

STUDENT/FAMILY HANDBOOK

(Revised August 2019 for 2019-2020 School Year)



St. Pius X
School

Saint Pius X Catholic School

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**“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.”**

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 on the Saint Pius X School 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 teachers/administrators 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 X and Seton Parishes. Based on space, we also serve other Catholic and non-Catholics.

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 X – 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 guardian(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 extracurricular 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 and parish. If policies and/or regulations are not adhered to, the child may be asked to leave the school by the principal and/or pastor at the elementary level.

Accreditation Process

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

St. Pius X Mission Statement (Revised 2014)

St. 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

- 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

Admission 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. Requests for early admission are dealt with in compliance with Diocesan Policy #5111.1. All health records and immunizations must be current as stated by 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 by Ohio Revised Code.

Guidelines for Admission to St. Pius X School

Of the seats available in grades K-8, 72% will be reserved for St. Pius X parishioners and 28% will be set aside for Seton parishioners. No student who is presently attending St. Pius X School will be excluded from the school because one parish exceeds its allocation for a grade. However, as vacancies occur, the parish, which has not met or exceeded its allocation shall be entitled to fill the vacant seats first.

Admission Priorities for Kindergarten

1. First priority will be given to children of active, participating St. Pius X and Seton parishioners who, although they have successfully completed the Kindergarten Screening and had been accepted into St. Pius X kindergarten, accepted the advice of the Kindergarten Screening Committee and delayed starting the child in kindergarten at St. Pius X for one year. Registration must be received in the school office by the deadline set by the principal. If the registration is received after this deadline, the child will not be entitled to receive this priority.
2. Second priority will be given to children of active, participating St. Pius X and Seton parishioners who presently have a brother or sister attending St. Pius X School or who have had a brother or sister graduate from St. Pius X School, as long as the Kindergarten registration has been received in the school office by 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 St. 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 children of Catholic families who are active, participating members of a parish other than St. 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 St. Pius X School office.
5. Fifth priority will be given to non-participating Catholics or any non-Catholic child. Priority will be based on the date that the paid registration is received in the St. Pius X School office. They are considered non-parishioners and will fill any available seats after April 1.

Admission for Grades 1 - 8

1. First priority for students entering grade 1 will be given to children currently enrolled in St. Pius X Kindergarten.
2. Admission priorities outlined in the previously listed Kindergarten Guidelines will be followed for grades 1 - 8, with the exception that the date of school registration will take precedence over length of time in the parish.

The Establishment of a Waiting List

A waiting list will be established per grade level when the available seats (70 per grade) have been filled. Every attempt is made to place families; however, if necessary, a prospective student may be bumped from the top of the waiting list in order to secure a seat for the sibling of another student on the waiting list whose grade level had an opening.

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.
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 \$150.00 non-refundable per family registration fee (for grades K-8). Upon receipt of these documents, the child's name will be put on the list. These fees will be applied to tuition. If the student cannot be placed, due to remaining on the waiting list, 50% of the registration fee will be refunded. Upon receipt of these, child/ren names/s will be put on the list.

Transfers/Withdrawals

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

Admission of Transfer Students for Grades 1-8

1. The parent or guardian 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

Enrollment Fees and Supply Fees

Re-Enrollment Fees – Current St. Pius X Students K – 7

St. Pius X Catholic School requires a non-refundable \$150.00 per family re-enrollment fee. A portion of this fee, \$100.00, will be applied to your first tuition payment. The remaining \$50.00 is to cover school supplies, which will be ordered through the school for all students.

Enrollment Fees – New St. Pius X Students K – 8

St. Pius X Catholic School requires a non-refundable \$150.00 per family re-enrollment fee. A portion of this fee, \$100.00, will be applied to your first tuition payment. The remaining \$50.00 is to cover school supplies, which will now be ordered through the school for all students. If the student cannot be placed, due to a waiting list, 50% of the registration fee will be refunded.

Tuition

The funds to operate St. 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 St. Pius X and Seton Parishes subsidize their parishioners' children in our school. In order to be accepted for subsidy and qualify for the parishioner tuition rate, each family must fill out a "Subsidy Agreement between Parent(s) and Parish" form and meet the following guidelines for determining participating membership in a parish:

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:

- Are registered in the parish for one year or submit a letter of good standing from previous parish
- Are recognized by the pastor as a family participating in the sacramental life of the parish
- Contribute time and talent to the ministries of the parish (Including the 25 hour volunteer requirement. Please see "Volunteer Requirements.")
- In agreement with the pastor and business manager, they regularly contribute an appropriate portion of their annual income to the financial support of the parish.

It is St. Pius X Parish and Seton Parish policy that families are required to meet all four of the above listed criteria to be considered for the subsidy. Participating membership is determined by your parish and not the school office. ***Subsidy for the following school year will always be determined by April 1.***

The tuition rate for the school is set yearly by the St. Pius X pastor, principal, and business manager with the approval of the St. Pius X Parish Finance Committee. The school reserves the right to refuse attendance to a student whose tuition payment is overdue and whose parents have not made satisfactory arrangements with the principal and the pastor of St. Pius X 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 month (on a recurring date for ten months), 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 1st (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.

The tuition books are audited monthly. Tuition payments should be kept current or parents should 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, St. Pius X Parish may use parish endowment funds or monies from a special envelope collection at Mass. *These funds are used strictly to help needy families.* Applications for the above programs are handled through the St. Pius X School/Parish 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 8:00 a.m. and dismisses at 2:30 p.m. Please have students in the building prior to the 8:00 am start bell (doors open at 7:30am).

Student Absences

1. Attendance in class 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 report cards and permanent records. A student who is invited to participate in a small-group field experience during the school day, or who is allowed to visit a prospective high school of attendance, is not considered absent (up to three).
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 2:30 p.m. and 3:30 p.m. or it may be sent home with another student. Students may take the same number of days they missed to complete daily assignments up to a maximum of one week. It is the responsibility of the teacher to make sure the student’s assignments are in the office at the end of the day, or delivered to the designated student. The office staff will give the teacher a list of the requested assignments at the beginning of the day. It is the responsibility of the student/parent to make sure assignments are completed.

Tardiness

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

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

Early Dismissal

Requests for early dismissal must be in writing and signed by the parent/guardian. Requests should 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 only go to the teacher. 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 him/her out in the main office. In the case of an illness, the principal or school nurse may send a child home after the parents have been notified. A child shall never be sent home alone.

Academics

Educational Programs

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

School Supplies

All required school supplies will be provided by the school purchased with the School Supply Fee paid with yearly enrollment. Supplies will be replaced on an as needed basis. Parents of students who purposely destroy supplies or routinely lose supplies will be asked to purchase replacements. Parents will be responsible for providing backpacks and lunchboxes.

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 students master 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. After the first warning, students with missing assignments in grades 4-8 will be expected to attend the Homework Lab during their recess time until incomplete/missing assignments are completed. Students who are chronically missing assignments will be given an after school detention. There will be a mandatory parent/student meeting after a student has been assigned two after school detentions in a quarter.

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 are found in our Code of Conduct.

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 student understanding of the different academic content standards. Reports may also include teacher observations and Behavior Reports when appropriate.

Behavior Reports through SchoolSpeak, 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.

For grades K-2, **Interim Reports** are shared through our SchoolSpeak program between quarterly report periods to communicate when a child's work does not meet academic standards; to indicate improvement in a standard or standards; or to recognize outstanding academic contributions.

For grades 3-8, **Grade Reports** are shared through our SchoolSpeak program every few weeks to communicate a child's current progress with meeting academic standards. These frequent reports are intended to encourage students to continue making positive progress or to indicate the need for improvement before the quarterly report card is issued.

Panther Points may be sent by staff members through SchoolSpeak to recognize students for positive behaviors.

Academic Report Card

All grades K – 8 will get the Catholic Diocese of Columbus Student Academic Report Card. The standards of each subject are listed on the Academic Report Card.

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

- E Exceeding the Standard
 - M Meeting the Standard
 - W Working Toward Meeting the Standard
 - N Not Meeting the Standard
 - INC Insufficient Evidence to Assess the Standard
- Blank indicates standard has not been evaluated at this time.

Additionally, grades 6 - 8 will use the following scale:

- Teacher’s Comments and
MARKING SYSTEM
 Overall performance in subject areas:
 A Outstanding Performance
 B Solid Performance
 C Average Performance
 D Minimal Performance
 F Failed to Show Adequate Performance

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 or assistant 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 with a note or a message to voicemail or email. Parent-teacher conferences cannot take place while the students are in class.

Special Awards for Students

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 an **Out of Uniform Day** and must follow the Out of Uniform guidelines. (See Uniform Code pg. 36) 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.

Additional Awards

St. Pius X holds an awards ceremony during the last week of school. Awards include, but are not limited to: Spelling Bee, Accelerated Reader, Accelerated Math, Physical Education, Music, Honor Roll, Citizenship, Altar Serving, Math Counts, Clubs (Beta Club, Student Council, Chess Club, etc.)

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 (only with permission of principal and teacher).
- 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 is 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.

Graduation

A graduation ceremony is held for students completing the Eighth Grade at St. Pius X School. In order to receive a diploma, a child must be in good standing academically and must 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 each Tuesday during 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 2nd Grade for First Communion, in 2nd through 8th Grades for Reconciliation, and in the 8th Grade for Confirmation. All sacramental preparation is parish and family centered, according to Diocesan guidelines. Parents are expected to participate fully in the preparation with their children. Attendance at Sunday Mass is very much a part of the sacramental life of Catholics, and is therefore strongly encouraged as a part of the family's religious formation. If a student above the 2nd grade will be joining the Catholic Church, or is in need of preparation for first Communion, the parents are asked to notify the school office to ensure that they are given an opportunity to participate in the RCIA process for children.

Technology

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 email unless prior permission is granted by a teacher.
- **DO NOT** give out any personal information including names, addresses, phone numbers, passwords 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 Internet, 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 diocesan or school equipment.

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

Conclusion

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of school and diocese are used in the appropriate manner. The Diocese makes no guarantee that the functions or the service provided or through the Diocesan system will be error-free or without defect. The Diocese will not be responsible for any damage you may suffer, including, but not limited to, loss of data or interruptions of service. The Diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The Diocese will not be responsible for financial obligations arising from unauthorized use of the system. (Diocesan Policy # 6142.1 revised 10/2001)

St. 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. Use only pencils in the lab (**no pens are allowed**).
- 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.

St. Pius X iPad and Chromebooks

These mobile devices have been added to our technology program. Our 3rd – 8th grades will be using Chromebooks on a 1:1 basis after the guideline policy has been signed and the fee paid. All devices are a privilege and not a right; users have the responsibility to use resources in an appropriate manner.

Social Media

Social media provides wonderful opportunities for St. Pius X families to network and develop relationships; however, it also has the potential to damage the partnership between the school and our community. Just as you would encourage your child to act appropriately online, we ask that you keep your posts about St. Pius X School positive and consistent with our Catholic mission, especially with regard to its students, parents, teachers, principals, and other staff members. Parents or any member of the St. Pius X community who post, whether in public or private groups, defamatory, threatening, or offensive statements will be asked to remove the offensive material immediately and/or withdraw his or her child from the school. This includes the use of social media for such purposes that may prove detrimental to the common good, threatening, harmful or offensive to other parents, students, staff and administration, or is of such a nature as to jeopardize the good name of the school. Should you have a complaint or inquiry about an issue at school, please speak directly to the school about the matter rather than discussing it in a public forum.

When students are involved in concerning issues involving social media, texting, the internet, etc. which occur with other students **outside of school**, we strongly encourage parents to handle the situation outside of school. We recommend contacting the parent(s) of the other student(s) involved to work out a solution.

Media Center/Library

General Information

Hours

The hours of the Media Center are from 8:00a.m. until 2:20 p.m.

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.

Overdue Books

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 Media Center. Any student who has overdue materials may not check out any additional materials until the overdue items have been returned and fines have been paid.

Materials

The following materials are available in the Media Center: Books (fiction/non-fiction), Computers, iPad, Chromebooks, Reference Materials, SMART Board, Access to the Internet and Educational Programs

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.

Procedure for Responding to Challenged Materials

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

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

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

Physical Education

Students in grades K-5 participate in physical education class twice each week and students in grades 6-8 participate in physical education class once each week. PE 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 (TerraNova)

The Diocesan regulations for testing centers on the TerraNova (multiple assessment test) and Test of Cognition Skills in Grades 2nd through 8th. These tests help us to measure individual student's basic skills and problem-solving abilities, class growth, and the effectiveness of teaching and curriculum. These tests are required of all students in grades 2nd through 8th, and no students may be exempted for any reason. The 8th Grade test results are used by high schools to help in placement. Results of these tests are always shared with the parents.

Additional Educational Opportunities

8th Grade Washington D.C. Trip

Our 8th grade students will have the opportunity to spend three days and two nights being enriched in American history by touring museums, monuments and memorials in our nation's capital. *Prodigy Student Travel* has experienced tour guides who will provide a safe, educational experience for our students and teacher chaperones.

7th Grade Faith and Science Retreat

Our 7th grade students will learn, discover, explore and appreciate nature through their faith at Damascus Catholic Mission Camp. Students will spend three days and two nights developing community building and faith through hiking, orienteering, physics, stream and pond ecology, rock climbing and much more.

6th Grade to Shepherd's Corner

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

5th, 6th, 7th and 8th Grade Summer Reading

All incoming 5th, 6th, 7th and 8th grade students are required to read a certain novel during the summer. Discussions, projects and/or tests are given to students covering the particular selection at the start of the new school year.

8th Grade High School Visits

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

K-8 Enrichment Spanish Program

This program serves as an introduction to Spanish language and culture. It stresses vocabulary and conversational Spanish and is taught in all grade levels.

P.E.P. (Pius Enrichment Program)

This program provides math enrichment for students in grades 2nd through 8th.

Extracurricular, Service and Club Opportunities

St. Pius X students have the opportunity to participate in the following activities: Student Council, National Jr. Beta Club, Choir, Drama Club, Girls on the Run, Chess Club, Math Counts, PE Helpers, Computer Lab Helpers, Altar Servers, Flag Crew, Intervention Tutors, Ski Club, Red Ribbon Week Ambassadors, and Athletics

General Information

Emergency and Family Information

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

Each year, every family is required to update Family Information. This information is used in the event that 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 database 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 parents, students, grade level, and phone/address information. (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)

School Day

The school day for grades K – 8 begins at 8:00am and dismisses 2:30pm. Supervision of students is not provided before 7:30am. Car riders are not permitted to arrive in the morning before 7:30am. 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 St. Pius X School is usually made before 6:00AM. Information regarding our status will also be posted on the St. Pius X School Website, 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.

If St. 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. In regards to closures, if SPX differs from Reynoldsburg City Schools for any reason, parents will be notified through SchoolSpeak emails and/or text messages. We will also post all school closures on our school website and Facebook page.

Students from seven school districts attend St. 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 into 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, St. Pius X School is obligated to dismiss bus riders if the section – *Early Dismissal Bus Permission* on the school database 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 St. Pius X or any suburban Catholic Schools. We follow Reynoldsburg City Schools for school closings and delays.

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 and/or check school alerts through email or text from our School Speak data system. Students will be sent home by normal transportation means or released to parents pursuant to school policy.

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 with whom they leave the building 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 and/or check the school website and/or check school alerts through email or text from our SchoolSpeak data system.

Family Vacation

We realize that trips/vacations may be learning experiences; however, we urge that these trips are planned during the Thanksgiving, Christmas, Easter, spring 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 found on page 53.

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) to sign in and receive a visitor's badge 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 and administration. 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)

Party Invitations

Personal party invitations are not permitted to be handed out in school unless an entire class is being invited. You may use the information provided in our online directory to send invitations via mail or email.

Cafeteria Procedures (revised 2018)

Lunch is available daily. The menu is included in the monthly newsletter and on the school website. 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 \$12 or more and no arrangements have been made with the cafeteria manager, then the brown bag lunch will be served. Four unpaid lunches would be a \$12.00 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 for 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 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. The POS will be used for ALL purchases from the cafeteria, including snack cart items. The only cash payments accepted will be those which will be applied directly into the student's account.

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. (i.e., Parent's name, children's names, number of lunches each, and homeroom number for each child/student).

Snacks and beverages (limit of two) are also available for purchase **through the POS system** 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.

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 trash (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)

Intervention Services

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 individual student is screened/tested or enrolled in any of the programs with the exception of Nursing Services.

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

Jon Peterson Special Needs Scholarship

As a provider of the Jon Peterson Scholarship, St. Pius X provides instruction in both general education (inclusion) and resource settings. We determine individual student services based on the strengths and needs of each student as specified in their ETR and IEP documents. Services are provided by intervention specialists and general education teachers, with the assistance of paraprofessionals.

Primarily, services are provided in an inclusive setting in the general education classroom. Individual and small group instruction (resource/pull-out) is provided, as mandated on each student's IEP. Specially designed instruction includes direct skill instruction with scaffolding, modeling, guided practice, individual practice with corrective feedback, conferencing, etc. in the areas of reading, writing and math.

The St. Pius X Intervention Team provides accommodations for assessments as documented by IEP Sections 7 and 12. Student receiving the Jon Peterson Scholarship are required to participate in all mandated state testing.

Safety Plan: Child Abuse, Neglect Policy and Child Custody

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

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

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

Physical Abuse.....	Injury or death inflicted other than by accidental means .
Sexual Abuse.....	Any act of a sexual nature upon or with a child. The act may be for the perpetrator or a third party, or for exploitation of the child.
Mental Injury.....	Any injury to the intellectual or psychological capacity of a child as evidenced by an observable and substantial impairment in his or her ability to function within his or her normal range of performance and behavior, with due disregard to his/her culture

Transportation

Parking

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.

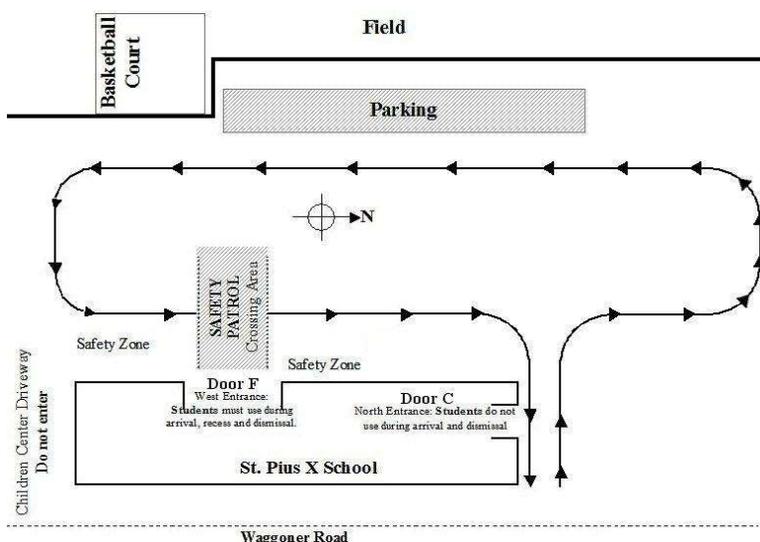
NOTE: From 2:00pm – 2:40pm, the area just behind the school is reserved for the school busses. If you are picking up a child, please park at least halfway back on the parking lot and avoid moving up into the bus lane until all the busses have pulled out of the parking lot. Please remain in your car, 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.

Drop-Off Procedures

Due to the concern for safety in our parking lot, we are asking all drivers to follow the path designed for 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, St. Pius X School families should not park in the Children’s Center Parking lot unless they are picking up children from 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 his/her parent/guardian (i.e. 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. St. Pius X School is required to follow the regulations of the transportation department of each district.

For Additional Bus Information Call:

Reynoldsburg	614-501-1041
Columbus	614-365-5074
Pickerington	614-837-8525
Southwest-Licking	1-740-927-5901
Licking Heights	1-740-927-3340
Groveport	614-836-4962

Recess / Lunch Periods

Lunch Period

Grades 7,811:00-11:30

Lunch/Rcess Periods

Grades K	10:53 am-11:35 am
Grades 4,5,6	11:35 am-12:17pm
Grades 1,2,3	12:17 pm-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, drinking 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.

These rules were designed to maintain a safe environment.

UNIFORM CODE

Rationale for Dress Code

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 St. 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 St. Pius X will enforce the dress code throughout the school year, therefore, parental cooperation and support of this code is expected.

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 Behavior Report through SchoolSpeak 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 St. 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
 - Solid red, white, gray or navy only
- Sweatshirt
 - Saint Pius X School logo, crew style sweatshirt only, gray or royal blue
 - Hooded sweatshirts are not permitted
- Fleece
 - Saint Pius X School logo and the Spirit Wear Fleece, full zip in royal blue only
- Shoes
 - Dress/Casual Shoes: solid black, brown, tan, gray or navy
 - Athletic shoes primarily in solid gray, navy, black or white with ONE optional accent color in red, royal, navy, pink, purple, gray, black or white
 - No sandals or boots
 - Shoes with fluorescent colors or flashing lights are not permitted
 - If shoes have laces, they must be tied and should match the primary color of the shoe
 - Soles in tan, gray, white, black or in the accent color

Standard Boys (K-8) Uniform

- Shirts or Knit Polo
 - Solid light blue, no logo, decorations or designs
 - 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
 - Socks must be solid color in crew or visible low cut (must match)
 - Socks can be solid black, white, gray, red or navy
 - No trim, logs 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 (administration will decide on what is a fad)
 - 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, do not have internet capabilities, and do not distract with the educational process
 - Students may wear one single necklace and/or bracelet only (must be appropriate and not distract 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 solid white in color 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 high, tights, crew length or low cut (must be visible) socks may be worn
 - Socks can be solid black, white, gray, red or navy
 - No trim, logos 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, modest in size, and plain in color which complements the school uniform are permitted (red, white, navy, yellow, green, uniform plaid or color matching hair color).
- Accessories
 - Watches (without internet capabilities) and 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 (must be appropriate and not distract from the educational process)
 - 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 makeup during the school day is not permitted for any student. This includes, but is not limited to: eye makeup 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 makeup/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 or polyester Track pants (grades 3-8) NO Logos
 - Royal blue shorts, hemline to knee (August, September, May, June)
- Shoes
 - Follow the Athletic shoe guidelines outlined in “Shoes” (points 2-6)
 - 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, gray or navy
 - No trim, logos 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.

Out of Uniform Days (i.e. school pictures, fundraisers, SCAAP) 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. Jeans and jean shorts may not be torn or ripped. 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. **No “Out of Uniform” passes may be used on Mass days.**

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 buses. Items that are found should be turned in to the school office or the “Lost and Found” box. “Lost and Found” items not claimed within a reasonable amount of time will be donated to the Saint Vincent de Paul Society. Unclaimed school uniforms will be donated to our Used Uniform Sale.

Accessories

Backpacks, Phones, Electronic Devices, Etc.

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

Fidget Devices

Fidget spinners are not considered a school supply and are not allowed in school.

Electronic Devices/Accessories

Accessories/devices such as: phones, laptops, radios, cameras, iPods, iPads, CD/DVD players, handheld games, 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.

Backpacks/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 coat room or lockers (grades 6-8).

Purses

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

Phone Calls

Children are not encouraged to use the phone during the day. However, if a call home is deemed necessary, students 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.

St. Pius X School Code of Conduct

Recognizing that students have a right to learn and teachers a right to teach, the St. 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 the seriousness of the offense. All students have the right to feel safe at St. Pius X School – including but not limited to classrooms, hallways, gymnasium, cafeteria, playground, etc.

As with all aspects of our educational program, the St. 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 SchoolSpeak 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 or administrator. Detentions are served each Tuesday from dismissal until 3:20 PM 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. Please be respectful of the detention teacher's personal time and have students picked between 3:20 and 3:30. Teachers will bring students to Door C to meet parents for pick-up.

Within the overall scope of the school Code of Conduct, individual grade bands and classrooms create systems to help students understand their behavior. (e.g. 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 St. 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 a school administrator. Teachers, administrators, and the school counselor will talk with students as deemed necessary to determine what took place in a situation.

The Code of Conduct of St. Pius X School is categorized in three levels as listed below. As deemed necessary by the administration of St. 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" Quarterly Newsletters.

Level One

Regular communication between home and school is an essential component of a successful educational partnership. St. Pius X School will employ the use of a behavior report/SchoolSpeak 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" Quarterly newsletter.

Level Two

St. 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: Students are not permitted to 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, iPads, etc. 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. Students using Social Media to harass, bully, etc. whether in school or outside of school, may receive consequences from the school with adequate documentation. All personal items are the responsibility of the student and St. 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 personal 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. 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)*

Serious misconduct is cause for suspension and/or expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school; threatens the safety of or 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. Expulsion shall not take place except as a result of the suspension procedure described below:

Suspension Procedures

1. At the time of the suspension, the principal or administrator in charge shall notify the student's parent(s)/guardian(s) of the suspension in a written format stating 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.
2. Within three (3) 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.
3. By the school day following the meeting, the principal or administrator in charge shall advise the student and parent(s)/guardian(s) of the decision, either to readmit the student to school, extend the period of suspension, or expel the student.
4. If the decision is to extend the period of suspension, the length of this period shall be indicated. The suspension period may not exceed ten (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) have two possible choices: appeal to the local school advisory board (SAB) 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.

No one may use the name of the school, logo, or motto on any type of social media or in any other way, e.g. putting the name on t-shirts, without the express written permission of the principal or pastor.

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.

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
 - 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 5th dose is required if the 4th dose was prior to the 4th birthday. Tdap is REQUIRED for all students entering 7th grade.
Polio	Polio Vaccine	3-4	A 4th dose is required if the 3rd dose was prior to the 4th birthday.
Measles	Measles Vaccine, Live Virus, MUST be administered on or after 1st birthday.	2	A written statement claiming history of disease is acceptable . This should be closely questioned as many rash illnesses are ASSUMED to be measles when they are not. Not 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		Now required for students entering 7th 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

St. PiusX School Associations

St. Pius X 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 no more than fifteen voting members. Twelve of the voting members shall be from St. Pius X and Seton parishes. These members are elected by their respective parishes. Members serve a three-year term. Members are expected to make a substantial commitment of time and energy to the School Board activities, including involvement on committees and regular meeting attendance. Additionally, one Home and School, one Parish Council, and one Athletic Association Representative serve on the School Board.

Purpose

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

Objectives

- 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.

St. Pius X Home and School

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

Purpose

The purpose of the Home and School Association is to work with the principal and parish administration to:

- a. raise money to provide and enrich students' academics
- b. organize volunteers for various fundraisers and service projects within the school
- c. to help communicate ideas and concerns of parents to the administration, staff and parish

Membership

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

Objectives

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

St. Pius X Athletics

St. Pius X Parish sponsors inter-parish athletic teams in football, basketball, baseball, volleyball, track and soccer (boys), and in volleyball, basketball, softball, track and soccer (girls). Students attending 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 St. Pius X Parish policy is for students who currently attend St. Pius X School and are members of another Catholic parish or religious denomination. (Effective January 1, 2009) The St. Pius X Athletic Association oversees the operation of all the sports teams. Funds to operate the teams are raised through registration fees and fund raising events.

Athletic Association

The St. Pius X Athletic Association oversees the operation of all the sports teams. Funds to operate the teams are raised through registration fees and fund raising events. The St. Pius X Athletic Association meets on a monthly basis. Parents are most welcome to attend and become involved in the Athletic Association.

Parent Volunteers

Because our school mission includes *empowering students to be faithful disciples of Christ while encouraging service to all God's people*, the St. Pius X School Advisory Board has recently assisted with adapting our school policies to include a volunteer component. While the volunteer hours will be used to help determine "participating members" for SPX and Seton Parish subsidies, we expect all school families to actively support and assist with parish and school activities. With the support of **all** our school families, we can keep our tuition costs at one of the lowest in the Diocese of Columbus, and by modeling for our children, we can instill a love for the wonderful gift of serving others.

"Faith in action is love-and love in action is service." Mother Teresa

FAQ

How many volunteer hours will each family be required to provide?

- *Each family is required to provide at least 25 volunteer hours per school year.*

When may I start logging volunteer hours, and when do I need to have them completed?

- *Volunteer hours recorded from July 1st through May 31st will be used to determine participation for the following school year. (e.g., Hours logged from July 1st, 2019- May 31st, 2020 will be used to determine participation for the 2020-2021 school year.) Volunteer hours completed in June may be logged in the system beginning July 1st.*

How do I report my volunteer hours?

- *Volunteer hours will be reported through an online form included on the Volunteer Tab of our school website. A staff member will input the hours into SchoolSpeak.*

May any member of my family volunteer?

- *Yes, members of your family may cover volunteer hours. This includes parents, grandparents and children in grades 6, 7, 8 and older.*

Do church service hours count towards my requirement, or must the volunteer time be specific to the school?

- *At least 13 hours of volunteer time donated needs to be specific to school activities. However, we encourage families to find opportunities to help the church (St. Pius X, Seton or your parish) as well as the school, as we are a community.*

Are there any volunteer opportunities that do not count towards the requirement?

- *Yes, church ministries completed during Mass, such as altar serving or distributing communion, do not count towards volunteer hours, as this time is given in service to God. Also, any volunteer hours that are tracked towards providing some specific benefit to your child or family do not count. (e.g., D.C. fundraising volunteer opportunities.)*

How can I determine how many volunteer hours my family has logged to-date?

- *The hours that you have logged to-date will show up on your SchoolSpeak page. (Updated Quarterly)*

May I provide donations in lieu of volunteer hours?

- *While the donations/treasure that you provide to the school are needed and greatly appreciated, we are in need of your time in order to make each school year a success. As such, donations are not accepted in lieu of hours of service.*

If I serve on one of the boards, does that count towards my obligation?

- *Yes, participation on Home & School, Athletic Association or School Advisory Board counts towards your required service hours.*

What happens if I do not meet the minimum volunteer obligation?

- *As an active participant in the parish, your family is entitled to a subsidy from your church towards your child's/children's education. If your family does not fulfill the volunteer requirements, you will not meet all the requirements that constitute a "participating member" in the parish. As such, you will not be eligible for the subsidy the following school year.*

Do all school activities require the volunteer to have their Background Check (BCI) and completion of the Protecting God's Children (PGC) course on file?

- *All events that include children require a BCI and certificate of PGC completion on file with the school and the Diocese of Columbus.*

How do I find out about volunteer opportunities?

- *Volunteer opportunities will be included on our school website under the "Volunteer" tab and in our SPX "Weekly Update."*

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

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

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

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

St. Pius X 2019-2020 Staff Information			
Position	Location	Name	Aides/Assistants
K-Lions	Room 001	Mrs. Beth Marvin	Mrs. Jill Wilson
K-Bears	Room 109	Mrs. Bridget Kilpatrick	Mrs. Jen Viau
K-Tigers	Room 003	Mrs. Patty Woods	Mrs. Susie Schneider
Grade 1	Room 113	Mrs. Lori Evans	Mrs. Lisa Herbert
Grade 1	Room 111	Mrs. Roberta Marchi	Mrs. Maureen Hillyer
Grade 2	Room 114	Mrs. Andrea Hayson	Mrs. Katie Angle
Grade 2	Room 112	Miss Bernadette Buzenski	Mrs. Corrinne Croswell
Grade 3	Room 213	Miss Emily Thomas	Mrs. Linda Wolfe
Grade 3	Room 214	Miss Abbey Camp	Mrs. Linda Wolfe
Grade 4	Room 211	Miss Elizabeth Weber	Mrs. Laura Cassanos
Grade 4	Room 212	Mrs. Suzanne Mathys	Mrs. Laura Cassanos
Grade 5	Room 207	Mrs. Diana Rees	Mr. Matt Held
Grade 5	Room 209	Mrs. Jodie Moriarty	Mr. Matt Held
Grade 6	Room 205	Miss Margaret Nardy	Mr. Matt Held
Grade 6	Room 206	Miss Paula Harting	Mr. Matt Held
Grade 7	Room 203	Mrs. Barbara Schwab	Mrs. Amy LeMay
Grade 7	Room 204	Mr. Jeremy Kehres	Mrs. Amy LeMay
Grade 8	Room 201	Mrs. Stephanie Maloney	Mrs. Amy LeMay
Grade 8	Room 202	Mrs. Patty Berger	Mrs. Amy LeMay
Media Specialist	Media Center Room 110	Mrs. Karen Trainer	Mrs. Beth Bender
Intervention Specialist	Tutor Room C Tutor Room A	Mrs. Debbie Kitsmiller Mrs. Melanie Schiele	
Intervention Tutors	Tutor Rooms	Mrs. Carole Winkel Mrs. Mabry Morrow Dr. Michael Hohl	
Intervention Coordinator	Tutor Room B	Mrs. Laura Malpass	
Art	Room 212A	Mr. Adam Sharpe	

Music	Music Room	Mrs. Karen Smith
P.E.P.	Room 208	Mrs. Suzanne Farrell
Technology	Computer Lab	Mrs. Mary Kay Adzima
Spanish	Library(office)	Mrs. Toni Jones
P.E.	Gym	Mrs. Sarah Henessey
Speech	Modular	Mrs. Tracy Harmon
Reading	Modular	Mrs. Lisa Rogich
School Counselor	Modular	Mrs. Bridget Saddler
Nurse	Room 100	Mrs. Angela Silone
Principal	Office	Mr. Darren Smith
Assistant Principal	Office	Mrs. Lisa Ruth
Secretary	Office	Mrs. Colleen Thesing
Office Administrator	Office	Mrs. Cheryl VanMeter
Cafeteria Manager Café. Assistants	Cafeteria Office	Mrs. Kim Laret Lisa Kline/Don Robinson
Latchkey Director Latchkey Assistant	Hohman Hall	Mrs. Beth Antommarchi Mrs. Patricia Zeitman
Reception Desk	Main Entrance	Mr. Kevin Campbell
Maintenance	Maintenance Office	Scott Marsh/Doug Brock/Gene Huck

School Office 614-866-6050
 Attendance/Homework ext 427
 Tuition ext 223
 General ext 221
 Principal ext 222
 Assistant Principal ext 240
 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

