



**Handbook
2016-2017**

St. Pius X Catholic School

2200 N Elm Street
Greensboro, NC 27408

www.spxschool.com

School Office: 273-9865
Voice Mail: 273-4584
Fax: 273-0199
Parish Office: 272-4681

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

ST. PIUS X CATHOLIC SCHOOL HANDBOOK

School Mission Statement

Saint Pius X Catholic School places Christ at the center of all that we do. Partnering with our parents and parish communities, we create a challenging and innovative academic experience that inspires and prepares our students to be capable leaders of positive change.

Diocese of Charlotte Catholic Schools Mission Statement

The Mission of the Catholic Schools in the Diocese of Charlotte is to proclaim the Good News of the Gospel and to provide a religious and academic program, that allows each student to develop spiritually, intellectually, emotionally, physically and socially, so that each is prepared to live and serve in a changing society as a self-respecting and responsible citizen.

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

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

SCHOOL POLICIES

SCHOOL HOURS

Regular school days begin at 8:15 am and end at 3:10 pm. Early dismissal days end at 12:00 pm.

ABSENCE and TARDY

Prompt and regular attendance in all classes is an integral part of a student's performance in school. School opens at 8:00 am. Class time begins at 8:15 am, and it is important that every child be in the room and ready to participate in activities at that time. Late arriving children disrupt class. Students not in their classroom and ready for class at 8:15 am are considered tardy and must be accompanied by a parent to the office to sign-in and to receive a late slip. If a child is going to be absent from school, the parent is **required** to phone the school office by 9:00 am on the day of the absence by phoning the school nurse's voicemail extension **273-4584 ext. 104**. A student must also bring a note of excuse, signed by a parent, when returning to school after being absent. If a child is signed out before 10:00 am and will not be returning, he/she is considered absent for the entire day. If a child is signed out of school after 10:00 am and will not be returning, he/she is considered absent ½ day. If a child is signed out of school before 2:00 pm, he/she is considered absent ½ day. Students are considered tardy if they arrive at school any time between 8:15 am and 10:00 am. If a student is taken out of school for an appointment and returns back to school the same day, a student is considered present for the school day. Attendance is important for all students. Personal development and academic success are related to regular school attendance. When students accumulate ten or more absences in a trimester, their records will receive administrative review.

EXTENDED DAY PROGRAM / SUPERVISION

Students on school property before 8:00 am and after the end of the dismissal carpool are required to report to Before and/or After School Care, and parents will be billed accordingly. The only exceptions to this policy are if students are participating in after school activities that begin immediately after school and/or if students are accompanied by a parent. Before School Care begins at 7:00 am and After School Care ends at 6:00 pm. Any student not registered for the Extended Day Program will need to be registered the first instance of early arrival or late pick-up. For more information, please call the school office.

VISITORS / VOLUNTEERS

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

that the best learning environment and academic privacy for all students in the classroom is upheld. Per Diocese of Charlotte policy, all parents and volunteers must complete the **Protecting God's Children** workshop, stay current with **Virtus.org** trainings, and complete a **background check** and **Diocesan Volunteer Profile Form** before being around any students and/or volunteering in the school or at school functions where students are present.

ADMISSIONS

NON-DISCRIMINATION #1

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

ADMISSION POLICY #2

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

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

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

ADMINISTRATION #3

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

ACCEPTANCE #4

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

WAITING LIST #5

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

REQUIREMENTS for ADMISSION

ADMISSION RECORDS

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

STATE LAW REQUIRES THE FOLLOWING MINIMUM DOSES:

- 5 DPT SHOTS (one required dose after 4th birthday).
- 4 ORAL POLIO VACCINE DOSES (one required dose after 4th birthday).
- 2 MEASLES
- 2 MUMPS
- 1 RUBELLA
- 3 or 4 HIB (depending on vaccine used)
- 3 HEPATITIS B
- 1 VARICELLA

A booster of Tdap vaccine is required for all children before entering 6th grade. If a student has not received all the required immunizations within 30 days from the first day of attendance, state law requires that the student be suspended until written proof of immunization is presented to the school.

RECORDS

CHANGE OF RESIDENCE, PARISH, PHONE NUMBER

If a change of residence or telephone number occurs, a parent must notify the school office at once. Also, a parent must notify the school office of a change in a work number and/or cellular number so the school may keep every student's

emergency card up to date. It is extremely important for security that all student records be kept up-to-date. Because of subsidy paid by the parishes, a parent must notify the school, current parish, and previous parish in writing when there is a change in parish membership. Each parish has its own policy regarding subsidy payment of student.

SCHOOL RECORDS

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

STUDENT PERMANENT RECORDS

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

TRANSFER

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

Students who transfer to another local school before 8th grade may not be brought to St. Pius X to visit former classmates during the school day. Transfer students who have moved to another part of the state or country are welcome to visit.

CURRICULUM / INSTRUCTIONAL PROGRAM

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

RELIGIOUS EDUCATION POLICY

(From Diocese) Religious education in the Catholic schools and the parish schools of religion shall be of such quality and depths to be in conformity with

church documents and documents of the Bishops. The Center of Religious Education shall promulgate these requirements.

PARISH POLICY

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

GUIDANCE

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

- Individual counseling
- Group counseling
- Student appraisal
- Classroom guidance
- Consultation
- Program planning and evaluation
- Professional development and practices

Appointments with the counselor can be scheduled by calling 273-4584, ext. 137 to leave a message. Calls will be returned as soon as possible. The school counselor is available to assist with referrals to other agencies for educational, medical, or psychological evaluations and/or counseling.

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

STANDARDIZED TESTING

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

- In October the Pearson Stanford10 is given as a diagnostic test to grades 3 through 8, and the Otis Lennon School Ability Test is given to grades 2, 5, and 7.
- Grades 5 and 8 take the Diocesan Religion Assessment in the spring.
- Grades 4 and 7 take the Diocesan Writing Test.

SERVICES AND TUTORS

If a student requires tutoring or other learning services, there are specific Diocesan policies that require a certain level of insurance in order for a tutor to work on school property. To ensure that these policies are followed, parents must acquire approval from the principal before hiring a tutor to come to the school.

A parent may obtain any tutor of their choosing to work with their child outside of school property after regular school hours. Services including tutoring, expressive/receptive language therapy, articulation therapy, oral motor difficulties/apraxia, fluency/stuttering intervention, complete voice analysis, voice therapy, and central auditory processing therapy may be obtained.

LEARNING SUPPORT PROGRAM

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

The learning support team consists of the principal, counselor, regular classroom teacher, teachers of special subjects, and learning support teacher. As a part of the learning support team, the resource teacher helps the other members of the team to understand the nature of learning disabilities, concentration disorders, and methods to help students who exhibit learning differences in the classroom. She/he works with the teachers to provide supplemental reinforcement and a unified approach to the child's learning. The resource teacher may offer small group or individual instruction on a regular basis for students with SAP's. Suggesting interventions provides indirect student support and modifications in curriculum, test taking, and study methods.

If written evaluation forms related to learning needs are required by other agencies, the learning support teacher will coordinate distribution to the classroom teachers and mailing of completed forms. All forms must be mailed directly to the evaluating agency.

EXTRA CURRICULAR PROGRAM GUIDELINES

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

- Students must maintain an overall “C” average and have no “Fs” in any subject area to participate in extracurricular activities. Should a student not maintain this level of academic progress at the end of a reporting period (mid-trimester Progress Report or end of the trimester Report Card), he/she will be placed on academic probation. Once placed on academic probation, he/she may not participate in any extra-curricular activity for a minimum of two weeks. After the two week period and once the student has brought up his/her grades to a “C” average with no “F’s,” the student may again participate in the activity or activities. Academic probation will continue through the next reporting period. During the academic probation, whether participating or not, the student must demonstrate proof of grades on a weekly basis in order to participate the following week. If a student is on academic probation during an extra-curricular activity’s tryouts, the student may not participate in tryouts.
- Each student that participates in an extracurricular program is not only responsible for maintaining academic and behavioral standards during the school day, but is equally responsible for his/her personal conduct during any activity or event.
- Student participants are considered ambassadors of St. Pius X Catholic School. Therefore, students participating in extracurricular activities must follow all behavioral rules and disciplinary guidelines. A student who has received two or more detentions during the previous trimester and current marking period before an activity begins will be ineligible to try-out or join an extra-curricular activity. Once a student is participating in an extracurricular activity, the first detention earned will require the student to sit out of the next competition. Exceptions will not be granted. For activities that do not hold regular competitions, the group leader and administration will decide on an alternative punishment. A student participating in any extracurricular activity that receives two detentions will be permanently removed from the roster.
- Students may not participate in evening activities, practice or game, when they have been absent from school or were dismissed early from school due to illness the same day as the activity.
- Athletic teams and other activities practice no more than twice weekly and may not exceed two hours per practice or meeting.
- Each student must be covered by student accident insurance, either through a family plan or through the diocesan plan, and verification of such should be on file in the school office.
- This code applies to every activity and event at St. Pius X Catholic School, including, but not limited to: volleyball, basketball, cheerleading, softball, golf, track, baseball, lacrosse, soccer, band,

drama, chorus, and clubs. The activity leaders of each group will administer discipline. These leaders will be responsible for advising the parents of the disciplinary action and the reasons for those actions.

All students must have a current physical (completed within the past 12 months) to try out for any athletic team at SPX. The SPX Athletic Department must have a copy of that physical (Diocesan form only) on record in the school health room before your child is allowed to try out for any sport. There are no exceptions to this policy. We follow state and diocesan guidelines when dealing with physicals. In the event that your child's physical expires while a sport is in season, your child will become ineligible to participate until a new physical is issued.

Athletic physical forms are available on the St. Pius X Catholic School website at www.spxschool.com under the forms tab. It is a two-page form. One page is to be completed by your child's physician; the other page is to be completed by a parent. All athletic physical forms must be turned into the school office. It is advisable to keep a copy of the form for yourself.

MIDDLE SCHOOL STUDENT COUNCIL

The Middle School Student Council will be involved in various activities throughout the year. A student interested in participating must maintain at least a "C" average in their academic subjects and be a model student observing all school procedures and rules. Election for officers takes place at the end of each school year. To be eligible to run for office a student's record must reflect a "C" average or above and no automatic detentions for the school year. In addition, eligible students must complete the middle school student council officer form which requires the signature of two middle school core subject area teachers. Election of middle school homeroom representatives will take place at the beginning of each school year. Academic and behavioral records will be reviewed each trimester to ensure that student council members maintain the required standards.

MASCOT AND SCHOOL COLORS

The St. Pius X Catholic School mascot is the Comet and the school colors are black and gold.

ABSENT MAKE-UP WORK

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

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

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

THE CARE OF BOOKS

It is required that books be covered at all times. Children must use a book bag to transport books to and from school. All textbooks and planners are the property of the school. The school must be reimbursed by the student/parent in the event a textbook is lost or damaged.

REPORT CARDS

Report cards are published three times per year. Report cards are emailed to parents at the end of each trimester. Regular parent-teacher conferences are scheduled at the end of the first trimester and are mandatory for grades K-5. Middle School conferences are available on a drop-in basis during the scheduled parent teacher conference days. Additional conferences can be scheduled throughout the year at the request of the parent or teacher. Trimester report cards will be released once all accounts, bills, fees, expenses and materials due (i.e. library books and textbooks, returned check fees, lunch fees, athletic uniforms, etc) are clear and accounted for.

PROGRESS REPORTS

Progress Reports will be sent home in the middle of each marking period for students in K-8 who have an "F" in a particular subject or whose average falls below a "C". Parents will have the opportunity to monitor student progress on a regular basis using RenWeb.

HONOR ROLL -- MIDDLE SCHOOL

Students will receive Honor Roll Certificates at the end of the trimester. Students can achieve honor roll designation for “Excellent Honors” or “Honors”.

Marking Code:

A+ 100-97	B+ 89-87	C+ 79-77	D+ 69-68	F <65
A 96-93	B 86-83	C 76-73	D 67-66	
A- 92-90	B- 82-80	C- 72-70	D- 67-66	

WEEKLY “THURSDAY” ENVELOPE

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

RENWEB

All parents are strongly encouraged to log on to Renwb.com to access their students grades, teacher announcements, student assignments, and school communication. New parents will be given login information so that they can sign in to access this information. Parents who need help accessing RenWeb should contact the office. Middle school students are also encouraged to use RenWeb once they submit their email address and have written approval from parents. New students will receive a sign-up form once the school year begins.

MEDIA CENTER

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

EDUCATIONAL TRIPS

Field trips are privileges afforded to students. Students can be denied participation if they fail to meet academic or behavioral requirements. All field trips will be instructional in nature and related to the curriculum being taught. Students will not be allowed to participate in a field trip without a **school issued** permission form completely filled out and signed by a parent or guardian. Telephone calls will not be accepted in lieu of the signed form. Parents who drive for field trips must have taken the **Protecting God’s Children** workshop (a copy of the certificate must be on file in the office) and turned in a **Background Check Form, Volunteer Driver Form, and Diocesan Volunteer Profile Form** to the school office. Parents who drive their car for field trips are

legally liable for the safety of the children they are transporting. Each child in the car must be fitted with a seat belt and remain in the seat belt until the end of the trip. No student is permitted to ride in the front seat of the car. Drivers are not permitted to make additional stops for food, drinks, etc. The role of parent chaperone is a very serious one. For this reason, **siblings are not permitted on field trips**. Educational trips are considered part of instruction. Parents who choose not to send their child on a field trip must arrange supervision for their child away from school, and the child will be marked with an unexcused absence. Resources are available for families who cannot afford the full expense of a field trip. Please call the business manager for further information.

RAINY DAY DISMISSAL

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

EARLY DISMISSAL

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

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

INCLEMENT WEATHER

St. Pius X Catholic School will make an announcement regarding inclement weather for closing and opening and/or delayed opening of school. This announcement will be made as early as possible. Necessary information is available via local television, radio, and school web site. The primary source of information is the school web site: **www.spxschool.com**.

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

TRANSPORTATION

St. Pius X Catholic School does not have bus service. Parents are encouraged to form car pools with families in the same area.

MEDICATION

Medications given during school hours by school personnel should be kept to a minimum. Every effort should be made so that medications can be given at home before and/or after school. Medications will be given to students who

need medications to sustain attendance, students who have chronic health problems, or students with a special need. If your child must receive any type of medication during school hours including over-the-counter medications, a completed **Medication Authorization Form** must be submitted to the school office. This form must be completed in full by the physician and signed by the parent/guardian. All medication must be brought to the school office by a parent. Medication of any kind may not be sent to school with a student. All prescription medications must be brought to school in a properly labeled pharmacy container. All over the counter medications must be brought to school in the original container with the manufacturers label intact. The school office will store medication and dispense it as directed on the Medication Authorization Form, only with written parental consent and physician authorization.

Physician authorization is also required for any medication that needs to be dispensed by a supervising adult during an overnight field trip.

Students may self-administer Insulin, Epi-pens and inhalers for asthma. All students self-administering must have a completed self-medication Student/Parent/Physician agreement on file in addition to the Medication Authorization Form. Only those students with this completed form are permitted to carry medications on their person or in their belongings.

ILLNESS

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

If you child has strep throat or conjunctivitis, they may not return to school until 24 hours after an antibiotic has been started.

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

LUNCH

Inappropriate behavior during lunch/recess can result in a student receiving lunch detention and/or demerits. Milk, juice, water, small snacks, and ice cream are available daily. Tickets for these may be purchased via the Thursday envelope. Hot lunch options are also available for purchase online. A link is online on the front of the school website to pre-order hot lunch. Parents are welcome to eat with their children. Parents must sign in at the office and leave when the students are dismissed from the cafeteria. In accordance with the Diocesan Wellness Policy, no fast food lunches (i.e. "Happy Meals", etc.),

candy or soda are permitted. Lunches are not to be dropped off in the classroom or school office.

PARTIES: BIRTHDAY OR OTHERWISE

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

BIRTHDAY TREATS

Students are welcome to bring in a special treat for the class to celebrate their birthdays. If a treat is brought for the homeroom class, students should be sure to bring enough for everyone in the homeroom. If it is brought for the lunch period, students should be sure to bring enough for everyone in their grade. Birthday treats may not be passed out during carpool.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are not permitted to possess cellular phones, I-Pods, electronic games, pagers, or any other personal electronic devices during the school day with the exception of the eReader program and its guidelines. Personal electronic items, except eReaders that have been approved and registered in the school library, are to be turned in to the school office by 8:15 am and picked up following school dismissal at 3:10 pm. A detention will be assigned to a student who brings a device to school and does not turn it into the office.

TUITION

A significant portion of the local parish resources go to support the Ministry of Catholic Education, including substantial subsidies to St. Pius X Catholic School in addition to 3.5% of the total offertory collected at the parishes which is sent to Bishop McGuinness Catholic High School. Families directly benefiting from the Ministry of Catholic Education are expected to assist the parish in its obligations to these institutions and to our Diocese.

The support of one's parish is a precept of the Church. "The faithful also have the duty of providing for the material needs of the Church, each according to his abilities" (*Paragraph 2043, Catechism of the Catholic Church*). "As Christian stewards, we receive God's gifts gratefully, cultivate them responsibly, share them lovingly in justice with others, and return them with increase to the Lord" (*The U. S. Bishop's Pastoral Letter on Stewardship*). We ask that all families who benefit from the Ministry of Education at St. Pius X consider seriously their commitment to Stewardship.

The Catholic parishes may subsidize tuition for their active members. Each active member household of St. Pius X is required to complete and return their Stewardship Commitment Form, typically published each Fall. Other parishes may ask a similar commitment. Active membership is determined by living up

to basic responsibilities of stewardship: giving of your time, talent and treasure. Your respective parish will evaluate your commitment and if you feel that you need to meet with parish administration, this can be arranged.

We as Catholics believe that the Eucharist is the source and summit of our spiritual life, empowering our ministries and forming us more perfectly in the life and love of Christ. Thus the Church expects Catholics to manifest their commitment and devotion to this great Sacrament by regular attendance at Mass. Our families are required to use their envelopes at liturgies to show their presence and active commitment to the Eucharist.

A Triad Area Catholic Schools Parish Participation Voucher must be signed each year by all parishioners and their parish administration to assure that Catholic families are active participants of their parish. This voucher is signed upon registration/re-registration. A review of participation will be held periodically to determine if the household qualifies for the subsidized Catholic rate of tuition. Should one's parish determine that the household does not qualify for the parish subsidy is it the responsibility of the family household to pay the non-participating Catholic rate of tuition.

Tuition payments are **non-refundable**. Tuition payments are drafted on the **fifth** of each month, June through May. A \$30.00 fee will be charged on all drafts returned by the bank and full payment must be made in the school business office immediately.

AMOUNT OF TUITION

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

METHOD OF PAYMENT

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

A \$50.00 late fee will be charged on all payments received after the 20th of the current month due. A \$30.00 fee will be charged on all returned drafts and checks.

PAYMENT RECORDS

The school business manager shall keep an up-to-date record of all tuition drafts to assist in the tuition collection procedure above. All deposits of funds received shall be made to the school checking/savings account.

TUITION ADJUSTMENTS

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

TUITION ASSISTANCE FUND

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

*This application **MUST** be turned in by the first Friday of April. If any tuition or TRACS payments are outstanding as of May 10th, the application will not be considered.

COLLECTION PROCEDURE, PAST-DUE AMOUNTS

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

Step #2: On the day any two tuition amounts remain past due, the school business manager shall then mail a letter to the parent's address of record indicating past due tuition of 60 days, also requesting if a conference is necessary to discuss delinquency. A reply will be requested within 10 days (date to be specified in letter). If no reply is received, Step #3 will be followed. The letter will also refer person responsible for tuition to note policy on "Withholding of Report Cards 3240.7" as stated in the school handbook.

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

WITHHOLDING REPORT CARDS

If a student's account is over 30 days past due in tuition, capital fees, athletic fees, overdue book fees, summer camp fees, extended care fees or any other fees which are due on their behalf, St. Pius X will withhold a student's (or students') progress report(s) or report card(s) until the overdue account is paid in full. If a conference is scheduled at this time, the conference must be postponed until the student's account is brought current. Additionally, if a student's account is showing a balance due of any kind at the end of the school year, St. Pius X will withhold the last report card regardless if the account is less than 30 days past due.

COLLECTION OF UNPAID AMOUNTS

In the event a student is withdraw from the school leaving any amount of tuition due unpaid, the transfer records of such students shall be withheld until payment is made, and the St. Pius X School Board reserves the right to seek recovery of unpaid amounts through legal channels.

OPERATING DEFICIT

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

INSURANCE

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

SCHOOL UNIFORM & NON-UNIFORM DRESS CODE POLICY

It is expected that each student will exhibit pride in his/ her personal appearance by consistently manifesting a respectable, modest, clean, and appropriate appearance. **Proper attire is expected of students at all times while on the school campus and during school-related activities.**

GENERAL GUIDELINES FOR BOYS AND GIRLS

- The official school uniform must be worn, unless otherwise instructed.
- The official Mass school uniform must be worn on Mass days.
- Only the official uniform sweaters, sweatshirts, and fleeces may be worn in the building during the school day and are the only outwear items that may be worn at Mass with the exception of winter coats.
- Official school spirit-wear sweatshirts, as well as official school team sweatshirts and jackets, may be worn in place of the uniform sweatshirt except while attending Mass.
- Sweaters and sweatshirts must be well fitted. A uniform shirt must be worn under the school sweatshirt.
- White or navy socks are required at all times. Black athletic socks are also acceptable.
- Belts (black, brown, or uniform plaid) must be worn with pants/shorts in grades 1-8.
- Pants/shorts/skirts may not be sagging at the hips.
- Shirtrails, excluding the official Mass blouse, must be tucked into shorts/skorts/pants/skirts.
- Unconventional haircuts, colors, or styles are prohibited.
- Conservative dress and semi-dress shoes as well as tennis shoes may be worn. Shoes with shoelace holes must have laces and be tied. **Not Permitted:** boots, flip-flops, heels, sandals, toeless, backless, platform, and/or high-heel.

BOYS

- Hair should be clean, neatly trimmed, and combed. Hair must not fall below eyebrows or earlobes and must be cut above the collar. Curly hair must be cropped reasonably close to the head.

- Earrings and other pierced jewelry are prohibited.

GIRLS

- Navy or white tights are allowed on cold weather days with slacks or jumper. Leggings are prohibited. Socks must match tights. Tights may not be worn with shorts.
- Hair should be clean, neat, and combed. Distracting hair accessories are prohibited.
- Makeup is prohibited for Pre-K-5 students.
- Understated/natural make-up is permitted for middle school students. However, eye make-up of any kind is prohibited.
- Dangling earrings and distracting jewelry are prohibited.
- Nail polish is permitted.
- Skirts, skorts, culottes, jumpers and shorts may be no more than two (2) inches above the knee (front and back).
- Skirts may not be rolled at the waist.

NON-UNIFORM DRESS CODE

- All clothing worn on non-uniform days should be clean, free from holes or rips, and modest, in keeping with the values of the Catholic faith. Special event attire will be communicated through the classroom and newsletter.
- Hats may not be worn in the building.
- Shoes must follow the uniform guidelines however flat heel boots may be worn.
- Shirts and Tops should fit properly, be modest and not contain any inappropriate symbols or messages. Halter-tops, tank tops, crop tops, spaghetti straps or thin straps are not allowed.
- Bottoms:
 - Boys: Khaki style pants and or shorts, jeans, cords, double-lined mesh athletic shorts.
 - Girls: Capris, jeans, walking and/or Bermuda shorts with a **minimum 7 inch inseam**, knee-lengthened athletic shorts, khaki style pants, and uniform length skirts/dresses.
- Regular rules for students regarding hair, make-up, and jewelry.
- The non-uniform dress code is modified on an annual basis due to trends both with our students and what is being sold in the stores. While non-uniform days are to be considered days when students have more decision

in what they wear, non-uniform days are not to be considered dress-down days or athletic days.

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

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

BEHAVIOR AND DISCIPLINE CODE

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

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

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

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

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

MERIT/DEMERIT SYSTEM

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

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

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

Upon receiving an **automatic 10 demerits or the 10th accumulated demerit** in a trimester, the student will be assigned a **detention**. Detention will be held each **Wednesday morning from 7:00 to 8:00 am.**

Upon the accumulation of **20 demerits** in a trimester, the student will be assigned an **in-school suspension**. The student may not participate in after school activities during the suspension.

Upon the accumulation **30 demerits** in a trimester, the student will be assigned an **out-of school suspension**. When a student is issued an-out of school suspension, the student is not allowed on school grounds during that period and the student will receive zeros on all missed work and assessments during his/her absence. The student may not participate in after school activities during the suspension

EXPLANATION OF EACH INFRACTION AND THE DEMERITS EACH WARRANTS:

(The teacher and/or principal has the right to assign demerits for infractions that may not be included below)

Late Homework- 1 demerit per day (includes assignments dropped off at the school office after the 8:15 am bell)

Overdue Library Book- 1 demerit per week (student may not check out another book until book is returned)

Violation of Dress Code Policy- 2 demerits (student will call home to have parent bring proper attire). When a student has a legitimate reason for coming to school in violation of the dress code, he/she must present a note of explanation by the parent or guardian to his/her homeroom teacher before attending classes.

Classroom and Lunchroom Violation- 2 demerits

Late to Class- 2 demerits

Littering in the School- 2 demerits

Gum Chewing- 2 demerits

Personal Electronic Devices (not turned into the office)- 10 demerits

Graffiti and/or Vandalism- 10 to 20 demerits
Lying to a Faculty or Staff Member- 10 demerits
Irreverence at Church or Liturgical Activity- 10 demerits
Disrespect towards a Faculty or Staff Member- 10 demerits
Physical Aggression towards another Student or Faculty and Staff Member-10 demerits
Tampering with a School Document or Grade- 10 demerits
Defiance- 10 demerits
Integrity Violation (forgery of a signature, plagiarism or copying a student's homework, quiz, or test answers and the student who knowingly gives the answers)-**10 demerits**
Profanity-10 demerits
Contraband (any item which is harmful to health, safety, or good order)- **20 demerits**
Stealing- 20 demerits
Unauthorized Departure from School Grounds- 20 demerits
Truancy- 20 demerits

* In the event a middle school student receives an automatic 10 or 20 demerits, the student will be ineligible to participate in Student Council elections.

ANTI-BULLYING POLICY

St. Pius X Catholic School has established an anti-bullying policy. St. Pius X believes that every child should enjoy school and feel safe, secure, and accepted and that every child is a gift from God and made in God's image. Christian behavior is expected from all students at all times.

Bullying is defined as **repeatedly and purposely** trying to harm someone physically, socially, emotionally, and/or spiritually. Bullying is unfair and one-sided. Bullying decreases self-esteem and increases stress and worry.

Examples of bullying could include, but are not limited to:

- Hurting someone physically by hitting, kicking, tripping, pushing, etc.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way through words, gestures, or actions.
- Using put-downs, such as insulting someone's race, culture, gender, size, appearance, or intelligence.
- Inappropriate touching.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get other children to exclude someone.

WITNESS TO CHRIST

St. Pius X students will be taught to do the following things to be Witnesses to Christ and to prevent bullying:

- Be respectful, safe, and responsible.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Report bullying to an adult.

St. Pius X Catholic School faculty and staff will do the following things to prevent bullying and help students feel safe at school:

- Teach the steps necessary to be a Witness to Christ.
- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Look into all reported bullying incidents.
- Implement immediate consequences for bullying.
- If there is retaliation against students who report bullying, serious disciplinary actions will be taken.

BULLYING CONSEQUENCES:

Pre-K-3

1st offense: When an incident is reported to a teacher, the situation will be handled by the student's classroom teacher with a note sent home explaining the incident and actions taken.

2nd offense: When an incident is repeated, a referral will be made to the school counselor with a note sent home.

3rd offense: When the incident is ongoing, a referral will be made to the administration and a behavioral plan will be implemented. If the behavior plan is ineffective, detention, suspension, and/or expulsion will be considered.

4-8

1st offense: When an incident is reported to a teacher, the situation will be handled by the student's classroom teacher with a note sent home explaining the incident and actions taken.

2nd offense: When an incident is repeated, the student will be counseled by the classroom teacher, counselor, and/or administration and a detention will be given. The student will write a letter to his/her parents describing his/her actions and will write an apology letter to the student that was bullied.

3rd offense: When an incident is ongoing, another 10 demerits will be issued and in-school suspension will be assigned.

4th offense: 20 demerits will be issued and an out-of-school suspension will be assigned.

5th offense: The student will be expelled.

St. Pius X Catholic School students, parents, and faculty and staff will sign an anti-bullying pledge **annually** to show support and affirm the St. Pius X Anti-Bullying Policy. The teachers, staff, and administration of St. Pius X Catholic School have a no tolerance policy for bullying.

St. Pius X Catholic School respects the parents' role as advocates for their children. It is equally as important that parents respect the role of the teachers and administration when examining each report to determine whether bullying has occurred.

STUDENT SAFETY AND THE SCHOOL (From the Diocese)

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

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

INTERNET USAGE IN ELEMENTARY SCHOOLS

The use of technology and, in particular, the Internet in education has grown by leaps and bounds. Technology is now as common a tool as a textbook. St. Pius X Catholic School offers Internet access for students, teachers, and staff. The Internet offers information and resources otherwise unavailable to our school. Because the Internet is a necessity in supporting our curriculum goals, it has become an integral part of our instructional program for all teachers and students.

The goals of Internet access are:

1. To support curriculum standards.
2. To enhance learning opportunities and instructional resources.
3. To promote life-long learning.

Students will be monitored when the Internet is used during class. Under the direction of the Diocesan IT Department, St. Pius X Catholic School will

continue to utilize filtering software to block students' access to inappropriate websites.

Acceptable Use of the Internet: It is the expectation of St. Pius X Catholic School that the Internet is used in a responsible, efficient, ethical and legal manner by all members of the St. Pius X Catholic School community, and is used in support of the educational objectives and the student behavior guidelines of St. Pius X Catholic School. Transmission of any material in violation of any federal or state regulation is prohibited. Unacceptable uses include, but are not limited to, the following: violating copyright laws, reposting (forwarding) a person's communications without the author's prior consent, and using threatening or inappropriate language.

Netiquette Rules: Users must abide by network etiquette rules. These rules include, but are not limited to, the following:

1. Be polite; rudeness is never acceptable.
2. Use appropriate language.
3. Do not reveal your personal address or telephone number or those of anyone else.

OUTSIDE OF SCHOOL ISSUES

With the rise of national issues related to text messaging, emails, cell phones, social networking sites, and parties at individual homes, it is necessary to clarify the responsibility of the school in regard to discipline and liability. St. Pius X Catholic School is responsible for the safety of each child while he/she is at school and/or at a school-sponsored event. If there is an incident involving a threat, danger, or illegal activity involving your child outside of the school and/or school-sponsored event, it is the responsibility of the parent to bring the threat, danger, or illegal activity to the attention of the parents of the child(ren) involved, as well as reporting it to the proper legal authority. The school and/or employees are not responsible or liable for any issues or problems between students that occur outside of school.

Students and/or parents do not have permission to place school images, logos, pictures, and/or photographs (i.e.- students in uniform, etc.) on any social networking site or personal website. Parents should be checking their children's emails, text messages, and personal websites on a regular basis to ensure child safety and security.

ST. PIUS X SCHOOL BOARD OF EDUCATION COMPLAINT PROCEDURE

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

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

Level 1 Classroom Teacher

Level 2 Principal

Level 3 Pastor

Level 4 Local Board of Education

The complainant is any person(s) making the complaint. They shall not be punished in any way for initiating or participating in a complaint.

No complaints shall be heard at the formal level (see below) until every effort has been made to resolve them at the informal level.

PROCEDURES

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

Formal:

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

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

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

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

POLICY ON POLICIES

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

ST. PIUS X PARENT TEACHER ORGANIZATION (PTO)

St. Pius X PTO provides an opportunity for teachers and parents to work together for the welfare of the children and the betterment of the school. All school parents are automatically enrolled in the St. Pius X PTO. Membership is complimentary.

VOLUNTEER PROGRAM

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

- Milk program
- Hot lunch
- Field trips
- Homeroom parents
- Athletics
- Special activities/programs
- K-5 Art Program
- Media Center

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

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

PARENT-TEACHER COMMUNICATION

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

AMENDMENT

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