar or a plain white collared short or long sleeve knit shirt is to be worn. A plain white undershirt may be worn under the shirt. Shirts must be tucked in neatly and completely at all times.

BOYS AND GIRLS GRADES 7 - 8

Pants: Regulation uniform khaki dress pants purchased from Schoolbelles or the JC Penney uniform catalog are to be worn.

Shirt: A short or long sleeve St. Pius X green collared shirt purchased from Schoolbelles is to be worn. A plain white undershirt may be worn under the uniform shirt. Shirts must be tucked in neatly and completely at all times.

ADDITIONAL ITEMS FOR ALL GRADES

Sweatshirt: A St. Pius X green sweatshirt purchased from Schoolbelles or St. Pius X School PTG may be worn with the uniform shirt. Eighth graders may wear their class sweatshirts in place of the uniform sweatshirt.

Sweater: A hunter green cardigan or pullover purchased from Schoolbelles may be worn in place of the uniform sweatshirt.

Shoes: Most students wear gym shoes. Dress shoes and boots may be worn. Sandals and clogs are not permitted.

Socks: Plain white socks must be worn at all times. White, blue, or green tights or leggings may be worn with the jumper or skirt.

Shorts: Regulation shorts may be worn from the opening day of school until October 15th and during the month of May. Uniform shorts must be appropriate length - to the top of the knee, no longer or shorter. Shorts may not be rolled at the cuff.

GYM ATTIRE

On gym day, the gym uniform should be worn in place of the regular uniform.

Shorts: St. Pius green mesh shorts purchased through the PTG are to worn.

Shirt: A St. Pius white tee shirt purchased through the PTG is to be worn.

OUT OF UNIFORM GUIDELINES K-8
On certain occasions, students may be out of uniform. Guidelines for dress include:

- Shirts must have sleeves and must cover the stomach and chest area.
- No sandals or open heels or toes may be worn.
- Sayings and logos on clothing must be appropriate. Students should not wear clothing with words on the backside of pants, shorts or skirts.
- No rips/tears in clothing.
- Hats and winter accessories may only be worn outside of the building.
- No face painting or body writing.
- Shorts must be an appropriate length.

PROPER GROOMING
No make-up is to be worn at school. Girls may wear nail polish, but acrylic nails are not permitted. The only acceptable body piercing is of the ears and modest earrings are to be worn. Boys may not wear earrings. Jewelry may be worn in moderation. Writing on the body and clothing is prohibited at all times. Hair must be kept neat and clean. Clothes must be clean. "Fads" deemed improper for school by the administration will not be permitted. Hats and winter accessories are to be worn outside the building only.

NAME TAGS
Nametags are part of the uniform and must be worn at all times of the school day. Any nametag lost, defaced in any way, or in poor condition must be replaced at the student's expense.

BEHAVIOR EXPECTATIONS

At St. Pius X School, it is believed that discipline is the fostering of respect and self-control in students. This is a shared responsibility of parents, teachers and students. Obedience and self-control should be a continuation of the respect for oneself and others as practiced in the home.

A school is a place where students come to learn. To promote learning there must be a proper atmosphere in which the student respects the rights of others and accepts each individual as a person of worth, so that all are not only free to achieve to their greatest capacity, but are thus motivated to do so. This freedom should be extended to all phases of school activity.

SPECIFIC BEHAVIOR

Church: Students should recognize that they are in the house of God and enter and leave quietly and respectfully. Students should take an active part in the Liturgy, sharing in the prayers and singing in a joyful but reverent manner.

Announcements: Whenever an announcement is being made, students are to stop whatever they are doing, become silent and attentive, and wait until the announcements are complete before resuming their normal activities.

Care of Property: Students are required to cover all textbooks and to carry them to and from school in a protective bag. It is unacceptable to write in, damage, or mar books or any materials, property, or equipment supplied by the school.

Students should care for the building and grounds and willingly pick up any litter and dispose of it in the proper container. Property includes the premises, building, furniture, books, parked cars, and personal belongings of others. Any damage to property, whether accidental or on purpose, should be reported to the principal. Students will be held responsible for any damage they cause and will be required to pay for the replacement or repair of the property.

GENERAL BEHAVIOR

The following are points of behavior that are to be observed and followed by all students:

- Students should be quiet in the halls, in the restrooms, and in moving to and from classes in consideration of the other students who are studying and working in classrooms.
- Students should walk, not run, in the school building, particularly in the halls and on stairways. Students are to keep to the right on stairways.
- Concrete walkways are to be used at all times when entering or leaving the building.
- Students may not chew gum on the school premises.
- Students should take ownership of school property and keep areas clean and organized, including desks, restrooms, and lockers.
- The only phone the students may use during the day is the office telephone, and it should only be used in important situations.
- All food is to be eaten in the cafeteria at lunchtime. No food is permitted on the playground or in classrooms except under the direct supervision or direction of the teacher. Food and drink are never permitted in the gym.
- Students may not bring electronic devices to school, including cell phones. If a student is found with an electronic device, it will be taken away and the parents will be asked to pick it up from the school office. Further offenses will result in the devices being kept for an extended period of time.
- Skateboards and scooters are not permitted at school.
- Students are to be respectful of themselves, other students, and administration, faculty and staff at all times. Talking back will not be tolerated.
- Students may not sign their parents name on any paper, even if the parent gives permission to do so.
- Students may not plagiarize, cheat, or copy another student's assignments.
- Messages sent home should be delivered promptly. It is the student's responsibility to see that parents receive communications sent home from school.
- Bullying of any kind will not be tolerated. Please read the Anti-Bullying Policy set by the St. Pius X Board of Total Catholic Education (BOTCE) (Appendix C)

BEHAVIOR PLAN

The discipline plan for St. Pius X School is an organized and systematic program for maintaining an appropriate learning environment. It is based on the idea of mutual respect, and designed to help students understand that they are responsible for their actions.

Think Sheets

A Think Sheet is a tool designed to allow the teacher to remove a child from a difficult situation. It is also used to inform parents of a situation involving their child. The Think Sheet provides the opportunity for the child to reflect on his/her behavior.

If a student is given a Think Sheet, he/she will immediately take it to the office. The principal or assistant principal will discuss the situation with the child, and the Think Sheet will be filled out. The student will return to the classroom and present the Think Sheet to the teacher for a signature. The teacher will return the Think Sheet to the student at the end of the day and it will be sent home to the parents to sign and return to school the next day. Repeated Think Sheets for similar behaviors may result in a conduct referral. See Appendix D for a copy of a Think Sheet.

Conduct Referrals

Conduct referrals may be issued by any St. Pius X personnel and may be given for, but not limited to, the following:

- Blatant disrespect towards teachers, parents, staff, or other students
- Inappropriate language (written or verbal) or gestures
- Continual disruptive behavior
- Damaging/stealing of school or personal property
- Any action threatening the safety of self and/or others
- Leaving school property without permission
- Cheating or lying
- Hitting another student
- Dress Code Violations
- Gum Chewing

A student will serve a detention for the receipt of each conduct referral. Detention is served on Thursdays from 2:00 – 3:00 pm. A student is expected to serve the detention on the Thursday after it has been issued. If a student receives repeated conduct referrals, the administration will schedule a meeting with the student and parents to discuss the poor conduct.

Suspension / Expulsion

The administration may suspend the student from school for one or more days if a particular behavior is deemed severe, or if no improvement is made after poor behavior. This will usually be in the form of in-school suspension unless it is determined it is in the best interest of the parties involved to have it take place out of school. The student will receive a zero for all class work completed during the suspension. Tests will be administered by the administration and will be counted in the child's grade.

Only the school principal or assistant principal may suspend a student from school. This action will be reported to the pastor. At the discretion of the principal, students may be asked to withdraw from school. If the parents do not willingly cooperate, the student will be expelled. The final decision whether or not to expel the offender rests with the pastor and/or principal. Whenever a student is expelled from school, a report must be made to the Diocese.

Disciplinary action of suspension and/or expulsion of a student from St. Pius X School will be employed for serious cause, which will include, but not be limited to:

- Possession or use of drugs, alcohol, or tobacco on school grounds
- Possession or use of a weapon on school grounds
- Violence toward students
- Disrespect/insubordination towards teachers and staff
- Use of obscenities
- Bullying
- Vandalism
- Refusal to cooperate with school authorities

CAFETERIA

All students must eat in the school cafeteria. A hot lunch, as well as milk, may be purchased. The menu will be posted in Paw Prints. Students also have the option of packing their lunch. In compliance with federal regulations, students who pack their lunches are not permitted to bring soft drinks or fast food of any kind. Packers should also provide their own napkins and silverware. Information about the cafeteria and payment of lunches is sent to parents through the cafeteria management.

St. Pius X School participates in the Federal Lunch Program. Some students qualify for either free or reduced lunch. Guidelines set up by the U.S. Department of Agriculture determine the eligibility of students. Information regarding this program may be obtained from the school office. All inquiries and applications are kept confidential.

CAFETERIA PROCEDURES

Students who bring their lunches should go to the front of their class line to enter the cafeteria. While waiting in the lunch line, students are expected to stand quietly in a single-file line and cooperate with any directions given. When going through the line, students should show proper courtesy to the staff and the parents who are serving, using "Thank you" and "Please, may I have?" at the appropriate times. Students are asked to speak clearly and loud enough to be heard. Cafeteria rules include:

- remaining seated at all times while eating
- eating food in the cafeteria only
- keeping hands off of other's lunches
- cleaning his/her area (table, bench, and floor) before leaving the cafeteria
- disposing of garbage in the proper container (paper, liquids, and food)
- waiting to be dismissed by the cafeteria monitor

Students will usually go out to recess after they have eaten lunch. It is important that students follow the directions of the playground supervisor at all times. Once out on the playground, students may not re-enter the building without consulting the supervisor. Rules to follow while at recess include:

- no rough play
- any accident, illness, or injury must be reported to the playground supervisor
- students must stay away from parked cars
- lining up when recess is over

On days of inclement weather, students will report to their classrooms after lunch and will follow the rules of the supervisor.

CAFETERIA VOUCHER PROGRAM

There is a $40 per family annual cafeteria fee. However, St. Pius uses parent volunteers to help the staff prepare and serve the food, clean the kitchen and wipe the tables. Each time a parent volunteers, he/she is reimbursed $10. If a parent works four days in the cafeteria, the fee can be recovered.

Signups for volunteer days are held at the beginning of the school year. On the days you are working, please arrive in the cafeteria by 9:45 am. Volunteers are expected to be responsible and carry out their commitment. Volunteers will sign a voucher form in the cafeteria office on the day of their service. The cafeteria manager will verify their service and turn the voucher into the business manager for payment. Checks will be written and issued on the Monday following the week of the volunteers work. No other form of payment will be issued.

If you are unable to work on your day, please call the Cafeteria Manager in the cafeteria (341-4900, ext. 7) between 8:00 and 9:30 A.M. A substitute will be contacted and he/she will receive the rebate. There is no maximum number of days a substitute may work. If a person misses their appointed day he/she may ask to be appointed a substitute for a future day. The names of workers will be posted in Paw Prints.

COMMUNICATION

Parents are encouraged to contact the St. Pius staff, administration, or teachers whenever they feel it is necessary. We wish to partner with you in your child's faith formation and education.

OPEN HOUSE AND PARENT NIGHT

An Open House for students and their families, as well as other parishioners, will be scheduled prior to the beginning of the school. A Parent Night will be held at the start of the school year so parents can learn about plans for the year and teacher's can share their curriculum.

PAWPRINTS

This is a weekly bulletin that is emailed and posted on the webpage each Thursday. This bulletin contains timely items of concern to all our students and parents.

E-MAIL

Parents can notify administration, teachers, and staff via e-mail. All addresses include the person's first initial, last name, and @stpiusx.com. E-mail addresses are posted on our web page. Please allow 48 hours for a response.

VOICE MAIL

Every administrator, teacher, and staff member has a voice mailbox. Parents are asked to call the school (341-4900, ext. 3) to connect to a person's voice mail, or find the mailbox number on our web page. Please do not call a person's home. Allow 48 hours for a response.

PROBLEM SOLVING

Parents should discuss any problems concerning their child with the teacher first. If a satisfactory solution to the problem has not been reached after reasonable discussion with the teacher, parents should contact the administration to help find a solution. It is important for the student to be involved in conferences that concern his/her academic progress and/or behavior. Unless the matter is of a sensitive nature, parents and teachers are encouraged to include the student in conferences as much as possible.

VOLUNTEERS

All parents are invited to become involved in the school program as volunteers in the cafeteria, library, classrooms, playground, copy room, Boosters, Parent Teacher Guild, and in extra-curricular activities. A sign-up sheet will be available at the beginning of the year.

The Diocese of Covington requires all school or parish volunteers to be VIRTUS trained and to have a signature form for the Diocesan Policies and Procedures for Addressing Sexual Misconduct, as well as a police background check The school offers training sessions and materials to help all volunteers accomplish these requirements. Call the parish office for more information.

HEALTH AND SAFETY

According to State and Diocesan regulations, aspirins, vitamins, antihistamines, or any other medications may not be given to any pupil, nor should such medications be a part of the first-aid supplies. No such medication will be kept in the office or in classrooms.

On occasion a pupil may have to take medication during school hours. This medication should be brought to the school office in the original packaging with a measuring instrument to be used for correct dosage, if needed. The child may come to the school office to take the medication at the prescribed times. Written directions for administering the medication, signed by a physician or parent, must be included. Forms are available in the school office or on the school webpage.

MEDICAL FORMS AND EXAMINATIONS

The health records of each child attending St. Pius X School are kept in the school office. No child may attend St. Pius X without a valid immunization certificate from a licensed physician or health practitioner. These certificates must be on a Kentucky form.

According to Diocesan Policy 5514, "Within six months prior to entering school in the Diocese of Covington for the first time, or within a month following admission, the student must have a medical examination, which shall be reported to the school authorities. A second examination shall be required within one year prior to entry into the sixth grade. In the case of students with known medical or physical conditions that may be exacerbated or harmful to the student participating in strenuous physical activity, including but not limited to that experienced in Physical Education classes, a medical examination at the beginning of each school year, or more often if deemed necessary by the physician, shall be required and reported to the school authorities so that any restrictions can be reasonably accommodated."

FIRE DRILLS

At the sound of the fire alarm, students should immediately stop, rise, and move quickly to the assigned exit. Assigned exits are posted near the doorway of each classroom.

- Silence and proper behavior are demanded during the fire drills.
- Students should move quickly and orderly to their assigned area outside of the building.
- Students should stand silently in a single file line facing the building.
- Students should immediately return to class when instructed to do so.

TORNADO DRILLS

When the tornado alert is sounded, students should go immediately to their assigned shelter area.

- Students are to remain at their designated shelter area until dismissed.
- Students must remain in the building until warnings are lifted.
- Students should immediately return to class when instructed to do so.

EARTHQUAKE DRILLS/LOCK DOWNS

Earthquake and Lockdown drills are conducted periodically during the school year. Students should follow the instructions given.

EMERGENCY SCHOOL CLOSING PROCEDURES
When it becomes necessary to close school or delay starting time, St. Pius X School will communicate our operating status by using the Community Safe phone calling system and by making an announcement over the local radio and television stations.

If the decision is made for St. Pius to have school and Kenton County does not run buses, then each parent must make their own decision as to the hazards involved in getting to and from school. If a parent feels it is too hazardous to attempt getting to school, they should not make the attempt. However, absences from school will be recorded as absences in the attendance register.

School doors will be open at 6:45 A.M. if school starts at normal time. If there is a one- hour delay, the school doors will be open at 7:30 A.M. Students will not be admitted into the building before that time.

If the decision is made to dismiss early, parents will be notified by the Community Safe phone calling system and by e-mail.

APPENDIX A – Internet Acceptable Use Policy (AUP)
By signing the handbook slip, I understand that using the internet in the computer lab is an educational privilege. I accept the following guidelines for acceptable use:

- I will use the internet for constructive educational purposes.
- I will not visit sites that contain items that are illegal, defamatory, pornographic, or otherwise offensive.
- I will observe the rules and laws regarding copyright and plagiarism.
- I agree to help keep the network available to my fellow students by refraining from time-consuming downloads of large files.
- I will use the internet only under the supervision of a teacher or supervisor.
- I will never give out personal information such as my home address, telephone number, or the name and location of my school without my teacher's permission.
- I will report to my teacher any information I come across that makes me feel uncomfortable.
- I will neither remove school property from the computer lab, nor bring any thing into the lab from outside sources without the permission of my teacher.
- I will observe rules of network etiquette.

The following actions will result in the loss of access as well as disciplinary action:

- sending or displaying offensive messages or pictures
- using obscene language
- intentionally wasting limited resources
- saving or downloading files onto the computer hard drive
- visiting chat rooms

The school reserves the right to review and monitor all activities, e-mail correspondences, and material on school computers.

Appendix B – Accelerated Reader Honor Code

By signing the Accelerated Reader Honor Code, the student confirms his or her belief in the honor code and therefore is expected to report suspected violations of it. No student will unfairly advance his or her own performance in the Accelerated Reader Program, nor will he or she in any way intentionally limit or advance the performance of his or her fellow classmates using the Accelerated Reader. Some examples of not following the Honor Code are:

- Giving or receiving questions or answers for an Accelerated Reader Test, or in any way cheating on an Accelerated Reader Test
- Using Cliff Notes, classic comic books, movies, videos, or shortened or abridged versions of the books on the Accelerated Reader Test
- Using any means besides reading the full, unabridged version of the book to pass a test

An honor system secures freedoms, conveniences, and privileges for students that would not otherwise be possible. It renders an atmosphere for learning without the constant surveillance that would otherwise be necessary. The system requires all students to accept the responsibility of maintaining the standards of the St. Pius X School community. Thus, each student must accept the responsibilities of the Accelerated Reader Honor Code. Anyone suspecting a violation may confront the person and encourage him/her to self-report or may report it to the teacher involved. A willful violation of the Honor Code will result in suspension of the student from participating in the Accelerated Reader Program.

Appendix C – Anti-Bullying/Harassment Policy

St. Pius X School will not condone any form of bullying and/or harassment. All students are expected to treat fellow classmates and others with dignity and respect. St. Pius X School will pursue the necessary measures to create a safe and respectful learning environment for all students and employees.

Bullying/harassment is defined as any type of action, physical, verbal, and/or nonverbal, that is unwelcome, makes someone feel uncomfortable and unsafe, and prevents students from learning and enjoying school. This includes behavior that threatens the physical, spiritual, and/or psychological well-being of another student, such as, but not limited to, the following:

- Name-calling
- Put-downs
- Taunting
- Baiting
- Teasing
- Imposing physical harm
- Social exclusion
- Coercion
- Internet Use/Blogging/Social Media

Harassment in any form is unacceptable and will not be tolerated. The Administration reserves the right to use discretion in determining the appropriate consequence(s) in individual situations.

Any student who makes negative or inappropriate comments about another via the internet (a social network, blogging site, etc.) will be held accountable. St. Pius X School reserves the right to discipline students for off-campus conduct.

Appendix D - Think Sheet

ST. PIUS X SCHOOL
THINK SHEET

Name _____ Grade _____ Homeroom _____

Teacher _____ Date _____ Time _____

A. What were you doing?

B. What should you be doing?

C. How are you going to fix the problem?

The consequences agreed upon for the above behavior are:

Student Signature_____

Principal Signature _____ Time _____

Teacher Comments:

Teacher Signature _____

Parents, please discuss this situation with your child. Please write any comments below and sign in the space provided. This sheet should be returned by the student to the school office tomorrow before school begins.

Comments:

Parent Signature _____