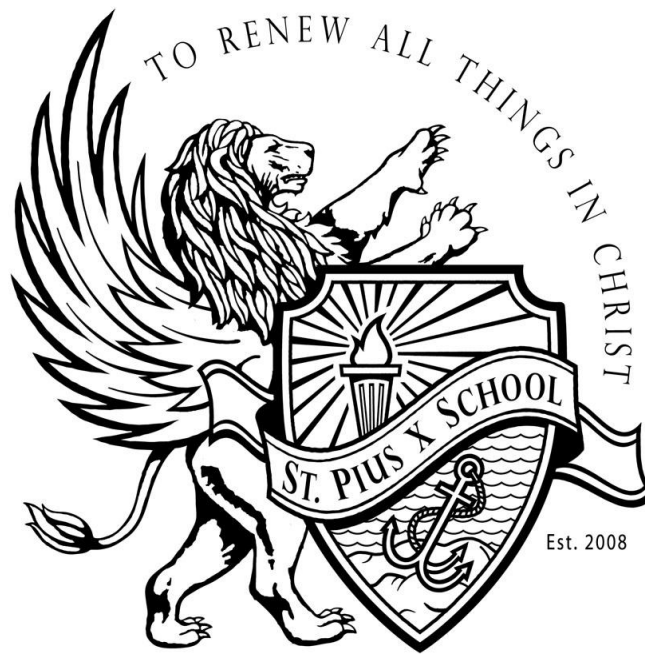


SAINT PIUS X CATHOLIC SCHOOL



FAMILY HANDBOOK

2022-2023

*All dates and directives in this document are subject to change as mandated by local/state/federal government agencies, the Diocese and/or Parish and School leadership.

52553 FIR ROAD
GRANGER, INDIANA 46530
PHONE: (574) 272-4935
FAX: (574) 855-5400
WWW.STPIUSCATHOLICSCHOOL.NET

WELCOME TO SAINT PIUS X CATHOLIC SCHOOL

Dear Parents and Students,

Being the founding principal of Saint Pius X Catholic School ministry has been an incredible gift. Every day I offer a prayer of thanksgiving that God sent me here. We are all created in God's image, and the staff and I recognize that each person is unique and blessed with the gifts of the Holy Spirit. In all daily tasks we will strive to provide opportunities that will assist the students to possess solid Christian values as well as a strong moral and character formation. We recognize the need to prepare our students for the challenges of the Twenty-First Century. Our mission is to provide an atmosphere which will encourage them to become life-long learners and to strive to work cooperatively in a multi-cultural, ever-changing society.

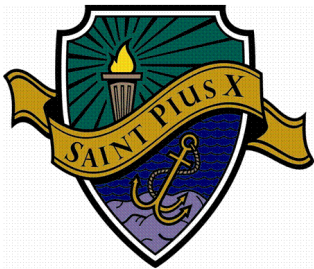
The school handbook is a faith-based statement. Fairness exists only when the people of the community understand what is expected of each member. The policies and procedures set forth in this handbook do not intend to cover every conceivable issue, event or circumstance. The handbook does, however, hope to provide guidance when something unexpected arises. As our school ministry grows, it will be necessary to change and modify our handbook policies and procedures.

Ultimately each student will grow from school according to the effort he/she applies. To increase the degree of educational success, it is important that teachers, parents, and administrators communicate openly and freely concerning the progress of students. Parents, as the first teachers of their children, must make a commitment to become active participants in the learning process of their children. With your support and cooperation, we not only will touch the future, but will make it brighter as we serve the needs of God's youngest.

Please feel free to contact the school office whenever you have questions about the school, its policies, and its procedures. We welcome your questions and comments.

Peace to all of you,

Elaine Holmes
Principal
Saint Pius X Catholic School



SAINT PIUS X

STEWARDSHIP AND CATHOLIC EDUCATION

Many parishioners of Saint Pius X Catholic Church have embraced the message of stewardship as a way of life. Centered on the Sunday Eucharist, they spend time in prayer thanking God for the blessings bestowed on them. Committed to parish life, they give a portion of their time and talent in service to the community. Trusting that God will provide for their needs, they share a generous portion of their treasure, providing financial means for the parish to carry out its mission. Because of stewardship, Saint Pius X can offer a wide variety of services, including a Catholic elementary education.

By definition, good stewards of Saint Pius X are committed to:

- **Participating at Sunday Mass every weekend and in a daily regimen of prayer.** With the Eucharistic Celebration as the Source and Summit of the prayer life of the parish, faithful stewards spend time in prayer, acknowledging God as the source of all that we are and have.
- **Giving service to the parish.** Faithful stewards make a commitment of time and talent in humble service to Saint Pius X, enabling the parish to be an active presence in the community. Parishioners are invited to match their gifts and time constraints with a list of parish needs.
- **Sharing a portion of treasure with the parish.** Faithful stewards share a portion of their income to Saint Pius X on a regular basis, using their envelopes as a form of accountability. Because parishioners are blessed with different amounts, there is no set expected amount. However, we recommend as a guideline the Biblical tithe of 10% and encourage parishioners to take steps in faith to meet that goal over time.



PARISH MISSION STATEMENT

SAINT PIUS X PARISH
GRANGER, INDIANA
DIOCESE OF FORT WAYNE-SOUTH BEND IN INDIANA

Saint Pius X Catholic Church is a faith community that proclaims the Word of God and celebrates the Sacraments, with the Eucharist as the source and summit of our spiritual life. Our parish, rooted in Granger and part of the Diocese of Fort Wayne-South Bend, invites everyone to respond to God's call to salvation by developing a sense of Christian fellowship. This is done through life-long religious education and stewardship: calling all members to serve others, to share our blessings with those in need, and to promote Catholic social justice.

THE MISSION AND BELIEFS OF SAINT PIUS X CATHOLIC SCHOOL

MISSION: TO RECOGNIZE CHRIST AT THE CORE

Saint Pius X Catholic School partners with the parish community to provide a safe and effective learning environment, anchored in the Gospel Values, fostering spiritual development, academic excellence and stewardship, centered on the Eucharist.

BELIEFS

CATHOLIC IDENTITY: TO PROMOTE GROWTH IN FAITH

The students' growth in faith is the central purpose of our school. In an environment reflecting peace, mercy, justice, and love, children are challenged to achieve their highest potential. They are encouraged to live their faith in word and deed in their family, church, and larger community.

EDUCATIONAL METHODS: TO INSPIRE EXCELLENCE

We hold high standards of academic excellence in which Gospel values are integrated in everyday activities. School personnel consider each child's spiritual, academic, social, emotional, and physical well-being. A variety of teaching pedagogical methods and resources are implemented to aid in the students' success.

PARENTAL RELATIONS: TO FOSTER MUTUAL SUPPORT

We recognize parents as having the primary responsibility for the formation and education of their children. Following the teaching of the Catholic Church, we will support, but are unable to assume, the role of parents. We expect parents to maintain communication with the school and support the school community. In this handbook, the word "parents" refers to parents and legal guardians.

STEWARDSHIP PRAYER

Heavenly Father, as You renew all things in Christ, grant to our parish a fresh outpouring of Your Spirit.

Continue to form us into stewards of Your generosity, that our community will always serve the growth of our holy communion in You. Amen. *Saint Pius X, pray for us!*

THE SPIRIT OF SAINT PIUS X CATHOLIC SCHOOL

OUR MASCOT:
THE WINGED LION



The shield of the coat of arms of Pope Saint Pius X, patron saint of our parish, shows a winged lion with his paw on a book. The lion is part of the coat of arms of the Patriarch of Venice, where the future Pius X served from 1893-1903. The winged lion is symbolic of Saint Mark, patron saint of Venice.

OUR COLORS:
GREEN AND GOLD

CONTACTS

SAINT PIUS X CATHOLIC SCHOOL
52553 FIR ROAD
GRANGER, IN 46530
574-272-4935

PASTOR	MONSIGNOR WILLIAM SCHOOLER
PAROCHIAL VICAR	REVEREND AUGUSTINE ONUOHA
PRINCIPAL	ELAINE HOLMES
ASSISTANT PRINCIPAL	ALLISON WATSON
PRESCHOOL DIRECTOR	PAMELA RITTEN
ADMINISTRATIVE ASSISTANT	KRISTIE SANDOR
OFFICE AIDE	JOANNE VERHILEY
OFFICE AIDE	ERICA TRAVIS
OFFICE AIDE	SYMBOL MOSER

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ADMINISTRATION AND RESPONSIBILITIES

ACCREDITATION

Saint Pius X Catholic School is fully accredited by the State of Indiana and Cognia. Saint Pius X Catholic School adheres to the State of Indiana and diocesan guidelines for standardized testing: IRead 3, ILearn, and NWEA.

GOVERNANCE

PASTOR

The pastor is the parish leader and is responsible for the administration of Saint Pius X Catholic Parish, which includes ultimate responsibility for all ministries of the parish, including Saint Pius X Catholic School. He reports to the Bishop of the Diocese of Fort Wayne-South Bend in Indiana. With respect to the school, the pastor's responsibilities include:

- Exercising oversight and approval authority over school policies, in light of the full educational ministry of the Parish.
- Interviewing, hiring, and evaluating the principal.
- Collaborating with and supporting the principal.
- Pastorally ministering to, and cooperatively working with, parents, teachers, and administrators.

While the pastor welcomes all spiritual concerns, parents with concerns involving the school should follow the procedures set forth within this handbook (see "Parental Responsibilities" and "Conduct and Discipline").

PRINCIPAL

The principal is responsible for administering Saint Pius X Catholic School, a ministry of Saint Pius X Catholic Church. The principal is the spiritual and instructional leader of the students and is responsible for the management of the school and school personnel. The principal's primary responsibilities include:

- Employing, supervising, evaluating, and terminating all personnel exclusively involved in the school, in consultation with the pastor and in accordance with diocesan policies.
- Overseeing all day-to-day school operations.
- Facilitating the formulation of school policy, in consultation with the School Board with final approval by the pastor.
- Implementing policies approved by the pastor and diocesan office.

The principal also is responsible for ensuring that staff personnel of Saint Pius X Catholic School properly fulfill their responsibilities, including those to:

- Strive to model the actions of Jesus.
- If Catholic, model the teachings of the Catholic Church, which includes attending and participating in Mass each Sunday and on Holy Days of Obligation.
- Strive to help each child reach his or her academic, spiritual, and behavioral potential.
- Create a stimulating learning environment that encourages excellence through diverse teaching methods.
- Respect and encourage students as unique individuals.
- Develop self-esteem by stressing the positive qualities of all children.
- Seek parent conferences to resolve behavioral or academic concerns in a timely manner.
- Effectively and regularly communicate classroom business and student performance.
- Consistently and fairly uphold this family handbook.
- Continually seek opportunities for professional growth.
- Be responsible stewards of our resources and mindful of the financial impact on families.
- Maintain confidentiality of students, parents, and each other.

The principal reports to the pastor. The assistant principal and preschool director report to the principal. While the principal, assistant principal, and preschool director welcome input and suggestions from parents, parents with concerns involving the school should follow the procedures set forth within this handbook (see “Parental Responsibilities” and “Conduct and Discipline”).

SCHOOL BOARD

The Saint Pius X School Board is a parish ministry, appointed by the pastor in accordance with Diocesan policy to advise the pastor and the principal in the governance of Saint Pius X Catholic School. The service provided is solely advisement and support. The mission of the School Board is to strive to provide a thoroughly Catholic school environment that meets the spiritual, academic, emotional, physical, and social needs of the students. In all things, the School Board recognizes Saint Pius X Catholic School as an extension of the broader educational mission of the parish. The responsibilities of the School Board include:

- Witnessing to the Catholic educational mission of the school within the broader educational mission of the parish.
- Developing and implementing policies for the school in conformity with Diocesan policy and Indiana state law.
- Developing strategic plans for the school.
- Developing means for the acquisition of funds for the school.
- Evaluating the effectiveness of the operation of the school.
- Reviewing and supporting the school budget in collaboration with the principal and business manager for approval by the Parish Finance Council.

The School Board has no jurisdiction to hear and resolve complaints of students, parents, faculty, or staff. It also does not participate in the administration of the school; for example, it does not consider individual personnel or student issues.

The following policies govern public participation in School Board meetings:

Meetings of the Saint Pius X School Board are open for the public to observe. There is not, however, public participation in School Board meetings, except as authorized in accordance with the procedures specified below. The School Board does not act as grievance committee to settle an individual's concerns with the administration of the School. Accordingly, authorized public presentations in School Board meetings must relate only to direct responsibilities and policies of the School Board.

Because the Board must conduct its business in an orderly and efficient manner, the following guidelines govern public presentations to the Board:

1. A person wishing to address the School Board shall submit a request in writing to the School Board President at least ten (10) days prior to the School Board meeting. This request shall include a statement describing the presentation the person wishes to make to the Board. The statement must relate the presentation to a direct responsibility or policy of the School Board.
2. For the presentation to proceed, the principal and the School Board chairperson, in consultation with the pastor, must agree that the request is appropriate based upon the following criteria:
 - The concern directly relates to policy, marketing, development, Catholic character, or strategic planning.
 - The concern does not relate to an individual student issue or an individual teacher or staff personnel issue or evaluation.
3. If the principal and the chairperson approve the concern as an agenda item, the item will appear on a meeting agenda as soon as is practicable. At the meeting, the presentation of the concern to the Board shall last no more than five minutes.
4. At the conclusion of the visitor's presentation, the chairperson shall refer the issue to a Board committee, the principal, or the pastor, as appropriate. No Board discussion shall follow the presentation.

PARENTAL RESPONSIBILITIES

COOPERATION, TRUST, AND SUPPORT

Parents have the primary responsibility to educate their children. For any Catholic school to be effective with the student, it is essential that a spirit of cooperation, trust, and support exists between the school and the parents. For this reason, we ask families to become familiar with the philosophy, policies, and procedures developed and enforced by Saint Pius X Catholic School.

Parents are welcome to contact the teacher whenever they have a question or concern about a child's education, preferably through e-mail, a note in the child's folder, or voice-mail. The teacher will then contact the parent and determine if a conference is warranted. A parent who wishes to visit or observe a classroom should make the request at least 24 hours in advance. Parents should not enter a classroom without first checking in with the office.

SPECIFIC RESPONSIBILITIES

To maintain and promote the Christian atmosphere of our school, we ask parents to:

- Strive to model the actions of Jesus.
- Attend and participate in Mass on Sundays and Holy Days.
- Ensure your child is prepared for school: has lunch or lunch money, completes homework, wears uniform, and has transportation.
- Ensure your child is well rested and has had breakfast, as rest and breakfast enhance school performance.
- Respectfully cooperate with school personnel when addressing concerns.
- Support the financial operation of the parish, in addition to making school tuition payments.
- Donate your time and talent to the ministries of the parish.
- Be responsible with confidential information, especially when working with students in the classroom.
- Receive Safe Environment training prior to working with children routinely.
- Directly supervise and assume responsibility for all of your children while attending parish and school functions.
-

PARENT CONCERNS PROCEDURE (DIOCESAN POLICY 2310)

To facilitate and promote the orderly and efficient resolution of concerns, parents wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure:

- Step 1: Address the issues with the classroom teacher (or the person with whom he/she has the problem).
- Step 2: Address the issue with the principal.
- Step 3: Address the issue with the pastor.

- Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).

Parents should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g., harassment).

PARENT-TEACHER CONFERENCES AND INTERACTIONS

Parent-teacher conferences are held once each year following the first trimester, typically in November. Dates and times will be published prior to the conferences. Additional conferences are held only as needed at the teacher's or parent's request. If parents have a concern, they need not wait until conference time to meet with a teacher. Parents may make an appointment with a child's teacher as the need arises. Parents should contact the teacher by phone or e-mail to arrange for an appointment.

AGREEMENT OF PARENTS AND STUDENTS

The registration of students at Saint Pius X Catholic School is deemed to be an agreement on their part, and on the part of their parents or guardians, to comply fully with all policies, rules, and regulations of the school and the Diocese of Fort Wayne-South Bend. Saint Pius X Catholic School reserves the right to make revisions in these policies, rules, and regulations when deemed necessary by the school administration. Students and their parents or guardians are expected to observe any change in policies, rules, and regulations that the school makes known to them in writing.

Upon completion of your review of these policies and procedures, we require your signature acknowledging that you have reviewed, understand, and agree to comply with all said information.

If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw the child. This is a very serious decision that will be made in consultation with the administration and the pastor.

HOME AND SCHOOL ASSOCIATION

The Home and School Association (HASA) is the parent/teacher organization. It is a service ministry of the parish that performs and promotes stewardship in the school and for the parish. HASA encourages communication and involvement by sponsoring programs and activities during the year. Membership in HASA includes all school parents and faculty. Each spring we ask parents to inform us if they are interested in serving on the HASA Board. The role of the HASA Board is to coordinate all of the programs sponsored by HASA.

DIRECTORY

A school directory with the names and e-mail addresses of teachers and the names, addresses, and phone numbers of students will be available to all members of Saint Pius X HASA. This information is confidential and is not to be used for commercial purposes.

OFFICE SERVICE HOURS

Office service hours are 7:00 AM – 4:00 PM during the school year. The Parish Education Center serves the needs of Religious Education and the Parish in the evening which results in the office area remaining unlocked from 4:00 PM until building closing. The office is not staffed by school employees after 4:00 PM. The office will remain open from 8:30 AM – 2:30 PM, seven working days after the last day of the school year and seven working days prior to the start of the school year.

SCHOOL COMMUNICATION

Saint Pius X Catholic School values communication as a key to success in maintaining the partnership in education with school families. Information is communicated by various media including the school website (www.stpiuscatholicsschool.net), a regular school newsletter, and classroom newsletters. The school also communicates via email and school communication folders in grades K-5.

STUDENT RECORDS

Saint Pius X Catholic School maintains student records and deems them confidential. A notice concerning parental access to educational records is available in the school office which any parent or eligible student may review during regular business hours. (Diocesan Policy 4170) In accordance with the Family Educational Rights and Privacy Act of 1974, Section 5513 of Public Law 98-380, we adhere to the following policies:

- The parent/guardian has the right to examine any student record until the student is 18 years of age; thereafter, only the student has the right to examine the record. A request to examine should be in writing.
- The parent/guardian has the right to examine the student record at a reasonable time arranged with the principal.
- The parent/guardian has the right to have the record corrected if it is “inaccurate, misleading or is otherwise in violation of the privacy or other rights of students.”
- A record must be kept with each student record showing who examined it, the date it was examined, and the purpose for the examination. The parent/guardian or 18-year-old student will sign the record of examination and request for examination.
- Certain persons may examine student records without a parent’s consent. These include school officials and teachers who have “legitimate educational interests,” officials of other school systems where transfers are made, and certain representatives of the federal government with various limitations.
- Any person may receive the records if the parents specify the records to be released, the reason for such release, and the person to whom they are to be released. The parents may also request and receive a copy of the record forwarded to another system with the transfer.
- A copy may also be furnished pursuant to a court order or subpoena, but only if the parent is given advance notice.

VISITORS AND VOLUNTEERS

We welcome visitors to Saint Pius X Catholic School, especially parents and interested friends. All visitors must enter through the main doors and report to the school office upon arriving to sign the visitor's book and pick up a visitor badge. Visitors may be escorted to their destination within the building and back to the office upon completion of their visit. When leaving, visitors are asked to sign out in the school office as well.

Volunteers are asked to dress in appropriate casual business attire (depending upon the activity). All parents/volunteers must also take the parish-sponsored Safe Environment Training, complete a Background Check, and sign the diocesan Internet and Social Media policy acknowledgements before helping with any school/parish activities.

Saint Pius X Catholic School is a cell phone free school. Visitors and volunteers are asked to silence their phones during school hours and refrain from use while in the building, to preserve an environment that is conducive to learning.

NO SMOKING POLICY

Smoking is prohibited in the school building or on the school grounds at any time. No one, whether an administrator, an employee, a student, or a visitor, is allowed to smoke in the school building or on school grounds.

MEDIA TAKEN AT SAINT PIUS SCHOOL/SOCIAL MEDIA

If media of any form (video, photos, SnapChats, etc.) are taken at Saint Pius X School, parents / guardians should capture images of their children only. If other children's images are captured, posting is prohibited on any social media or public internet site without the permission of that child's parent or guardian.

ADMISSION, ENROLLMENT, AND PROGRESS

ADMISSION

ENROLLMENT POLICY (DIOCESAN POLICY 4010)

I. School Admission Policy

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

II. Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to color, race, gender, or national origin, and reasonably accommodate the disabled in the educational programs.

III. School Entrance Requirements

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the birth certificate and baptismal certificate shall be required for original entrance for all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearinghouse for Information on Missing Children and will cooperate with local authorities if the child has been reported missing.

The custodial parents or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request the record from the last school the student attended within fourteen (14) days of enrollment.

Written proof that the child meets state and county health requirements (immunization records) for enrollment shall also be required.

IV. Preschool Age Requirement

A child enrolling in the three-year-old preschool program must be three years of age by August 1 of the enrollment year and be toilet trained.

A child enrolling in the four-year-old preschool program must be four years of age by August 1 of the enrollment year and be toilet trained.

A child enrolling in the four-five-year-old preschool program must be five by December 31 of the year prior to the enrollment year.

IV. Kindergarten Age Requirement

A child entering kindergarten must be five years of age on or before August 1.

A school may choose to administer formal or informal assessments for determining proper placement in kindergarten.

NOTE: A child coming into a diocesan school from an out-of-state kindergarten program or an in-state kindergarten program and who does not meet the Indiana state age-eligibility requirement should be admitted to a kindergarten program, unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.

V. First Grade Entrance Requirement

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully attending kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

VI. Children with Exceptional Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children.

Ordinarily, when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation will be either for special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will place the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of the school personnel, would pose an undue hardship on the operation of the school, or poses a threat of harm to the student, other students, or school personnel.

VII. Students or Prospective Students with Communicable Diseases

Catholic schools shall comply with all applicable state law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a communicable disease unless required by applicable state law

or Board of Health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a communicable disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy-procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected of having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in the school would expose others to significant health and safety risks. In making its determination, the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk—how the disease is transmitted;
- B. the duration of the risk—how long is the carrier infectious;
- C. the severity of the risk—the potential harm to third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm;
- E. whether a reasonable accommodation exists and/or is required.

The review team must also take into consideration the scope of the problem, education-related civil rights, and the student's right to confidentiality.

The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school, and diocese will assist the parent or guardian in locating alternative education services and obtaining religious and catechetical instruction.

ADMISSIONS GUIDELINES

To ensure an orderly and equitable admission of students to Saint Pius X Catholic School, the School adheres to the following admissions process.

- I. Phase 1: *Current School Families* may re-register children and register new children.
- II. Phase 2: *Registered parishioners who are active at Saint Pius X Catholic Church* may register.

In accordance with our Stewardship and Catholic Education policy (see p. ii), an “active” family demonstrates a commitment to Stewardship in the following ways:

PRAYER: Parents and child(ren) regularly attend Mass and participate in Faith Formation Programs.

SERVICE OF TIME AND TALENT: Parents are actively involved in parish life. Areas of involvement include, but are not limited to, liturgy, music, adult formation, family and parish life, children's ministries, outreach ministries, and social ministries.

SACRIFICIAL GIVING OF TREASURE: Parents support the parish through the Sunday offertory on a regular basis. Parents also appropriately support the parish through the Capital Campaign, the Bishop's Appeal, and other special collections.

In cases in which there are limited spaces and family involvement is similar, length of time registered in the parish will be considered, as well as the date and time the school Admission Request Form is received.

- III. Phase 3: *Non-parishioners* may register during an ongoing period of open enrollment. During the period of open enrollment, active registered parishioners cannot receive priority over any student who has already registered. Accordingly, we encourage active parishioners to register during Phase 2 of enrollment.

TRANSFER STUDENTS

When room permits, Saint Pius X Catholic School may admit students who wish to transfer from another school and meet registration conditions. We will consider a student in good standing from another school for transfer admission only after application forms are completed and conferences are held between the principal and parents and between the principal and transfer student. As part of the application, a student seeking to transfer from another school, public or private, must make arrangements with the other school to forward records to Saint Pius X Catholic School. State law dictates that parents must sign a release form for a student's records at the school from which the student is transferring. In addition, we must receive a copy of the latest report card from the other school before we will consider the transfer application. We may choose to administer formal or informal assessments to determine proper placement for transfer students.

Any student transferring from another Catholic school in this Diocese must have fulfilled all financial duties owed to that school and/or parish before the transfer can be completed. Families owing tuition at another Catholic school will be refused admission to this school until those obligations are met.

Saint Pius X Catholic School supports the disciplinary decisions of other schools. Therefore, a student expelled from another school will not be considered for enrollment.

PRELIMINARY STUDENT STATUS

All students accepted to Saint Pius X Catholic School will be enrolled under a Preliminary Student status for the term of one full trimester. This means that all students must complete one full trimester (not the equivalent thereof) while the academic, behavioral and attendance/tardy records are monitored by administration. A student's status will become permanent upon the completion of one full trimester unless administration feels an extension of the Preliminary Student status must be reconsidered, at which time, parent contact will be made.

A student's enrollment status may be reconsidered at any time for academic, behavioral, attendance/tardy or other reasons. Parent communication will be initiated if enrollment status is in jeopardy.

REGISTRATION

Annual registration is a prerequisite for all students at Saint Pius X Catholic School. Existing students must re-register each year. Registration is an important process; it enables us to determine space requirements and available openings for the upcoming school year. In January, current school families receive re-registration forms that they must return by a specified date, along with an annual non-refundable materials fee to cover expenses for technology and other materials that the School must incur in advance of the school year. There are no other fees. After the return date, we consider admitting and registering children from parish and non-parish families for a specified time frame. We enroll new students according to the criteria discussed in "Admission," or we place them on a wait list. Parents are notified immediately if there is a wait list at the time of registration.

After registration, we may place a child who was not admitted into Saint Pius X Catholic School for Preschool through 8th grade on a wait list for that school year only. Each year, parents with waitlisted children who ultimately were not admitted must reapply for admission in subsequent school years.

PROMOTION AND RETENTION

Students who have successfully completed a grade will be *promoted* to the next grade. If a student has not completed satisfactory work but the evaluators determine that *retention* is not in the best interests of the child, a student will be *assigned* to the next grade. If teachers are considering retention or assignment, they will notify parents and request a consultation by the end of January.

CLASSROOM ASSIGNMENTS

At the end of each school year, grade level teachers place students into classrooms for the next school year. The classroom teachers collaborate with other teachers, including special area teachers, in making class assignments. The criteria used in placement of students include: gender, social interactions, learning styles, birth dates, and academic progress. Teachers create class lists to foster the educational growth of the whole student.

CLASSROOM SCHEDULES

All classroom schedules are created in accordance with the state mandates in minutes per week, per subject. We are required to adhere to these schedules to remain in good standing with the State of Indiana Department of Education. A committee of teachers collaborates with the principal in preparing each school year schedule.

TUITION/FEES

The Parish Finance Council, in cooperation with the School Board and subject to approval of the pastor and principal, determines the financial policies of Saint Pius X Catholic School. All policies must conform to Diocesan guidelines.

TUITION RATES

Saint Pius X Catholic School maintains a system of tuition and fees that fund the operation and maintenance of the school. Tuition rates depend on whether families are parishioners of Saint Pius X Catholic Church; rates are higher for non-parishioners. For rate information, please inquire at the school office. Those requesting the Parish rate of tuition are expected to be good stewards to the School and Parish. The Parish will examine evidence of faithful stewardship to determine eligibility for the Parish rate of tuition by way of the “Stewardship Commitment Form”. Each family must complete this form as verification of their stewardship commitment to the School and Parish. The form must be submitted with all required registration documents to be considered for the discounted Parish rate of tuition. Only *active* parishioners are eligible for parishioner rates (see definition of “active parishioner” in “Admissions Guidelines”). The principal and pastor will review all forms. Families not qualifying for parishioner rates will be notified by July 1. Loss of “active parishioner status” only affects the tuition rates and not enrollment for currently enrolled students.

TUITION PAYMENT

Families must complete a tuition payment option form that requires them to select from the following payment options, subject to no exceptions:

- **Option 1:** Full payment by July 20.
- **Option 2:** Two payments, July and December.
- **Option 3:** 10 month payment plan—automatic deduction from your checking account July through April. Additional one time processing fee must be paid with this option.
- **Option 4:** 12 month payment plan—automatic deduction from your checking account July through June. Additional one time processing fee must be paid with this option.

Registration fees are not refundable. Families who elect payment Option 3 and 4 must provide authorization and pertinent banking/debit card information. If a monthly payment is not received by the 30th day of the month due, that month’s tuition and a late fee will be applied to the credit/debit card provided in the payment agreement. If the credit/debit card authorization is not provided, payment Option 1 must be selected, no exceptions.

FINANCIAL AID

Saint Pius X Catholic School aspires to enable all admitted students to attend, regardless of financial means. Accordingly, it makes every attempt to provide financial aid for families that cannot afford tuition.

The amount of tuition is determined on the basis of the School’s expected operating costs. Because not every family can afford to pay the full cost of a Catholic education, the Parish provides tuition support on the basis of relative need. It directs tuition support to those for whom it is the greatest burden to educate their children in a Catholic school. By allocating tuition support in this way, the Parish seeks to enable more parishioners to enroll their children in Catholic school, regardless of relative means.

Any family wishing to apply for tuition support should fill out a FACTS Grant and Aid Application. The Parish has hired FACTS Grant and Aid Assessment, an experienced third party with a long presence in the diocese, to assist in this process. FACTS processes financial aid applications and

prepares an objective report regarding relative need. The Parish, however, makes all final determinations on financial aid awards. All financial information is kept in the strictest confidence. Families that have children enrolled in more than one Catholic school (including high schools) only need to fill out one FACTS application for each school year.

WITHHOLDING OF TRANSCRIPTS AND/OR REPORT CARDS

Saint Pius X Catholic School reserves the right to withhold transcripts and/or report cards due to non-payment of tuition fees, related fees and/or lost library books. If a parent of a child who has enrolled in an accredited nonpublic school is in breach of a contract, that conditions release of student records on the payment of outstanding tuition and other fees, the accredited nonpublic school shall provide a requesting school sufficient verbal information to permit the requesting school to make an appropriate placement decision regarding the child. (HB 1189 Multiple Count Date)

REGISTRATION FEE

School families must pay a non-refundable Registration Fee with the submission of the Enrollment Form. This fee is the amount to register one child. If registering more than one child, those fees will be included in tuition payments.

TEXTBOOK AND TECHNOLOGY USE

Book fees are covered by the tuition costs. All textbooks are issued to students on a rental basis. Students are expected to maintain them in good condition. Students who return books in poor condition will be charged a replacement cost.

INTERNET POLICY

Internet access is available to students of Saint Pius X Catholic School. The Internet has unlimited positive benefits for education. However, due to the freedom of the Internet, the potential for inappropriate use also exists. To help ensure Internet use is consistent with the benefits of a Catholic education, the school has adopted a policy to govern Internet access. This policy complies with and implements diocesan policy. (Under Diocesan Policy 4620, the school shall follow the Diocesan Internet Policy. A copy of this policy is available in the school office during business hours.) Parents and students receive copies of the Saint Pius X Internet Policy at the beginning of the school year. After review of the policy, parents and students must sign the accompanying forms and return them to the technology teacher. They are kept on file for one year.

CHROMEBOOK POLICY

Saint Pius X Catholic School students use technology to:

- Personalize their learning experiences;
- Increase their productivity and engagement in and outside the classroom;
- Develop and reinforce specific content-related skills through various subject matter applications;
- Access class content using digital textbooks,
- Access video and audio recording;
- Play streamed video and audio;
- Access instructional content such as Google Classroom, Nearpod, etc.;
- Increase productivity with efficient use of word processing, spreadsheet, database, and presentation applications;

- Conduct research using online resources such as web sites,
- Manage document sharing without the need for paper printing;
- Connect to a learning management system such as Canvas and Google Apps for Education;
- Gain access to adapted content and assistive technologies to meet special needs;
- Take various assessments;
- Learn about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response; and
- Prepare to live and work in a digital environment by applying the knowledge and skills needed for future learning and workforce.

CHROMEBOOK DISTRIBUTION AND RETURN

- Each student grades sixth, seventh and eighth will receive a Chromebook formatted by Saint Pius X Catholic School (SPXCS).
- Kindergarten through fifth grade classrooms will share a classroom set of Chromebooks in the classroom.
- Chromebook, power cord and protective carrying case of sixth and seventh grade students will be returned during the final week of school.
- Eighth grade students will assume ownership of the Chromebook after 8th grade school year.
- Returned Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/guardian will be charged a fee for needed repairs. Fees will not exceed the cost of the replacement.
- The replacement cost for a Chromebook power cord is \$20.00. The replacement cost for the Chromebook protective case is \$25.00. Parents/students are responsible for the replacement cost if items are lost or damaged.

CONTENT FILTER AND MONITORING

SPXCS utilizes an internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have Internet activity protected by the School. If a website is blocked in school, then it will be blocked out of school on School Chromebook. (SPXCS School filtering policy does not apply at a student's home.) SPXCS also uses Hapara, an in-School monitoring system which allows teachers to easily view live activity from the teacher's workstation.

GOOGLE APPS FOR EDUCATION

SPXCS uses Google Apps for Education, or GSuite, which is a collection of educational productivity and collaboration tools. This includes Google Drive, Docs, Sheets, Slides, Sites, Calendar, Gmail, and Classroom. All SPXCS students in grades K-8 will have an @stpius.net school-domain account. Students have access to email teachers only with School issued Chromebooks.

The discipline policies at Saint Pius X Catholic School encompass the use of Chromebooks.

ACADEMIC GOALS

Saint Pius X Catholic School aspires to provide an excellent Catholic education to each child according to the child's own needs. We provide group and individual instruction to each child. We give special consideration and make modifications according to the individual child and his or her curricular strengths. We strive to work with children and parents alike to provide an instructional base that will help each child to achieve his or her fullest potential.

ATTENDANCE POLICY (DIOCESAN POLICY 4040)

The Diocesan schools consider the development of good attendance habits a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

I. Parent/Legal Guardian Responsibility

Parents/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

- A. Graduates; or
- B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:
 - 1. the student and the student's parent or guardian and the principal agree to the withdrawal; and
 - 2. at the exit interview the student provides written acknowledgement of the withdrawal and the student's parent or guardian and the school principal each provide written consent to withdrawal from school; or
- C. Reaches the age of eighteen (18) years.

II. Absences from School

Absences from school shall fall into one of the three following categories:

- A. Absences which are counted as present:
 - 1. Serving as a page in the Indiana General Assembly;
 - 2. For students in grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
 - 3. Court appearance pursuant to a subpoena;
 - 4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year;
 - 5. Placement in a short term inpatient treatment program which provides an instructional program;

6. Homebound instruction;
 7. Religious observances.
- B. Excused Absences:
1. Illness of the student (with written statement by parent/guardian or doctor);
 2. Funerals;
 - a. for death in the immediate family
 - b. for persons outside of the immediate family with parental permission.
 3. Out-of-school suspension;
 4. Medical and legal appointments—such appointments should be scheduled after school hours when possible;
 5. School/college visits (2 days)—parents/guardians need to check with the individual school’s policy for arranging such visits.
- C. Unexcused Absences:
1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence;
 2. No physician’s note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below);
 3. Family vacations;
 4. Absences other than those defined as excused or absences counted as present.

III. Truancy

A student is truant when he/she is absent from school or class without the permission of his/her parent/guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures.

The following may be evidence of habitual truancy:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident or unexcused absence.
- C. Three (3) or more judicial findings of truancy.

IV. Reporting of Absence

A parent/guardian shall contact the school by telephone, e-mail, or note with parent signature to report a student’s absence before 9:00 AM on the day of the absence. Each school has established procedures for reporting absences (see “Attendance Procedures”

below). Absences will not be excused and the student may be considered truant if the procedure for reporting the absence is not followed.

The school is not required to provide credit for makeup of assigned work that is missed because the student's absence is unexcused or the student is truant.

V. Frequent or Prolonged Illness

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician's statement will be required in order for the student to return to school.

VI. Response to Irregular Attendance

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

- A. Call daily from school (secretary, principal, or attendance clerk) to the parent/guardian to verify absence and to determine reason.
- B. After a student is absent 6 days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.
- C. After the student is absent over 12 days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- D. After the student is absent over 15 days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

ATTENDANCE PROCEDURES

Regular attendance is very important to the success of each child's education and to the success of the school. State regulations provide stringent requirements regarding attendance and schools may lose their accreditation if absenteeism exceeds state permitted levels. All absences—excused and unexcused—are recorded and count toward meeting state-regulated guidelines.

I. Excused Absences

Excused absences are granted for the reasons stated above (see "Attendance Policy").

A. Notifying Saint Pius X School

If you are aware of an excusable absence ahead of time, please send a note or email to your child's teacher and the school office prior to the absence. If you are reporting an unplanned absence, please notify your child's teacher and the school by telephone, e-mail or note with parent signature, to report your child's absence *no later*

than 8:00 AM each day your child is absent. Students who have been absent may not attend after school extra-curricular activities on the day of the absence.

B. Note on Certain Kinds of Excused Absences

Take Our Daughters And Sons To Work Program. Taking your child to work on the national date for the Take Our Daughters And Sons To Work program (the fourth Thursday in April) will be considered excused only if the business has a student itinerary, and the parent/guardian presents that itinerary to the principal.

Shadowing. Saint Pius X Catholic School supports eighth graders in making good choices when selecting a high school. Two excused absences will be granted to eighth grade students wishing to shadow at a high school as long as these guidelines are followed:

- The parent notifies the classroom teacher in writing at least one week in advance.
- Shadowing days are not taken during standardized testing.
- Students make up missed assignments within one day of absence.
- Shadowing occurs only in eighth grade.

Because shadowing requires students to miss instructional time at school, parents are advised to schedule such visits strategically, perhaps on a school-free day. Parents may consult with the classroom teacher to determine better times to schedule shadow days.

C. Children Sent Home Ill

If your child is sent home ill during the day, he/she generally will not be permitted to return to school that same day or attend after school extra-curricular activities. If, however, a child is picked up in the morning because he/she was not feeling well, but was fever free and did not vomit or have diarrhea, he/she may return to school. A student must arrive no later than 11:30am to participate in afterschool extracurricular activities. Children who vomit or have diarrhea at school may not return for 24 hours and children must be fever-free for 24 hours before returning to school.

II. Unexcused Absences

Unexcused absences are issued to students who are absent from school for reasons that could be avoided, such as truancy and vacations.

A. Notifying Saint Pius X School

If you are aware of an unexcused absence ahead of time, please send a note to your child's teacher and the school office prior to the absence. Please contact your child's teacher and the school office to report your child's absence *no later* than 8:00 AM each day your child is absent. Students who have been absent may not attend after school extra-curricular activities on the day of the absence.

B. Note on Family Vacations

School vacation days are scheduled well in advance in an effort to provide family time without any absences. Use of regular school days to take family trips and/or extend family vacations at Christmas and Spring Break is strongly discouraged. Parents should remember that the State of Indiana does monitor the school's attendance. Absenteeism can affect our school's standing and accreditation. We recognize, however, that on certain occasions the dates of family trips may be out of control of the parents or that family travel may itself be educational in nature. In any event, all absences during regular school hours due to family trips are considered unexcused absences.

Assignments are given to align with classroom instruction. When students are absent for direct instructional time, this time cannot be made up. Children often feel a great deal of stress when returning from a vacation, because of the work that must be made up while moving forward with new material. Gaps in learning often occur during the time a child is out of the classroom. Teachers are not required to provide work or assignments prior to the student's planned absence. The teacher will have discretion in such instances to determine whether make-up work will be provided. (See p. 23, Homework Requests and Makeup Assignments for complete policy.)

If a student will miss school due to a family trip, the parent/legal guardian must inform the school in writing at least two weeks in advance of the trip. Parents must then sign in advance a letter entitled "Parent/Guardian Responsibility Form" indicating that they are aware that the absences will be unexcused and that they take full responsibility for the child's absence during this time.

III. Appointments/Early Release

If a student needs to leave school before the regular dismissal time for a medical appointment, a note from the parent must be presented to the teacher the day of the appointment. The teacher will notify the office and a student pass will be issued to the student. The teacher will send the student to the office with the pass at the dismissal time requested by the parent. Parents are required to sign a release book in the school office when they arrive to pick up the student. At no time should a parent or visitor go directly to a classroom. No child, under any circumstances, will be allowed to leave school during the day alone or with an adult other than a parent or guardian, without prior written permission from parent or guardian.

IV. Tardiness

A student is recorded as tardy if he/she arrives after 8:00 AM without a valid excuse. Valid excuses for tardiness include medical appointments and unforeseeable traffic and weather conditions. Oversleeping or forgetting a school item are never valid excuses. The final decision as to whether an excuse is valid rests with the principal. All tardy students must be signed in at the school office by their parent or supervising adult. Parents will be contacted by the principal when students are frequently tardy.

V. Excessive Absences

The academic performance of a student who accumulates 30 or more days of absence will be reviewed to determine readiness for the academic work of the next grade.

VI. Request for Release from Physical Education

No child may be excused from Physical Education class without a valid daily written excuse (specifying, for example, a head cold, sprain, or other significant ailment). After two days, a valid doctor's note must be received. If requests for release from Physical Education class become habitual, a doctor's note will be required from the onset of the request.

HOMEWORK REQUESTS AND MAKEUP ASSIGNMENTS

Saint Pius X Catholic School has different policies with respect to homework and makeup assignments depending on whether the absence is excused or unexcused.

I. Excused Absences

Students are responsible for making up work missed during an absence. Homework will be provided upon the student's return to school from an excused period of absence. If an absence due to illness exceeds two days, the student and or his/her parent/legal guardian should request work to be sent home. In K-5 if homework is requested by 8:00 AM, it will be available for pick up at the school office after 2:30 PM or for pick up by a sibling in the school. Middle school teachers post assignments online using a learning management system called Canvas. When absent, middle school students should regularly check Canvas for assignments and other academic information. All students will have 24 hours for each school day absent to make up the work. For example, if a student is absent three days, he or she will have three school days to complete all assignments. It is generally the responsibility of the student to obtain missed assignments from the teacher.

A student is permitted to make up all work, including tests, with the assistance of the teacher in the event of an excused absence, but it is the responsibility of the student and his/her parent/legal guardian to request such make-up work.

II. Unexcused Absences

No school work will be provided in advance of the absence. The teacher will have discretion in such instances to determine whether make-up work will be provided. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant. If make-up work is granted, the teachers in grades K-5 will provide the students with the make-up work on return to school.

MAKEUP WORK FOR ABSENCES IN GRADES 6-8

Students in grades 6-8 are required to make up all homework assignments, tests, and quizzes. If a student is absent, he/she is responsible for securing his/her missed assignments the **first day** he/she returns to school. The student will then have the number of days he/she was absent to make up the missed work. For example, if a student was absent for three days, he/she would be allowed three days to make up those missed assignments without penalty. If the homework is not completed in these days, the late policy becomes effective. Please be aware that weekends count as make-up days. In the best interests of the student, this allows him/her to be caught up in a timely

manner. It is the student's responsibility to ask for missed assignments AND for turning them in on the proper day. All tests and quizzes missed during an absence will be made up at the teacher's discretion. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

HOMEWORK

Homework is an essential part of the learning process. Homework reinforces what is learned at school and helps students learn to manage time and organize materials. We appreciate the many demands on students' time outside of school, but education is our highest priority. It is important that parents help their children structure their time so they learn how to use time wisely and attain lifelong study habits that foster achievement.

Some days may involve more or less time working on homework, and some students generally may take longer or shorter to complete assignments. If you feel like your child is taking longer than average to complete homework, please check with the classroom teacher to determine whether there is a problem. Homework is not necessarily written work every night. It also includes review, reading of library books, and studying. Weekend homework may, at times, be necessary. Long-term projects, make-up assignments, and enrichment activities may require work on the weekend. Teachers give such work with prior notification to students and parents. The classroom teacher may implement a homework contract. The K-5 classroom teacher also will determine grade-appropriate consequences for missing or late homework (see middle school policy on next page). The following expectations ensure a good learning experience.

Teachers will:

- Provide assignments that are relevant to class work, with clear instructions regarding expectations of the students.
- Evaluate or use assigned homework in some manner.
- Consider the age and capabilities of students when preparing assignments.
- Consider the time required to complete assignments and be aware of the other demands on students' time.
- Periodically check assignment notebooks in grades where they are used.

Parents will:

- Provide adequate time and a suitable place for the student to complete homework.
- Eliminate distractions, such as the television or telephone.
- Be available for questions, but realize that the assignment is the child's responsibility.
- Visit the Canvas website for assignment information.
- Communicate and develop a work plan with the teacher when a child consistently has difficulty completing assignments to aid the child in turning in assignments on time.
- Students will: Clarify homework instructions with the teacher.
- Take home the appropriate materials essential to complete the assignment.
- Budget time wisely.

CLASSWORK AND HOMEWORK POLICIES FOR GRADES 6-8

I. Classwork Expectations

Students must:

- A. Complete ALL classwork only in pencil or traditional blue or black ink as designated by each classroom teacher.
- B. Complete ALL class work LEGIBLY.

II. Homework Expectations

Any assignment given is always due the NEXT day unless an extended due date is announced. How wisely a student makes use of time at school is a factor affecting homework completion. Some students may need more or less time. *Projects, reports, and test preparation will need to be regulated by students and parents.*

III. Late Assignments

Homework must be complete and with the student when due in order to qualify as “on time.”

The following are examples of late homework:

- A. Homework that is *complete* but:
 - 1. Was left at home.
 - 2. Cannot be found in the student’s binder
- B. Homework that is *incomplete* but:
 - 1. Was completed by the end of class.
 - 2. Was completed by the end of the day.

The policy on late work for 6th, 7th, & 8th grades is as follows:

First day late = 75% credit, Second day late = 50% credit, Three or more days late = 25% credit.

PLEASE NOTE: This policy also applies to make-up work for absences.

IV. Test/Quiz/Paper/Project Policy

At least two-days notice will be given before a test and at least one-day notice will be given before a quiz. Credit for corrections will be at the discretion of the teacher.

THE SCHOOL WEBSITE

Saint Pius X Catholic School uses a school website to provide a variety of information to school families including school news, calendars, and other important information. The school’s website address is: www.stpiuscatholicsschool.net.

POWERSCHOOL

Saint Pius X Catholic School utilizes Powerschool to manage grade information for middle school students. Parents will receive login information to access student grades at the onset of the school year.

Please note: At the end of a grading period, teachers have five additional days to complete student records (progress reports or report cards) and update the school website with final grade information.

GRADING SCALE AND REPORT CARDS

Families will receive information regarding grading, honors, and report cards at the start of the school year. They should carefully review this information. Extra credit is not an option at the end of a grading period in order to increase grades.

The Grading Scale for grades 3-8 is as follows:

A+	97-100%
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	<59

STANDARDIZED TESTING

Candidates for kindergarten at Saint Pius will be screened using the Kindergarten Diagnostic Instrument (KDI) and/or the Gesell assessment in spring, preceding their fall enrollment.

The mClass assessments include the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) and Text Reading Comprehension (TRC) and are administered to students in kindergarten through second grade, three times per year.

The ILearn testing is administered to the students in grades 3-8 as mandated by the State of Indiana. Reports will be sent to parents as soon as they are made available to the school. IREAD-3 will be administered to 3rd grade students in the spring.

The NWEA (Northwest Evaluation Association) Measure of Academic Progress is administered in grades K-8 in the fall, winter, and spring. NWEA is required by the Catholic Schools Office.

Reports will be made available to at the end of the year.

RELIGIOUS EDUCATION

In keeping with the philosophy and mission of the Catholic schools, it is the policy of the Diocese that all students enrolled in the Catholic schools shall participate in the complete religion program, including religion classes, and attend liturgical functions. (Diocesan Policy 4060)

DIOCESAN SAFE ENVIRONMENT PROGRAM

Our diocese requires all school students to participate in age-specific safe environment training. Students in preschool through grade five will receive a 15 minute presentation. Grades 6, 7, and 8 will have safe environment presentations during class. All sessions will be conducted in late October. Parents may view all the Safe Environment materials at:

<http://www.diocesefwsb.org/Safe-Environment-Training-Children-and-Youth> If parents do not want this training offered to their child, they may download the “Safe Environment Opt Out” form, found on the Religious Education homepage (StPius.net/RE) under the Policies and Important Documents banner, and return the form to the RE Office.

CONDUCT AND DISCIPLINE

GENERAL PRINCIPLES

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school. (Diocesan Policy 4410)

We, the Saint Pius X Catholic School community, strive to provide and maintain an environment that teaches and preserves Catholic values. The purpose of school rules, along with the other elements of our total program, is to create a Christian atmosphere animated by the Catholic faith, an attitude of consideration and concern for others and a welcoming, stimulating, and respectful environment.

The responsibilities described herein apply to any student who is on school property, in attendance at school, or at any school-sponsored activity, or whose conduct at any other time or place has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or maintaining the reputation of the school. Students’ responsibilities are to:

- Strive to model the actions of Jesus.
- Attend and participate in Mass regularly.
- Demonstrate honesty, courtesy, and fairness in all actions.
- Use respectful language; show respect for adults and peers and for school and church property.
- Conduct self as a representative of Saint Pius X Catholic School at all times.
- Be accountable for all personal actions.
- Be prepared for school and participate in class.
- Strive for personal best.
- Help maintain order and cleanliness of classrooms as well as common areas of the building.

WE ARE A GOSPEL COMMUNITY

The essence of Christian discipline is self-discipline or self-management. Students are expected to conduct themselves in a Christian manner at all times. We are a community that lives by the Gospel. Students are expected to uphold and adhere to expectations, responsibilities, Gospel Values, and the Gospel Guide as part of our Gospel Community:

Gospel Values

“Hearts, Hands, and Feet for Jesus”

Respect

Responsibility

Compassion

Teamwork

Honesty

Gospel Guide

1. I will treat others with respect.
2. I will show compassion to others at all times.
3. I will try to include students who are left out.
4. If I know someone is being treated unkind, I will tell an adult at school and at home.

The School believes that all children have the right to learn in an environment that is safe and nurtures self-confidence. Accordingly, the School works to educate students on acceptable social behaviors, managing the environment with a positive approach.

Students, along with teachers and administration, are involved in creating behavior expectations. Students must understand that rules and regulations exist to promote harmony in the school. Students do not have the right to prevent teachers from teaching and other students from learning. No student may stop the teaching of a class or another student's learning by engaging in behavior that is not in the best interest of the class or himself or herself.

Because student self-discipline is our goal, students have a special responsibility to learn and adhere to all acceptable etiquette in the classroom integrated with all Gospel principles; therefore, every student is expected to:

- Arrive to class on time with appropriate materials.
- Follow directions the *first* time given.
- Work quietly at his/her desk.
- Raise hand and wait to be called upon before speaking.
- Keep hands, feet, and objects to self.
- Practice the Gospel Values and Gospel Guide, practice good manners, and show respect for others at all times.

SECLUSION AND RESTRAINT PLAN

As an Indiana accredited non-public school, state law requires that Saint Pius School have a Seclusion and Restraint plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat) as a means of coercion or retaliation. If a situation requires the use of seclusion or restraint, a member of the school crisis team who is certified in Nonviolent Crisis Intervention as designated by the Crisis Prevention Institute (CPI) will be notified immediately. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purpose of de-escalating the behavior.

A complete copy of the Seclusion and Restraint Plan is available in the school office.

DIOCESAN POLICIES

CELL PHONES AND OTHER ELECTRONIC DEVICES

A student is not permitted to use handheld or electronic devices at school. If an electronic device is found in a student's possession, the student will be asked to take it to the school office and have a parent pick it up at the end of the day. Appropriate disciplinary action will follow. Some examples of these items include hand-held video-games, music-players (including MP3 players, iPods, and other such devices), and electronic organizers (such as a Palm Pilot).

Cell phone use, including text-messaging, is prohibited during school hours. If a student brings a cell phone or pager to school, it must be off from the time the student enters the building until the student leaves for the day or moves to an extra-curricular activity. The device must be kept in the student's locker or assigned storage location. A student may use a cell phone after school hours only to contact a family member for transportation or some other scheduling purpose. The school is not responsible for lost or stolen devices. Under Diocesan Policy (Policy 4520), the use of a cell phone or pager on school grounds during school hours is grounds for suspension or expulsion. At Saint Pius X, students are subject to a detention if found using a cell phone during these designated times.

HARASSMENT (DIOCESAN POLICY 4580)

Harassment shall not be tolerated in the Catholic schools.

It is the policy of the school to maintain a learning environment that is free from harassment based on sex, race, national origin, color, age, disability, or any other impermissible factor that is prohibited by law and/or the teaching of the Catholic Church. Consequently, it is a violation of this policy for any employee to harass another employee or a student or for a student to harass another student or employee through conduct or communication of a sexual/racial nature as defined below. The term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

This policy and procedure covers situations in which a student claims to be the victim of harassment.

I. Sexual Harassment

- A. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, or made by any student to another student.
- B. Conduct of a sexual nature may include verbal or physical sexual advances, looks, leers, gestures, comments, jokes, or other inappropriate conduct based on the victim's sex.
- C. The Diocese forbids sexual harassment and retains the right to address sexual harassment or inappropriate conduct of a sexual nature in the schools through whatever means it determines are reasonable and appropriate.

II. Other Forms of Harassment

- A. Harassment may be based on any protected characteristic, including race, color, sex, religion, national origin, age, disability, or other protected area. Harassment may consist of unwelcome, derogatory, and/or inappropriate verbal or physical comments or conduct relating to the victim's race, color, sex, religion, national origin, age, disability, or other protected trait, made by any employee to a student, or made by any student to another student.
- B. Comments or conduct of an offensive or harassing nature may include verbal or written comments, jokes, or physical gestures regarding physical, personality, or other characteristics related to a person's race, color, sex, religion, national origin, age, disability, or other protected trait.
- C. The Diocese prohibits harassment and retains the right to address harassing conduct through whatever means it determines are reasonable and appropriate.

NO WEAPONS POLICY (DIOCESAN POLICY 4560—"GUN-FREE SCHOOL POLICY")

Students are prohibited from bringing a firearm, destructive device or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device or deadly weapon en route to or from school or school activities, or on school property or at school activities. A violation of this policy carries an automatic expulsion from school. (Diocesan Policy 4560—"Gun-Free School Policy")

Saint Pius X Catholic School has zero tolerance for the possession of weapons of firearms. An item viewed in the eyes of the school administrator as a weapon shall be confiscated, the student subject to immediate disciplinary action, and, if appropriate, the police notified. A weapon could be any instrument, tool, or device that can cause bodily harm to an individual and/or cause damage to personal property. This includes a Swiss Army knife. These knives will not be permitted on school property or at school-sponsored events. Please do not send plastic knives in your child's lunch; he or she may use the bottom of a plastic spoon for spreading.

NON-SCHOOL RELATED CRIMINAL ACTS AND SUBSTANCE ABUSE

- I. When a student is accused of a non-school related criminal act, the school shall follow diocesan policy. (Diocesan Policy 4550)
- II. The school shall assist students experiencing substance abuse problems in accordance with diocesan policy. (Diocesan Policy 4570)

GROUND FOR SUSPENSION OR EXPULSION OF STUDENTS (DIOCESAN POLICY 4520)

- I. The grounds for suspension or expulsion below apply to student conduct which occurs:
 - A. On school grounds;
 - B. Off school grounds at a school activity, function, or event;
 - C. Traveling to or from school or a school activity, function, or event; or
 - D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the school or the Diocese.
- II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in Diocesan Policy 4530, Disciplinary Review for Suspension and Expulsion:
 - A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
 - B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
 - C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, or stealing or attempting to steal property belonging to any other person, student, school employee, or the school.
 - D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
 - E. Threatening or intimidating any individual for whatever purpose.
 - F. Violation of the diocese's Gun-Free School Policy.

- G. Possessing, using, transmitting, or being under the influence of any controlled substance or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
- H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
- I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
- J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with the school purposes or educational function.
- K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes and/or educational function.
- L. Using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or educational function.
- M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or an educational function.

DISCIPLINARY REVIEW FOR SUSPENSION AND EXPULSION (DIOCESAN POLICY 4530)

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal or an impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible for making a final decision on all such matters. The principal's decision shall be final and binding on all parties.

SITUATIONS WARRANTING IMMEDIATE EXPULSION

The possession of drugs (or any controlled substance) and/or alcohol on school property or at a school-related activity will result in expulsion. In addition, any activity or general attitude that would cause serious moral, spiritual or physical harm to another and which would be grievously inconsistent with the Catholic principles of the school will be cause for expulsion.

PARENTAL RESPONSIBILITIES

I. Participation

Parents have the responsibility to participate in disciplinary actions as requested by Saint Pius X Catholic School. The failure or refusal of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C. 31-34-1-7, and, in that case, the matter shall be referred to Child Protective Services. (Diocesan Policy 4420)

II. Conflict Resolution

In the event that a parent does not agree with a disciplinary action, the parent is asked to adhere to the following procedures:

- A. Set an appointment to speak with the faculty member who enforced the disciplinary action.
- B. If this session does not result in mutual agreement, parents may request an appointment with the principal. If appropriate, both the parents and the teacher will be present to discuss the concern.
- C. If no resolution is made at this session, the parents may request a meeting with the pastor, whose decision is binding.

BULLYING

Saint Pius X is committed to providing a safe learning environment for all students and staff. Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. Any student who believes he/she has been or is currently the victim of bullying should immediately report the situation to a teacher, school counselor, or the building administration. The teacher or counselor are then responsible for notifying the building administration. All reports will be handled confidentially. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. Consequences for the student(s) involved will be determined at the discretion of the counselor and administration.

BEHAVIOR PLAN

Teachers are in charge of their respective classrooms and are expected to set, explain, and enforce behavior management plans that are consistent with our Mission, Code of Conduct, and this handbook.

When the action of a student requires a consequence, the teacher or staff member involved will evaluate the situation and determine the level of the misconduct. After weighing the circumstances and the severity of the incident, the teacher and school administration will determine the appropriate consequences. If a situation warrants, the principal in consultation with the parish pastor will

determine course of action. Please note: Grades 6-8 will follow the Behavior Plan explained in the next section.

BEHAVIOR PLAN- GRADES 6-8

I. Infractions

Infractions of expectations and school rules will be monitored by use of behavior marks that will be kept on a Google Doc. A teacher or staff member will record each infraction on the Google Doc. Parents will also be notified of the behavior mark by email and will be asked to confirm receipt of the email.

Three behavior marks will result in a morning detention. An Incident Report will be completed and sent home with the detention date.

Two morning detentions will result in a parent/student/teacher meeting.

Three morning detentions will result in an in-school suspension.

Teachers and/or administrators reserve the right to schedule student/parent conferences as behaviors warrant.

II. Detentions

A. Guidelines

1. If a student is late to detention, they may be required to serve an additional detention.
2. Students may not complete homework while serving a detention.
3. If a student is **excused** absent the day a detention is to be served, he/she will serve on an agreed upon morning.

- B. For major offenses, the teacher or administrator has the right to issue a detention, bypassing the behavior mark.

III. Dress Code Infractions

If a student receives 3 dress code infractions he/she will receive a lunch detention.

ACADEMIC DISHONESTY IN GRADES 6-8

Cheating and plagiarism are not tolerated at Saint Pius X Catholic School. Plagiarism is defined as “stealing somebody’s work or idea: the process of copying another person’s idea or written work and claiming it as original.” (Encarta: <http://encarta.msn.com/dictionary>). Cheating is defined as “to deceive or mislead somebody, especially for personal advantage; to break the rules in a game, examination, or contest, in an attempt to gain an unfair advantage.” (Encarta: <https://encarta.msn.com/dictionary>). Cheating constitutes: cheating by any means on any test, quiz, and/or assignment; copying the written work of other students; supplying students with answers.

If at any time a student is found to have plagiarized or cheated on an assignment, test, or quiz, the following consequences apply:

- Automatic grade of a 0
- Automatic parent contact that may require a Parent Teacher Conference
- Paper, essay or project may be redone for 60% credit.

CONSEQUENCE FOR DESTROYING OR DEFACING SCHOOL OR CHURCH PROPERTY

Any student behavior resulting in the defacing or destruction of school or church property will be handled on an individual basis. Restitution (either financial or physical work) will be expected and enforced.

DRESS CODE

Our dress code is designated to promote good behavior, positive morale, modesty and self-respect, while giving equal standing to all students regardless of economic status. The dress code applies to all students in grades kindergarten through 8th grade. Preschool students do not have a dress code, but are expected to wear weather appropriate “play clothes” that they can manage themselves and be comfortable wearing. Students are expected to attend school in clothing that is clean, neat, fits comfortably (neither too large nor too tight) and are not tattered, ragged or torn.

Pants/Shorts

All students are expected to wear khaki colored uniform slacks and shorts, flat front or pleated (not elasticized at the bottom). No jegging, cargo, or capris style pants may be worn. Students must wear shorts/pants that are the proper waist size and wear them at the waist. They should not be rolled. Shorts should extend to the end of the fingertips when standing. Shorts may not be worn from November 1 through March 31.

Skirts/Jumpers

Jumpers, skirts, and skorts are permitted in all grades. Jumpers should be v-neck or drop waist (purchased from Schoolbelles). Skirts may be plaid (purchased from Schoolbelles) or khaki. Skorts should be khaki. White, navy blue, or black biker shorts, leggings, or tights should be worn under skirts and jumpers at all times. Students must wear skirts and skorts that are the proper waist size and wear them at the waist. They should not be rolled. Skirts, skorts, and jumpers should extend to the end of the fingertips when standing. If a skirt, skort, or jumper is worn between November 1 through March 31, leggings must be worn.

Tops

Students should wear a short or long sleeved navy blue, white, or hunter green polo shirt (monogram required for hunter green shirts, purchased from Sports Image Apparel). White turtle neck or Peter Pan style blouses are also acceptable. All shirts should be long enough to be tucked in at all times. Shirts should contain no logos other than Saint Pius X. If an undershirt is worn, it must be plain white, and short sleeved.

Sweater/Sweatshirt/Fleece/ ¼ zip

Students in grades K-8 may wear a navy or white cardigan sweater, a navy blue V-neck monogrammed sweater or sweater vest (Schoolbelles or Lands End), a navy blue or hunter green monogrammed fleece (required to purchase from Sports Image Apparel), or the physical education sweatshirt over their uniform polo.

Students in grades 7-8 may also wear a ¼ zip navy blue pull over purchased from Lazer Graphics.

Belts

Belts are optional in all grades. If worn, they should be brown, black, navy blue, or khaki colored.

Shoes

Shoes must be solid or any combination of grey, khaki, brown, black, white or navy including laces. Accent colors are acceptable in logos only, no neon. Athletic, dress, casual dress or loafer style shoes are acceptable styles. Closed toe, closed heel, flat shoes are acceptable styles. Shoe heels may not exceed 1". High top, fur lined, sandals, open toe, and open heel shoes are not permitted. No boots for outdoor wear are permitted for indoor wear. No shoes with skates on the bottom may be worn.

Sock

Navy blue, black, white, or grey socks or tights should be worn at all times. Any visible logos should be small in size

Hair

All hair should be neat, well groomed, a natural color, and worn in a manner that does not cover the eyes of the student. Boys' hair should also not touch their collars. Any hair ornaments should be small in nature, and all headbands should be flat against the head. No color clip in hair extensions are permitted. Boys should be clean shaven.

Jewelry

Religious necklaces, watches and bracelets (no more than 2) may be worn. Only girls may wear earrings. Earrings should be post style, no hoops or dangles are permitted. No other jewelry is acceptable. Body piercings and tattoos are not permitted.

Make Up & Nail Polish

Make up and nail polish are not permitted.

Physical Education Dress Code

Physical Education uniform shorts, shirts, sweatpants and sweatshirts must be ordered from Lazer Graphics. Various orders will be placed throughout the school year for PE uniform attire.

- Navy monogrammed athletic shorts and grey/navy-trimmed monogrammed shirt. (samples available in school office) Shorts should not be rolled. Athletic shoes must be solid or any combination of grey, khaki, brown, black, white or navy. Shoes must have white, black or grey laces and soles.
- Students in grades K-8 must wear PE clothes to school on PE days. Students must wear monogrammed navy sweatpants during the day from November 1 through March 31. Students may wear PE shorts under the sweatpants and remove the sweatpants for physical education class or participate in class wearing their sweatpants. Students in these

grades must wear code compliant tennis shoes with their physical education uniforms to school.

Outerwear

Outerwear is defined as anything worn over the standardized dress. Outerwear should be worn before and after school, not in the building during the academic day. Students may not have jacket hoods on their heads inside the building during the academic day or during school sponsored events. All outerwear should be free from offensive images, sayings, artwork, etc.

Dress Down Days

Students may wear any appropriate top (no inappropriate screen printing), and jeans or athletic pants/shorts on the bottom. Shorts must extend to the end of the fingertips AND may only be worn before November 1 or after March 31. Leggings, skinny style pants are allowed if the top covers the bottom. Tennis or casual shoes are acceptable, no open toe or sandals are permitted. If a student has PE on a dress down day, students should wear appropriate shoes. All other dress code rules apply

DRESS CODE ENFORCEMENT

General Guidelines. Teachers and school staff members will continually monitor students' dress for compliance with the dress code. If a student's clothing is in violation of the dress code, the student and/or parent will be notified. If there are many repeated dress code violations, the parent may be required to come to the school to correct the issue and/or attend a conference with the principal.

If a student requires an exception from the dress code (for example, a foot injury precludes wearing the required kind of shoe), a parent should submit a note requesting the exception. The School will consider such requests on a case by case basis.

Dress Code Enforcement for Grades 6-8. Students must adhere to the dress code at all times. Some common middle school offenses are: untucked shirts, non-compliant shoes, non-post earrings, make-up, and nail polish. Students not in compliance with the Dress Code will receive Dress Code marks on their Google Doc. Three Dress Code marks will result in a lunch detention.

USE OF SCHOOL/PARISH LOGOS

Various school dress code items have an approved school logo (green polo shirt, optional blue or white polo shirt, fleece jacket, and physical education uniforms). Use of any of these logos by any parish, school, ministry or outside constituent requires written approval from the school. Please refer to the Saint Pius X Catholic Church Graphic Standards manual for information on use of official Saint Pius logos, tag lines, and wording.

STUDENT DESKS AND LOCKERS

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc., at any time and for any reason consistent with diocesan policy.

Students should not slam any locker door shut with force. A student may open and enter only his or her designated locker. Entering another student's locker is a privacy violation warranting disciplinary action or other consequences.

Under no circumstances should a desk or locker be decorated, inside or out, by family members, students, or others. Students may hang personal items such as family photographs, note boards, or mirrors, using magnets only. All items must be appropriate for the school environment and will be monitored by teachers. In using the Parish Education Center, students and school families should keep in mind that the building facilitates not only the school but all aspects of the Parish educational mission.

SCHEDULE AND PROCEDURES

DAILY SCHEDULE

A full school day at Saint Pius X Catholic School is 8:00a.m. to 3:00 p.m. Morning preschool is from 8:00–11:00 a.m. Afternoon preschool runs from 12:00 p.m.–3:00 p.m. Students should begin arriving at 7:40 a.m. and must enter through the door specified for carpool procedures. The first bell rings at 7:55 a.m. All students must be in their seats at 8:00 a.m. After 8:00 a.m., adults must escort the children to the main entrance and follow sign in protocols.

SECURITY PROCEDURES

Children will be released only to parents or other adults that parents designate. Parents must submit to the school office *in writing* the names of adults whom they authorize to pick up their children, and the day or days on which an authorized adult other than a parent will be picking up a child. Except in case of an unforeseen emergency, parents must submit a note each day a child's departure differs from his or her regular schedule. Under no circumstances will the School release a child to a person whom the parents have not designated in writing as an adult authorized to pick up a child.

When a person other than a parent is authorized to pick up a child, school staff will require proper identification unless they know the person.

EXTENDED CARE

Extended care is available at Saint Pius X Catholic School on regular school days. Families will receive information on extended care at the start of the school year.

DISMISSAL PROCEDURES

Families will receive instructions regarding dismissal procedures prior to the start of the school year. All parents should carefully abide by these procedures.

LIBRARY

Students in grade K-5 have the opportunity to visit the library once a week. Books may be checked out for one week. A replacement cost will be assessed in the event an item is not returned. Any fees owed to the library at the end of the school year may result in the retention of report cards.

LUNCH

USDA is an equal opportunity provider and employer.

Saint Pius X Catholic School offers a lunch program. Alternatively, students may bring their own lunches. We encourage children to eat what their parents provide and encourage parents to send a nutritionally balanced lunch that follows the four food groups. We do not allow pop of any kind in the lunch room. Also, a child may not bring fried fast food for his/her lunch meal.

In the event that a student does not have lunch, the child may be given the opportunity to contact a parent to have his/her lunch delivered if there is enough time before the lunch period to do so. If the child does not realize he/she forgot lunch until the actual lunch period, he/she will be provided a simple lunch.

RECESS

Recess is offered each day to students in grades K-8. No child may be excused from recess without a valid daily written excuse (head colds, sprains, etc.). After two days, a valid doctor's note must be received. If requests for staying indoors during recess become habitual, a doctor's note will be required from the onset of the request.

While at recess, children are expected to demonstrate a Christian attitude at all times—treat others as you wish to be treated and strive to model the actions of Jesus. Students should be respectful of supervising adults and other students.

The following rules must be followed on the playground and in all play areas:

I. Use of Playground and Other Play Equipment

- Students must treat playground and other play equipment properly. It is expensive to purchase balls and jump ropes because of misuse by students. Students at all grade levels are expected to respect all equipment and use it only for the purpose intended.
- Students are to use jump ropes for jumping only; jump ropes are not whips, horse halters, ropes for tying up other children, etc.
- Students may use playground balls only for their intended uses. Playground balls have a variety of uses; students will be shown which balls are used for what type of play.
- Students may use the climbing equipment on the playground for climbing only; students may not jump from climbing equipment.
- Students may not bring electronic toys from home for use at recess, including handheld devices (Gameboys, iPods, etc.), which are prohibited on school grounds in any event.

II. Respect for Self and Others on the Playground and in Play Areas

- Students may not hit, push, kick, wrestle, fight, or engage in other dangerous contact activities at any time.
- Students may not throw or kick snow or ice.
- Students may not use profanity or other inappropriate language.

- Students may not engage in inappropriate touching of other students at any time.

III. Safe Practices on the Playground

- If a ball leaves the playground, a student must obtain permission from the playground supervisor to retrieve the ball.
- Students may not return to the building during recess unless it is an emergency or they have permission.

IV. Weather, Proper Attire, and Recess

- During winter, when recess is outside, students must wear coats, boots, mittens or gloves, and hats in cold and snowy weather. Please label all clothing. When there is snow on the playground area, snow pants must be worn over their uniforms. Students without proper footwear, when there is snow on the ground, will be restricted to shoveled areas. When necessary due to weather conditions, the principal is responsible for determining whether indoor or outdoor recess will occur. The decision may vary from grade to grade at the discretion of the principal. In determining whether outdoor recess will occur, the principal will consider: (1) temperature (children generally will go outdoors if the temperature, including the wind chill, is above ten degrees); (2) conditions of the playground.

WELLNESS POLICY

The number of celebrations involving the serving of food during the school day will be limited. All classroom celebrations will focus on healthy food choices. Students, staff, and parents will be educated about food and beverage allergies and healthy snack choices.

Water is the only drink allowed in the classrooms outside of the lunch hour. Gum is never allowed during school hours.

EVENTS AND CELEBRATIONS

All events and celebrations will follow the liturgical calendar and respect liturgical requirements.

The School will appropriately mark student birthdays with special blessings. To respect student dietary restrictions, allergies, and general wellness, however, parents and students are not allowed to bring food to school for birthday celebrations. Under no circumstances should a locker be decorated, inside or out, by family members, students, or others.

Invitations to parties and events outside the school may be distributed in the classroom if an invitation is given to every child in the class. Party bags, treat bags, and/or related items should not be sent to the school for a child to distribute to classmates.

LOST AND FOUND

Parents should inculcate a sense of responsibility in their children for their personal belongings. In the event of loss, however, we will make an effort to find the lost article. Labeling items with the child's name helps in this effort. A Lost and Found area is located in the School in a designated area. Periodically, unclaimed items are donated to charity.

WEATHER CLOSINGS/DELAYS

In the event of severe weather conditions, the decision to close/delay opening of our school will be made by 6:00 AM. In general, Saint Pius X School administration will render the decision as to whether a delay or closing will be issued; however, if the Catholic Schools Office of the Fort Wayne/South Bend Diocese issues a delayed start or closing for all Catholic schools, Saint Pius X School will follow the Diocesan directive. We will communicate this via phone call and email.

If we are operating on a two-hour delay, the morning preschool students will not attend. The afternoon preschool students will attend at their regularly scheduled time. Please exercise your best judgment as to whether or not you can make it to school safely during times of inclement weather.

EMERGENCY DRILLS

The School will conduct a minimum of ten fire drills per year and a minimum of two storm/tornado and lock-down drills per year. Other drills may be conducted as necessary. Students must move quietly and orderly to designated areas as directed by their teachers. Any person in the building at the time of the drill must participate in the drill.

STUDENT LIFE

BEHAVIOR STATEMENT FOR ENRICHMENT PROGRAMS

This policy applies to all student activities, both during the school day and after school hours.

Enrichment programs are offered to enhance children's extra-curricular activities. It is a privilege for the children of Saint Pius X Catholic School to participate in these activities. All students involved in enrichment activities are expected to participate fully and follow the Gospel Values of ***respect, responsibility, compassion, teamwork, and honesty*** as well as ***all*** school rules. A child not participating or behaving appropriately will be given one verbal warning. A child who continues to have behavior or participation issues will be sent home. If this occurs more than once during an enrichment session, the child will no longer be permitted to participate in the program for that session. This decision will be at the discretion of the adult group leader. Saint Pius X Catholic School offers a wide variety of extra-curricular activities to our students.

Students who were sent home or were absent due to illness may not participate in extracurricular events that day or evening. If, however, a child is picked up in the morning because he/she was not feeling well, but was fever free and did not vomit or have diarrhea, he/she may return to school. A student must arrive no later than 11:30am to participate in after school extracurricular activities.

ATHLETICS

A student wishing to represent Saint Pius X on an athletic team must be dedicated to giving his/her personal best in class work, behavior, and attitude. Participation in athletics is contingent upon compliance with the behavioral standards of the school. The school will work with the students and parents in helping maintain academic expectations in order to participate in athletic activities.

ACADEMIC ELIGIBILITY STANDARDS FOR STUDENT ATHLETES

Saint Pius X Catholic School aspires to provide an excellent Catholic education to each child according to their needs. In order to educate the whole child and enhance the academic curriculum, Saint Pius provides a wide range of extra-curricular experiences for its students, including competitive sports, intramurals, and various clubs. Participation in school-sponsored, extra-curricular activities and events should fulfill the school's mission to the academic formation of the student.

To support its mission, Saint Pius X Catholic School has adopted the following academic eligibility standards and enforcement processes for its students participating in the Athletics Program and other extra-curricular activities. These policies apply to all students enrolled at Saint Pius X Catholic School in grades 5-8. (Students in grades K-4 do not participate in the Athletics Program.)

STANDARDS OF ACADEMIC ELIGIBILITY

Students are eligible to participate in athletics and other extra-curricular activities by fulfilling the grade standard of C-or higher in each subject. Academic eligibility is reviewed monthly at middle school meeting beginning in October, with the final check in May. All student-athletes also are responsible for complying with ICCL eligibility requirements. Saint Pius X Catholic School will work with students and parents to help students maintain academic expectations in order that students may participate in sports and other extra-curricular activities.

ACADEMIC PROBATION

A student who does not fulfill the standards of academic eligibility will be placed on academic probation for a two-week period. The student and his/her parents will be notified via email of the probation. The student's coach and/or club leader also will be notified that the student has been placed on academic probation. At the end of the probation period, academic progress will be rechecked to determine the student's eligibility to participate.

INELIGIBILITY

At the end of the probationary period, if the student still does not comply with the standard for academic eligibility, he/she will be declared ineligible to participate in athletics (and any other extra-curricular activities) for a two-week period. During this two-week period, the ineligible student may not play in games, participate in practices, or attend team meetings. Email notice of decision to declare the student ineligible will be sent by the assistant principal to the student and his/her parents, with a copy forwarded to the student's coach and/or club leader.

ABSENCES FROM SCHOOL

Students who are absent from school are not permitted to participate in extra-curricular activities, including athletics, on the day of the absence. A student will be considered absent for the day if they

are not present in school prior to 11:30 a.m. A student will be considered absent for the day if they leave school for an illness at any time during the day and do not return prior to 11:30 a.m. Students who have medical excuses to be exempted from physical education classes during the day will not be permitted to practice or play on a sports team that day.

PHYSICAL/HEALTH REQUIREMENTS

All students must provide a completed Emergency Medical Authorization Form signed by the student's parents or guardians. This document must be on file before the student-athlete may participate in practices and games.

Different sports demand varying levels of physical exertion. Players must understand the requirements of their sport and make sure that they are in appropriate physical condition to participate safely.

FIELD TRIPS

Field trips are educational in nature and a privilege. The teachers and the principal have the discretion to prohibit an individual student from participating in a field trip when circumstances warrant. When classroom teachers schedule a field trip, they will send home a permission slip requesting certain information. The parent must sign, date and return this permission slip to school by the due date. Students without signed permission slips will not be permitted to attend the trip. An email is not acceptable for permission to go on a field trip. A fax or scanned copy of the original permission slip, signed, is acceptable. The teachers arrange transportation and supervision for these trips with the assistance of room parents. In some instances, students may be responsible for certain expenses relating to the trip. Field trips are a privilege, not a right. Saint Pius X Catholic School reserves the right to withhold this privilege if necessary. Field trips are considered a day of instruction. Students not attending the field trip will be marked absent, and standard rules regarding absences will apply.

Chaperones may not bring siblings or others along when they are chaperoning. Parents or guardians not selected as chaperones should not attend field trip with the class.

On a field trip, each teacher or a chaperone will carry a folder of Emergency Consent Forms for use in the case of an emergency.

TRANSPORTATION TO ENRICHMENT, ATHLETIC AND FIELD TRIP EVENTS

Anyone transporting students in a parish-owned vehicle to a school-related event must be twenty-one years of age. The school must be notified prior to the event. Driver must complete appropriate paperwork (hold harmless agreement) prior to transporting students. If a driver is using their personal vehicle to transport students, no paperwork is necessary.

HEALTH AND WELLNESS

IMMUNIZATIONS

All required immunizations must be up to date to avoid suspension from school.

The law in the State of Indiana requires that your child have certain immunizations to attend school. Below is the minimum number of immunizations required according to grade:

- **Preschool–Pre-Kindergarten:** 4 DTaP, 3 Polio, 3 Hepatitis B, 1 MMR and 1 Varicella *or physician written documentation of history of the Chicken Pox Disease including month and year.*
- **Kindergarten:** 5 DTaP, 4 Polio, 3 Hepatitis B, 2 MMR and 2 Varicella *or physician written documentation of history of the Chicken Pox Disease including month and year* and NEW, 2 Hepatitis A.
- **First Grade–Fifth Grade:** 5 DTaP, 4 Polio, 3 Hepatitis B, 2 MMR and 2 Varicella *or Physician written documentation of history of the Chicken Pox disease including the month and year.*
- **Sixth Grade–Eleventh Grade:** 5 DTaP, 4 Polio, 3 Hepatitis B, 2 MMR, 1 Meningitis, 1 Pertussis, and 2 Varicella *or (or physician written documentation of the Chicken Pox Disease including month and year for sixth and seventh grade students; a history of the Chicken Pox disease with a written statement from the parent/guardian including the month and year for grades 8-11).*

Please be mindful that these are minimum immunization requirements, and children need to have booster shots for certain vaccinations. Consult your child's physician or health care provider to ensure your child is fully immunized.

Immunization records must be on file in the school office by the first day of school.

EMERGENCY CONSENT FORMS

The school maintains documentation for each family with information to be used in the event of an emergency. Parents are required to provide this information to the school office at the beginning of each school year. Your assistance is needed in keeping this information current—please notify us in writing when any information changes.

ILLNESS

According to the Indiana Department of Education, a student should be temporarily excluded for:

- A temperature of 100 degrees or higher (a student's temperature should be below 100 degrees without medication for 24 hours before the student returns to school).
- Most inflammatory eye conditions, such as pink-eye.
- Rashes or eczema that is known to be contagious or infectious.

- Head cold of any consequence, especially with a persistent cough or discharge.
- Sore or inflamed throat—if strep throat is diagnosed, the student needs to be on medication for 24 hours before returning to class.
- Discharge from the ears.
- Body lice or head lice—must be free of live lice and must be clean of nits in the hair or scalp.
- Vomiting—must not have vomited within the last 24 hours before coming to school.

In addition, we require a child to be free of diarrhea and related symptoms for 24-hours before returning to school.

If your child is sent home ill during the day, he/she will not be permitted to return to school that same day. Students who were sent home or were absent due to illness may not participate in extracurricular events that day or evening. If, however, a child is picked up in the morning because he/she was not feeling well, but was fever free and did not vomit or have diarrhea, he/she may return to school. A student must arrive no later than 11:30am to participate in after school extracurricular activities.

In the event of a serious accident during school hours, we will attempt to notify parents before any medical care is given. If necessary, the student will be transported by ambulance to Saint Joseph Regional Medical Center or another medical facility as designated by the student's family. If the accident occurs during a field trip, the nearest medical care facility will be utilized as necessary.

HEALTH OFFICE GUIDELINES

When a student visits the Health Office, simple first aid or attention will be given as needed. The Health Office *may* communicate with the parent or guardian regarding the visit via a written note, phone call or email, at the discretion of the Health Office Personnel. If the visit requires very basic attention (e.g., a band-aid request), communication may not be made with the parent.

Any prescription medication should be dropped off in the school office by an adult.

Medication may not be sent to school with the student. When an as-needed medication is given, a note home will communicate this information to parents.

MEDICATION

To protect the health and welfare of students and staff members, Indiana law requires that school personnel observe certain safeguards when administering prescription medications to children.

- All medication shall be kept in the health room. The health room staff, school secretary, principal, teacher, or parent volunteer will administer all medications. Students are not permitted to medicate themselves at any time.
- All prescription medication to be administered during school hours must be in the original prescription container marked with the student's name, the name of the medication, the accurate dosage, and when it is to be administered. Any dosage changes must have a doctor's written statement (which must be faxed to the school) or a new original prescription container. All prescriptions must be current within the year.

- All prescription medication, including inhalers that are administered on a regular basis, must have a completed “Prescribed Medication Permission Form” on file. This form can be obtained from the health room staff.
- For medications, such as antibiotics, that a physician orders be given four times a day, necessitating a dose to be given during school hours, please request an extra bottle from the pharmacist so just the amount of medication needed at school can be sent. This will avoid the student having to carry the medication bottle back and forth each day.
- Non-prescription medications (including cough drops, Benadryl for bee stings, Tylenol, Advil) to be given must also be in the original container with written authorization from a parent/guardian detailing when the medication is to be given and the reasons for giving it.
- If it becomes necessary to give a student medication that is not kept at school, a parent/guardian may come to school and administer the medication. Please inform the school office beforehand.
- The school must be notified if your child is taking any medication or if there is any change in the medications your child has been prescribed. This information is vital in emergency situations.

SCREENINGS

The following services are provided to students as mandated by Indiana State Law:

Vision screening:	Grades 1–3–8 (far acuity)
Hearing screening:	Grades 1–4–7

Other students may be recommended for testing at the discretion of a teacher or parent.

We thank you for your attention to the policies and procedures set forth in this handbook.

May God bless you and your family.

Saint Pius X, pray for us!

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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