

# **St. Pius X Board of Total Catholic Education Policies**

## **Policy 101**

### **Policy for Open Meetings**

All meetings of the board shall be open meetings. However, the Board shall have the right and duty to convene in executive session at any time at the discretion of the chairperson. During board meetings, only those persons whose petition has been approved by the chairperson and included in the agenda of the meeting shall have the right to address the board, unless waived by a majority vote of the voting members present.

Executive sessions are not open meetings.

Approved/Revised: March 2018

## **Policy 102**

### **Keeping Policies Current**

All approved policies shall have an effective enforcement life of seven (7) years from the date of approval. If a policy has not been reviewed or adopted by the Board of Total Catholic Education, and approved by the pastor, by that date in which it was officially accepted, the policy will be recommended to the pastor for rescission.

Approved/Revised: March 2018

## **Policy 200**

### **Active Parishioner Policy**

St. Pius X Parish shall maintain a comprehensive list of its parishioners for the purpose of parish and diocesan information. Additionally, St. Pius X Parish shall formally identify and designate active parishioners for the purpose of those parish services and ministries for which such a distinction is important and necessary. Active parishioners shall generally receive priority in school registration, parish educational and sacramental services.

A parishioner classified as active is one who:

1. is formally registered in the parish
2. participates in the Sunday liturgy
3. deposits his/her numbered envelope into the Sunday collection basket
4. makes a commitment of stewardship (i.e., "time, talent, and treasure") to St. Pius X

Parish.

All four criteria shall be considered in determining active parishioner status.

The only tangible knowledge St. Pius X Parish administration has of a parishioner's participation in the Sunday liturgy is through the regular use of the personalized collection envelopes. If there has been no use of numbered envelopes or automatic deductions after three (3) months, a parishioner may be moved to inactive status.

The responsibility for determining active parishioner status ultimately rests with the pastor; any exceptions to this policy shall be made by him.

Approved/Revised: January 2014

## **Policy 201**

### **Policy for Receiving the Sacraments of Eucharist, Reconciliation and Confirmation**

Parish members of sacramental age are eligible to receive the individual Sacraments at St. Pius X Parish if they satisfy the requirements set forth by the Diocese in the handbook, Initiation and Reconciliation. The primary objective of Sacramental preparation is to help foster an understanding and appreciation of the concepts related to each Sacrament.

The following are three basic guidelines from this handbook:

1. Normally one and one half (1.5) consecutive academic years with regular class attendance is required. An approved alternative program may be developed with the DRE and Pastor in special cases.
2. Those preparing for the Sacraments are to be actively participating in the Church community and attending Sunday liturgy on a regular basis.
3. Parents and students must attend the special programs offered by the Parish in preparation for the Sacraments. These include, but are not limited to, parent education meetings, retreats, evenings of reflection, etc..

Approved/Revised: March 2014

## **Policy 202**

### **Handbooks**

Each school and/or parish program under the auspices of the Board of Total Catholic Education (BOTCE), Parish and School Administration, shall have a Handbook. This includes: St. Pius X School and PSR.

Approved/Revised: March 2018

## **Policy 203**

### **Non-Parish and/or Non-School Sponsored Trips**

St. Pius X Parish and/or School shall not be named as the sponsoring body nor shall the St. Pius X Parish/School tax-exempt number or name be used in any way in connection with non-Parish and/or non-School sponsored trips.

Approved/Revised: January 2013

## **Policy 300**

### **Acceptance of Students into the Preschool Sunday School Program**

Students are accepted into the Preschool Sunday School program for 3, 4 and 5 year olds provided the parents or guardians are members of St. Pius X Parish. Children of non-members will be considered on an individual basis provided there is space in the program for that child and any other requirements are met as set forth in Policy 500.

Students must be toilet trained prior to attending Preschool Sunday School classes.

Approved/Revised: May 2020

## **Policy 402**

### **School Fees**

- **Registration Fee.** St. Pius X School charges a fee at the time of registration for the next school year. The fee is non-refundable, but the fee is applicable to the tuition for the following year for grades K-8. The amount of the registration fee will be set annually by the school administration.
- **Technology Fee.** St. Pius X also charges a Technology Fee at the time of registration for the next school year. This fee is non-refundable and serves to cover the cost of student devices and any other technology needs and services.

Approved/Revised: May 2020

## **Policy 404**

### **Number of Students Per Grade Level**

No additional students will be admitted to any grade level until the number of students in that grade level drops below 90.

Approved/Revised: March 2017

**Policy 404.5**  
**Acceptance and Grade Level Waiting List**

St. Pius X is a Parish School and partners with families to educate children. Admission to the school will be considered for any child whose parents/guardians submit the required paperwork and complete a registration form during the stated enrollment period. Students will be accepted in the order outlined below provided that their educational needs can be met by the programs offered and that the parents/guardians agree to support the administrative and academic policies of the school.

**Kindergarten Age of Admission** – Beginning with the 2018-19 school year, children must turn 5 years old no later than August 31<sup>st</sup> to enroll in a Diocese of Covington school. (*In the public schools, the cutoff is August 1<sup>st</sup>.*) Individual schools may make the local level decision to grant exceptions for early entry if the child turns 5 between September 1<sup>st</sup> and October 1<sup>st</sup> and meets the early entrance criteria.

**Early Entrance Criteria**

1. Verification of date of birth
2. Written request by the parent or guardian for early entry submitted to the school principal by June 1<sup>st</sup> prior to the date of the requested entrance.
3. Successful completion of a Diocesan-approved standardized test.
4. Available space at the receiving school.
5. Best interest of the child.

**Order of Acceptance**

1. *In-House* - Parents of students currently enrolled in Kindergarten through Seventh Grade shall have the opportunity to re-register their child/ren for the next school year beginning the third week in January. Registration form and fees must be completed to secure the student's spot. Priority registration will be guaranteed until February 1. **Thereafter, this priority status is lost.** (Please see below for acceptance of siblings.)
2. *Parishioner Siblings* - SPX parishioners help support the school by contributing an amount that equals approximately one-third of the total budget. Therefore, registration of children with siblings who are currently enrolled in or have graduated from SPX whose parents/guardians are parishioners will be included during the January re-registration period. Registration materials and fees must be completed to secure the student's spot. Priority registration will be guaranteed until February 1. **Thereafter, this priority status is lost.** In the event that a grade level reaches capacity enrollment, seniority of registration based on original registration date in the parish will be the determining factor.

3. *New School Family Parishioners* - Registration of children whose parents/guardians are parishioners of SPX with no students currently enrolled or graduated will occur beginning February 1. Registration materials and fees must be completed to secure the student's spot. Priority registration will be guaranteed until March 1. **Thereafter, this priority status is lost.** In the event that a grade level reaches capacity enrollment, seniority of registration based on original registration date in the parish will be the determining factor.
  
4. *Non Parishioners* - Open enrollment will occur beginning March 1 in the following order, provided registration materials and fees are completed:
  - a. Children with siblings who are currently enrolled in SPX School whose parents/guardians are members of other Catholic parishes.
  - b. Children with siblings who are currently enrolled in SPX School whose parents/guardians are members of other faith traditions.
  - c. All other children based on the date the school registration materials were completed. In the event that a grade level reaches capacity enrollment, the date the registration materials and fees were completed and returned will be the determining factor.

Approved/Revised: May 2020

## **Policy 405.5**

### **Collection of Tuition and School Fees**

1. St. Pius X School charges annual per student fees that includes technology, school materials, book rental, workbooks, and other operational expenses. Additionally, there will be a fee assessed, beginning in the 5<sup>th</sup> grade year and continuing through the 8th grade, to help cover the cost of the student device, case, carrying cover and insurance. The students will own the device upon graduation and will be theirs to keep. Eighth grade students are charged an additional fee to cover expenses applicable only to eighth graders. These school fees are combined with tuition for payment purposes.
  
2. All families must have tuition and school fee balances paid to current by the following dates:
  - September 30
  - December 31
  - March 31
  - June 30

3. Any family behind on payments on these dates will be notified that they have ten (10) days to bring their current balance to zero or otherwise make arrangements with the principal or Parish business manager regarding payment. Failure to comply within ten days of notification will result in the child(ren) not being permitted to attend classes.
4. In the instance of divorced, separated, and/or split parent households, parents must designate one parent who is responsible for payment of tuition and fees.
5. All families are required to have an account with FACTS Tuition Management System. Parents may pay their tuition in full by June 30th, twice a year in July and December, or monthly on the 5th or 20th. Parents who do not pay in full will incur a FACTS processing fee. Parents may choose to pay with a credit card, however, credit card processing fees will not be covered by St. Pius X.
6. Families who choose to pay tuition in full prior to June 30th may deduct 2% off of tuition only, not fees.

Approved/Revised: May 2020

### **Policy 405.6**

#### **Tuition Assistance**

Any active parishioner of St. Pius X who wishes to send their child(ren) to St. Pius X School may apply for tuition assistance as needed based on financial necessity. Applications for tuition assistance are completed in FACTS at registration or at any time throughout the school year. It is highly recommended that you apply for assistance as early as possible. There is a set amount of assistance each year and grants are typically made as early as possible for the upcoming school year. Application deadline determined by the Pastor, Business Manager, and Administration.

Approved/Revised: May 2020

### **Policy 406**

#### **Refund of Prepaid Tuition**

Families withdrawing their children from St. Pius X School during the course of the school year must pay in full tuition through the end of the month of withdrawal. Any prepaid tuition will be refunded as of the first of the next month based on twelve (12) month year, with the first month being July. (Example: A family withdraws on January 14. If the total annual tuition has been paid in advance, the family would receive 5 months/12 months of the total paid as a refund.) Fees are not refundable. All bank charges and late fees are not refundable.

Approved/Revised: May 2020

## **Policy 408**

### **Pregnancy Policy**

In addressing the concerns of individuals and families in a pregnancy situation within SPX Grade School, the school recognizes the responsibility as a Catholic Christian community to support life and each other. If it becomes known that a student is pregnant, a conference will be scheduled with the principal, pastor, guidance counselor, parents/legal guardians, and the student(s). The conference will address the following criteria for the student(s) to remain enrolled as a student(s) at St. Pius X:

- The student(s) and parents/legal guardians must meet on a regular basis with a professional counselor from Catholic Charities or another agency approved by the principal, and allow the guidance counselor to have open communication with that party.
- A program of appropriate alternative instruction will be recommended by the school.
- After the birth, it will be determined if the student(s) shall continue at the school. If so, a medical release must be obtained by the family in order for the student(s) to attend classes.

For clarification purposes, the provisions stated above shall also apply to a male student who has fathered a child if he is a student at St. Pius X.

Approved/Revised: May 2020

## **Policy 409**

### **Substance Abuse Policy**

Students shall not be in possession of or under the influence of any drug, including but not limited to any counterfeit, synthetic, imitation or otherwise, controlled substance which is prohibited by law on St. Pius X campus or at any school or Parish sponsored event. This includes, but is not limited to alcohol, tobacco, drugs and drug paraphernalia. Additionally, students shall not be in possession of or intentionally smell or inhale the fumes of any volatile substance.\*

Students found in possession and/or under the influence of the aforementioned substances shall be subject to disciplinary action.

Students needing to take medication during the school day need to submit an administration of medication form. All medication is to be brought to the school office in original packaging. School personnel are not permitted to dispense any medication, including over the counter pain relievers, for any reason without written permission from a parent. Students are prohibited from giving any medication to another student. This policy is in effect at all times year round regardless of whether or not school is in session.

*\*Per Kentucky Revised Statute 217.900 - volatile substance means any glue, cement, or paint or other substance containing a solvent or chemical having the property of releasing toxic vapors or fumes which when inhaled may cause a condition of intoxication, inebriation, stupefaction, dulling of the brain or nervous system, or distortion or disturbance of the auditory, visual, or mental processes.*

Approved/Revised: May 2020

## **Policy 411**

### **Anti-Bullying/Harassment Policy**

St. Pius X will not condone any form of bullying and/or harassment. All students are expected to treat fellow classmates and others with dignity and respect. St. Pius X will pursue the necessary measures to create a safe and respectful learning environment for all students and employees.

Bullying/harassment is defined as any type of action, physical, verbal, and/or nonverbal, that is unwelcome, repeated, makes someone feel uncomfortable and unsafe, and prevents students from learning and enjoying school. This includes behavior that threatens the physical, spiritual, and/or psychological well-being of another student, such as, but not limited to, the following:

- Name-calling
- Put-downs
- Taunting
- Baiting
- Teasing
- Imposing physical harm
- Social exclusion
- Coercion
- Cyberbullying, e.g. Internet Use/Blogging/Social Media/Communication

Harassment in any form is unacceptable and will not be tolerated. The Administration reserves the right to use discretion in determining the appropriate consequence(s) in individual situations.

Any student who makes negative or inappropriate comments about another via the internet (a social network, blogging site, etc.) will be held accountable. St. Pius X reserves the right to discipline students for off-campus conduct.

Approved/Revised: May 2020



## **Policy 500**

### **Acceptance of Out of Parish Children into PSR**

Students who are not registered in the parish are not accepted into St. Pius X PSR program. Exceptions may be made for those who for circumstances beyond their control cannot attend the PSR program in their parish. This will be decided by the DRE in conjunction with the Pastor.

Three conditions govern the acceptance of an out of parish student into the PSR program of St. Pius X Parish.

1. There must be space available. Acceptance during one year of the Program does not guarantee acceptance the following year. Class space will be given to parishioners of St. Pius X first then to non-parishioners.
2. A letter must be obtained from the Pastor of the child/children stating that he is aware that the child/children are coming to St. Pius X for religion classes and that this arrangement is acceptable to him. According to Diocesan guidelines for reception of the Sacraments, these out of parish students must return to their parishes to receive the Sacraments of Initiation.
3. Since Canon Law, the Universal Law of the Church, requires that Baptism be performed at the home parish of the individual and since First Communion and Confirmation complete Baptism as the Sacraments of Initiation that brings a person into the Church and makes them a full member of their parish, the sacraments of First Reconciliation, First Communion and Confirmation are to be received in the home parish of the child/children.

Any alterations to this policy shall be at the discretion of the Pastor and DRE.

Approved/Revised: May 2020

## **Policy 503**

### **PSR Teacher Compensation**

St. Pius X will compensate PSR teachers in grades 1 – 8 in accordance with a set scale. To maintain this standard set by St. Pius X Parish, teachers must be certified within five years of beginning work in the PSR Program. The DRE shall review compensation annually with the finance committee and pastor.

Approved/Revised: March 2018

## **Policy 504**

### **Acceptance of Transfer Students into St. Pius X School**

Persons who request admission of their children to St. Pius X School from other educational institutions or after home schooling, should comply with the same procedures used for enrolling a student from an accredited private or public school. In addition, St. Pius X School may require:

1. An interview with the parents/guardian and the prospective student along with completion of a formal application for admission;
2. A review by St. Pius X School Administrators of the prior course of study, including but not necessarily limited to a review of the content and levels of academic achievement by the proposed student;
3. A review of the testing results of the student in academic areas, using standardized testing provided by the applicant's parent/guardian, and
4. Provision of all academic and/or discipline records from the previous institution(s) attended by the prospective student.

Parents/guardian of the prospective student are responsible for all testing costs and/or any costs associated with obtaining requested records.

Approved/Revised: December 2016

## **Policy 504.1**

### **Home Schooling During the Sacramental Years**

Families who homeschool their children for all academic subjects may also choose to homeschool them for their religious training. Sacramental preparation, however, does involve community activities and families who choose to homeschool for all subjects should contact the Office of Religious Education prior to the beginning of the Sacramental year to obtain necessary information regarding these activities. Children shall not be home schooled only in religious education during a Sacramental year or the year prior to the reception of a Sacrament.

Exceptions may be made in special cases by the Director of Religious Education in consultation with the Pastor.

Approved/Revised: March 2014

## **Policy 504.2**

### **Sacraments Of Out Of Parish Children Into St. Pius X School**

Canon Law, the Universal Law of the Church, requires that sacraments be received in a person's home parish. In order for families who are not active registered parishioners at St. Pius X Parish to send their children to St. Pius X School, room must be available as outlined in Policy 404.5. In addition, a letter must be presented to the pastor before final registration from the student's pastor/pastoral administrator stating that he/she is aware that the child is attending school at St. Pius X and that they will expect the children to return to their parish to receive the Sacraments of Initiation. It is the responsibility of the parents to obtain this letter.

Approved/Revised: March 2018

## **Policy 504.3**

### **Sacramental Preparations for Parish Children not Attending St. Pius X School**

All sacramental preparation for students who are home schooled, attend public school, or attend other schools, will receive sacramental preparations during the PSR classes.

Approved/Revised: May 2020

## **Policy 506**

### **Policy for Receiving the Sacrament of Baptism**

Parish members who wish to have their child baptized at St. Pius X Church must fulfill the following requirements:

1. Must be an active member as defined in the Active Parishioner Policy, Number 200.
2. Must attend a baptismal preparation class within the last three years, prior to the date of baptism. Exceptions to this policy shall be made on case-by-case basis by the Director of Religious Education in consultation with the Pastor.

Approved/Revised: March 2014

## **Policy 700**

### **Acceptance of Candidates into RCIA**

All Candidates for RCIA are encouraged to become a member of the St. Pius X Parish upon completion of the RCIA program. All others would be considered on an individual basis with approval by the Pastor and the DRE.

Since Canon Law, the Universal Law of the Church, requires that Baptism be performed at the home parish of the individual and since First Communion and Confirmation complete Baptism as the

Sacraments of Initiation that bring a person into the Church and makes them a full member of their Parish, the sacraments of First Reconciliation, First Communion and Confirmation are to be received in the home parish of the candidate.

Approved/Revised: March 2014

**ADDENDUM: DIOCESE OF COVINGTON GUIDELINES AND POLICIES PERTAINING TO LOCAL BOARDS**  
**Guidelines 3000 Series: Local Boards**

Parish Boards or Committees of Catholic Education should make an effort to establish membership criteria that reflect the demographic characteristics of a parish community.

In general, membership on a local board or committee of Catholic education should be open to all registered adult members of a parish who are not employees of any educational program under the apices of the board or committee.

Factors taken into consideration may, when applicable, also include, but not be limited to:

- Representation of parents of students in both the Catholic school and parish religious education programs;
- Representation based on the various levels of educational services provided by the parish;
- Ethnic and gender representation;
- Geographic representation

**Guideline G3110**

**Local Boards or Committees of Catholic Education – Functions**

Policies formulated and recommended by local boards or committees of Catholic education may not be in conflict with diocesan policy.

The writing guidelines, which are designed to assist in implementing policies, are the responsibility of the parish and school administrators.

**Guideline G3130**

**Board Self-Assessment**

In conducting the annual self-assessment, parish boards or committees of Catholic education in the Diocese of Covington should follow a timeline that allows for adequate review, discussion and, when necessary, restructuring. The self-assessment process should consider both the internal and external functions of the board, and should utilize the self-assessment instrument currently provided by the Department of Catholic Schools.

It is recommended that the board or committee members complete the self-assessment instrument individually. Following the individual self-assessment, the board or committee should discuss the results and compile a consensus of the rating for each item and a summary of the comments.

A copy of the results should be shared with the parish and school administrators and sent to the Department of Catholic Schools by June 30 of each year.

The results of this self-assessment process could assist the board or committee in determining its goal as well as forming the basis for future board in-service.

The Department of Catholic Schools will annually distribute copies of a recommended assessment instrument to each board or committee.

### **Guideline G3140**

#### **Board Assessment of Administrator**

An assessment committee of the board or committee of Catholic education should conduct an annual assessment of the administrator(s). This ongoing process should begin with the appointment of the committee in October and, in all cases, should be a mutually agreed upon procedure involving the board of administrator(s).

The process should include:

- self-assessment by the administrator(s);
- conferences are held involving the committee and administrator(s).
- In these conferences, the committee and the administrator(s) review any differences in what was required by the contract or job description and what was actually being accomplished;
- the assessment committee prepares a report to the full board or committee, the pastor, parish life collaborator, or pastoral administrator. This report should note areas of strength and growth and, if necessary, a recommendation for alteration of the administrator's job description in subsequent contracts;
- a copy of the final assessment report is to be sent to the Department of Catholic Schools by June 30th each year.

The Department of Catholic Schools will annually distribute a recommended administrator assessment instrument to each board or committee.

### **Policy P3010**

#### **Local Boards or Committees of Catholic Education – Membership (See Guideline)**

At the parish level, local boards or committees of Catholic education shall be representative of the total Catholic community.

## **Policy P3040**

### **Policy Handbook**

School administrators and local boards or committees of Catholic education have the responsibility of maintaining a current Handbook containing the policies of the Diocesan Board of Education.

## **Policy P3105**

### **High School and Local Boards or Committees of Catholic Education New Member Orientation**

All persons elected or appointed as voting members of a local or high school board or committee of education shall be required to attend a diocesan sponsored orientation program for new board members. Participation in the orientation program must take place no later than the second year of board membership. Failure to complete this requirement shall be cause for loss of board or committee membership.

## **Policy P3110**

### **Local Boards or Committees of Catholic Education – Functions (See Guideline)**

Local boards or committees of Catholic education shall formulate and recommend policy for all areas of school education. Such policies may not be in conflict with diocesan policy.

## **Policy P3130**

### **Board Self-Assessment (See Guideline)**

Local boards or committees of Catholic education, high school boards and interparochial boards of education shall conduct an annual self-assessment. The basis for this assessment shall be the functions of the boards or committees of Catholic education as stipulated in documents issued by the Department of Catholic Schools. A copy of the Annual Assessment Report shall be submitted to the Department of Catholic Schools.

## **Policy P3140**

### **Board Assessment of Administrator (See Guideline)**

Local boards or committees of Catholic education, high school boards and interparochial boards shall conduct an annual assessment of administrators of local school programs.

Administrators shall include principals or head teachers of schools.

The basis of this assessment shall be the functions of the administrator as outlined in diocesan policy, the administrative contract and the locally approved job description of the administrator. A copy of the Annual Assessment Report shall be submitted to the Department of Catholic Schools.

