

SAINT PIUS X
CATHOLIC SCHOOL



FAMILY HANDBOOK

2008-2009

52553 FIR ROAD
GRANGER, INDIANA 46530
PHONE: (574) 272-4935
FAX: (574) 272-8493
WWW.STPIUS.NET

WELCOME TO SAINT PIUS X CATHOLIC SCHOOL

Dear Parents and Students,

Being the founding principal of St. 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 issues, event or circumstance. The handbook does, however, hope to provide clear 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 will not only touch the future, but we will make it brighter as we serve the needs of God's youngest members.

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

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
Scoliosis screening: Grades 5-7

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 families.

Saint Pius X, pray for us!



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 St. 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.

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.

PARISH MISSION STATEMENT

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

Rooted in the Granger community, and part of the Diocese of Fort Wayne-South Bend, Saint Pius X Catholic Church promotes a faith-based spiritual community proclaiming the Word of God and celebrating the Sacraments, with the Eucharist as the source and summit of our spiritual life. Our church community includes people of all ages and groups in which everyone can respond to God's call to salvation by developing a sense of community and fellowship. This is done through stewardship of our resources and religious education, including all members in service to others, sharing our blessings with those in need, and promoting Catholic social justice.

THE FOUNDATION OF SAINT PIUS X CATHOLIC SCHOOL

FOUNDATIONAL MISSION: TO RECOGNIZE CHRIST AT THE CORE

Saint Pius X Catholic School, in partnership with the entire Parish Community, will provide an opportunity for children to express their full spiritual, intellectual, and physical potential as stewards of prayer, service, and sacrificial giving with Christ at the core.

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. We use many different types of teaching methods and materials 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 building may rise according to your design and our labors always serve the growth of our holy communion in You. Amen. *Saint Pius X, pray for us!*

HEALTH AND WELLNESS

IMMUNIZATIONS

All required immunizations must be up to date to avoid suspension from school. For entering kindergartners, this includes 5 doses of DPT, 4 doses of polio, 2 doses of MMR, and 3 doses of Hepatitis B and chicken pox vaccination. First graders are also required to obtain a chicken pox vaccination. A student currently entering sixth grade must also have had his or her second dose of MMR. Immunization records must be on file in the school office by the first day of school.

EMERGENCY CARDS

The school maintains a card for each family with information to be used in the event of an emergency. Parents are required to complete this card and return it to the school office at the beginning of each school year. We need your assistance in keeping this information current—please notify us in writing when any information on this card 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 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.
- Vomiting—must not have vomited within the last 24 hours before coming 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 may not participate in extracurricular events that day or evening.

in advance with a current copy of his or her driver's license and proof of insurance. As with all volunteers at the school, chaperones must attend one of the Safe Environment training sessions prior to the chaperoned event.

On a field trip, each teacher will carry a folder of emergency cards for use in the case of an emergency. Drivers will receive cards for their respective passengers. Drivers will return them to the teacher or other designated person after the trip. Drivers must use safety seats for children in grades K, 1, and 2 where the size of the child requires their use. A child may bring his or her own seat.

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 St. 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
ASSOCIATE PASTOR

Reverend William Schooler
Reverend Bob Lengerich

PRINCIPAL
ADMINISTRATIVE ASSISTANT
OFFICE SECRETARY
OFFICE AIDE
EXTENDED CARE

Elaine Holmes
Shirley Koloszar
Kim Mauch
Kathy Jankowski
Stacey Williamowski

TEACHER AIDES

Taly Marlatt
3-Year-Old Preschool

Lisa Pearl
4-Year-Old Preschool

Ann Marie Nush
4/5-Year-Old Preschool

Kate Cramer
Shannon Johnson
Laurel Villanueva
Kindergarten

Tracy Ahern
Corinne DeTrempe
First Grade

Mary O'Hannigan
Cathy Witucki
Second Grade

Sue Closurdo
Third and Fourth Grades

Susan Clines
Fifth-Seventh Grades

STUDENT LIFE

ATHLETICS

A student wishing to represent Saint Pius X on an athletic team or in cheerleading 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.

Teachers will explain to students the need to personally check with them regarding their current grade status. A student who participates in school sponsored athletic activities is held to all of the following standards to maintain eligibility:

- Students must maintain a "C" average in all subject areas on a progress report or report card. Any "D" or "F" makes a student ineligible.
- Students must be proactive in communicating with teachers regarding the current status of grades.

If a student is found to be ineligible, the student/athlete will not be permitted to practice or play in games for two weeks. This suspension begins on the day that a progress report/report card is received. The coaches will be notified by the Athletic Director.

The student's progress in the classroom will be evaluated after two weeks, and a decision will be made whether eligibility will be reinstated. After a second suspension the student is ineligible for the remainder of that sport.

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. The teachers arrange transportation and supervision for these trips with the assistance of room parents. A fee may be required for some field trips. Chaperones may not bring siblings or others along when they are chaperoning. When a chaperone is asked to transport students by car, the chaperone must provide the school office

Labeling items with the child's name helps in this effort. A Lost and Found barrel 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 will follow the decision of Penn-Harris-Madison School Corporation. We will communicate this via the stations below:

TV Stations

- WNDU (Channel 16)
- WSBT (Channel 22)
- WSJV (Channel Fox 28)

Radio Stations

- WNDV - 1490 AM
- WSBT - 960 AM
- WTRC - 1340 AM
- WNDV - 92.9 FM
- WRBR - 103.9 FM
- WBYT - 100.7 FM
- WKAM - 1460 FM
- WFRN - 104.7 FM
- WVPE - 88.1 FM

Additionally, we may operate on a two-hour delay. If this occurs in the morning, the AM kindergarten and AM preschool students would not attend, but the PM students would come at their normal 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

As precautionary measures, the School will conduct fire drills monthly and tornado drills semi-annually. Other drills may also be 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.

TEACHERS

- ART
- LIBRARIAN
- MUSIC
- RELIGION
- SPANISH
- SCIENCE
- TECHNOLOGY
- WELLNESS

- Anne Wadzinski
- Chelly Erichsen
- Joan Curri
- Rachael Myers
- Theresa Pace
- Lisa Nyers
- Sandra Cramer
- Marc Green

PRESCHOOL

- Amy Kral
- Jodie McMahan
- Lisa Pearl

KINDERGARTEN

- Katie Fulnecky
- Kelly Lohr
- Stephanie Wright

FIRST GRADE

- Suzie Kim-Villano
- Michele Latina

SECOND GRADE

- Maureen Schultz
- Sister Marie Heppeler

THIRD GRADE

- Jenny Ganser
- Sue Williams

FOURTH GRADE

- Stacy Cesaro
- Emily Kubaszak

FIFTH GRADE

- Kim Lochmondy

SIXTH GRADE

- Katie Knecht-Schwertfeger

SEVENTH GRADE

- Allison Krisch

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.
- A student may not retrieve play equipment from a window well; an adult must do this.
- Students may not return to the building during recess unless it is an emergency or they have permission.
- During winter, when recess is outside, students must wear boots, mittens or gloves, and hats in cold and snowy weather. Snow pants may be worn over their uniforms, if available. Students without proper footwear, when there is snow on the ground, will be restricted to shoveled areas.
- When necessary due to weather conditions, recess will be held inside.

WELLNESS POLICY

The number of celebrations that will involve serving 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.

EVENTS AND CELEBRATIONS

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

The School will appropriately mark student birthdays, including with special blessings. To respect student dietary restrictions, allergies, and general wellness, however, parents and students should refrain from bringing food to school for birthday celebrations.

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.

LUNCH

Saint Pius X Catholic School has a hot lunch program through an agreement with the Penn-Harris-Madison School District. 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. In the event that a student does not have lunch, a simple lunch will be provided so that the student will not go without food for the afternoon.

RECESS

Recess is offered each day. 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.
- If a student purposely kicks a ball onto the roof of a parish building, the student will be assessed a fee to replace the ball and repair any damage to parish facilities.
- 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 toys from home for use at recess, including handheld devices (Gameboys, Walkmans, iPods, etc.), which are prohibited on school grounds in any event.

TABLE OF CONTENTS

Contacts	iv
Administration and Responsibilities.....	1
Accreditation	1
Governance.....	1
Pastor	1
Principal.....	1
School Board.....	2
Parental Responsibilities.....	3
Cooperation, Trust, and Support	3
Specific Responsibilities	3
Parent Concerns Procedure (Diocesan Policy 2310)	4
Parent-Teacher Conferences	4
Implied Agreement of Parents and Students	5
Home and School Association	5
Description.....	5
Directory.....	5
Office Service Hours	5
Student Records.....	5
Visitors	6
Volunteers	6
No Smoking Policy	7
Admission, Enrollment, and Progress	9
Admission.....	9
Enrollment Policy (Diocesan Policy 4010).....	9
Admissions Guidelines.....	12
Transfer Students.....	12
Registration	13
Promotion and Retention	13
Classroom Assignments	14
Classroom Schedules	14
Tuition/Fees.....	14
Tuition Rates	14
Tuition Payment.....	14
Fees.....	15

Financial Aid.....	15
Academics	17
Academic Goals.....	17
Attendance.....	17
Attendance Policy (Diocesan Policy 4040)	17
Attendance Procedures	20
Homework Requests and Makeup Assignments	23
Homework	23
Grading Scale and Report Cards	25
Standardized Testing	25
Religious Education.....	25
Internet Policy.....	25
Conduct and Discipline	27
Conduct	27
Important Policies	27
Electronic Devices.....	27
Harassment (Diocesan Policy 4580).....	28
No Weapons Policy	29
Grounds for Disciplinary Actions.....	29
Offenses That Warrant Grade-Level Consequences	29
Grounds for Suspension or Expulsion of Students (Diocesan Policy 4520).....	30
Disciplinary Actions.....	32
Determining the Consequences of Disciplinary Violations	32
Disciplinary Review for Suspension and Expulsion (Diocesan Policy 4530).....	33
Parental Responsibilities	33
Non-School Related Criminal Acts and Substance Abuse	34
Dress Code	34
General Dress Code Guidelines.....	34
Uniforms for Saint Pius X School	35
Dress Code Enforcement.....	36
Student Desks and Lockers	37
Schedule and Procedures.....	39
Daily Schedule	39
Security Procedures	39

SCHEDULE AND PROCEDURES

DAILY SCHEDULE

A full school day at Saint Pius X Catholic School is 8:00 AM to 3:00 PM. Morning preschool and junior kindergarten is from 8:00–11:00 AM. Afternoon preschool and junior kindergarten runs from 12:00–3:00 PM. Students arrive at school between 7:40 AM and 7:55 AM 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 through the main entrance to the office and sign them in.

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.

CARPOOL PROCEDURES

Families will receive instructions regarding carpool procedures at the start of the school year. All parents should carefully abide by these procedures.

LIBRARY

Each grade has an 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.

Extended Care	39
Carpool Procedures	39
Library	39
Lunch	40
Recess	40
Wellness Policy	41
Events and Celebrations	41
Lost and Found	41
Weather Closings/Delays	42
Emergency Drills	42
Student Life	43
Athletics	43
Field Trips	43
Health and Wellness	45
Immunizations	45
Emergency Cards	45
Illness	45
Medication	46
Screenings	47

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 case by case basis.

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 may not decorate desks or lockers, including with, but not limited to, stickers, photographs, or posters, except that students may use magnets to post or hang appropriate items on the inside of their lockers. 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.

- Cardigan sweater—round neck, navy only
- V-neck sweater—monogrammed, navy (purchased from Schoolbelles)
- Appliquéd SPX sweatshirt—hunter green (purchased from Schoolbelles)
- 1/4 zip fleece pullover—monogrammed, hunter green or navy (purchased from Embroid-Me)

Boys' Uniform Grades K-8

- Slacks and shorts—Dark khaki uniform style, flat front or pleated
- Polo shirts—navy or white, three-button banded sleeve style, long or short sleeve, optional monogram on navy
- Polo shirt—hunter green, embroidered, long or short sleeve (purchased from Embroid-Me)
- Turtleneck—white only, no mock style turtlenecks
- V-neck sweater—monogrammed, navy (purchased from Schoolbelles)
- Appliquéd SPX sweatshirt—hunter green (purchased from Schoolbelles)
- 1/4 zip fleece pullover—monogrammed, hunter green or navy (purchased from Embroid-Me)

Physical Education Dress Code

- Navy monogrammed athletic shorts and a grey/navy-trimmed monogrammed shirt will be standardized wear for all students in physical education. Students have the option to purchase monogrammed navy sweats and a sweatshirt for spirit-wear.
- Students in grades K-4 may wear gym clothes to school on gym days with white or black tennis shoes (no high tops). The white shoes may have minimal color preferably in blue. Gym-wear sweatpants must be worn for gym from November 1 through March 31.
- Students in grades 5-8 must wear standard uniform-wear on gym days and change their clothes for gym class.

DRESS CODE ENFORCEMENT

At least once a trimester, two teachers familiar with the dress code will conduct a check in each classroom for student compliance with the dress code. If a student is in violation of the dress code, a teacher conducting the check may issue a parent referral or violation sheet that the student must take home and return with a parent's signature. The teacher will recheck the student for compliance with the dress code the following school day. Teachers may conduct checks more frequently than once a trimester as necessary to ensure compliance in any grade or classroom.

ADMINISTRATION AND RESPONSIBILITIES

ACCREDITATION

Saint Pius X Catholic School is fully accredited by the State of Indiana and the North Central Accreditation Association. Our school adheres to the State of Indiana and Diocesan guidelines for textbook adoption, standardized testing, and curriculum. Textbooks are selected from the State of Indiana and Diocese of Fort Wayne-South Bend approved lists.

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; and
- Monitoring the development of an annual budget and exercising financial accountability in the implementation of such budget.

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. While the principal welcomes 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:

not permitted. No boots for outdoor wear are permitted for indoor wear. No shoes with skates on the bottom may be worn.

- Socks or tights must be worn at all times. Opaque, ribbed, or cabled tights are acceptable. Acceptable socks include solid white, navy, khaki, or hunter green. Socks may not have frills, picot edging, lace, ruffles, emblems, designer names, or other trims. Socks may be crew or knee-high—no footies (the sock must cover the ankle). Tights or navy blue biker shorts must be worn under skirts.
- Haircuts, hair length, hair color, and hair ornaments that distract from the conservative nature of the uniform codes are not permitted. Hair color should be the student’s natural color. Boys’ hair must not touch the collar, eyebrows, or ears. No designs may be cut into hair. Girls’ hair ornaments should be small in size, such as headbands, scrunchies, barrettes, or bows. Beads or other hair decorations are not permitted.
- Girls may wear only post style earrings (no dangling earrings); boys may not wear earrings.
- The wearing of a watch and religious medals is permitted; however, no other necklaces are permitted.
- Body piercing and tattoos are unacceptable.

UNIFORMS FOR SAINT PIUS X SCHOOL

Preschool and Junior Kindergarten

No uniform is required. Please dress the children in weather appropriate “play clothes” that they can manage well themselves and be comfortable wearing.

Girls’ Uniform Grades K-8

Jumpers, Skirts, Slacks, and Shorts:

- *Grades K-2:* Plaid jumper—v-neck or drop waist (purchased from Schoolbelles)
- *Grades 3-8:* Plaid jumper or plaid kilt-style skirt (purchased from Schoolbelles)
- *Grades 3-8:* Dark khaki skirt (purchased from Schoolbelles)
- *Grades K-8:* Slacks and shorts—Dark khaki uniform style, flat front or pleated

Tops:

- Peter pan blouse—long or short sleeve, white only
- Polo shirts—navy or white, three-button banded sleeve style, long or short sleeve, optional monogram on navy
- Polo shirt—hunter green, monogrammed, long or short sleeve (purchased from Embroid-Me)
- Turtleneck—white only, no mock style turtlenecks

- C. If no resolution is made at this session, the parents may request a meeting with the pastor, whose decision is binding.

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)

DRESS CODE

School uniforms are designed to remove pressure from competition and economic status for students. Uniforms provide a neat appearance and assist students in concentrating on their studies. School faculty enforces the uniform code.

GENERAL DRESS CODE GUIDELINES

- All clothing should be clean and free of holes.
- Pants and shorts must be flat front or pleated front in the Docker style. No cargo pants, pants with outside pockets, capris, ruffled, or boot-cut styles may be worn. Pants and shorts must be dark khaki.
- Elastic waistbands are allowed in K-1. Black, navy, blue, or brown leather belts must be worn with pants or shorts in grades 2-8.
- Shorts may not be worn from November 1 through March 31. Shorts must be worn no higher than 2" above the middle of the knee and not below the knee.
- Students must wear shorts/pants that are the proper waist size and wear them at the waist. Girls may not roll up the waist of the uniform skirt or gym shorts.
- Shirts must be tucked in at all times with the waistband of the pants or skirt visible.
- If an undershirt is worn, it must be plain white.
- Girls' shoes may be solid khaki, brown, black, or navy. Saddle shoes, Mary Janes, and ballet flats are acceptable styles. Heels may not exceed 1" on shoes. 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.
- Boys' shoes may be solid khaki, brown, black, or navy. Hiker-shoe, moccasins, and dress shoes are acceptable styles. Sandals, open toe, and open heel shoes are

- 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.

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 or by leaving a voice-mail message. 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 church, 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 below:

- 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

Parent-teacher conferences are held each year following the first trimester, typically in November. We will publish dates and times prior to the conferences. Following the second trimester, conferences are held only as needed at the teacher's or parent's request. Faculty and staff will make every effort to keep you informed as concerns arise. If parents have a concern, they need not wait until conference time to meet with a teacher; indeed, it is preferable that they not wait. Parents may make an appointment with a child's teacher as the need arises. "Catching" a teacher at arrival or dismissal, however, is not the best way to conduct a conference: Either or both parties may be unprepared to discuss a concern, and the setting may not be conducive to productive discussion. A planned meeting in a classroom or

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.

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.

- 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 ACTIONS

DETERMINING THE CONSEQUENCES OF DISCIPLINARY VIOLATIONS

Teachers are in charge of their respective classrooms and are expected to set, explain, and enforce Teacher Discipline Plans that are consistent with our Mission, Code of Conduct, and this handbook. Upon weighing the circumstances, results of the misconduct, and the severity of the incident, the teacher and school administration will determine the appropriate consequences for disciplinary violations.

In the primary and lower elementary grades, teachers will determine the consequences of inappropriate behavior. Serious offenses and repeated violations will be documented on a Disciplinary Referral Form. Parents will be notified of such referrals.

In grades 5-8, detentions may be given for inappropriate behavior. If a student is referred to the principal for disciplinary reasons, the underlying misconduct will be documented on the school's Disciplinary Referral Form. Parents will be notified of such referrals. Failure to serve an assigned detention will result in immediate disciplinary action. The parents will be called and informed of the missed detention, and the child will be excluded from school until a parent conference is held. ("Exclusion" is when a student is temporarily held out of class while a problem is being addressed. A student may make up work missed during an exclusion with no penalty.)

After a third detention, a student will be suspended. A student also will be suspended upon performing any acts of physical violence (including fighting), displaying contempt for authority, disregarding Christian principles and Religion, or writing degrading notes or using language abusive to others.

The principal in consultation with the pastor will determine when a student shall be expelled from St. Pius X Catholic School. 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.

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.

conference room, when both parties have had the opportunity to prepare and can focus their undivided attention on a particular concern, is most conducive to meeting the needs of a student.

IMPLIED 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 writing.

HOME AND SCHOOL ASSOCIATION

DESCRIPTION

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. Board members are asked to serve a two-year term.

DIRECTORY

A school directory with the names and e-mail addresses of all teachers and the names, addresses, and phone numbers of all 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 a.m. – 4:00 p.m. during the school year and 9:00 a.m. – 2:00 p.m. during the summer. The school office will be closed during the month of July.

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

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. When leaving, visitors are asked to sign out in the school office as well.

VOLUNTEERS

We encourage volunteering; the school often needs assistance with events and projects. Volunteers must use the main door for entering and exiting the school and sign the visitor log. For security purposes, volunteers should wear a visitor or volunteer badge while in the building.

- 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.

- Fighting.
- Leaving school property without permission.
- Chewing gum or candy.
- Possessing or using tobacco.
- Disrespectful or inappropriate use of school property or equipment.
- Forging, copying, plagiarizing, or otherwise cheating.
- Running in the halls.
- Inappropriately making physical contact with another student.
- Inappropriately displaying affection.
- Writing/passing personal notes during class.
- Lying.
- Gambling.
- Using vulgar, abusive, or threatening language.
- Throwing objects of any kind.
- Disobeying the school dress code.
- Threatening the welfare of others.
- Using electronic devices in school.
- Spitting.
- Demonstrating irreverence.

GROUNDS 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]:

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 and complete a Background Check before helping with any school/parish activities.

Any volunteer intending to transport children for field trips must submit an insurance liability form and a copy of his or her driver’s license on the day of the field trip and for each field trip (as this information may change in between events).

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.

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

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 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 the 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.

GROUND FOR DISCIPLINARY ACTIONS

Recognizing that it is not possible to identify all possible grounds for disciplinary action, this section clarifies specific disciplinary grounds and actions without intending to be in any way exclusive of other grounds or actions.

OFFENSES THAT WARRANT GRADE-LEVEL CONSEQUENCES

The following offenses warrant consequences specific to the grade of the student offender:

- Disrespectful, rude, or inappropriate behavior toward adults and/or peers.
- Bullying, or otherwise threatening a child physically or emotionally.

Some examples of these items include: Gameboys, Segas, Walkmans, Palm Pilots, CD players, iPods, and MP3 players.

There is no cell phone use during school hours. If a student brings a cell phone or pager to school, it must be off at all times during school hours and kept in a locker. The school is not responsible for lost cell phones. 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.

HARASSMENT (DIOCESAN POLICY 4580)

Harassment shall not be tolerated in the Catholic schools.

It is the policy of the school to maintain a learning and working 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.

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 or 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. Kindergarten Age Requirement

A child entering kindergarten must be five years of age on or before August 1, or a date set by the state.

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

CONDUCT AND DISCIPLINE

CONDUCT

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 conduct 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.

The essence of Christian discipline is self-discipline or self-management. Students are expected to conduct themselves in a Christian manner at all times. 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.

IMPORTANT POLICIES

ELECTRONIC DEVICES

A student is not permitted to use or carry 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 pick it up at the end of the day. Appropriate disciplinary action will follow.

must sign the accompanying forms and return them to the classroom teacher. They are kept on file for one year.

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 following guidelines establish admissions priorities:

- I. *Registered parishioners who are active at Saint Pius X Catholic Church.* 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 the 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.

- II. *Catholic parishioners transferring from outside our area who have been active in their home parish and are now registered at Saint Pius X.* A letter from the pastor of their former parish is required, stating that they have been active.

- III. *Non-active parishioners registered at Saint Pius X Catholic Church.*

- IV. *Non-parishioners, including non-Catholics, who can be supportive of Catholic education.*

In cases in which the 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.

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

- Communicate with the teacher when a child consistently has difficulty completing assignments.

Students will:

- Clarify homework instructions with the teacher.
- Take home the appropriate materials essential to complete the assignment.
- Budget time wisely.

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.

STANDARDIZED TESTING

The ISTEP+ testing is administered to the students in grades as mandated by the State of Indiana. Reports will be sent to parents as soon as they are made available to the school.

ACRE (Assessment of Catechesis Religious Education) is administered in the 5th and 8th grades.

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)

INTERNET POLICY

Internet access is available to students of Saint Pius X. 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 comports 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

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.

With this in mind, we suggest the following guidelines for time to be spent on homework each night:

- Students in grades 1-3 should expect to spend 30-45 minutes.
- Students in grades 4-5 should expect to spend 45-60 minutes.
- Junior high students should expect to spend 60-90 minutes.

Please remember that these are targeted expectations—some days may involve more or less time, and some students generally may take longer or shorter to complete assignments. If your child frequently takes longer than these guidelines, 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 classroom teacher also will determine grade-appropriate consequences for missing or late homework.

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.
- Check Power School for assignments and school news.

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.

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.

REGISTRATION

After a student is admitted into Saint Pius X Catholic School, the parents must register the student. 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 March, current school families receive re-registration forms that they must return by a specified date, along with an annual non-refundable registration fee of \$275.00. 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.

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. The wait list begins anew every March for the next school year. The admissions priorities defined in "Admissions Guidelines" determine admission from the wait list. 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. Only *active* parishioners are eligible for parishioner rates (see definition of “active parishioner” in “Admissions Guidelines”). All families must annually complete a form specifying their involvement in the parish for the previous calendar year. The principal and pastor will review all forms. Families not qualifying for parishioner rates will be notified by June 1. Loss of “active parishioner status” only affects the tuition rates and not enrollment for currently enrolled students.

TUITION PAYMENT

Effective with the 2008-2009 school year, families must complete a tuition payment option form that requires them to select from the following payment options, subject to no exceptions:

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.

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. Homework must be requested by 9:00 AM for pick up at the school office after 2:30 PM or for pick up by a sibling in the school. The student 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

If the absence is unexcused, the teacher is not required to provide make-up work. The teacher will have discretion in such instances to determine whether make-up work will be provided.

Students will not be given homework or other make-up work ahead of time when missing school due to a family trip. Please do not request such work before the vacation. The student will be responsible to make up missed tests and assignments within one week or within a time period to be determined at the discretion of the teacher, or the student will receive a score of zero for such tests and assignments not completed.

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

family vacations at Christmas and Spring Break is strongly discouraged. Parents should remember that the State of Indiana does monitor attendance at each school. Absenteeism can affect our school's standing. 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.

If a student is to 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 scheduled 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. Please do not ask teachers in advance for school work if a family vacation occurs outside of scheduled vacations. Teachers develop lesson plans based on the progress of students.

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 prior to the appointment. Parents are required to sign a release book in the school office when they arrive to pick up the student. Students will remain in the classroom until paged from the office. 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/Half-Day Absence

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. If a student does not arrive until 10:30AM or later, he/she will be recorded as absent for a half-day—either excused or unexcused as previously discussed. Parents will be contacted by the principal when students are frequently tardy.

V. Excessive Absences

- **Option 1:** Full payment by July 1.
- **Option 2:** Two payments, July and December.
- **Option 3:** 10 month payment plan—automatic deduction from your checking account July through April.
- **Option 4:** 12 month payment plan—automatic deduction from your checking account July through June.

Registration fees are not refundable. Families who elect payment Option 3 and 4 must provide authorization and pertinent credit/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.

FEES

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.

School families must pay a \$275.00 non-refundable registration fee per child at the time of acceptance of placement.

Scrip profit accumulated by families who transfer out of Saint Pius X Catholic School remains at Saint Pius X.

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 aspires that more parishioners will be able 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 the 2008-2009 school year.

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 after the first Friday of April or during ISTEP testing.
- Students must 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 will not be permitted to return to school that same day or attend after school extra-curricular activities. Children who vomit 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 unexcusable absence ahead of time, please send a note to your child's teacher prior to the absence. Please call the school office (272-4935) to report your child's absence *no later* than 9:00 AM each day your child is absent. Students who have been absent may not attend after-school extra-curricular activities.

B. Note on Family Vacations

School vacation days are scheduled in an effort to provide family time without any absences. Use of regular school days to take family trips and/or extend

- 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 to your child's teacher prior to the absence. Please call the school office (272-4935) to report your child's absence *no later* than 9:00 AM each day your child is absent. Students who have been absent may not attend after-school extra-curricular activities.

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.

ACADEMICS

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, as necessary, 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

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 missed a day of school missed 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 to report a student's 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.

A written explanation for any absence signed by a parent/guardian is required upon the return of the student to school. 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.

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 may 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.