

**STUDENT/FAMILY  
HANDBOOK**

(Revised August 2016)

**Saint Pius X Catholic School**

1061 Waggoner Road  
Reynoldsburg, Ohio 43068

Intended to be blank

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## *Staff Phone Extensions.....866-6050*

<b>Position</b>	<b>Location</b>	<b>Name</b>	<b>Ext</b>
K-Lions	Room 001	Mrs. Beth Marvin	428
K-Bears	Room 109	Mrs. Bridget Kilpatrick	421
K-Tigers	Room 003	Mrs. Patty Woods	409
Grade 1	Room 113	Mrs. Lori Evans	406
	Room 111	Mrs. Roberta Marchi	407
Grade 2	Room 114	Mrs. Sue O'Donnell	411
	Room 112	Mrs. Nancy Himmelspach	422
Grade 3	Room 213	Mrs. Melanie Schiele	405
	Room 214	Mrs. Tricia Canfield	425
Grade 4	Room 211	Miss Abbey Shoemaker	410
	Room 212	Mrs. Suzanne Mathys	412
Grade 5	Room 207	Mrs. Diana Rees	417
	Room 209	Mrs. Theresa Wiseman	414
Grade 6	Room 205	Mrs. Suzanne Farrell	403
	Room 206	Miss Paula Harting	415
Grade 7	Room 203	Mrs. Barbara Schwab	420
	Room 204	Mr. Jeremy Kehres	418
Grade 8	Room 201	Mrs. Stephanie Maloney	419
	Room 202	Mrs. Patty Berger	433
P.E.	Gym	Mrs. Sarah Hennessey	234
Art	Room 212A	Mr. Adam Sharpe	232
Music	Music Room (002)	Mrs. Karen Smith	402
P.E.P	Room 208	Mrs. Judy Signoracci	230
Technology	Computer Lab	Mrs. Mary Kay Adzima	233
Spanish	Room 212A	Ms. Dia Mixon	426
Media Specialist	Media Center(110)	Mrs. Karen Trainer	231
Speech	Modular	Mrs. Tracey Harmon	429
Academic Assistance	Modular	Mrs. Shelley Shoemaker	430
Reading	Modular	Mrs. Lisa Rogich	408
School Counselor	Modular	Miss Bridget Held	416
Nurse	Room 100	Mrs. Angela Silone	229
Principal	Office	Mrs. Carole Winkel	240
Asst. Principal	Office	Mr. Darren Smith	222
Secretary	Office	Mrs. Colleen Thesing	221
Secretary/Tuition	Office	Mrs. Susan Kolb	223
Cafeteria Manager	Cafeteria Office	Mrs. Kim Laret	228
Latchkey	Hohman Hall	Mrs. Beth Antommarchi	423
Fund Raising		Candy Central	431
S.C.R.I.P.		S.C.R.I.P. Program	401
Reception Desk	Main Entrance	Mr. Kevin Campbell	225
Maintenance	Maintenance Office	Scott Marsh/Jim Marcum/Doug Brock/John Crawford	227
Pastoral Minister	Room 112A	Sister Maxine Shonk	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 Saint Pius X School**

The families, students, staff, administration, and Parish of Saint 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 Saint Pius X School.

This reference guide provides a concise summary of Saint 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 Saint Pius X website.

Acceptance of admission/enrollment to Saint 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 of the school, parish, or Diocese.

The Catholic Church and Saint Pius X School recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. Recognizing the importance of an academic and safe environment, families may not object to teacher/administrator conferencing with students as needed. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child.

**A statement indicating agreement by students and family to be governed by this reference guide is to be returned to Saint Pius X School at the beginning of each year (not returning this form does not exempt any student from abiding by this handbook).**

## *Our School*

Saint 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 Saint 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, Saint 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.**

**Saint 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 Saint 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 and the environment, 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***

Saint Pius X School is fully accredited through the Ohio Catholic School Accrediting Association. Current accreditation runs through May 2021. Saint Pius X School faculty and administration have begun the next phase in the accreditation process.

## **Saint Pius X Mission Statement** (Revised 2014)

Saint Pius X School empowers students to live their vocation as faithful disciples of Christ and successful global citizens in an ever-changing world by challenging students to reach their fullest academic potential while encouraging service and respect for all God's people and creation.

## **Beliefs** (Revised 2014)

- Catholic faith formation is the first priority of our school.
- Teachers, administrators, staff, parents and the faith community share the responsibility for advancing the school's mission.
- Students are encouraged to put their faith into action through service to others.
- Students are challenged and actively engaged in the learning process.
- Each student is a valued individual with unique spiritual, intellectual, emotional, social and physical needs.
- Teachers create and implement meaningful lessons, designed to encourage student curiosity, critical thinking and problem solving.
- Our school is committed to developing ethical and proficient users of technology in order to guide them to be responsible global citizens.
- Our school provides a safe and orderly environment for learning.

## **Goals For School Improvement**

Goal 1: Students will demonstrate empathy of others based on the Catholic Social Teaching principle of solidarity.

Goal 2: Students will acquire skills necessary to be self directed learners through self-reflection and goal setting.

# *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 Ohio Revised Code.

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 Saint Pius X School**

Of the seats available in grades K-8, 72% will be reserved for Saint Pius X parishioners and 28% will be set aside for Seton parishioners.

No student who is presently attending Saint 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. Participating membership is determined by your parish and not the school office.

## **Kindergarten Priorities**

1. First priority will be given to those children of active participating parishioners of Saint Pius X and Seton parishes who:
  - a. Must have successfully completed the kindergarten screening and had been accepted into the Saint Pius Kindergarten, but accepted the advice of the Kindergarten screening committee and delayed starting the child in Kindergarten at Saint 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 Saint Pius X or Seton parishes who:
  - a. Presently have a brother or sister attending Saint Pius X School or who have had a brother or sister graduate from Saint Pius X 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 participating parishioners of Saint Pius X 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 participating members of a parish other than Saint Pius X or Seton that does not operate a school. Those registering will be prioritized by the date that the paid registration is received at the Saint Pius X School office.
5. Fifth priority will be given to non-participating Catholic or any non-Catholic child. Priority will be based on the date that the paid registration is received in the Saint Pius X School office. They are considered non-parishioners and will fill any available seats after April 1.

## **Admission Priorities for Grades 1 – 8**

1. For first grade, priority will be given to those children enrolled in the Saint 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.
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 April 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 Saint Pius X School, the parent(s) or guardian(s) must notify the school administrator. Upon notification and receipt of transfer of records request, the Saint 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 must provide the principal with 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. If necessary, the principal may request a conference with the parent/guardian and/or the student. A conference is required with the principal (or his designee) for any student applying for grades 6, 7 or 8.
3. Admissions are probationary for the first full grading period.

## *Finances*

### Registration Fees and Evaluation Fees

#### Re-registration fees – current Saint 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 Saint Pius X students K – 8

A \$100.00 per family (participating) 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 Saint Pius X Kindergarten evaluation. Evaluation fees are non-refundable.

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

## Tuition

The funds to operate Saint Pius X School come from a combination of tuition and subsidy from each family's home parish. In no case (except that of non-participating) is the tuition amount paid by parents sufficient by itself to meet the cost of educating a child. Both Saint 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 Saint Pius X School administration with the approval of the Saint 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 Saint Pius X Church.

The school also reserves the right to withhold a student's permanent records (cumulative, psychological, etc.) and a student's report card, per Ohio law, 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 by the month, semester, or year, but always in advance. Tuition may be paid by check or credit card. A tuition discount is offered to those families paying full annual tuition in advance before July 1<sup>st</sup> (by cash or check only). FACTS Management Company manages the school's tuition collection. Special arrangements for tuition payments may be made by calling the school office and speaking with the principal.

**Tuition payments are due each month on the date selected through FACTS.**

The tuition books are audited monthly. Keep tuition current or contact the office with any issues or concerns. The consequences of non-payment will result in the notification of the pending removal date of their child/ren.

July and August payments are due before school starts. If we have not received your tuition payments, 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 15 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 early winter, for the next academic year. Generally the deadline to apply is March 15.

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

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

Applications for the above program are handled through the Saint 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 Assessment.

## *Attendance Regulations*

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

Please have students in the building prior to the 8:00 am start bell.

## 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 specific amount of hours. 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. (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.
10. A student may not return to school unless he/she is symptom free (fever, vomiting, etc.) for at least 24 hours.

## 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, Saint 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 and sign out 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.

## **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 must call the school office by 8:00am each day of the absence. Homework requests must be made at the same time. Messages should not be emailed to the office in lieu of a phone call.

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**

Saint 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 late Spring of each school year for the following school year, 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, cell phone, iPad, 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 contact with the parents, written reports to parents, and/or conferences involving the parent, teacher and student.

Each teacher will share these rules with the students at the beginning 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.

Consequences for plagiarism: see page 33.

## 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 repetitive. 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 (in grades K-5) 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. Grades 6-8 will be reporting on standards to parents through our School Speak program.

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:

- + Advanced Proficiency
  - ✓ Proficient
  - I Improving Proficiency
  - N Not Proficient
  - INC Incomplete - Unable to assess the Standard due to missing work
- Blank indicates not evaluated at this time

Additionally, grades 6 - 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										

*Parents who have questions about these reports should contact the teacher. Parents should contact the teacher first with any academic questions/issues and if there are unresolved academic questions/issues, a parent may contact the principal.*

## 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 by 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 7<sup>th</sup> and 8<sup>th</sup> 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 K - 8, who maintain good standing on a month-by-month basis. These students are awarded a special uniform day: must wear: gym shorts/sweats or regular uniform shorts/pants with a shirt of choice. Appropriate clothing: shirts to have sleeves, no short or see-through shirts and no inappropriate messages. Also, students follow the uniform code for no make-up, jewelry, etc.). 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/behavior reports in all classes.

*Spelling Bee Award*

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

*Fitness Gram Awards*

These awards recognize students for their levels of physical fitness and are awarded at the end of the school year.

## 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.
- 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 and documentation of the program/intervention attended.

**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 Saint 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, too short 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. Saint 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 Saint Pius X Parish consists of the religion department of Saint Pius X School, the Rite of Christian Initiation for Adults and its component for children, and the Parish School of Religion.

All children in Saint Pius X School are privileged to receive instruction in the Roman Catholic tradition within the school's curriculum. All students at Saint 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 school liturgy which is scheduled weekly 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*

#### Based on the Six Tasks of Catechesis

1. Catechesis promotes Knowledge of the Faith
2. Catechesis promotes Knowledge of the Meaning of the Liturgy and Sacraments
3. Catechesis promotes Moral Formation in Jesus Christ
4. Catechesis teaches the Christian how to Pray
5. Catechesis prepares the Christian to live in Community and to participate in the Life and Mission of the Church
6. Catechesis promotes a Missionary Spirit that prepares the Faithful to transform the world

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 2<sup>nd</sup> Grade for First Communion, in 2<sup>nd</sup> through 8<sup>th</sup> Grades for Reconciliation, and in the 8<sup>th</sup> 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 2<sup>nd</sup> 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 a Behavior Report or 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 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 of 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, a Behavior Report or a Detention.
- 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 date 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 with permission

## Saint Pius X Computer Class Rules

- Upon entering the computer lab, 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 are allowed).
- 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*

## Saint Pius X iPad and Chromebooks

These mobile devices have been added to our technology program. The teachers will determine the expectations for student use. Those expectations will be shared with students and parents at the beginning of the school year including consequences for not following the guidelines.

## Media Center

### *Hours*

The hours of the Media Center are from 8:00am. until 2:20pm.

### *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 receive a consequence. 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 media specialist may choose to exercise disciplinary measures from the Code of Conduct if necessary.

### *Circulation*

Students may check out books for one or two weeks, and may renew them, provided they are not on reserve. Fines are levied for all overdue materials unless absent due to illness. Faculty and staff may use books, 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)
- iPads
- Reference Materials
- SMART Board
- Computers
- Access to the Internet
- Accelerated Reader
- Accelerated Math

### *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 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 Saint 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 or a doctor 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.

## 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. These tests are required of all students in grades 2,3,4,5,6,7 and 8. No students may be exempted for any reason. The 8<sup>th</sup> 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

### *8<sup>th</sup> 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.

### *7<sup>th</sup> Grade to Shepherd's Corner*

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

### *5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade Summer Reading*

All incoming 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> 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.

### *8<sup>th</sup> 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**

**INFORMATION WILL APPEAR IN DIRECTORY UNLESS YOU HAVE INDICATED OTHERWISE ON THE SCHOOL DATA BASE (School Speak)**

Each year, every family is required to update Family Information. This information is 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 be kept as current as possible. Thus, if a phone number or address changes, we ask that you make the changes on the data base as soon as possible. If you have an unlisted number, please make sure the school office is informed 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 parents of the student do 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 form, 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 indicates this on the school data base that such information is not to be released regarding his/her child. Directory information includes name of students, address, phone number, grade level, and home room.” (Diocesan Policy #5126.1)

## School Day

The school day for grades K – 8 begins at 8:00am and dismisses 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. Dismissal begins at 2:25pm and concludes by 2:35pm. Students may not remain in the building after that time unless they are attending Latchkey, detention, 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 for your child.

## Weather Cancellations

Closing or delaying the start of school for inclement weather or other emergencies is not a decision that is taken lightly. The safety of our students, parents and staff is of the utmost concern when making this decision.

The decision to delay or close Saint Pius X School is usually made before 6:00AM. When a decision is made, the principal will immediately notify the local television stations: WCMH, Ch. 4, WSYX, Ch. 6/WTTE, Ch. 28 and WBNS, Ch. 10. The stations will include our status in their scrolls as well as their websites. Information regarding our status will also be posted on the Saint Pius X School Website, [www.spxelementary.com](http://www.spxelementary.com) and sent by e-communication as soon as possible.

When the closing or delay is for inclement weather reasons, we will follow the decision of Reynoldsburg City Schools. A district transportation official surveys the roads in Reynoldsburg and then advises the principal of the conditions. However, even in this event SPX will be listed separately from Reynoldsburg City Schools on local television stations.

If Saint Pius X School has a two-hour delay, the school building will not open until 9:30AM. All feeder districts will be notified of this decision.

We may have to close or delay school due to power outages, or other emergencies on our campus. Reynoldsburg City Schools may also have to make a similar decision. It is very important to look for Saint Pius X School specifically to be aware of our status for the day.

Students from seven school districts attend Saint Pius X School. On occasion, these districts may delay or close. In the event of a delay, transportation will be late. Students who arrive late because of a delay in district transportation will not be marked tardy. In the event of a closing, transportation will not be provided. Taking safety in consideration, parents will be responsible for their child's transportation to and from school.

In the event that a district calls for an early dismissal, Saint Pius X School is obligated to dismiss bus riders if the section – Early Dismissal bus permission on the school data base is marked: YES. Please make certain your child knows how they will get home in the event of an early dismissal. We will not close the building until all students have left, which must be by the normal dismissal time of 2:35PM.

**Please note, “Columbus Catholic Schools” does not include Saint Pius X or any suburban Catholic Schools**

## 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. 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.**

## 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 (Door C) 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 2014)

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 i.e. a brown bag lunch.

The brown bag lunch will consist of a serving of milk, single serve box of cereal, and a piece of fruit. If a child's account has an outstanding balance of \$11 or more and no arrangements have been made with the cafeteria manager, then the brown bag lunch will be served. Four lunches unpaid would be an \$11.00 deficit on the child's account. The child's account would be charged \$1.50 for a brown bag lunch if issued for unpaid lunches or not signing up for a regular lunch.

Buying lunch is done on a "PREPAID" basis only. Charges are absolutely not accepted. Money will not be taken in the lunch line. Our school continues to be part of an online service and Cafeteria POS system. This allows parents to monitor your children's lunch purchases, make deposits directly into their meal accounts, and have an email reminder sent to you when an account balance gets low. Student debit account deposits can be made through ACH payments or by credit card. Payments may be made by cash or check by sending payments on Mondays with payment in an envelope marked with the child's first and last name, room number and amount enclosed. In order to sign up for this service, go to [www.myschoolaccount.com](http://www.myschoolaccount.com)



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. 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.)

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

We regret that parents/family members are not permitted to join students for lunch due to the Protecting God's Children policies. The only exceptions are made for situations where parents are serving in a volunteer capacity.

## CAFETERIA PROCEDURES FOR STUDENTS

It is important that students sign up for lunch. The cafeteria plans the amount of food based on the number of students signed up.

**STUDENTS:**

All students come into the cafeteria:

- Packers go to seating area for their grade level
- Buyers stand in line for hot lunch then go to seating area for their grade level

Students must remain in seats and raise their hands for permission:

- To go to snack table (for purchases of milk, juice, snacks, etc.)
- To use the restroom (bathroom passes are used)
- To go to the condiment table (if they did not stop on their way to their seat)
- To throw away (trays are emptied and stacked or lunch bags go into trash)

Cafeteria student behaviors expected during each lunch period:

- Use indoor voices
- Stay seated and raise hand for permission
- Clean the area where student is seated (table, chair, floor)
- Do not share food or money
- Be silent when the lights are turned off and listen for directions
- Wait to be dismissed for recess (indoor or outdoor)

## Auxiliary Services

Through the State of Ohio's Auxiliary Services Program, Saint Pius X 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

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.), Saint Pius X 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 Saint Pius X Intervention Assistance Team (IAT). Auxiliary personnel at Saint 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**

Saint 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 Saint 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 Hohmann Hall, 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.

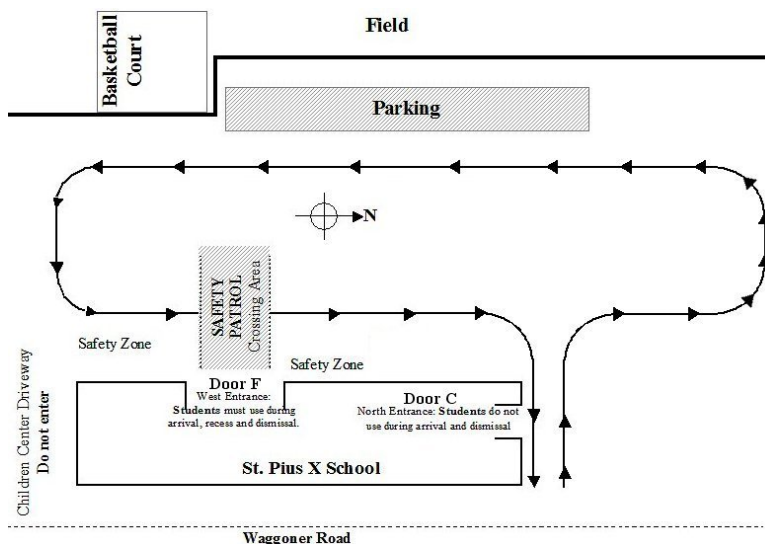
**NOTE:** From 2:00pm – 2:40pm, the area just behind the school is reserved for the school busses.

If you are picking up a child, please park at least halfway back on the parking lot 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. Once all the busses leave, vehicles will move forward and children will be released to their parent/guardian. Parents/guardians must walk to Door F as children will only be released to an adult.

*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 walk along the building and enter through Door C. Our school SAFETY PATROL is on duty to help everyone. Please follow their directions.*

As a safety precaution for all children, Saint Pius X School families should not park in the Children’s Center Parking lot unless they are picking up children from the both places – the Children’s Center and St. Pius X School.

The school must be notified in writing (please make sure we have ample time to honor the request) of any changes in transportation or if a child is being released to someone other than their parent/guardian (ie. Grandparent, etc.).



## ***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 and remain in your seat.
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. Some districts allow students to occasionally ride another bus within their district while others will not. Saint Pius X School is required to follow the regulations of the transportation department of each district.**

### **For Additional Bus Information Call:**

Reynoldsburg .....	501-1041
Columbus .....	365-5074
Pickerington .....	837-8525
Southwest-Licking .....	1-740-927-5901
Licking Heights .....	1-740-927-3340
Groveport .....	836-4962

## **Recess / Lunch Periods**

### **Lunch Period**

Grades 7,8 .....11:00-11:30

### **Lunch/Recess Periods**

Grades K..... 10:53am-11:35am

Grades 4,5,6 ..... 11:35am-12:17pm

Grades 1,2,3 ..... 12:17pm-12:59pm

## **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 (only approved items – nerf, etc.) or the classroom equipment, 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 you are dismissed from the cafeteria.
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
12. Stay within designated playground boundaries.
13. Playground equipment is to be used appropriately and no running in this mulch area.

**These rules were designed to maintain a safe environment.**

# UNIFORM CODE

## Rationale

Saint Pius X School Dress Code  
Revised August, 2013

**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 complements the goals and philosophy of Saint Pius X School.**

**Students are to be in full uniform from arrival in the building through their dismissal on all days unless the principal has designated otherwise. The faculty and staff of Saint Pius X will enforce the dress code throughout the school year, therefore, parental cooperation and support of this code is expected.**

**On special non-uniform days (i.e. school pictures, fundraisers, etc.) All clothing must be of appropriate nature and free of messages that are inappropriate or contradict the Catholic mission of our school. Shirts are to have sleeves and no short or see-through shirts. Also, students follow the uniform code for no make-up, jewelry, etc. No sleeveless/tank shirts for boys and no tank or spaghetti-strap shirts for girl are permitted. When shorts are worn, shorts must be longer than finger-tip length all the way around the leg. No yoga pants, leggings, etc. may be worn. Sandals, flip flops, slippers, moccasins and boots are never permitted to be worn throughout the school day, inclusive of dress down days.**

**Shorts are permitted to be worn during the months of August, September, May and June only. At the discretion of the Administration, students will be notified if they may wear shorts during other months if weather conditions allow. In this case, alerts would also be sent to parents via e-communication and the school website.**

**Students will go outside for recess provided that the weather conditions allow. Students should be appropriately dressed to be outside for recess at all times. Jackets, coats, hats, gloves or scarves may be worn to school but not during class. Girls may wear gym sweatpants to and from school and during recess under their jumper, but are not to wear them during class.**

**Students who are not in compliance with the school dress code will receive a written behavior report as a Level One infraction of the school behavior policy. Multiple written behavior reports may result in a detention or further consequences. In situations where discrepancies or disagreements exist as to whether or not attire is appropriate, the Administration of Saint Pius X School shall make the final decision.**

### General Uniform for Boys and Girls

- Pants (Permitted all school year)
  - Solid navy pants
  - Belt is required with belt loop; elastic waistband accepted
  - Jeans or cargo style pants or pants with decorative trim are not permitted
- Shorts (August, September, May, June)
  - Navy walking shorts, no more than 2" above or below the knee
  - Belt is required with belt loops; elastic waistband accepted
  - Jeans or cargo style shorts or decorative trim is not permitted
- Belt
  - Solid navy, brown, black in leather or cloth, visible at all times
- Sweaters
  - Cardigan, pullover or vest without hood or belt/loops
  - Solid red, white or navy only
- Sweatshirt
  - Saint Pius X School logo, crew style sweatshirt only, gray or royal blue
  - Hooded sweatshirts are not permitted
- Shoes
  - Dress Shoes: solid black, brown or navy
  - White or black athletic/walking shoes with one optional accent color in red, royal or navy blue, light pink, light purple, gray, black or white
  - Shoes with fluorescent colors or flashing lights are not permitted
  - If shoes have laces, they must be tied and should match the black or white predominate color of the shoe
  - Shoes must have a non-skid, non-scuffing sole, white, black or in the accent color

### Standard Boys (K-8) Uniform

- Shirts or Knit Polo
  - Solid light blue, no logo
  - Long or short sleeves
  - Shirts must be tucked in at all times during the school day
  - All undershirts must be solid white in color and be tucked in at all times
- Socks
  - Crew length in solid colors of black, white or navy with pants
  - Solid crew socks or low cut with shorts (in black, white or navy)
  - Socks must be clearly visible at all times
  - No trim or decorations are permitted
- Hair
  - Must be cut above the collar, above the ear and above the eyebrow
  - Fad, colored, streaked, highlighted hairstyles are not permitted
  - Sideburns are not permitted. Young men should begin shaving as facial hair becomes heavier and darker
- Accessories
  - Earrings are not permitted
  - Watches are permitted provided they are simple and do not distract with the educational process
  - Cologne or body spray is not permitted as it becomes distracting in the classroom and some students may have allergies to fragrances

### Standard Girls (K-8) Uniform

- Blouse or Knit Polo
  - Solid, white only with no logo, decorations or designs
  - Long or short sleeves; rounded or pointed collar and tucked in
  - All undershirts must be white in color and should not be sloppy in nature and remain tucked in at all times
- Plaid Jumpers
  - K-5 Shift Style/ 6-8 Vest Style
  - Hemline must be no more than 2" above the center of the knee
  - Saint Pius X School emblem is optional
- Socks
  - Knee socks, tights or crew length in solid black, white or navy
  - Solid crew socks or low cut with shorts (in black, white or navy)
  - Socks must be clearly visible at all times.
  - No trim or decorations are permitted
- Hair
  - Artificially colored, streaked, highlighted or any change in hair color is not permitted
  - Hair must be styled away from the eyes
  - Only hair bands or accessories that are flat, and plain in color that complements the school uniform are permitted (red, white, navy, yellow, green, uniform plaid or color matching hair color).
- Accessories
  - Watches, earrings are permitted as long as they are simple and do not distract with the educational process. Dangling earrings are not permitted. Rings are not permitted
  - Students may wear one single necklace and/or bracelet only
  - Makeup and nail polish are not permitted
  - Perfume or body spray is not permitted as it becomes distracting in the classroom and some students may have allergies to fragrances

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

## **Physical Education Uniform, Boys and Girls, K-8**

- **Shirt**
  - Saint Pius X School Logo Gym T-Shirt, Royal Blue or Gold
  - 8th grade students may wear their class signature t-shirt
  - Non-hooded sweatshirt in royal blue or gray
  - Spirit Wear or Athletics shirts are not permitted as part of the Phys. Ed. Uniform
  - All undershirts must be solid white in color, should not be sloppy in nature, and remain tucked in at all times
- **Pants/Shorts**
  - Solid sweatpants in royal blue
  - Royal blue shorts, hemline to knee (August, September, May, June)
- **Shoes**
  - White or black athletic/walking shoes with one primary accent color permitted
  - If shoes have laces, they must be tied with matching black or white solid color
  - Shoes with fluorescent colors or flashing lights are not permitted
  - Dress shoes are not to be worn with Physical Education Uniform
- **Socks**
  - Solid crew or low cut socks must be visible at all times in black, white or navy
  - No trim or decorations permitted

**Physical Education Uniform must be worn on days when the students attend gym class. A schedule is provided in the opening newsletter each year. If the Physical Education uniform is not to be worn for any reason (i.e. Holy Day of Obligation Mass) ample notice will be given.**

## **Personal Belongings/Lost and Found**

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. 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 Saint Vincent de Paul Society.

## **Accessories**

### *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, iPads, CD/DVD players, hand-held games, walk-mans, Apple watches, 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.

Electronic readers and iPads are permitted at school for reading purposes only. Any student who is using an electronic reader for any other purpose will have the reader confiscated and there will be additional consequences.

The school is not responsible for any 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 and the office's permission 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 the student's backpack and not be accessed in the school building 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 in the school building or found/seen outside of the backpack, they will be confiscated and there will be additional consequences. Any cell phone use during after-school activities, must be with the permission of the supervising adult. The school is not responsible for any lost or stolen items.

# *Saint Pius X School Code of Conduct*

Recognizing that students have a right to learn and teachers a right to teach, the Saint Pius X School Code of Conduct is put in place to address behavior concerns in a manner appropriate to the maturity of the student and seriousness of the offense. All students have the right to feel safe at Saint Pius X School – including but not limited to classrooms, hallways, gymnasium, cafeteria, playground, etc.

As with all aspects of our educational program, the Saint Pius X School Code of Conduct is designed to be collaborative in nature. Warnings will be issued for minor offenses through classroom communication such as behavior charts, as well as the school behavior report, and/or School Speak Behavior Module. Detentions are issued for serious offenses or the accumulation of several minor offenses. Detention forms are sent home, when possible, on the day of the offense by the issuing teacher and are to be returned to the issuing teacher. Detentions are served each Tuesday from dismissal until 3:30PM under supervision of a teacher. During detention, students are to thoughtfully complete an age appropriate “Detention Reflection Form” which is to be signed by the parent picking up the child. In the event the parent is not the adult picking the child up from detention, the “Detention Reflection Form” will be sent home to be signed and returned the following day.

A Diocese of Columbus Life Skills Report is issued when behaviors in the classroom form a pattern that is an impediment to student learning. Life Skills are not designed to be a consequence, but rather to encourage conversation between the teacher and parents to develop interventions to eliminate negative behavior. Types of behaviors that may result in a Life Skill Report include, but are not limited to: not bringing all books/materials to class, incomplete or lack of homework, not being organized for class, etc. Within the overall scope of the school Code of Conduct, individual grade bands and classrooms create systems to help students understand their behavior. (i.e. behavior card , etc.) These systems support the overall school Code of Conduct.

School policies and procedures are put in place following a careful needs analysis. Some seemingly minor infractions have more significant consequences as a deterrent to an ongoing issue of concern at our school. Parental support is an important component of any educational setting. Parents of Saint Pius X School students are expected to support the efforts of the faculty and administration in enforcing the policies of the school and diocese. Parents should address the teacher with any questions regarding behavioral issues. If there are unresolved questions or issues regarding behavior, the parents may contact Mrs. Winkel.

The Code of Conduct of Saint Pius X School is categorized in three levels as listed below. As deemed necessary by the administration of Saint Pius X School or the Diocese of Columbus, additional behaviors may be added or consequences adjusted. In this event, information will be communicated to parents and guardians through Weekly Update Newsletters or “Panther Pen” Monthly Newsletters.

## Level One

Regular communication between home and school is an essential component of a successful educational partnership. Saint Pius X School will employ the use of a behavior report/School Speak Behavior Module to communicate minor behavior infractions to parents. With three (3) behavior reports issued by any teacher within a month, a student will not be eligible for the monthly SCAAP day. Following the 5th offense, in one grading period, and every offense thereafter a student will serve an after school detention. Behavior reports are to be signed by a parent/guardian and promptly returned to the issuing teacher the following school day.

The school behavior report includes the following infractions:

- Class assignments: missing/incomplete/late/careless
- Damaging another’s property
- Failure to follow directions
- Failure to have/bring supplies
- Failure to pay attention in class
- General disruption of class
- General misconduct in cafeteria/restroom/outside/hallway/church/gym
- Gum chewing
- Homework assignments: missing/incomplete/late/careless/copied
- Late to class
- Leaving area without permission/being in unauthorized area
- Name calling
- Untruthfulness/dishonesty
- Refusal to follow directions/uncooperative
- Use of inappropriate language
- Uniform infraction

The school behavior report may also be issued for violations of classroom rule policy (i.e. removing keyboard cover during Technology class without permission).

Level one behaviors were identified due to their current level of severity. The Administration reserves the right to circumvent the consequences of any of the above behaviors based on the needs of the school at that time (i.e. automatic detention for gum chewing because of increased number of school wide occurrences.) Any change in policy will be shared with parents via the “Weekly Newsletter Updates” or “Panther Pen” newsletter.

## Level Two



Saint Pius X School has identified behaviors that are to result in an immediate detention. These behaviors are serious in nature and have a negative impact on the school learning environment in general, or for the individual student.

**Cheating/Plagiarism:** A student shall not cheat on any academic activity or assignment. Each student is expected to submit his or her own work on homework and assignments. Students must acknowledge all sources of information on “research” type assignments. A detention is in addition to the consequences in the classroom.

**Disregard for other school policies or procedures:** Repeated behavior report infractions show a disregard for overall school policies and procedures. Five (5) offenses in a quarter, as well as all subsequent violations will result in a detention.

**Disrespect:** Students who show disrespect in any form (verbal, written or gestures) or fail to comply with directions given during any period of time when a student is properly under the authority of school personnel will result in a detention.

**Inappropriate actions that lead to physical injury:** Students who are acting in an inappropriate manner that injures another student will be issued a detention.

**Leaving the school without permission:** A student shall not leave the building or other designated area of the school/parish grounds without permission of a teacher or the adult in charge. This will result in a detention.

**Unacceptable use of personal technology:** Students who use items such as cell phones, Ipods, MP3 players and other personal electronic devices during school hours will be issued a detention. Students who bring these items to school for afterschool activities, etc. must leave these items in their backpacks, turned off. Students who use these items during the school day for any reason will have the item confiscated and returned only to a parent or guardian. All personal items are the responsibility of the student and Saint Pius X School is in no way responsible for any items that are damaged, missing, etc.

**Use of Obscene or Inappropriate Language:** Students who use obscene, inappropriate or vulgar language in general conversation or written form will be issued a detention.

After three (3) detentions a conference will be scheduled to discuss the problem. In this conference, definite goals will be established for the improvement of the student’s behavior. If a satisfactory solution to the problem of unacceptable behavior cannot be reached at the conference, alternative systems of education will be recommended. If three (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.

### **Level Three**

Level Three behaviors are serious behaviors that negatively impact the safety and welfare of the students or staff and/or repeated violations of school policies and procedures that make for a negative learning environment in any school sponsored setting. The consequences for a level three offense are an in-school or out of school suspension of no less than one (1) day and up to ten (10) days or expulsion.

Serious misconduct is cause for suspension and/or 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 serious misconduct, the principal or 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. (*Diocese of Columbus Policy 5114.0*)

**Weapons and Dangerous Instruments:** No student shall 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. (*Diocese of Columbus Policy 5140.11*)

**Assault/Physical Fighting:** No student shall behave in an intentional manner that may cause physical injury to others, either on or off school property.

**Stealing:** No student shall steal any property of value of another student or property of the school, parish, diocese and/or state/school district.

**Use of Obscene, Vulgar or Inappropriate Language:** No student shall use obscene, inappropriate or vulgar language directed at another person for any reason, at any time.

**Sexual Harassment:** No student shall intentionally violate the Diocese of Columbus Harassment Policy 5140.5 as indicated below.

**Narcotics, Alcoholic Beverages, Drugs, Tobacco:** No student shall violate in any way the Diocese of Columbus Narcotics, Alcoholic Beverages, Drugs, Tobacco Policy as indicated below.

**Disregard for other school policies or procedures:** Repeated detentions show a disregard for overall school policies and procedures.

### **Bullying** (*Diocese of Columbus Policy 5140.02*)

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 whether these actions are committed in person, written or electronically transmitted.

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; electronically transmitted acts; 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.

Initial consequences for students who bully others may include but are not limited to counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation and the severity of the incident. Continued offenses will result in a suspension or expulsion.

No retaliation shall be taken against a person who reports bullying.

### **Narcotics, Alcoholic Beverages, Drugs, Tobacco Policy** (*Diocese of Columbus Policy 5131.1*)

The schools of the Diocese of Columbus recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

For the purposes of this policy, “drugs” shall mean:

All dangerous controlled substances as so designated and prohibited by the Ohio statute(*ORC §3719.011*); all chemicals which release toxic vapors; all alcoholic beverages; any prescription or patent drug, except those for which permission to use in school has been granted; anabolic steroids; and any substance that is a “look-alike” to any of the above (*ORC §2925.01-O*).

Diocesan schools prohibit the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law on school grounds, in school vehicles, or at any school-sponsored event. The term “drug paraphernalia” shall have the meaning set forth in the Ohio Revised Code. (§2925.14-A.)

The schools should strive to prevent drug abuse and help drug abusers through education. School policy shall address prevention, intervention, treatment and disciplinary measures. The drug prevention program in schools shall: emphasize the prevention of drug use; provide for a comprehensive, age appropriate, developmentally-based alcohol and other drug education and prevention program; address legal, social, psychological, and health consequences of drug and alcohol use; provide information.

### **Diocese of Columbus Harassment Policy** (*Diocese of Columbus Policy 5140.5*)

The Catholic schools of the Diocese of Columbus shall 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 (male or female) should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, whether verbal, physical, or electronically transmitted.

Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal, physical, or electronic conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.

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 or gender-based 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 physical 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 is not limited to conduct that is sexual in nature - it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which is based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and peer relationships among students must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel 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 employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement.

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.

A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school. Any person who believes he/she is the subject of harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal or superintendent at the secondary level. A complaint must be filed in writing. In the case of harassment involving a student or students, the parent(s)/guardian(s) of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual shall 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 that his/her child has been harassed) must contact one of the appropriate persons as listed above. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment. No retaliation against anyone who reports harassment shall be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

#### **Diocese of Columbus Suspension and Expulsion Policy** (*Diocese of Columbus Policy 5114.0*)

For such serious misconduct, the principal or 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:

#### **SUSPENSION PROCEDURES**

If the parent(s)/guardian(s) has not been reached on the day the misconduct occurred, then prior to the start of the next school day, the principal or administrator in charge shall notify the student's parent(s) or guardian(s) of the suspension. If there is a delay in notification, 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 school day the principal or administrator in charge shall notify the student's parent(s)/guardian(s) of the suspension, both verbally and in writing. The notification must state the reason(s) for the suspension and request that the student and the parent(s)/guardian(s) meet with the principal to review the matter.

Within three school days of the suspension, the principal or administrator in charge shall meet with the student and parent(s)/guardian(s). The student and parent(s)/guardian(s) shall be given an opportunity to express their views. By the school day following the meeting, the principal or administrator in charge shall advise the student and the parent(s)/guardian(s) of the decision, either to readmit the student to school, extend the period of suspension, or expel the student. 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 toward the total suspension time.

#### **EXPULSION PROCEDURES**

If the student is expelled, the principal or administrator in charge shall notify the parent(s)/guardian(s) and the Superintendent of Schools, in writing, clearly stating the reasons for the expulsion. Parent(s)/guardian(s) and students (18 years old or older) have three possible choices: appeal to the local school advisory board (SAB) if the SAB has an appeals procedure; appeal to the Diocesan Grievance Committee (the Diocesan Grievance Committee is comprised of an independent group of parents appointed by the superintendent or the superintendent's designee), or waive the right to appeal.

#### **Behavior Off Campus** (*Diocese of Columbus Policy 5144.3*)

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 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.

## ***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):

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

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

<u>Disease</u>	<u>Vaccine</u>	<u>Doses</u>	<u>Important Notes</u>
Diphtheria Tetanus Pertussis	DTP, DT, Td Vaccine, depending on age.	4-5  1	A 5 <sup>th</sup> dose is required if the 4 <sup>th</sup> dose was given Pertussis prior to the 4 <sup>th</sup> birthday.  Tdap is REQUIRED for all students entering 7 <sup>th</sup> grade
Polio	Polio Vaccine	3-4	A 4 <sup>th</sup> dose is required if the 3 <sup>rd</sup> dose was prior to the 4 <sup>th</sup> birthday
Measles	Measles Vaccine, Live Virus, MUST be administered on or after 1 <sup>st</sup> 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	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	2	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.
Meningococcal	Meningococcal	1	Now required for students entering 7 <sup>th</sup> grade

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.

- Parents must make arrangements to pick up any unused medications directly from the Nurse's office. Medication will not be sent home with students.

## **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

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

## ***Saint 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 Saint 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 Saint 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***

- Discuss 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 Saint 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.

## **Saint Pius X Home and School**

**The Home and School Association is a voluntary organization created to serve and support Saint 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 Saint 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 Saint Pius X School parents and any other interested members of Saint 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 need of the school by giving our time and talent.
- Encourage and acknowledge student's academic achievement.
- Promote open communication among the school administration, staff and parents.

## **Athletics**

**Saint 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 Saint 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 Saint Pius X parish policy are students who currently attend Saint Pius X School and are members of another Catholic parish or religious denomination. (effective January 1, 2009)**

**The Saint 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 Saint 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 Saint 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:

Cafeteria Volunteer	
Home & School Association	Classroom Volunteer
School Board	Playground Monitor
Fund Raising	Market Day
Library Volunteer	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)

All volunteers must follow the Code of Conduct below. Failure to follow the Code of Conduct may result in removal as a volunteer.

### **VOLUNTEER CODE OF CONDUCT**

Our children are the most important gifts God has entrusted to us. As a volunteer, I will strictly follow the rules and guidelines in the Volunteer Code of Conduct.

As a volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Avoid situations where I am alone with children and/or youth at School/Church activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Abstain from the use of photo, audio or video recording equipment unless authorized.
- Respect all confidential information. Volunteers are responsible for maintaining the confidentiality of all privileged and proprietary information to which you are exposed.
- Refuse to accept expensive gifts from children or their parents without written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor and the local Child Protection Services agency. I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

As a volunteer, I will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess or be under the influence of alcohol at any time while volunteering.
- Use, possess or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that by signing the Student/Family Handbook Sign-off Form, that constitutes my agreement with this policy (Volunteer Code of Conduct).



## *Use of Facilities*

Saint 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, Saint 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 Saint 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 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 Office .....614-866-6050  
Attendance/Homework ..... ext 427  
Tuition..... ext 223  
General ..... ext 221  
Principal ..... ext 240  
Assistant Principal ..... ext 222  
Cafeteria ..... ext. 228  
Nurse ..... ext. 229  
School Fax.....614-866-6187  
Latchkey Building.....614-866-1209  
Saint Pius X Rectory .....614-866-2859  
Seton Rectory .....614-833-0482  
Children’s Center .....614-577-0826  
Parish School of Religion .....614-864-3505