

**STUDENT/FAMILY
HANDBOOK**

(Revised July 2010)

St. Pius X Catholic School

1061 Waggoner Road
Reynoldsburg, Ohio 43068

Intended to be blank

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Staff Phone Extensions.....866-6050

Position	Location	Name	Ext
Kindergarten-Gold	Hohman Hall	Ms. Lori Fobes	406
Kindergarten-Blue	Hohman Hall	Mrs. Bridget Kilpatrick	421
Kindergarten	Hohman Hall	Mrs. Tricia Canfield	425
Grade 1	Room 103	Mrs. Anne Fries	428
	Room 105	Mrs. Janet Kruse	405
Grade 2	Room 101	Mrs. Sue O'Donnell	411
	Room 102	Mrs. Nancy Himmelspach	422
Grade 3	Room 213	Mrs. Jo Hay	409
	Room 214	Mrs. Roberta Marchi	407
Grade 4	Room 211	Mrs. Kathleen Mangan	410
	Room 212	Mrs. Tricia Wessels	412
Grade 5	Room 207	Mrs. Jill Alexander	415
	Room 209	Mrs. Theresa Wiseman	414
Grade 6	Room 205	Mrs. Suzanne Farrell	403
	Room 206	Mrs. Diana Rees	417
	Room 206	Mrs. Karen Trainer	413
Grade 7	Room 203	Mrs. Cely Berman	418
	Room 204	Mrs. Barbara Schwab	420
Grade 8	Room 201	Mrs. Stephanie Maloney	419
	Room 202	Mrs. Patty Berger	433
Junior High Health	Room 212A	Mrs. Carole Winkel	240
Physical Education	Gym	Mrs. Jessica Ledford	234
Art	Room 107	Mr. Adam Sharpe	232
Music	Music Room	Ms. Karen Sinagra	402
P.E.P	P.E.P. Room	Mrs. Judy Signoracci	416
Computer	Computer Lab	Mrs. Mary Kay Adzima Mrs. Karen Trainer	233
Spanish	Grades K-8	Mrs. Megan Gonzalez	426
Media Specialist	Media Center	Mrs. Anne Yearly	231
Speech	Modular	Mrs. Heather Bogden	429
Academic Assistance	Modular	Mrs. Shelley Shoemaker	430
Reading	Modular	Mrs. Lisa Rogich	408
School Counselor	Room 210	Mrs. Lindsay Sullivan	230
Nurse	Nurse's Office	Mrs. Angela Silone	229
Principal	Office	Mr. Jon Cuniak	222
Asst. to the Principal	Office	Mrs. Carole Winkel	240
Secretary/Monday	Office	Mrs. Carla Wolfe	427
Secretary/Attendance	Office	Mrs. Debra Newhard	427
Secretary/Tuition	Office	Mrs. Chris Phillips	223
Cafeteria Manager	Cafeteria Office	Mrs. Stephanie VanDenBerg	228
Latchkey	Hohman Hall	Mrs. Beth Antommarchi	423
Auxiliary Clerk	Room 212A	Mrs. Mary McCleer	236
Fund Raising	Gym	Candy Central	431
S.C.R.I.P.		S.C.R.I.P. Program	401
Reception Desk	Main Entrance	Mr. Sean Casebolt	225
Maintenance	Maintenance Office	Mr. Gary Tate	227
		Mr. Scott Marsh	
Pastoral Minister	Ministry Office	Sister Joan Supel	235

**”Be it known to all who enter here
That Christ is the reason for this school.
The unseen but ever present Teacher in its classes.
The Model of its faculty,
The Inspiration of its students.”**

As posted in our school lobby

Welcome to St Pius X School

The families, students, staff, administration, and Parish of St. Pius X wish to welcome you to our school. We invite you to feel at home and encourage you to participate in the many programs and activities at St. Pius X School.

This reference guide provides a concise summary of St. Pius X curricula, activities, and general guidelines for day-to-day operations. Use the reference guide as a resource throughout the year to answer questions you may have. Ask questions on issues that are not clear and feel free to suggest ways for improvements. We are all dedicated to providing an excellent Catholic education for our children and rely on our parish and school families’ enthusiasm and cooperation to strive toward that goal.

Christ is the reason for our school. May He continue to guide us through the wisdom of His Spirit in carrying out our mission and may His peace dwell in our hearts, among our families and within our community.

...“Let the little children come to Me, and do not forbid them; for of such is the kingdom of heaven.”

Matthew 19:14

Parent and Student Agreement to Comply with School Policies.....

A student is required to know all of the information, policies, and regulations. Ignorance is never accepted as an excuse for a violation. This reference guide is available to both students and parents at the St. Pius X website.

Acceptance of admission/enrollment to St. Pius X School entails an agreement to comply with all school rules, policies, and regulations as published or may be enacted during the school year by the Administration and/or the School Advisory Board.

A statement indicating agreement by students and family to be governed by this reference guide is to be returned to St. Pius X School at the beginning of each year.

Our School

St. Pius X School is a state chartered, Catholic elementary school of the Diocese of Columbus. We exist to further the Church’s teaching mission. By striving to foster the human dignity of our students, we help them to widen their spiritual and intellectual vision, and challenge them to personal growth and responsibility. Our school serves the families within St. Pius and Seton Parishes. Based on space, we also serve other Catholic and non-Catholic students.

Our Philosophy

In an atmosphere that strongly emphasizes Christian ideals, St. Pius X School exists for the purpose of providing our Parish and community with a Catholic education. We endeavor to teach Catholic doctrine and to nurture the development and personal practice of Christian values. Ultimately, we strive to provide an educational setting where academic standards persevere.

St. Pius X School strives to:

- Challenge students to be responsible Catholic citizens.
- Encourage students to become self-confident, knowledgeable, and competent to use their unique talents and gifts.
- Sensitize students to issues of social justice and global awareness, and enable students to see themselves as positive agents of change.
- Integrate the Catholic message into an educational curriculum that nurtures the gift of faith and promotes self-discipline and responsibility to self and others. The entire school community at St. Pius – the students, parents, faculty, staff, and priests must cooperate in order to create a school environment that fosters respect, cooperation, and mutual support. Our school must include a reverence for God, respect for others, dedication to truth, and active compassion for human needs and weaknesses in order to prepare each child to be a responsible Catholic citizen.

Right to a Catholic Education (Diocesan Policy 5110.0)

- Catholic schools exist to reinforce parental efforts to share faith values with their children and to serve the community, particularly the Catholic community of the diocese.
- Catholic schools of the Diocese of Columbus are open to children of parent(s) or guardians(s) who seek the religiously oriented education, which Catholic schools can provide.
- Schools recruit and admit students of any race, color, gender (except those schools supporting a single gender according to their mission) or ethnicity to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of gender, race, ethnicity, religion affiliation, English proficiency or disability in the administration of its educational programs and extra curricular activities.
- Preference is given to members of Catholic parishes. Others are to be welcomed on a space available basis at the discretion of the pastor and/or principal.
- Pastors and principals must exercise discretion in judging admission of pupils. Pastors and principals must refuse admittance to anyone who in their opinion seeks to enroll for the purpose of circumventing the law.
- Catholic schools are schools of choice. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the school. If policies and/or regulations are not adhered to, or if the school determines that attendance by a student will not be continued, the child may be asked to leave the school by the principal and/or pastor at the elementary level and the principal and/or superintendent at the high school level.

Accreditation Process

St. Pius X Mission Statement (Revised 2008)

The mission of St. Pius X School is to empower our students to be Christ-centered, self-motivated, life-long learners.

Beliefs (Revised 2008)

- Catholic faith formation is the first priority of our school with Catholic values being instilled, exemplified and practiced.
- Teachers, administrators, staff, parents and the community share the responsibility for advancing the school's mission.
- Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- Students need to be challenged to achieve their maximum academic potential.
- Students need to be actively engaged in the learning process in order to apply their learning in a meaningful context.
- Our school is committed to continuous improvement in order to enable students to become confident, self-directed, productive global citizens in a changing world.
- Our school provides a safe and orderly environment for learning.

Goals For School Improvement (Established 2009)

- Goal: #1 Students will demonstrate increased understanding of the dignity of the human person in relation to others.
- Goal: #2 Students will demonstrate increased proficiency in analyzing informational text.

Admission Policies & Procedures

General Guidelines

No child is eligible to be admitted to the Kindergarten unless he/she is at least 5 years of age on or before the (30th day of September). All health records and immunizations must be current as stated in Ohio's state law.

No child is eligible to be admitted to the first grade unless he/she is at least 6 years of age on or before the 30th day of September of the school year. All health records and immunizations must be current as stated in Ohio's state law.

Guidelines for Admission to St. Pius X School

1. Of the 62 seats available in Kindergarten, (45) will be allocated to St. Pius parishioners and (17) to Seton and of the 70 seats available in grades 1-8, (50) will be allocated to St. Pius X parishioners and twenty (20) to Seton parishioners.
2. In the event that there are fewer than the above figures available, 72% of the available seats will be reserved for St. Pius X parishioners and 28% will be set aside for Seton parishioners.
3. No student who is presently attending St. Pius X School will be excluded from the school because one parish exceeds its allocation for a grade. However, as vacancies occur, the parish, which has not met or exceeded its allocation shall be entitled to fill the vacant seats first.

Determination of Participating Membership in a Parish (Diocesan Policy 3130.0)

In order for a family to be acknowledged by the parish as a "participating member," it is necessary that they be registered in the parish, that they are recognized by the pastor as a family participating in the sacramental life of the parish; that they contribute time and talent to the ministries of the parish; and, in agreement with the pastor, that they regularly contribute an appropriate portion of their annual income to the financial support of the parish.

Kindergarten Priorities

1. First priority will be given to those children of active parishioners of St. Pius and Seton parishes who:
 - a. Must have successfully completed the kindergarten screening and had been accepted into the St. Pius Kindergarten, but accepted the advice of the Kindergarten screening committee and delayed starting the child in Kindergarten at St. Pius for one year. This registration **must** be received in the school office by the deadline set by the principal in order to be eligible for this priority placement.
2. Second priority will be given to children of active parishioners of St. Pius or Seton parishes who:
 - a. Presently have a brother or sister attending St. Pius School or who have had a brother or sister graduate from St. Pius School. This priority placement is also based on the registration deadline set by the principal. **If the registration is received after this deadline, the child will not be entitled to receive this priority.**
3. Third priority will be given to active parishioners of St. Pius and Seton parishes. They will be prioritized based on their length of time in the parish.
4. Fourth priority will be given to those children of Catholic families who are active members of a parish other than St. Pius or Seton that does not have a school of its own. **Those registering will be prioritized by the date that the paid registration is received at the St. Pius School office.** They will be considered non-parishioners and will fill any available seats after June 1.
5. Fifth priority will be given to any non-Catholic child. **Priority will be based on the date that the paid registration is received in the St. Pius X School office.** They are considered non-parishioners and will fill any available seats after June 1.

Admission Priorities for Grades 1 – 8

1. For first grade, priority will be given to those children enrolled in the St. Pius X Kindergarten.
2. The priorities and guidelines as outlined above will also be followed for the elementary grades, with the exception that date of school registration will take precedence over length of time in the parish.
3. Every attempt is made to place families. If necessary, a prospective student may be bumped from the top of a grade level waiting list; in order to secure a seat for the sibling of other students whose grade level has openings.

Waiting Lists

A waiting list will be established if any of the following circumstances occur:

1. A grade is full to capacity (62 in kindergarten and 70 in grades 1-8).
2. A parish has used or exceeded its allocation as outlined above.
3. A non-parishioner desires to enroll for the coming year prior to June 1.
4. Parents desire to enroll their child for the coming school year prior to the determination of any openings.

In order for a child's name to be included on the waiting list, parents must fill out the necessary registration papers and pay the \$100.00 non-refundable per family registration fee (for grades K-8). Upon receipt of these documents, the child's name will be put on the list. These fees will be applied to tuition. If the student cannot be placed, due to remaining on the waiting list, 50% of the registration fee will be refunded. Upon receipt of these, child/ren names/s will be put on the list.

Transfers/Withdrawals

If a student is to transfer/withdraw from St. Pius X School, the parent(s) or guardian(s) must notify the school administrator. Upon notification and receipt of transfer of records request, the St. Pius X School office will forward cumulative record information to the receiving school, providing that tuition and student fees are paid to date.

Admission of Transfer Students for Grades 1 - 8

1. The parent or guardian and the student must schedule an interview with the principal and present the following documentation.
 - a. Current grades and test scores
 - b. A letter of recommendation from the Pastor, Principal or Teacher of the child's last school.
 - c. The Educational Service Plan if applicable.
 - d. An acceptable behavioral and academic evaluation.
 - e. Child's attendance is in good standing.
 - f. If transferring from another private school, verification that financial and all other commitments have been met.
2. After the conference, the parent or guardian will be notified as to the status of the student's admission. This may be a conditional admission to St. Pius X School.

Finances

Registration Fees and Evaluation Fees

Re-registration fees – current St. Pius X students K – 7

A \$100.00 per family re-registration fee is due each year by March 1. Re-registration fees will be applied to the tuition. Re-registration fees are non-refundable.

Registration fees – new St. Pius X students K – 8

A \$100.00 per family registration fee is due at the time of registration. Registration fees will be applied to tuition. Registration fees are non-refundable.

If the student cannot be placed, due to a waiting list, 50% of the registration fee will be refunded.

Kindergarten evaluation fee

A \$25.00 per child fee is due for St. Pius X Kindergarten evaluation. Evaluation fees are non-refundable.

Once you have enrolled the child, the \$100 REGISTRATION FEE is due, provided no other registration, or re-registration fees have been previously paid.

Tuition

The funds to operate St. Pius X School come from a combination of tuition and subsidy from St. Pius X and Seton parishes. In no case (except that of non-parishioners) is the tuition amount paid by parents sufficient by itself to meet the cost of educating a child.

Both St. Pius X and Seton parishes subsidize their parishioner's children in our school. In order to be accepted for subsidy and qualify for the parishioner tuition rate, each family must fill out an "Application for Subsidy" and meet the guidelines. See "Determination of Participating Parish Member."

The tuition rate for the school is set yearly by the St. Pius X School administration with the approval of the St. Pius X Parish Finance Committee.

The school reserves the right to refuse attendance to a student whose tuition payment is overdue and whose parents have not made satisfactory arrangements with the principal and the pastor of St. Pius X.

The school also reserves the right to withhold a student's permanent records (cumulative, psychological, etc.) and a student's report card until all financial arrangements have been settled with the school. Students transferring from other schools in the Diocese will be accepted only if tuition is current at the sending school.

Tuition may be paid monthly, by semester, or yearly, but always in advance. Tuition may be paid in cash, check or credit card at the school office. A tuition discount is offered to those families paying full annual tuition in advance before July 1st. Special arrangements for tuition payments may be made by calling the school office and speaking with the principal.

Tuition payments are due the first of each month.

The tuition books are audited on the tenth and the twentieth of each month. First notices are sent on the tenth of the month with a \$5.00 service charge assessed. If payment has not been made by the twentieth of the month, a second notice will be sent, with an additional \$10.00 service charge assessed (\$15.00 total). The consequences of non-payment at this point will result in the notification of the pending removal date of their child/ren.

July tuition is due on July 1. August tuition is due August 1. If we have not received your tuition payments by August 10th, your child's seat will automatically be assigned to the next student on our waiting list. Tuition payments made for students who withdraw after August 10th will not be refunded. Any requested exemptions to the tuition policy must be submitted in writing to the principal. Exemptions are discretionary on the part of the administration, and will only be made in extreme circumstances.

Financial Assistance

The Diocese of Columbus, through the Legacy of Learning and the Bishop's Annual Appeal makes financial aid available to Catholic school families through a program of tuition grants. Applications for the FACTS Grant and Aid program are available to all families usually in February for the next academic year.

In addition to this aid, St. Pius X parish takes up a special collection once a year. These funds are used strictly to help families in need.

A third source of aid for families who need financial help to send their child/ren to St. Pius X School are parish endowment funds.

Applications for the above program are handled through the St. Pius X School administration and available in the school office. To be eligible for this assistance, families must have applied for the FACTS Grant and Aid program.

Attendance Regulations

The school day for grades K-8 starts at 8:00am and dismisses at 2:30pm.

Kindergarten sessions are as follows:

All Day (everyday).....8:00 am – 2:30 pm

Blue and Gold

Lunch periods are scheduled as follows:

11:15am – Kindergarten

11:30am – grades 6, 7, and 8

11:45am – grades 3, 4, and 5

12:00pm – grades 1 and 2

Student Absences

1. Attendance at classes is a basic requirement for academic success. The academic progress of each student depends greatly upon the punctuality and regularity of attendance.
2. The State of Ohio requires a school to be in session for 178 days. Compulsory student attendance is mandatory.
 - a. On this basis, a school is justified in refusing credit to any student who misses 28 days, prorated per marking period (7 days per quarter), whether the absences are excused or unexcused.
 - b. An exception to the above would be the case of the student who was hospitalized or suffered from an extended illness or injury and was able to make up the work through tutoring or some other type of aid approved by the principal.
 - c. Seven (7) absences per quarter could result in an incomplete for the quarter.

(Diocesan Policy #5113.1)

3. Students who miss classes regularly or take extended vacations on school time cannot demand and will not be granted the privilege of earning credits by special, individual assistance from faculty members, “make-up” work, or special examinations.
4. A student who is absent is required by Ohio Law to present a note containing the reason for the absence, the date or dates of absence and the signature of the parent, guardian or other person in charge of the student upon return to school. Teachers are to keep on file notes of excuses for the duration of the school year.
5. Work that was missed during an extended absence must be made up before a grade other than “INC” (incomplete) may be given on the report card. Students may take the same number of days they missed to complete daily assignments and make-up tests, up to a maximum of one week.
6. All absences shall be recorded on attendance sheets and report cards. The only non-recorded absences will be school-initiated educational activities, outside the school environment.
7. An excused absence is defined as an absence for a legitimate reason. All absences, however, are recorded on reports cards and permanent records. A student who is invited to participate in a small-group field experience during the school day, or who is allowed to visit a prospective high school of attendance, is not considered absent (up to three).
8. In case of an emergency, the principal or school nurse may send a child home after the parents have been notified. A child will never be sent home alone.
9. Any student missing in excess of 90 minutes will be considered absent ½ day. Any student missing in excess of 180 minutes will be considered absent 1 day.

Assignments during Absence

If parents want homework and make up work for any student, the parent must request it when the parent calls school to report the absence before 8:00am at 866-6050 ext 427. The work may be picked up at the school office between 2:30pm and 3:30pm or sent home with another student. Students may take the same number of days they missed to complete daily assignments up to a maximum of one week. It is the responsibility of the teacher to make sure the student’s assignments are in the office at the end of the day, or delivered to the designated student. The office staff will give the teacher a list of the requested assignments at the beginning of the day. It is the responsibility of the student/parent to make sure assignments are completed.

Tardiness

The purpose of education is to develop habits and patterns of behavior for life. With this in mind, St. Pius X strives to teach children that time is valuable. We can do this by stressing the importance of being on time and prepared.

1. A child who arrives after the 8:00 am bell is tardy and must obtain a late slip from the office before going to class. Students who arrive late on a school bus are not considered tardy but must report to the office.
2. Habitual tardiness shall be discussed with the parents and appropriate measures shall be taken if necessary.

Early Dismissal

Request for early dismissal must be in writing, signed by parent/guardian and contain the following information: name, date, time to be excused and reason for leaving.

1. The student is to **present the request to the school** office for approval at the **beginning of the day** the early dismissal is requested. These notes do **not go** to the teacher only. They must come to the office for approval by the office staff.
2. The principal or one of the office staff must initial the written statement from the parent or guardian. **Teachers will keep these notes on file for the year.**
3. The parent **must report to the main office** to pick up his/her child. (This is done as a precaution to ensure that the child has been picked up by the parent or guardian)
4. After a school field trip, students may not be dismissed early.
5. For safety during school bus pickup time, early dismissal students should be picked up **before 2:15pm.**

Excused Absences

Excused absences are those that are included as reasons for absence according to the Ohio Revised Code. These reasons are:

- **Personal illness.** The principal may ask for a statement from a physician if he/she deem it advisable.
- **Illness in the family.** The absence under this condition does not apply to children under 14 years of age.
- **Death of a relative.** The absence arising from this condition is generally limited to a period of three days, unless the applicant child requests a longer absence showing reasonable cause.

All absences are recorded on report cards and permanent records.

A student who is invited to participate in a small-group field experience during the school day, or who is allowed to visit a prospective high school of attendance, is not considered absent (up to three visits).

Unexcused Absences

An unexcused absence whether resulting from truancy or other unacceptable reasons, eliminates the opportunity to earn credits for work missed. Disciplinary action may result from unexcused absences.

Reporting Absences

When a student is absent, the parent or guardian is asked to call the school office by 8:00am each day of the absence. Homework requests must be made at the same time.

A message explaining the student's absence may be left on voicemail, extension # 427

Illness

Students who become ill must obtain permission from the classroom teacher to go to the nurse's office. A student may remain in the nurse's office until a decision is reached as to whether the student should return to class or be excused from school. If the student is to be excused, the parents or guardian will be contacted to pick up the student and sign them out in the main office.

In the case of an illness, the principal or school nurse may send a child home after the parents have been notified. A child shall never be sent home alone.

Academics

Educational Programs

St. Pius X School adheres to the Diocese of Columbus Kindergarten through Eighth Grade Graded Courses of Study, which have been approved by the Ohio Department of Education. Our dedication to the application of sound educational policies and procedures by a well-qualified staff, and adherence to a competency-based educational program, promote academic excellence.

School Supplies

A basic list of supplies needed for each grade will be sent home in the May/June newsletter, and included in the back-to-school packet in mid-August. Additional copies and clarification can be obtained by calling the school office.

Homework

Rationale

Homework is designed to provide the necessary reinforcement of skills taught in the classroom since it is through continued practice and review that a student masters the subject matter and concepts presented. Homework should also expand the student's learning process by encouraging research of subject matter beyond the material presented in the classroom.

Purpose

The purpose of these homework guidelines is to present a clear understanding of the responsibilities of the student, teacher and parent regarding homework.

Goal

Our goal is to help each student establish good learning habits to achieve their full learning potential.

Parent Responsibility

Parents are responsible for providing an atmosphere in the home for doing homework. In addition to stressing to the student the value and importance of doing homework and turning it in on time, this responsibility includes encouraging good study habits (i.e. following a daily study schedule with periodic breaks and setting aside a place to study free from distractions and with all the necessary tools at hand). A note from parents will be accepted on the occasion that extenuating circumstances prevent homework completion. It is only at the teacher's discretion that an extension may be given.

Student Responsibility

All student work (projects, papers, reports, etc) is due on the due date!

Some practical suggestions to assist students in fulfilling these responsibilities are:

1. Study at a regular time each day. In this way, the student knows that there is a certain schedule to follow.
2. Study in a place free from as many distractions as possible, i.e. T.V, stereo, etc.
3. Start studying only when all the necessary materials, such as: pencils, erasers, paper, books, etc. are at hand and within easy reach to use.
4. Study in a place where there is proper lighting.
5. Work on the harder or least liked subject first.
6. After working for 45 to 60 minutes, take a 5 or 10-minute break. For primary children, take more frequent breaks.

Teacher Responsibility

Each teacher will establish specific procedures concerning homework and make-up work following absences. Such procedures might include: phone or email contact with the parents, written reports to parents, and/or conferences involving the parent, teacher and student.

Each teacher will distribute a copy of these rules to the students during the first week of school.

Other teacher responsibilities will be to:

1. Check and record assignments.
2. Make assignments pertinent to class work.
3. Be cognizant of assignments given to the student by other teachers whenever possible.
4. Require the use of an assignment notebook, as he/she feels appropriate.

Plagiarism Policy

Plagiarism is the use of another person's ideas, words or thoughts as if they were one's own.

It is, by its very nature, a form of cheating and violates our value of honesty.

Plagiarism from a written source - Plagiarism from a written source occurs when a student uses the exact words, a close paraphrase, or a unique idea from a critical source or from any printed source. On research papers, this type of plagiarism is avoided by end-noting sources. In general, the rule is simple: if in doubt, cite the source.

Tutorial Plagiarism - Tutorial plagiarism occurs when a student has received so much outside help that the final product is not the work of the student. Judgment is made based on the diction, style, sentence structure, organization, and mechanics of the essay or project in question compared with those same elements from other examples of the student's work.

Reporting Pupil Progress to Parents

PHILOSOPHY: to inform parents of student progress on the standards set forth by the Diocese of Columbus and the State of Ohio; grades will be based on academic performance and achievement in alignment with these standards; academic achievement will be based on development and mastery of skills over a period of time.

Reports of pupil progress should be based on evidence from multiple assessments, which demonstrate a student’s understanding of the different academic content standards, teacher observations, and life skills reports when appropriate.

Life skill reports, which indicate negative behavior or deficient study skills, are sent as needed to alert parents to problems that are developing. This parent communication should initiate early intervention to resolve a problem before the academic subjects are impacted in a negative way.

Written **interim reports** are sent to parents between report periods when a child’s work does not meet academic standards; to indicate improvement in a standard or standards; or to recognize outstanding academic contributions.

All grades K – 8 will get the Catholic Diocese of Columbus Student Progress Report. (Diocesan Policy 5124.1)

The standards of each subject are listed on the progress report.

The Progress Codes for the Diocesan Progress Report for K- 8 are:

- +** Exceeds the Standard
- ✓** Meets the Standard
- I** Improving, but not yet meeting the Standard
- N** Does not meet the Standard
- INC** Unable to assess the Standard due to missing work
- Blank** indicates not evaluated at this time

Additionally, grades 5 - 8 will use the following scale:

Teacher’s Comments: MARKING SYSTEM
Overall understanding of the standards assessed is:

- A Advanced
- B Proficient
- C Basic
- D Minimal
- F Unsatisfactory

Grades	1	2	3	4		1	2	3	4	
Religion						Social Studies				
Language Arts						Science				
Math						Health				

Parents who have questions about these reports should contact the teacher.

Right to Review Student Records

Parents have the legal right to review their child’s confidential records or files as often as they wish. This can be achieved by contacting the principal and arranging a convenient time for both parties. If parents are not in agreement with any part of the confidential student record, a statement to that effect can be entered into the child’s records.

Conferences – Parent/Teacher

Parent-teacher conferences are scheduled twice during the school year. Check the school calendar for specific dates. Parents are strongly encouraged to participate in these conferences, as they will make you more aware of how your child is doing in school.

Other conferences may be arranged as requested by the parent with a note or a message to voicemail or email. Parent-teacher conferences cannot take place while the students are in class.

Special Awards for Students

Additional awards will be set with criterion established within the guidelines of the current Diocesan Student Progress Reports

President’s Education Award for Outstanding Academic Excellence

Eighth grade students are eligible to receive the President’s Education Award. Teachers are given the eligibility requirements in January of the academic year. Eligibility includes excellence in meeting the standards of achievement in 7th and 8th grades in all of the academic subject areas and having an overall outstanding average and high ranking in standardized achievement test scores (an 85% or better in Reading or Math on TERRA NOVA tests.)

Student Council Achievement Award Program (SCAAP)

This award is given to students, grades 1 - 8, who maintain good standing on a month-by-month basis. These students are awarded a no uniform day (must wear appropriate clothing). In order to qualify for this award, students must complete all work, receive no detentions (lunch or after school), be on time for all classes and maintain good conduct reports in all classes.

Spelling Bee Award

Those students that won the Spelling Bee at St. Pius X School and go on to competition with other schools will be given this award.

President’s Fitness Awards

These awards recognize students for their levels of physical fitness. The awards are: The Presidential Physical Fitness Award (score at or above the 85th percentile on all five events), The National Physical Fitness Award (score above the 50th percentile on all five events) and The Participant Physical Fitness Award (

Promotion and Retention

Certain issues concerning retention apply to all grades. Although the elementary school principal with the input of the teacher makes the ultimate decision about promotion or retention, below are essential procedures to follow when considering retention of a student.

- The student’s lack of progress must be clearly documented and communicated to the parents early enough to provide time for intervention.
- The principal should suggest to the parent that a multi-factored evaluation be done during the first half of the school year in a case in which a learning disability or a developmental handicap is suspected.
- All school personnel who have input about the student’s need for retention should meet prior to the third quarter to make recommendations about the student. Another conference should be held at the end of the fourth quarter to evaluate the placement of the student for the following year.
- Parents ***must be notified at the beginning of the third quarter*** if a student is in jeopardy of being retained.
- The student’s teacher(s) should have documentary and anecdotal evidence that substantiate the need for retention.
- It is possible to receive intervention in the form of a certified summer school program to help the student attain skills necessary to be successful in the next grade.
- If the student has made unsatisfactory progress in two core subject areas, summer school is an insufficient intervention to meet promotion criteria.
- If the student has attended summer school, the determination of whether to pass the student to the next grade will be made by the school following the completion of the intervention.

It is mandatory to consider various factors when making a retention determination. These factors focus on academic progress, possible learning disabilities, and social and emotional maturity. When reviewing academic progress, multiple indicators should be used including daily work, assessments, progress reports, and standardized testing.

Kindergarten through Third Grade

In the primary grades, a student who has not made satisfactory progress in meeting the standards in Language Arts and/or Math should be considered a possible candidate for retention. The skills in these two core curricular areas are prerequisites for future academic success. Additionally, the social and emotional maturity of the student are important considerations in the primary grades.

Grades Four through Eight

In grades four through eight, the student needs to have made satisfactory progress in meeting the standards in the core subjects; Language Arts, Math, Religion, Social Studies and Science. The determination for retention should focus on whether the student has skills and knowledge in the above core subject areas to be successful at the next grade level. Another important consideration is whether or not a second year in the same grade will enable the student to gain the skills and knowledge not learned the first year.

(Diocesan Policy #5123.0 – revised 2/2002)

Graduation

A graduation exercise is held for students completing the Eighth Grade at St. Pius X School. In order to receive a diploma, a child must be in good standing academically, and have satisfied the requirements for the completion of the Eighth Grade. Diplomas may be withheld when tuition and other fees are not paid in full. Graduation exercises are considered a privilege for students. Participation may be denied to students whose flagrant violation of the Code of Conduct is evident. The girls are to be dressed appropriately and modestly for church. Dresses may not be strapless or low cut. Spaghetti strap dresses are not permitted. The boys should be dressed in a suit or dress pants, a shirt and tie, socks and dress shoes.

Religious Education

“Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you.”

Matthew 28: 19-20

The Philosophy of the Religious Education Department

The risen Christ’s mandate was given to the disciples prior to his ascension into heaven; it is a mandate taken seriously by the Church today, some 2000 years later. St. Pius X Department of Religious Education is our parish’s means of achieving the catechetical mandate of Christ. Children, youth and adults alike need continued conversion in our lives — the kind of conversion that occurs when one learns, reflects and prays in a supportive atmosphere with a community of faith. Apart from the Sunday liturgy, yet an extension of it, the Religious Education Department exists for the purpose of assisting human beings in their developing relationships with God — their faith. The Religious Education department of St. Pius X Parish consists of the religion department of St. Pius School, the Rite of Christian Initiation for Adults and its component for children, and the Parish School of Religion.

All children in St. Pius X School are privileged to receive instruction in the Roman Catholic tradition within the school’s curriculum. All students at St. Pius X School, regardless of religious affiliation, are required to participate in the daily religion classes since they are a part of the school’s curriculum. One of the highlights of this curriculum is the class liturgy for which each class is scheduled regularly at the 8:30 AM parish liturgy. Parents, relatives and friends are encouraged and welcome to participate in this liturgy.

The curriculum for all grades K-8 is guided by the Diocese of Columbus and spelled out in the Diocesan Graded Course of Study.

Goals of the Religion Course of Study

The Learner will:

1. Discover, recognize and use God's revelation in Sacred Scripture as a resource in one's life.
2. Discover, recognize and use God's revelation in the Tradition of the Roman Catholic Church.
3. Discover, recognize and participate in the life of the Church through liturgy, sacraments and prayer.
4. Discover and recognize the development of the Christian person and experience the baptismal call to dignity, relationship, moral decision making and service.

These objectives are taught not only in religion classes but are also interwoven throughout the events of the school and the overall curriculum, as appropriate. Copies of the objectives by grade level are available to parents by request.

Sacramental Preparation

Students receive sacramental preparation in the 2nd Grade for First Communion, in 2nd through 8th Grades for Reconciliation, and in the 8th Grade for Confirmation. All sacramental preparation is parish and family centered, according to diocesan guidelines. Parents are expected to participate fully in the preparation with their children. Attendance at Sunday Mass is very much a part of the sacramental life of Catholics, and is therefore strongly encouraged as a part of the family's religious formation. If a student above the 2nd grade will be joining the Catholic Church, or is in need of preparation for first Communion, the parents are asked to notify the school office to ensure that they are given an opportunity to participate in the RCIA process for children.

Diocese of Columbus, Acceptable Use Policy for Technology

Schools within the diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

Terms and Conditions for Internet Access and Use

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Department of Education. While some materials accessible via the Internet may contain information that is inappropriate or inaccurate, the Department believes that the benefits to students exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

Acceptable Use of the Internet:

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are expected to abide by generally accepted rules of network etiquette:

- **DO NOT** view, send or access abusive, obscene or harassing material. A good rule to follow is never view, send or access materials, which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- **DO NOT** access or participate in chat rooms, or multi-user environments including but not limited to IM, MUDs or MOOs; download or play games; subscribe to or access listservs; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.
- **DO NOT** give out any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate staff approval.
- **DO NOT** engage in any commercial, for-profit activities.
- **DO NOT** violate copyright laws. Material accessed through the Internet must be properly cited when referenced in a student research assignment.
- **DO NOT** download or install any commercial software, shareware, or freeware onto network drives or disks.
- **DO NOT** copy other people's work or intrude into other people's files.
- **DO NOT** waste school resources by printing excessively or consuming limited hard drive space or network space.
- **DO NOT** use the Internet in any way which disrupts the service or its operation for others.

Consequences for Inappropriate Use of the Internet

Since Internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- A consequence such as an after-school detention.
- Loss of privilege of the Internet access for not less than 45 school days.
- Notification of parents and administration by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.

Terms and Conditions for Technology Network and Equipment Access and Use

Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include computers, SMART boards, software, scanners, printers, digital cameras, video cameras and much more. Students will be required to act appropriately when utilizing technology equipment and work areas.

Acceptable Use of Network and Technology Equipment

Students are responsible for appropriate behavior when using Diocesan or school technology resources. Students are expected to abide by the following:

- **DO NOT** intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings. Students may not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
- **DO NOT** create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
- **DO NOT** attempt to gain unauthorized or illegal access to Diocesan technology resources or any other technology resources.
- **DO NOT** attempt to gain access to the Diocesan or any other computer system or go beyond your authorized access by entering another person's password or accessing another's files.
- **DO NOT** download, install or run any software without the express permission of your teacher or the network administrator.
- **Personal technology equipment** brought to school is subject to the procedures outlined in the Student Acceptable Use Policy.
- **DO NOT** alter the computers or change the settings or system configurations in any way.
- **DO NOT** alter, damage or vandalize Diocese technology equipment or software in any way.
- **DO NOT** use Diocese resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager.

Consequences for Inappropriate Use of Network or Technology Equipment:

Users have the responsibility to use technology resources in an appropriate manner. Consequences for misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of access to Diocese technology resources or a consequence determined by teacher/administrator.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of diocese or school equipment.

Conclusion

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of school and diocese are used in the appropriate manner.

The Diocese makes no guarantee that the functions or the service provided or through the Diocesan system will be error-free or without defect. The Diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The Diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The Diocese will not be responsible for financial obligations arising from unauthorized use of the system. (Diocesan Policy # 6142.1 revised 10/2001)

Summary: Diocese of Columbus Technology Acceptable Use Policy

Use and Care of Computers and Equipment/Acceptable Use Policy of Internet & On-line Resources

Do:

- Sign in
- Take care of equipment
- Ask for help when needed with all equipment and printers
- Print just one copy of a document (school related only!)
- Use the Internet for educational pursuits
- Treat teachers and fellow students with respect
- Ask before you enter a site that you think might be questionable
- Immediately back out of any questionable sites
- Follow instructions of teachers, librarians, tech teachers and lab assistants
- Close applications by going to *File* and *Quit* and then sign off when you are finished
- Leave computers on

Don't:

- Have food or drink around equipment
- Share any passwords
- Access or download any inappropriate material
- Assess chat rooms, newsgroups or listserves or instant messaging
- Access or download games, game cheat codes, MUD's, MOO's or simulations
- Harass others in any way
- Submit or reveal your name, any personal information or phone numbers of yourself or others
- Change any computer settings, hardware, parts or cabling
- Access or manage a personal web page on school computers
- Download without permission

St. Pius X Computer Class Rules

- Upon entering the classroom, sit in your assigned seat immediately, do not touch equipment until you receive instructions
- Each student must come prepared for class: bring computer folder, pencils and paper (rubrics, books, jump drive, etc. as needed). No student will be allowed to leave the lab to retrieve materials left in the classroom
- Use only pencils in the lab (no pens allowed in the lab)
- Keyboards must be covered with the "Speed Skins" at ALL times
- Written homework will only be accepted in your classroom's In-box located in the lab
- All documents (working and final) must be saved to the Server hard drive (you may also save a copy to your Jump Drive)
- Because of the limited amount of time for computer class, bathroom visits will be limited to emergency use only

****Consequences will result if the above rules are not followed***

• **Media Center**

Hours

The hours of the Media Center are from 8:00am. until 2:30pm. The Media Center will close for lunch/duty sometime between 11:30am and 12:30pm.

Scheduling of Classes

Classes are regularly scheduled to visit the Media Center each week. Students not scheduled to visit must have a pass issued by their teacher. There may be times when unscheduled groups may have to return to their room if the Media Center is already full or during story hour.

Discipline

Any student who misbehaves will be sent back to his/her room. Repeated misbehavior in the Media Center will result in a loss of privileges. The atmosphere in the Media Center should always be conducive to learning. Unnecessary talking, horseplay, or abuse of books or equipment will not be tolerated. The librarian may choose to exercise disciplinary measures from the Code of Conduct if necessary.

Circulation

Students may check out books and magazines for one or two weeks, and may renew them, provided they are not on reserve. Reference books may be checked out overnight only. They must be returned by 8:20am. the following morning. Fines are levied for all overdue materials unless absent due to illness. Faculty and staff may keep books, magazines, CD's, and audiovisual items and equipment as long as required.

Over-dues

Students are responsible for returning checked-out material by the due date. If, for any reason, a student cannot return items by the due date, he/she should return the material on the first day back at school and should not wait until the next scheduled visit to the Center. Any student who has overdue material may not check out any additional material until the overdue items have been returned and fines have been paid.

Materials

The following materials are available in the Media Center:

- Books (fiction and non-fiction)
- Periodicals
- Models
- Study prints
- A.V. equipment
- Reference Computer software
- Access to the Internet
- Videos/DVD's
- CD-ROM Encyclopedias
- Accelerated Reader

Lost Materials

A fine is levied on late/ lost materials, not to exceed the replacement cost. If any lost item is found during the school year, the fine will be refunded. End-of-year report cards and/or cumulative records will be held until lost articles are paid for or returned.

Selection of Instructional Materials Textbooks and Equipment

Philosophy

The selection, evaluation and adoption of appropriate instructional materials, library books textbooks, and equipment is a vital part of the educational process. Since all children learn differently and at different rates, materials selected should give them an opportunity to learn in all possible styles.

Materials should be selected that are appropriate for the maturity levels and interests of the learners for whom they are intended. Care should be taken to select materials that do not portray any persons as inferior or stereotype them on the basis of race, religion, sex, ethnic group or socioeconomic level. Instructional materials and equipment should support all dimensions of the school's program — religious, academic and social.

Goals

1. To select instructional materials, textbooks, library books and equipment, which support the attainment of objectives specified in courses of study.
2. To ensure that materials, library books, textbooks, and equipment used for instruction are updated and current.
3. To ensure that a variety of supportive instructional materials, library books, textbooks and equipment are offered in order to meet the needs of the school's students.
4. To give all persons involved in instruction of students an opportunity to participate in the evaluation and selection of instructional materials, library books, textbooks and equipment.

The ultimate responsibility for the selection of instructional materials and equipment rests with the principal. This responsibility is normally shared with other professionally trained educational personnel employed by the school including teachers, media specialists, counselors and other staff members. Selection of items to be housed in the Media Center are coordinated by the media specialist or the school librarian with suggestions from teachers administrators, counselors, parents, students and other staff members.

The principal will direct the selection process in a manner consistent with Diocesan regulations.

Criteria for the selection of textbooks, equipment, supplemental instructional resources and the library collection are outlined in Diocesan regulation #6161.3. Gifts of instructional materials and equipment made to the school will be evaluated as new materials and added to the school's resources only if the appropriate criteria are met. (Diocesan Policy #6161.3)

Procedure for Responding to Challenged Materials

Despite the care taken by qualified persons to select appropriate and valuable materials, occasionally objections to a selection are made. When such objections are made, the general principles of freedom of information should be defended rather than the specific materials in question. Persons requesting to examine materials may examine them in the library Media Center in a way so as not to disrupt the normal operations of the school.

If a complaint is made, the procedures are as follows:

1. School personnel should be courteous to the complainant, however, make no commitment, advise the complainant to arrange a conference with the principal, and notify the principal of the complaint.
2. ***It is the complainant's responsibility to arrange a conference with the principal.***
3. At this conference, the principal shall invite the complainant to file his/her objections in writing. ***A complainant who does not respond (in writing) receives no further consideration.***
4. Upon receipt of the written complaint, the principal shall request the review of the challenged material by an ad hoc Instructional Materials Review Committee within fifteen working days. They will also notify the Diocesan School Office that such review is being conducted. This committee will be comprised of three (3) faculty or staff members appointed by the principal and two (2) school board members or parents appointed by the St. Pius X School Board chairperson.
5. The committee takes the following steps after receiving the challenged materials:
 - a. They will read, view or listen to the material
 - b. They will check general acceptance of the material by reading reviews and consulting recommended lists
 - c. And they will determine the extent to which the material supports objectives specified in the Diocesan Graded Courses of Study and judge the material for its strength and value as a whole and not in part
6. Upon receipt of the committee's report, the principal shall make a decision as to the action to be taken and will notify the complainant and the Diocesan School Office of their decision
7. The principal, complainant, or Instructional Review Committee may appeal to the Diocesan superintendent if a local decision cannot be reached.

(Diocesan #6161.28 – 1986)

Physical Education

Students in grades K-8 participate in at least one physical education class each week. This is taught by a certified teacher and is a mandatory part of the curriculum.

Students needing to be excused from class must have a written note from the parent/guardian stating the reason. This note is to be initialed by the principal and then presented to the physical education teacher at the start of class.

Dress for the class is as follows

St. Pius X t-shirt - gold or royal blue

Tennis shoes - predominately black or white

Socks – All white crew length

Purchased through School Days Uniforms

All clothes for physical education must be worn to school on the assigned day(s).

Shorts – Solid Royal Blue (hemline to the knee)

Double layers of shorts are not allowed

Sweat pants – Solid Royal Blue (winter months: November – March)

Or Sportsales

Standardized Testing (Terra Nova)

The Diocesan regulations for testing, centers on the TERRA NOVA (multiple assessment test) and Test of Cognition Skills in Grades 2, 3, 4, 5, 6, 7, and 8. These tests help us to measure individual student's basic skills and problem-solving abilities, class growth, evaluate teaching effectiveness and design curriculum. The 8th Grade test results are used by high schools to help in placement. Results of these tests are always shared with the parents and the students.

Additional Educational Opportunities

8th Grade Outdoor Education Camp

Each year, the eighth grade students learn, discover, explore and appreciate nature through the Environmental Education Program at Lutheran Memorial Camp. Students spend three days and two nights developing community building, learning new crafts and enjoying nature.

7th Grade to Shepherd's Corner

Seventh grade students develop their understanding of prayer and service during this two-day trip.

6th, 7th and 8th Grade Summer Reading

All incoming 6th, 7th and 8th grade students are required to read a certain novel during the summer. Discussions, projects and/or tests are given to students covering the particular selection at the start of the new school year.

8th Grade High School Visits

As a class, eighth grade students visit Bishop Hartley High School to tour their parochial feeder high school. Students may visit additional high schools on their own.

K-8 Enrichment Spanish Program

This program serves as an introduction to Spanish language and culture. It stresses vocabulary and conversational Spanish and is taught from the Kindergarten through the Eighth grade.

P.E.P. (Pius Enrichment Program) grades 2-8, focusing on Mathematics.

General Information

Emergency and Family Information Sheets

INFORMATION WILL APPEAR IN DIRECTORY UNLESS THE SCHOOL OFFICE IS NOTIFIED!

Each year, every family is required to fill out a Family Information/Emergency Sheet. These sheets are used in the event a parent needs to be reached during the day or in the case of an emergency.

It is very important that the information contained on these sheets be kept as current as possible. Thus, if a phone number or address changes, we ask that you notify the school office as soon as possible. If you have an unlisted number, please make a notation to that effect on the sheets and we will honor your wishes and make sure it is kept confidential.

Publishing Student Information

A school, school employee, school organization or Diocese may publish student information in various formats including websites under the following conditions.

If proper notice is given and the parent/s of the student does not object, directory information may be released. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation. (Diocesan Policy #5126.0)

A consent, signed and dated by the parent(s) of a student, must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable information includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.), and educational records. (Diocesan Policy 5126.0)

Directory Information Notice

“Directory information regarding students will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information includes name of students, grade level, honor roll, activities, sports, awards, and date of graduation.” (Diocesan Policy #5126.1)

School Day

The school day for grades K – 8 begins at 8:00am and dismisses at 2:30pm. Supervision of students before classes in the morning is not provided before 7:30am.

Car riders are not permitted to arrive in the morning before 7:30am unless they are Safety Patrol. Students are dismissed at 2:30pm and may not remain in the building after that time unless they are attending tutoring, detention, Latchkey or a pre-arranged and supervised study table. If you do not pick up your child promptly, you will be assessed a late fee. Please do not ask a teacher or staff member to assume responsibility of your child.

Kindergarten Sessions

GOLD	8:00 am – 2:30 pm	Monday through Friday
BLUE	8:00 am – 2:30 pm	Monday through Friday

Lunch Periods

Grades 6,7,8.....	11:30am– 12:15pm
Grades 3,4,5.....	11:45am– 12:30pm
Grades 1,2.....	12:00 pm– 12:45pm
All Day Kindergarten....	11:15am– 12:00pm

Weather Cancellations

St. Pius X School follows the same school-closing schedule for bad weather as the Reynoldsburg City Schools. If they close, have a delayed start or dismiss early, we will do the same. Please listen to WTVN (610 AM) or local television stations in the morning for weather related school closings. The school will post school closing information as soon as possible on its website.

In some unique situations (e.g. utility emergencies) St. Pius X School may close even if Reynoldsburg City Schools are in session. In such situations our school name will be mentioned specifically on radio and/or television stations.

Districts other than Reynoldsburg may close for bad weather. In that case, even if St. Pius X is still open, their buses will not run. Parents must decide if they will bring their children to school or not. Students will be counted absent if they miss school in these circumstances.

Children should dress properly for winter weather. We suggest that all students wear winter boots. Recesses are generally held outdoors unless the temperature goes below seventeen to twenty degrees (depending on the chill factor) or unless it is too wet.

If a child needs to remain indoors due to sickness, the student must bring a note from the parent to the principal. It will then be initialed and be given to the classroom teacher. These students will then remain in the cafeteria to read or sit quietly during their normal recess time.

Emergency Drills

Fire, tornado and crisis situation drills are held regularly during the school year as required by state law. These drills are designed to give the students practice evacuating the area in the case of a real disaster. They are taken seriously and are handled as if they were a real emergency.

Crisis Plan: Lockdown Situation

In the event of a lockdown situation, school buildings will be secured and students will be kept at school until regular dismissal time unless otherwise advised by the Reynoldsburg Police Department or the Franklin County Red Alert School Team. Parents are asked to monitor local television and radio for the latest information and instructions (if the situation necessitates) and/or check the school website. Students will be sent home by normal transportation means or released to parents pursuant to school policy. (Diocesan Policy 5140.13)

Crisis Plan: Evacuation Situation

If an evacuation to another location is necessary, the student body and teachers would walk south along Waggoner Rd. to Messiah Lutheran Church, 1200 S. Waggoner Rd. Students would remain with the teacher they leave the building with until arrival at Messiah Lutheran. At that time homeroom teachers would locate their students. All students would remain with their homeroom teacher until released to their parents pursuant to school policy. Parents are asked to monitor local media for information. (Diocesan Policy 5140.13)

Family Vacation

We realize that trips/vacations may be learning experiences; however, we urge that these trips are planned during the Thanksgiving, Christmas, Easter or summer breaks. All of these dates are set by the end of the previous school year to help you in planning.

If you are going to take your child/ren out of school, please fill out the FAMILY TRIP NOTIFICATION form.

If both parents will be out of town and the child/ren are in the care of other adults,
the school office must be advised in writing of the person who is assuming parental responsibility.

Athletics

St. Pius X Parish sponsors inter-parish athletic teams in football, basketball, baseball, volleyball, track and soccer (boys), and in volleyball, basketball, softball, track and soccer (girls). Students attending St. Pius X School are eligible to participate on these teams beginning in fourth grade.

The St. Pius X Athletic Association oversees the operation of all the sports teams. Funds to operate the teams are raised through registration fees and fund raising events.

School Visitors:

In an effort to provide a safe environment for all students, anyone entering the school building for any reason must come in the North doors and sign in at the Information Station with the monitor. This includes anyone entering the building other than teachers and students. The monitor will direct visitors after they have completed sign-in procedures.

Parents are welcome to visit classes for special presentations. Drop-in visits, however, tend to be disruptive. Please give advance notice to the teacher.

Students from other schools are not permitted to visit the school during the school day because it is disruptive to classroom procedures. Parents visiting the building, dropping off lunches, picking up homework, meeting children for appointments, etc. should not go directly to the classroom, but report FIRST to the office. For the protection of our students, anyone found in the building or on school property without authorization, will be asked to leave immediately. (Diocesan Policy #1120.0)

Cafeteria Procedures (revised 2009)

Lunch is available daily. The menu is included in the monthly newsletter. Please use it as a reference for when your child/ren may want to buy. It is the student's responsibility to "sign-up" for lunch, if they are buying. This may be handled differently in each classroom, but will be explained at the beginning of the school year. It is very important to have an accurate lunch count so that the proper amount of food is prepared. Failure to sign up for lunch may result in being offered an alternative item in place of the regular menu lunch.

Buying lunch is done on a "PRE-PAID" basis only.

Money will not be taken in the lunch line.

Payment for lunch must precede the purchase of lunches. Exceptions are made for absences. Parents may pay for any number of days. Pre-paid lunches do not have to be used on consecutive days. The check or cash must be in an envelope with the student's name, homeroom number, and the number of lunches being purchased. ONE check may be written for multiple students, but the information **must** be on the envelope. (ie. Parent's name, children's names, number of lunches each, and homeroom number for each.)

It is the parents' responsibility to keep track of lunches used.

Snacks and beverages are also available for purchase (by cash) during the lunch period

Auxiliary Services

Through the State of Ohio's Auxiliary Services Program, St. Pius students may receive special individual or small group support through the following programs:

- Reading Improvement
- Speech & Language Therapy
- Individual & Small Group Academic Intervention
- Counseling Services
- Nursing Services

In addition, an Auxiliary Services Clerk provides indirect services to students and support to the Auxiliary Staff. The Clerk's responsibilities include: ordering replacement textbooks, ordering of testing materials, and management and replacement of educational equipment.

Students are referred for Auxiliary Service Programs by their classroom teacher. Written parental permission is necessary before any student is screened/tested for or enrolled in any of the programs with the exception of Nursing Services.

If a student is suspected of having a handicap (speech/language, or a specific learning disability) or a condition adversely interfering with learning (chronic illness, mood disorder, Attention Deficit Hyperactivity Disorder, etc.), St. Pius personnel will follow procedures, guidelines, and criteria from the State of Ohio when planning appropriate services and interventions. Auxiliary staff, general staff, and parents meet together to determine these services and interventions, during meetings of the St. Pius Intervention Assistance Team (IAT). Auxiliary personnel at St. Pius are under the direct supervision of Reynoldsburg City Schools.

For more information regarding any of these programs, please contact the student's classroom teacher, the principal, or any member of the Auxiliary Services staff.

Safety Plan: Child Abuse, Neglect Policy and Child Custody

St. Pius X School recognizes that child abuse occurs in all facets of our society today. While this is a sensitive issue, it is one that must be addressed. In order to protect our children from abuse or neglect the administration of St. Pius X School has specifically identified a reporting mechanism for its employees to use. The administration expects its employees to comply with the law and report suspected or known cases of child abuse or neglect in a timely fashion.

Child Custody – The custodial parent is required to provide the principal or the person in charge of Admission with a certified copy of any child custody order or decree pertaining to a pupil. Parents have the obligation to inform the school immediately anytime the custody of a child changes. (Diocesan Policy 5119.2)

Abuse represents an action against a child. It is an act of commission and is generally of three kinds:

Physical Abuse.....Injury or death inflicted other than by accidental means

Sexual Abuse..... Any act of a sexual nature upon or with a child. The act may be for the perpetrator or a third party, or for exploitation of the child.

Mental Injury.....Any injury to the intellectual or psychological capacity of a child as evidenced by an observable and substantial impairment in his or her ability to function within his or her normal range of performance and behavior, with due disregard to his/her culture

Transportation – Parking

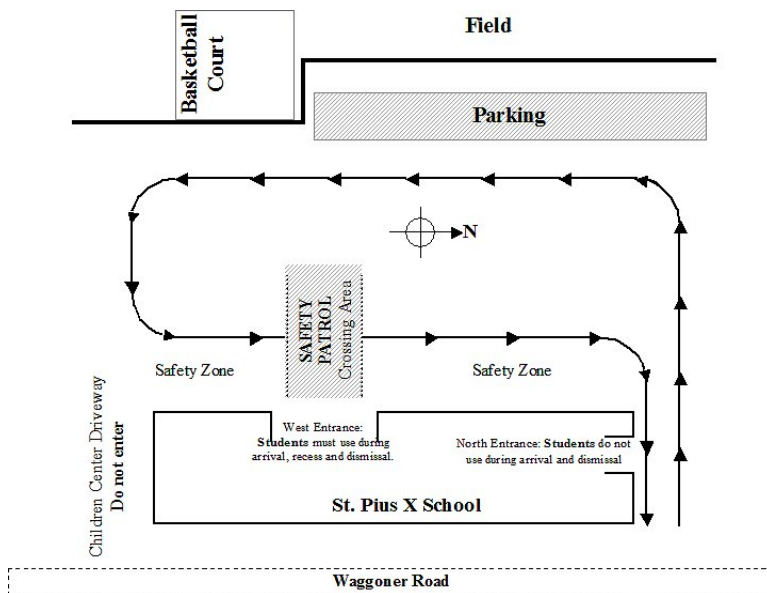
Parking

If you are visiting the school during the school day, please park near the kindergarten building, or in the area at the west end of the playground where the teachers park. Please DO NOT park in the Rectory parking lot, in the Children’s Center parking lot, or in the areas nearest the school building.

NOTE: From 2:00pm – 2:40pm, the area just behind the school is reserved for the school busses.

If you are picking up a child, please park at least halfway back on the playground and avoid moving up into the bus lane until all the busses have pulled out of the parking lot. Please remain in your car, and do not approach the building to walk your child to the car until all busses have left the grounds. All car riders will be dismissed from the west doors. Please do not park in the Rectory lot in order to avoid the 2:35 rush and have to cross over through the traffic.

Due to the concern for safety in our parking lot, we are asking all drivers to follow the path of the busses when dropping students off at the rear (west) door in the morning. Please have your child exit on the right side of the car into the “safety zone,” and walk directly into the school building. If you must come into the building, park on the west side of the lot, continue on to the “safety zone”, and use the crossing guard section to enter the building. Our school SAFETY PATROL is on duty to help everyone. Please follow their directions.



Bus Conduct

The following rules are to be observed at all times while riding the bus:

1. Do not eat food or chew gum while riding the bus.
2. Always sit on the seat facing the front of the bus with your feet on or toward the floor.
3. Do not block the aisle with your feet at any time.
4. If the bus driver permits talking, do so quietly without disturbing others.
5. Do not throw or pass any item.
6. Remember that the school bus driver is in charge at all times. The driver is to be treated with the respect that you expect yourself.

Remember that these rules are for the safety of all. Please do your best to behave on the bus. This is a privilege that can be revoked at any time by the administration or the bus superintendent of the district. Students are permitted to ride buses from their own district only.

For Additional Bus Information Call:

Reynoldsburg866-3324
Columbus486-4180
Pickerington837-8525
Southwest-Licking 1-740-927-5901
Licking Heights 1-740-927-3340
Groveport836-4962
Whitehall417-5141

Recess / Lunch Periods

Lunch Periods begin at:

Lunch Recess Periods end at:

Kindergarten.....	11:15am	12:00pm
Grades 6,7,8	11:30am	12:15pm
Grades 3,4,5	11:45am	12:30pm
Grades 1,2	12:00pm	12:45pm

General Playground Rules

1. Good sportsmanship is required at all times.
2. Fighting, tripping, wrestling, kicking, piling-on, pushing, pulling, etc. are not permitted ever!! This includes “just playing” or “it was an accident.”
3. The throwing or kicking of any object (including snowballs, rocks, hard balls, mulch, walnuts, sticks, etc) is not permitted.
4. Equipment brought from home or the classroom is shared with those in your grade. The student who takes out the classroom equipment is responsible for putting it away. Equipment must be used with the consideration of others.
5. Do not exclude people from play or tease anyone.
6. Do not go to recess before your bell rings.
7. No eating and no chewing gum or anything else is permitted.
8. No stealing someone’s personal items, such as hats, scarves, gloves, etc.
9. NO Public Displays of Affection.
10. Above all, common sense must be used! **Always respect others and never do anything that might cause injury to another.**
11. **Always respect the teachers and playground monitors.** They have the authority to change or alter rules according to the situation.

These rules were designed to maintain a safe environment.

Posted in all classrooms are more detailed guidelines for Outdoor and Indoor Recess

UNIFORM CODE

Rationale

In a school that devotes itself to the intellectual, personal and spiritual growth of children, it is appropriate to establish a dress code that promotes a business-like, non-distracting, and non-competitive atmosphere. It is in this way that the student uniform compliments the goals and philosophy of St. Pius X School.

Students are to be in full uniform during regular school hours on all days unless the principal has designated otherwise. The faculty and staff of St. Pius X will enforce the dress code throughout the school year, therefore, parental cooperation and support of this code is expected.

NO UNIFORM DAYS - On no uniform days (SCAAP, fund raisers, etc.) students may not wear clothes with holes, tears, etc. All clothing must be of appropriate nature and with only appropriate messages. No sleeveless/tank shirts for boys and no tank or spaghetti-strap shirts for girls.

In situations where discrepancies/disagreements exist as to whether or not attire is appropriate, the Administration shall make the final decision.

All Uniforms must be purchased through School Days Uniforms or a department store with a uniform department.

Girl's Standard Uniform

JUMPERS

plaid
GR K-5 Shift Style / GR 6-8 Vest Style
hemline to knee
St Pius emblem – optional

BLOUSE or KNIT POLO

white ONLY
rounded or pointed collar
long or short sleeves
NO logo

SWEATERS

cardigan, pullover or vest style
NO longer than 6" below waist
red, white or navy – plain

SOCKS

Winter-knee socks, leotards or crew length in solid
red, white or navy
NO trim or decorations
Summer – ALL WHITE CREW LENGTH

SLACKS/CORDS (optional winter uniform)

solid NAVY
belt is required with loops
NO denim jeans
NO decorative trim

SHORTS (optional summer uniform)

walking shorts in NAVY
elastic waistband accepted
NO more than 2" above/below knee
belt is required with loops

SWEATSHIRT

St Pius logo – GRAY or ROYAL BLUE.....
No hooded sweatshirts

BELT

SOLID navy, brown, black in leather or cloth & visible at all times

SHOES

dress shoes in black ,brown or navy
tennis/athletic shoes -predominantly black or white
NO sandals or boots
Non-skid soles

Boy's Standard Uniform

SLACKS/CORDS

solid NAVY

belt is required with loops

NO jean style or pockets on thigh

NO decorative trim

SHIRTS OR KNIT POLO

Solid light blue, No Logo

long /short sleeves

MUST be tucked in at school

BELT

SOLID navy, brown, black in leather or cloth & visible at all times

SOCKS

Winter-CREW length in any solid color

Summer – ALL WHITE CREW LENGTH

No trim or decorations

SHORTS (optional summer uniform)

walking shorts in NAVY

elastic waistband accepted

NO more than 2" above/below knee

belt is required with loops

SWEATERS

cardigan, pullover or vest style

NO longer than 6" below waist

red, white or navy – plain

SWEATSHIRT

St Pius logo – GRAY or ROYAL BLUE .

No hooded sweatshirts

SHOES

dress shoes in black, brown or navy

tennis/athletic shoes -predominantly black or white

NO sandals or boots

Non-skid soles

NOTE: Summer uniforms are worn in Aug., Sept., Oct., April, May and June and Winter uniforms are worn in Nov., Dec., Jan., Feb., and March.

Exceptions may be made by the discretion of the administration depending on weather conditions and/or other circumstances.

When students attend a church service or mass during Aug., Sept., Oct.. and April, May or June, they may wear their summer uniform. However, any student who has a liturgical role should be in winter uniform or dressed up.

If the proper uniform is not being worn, the parent will be notified.

Personal Belongings

The school is not responsible for personal belongings. Articles of clothing should be clearly marked with the student's name and, if possible, the room number. Electronic devices/accessories are not to be brought to school or on the busses.

Accessories & Personal Grooming

Maintaining a good personal appearance is vital for a good self-image. Personal grooming habits should be formed at a young age and followed throughout life.

Hair

A nice hairstyle helps a person feel good about him/herself. Students at St Pius X are expected to have hairstyles that make them look well groomed and also that will not detract from our school image.

The administration, or a teacher with administration permission, has the right to ask students to have their hair cut or groomed in a manner becoming of a young Christian student. Hairstyles NOT acceptable would include those associated with gangs, punk groups or unacceptable fads. Artificially colored, streaked or highlighted hair is NOT ALLOWED. Boys' hair must be cut above the collar, above the ear and above the eyebrow. Girls' hair must be styled away from the eyes.

Facial Hair

Young men in the upper grades need to begin shaving when their facial hair becomes heavier and darker, taking on the appearance of a mustache or beard. No Sideburns Are Allowed.

Make-Up

The wearing of make-up during the school day is NOT permitted. Recognizing that God made each of us beautiful in His sight, the wearing of make-up during the school day is not permitted. This would include but is not limited to eye make-up of any kind, lipstick, glossy lip balm, rouge/blush, false eyelashes, nail polish and/or fake nails, body glitter, stickers, etc.. Students found in violation will be sent to the office to remove the make-up/nail polish and other consequences may follow.

Perfume/Cologne

The use of perfume/cologne is not permitted as this becomes very distracting in a classroom setting and there may be some students with allergies.

Belts

Any student wearing pants or shorts with belt loops must wear a belt. This belt should be made of leather or cloth in solid navy, brown or black in color and must be visible at all times.

Tattoos

Tattoos are not permitted in our school

Jewelry

Jewelry such as rings, watches, earrings, single wristbands/bracelets and single necklaces are permitted as long as they are simple and do not distract in any way with the educational process.

Any type of dangling earrings, face piercing, pins on the uniform, house keys on a necklace, dangling necklaces, leg bands, etc., are NOT PERMITTED to be worn during the school day. These many times are distracting and can be dangerous, especially during physical education classes or recess

Boys Are Not Permitted To Wear Earrings.

Nail Polish

Nail polish is not permitted.

Jackets, Coats, Hats or Scarves

None of the above may be worn in school during class.

Electronic Devices/Accessories

Accessories/devices such as: pagers, laptops, radios, cameras, iPods, CD/DVD players, hand-held games, walk-mans, etc. are not permitted during school hours. If such items are found, they will be confiscated and must be picked up by a parent. If such items are used during the school day, they will be confiscated and there will be additional consequences. The school is not responsible for any damaged, lost or stolen items.

Back Packs/Book Bags

Although backpacks are permitted to carry items to and from school, use of them during the school day is prohibited. This is primarily due to the dangers created in the classroom aisles, (fire codes) narrow hallways, etc. Students may leave their backpacks in their classroom coatroom.

Purses

Purses follow the same guidelines as backpacks. They may be carried to school, but left in their classroom coatroom.

Phone Calls

Children are not encouraged to use the phone during the day. However, if a call home is deemed necessary, children need their teacher's permission to come to the office to use the phone.

Cellular Phones

If parents deem it necessary for a student to have a cell phone, phones must be turned off, stay inside student's backpack and not be accessed during the school day for any reason. If a cell phone is heard during the school day, they will be confiscated and must be picked up by a parent from the school office. If cell phones are used during the day or found/seen outside of the backpack, they will be confiscated and there will be additional consequences.

Lost And Found

Items that are found should be turned in to the school office or the "Lost and Found" box. If items that are found are not claimed within a reasonable amount of time, they will be turned over to the St. Vincent de Paul Society.

Code of Conduct

Discipline

The basic premise for this program is that a teacher has the right to teach, and students have the right to learn. Anything that interferes with these rights would be considered a distracting behavior. It's recognized that students make mistakes and will receive warnings before other consequences. Students also have the right to feel safe at St. Pius X School – including but not limited to the hallways, gym, cafeteria, playground, etc.

Maintenance of discipline in the school is a joint effort on the part of every student, parent, teacher and administrator. For teachers to maintain a learning atmosphere in the classroom it is essential that children be taught respect for others at home as well as at school. St. Pius X School has a formalized system to discourage unacceptable conduct, which can only be truly effective with reinforcement by the parent.

In all grades, teachers handle behavior problems and rule infractions on a student-teacher-parent basis. Teachers must present an honest evaluation of the child's behavior to the parents and follow through with appropriate disciplinary measures. "Life Skills" forms will be one of the first forms of communication between teachers and parents but are not limited to this communication.

Corporal punishment will not be used at St. Pius to handle behavior problems.

Students are subject to additional discipline by detention. Detention notices are given to the student when the incident occurs. All detention notices must be signed by the parent and returned to the teacher the next day. Detention periods are scheduled on Tuesdays for one hour (2:30 –3:30) after school under a teacher's supervision. Students must be picked up from the detention room by the parent at 3:30.

After three (3) detentions a conference will be set to discuss the problem. In this conference, definite goals will be established for the improvement of the student's behavior and referrals for counseling given when indicated. If a satisfactory solution to the problem of unacceptable behavior cannot be reached at the conference, alternative systems of education will be recommended. If (3) additional detentions are received after the conference, a suspension is the indicated disciplinary action. All students are subject to suspensions, which will be determined by the administrator's consideration of the severity and/or repetition of the offense. Unresolved behavior problems will result in expulsion of the student.

If parents do not agree with the discipline policies of St. Pius X School, it is the parents' right to seek alternative education for their child.

Major Disruptive Behaviors

Any of the noted consequences for major disruptive behaviors may be circumvented at the discretion of the administration.

- **Disruption of School:** A student shall not in any manner disrupt the environment of the classroom, school, church or school bus.
- **Damage to School or Private Property:** A student shall not damage any school property or any private property off school premises during a school-sponsored function.
- **Assault:** A student shall not act or behave in such a way as could cause physical injury to others on school property or on the school bus.
- **Weapons and Dangerous Instruments:** No student will use, possess, handle, transmit or conceal any object which is or can be considered a weapon or instrument of violence. Objects, which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school-related functions. **(Diocesan Policy #5140.11)**
- **Stealing:** A student shall not steal the property of others while on school or parish property or on the school bus.
- **Cheating/Plagiarism:** A student shall not cheat in any academic activity or assignment. Each student is expected to submit only his or her own work on homework and assignments. Students must acknowledge all sources of information on "research" type assignments.
- **Use of Obscene or Inappropriate Language:** Students shall not use obscene, inappropriate, or vulgar language or gestures.
- **Leaving the School Without Permission:** A student shall not leave the building or other designated area of the parish grounds without permission of a teacher or the adult in charge.

- **Truancy:** Students shall abide by the attendance laws of the school and the State of Ohio, unless excused by the principal.
- **Disrespect (verbal, written, or gestures):** Students will not show disrespect in any form or fail to comply with directions given during any period of time when a student is properly under the authority of school personnel.
- **Narcotics, Alcoholic Beverages, Drugs, Tobacco:** Narcotics, drugs (Drugs of abuse includes any controlled substance, any harmful intoxicant and any dangerous drug as those terms further defined in the Ohio Revised Code), and alcoholic beverages are not to be used, possessed, concealed, manufactured, administered, dispensed or distributed on the property of the schools of the Diocese, as well as drug paraphernalia. Nor shall anyone who is under the influence of such substances be present on the property of the schools. Anyone who is using, selling, or has in his/her possession any of the above mentioned substances shall be brought to the attention of the administration. The administrator or designated representative shall place student safety as a priority in each situation. The administrator or designated representative shall evaluate the individual situation before notifying the student's parent(s) or guardian(s). The school policy shall address prevention, intervention, treatment and disciplinary measures.

First Offense	Student-administrator conference Parent-teacher-administrator-student conference Referral to school counselor In-school suspension (up to 10 days) At home suspension (up to 10 days) Referral to outside school agency and/or treatment center Possible expulsion
Second Offense	Police involvement (as necessary) Assessment results reported to administrator prior to return to school Possible expulsion
Third Offense	Expulsion

(Diocesan Policy #5131.1 Drug Prevention revised 8/01)

Furthermore, St. Pius X School shall annually implement prevention programs in addition to related strands in currently adopted courses of study, assistance in placement at an appropriate education/intervention center should be an objective of the school, at parent(s)' request.

Offenses related to tobacco substances shall be dealt with according to the St. Pius X School discipline code.

Consequences for Major Disruptive Behavior

Suspension and Expulsion

1. Serious misconduct is cause for suspension, or suspension and expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials, damages property, or flagrantly or repeatedly violates regulations or policies of the Diocese or school. For such conduct the administrator in charge may immediately suspend the student from school. The student may be sent home during the school day provided that the student's parent or guardian has been notified. Expulsion shall not take place except as a result of the suspension procedure described below.
2. If the parent or guardian has not been reached on the day the misconduct occurred, then prior to the start of the next school day, the administrator shall notify the student's parent or guardian of the suspension. If there is a delay in notifying the student's caregiver, the student may be placed in an in-school suspension. In the case of an in-school suspension, the student will do class work isolated from the other students and under adult supervision. No later than the next day the administrator shall notify the student's parent or guardian of the suspension, both verbally and in writing, stating the reason(s) for the suspension and requesting that the student and the parent or guardian meet with him/her to review the matter.
3. Within three school days of the suspension, the administrator shall meet with the student and parent or guardian. The student and parent or guardian shall be given an opportunity to express their views.
4. By the school day following the meeting, the administrator shall advise the student and the parent or guardian of his/her decision. Either to readmit the student to school, extend the period of suspension, or expel the student.
5. If the decision is to extend the period of suspension, the length of this period shall be indicated; the suspension period may not exceed 10 school days per incident. If the student has served an in-school suspension, the in-school suspension counts towards the total suspension time.

6. If the student is expelled, the administrator shall notify the parent or guardian and the superintendent of schools, in writing, clearly stating the reasons for the expulsion. This notification shall also inform the parent or guardian and the student of the right to appeal the expulsion to the local school board. If the school does not have a board, or if the school board does not have an appeals procedure, or if the student and the parent or guardian choose to waive an appeal at this level, the administrator shall notify the parent or guardian and student of the right to appeal the expulsion to the Diocesan Grievance Committee.
7. If the parent or guardian request a hearing before the local school advisory board and the school board has an appeals procedure, this hearing shall take place within three school days of the request. Statements supporting the charges against the student may be submitted as well as statements by student and others in the student's behalf.
8. By the school day following the hearing, the advisory board or its designee shall notify the parent or guardian and the superintendent of its decision, in writing, clearly stating the reasons for the decision reached. If the decision is to uphold the expulsion, this notification shall also inform the parent or guardian and the student of the right to appeal the expulsion to the Diocesan Grievance Committee.
9. Review of an expulsion shall be made only when requested by the student's parent or guardian or when requested by either the pastor or superintendent acting at the student's request. This request must be within two calendar weeks of the expulsion date. The review will be conducted by the diocesan Grievance Committee comprised of an independent group of parents appointed by the superintendent or his/her designee.
10. If a hearing is requested, it shall take place within three school days of the request. The student, the administrator, and the parent or guardian shall have an opportunity to express their view. If a hearing was held at the local level, only documented information presented at the local level may be presented at the Diocesan level. By the school day following the hearing, the Grievance Committee or its designee shall notify the parent or guardian and student of its decision, in writing. The decision of the board shall be final and binding.
11. When a student is expelled, public school authorities shall be notified and the regular transfer procedure used for records. Re-admission to a school within the Diocese (i.e. the same school or another) shall be at the discretion of the receiving pastor/principal.

(Diocesan Policy #5114.0)

Behavior Off Campus

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such a nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school. (Diocesan Policy #5144.3)

Bullying

The Diocese of Columbus Schools and their staffs shall not tolerate any bullying on school grounds or at any school activity on or off campus.

Bullying is a pattern of abuse over time and involves a student being "picked on." Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

The diocese expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the school principal for further investigation.

The diocese expects students and parents who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it to the school principal for further investigation. The principal will contact parents of the aggressor and the victim. This investigation may include interviews with students, parents, teachers, school staff, and reviewing records.

Consequences for students who bully others may include counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation.

(Diocesan Policy #5140.02)

Harassment Policy

1. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in the classroom, halls, cafeteria, or even at programs sponsored by the school at other locations. It does not include a compliment of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national, age or disability.
2. It is the policy of the Catholic schools of the Diocese of Columbus to maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member, or volunteer should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.
3. Conduct, which constitutes sexual harassment, is prohibited. Sexually harassing conduct includes but is not limited to, the following:
 - Offensive sexual flirtations, advances, propositions;
 - Continued or repeated verbal abuse of a sexual nature;
 - Explicit or degrading sexual or gender-based comments about another individual or his/her appearance;
 - The display or circulation of sexually explicit or suggestive writing, pictures, or objects;
 - Any offensive or abusive physical or verbal conduct which shows hostility or aversion toward an individual because of gender or sex;
 - Graffiti of a sexual nature;
 - Fondling oneself sexually or talking about one's sexual activity in front of others;
 - Spreading rumors about or categorizing others as to sexual activity.

Sexual harassment also includes the taking of, or refusal to take any school or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's assignment, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of school, or athletic achievements.

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g. student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.
5. Anyone who experiences what they believe is harassing conduct must bring it to the attention of an appropriate person at the school, or at the superintendent's office. Any person who believes they are the subject to harassment or intimidation should contact either the principal, assistant principal, or pastor at the elementary level. A complaint should be filed in writing. In the case of harassment involving a student or students, the parents or guardians of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.

A student who believes he or she has been sexually harassed (or a parent who believes their child has been harassed) should immediately report it to a responsible school official.

6. Where it is determined that improper harassment has occurred, the school will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account and be considered appropriate for the ages of the individuals and circumstances.
7. No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.
8. Any knowingly false charge of harassment made for the purpose of harming a person's reputation will have very serious consequences, which may include, depending on the circumstances, termination of participation in programs, suspension, or expulsion.

(Diocesan Policy #5114.05 revised 8/01)

Minor Disruptive Behavior

1. General misconduct
2. Leaving the classroom without permission
3. Violation of lunchroom guidelines
4. Chewing gum or other foreign substances
5. Personal grooming infractions
6. Others as determined by staff

Consequences for Minor Disruptive Behavior

Consequences for minor disrupted behavior can include, but is not limited to verbal warnings or reminders, time-out, Life Skills or detentions. After a third Life Skills form for the same or a similar offense is given, a detention will be served. A fourth Life Skills for a similar offense will be considered insubordination and other disciplinary action will be considered.

Health Requirements

Physical Examination

The Diocese requires a physical examination for all incoming students. This examination should be a positive procedure to appraise the child's health, fitness for studies and other activities as well as to discover illness or defects.

Tuberculin Skin Screening

It is no longer necessary to have any routine screening of school pupils including those pupils entering the system, unless the local Board of Health requires it. This is true, with the exception of exchange students and students from countries with a much higher rate of tuberculosis than Ohio or the United States. Students arriving from these areas should be screened as soon as possible after entering an Ohio school.

Vision and Hearing Screening

Vision and hearing screenings are done on all new pupils and routinely in selected grades. If you receive a letter recommending further examination, please return the physicians report to the school.

Scoliosis Screening

Students in grades 5-8 should have their backs checked for detection of any curvature of the spine.

Reye's Syndrome

This disease is mentioned because it is associated with a viral infection such as chicken pox or influenza. This is a swift and deadly disease, which affects children from infancy through late adolescence and can develop 3-5 days after the onset of chickenpox, an upper respiratory infection or other fever-causing illnesses. Recent studies have shown a link between the use of aspirin and the development of Reye's Syndrome. Anti-nausea medication may mask the symptoms of this disease. Therefore parents should consult their physician before using aspirin and anti-nausea drugs.

Reye's Syndrome symptoms (usually occurring in the following order):

Relentless or continuous vomiting	Personality change
Listlessness	Disorientation
Drowsiness	Combativeness
	Delirium, convulsions or loss of consciousness

A child's life can depend on early diagnosis.

General Information about the School Nursing Service

Some of the services offered under this program include emergency first aid, previewing and updating all student health files, vision and hearing screening and many other services offered in a school health program.

Because the state requires a monthly report on contagious illnesses within the school, we ask that parents notify the school if their child comes down with an illness such as chicken pox, strep throat, measles, etc.

Communicable Disease

- A. Report to your child's school office immediately if your child has a communicable disease or has an eruption or rash on the body.
- B. Length of time your child must be excluded as required by law for the following diseases:
 1. **Chickenpox** - 6-7 days or until lesions crust. **MEASLES (regular)** – 5-7 days from the first appearance or rash
 2. **Measles (3 Day)** – 4 days from first appearance of rash
 3. **Mumps** – 9 days or until all swelling is gone and child appears well.
 4. **Scarlet Fever** – Until child has been under antibiotic treatment for 24 hours and recovered.
 5. **Whooping Cough** – 5 days after start of antibiotic treatment or when symptoms clear.
 6. **Streptococci Sore Throat** – Until child has been under antibiotic treatment for 24 hours and recovered.
- C. Your child may return to school after the exclusion period.
- D. Immunization And Vaccinations

A pupil in grades Kindergarten - 12 is in compliance if the pupil meets or exceeds the minimum number of immunizations required for protection against diphtheria tetanus, pertussis (whooping cough), polio, measles rubella, mumps, and Hepatitis B. The State Legislature mandates what diseases pupils must be protected against; the Ohio Department of Health stipulates the number of doses of appropriate vaccine required.

Diseases which pupils in grades kindergarten-12, unless otherwise exempt, must be immunized against, by type of vaccine and number of required doses

Disease	Vaccine	Doses	Important Notes
Diphtheria Tetanus Pertussis	DTP, DT, Td Vaccine, depending on age. Tdap	4-5 1	A 5th dose is required if the 4th dose was given Pertussis prior to the 4th birthday. Tdap is REQUIRED for all students entering 7th grade.
Polio	Polio Vaccine	4	The 4th dose should be administered on or after the 4th birthday
Measles	Measles Vaccine, Live Virus, MUST be administered on or after 1st birthday.	2	A written statement claiming history of disease is acceptable. This should be closely questioned as many rash illnesses are ASSUMED to be measles when they are not. Now required for all students K-12.
Rubella	Rubella Vaccine Must be administered on or after 1st birthday	2	Now required for ALL students K-12. History of Disease is NOT acceptable.
Mumps	Mumps Vaccine, Live Virus. must be administered on or after 1st birthday	3	Now REQUIRED for all students K-12. A written statement claiming history of disease is acceptable but should be closely questioned
Hepatitis B	Hepatitis B Vaccine	3	2nd dose must be administered at least 28 days after the 1st dose. The 3rd dose must be administered at least 2 months after the 2nd dose and should follow the 1st dose by at least 4 months. Cannot be administered prior to 6 months of age.
Chickenpox	Chickenpox Varivax	2	Now required for all students K-12 (unless written documentation from physician of having chickenpox)

Students "in the process" of receiving the series, may be admitted to school, but must be monitored by school staff to ensure that the other doses in the series are received.

Each dose of vaccine should be denoted by complete month/day/year in your school immunization records.

Request for the Administration of Prescription/Non-Prescription Medication at School

A form is available from the school office and the school nurse. This form must be filled out in its entirety and the parent or guardian must agree to all the outlined terms before any medication can be dispensed to the student during the school day.

1. If a child brings a prescription medication to school, parents must also send a completed and *signed parent/physician form for the administration of prescription medicine*. The form and the medication should be brought to the school office and will then be given to the school nurse to be dispensed from her office. **The medication must be in the original container, labeled by the pharmacy with the child's name, medication, dosage, and the Doctor's name clearly identified**
2. Any non-prescription medication (for example, Tylenol, cough drops) must also be brought to the school office and be accompanied by a completed and *signed form for the administration of non-prescription medicine*.

These forms will be kept on hand for the duration of the current school year. Your cooperation in keeping your child's emergency medical record UP TO DATE and keeping the nurse informed concerning any pertinent information will increase the effectiveness of this nursing service.

Wellness Policy

Catholic schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health. Catholic schools aid this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others.

Nutrition Guidelines and Education include:

Diocesan Health Course of Study grade-level indicators are followed

Lunch program and lunch periods follow nutritional guidelines established by the Ohio Department of Education, Office of Child Nutritional Services

Drinking fountains are available in all buildings and pop machines are not intended for student use between 7am and 3pm schooldays

Physical Education and Guidelines include:

Diocesan Physical Education Course of Study is followed

Recess times for appropriate grade levels are scheduled

Physical activity through sports programs is available and encouraged

Supporting Reverence for Life, Self-respect and Respect for Others includes:

Religion Course of Study is followed

School-based activities are rooted in respect for self and others

St. Pius School Associations

School Board

The School Board shall have its primary concern the intellectual and spiritual development of the students. Working in cooperation with the pastor, the principal, the parish council, and the parents, the School Board shall develop policies that will enable the school to reach its agreed upon goals.

Membership

The School Board consists of fourteen voting members. Twelve of the voting members shall be from St. Pius X and Seton parishes. These members are elected by their respective parishes. Members serve a three-year term. Members are expected to make a substantial commitment of time and energy to the School Board activities, including involvement on committees and regular meeting attendance. Additionally, one Home and School and one Parish council representative serve on the School Board.

Purpose

The St. Pius X School Advisory Board shall function as a communications platform and an advisory role to the Principal and Pastor whose purpose is to only advise in decision-making, defining the school policies (i.e. planning, determining the budget and tuition rates, etc.). These policies will provide for an educational program, which combines the truth and values of the Catholic faith with academic excellence.

Objectives

- Establish objectives for educational programs, which will contribute to the religious and academic quality of the school.
- Formulate and maintain specific local policies to achieve these objectives in accord with those set by the Diocese of Columbus and the regulations of the Department of Education of the State of Ohio.
- Clarify to the school community all local, Diocesan, and other policies as appropriate to the circumstances.
- Review administrative decisions made in implementing the Board's policies.
- Evaluate the effects of the Board's policy decisions in achieving the Board's objectives.
- Support the administration in the execution of its role and responsibilities.
- Approve the annual budget for the educational program as developed by the administration.
- Present the annual budget to the St. Pius Parish finance committee for review.
- Assist in the selection and evaluation of the principal.
- Provide adequate consultation for planning for the future of the school.
- Require the implementation of a comprehensive public relations program.

St. Pius Home and School

The Home and School Association is a voluntary organization created to serve and support St. Pius X School. The Home and School Association is responsive to the needs of the children and works closely with the Principal and Pastor of St. Pius X.

Purpose

The purpose of the Home and School Association is to plan wholesome opportunities for social interaction, raise additional funds for school needs, and promote open communication with faculty, parents, administration and students.

Membership

Home and School Association membership is open to all St. Pius X School parents and any other interested members of St. Pius X Parish wanting to support and encourage the activities of the Home and School Association. Home and School Association Board members meet on the second Monday of each month except for the months of July and December. Board meetings are open for all members to attend.

Objectives

- Encourage involvement of parents in the Catholic education of their children.
- Sponsor fund-raising projects so that supplementary classroom materials, playground equipment and educational items may be purchased.
- Provide opportunities for parents and teachers to meet at general meetings.
- Encourage supplemental school activities to enhance the education programs.
- Assist in providing for some of the material needs of the school by giving time and talent.
- Encourage and acknowledge student's academic achievement.
- Promote open communication among the school administration, staff and parents.

Athletics

St. Pius X Parish sponsors inter-parish athletic teams in football, basketball, baseball, volleyball, track and soccer (boys), and in volleyball, basketball, softball, track and soccer (girls). Students attending St. Pius X School or Parish School of Religion and whose families are participating members of the parish are eligible to participate beginning in the fourth grade. Participating membership is defined according to **Diocesan Policy #3130.0** :

In order for a family to be acknowledged by the parish as a “participating member,” it is necessary that (1) they be registered in the parish, (2) that they are recognized by the pastor as a family participating in the sacramental life of the parish, (3) that they contribute time and talent to the ministries of the parish, and (4) that in agreement with the pastor they regularly contribute an appropriate portion of their annual income to the financial support of the parish.

When a child is enrolled in the parish RCIA (RCIC) program, he/she becomes eligible to participate in SPX athletic programs after the Rite of Welcoming. The exception to this St. Pius X parish policy is students who currently attend St. Pius X School and are members of another Catholic parish or religious denomination. (effective January 1, 2009)

The St. Pius X Athletic Association oversees the operation of all the sports teams. Funds to operate the teams are raised through registration fees and fund raising events.

Athletic Association

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The St. Pius X Athletic Association meets on a monthly basis. Parents are most welcome to attend and become involved in the Athletic Association.

Parent Volunteers

Enrollment of a child at St. Pius X School represents a family commitment. Parents are to support the program actively and financially. Such involvement is not only necessary for financial stability, but parents can provide an invaluable service to the school and to the children by their dedication and support. Tuition only supplies a fraction of the necessary operating expense.

We need parents to serve in many different capacities. You are encouraged to become involved in some aspect of the school program. Possible volunteer opportunities include but are not limited to:

1. School Board
2. Home & School Association
3. Fund Raising
4. Library Aide
5. Classroom Aides
6. Playground Monitors
7. Cafeteria
8. Market Day
9. SCRIP Program

VOLUNTEER REQUIREMENTS

All school staff and volunteers who have care, custody and control of students must have on file a current Bureau of Criminal Investigation criminal background check and must attend the "Protecting God's Children" sexual abuse awareness and prevention workshop. (Diocesan Policy #4110.0)

Use of Facilities

St. Pius X School is fortunate to have several facilities available for a variety of uses. These facilities require constant care and maintenance. In order to help keep operating costs manageable, St. Pius X operates the facilities with a small cleaning, custodial, and maintenance staff. Therefore, this school has a strong policy against vandalism, disrespect and destruction of school property. These acts will be dealt with according to the discipline policy with consequences up to and including expulsion.

It is necessary for parents, students, staff, and all parishioners to assist with the care of the facilities at St. Pius X. With many individuals/groups using the facilities, it is important to ensure equality in their use and care. All individuals/groups using the facilities monitor themselves. Each individual/group must clean and maintain the areas they use so that it will be clean for the next individual/group. To help with maintaining the facilities, guidelines have been established and are as follows:

1. Any person or group desiring to use an area must first contact the parish office (rectory) to get permission, sign up for the specific area, and state the specific use.
2. A form accepting responsibility for the use and care of the area as well as responsibility for a key to the area must be signed out at the rectory. A checklist will be given to the responsible person outlining the duties of the user as well as giving numbers to call in case of an emergency. Checklists and emergency numbers are also posted in common use areas. Checklists must be returned with the key. If no key was signed out a checklist must still be returned. Checklists and keys must be returned to the rectory within 24 hours of the event.
3. A meeting with the Maintenance Manager must then be arranged prior to using any area.

The failure by an individual or group to follow the guidelines and checklists will be addressed by the Maintenance Manager. In the event that an individual/group leaves the facilities in an unacceptable condition, the Maintenance Manager and the Parish Administrator will decide what action will be taken. The action taken may include loss of future use by the offending individual/group. The Maintenance Manager and/or Parish Administrator will notify the individual/group of their decision.

FAMILY TRIP NOTIFICATION

Student's Name

Grade

Date/s of Absence

Total Days Absent

Nature of Absence: _____

SCHOOL CONCERNS:

We realize that trips/vacations may be learning experiences. However, we urge that these trips are planned during the Thanksgiving, Easter or summer breaks. All of these dates are set by the end of the previous school year to help you in your planning.

We have found that extended absences while school is in session result in the following:

- The student misses approximately six hours of instructional time; there is no way this loss can be recovered
- The student misses daily homework assignments
- Grades typically reflect the result of these absences

PARENTS' UNDERSTANDINGS:

I, as parent, understand the school's concerns with extended absence and agree to the following:

1. This form **must be** completed and on file one week before the absence
2. Regular attendance is essential for successful schoolwork
3. The school will assume **NO** responsibility for a drop in grades
4. Teachers will not be required or expected to give work prior to the absence
5. Responsibility of making up missed class assignments rests with the parent and student. One day per missed day up to a maximum of three days is allowed to make up work, tests, or other projects
6. Absence should not be taken the week prior to the end of the quarter or during a known specific testing period – Terra Nova

Parent's Signature

Date

A copy should be provided to the following teachers:
(Please list all that apply)

School Office614-866-6050
Attendance/Homework ext 427
Registration/Tuition ext 223
Receptionist ext 221
Principal ext 222
Assistant Principal ext 240
Cafeteria ext 228
Latchkey ext 423
School Fax.....614-866-6187
Latchkey Building.....614-866-1209
St. Pius Rectory614-866-2859
Seton Rectory614-833-0482
Children’s Center614-577-0826
Parish School of Religion614-864-3505