

Saint Pius X School

Parent/Student Handbook



ST. PIUS X
CATHOLIC SCHOOL

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INDEX

Discipline for Life		1
Mission Statement		
Philosophy and Goals		
Objectives		
Admission		2
School Office		
Tuition and Fees		
Arrival / Dismissal		5
Morning Arrival	Bike Riders	
Early Dismissal	Private Transportation Days	
Regular Dismissal	Kenton County Bus Service	
Attendance		7
Excused Absences		
Unexcused Absences		
Tardiness		
Academic Program		7
Curriculum	Classroom Behavior	
Student Services	Homework	
Field Trips		
Grading		10
Grade Scale	Report Cards	
Conferences	Honor Roll	
Progress Reports	Promotion	
Student Recognition		11
Birthdays	Subject Recognition	
Student of the Month	Graduation Recognition	
Dress Code		12
Girls K-6	Boys and Girls Grades 7 - 8	
Boys K- 6	Additional Items for all Grades	
Gym Attire	Out of Uniform Guidelines K 8	
Proper Grooming	Name Tags	
Behavior Expectations		14
General Behavior		
Specific Behavior		
Behavior Plan		
Cafeteria		17
Procedures		
Volunteers		
Communication		18
Open House and Parent Night	Voice Mail	
Paw Prints	Problem Solving	
E-Mail	Volunteers	
Health and Safety		19
Medical Forms and Examinations	Earthquake Drills	
Fire Drills	Lock Downs	
Tornado Drills	Emergency School Closing	
Appendices		22
Internet Acceptable Use Policy		
Anti-Bullying Policy		

Discipline for Life

Spiritual, Academic, Personal

	Spiritual	Academic	Personal
Overall Goals/ Visions	Present Christ as the center of each child's experience at St. Pius X School.	Provide a competitive academic advantage for St. Pius X students.	Challenge each child to pursue their talents and develop their leadership abilities.
Strategies	<p>Prayer/Sacraments Provide many opportunities to celebrate the liturgy, receive the sacraments, and pray together</p> <p>Christian Living Stimulate awareness of the needs of others and demonstrate ways to show Christian compassion and outreach</p> <p>Historical perspective/traditions Instruct students in the precepts, doctrines and traditions of the Catholic Church</p>	<p>Teacher Education Implement rigorous professional standards for SPX faculty</p> <p>Student Education Provide a comprehensive, challenging curriculum that meets the needs of every student</p> <p>Parent Education Provide tools that assist parents with the academic, spiritual, and personal development of their children</p>	<p>Extra- Curricular Activities Assess students and guide them to opportunities that develop their talents</p> <p>Leadership Potential Provide opportunities to develop leadership in every student</p> <p>Benefit to the Community Guide students to use their leadership abilities and talents to help others</p> <p>Health and Fitness Guide students to make positive choices</p>

Please note: This handbook is not intended to address every procedure/event that may occur in a school year. The administration retains the right to append or amend, as necessary.

MISSION STATEMENT

The mission of St. Pius X School is to promote the spiritual, academic, and personal growth of each child by embracing the Gospel values of Jesus Christ. St. Pius X School provides an exemplary Catholic education that helps students to be successful in their families, their communities, and the world.

STATEMENT OF PHILOSOPHY AND GOALS

St. Pius X School answers the needs of the parish to educate its children by providing for the education of the whole child and to prepare them to live in their world as responsible adults. Christian formation in the Catholic faith is its highest priority, followed by the academic and physical development of each child to his or her full potential. To accomplish the above successfully, individual differences must be recognized and continually provided for in the educational process. The role of students is enhanced by their active involvement in the school and parish. Parent involvement is encouraged to benefit the entire school community.

OBJECTIVES

- To emphasize the importance of prayer and Scripture in the lives of our children;
- To place a strong emphasis on liturgical participation, flowing from instruction in the faith;
- To provide a variety of instructional methods to meet the needs of all students;
- To build and develop the basic skills necessary for the students to function effectively in their environment;
- To obtain parental involvement for the mutual benefit of child, parents, and school;
- To provide activities that encourage leadership experience and acceptance of responsibility;
- To make learning a pleasant and worthwhile experience.

ADMISSION

St. Pius X School is a parish school open to all members of the parish regardless of race, color, and national or ethnic origin. Admission to the school is based upon the availability of classroom space and the following criteria:

Families who are registered members of St. Pius X Parish may send their children to St. Pius X School for the tuition as set by the administration and Finance Committee. Non-parishioners may send their children to St. Pius X School for the set tuition plus \$500, provided there are no more than ninety students in the desired grade or grades. The Sacraments of Initiation are received at the parish in which the family lives, as required by Diocesan Guidelines. (See BOTCE Policy 401, 404, 404.5)

SCHOOL OFFICE

The school office is open from 6:45 A.M. until 3:00 P.M., Monday through Friday. All visitors are required to ring the bell to enter the school and must sign in at the school office upon arrival. Visitors will receive a badge that must be worn while in the building. Former students of St. Pius X School, and others visiting teachers, may only visit after school hours. The school will not accept deliveries of flowers or packages for students.

TUITION AND FEES

The school is financed from parish revenues. Administration recommends and the Finance Committee approves the tuition amount needed from each family that has students in the school. This recommended tuition amount is reviewed annually. Each family pays school fees to cover the costs of texts and educational materials as well as the Diocesan assessment. These fees are also reviewed annually.

Tuition Rates 2017/2018

The administration, with the approval of the Finance Committee, has issued the following Tuition Rates for the 2016 - 2017 School Year:

	TUITION	SCHOOL FEES	LESS (-) REG. FEE	TOTAL TUITION
1 CHILD	\$4,784	\$333	-\$100	\$5,017
2 CHILDREN	\$7,324	\$666	-\$200	\$7,790
3 CHILDREN	\$8,895	\$999	-\$300	\$9,594
4 CHILDREN	\$10,053	\$1,331	-\$400	\$10,984
5 CHILDREN	\$10,144	\$1,664	-\$500	\$11,308

Non-Parishioners' elementary school rate will be:

	TUITION	SCHOOL FEES	Out-of-Parish Fee	LESS (-) REG.	TOTAL TUITION
1 CHILD	\$4,784	\$333	+500	-\$100	\$5,517
2 CHILDREN	\$9,568	\$666	+500	-\$200	\$8,534
3 CHILDREN	\$14,352	\$999	+500	-\$300	\$13,551
4 CHILDREN	\$19,136	\$1,331	+500	-\$400	\$18,567
5 CHILDREN	\$23,920	\$1,664	+500	-\$500	\$23,584

All parents must register their children through the FACTS Management System. Once your family is registered, students will be placed on a class list and enrolled in the school. Tuition criteria will be entered by school staff. Parents may pay tuition in full before June 30, twice a year on July 20 and December 20, or monthly on the 5th or 20th (parents chose). Parents who pay monthly may arrange for an automatic deduction from their checking or savings account. Parents choosing this option will incur the bank processing fee. Parents may choose to pay with a credit card. Credit card processing fees will NOT be covered by St. Pius X Parish.

Parents who pay in full before June 30, may deduct 2% from the tuition rate (tuition column only). Parents paying in full using a credit card will incur a processing fee.

If you would like to apply for financial assistance, you will need to apply through FACTS under grants and aid. You can contact Mrs. Jill Lonnemann at 341-4900, ext. 102 or the Business Manager at 341-4900, ext. 204, with any questions.

School fees are used to cover the cost of textbooks, materials, and other routine expenses associated with the operation of a school. These fees are included in the monthly tuition process as outlined above.

There is an additional eighth grade student fee to cover costs for the eighth grade trip, group picture, and promotion flowers. This will be set annually and collected separately from tuition.

Tuition Collection Rules

If a family falls behind in tuition, they will be notified by Facts Tuition Management. We ask that you let us know if you are experiencing difficulty paying tuition, so we can set up a payment plan that is acceptable to all parties. Tuition must be paid for transfer of records to occur and for final report cards to be released. Please refer to BOTCE Policy 405.5 and 406 on the web site for more information.

ARRIVAL / DISMISSAL

MORNING ARRIVAL

Upon arrival, students riding the bus enter through the cafeteria doors and proceed to their designated space in the cafeteria. Students arriving in cars or walking may enter the main doors after 6:45 A.M. and proceed to the cafeteria. Teachers will escort their students to the classroom at 7:00 A.M. Students arriving after this time should report directly to their homeroom. Students must be in their classrooms at 7:15 A.M. After 7:15 A.M., students are considered tardy and must report to the school office to obtain a class admittance slip. In the case of excessive tardiness, the administration will contact the parents to determine the legitimacy and nature of the tardiness.

EARLY DISMISSAL

All requests to leave the school building during the school day are to be made in writing and presented to the school office **before** the school day begins. Students will receive a leave early slip to present to the teacher when it is time to leave. The parent or guardian must report to the office to sign the child out. The student will be called from his/her room.

REGULAR DISMISSAL

Students should be seated at their desks during the dismissal period. Students who ride buses will be called first and are to leave the classroom quietly and orderly when bus riders are called. Walkers and car riders will be dismissed after the buses are gone. All walkers and car riders must exit through the main doors and parents should park in the front lot. Students attending after school activities must wait in their rooms until all others are dismissed. A signed parent note must be provided whenever there is a change from a student's regular dismissal routine.

BIKE RIDERS

All bicycles must be parked neatly and locked in the bike racks at the maintenance door area. Bikes are to be walked on church and school property for safety purposes. Bike riders may exit through the maintenance door area.

PRIVATE TRANSPORTATION DAYS

On days when the Kenton County buses do not operate for St. Pius X School the following procedures will be followed:

Morning Drop-off: Children may be dropped off either at the cafeteria door or at the main school doors.

Afternoon Pick-up: Students who are usually car riders are picked up in the front lot as usual. Walkers, bus 40, 81, 90 are also picked up in the front lot. Students who normally ride SPX buses, Bus 50, 85, 132, are picked up in the back lot. Students who ride bus 11, 58, 61, 127 and the Silverlake bus are picked up in the Rectory lot. If children are going to ride home with someone other than their own parent/guardian, **they must bring a note telling the teacher who is taking them home.**

KENTON COUNTY BUS SERVICE

Bus service to and from St. Pius X School is provided by Kenton County only on the days when the Kenton County schools are in session. The following are the regulations regarding the use of Kenton County buses by our students:

1. The Kenton County Board of Education requires good pupil conduct on the school buses in order that the driver may devote the major part of his/her time and attention to the safe operation of the school bus.
2. Pupils riding the school buses are under the direct supervision and direction of the school bus driver and he/she shall direct the pupils in matters of conduct and safety. The driver has the authority and responsibility for seeing that the policies, rules and regulations of the Board are carried out.
3. A pupil riding the school bus shall conduct himself/herself on the bus in a manner that will not endanger the lives of other pupils on the bus through distraction of the driver's attention or failure to comply with the driver's instructions.
4. The following are some examples of unsafe practices and failure of a pupil to conduct himself/herself in a proper manner on the school bus:
 - a. Fighting, shuffling, yelling, loud talking, etc.;
 - b. Throwing items into the bus, inside the bus, or out of the bus;
 - c. Making remarks and disrespectful signs to people on the roads;
 - d. Changing seats or moving about while the bus is in motion;
 - e. Failure to share seats;
 - f. Damaging property;
 - g. Failure to follow the driver's instructions or directions;
 - h. Putting hands and/or head out of the windows;
 - i. Getting off the bus at other than approved stops.
5. Pupils shall not smoke on the bus at any time.
6. Pupils shall not eat on the bus at any time or make any purchases of any kind from a driver.
7. Pupils shall not be permitted to bring any item on the bus that might block an aisle, step well, entrance door, or emergency exit.
8. Pupils shall not be permitted to bring anything on the bus that might frighten someone or distract the driver's attention.
9. Footballs, basketballs, volleyballs, and/or baseballs brought on the bus must be kept in the possession of the owner at all times and may not be tossed about inside the bus.
10. A pupil shall ride the school bus to which he/she is assigned to and from school each day and shall get on and off the bus at the same stop each day unless written permission to the contrary is granted by the principal of the school which the pupil attends.

If a driver finds it necessary to report a pupil for misconduct on the bus, the bus driver will write out a bus incident slip. This is delivered to the school principal who will administer a punishment as follows:

1. The student shall be suspended from bus privileges for **one day** for the **first report**.
2. If a student is reported a **second time** for misconduct, the student shall be suspended from bus privileges for **one week**.
3. A **third report** shall result in suspension for an **indefinite period** depending upon the circumstances of the situation.

Any problem regarding the Kenton County bus service, other than discipline, should be reported to the Kenton County Bus Garage (356-5050).

ATTENDANCE

If a child is absent from class, parents are asked to notify the office by 9:00 A.M. at 341-4900 ext. 3. Books and assignments for children absent from school should be requested at this time.

Doctor and dental appointments should be made after school hours, if at all possible. Families are encouraged to take vacations only when school is not in session.

State and Diocesan regulations require that a student present a written excuse from a parent or guardian for each absence. Notes will be kept in the student's file. In the case of excessive absences, the administration will meet with the parents to determine the legitimacy and nature of the absences. A doctor's certificate may be required to help with this determination.

EXCUSED ABSENCES

Excused absences will include illness, funerals, and other emergency absences as determined by the administration. If a student is absent from school, it is his/her responsibility to make up any missed work. Normally, one school day for each day absent will be allowed for students to turn in missed work.

UNEXCUSED ABSENCES

All other absences are considered unexcused, even if only for part of a day. Unexcused absences can be detrimental to a child's educational progress and should be avoided. The parents must assume the responsibility for such absences, which includes:

- Contacting the school office in advance of the student's absence
- Checking the homework section of the webpage for missed assignments
- Holding the student responsible for completing missed assignments
- Providing the student with any additional instruction if he/she is experiencing problems with the material that was covered during the absence

TARDINESS

According to 702KAR 7:125, a tardy shall be recorded for a student who is absent up to 2 hours of the regularly scheduled school day; one-half (1/2) day attendance shall be recorded for a student who is absent 2 - 5 hours of the regularly scheduled school day; and a full-day absence shall be recorded for a student who is absent 5 - 6 hours of the regularly scheduled school day.

ACADEMIC PROGRAM

The educational program of St. Pius X School meets the requirements set by the Diocese of Covington and the Kentucky Department of Education. St. Pius X School was accredited by the Kentucky Non-Public School Commission in October of 2007. In spring 2001 and 2015, St. Pius X School was named a National Blue Ribbon School of Excellence by the US Department of Education.

CURRICULUM

Religion - The religious and moral training of the students is the most important part of our program. We try to help the student grow, not only in the knowledge of our faith, but also in the practice of it. The religion classes are taught using the curriculum guidelines established by the

Diocese of Covington. Students and teachers attend Mass twice a week, Monday with grades 1-4, Tuesday with grades 5-8, and Friday with K-8. Parents are always welcome to attend these liturgies. The sacraments of First Reconciliation and First Eucharist are celebrated in the second grade, and the Sacrament of Confirmation is celebrated in the eighth grade. Students in grades three to eight have the opportunity to receive the Sacrament of Reconciliation periodically throughout the year.

Para-liturgies and prayer services are also scheduled throughout the year for all students as part of their Religion classes.

Secular Academic Areas - In addition to Religion, the students of St. Pius X School are presented with a solid program of secular academic subjects including Language Arts, Mathematics, Science, and Social Studies.

Enrichment Areas - St. Pius X offers each student weekly lessons in Art, Music, Library, and Physical Education. Students in grades 3-4 attend Spanish once weekly and students in grades 5-8 attend Spanish twice weekly. On days that a student has PE, he/she is to wear the PE uniform in place of the school uniform.

Technology – Students in kindergarten through fourth grade have a scheduled computer class weekly. St. Pius X School offers students access to wireless internet as a technological tool to be used as a resource to enhance the teaching and learning process. Students in fifth through eighth grade receive computer instruction within their established curricula. Students in grades four through eight, have their own Chromebook for use at school. Students must obtain parental permission and must sign and return a form stating that they have read and agreed to follow the Acceptable Use Policy (Appendix A).

Library/Audio-Visual - The library is one of the most important facilities offered to the students. The library is open during the school day and after school for reference work, checking out of books, story hours, and browsing. The Scholastic Book Fair is made available through the library each May.

Books from the library may be borrowed for one week and may be renewed for another week. Anyone with an overdue book will be fined 5 cents per day that the student is in school. If a book is lost or damaged, the student is responsible for paying the amount stated by the librarian to replace or repair the book. Reference books may be used in the library only. Books taken from the shelves to be looked at or for research should be returned to their proper places on the shelf. Students should ask for help from the librarian if necessary.

Field Trips- All students participate in planned field trips. Proper conduct is expected. Fees and permission slips must be brought to the school in advance. All school guidelines are to be followed on field trips.

Students may pose a liability and a potential safety hazard to other students because of behavior problems in school. If a child has experienced difficulty in self-discipline, and if the decision is made that a child has lost the privilege to attend the field trip, parents will be notified. There will be no refund after payment for buses and/or admission are paid.

Standardized Testing - St. Pius X School follows the program set up by the Diocese of Covington, which is the use of MAP tests. These tests are administered three times annually. Test results are reported to parents and are used by faculty and administration to study the strengths and weaknesses of the curriculum. Test results may also be used for ability grouping of students in some academic areas.

Eighth graders take the High School Placement Test (HSPT) in mid-December at the high school they plan on attending. St. Pius X offers preparation for this test beginning in September.

STUDENT SERVICES

St. Pius X School has a Student Services Team consisting of the Academic Support Teacher, School Counselor, Literacy Coach, Assistant Principal, and Principal. The team meets weekly to discuss students who are struggling academically, socially, or behaviorally. They also explore programs and materials that are available to help the students in these areas.

The Academic Support Teacher works with students individually, in small groups, and in the regular classroom who need additional help in reading, math, and study skills. She is trained in the Orton-Gillingham method. The Academic Support Teacher works with the Student Services Team, teacher(s), and parents in creating academic plans for at-risk students to help them to be successful.

The Literacy Coach works with students individually, in small groups, and in the regular classroom who need additional help in reading and math. She is certified in the Orton-Gillingham method and has helped procure state and federal funds to have teachers trained as well. She also assists teachers with RTI (Response to Intervention) strategies in the classroom and helps identify students in need of academic testing.

The School Counselor is available to assist parents, teachers, and students with social and academic issues. He/she also presents group instruction on social skills, such as manners and bullying. He/she also oversees standardized testing.

The Assistant Principal helps the principal in all areas, but also oversees discipline so that is consistent and systematic.

St. Pius X is provided with a Speech Therapist once a week through Kenton County Schools.

HOMEWORK

Homework is an educational tool that reinforces a concept taught or reviews previously presented material. It is not necessarily written work, as studying and reading constitute homework also. Parents can assist the student by providing a quiet place and a regular study time each evening and by making sure that assignments are neat, complete, and accurate. Students who do not complete their homework will face consequences as determined by the classroom teacher. Assignments are posted on Sycamore.

GRADING

An explanation of the grading system can be found at the top of the report card. Emphasis is placed on progress according to each individual child's ability.

GRADE SCALE

Grades K-2
E-Excellent
G-Good
S-Satisfactory Progress
P-Problem Area

Grades 3-8:	A+	99-100	C+	83-84
	A	95-98	C	77-82
	A-	93-94	C-	75-76
	B+	91-92	D+	74
	B	87-90	D	71-73
	B-	85-86	D-	70
			F	69 and below

CONFERENCES

Parents and teachers are encouraged to communicate regularly. If there is a concern over a child's progress, a conference may be scheduled by the teacher or parent at an agreed upon time.

Annual conferences are scheduled on the Tuesday before Thanksgiving Day. Parents with children in grades K – 4, will sign up for a time to meet with the teacher. Fifth through eighth grade teachers will be available in a central location where parents can speak to any or all of the student's teachers.

PROGRESS REPORTS

Progress reports are not sent home as grades, conduct, and attendance are available through Sycamore Systems daily.

REPORT CARDS

Report cards are distributed to all students each trimester, which is approximately every twelve weeks.

ACADEMIC PROBATION

Students in grades 7 and 8 who are failing a subject/s at mid-trimester will be required to stay after school for extra help from the teacher in the affected subject/s until passing. Academic progress will be monitored bi-weekly. Failing grades at mid-trimester will result in suspension from all extra-curricular activities until passing grades are achieved.

PROMOTION

Students are promoted to the next level on an annual basis. Students in junior high who fail a class for the year will be required to attend summer school before being promoted.

STUDENT RECOGNITION

BIRTHDAYS

Students and staff are recognized for their birthday during morning announcements. Students may bring in a treat to share with the class on their birthday. Students with summer birthdays will be given a date when school is in session to celebrate their birthday. Individually wrapped food items or other types of treats are allowed, but we ask that parents refrain from bringing drinks. **Please check with the teacher regarding food allergies before making treat selections. Please refer to our school website on the Home page under “About” tab titled “Allergy Friendly School” to access safe treats for students with allergies. We need to keep all of our students safe.**

SR. BARBARA STUDENT OF THE MONTH AWARD

Every month one student from each homeroom is selected for this award. The selection is based on observable Christian behavior and service during the school day. Certificates honoring these students will be displayed in the school and announced on the morning announcements. At the end of the each month, the students receive their certificates.

SUBJECT RECOGNITION

One student from each homeroom will be chosen each month in recognition for his/her performance in a specific area of the curriculum. This recognition will not necessarily be given to the student with the highest grade, but will emphasize effort, classroom participation, enthusiasm, and behavior. The students will be recognized as follows:

September – Religion	February – Art
October – Social Studies	March – Music
November – Math	April – Spanish
December – Science	May – Physical Education
January – Language Arts	

Certificates honoring these students will be displayed in the school and announced on the morning announcements, as well as posted in Paw Prints. At the end of the each month, the students receive their certificates.

GRADUATION RECOGNITION

Eighth grade students will receive recognition during the promotion ceremony at the end of the school year. At that time the following awards are given:

Subject Awards

Overall academic performance

Good Citizenship Award

Dependability, Cooperation, Leadership, Patriotism, Clean Speech and Habits

President’s Award for Educational Excellence

No grade lower than a 93 A-
85th Percentile in Math and Reading on Standardized Test Teacher recommendation

President’s Award for Educational Achievement

No grade lower than an 85 B-

Demonstrates achievement in the Arts
Maintains an A average in Art, Music, PE, and Spanish
Completes assignments on time
Teacher recommendation

Presidential Physical Fitness Award

Five events that measure strength/endurance, cardio respiratory endurance, speed, agility and flexibility
Must score at or above the 85th percentile in all 5 events

SPX Award

Exemplifies respect, responsibility and over all Christian demeanor

DRESS CODE

Schoolbelles carries all of our uniform items. If items are purchased elsewhere, they must be regulation uniform and must match Schoolbelles' style and color.

GIRLS K-6

Uniform: Regulation green and blue plaid uniform jumpers purchased from Schoolbelles for grades K-4 are to be worn. Regulation green and blue plaid skirts purchased from Schoolbelles for grades 5 and 6 are to be worn. The uniform jumper or skirt must be no more than two inches above the knee. It is suggested that students wear shorts under their jumper or skirt, but the shorts may not be longer than the uniform.

Blouse: A white short or long sleeve blouse with a collar or a plain or SPX logoed white collared short or long sleeve knit shirt is to be worn. Banded bottom knit shirts are permitted. A plain white undershirt may be worn under the blouse or shirt. Shirts must be tucked in neatly and completely at all times unless they have a banded bottom.

Pants: Regulation uniform navy dress pants may be worn in place of the skirt or jumper.

BOYS K-6

Pants: Regulation uniform navy blue dress pants are to be worn.

Shirt: A white short or long sleeve dress shirt with a collar or a plain or SPX logoed white collared short or long sleeve knit shirt is to be worn. A plain white undershirt may be worn under the shirt. Shirts must be tucked in neatly and completely at all times.

GIRLS GRADES 7 – 8

Uniform: Regulation green and blue plaid kick-pleat uniform skirts purchased from Schoolbelles are to be worn. The skirt must be no more than two inches above the knee. It is suggested that students wear shorts under their jumper or skirt, but the shorts may not be longer than the uniform.

Shirt: A short or long sleeve SPX logoed green collared shirt purchased from Schoolbelles is to be worn. These shirts are available with a banded bottom. A plain **white** undershirt, sports bra, or bra may be worn under the shirt. Shirts must be tucked in neatly and completely at all times unless they have a banded bottom.

Pants: Regulation uniform khaki dress pants may be worn in place of the skirt.

BOYS GRADES 7 – 8

Pants: Regulation uniform khaki dress pants are to be worn.

Shirt: A short or long sleeve SPX logoed green collared shirt purchased from Schoolbelles is to be worn. A plain white undershirt may be worn under the shirt. Shirts must be tucked in neatly and completely at all times unless they have a banded bottom.

ADDITIONAL ITEMS FOR ALL GRADES

Sweatshirt: Students in kindergarten through sixth grade may wear a green fleece ¼ zip sold by the PTG. Junior high students may wear a grey ¼ zip sold by the PTG. Eighth graders may wear their class sweatshirts in place of the uniform sweatshirt.

Sweater: A hunter green cardigan or pullover purchased from Schoolbelles may be worn in place of the uniform sweatshirt.

Shoes: Most students wear gym shoes. Dress shoes and boots may be worn. Open-toed or open back shoes are not permitted.

Socks: Black or white socks must be worn at all times. Socks may have a black or white emblem on the back. White or black tights or leggings may be worn with the jumper or skirt.

Shorts: Regulation shorts may be worn from the opening day of school until October 31 and during the months of April and May. Uniform shorts must be appropriate length - to the top of the knee, no longer or shorter. Shorts may not be rolled at the cuff.

Belts: Students in grades 5 - 8 are to wear a belt if there are pant loops on their pants. Pant loops may not be cut off pants.

GYM ATTIRE

On gym day, the gym uniform should be worn in place of the regular uniform.

Shorts: Regulation green mesh shorts purchased through Schoolbelles are to be worn.

Shirt: A SPX logoed gray tee shirt purchased through Schoolbelles is to be worn. The shirt is to be tucked in at all times.

Sweatpants: Solid black sweat pants purchased through Schoolbelles are to be worn. Sweatpants may have an elastic or hemmed leg. Sweatpants purchased elsewhere must be solid black with no emblem.

OUT OF UNIFORM GUIDELINES K-8

On certain occasions, students may be out of uniform. Guidelines for dress include:

- Shirts and dresses must have sleeves and must cover shoulders, stomach, and chest area.
- No open-toed or open backed shoes, such as sandals, are permitted.
- Sayings and logos on clothing must be appropriate. Students should not wear clothing with words on the backside of pants, shorts or skirts.
- No rips/tears in clothing.
- Shorts must be no more than two inches above the knee.
- Leggings may only be worn under dresses.

PROPER GROOMING

No make-up is to be worn at school. Girls may wear nail polish, but acrylic nails are not permitted. The only acceptable body piercing is of the ears and only **post** earrings may be worn. Boys may not wear earrings. Jewelry may be worn in moderation. Writing on the body and clothing is prohibited at all times. Hair must be kept cut, neat, and clean. Clothes must be clean. "Fads" deemed improper for school by the administration will not be permitted. Hats and winter accessories are to be worn outside the building only.

NAME TAGS

Nametags are part of the uniform and must be worn at all times of the school day. Any nametag lost, defaced in any way, or in poor condition must be replaced at the student's expense.

BEHAVIOR EXPECTATIONS

A school is a place where students come to learn. To promote learning, there must be an atmosphere in which the student respects the rights of others and accepts each individual as a person of worth. All students have the right to feel safe at school and to achieve their greatest spiritual, academic, and personal potential. This freedom should be extended to all phases of school activity.

Discipline is the fostering of respect and self-control. This is a shared responsibility of parents, teachers, and students. The following are expected student behaviors:

GENERAL BEHAVIOR

The following are points of behavior that are to be observed and followed by all students:

- Students should be quiet in the halls, in the restrooms, and in moving to and from classes in consideration of the other students who are studying and working in classrooms.
- Students should walk, not run, in the school building, particularly in the halls and on stairways. Students are to keep to the right on stairways and in the halls.
- Concrete walkways are to be used at all times when entering or leaving the building.
- Students may not chew gum on the school premises.
- Students should take ownership of school property and keep areas clean and organized, including desks, restrooms, and lockers.
- The only phone the students may use during the day is the office telephone, and it should only be used in important situations.
- All food is to be eaten in the cafeteria at lunchtime. No food is permitted on the playground or in classrooms except under the direct supervision or direction of the teacher. Food and drink are never permitted in the gym.

- Students may not use cell phones during the school day. Students are required to give their homeroom teacher their cell phones at the start of each day. If a student is found using a cell phone, it will be taken away, and the parents will be required to pick it up from the school office. Further offenses will result in the device being kept for an extended period of time.
- Skateboards and scooters are not permitted at school.
- Students are to be respectful of themselves, other students, and administration, faculty and staff at all times. Disrespect and talking back will not be tolerated.
- Students may not sign their parents name on any paper, even if the parent gives permission to do so.
- Students may not plagiarize, cheat, or copy another student's assignments.
- Students should deliver communications sent home from school promptly.
- Bullying of any kind will not be tolerated. Please read the Anti-Bullying Policy set by the St. Pius X Board of Total Catholic Education (BOTCE) (see Appendix B)
- No student may access the internet through their own internet plan. (see AUP)

CLASSROOM BEHAVIOR

Students are expected to listen attentively in class when the teacher or another student is speaking. Students should also participate in discussions and cooperate in group work. It is also expected that students will use their assignment books to keep track of all homework and complete assignments on time. Students should also develop habits of using their time wisely.

CHURCH BEHAVIOR

Students should recognize that they are in the house of God and enter and leave quietly and respectfully. Students are expected to take an active part in the Liturgy, sharing in the prayers and singing in a joyful manner.

BEHAVIOR DURING ANNOUNCEMENTS

Students are expected to be silent and attentive during AM and PM announcements. **Whenever an announcement is being made, students are to stop whatever they are doing and wait until the announcements are complete before resuming their normal activities.**

RESPONSIBILITY TO SCHOOL PROPERTY

Students should take pride in their school and care for the building and grounds as well as the furniture, books, and personal belongings of others. It is unacceptable to vandalize school property or the personal property of others. Students will be held responsible for any damage they cause and will be required to pay for the replacement or repair of the property.

Students are required to cover all textbooks and to carry them to and from school in a protective bag. Students will be assessed a fee for any damage to or loss of school texts.

Students are required to effectively care for their Chromebooks. Families are responsible for paying for damages Chromebook screens. (See Appendix B).

HOMEWORK

Homework should reinforce or extend class instruction. The amount of homework should be consistent throughout the grade level and should follow the guide of approximately 10 minutes x their grade level, with the exception of kindergarten. Teachers will post assignments and grades on Sycamore. Daily emails will be sent to communicate with parents.

HOMEWORK POLICY

Grades 5-6

A Responsibility Referral will be issued when a student receives five homework responsibilities during a single trimester. The student will meet with teachers and parents to discuss a plan for homework completion, a Responsibility Referral will be issued, and a detention will be served.

Grades 7-8

No Responsibility Referrals are issued to student in grades 7-8. Ten percent will be deducted from the total grade for each day the assignment is late. After three days, the teacher will notify parents. After five days, the student receives a zero but will be required to complete and hand in the assignment. If the student is sick, the student needs to communicate with the teacher regarding the additional time needed to complete the work.

BEHAVIOR PLAN

The discipline plan for St. Pius X School is an organized and systematic program for maintaining an appropriate learning environment. It is based on the idea of mutual respect and designed to help students understand that they are responsible for their actions.

Grades K – 4 will use ideas from the Responsive Classroom. This philosophy will allow for self- correction of most discipline issues.

DISCIPLINARY MANAGEMENT PLAN

Behavior for grades 5-8 will be monitored through Sycamore. Students may receive disciplinary marks in Sycamore from teachers and staff if their misbehavior warrants it. Examples of misbehavior include disrespect toward others, inappropriate language or gestures, disruptive behavior, damaging/stealing of school or personal property, compromising the safety of self and/or others, leaving school property without permission, cheating or lying, physical violence, gum chewing, and disregarding school rules.

Cards will **not** be signed for missing assignments.

Once a student receives five disciplinary marks, the student will be given a detention. If a student receives ten marks in one trimester or receives two Conduct Referrals, a student will receive a detention, a two-week probation from school extracurricular activities, and parents and coaches will be notified.

After ten disciplinary marks or two Conduct Referrals, every additional detention will warrant an additional two weeks of probation and an in-school suspension. Parents are responsible for paying the cost of the substitute teacher monitoring the in-school suspension.

If conduct continues to be an issue, a parent meeting with teachers, administrators, and the pastor will be called to discuss possible outside suspension or expulsion.

Recording of disciplinary marks and Conduct Card Referrals will begin anew each trimester.

DETENTIONS

A student will serve a detention after the fifth disciplinary mark in Sycamore, or may serve a detention for one offense deemed serious by the administration. Detention is served on Thursdays from 2:00 – 3:00 P.M. A student is expected to serve the detention on the Thursday after it has been issued.

DISCIPLINARY PROBATION

If a student exceeds ten disciplinary marks/2 detentions in one semester, he/she will be suspended from all extra-curricular activities and all St. Pius X School-sponsored sports for two weeks.

SUSPENSION/EXPULSION

The administration may suspend the student from school for one or more days if a particular behavior is deemed severe, or if no improvement is made after poor behavior. This will usually be in the form of in-school suspension, unless it is determined it is in the best interest of the parties involved to have it take place out of school. If poor conduct continues, students may be asked to withdraw from school. If the parents do not willingly cooperate, the student will be expelled. The final decision whether or not to expel the offender rests with the pastor and/or principal. Whenever a student is expelled from school, a report is made to the Diocese.

Suspension and/or expulsion of a student may also occur for serious offenses such as:

- Possession or use of drugs, alcohol, or tobacco on school grounds
- Possession or use of a weapon on school grounds
- Violence toward students
- Disrespect/insubordination towards teachers and staff
- Use of obscenities
- Bullying
- Vandalism
- Refusal to cooperate with school authorities

CAFETERIA

Students are assigned a lunch/recess time daily. A hot lunch, including milk or juice, may be purchased. The menu will be posted on the web page and through **Paw Prints**. Parents put money toward their child(ren)'s account and the student enters his/her account number when going through the line. Parents can send a check to school or can pay on-line at k12paymentcenter.com

Students also have the option of packing their lunch. In compliance with federal regulations, students who pack their lunches are **not permitted** to bring soft drinks or fast food of any kind. Packers may purchase a milk or juice for 0.50 payable at the time of purchase, but should provide their own napkins and silverware. All students must eat in the school cafeteria.

Charges are for emergency use only. Students who have forgotten or lost their lunch money may charge a lunch in the cafeteria. Charges are designed to cover situations in which parents or students forget to bring or provide money for lunch. **Charges may not exceed five dollars.** When a child incurs a charge three times, a note will be sent home to the parents informing them

of the charge status. The cafeteria cannot provide lunch for those students who exceed \$5.00 worth of charges. There will be no charging the last week of school. Should additional arrangements be needed, please contact the Cafeteria Manager.

SPX participates in the Federal Lunch Program. Some students qualify for either free or reduced lunch. Guidelines set up by the U.S. Department of Agriculture determine the eligibility of students. Information regarding this program may be obtained from the school office. All inquiries and applications are kept confidential.

Additional information about the cafeteria and payment of lunches is sent to parents through the cafeteria management.

CAFETERIA PROCEDURES

Students who bring their lunches should go to the front of their class line to enter the cafeteria. While waiting in the lunch line, students are expected to stand quietly in a single-file line and cooperate with any directions given. When going through the line, students should show proper courtesy to the staff and the parents who are serving, using “Thank you” and “Please, may I have?” at the appropriate times. Students are asked to speak clearly and loud enough to be heard. Cafeteria rules include:

- remaining seated at all times while eating
- eating food in the cafeteria only
- keeping hands off of other’s lunches
- cleaning his/her area (table, bench, and floor) before leaving the cafeteria and disposing of garbage in the proper container (paper, liquids, and food)
- waiting to be dismissed by the cafeteria monitor

Students will usually go out to recess after they have eaten lunch. It is important that students follow the directions of the playground supervisor at all times. Once out on the playground, students may not re-enter the building without consulting the supervisor. Rules to follow while at recess include:

- no rough play
- any accident, illness, or injury must be reported to the playground supervisor
- students must stay away from parked cars
- lining up when recess is over

On days of inclement weather, students will report to their classrooms after lunch and will follow the rules of the supervisor.

CAFETERIA VOLUNTEERS

SPX uses parent volunteers to help the staff prepare and serve the food, clean the kitchen and wipe the tables. Please look for sign-up opportunities at Open House and Parent Night. On the days you sign up to help, please arrive in the cafeteria by 9:45 am. The names of workers will be posted in **Paw Prints**.

Volunteers are asked to be responsible and carry out their commitment. If you are unable to work on your day, please call the Cafeteria Manager in the cafeteria (341-4900, ext. 7) before 8:30 am.

RECESS VOLUNTEERS

SPX also uses parent volunteers to help the faculty on the playground. This is an excellent opportunity to watch how your child interacts with others. Please look for sign-up opportunities

at Open House and Parent Night.

COMMUNICATION

Parents are encouraged to contact the St. Pius staff, administration, or teachers whenever they feel it is necessary. We wish to partner with you in your child's faith formation and education.

OPEN HOUSES

An Open House for students and their families will be scheduled prior to the beginning of the school. Another Open House for current and potential students will be held during Catholic Schools Week. A separate Open House will be held for prospective families in January.

PARENT NIGHT

A Parent Night will be held at the start of the school year so parents can learn about plans for the year and teachers can share their curriculum. Parent Night will meet for a general session in Milligan Hall followed by time in their students' classrooms with teachers. Students in grades 5-8, will follow their child's daily schedule.

PAW PRINTS

This is a weekly bulletin that is emailed and posted on the webpage each Thursday. This bulletin contains timely items of concern to all our students and parents.

E-MAIL

Parents can notify administration, teachers, and staff via e-mail. All addresses include the person's first initial, last name, and @teachers.stpiusx.com. E-mail addresses are posted on our web page. Please allow 24 hours for a response.

VOICE MAIL

Every administrator, teacher, and staff member has a voice mailbox. Parents are asked to call the school (341-4900, ext. 3) to connect to a person's voice mail, or find the mailbox number on our web page. Please contact school personnel during school hours only.

PROBLEM SOLVING

Parents should discuss any problems concerning their child with the teacher first. If a satisfactory solution to the problem has not been reached after reasonable discussion with the teacher, parents should contact the administration to help find a solution. It is important for the student to be involved in conferences that concern his/her academic progress and/or behavior. Unless the matter is of a sensitive nature, parents and teachers are encouraged to include the student in conferences as much as possible.

VOLUNTEERS

All parents are encouraged to become involved in the school program as volunteers in the cafeteria, library, classrooms, playground, copy room, Athletic Association, Parent Teacher Guild, Health and Fitness Committee and in extra-curricular activities. Please look for opportunities to get involved in Paw Prints or call the school office for contact information.

The Diocese of Covington requires all school or parish volunteers to be VIRTUS trained and to have a signature form for the Diocesan Policies and Procedures for Addressing Sexual

Misconduct, a police background check and fingerprinting. The school offers training sessions

and materials to help all volunteers accomplish these requirements.

HEALTH AND SAFETY

The Total Wellness Committee (TWC) is comprised of a group of parents and school personnel to set health and safety policies and to help develop the physical and emotional well-being of our students.

CHRONIC MEDICAL CONDITIONS

If a child has a chronic medical condition, diagnosed by a healthcare professional, that may require attention by school staff during school hours, he or she must have a completed “Chronic Medical Condition and School Procedure” form on file in the school office that is signed by his or her physician and parent/guardian, indicating that this child has such a condition and with instructions regarding treatment. This form must be re-submitted annually.

ALLERGIES

If a child has been diagnosed with an allergy (food, environmental, etc.) that may require attention by school staff during school hours, he or she must have a completed “Allergic Reaction and School Procedure” form on file in the school office that is signed by his or her physician and parent/guardian, indicating that this child has such an allergy. This form must be re-submitted annually.

If a child’s condition requires that an epi-pen be stored at school, parents will need to provide two pens. One epi-pen will be stored in the school office or at a location in close proximity to where an allergic reaction may occur and require epi-pen administration. The second epi-pen will be stored in the teachers’ lounge next to the cafeteria. **Parents are required to bring epi-pens in a plastic container with the student’s picture and name on the lid.** If an epi-pen is administered to the child due to an allergic reaction, 911 will be called, and the child’s parent/guardian will be notified.

LICE

If a child is found to have lice/nits or a school official has been notified that a child has lice/nits, appointed volunteers will be called to come to the school to perform “head checks” for the affected child’s classmates and siblings. The procedure will be as follows:

- Children will report to a private area to undergo examination.
- If a child is found to have lice/nits, the child will be sent to the school office and his or her parents will be contacted for immediate pick up.
- Upon pick up, the parent/guardian will be given a handout on lice eradication and/or will be referred to the school website re: information on lice eradication.
- The child must be re-examined by an appointed volunteer after proper treatment has been administered and upon return to school the next morning at 7am. The child must be at the school office at 7 A.M. for this re-examination. Volunteers will not be available for this readmission “head check” at random times throughout the school day. If not present by 7 A.M., the child will have to wait until the next school day at 7A.M. for re-examination.
- The child will not be readmitted to class until the lice/nits are gone.

FEVER

If a child is feeling ill and reports to the school office, a school staff member is permitted to take a child's temperature using a temporal thermometer. If a child is found to have a temperature of greater than or equal to 100 degrees Fahrenheit, the child's parent/guardian will be contacted to pick his or her child up from school, immediately. If a child has a fever (temperature greater than or equal to 100 degrees Fahrenheit) in the morning, prior to coming to school, parents are to refrain from sending that child to school that day. Children must be fever free, without fever reducing medication, for 24 hours prior to returning to school.

According to State and Diocesan regulations, aspirins, vitamins, antihistamines, or any other medications may not be given to any pupil, nor should such medications be a part of the first-aid supplies. No such medication will be kept in the office or in classrooms.

DISPENSING MEDICATION

On occasion a pupil may have to take medication during school hours. This medication should be brought to the school office in the original packaging with a measuring instrument to be used for correct dosage, if needed. The child may come to the school office to take the medication at the prescribed times. Written directions for administering the medication, signed by a physician or parent, must be included. Forms are available in the school office.

MEDICAL FORMS AND EXAMINATIONS

The health records of each child attending St. Pius X School are kept in the school office. No child may attend St. Pius X without a valid immunization certificate from a licensed physician or health practitioner. These certificates must be on a Kentucky form.

According to Diocesan Policy 5514, "Within six months prior to entering school in the Diocese of Covington for the first time, or within a month following admission, the student must have a medical examination, which shall be reported to the school authorities. A second examination shall be required within one year prior to entry into the sixth grade. In the case of students with known medical or physical conditions that may be exacerbated or harmful to the student participating in strenuous physical activity, including but not limited to that experienced in Physical Education classes, a medical examination at the beginning of each school year, or more often if deemed necessary by the physician, shall be required and reported to the school authorities so that any restrictions can be reasonably accommodated."

FIRE DRILLS

At the sound of the fire alarm, students should immediately stop, rise, and move quickly to the assigned exit. Assigned exits are posted near the doorway of each classroom.

- Silence and proper behavior are demanded during the fire drills.
- Students should move quickly and orderly to their assigned area outside of the building.
- Students should stand silently in a single file line facing the building.
- Students should immediately return to class when instructed to do so.

TORNADO DRILLS

When the tornado alert is sounded, students should go immediately to their assigned shelter area.

- Students are to remain at their designated shelter area until dismissed.
- Students must remain in the building until warnings are lifted.
- Students should immediately return to class when instructed to do so.

EARTHQUAKE DRILLS/LOCK DOWNS

Earthquake and Lockdown drills may be conducted periodically during the school year. Students should follow the instructions given.

EMERGENCY SCHOOL CLOSING PROCEDURES

When it becomes necessary to close school or delay starting time, St. Pius X School will communicate our operating status by using our school notification system/Sycamore, posting on the school website and by making an announcement over the local radio and television stations.

If the decision is made for St. Pius to have school and Kenton County does not run buses, then each parent must make their own decision as to the hazards involved in getting to and from school. If a parent feels it is too hazardous to attempt getting to school, they should not make the attempt. However, absences from school will be recorded as absences in the attendance register.

School doors will be open at 6:45 A.M. if school starts at normal time. If there is a one- hour delay, the school doors will be open at 7:45 A.M. Students will not be admitted into the building before that time.

If the decision is made to dismiss early, parents will be notified by the school notification system.

ADDENDUM TO PARENT/STUDENT HANDBOOK 2016-17 SCHOOL YEAR

APPENDIX B – Internet Acceptable Use Policy (AUP) “Bring Your Own Device” Policy St. Pius X Elementary School, 2013 -14

St. Pius X School is committed to creating a 21st century learning environment. We continue to invest in technology by adding more computers in each classroom, purchasing Chromebooks, and increasing the number of I-Pads we have available for student use. The SPX campus is now wireless so that students can access the internet in any room through school owned computers as well as their own personal devices. The idea of students bringing their own devices to school (BYOD) is becoming popular in many educational institutions. Our goal is to allow students the tools available to receive the best education possible.

The use of electronic devices and the internet in school is a privilege, not a right. The classroom teacher has the final say as to whether a device should be used in his/her room at a particular time. There may be times when the teacher requests students to bring in personal devices for a particular assignment. This request is on a voluntary basis and will not be a requirement for students. Bringing personal devices to school can be very useful, but there are some risks involved. It is a good idea to record the serial number of your device in case of theft. It is also a good idea to have some type of “insurance” on the device in case it is damaged.

Personal devices that students may bring to school include an I-Pad, Kindle, Nook, tablet, or laptop computer. Electronic devices the students are using in the classroom include the school-owned I-pads, Chromebooks and classroom computers, as well as the computers in the lab that are already wired for internet use. Access to the wireless network will be made available to classroom devices and personal

devices. The stipulations for use of any of these devices are as follows:

- The teacher must give permission to the student before he/she brings the device to school and uses it in the classroom.
- St. Pius X School has no obligation to provide for the safety of a student-owned device. The student is responsible for the proper use of a school-owned device while it is in his/her possession.
- Material accessed on the personal device is for educational enrichment or instructional purposes only. Students may not access any social network, including Facebook.
- Students may not use the device to listen to music.
- The device may only be used in the classroom under teacher supervision.
- Students will not bring the device out on the playground or to the cafeteria.
- Students will only access approved sites from the internet after permission is granted from the teacher.
- Students will only access the internet through our network, which is filtered.
- Any fees or unauthorized charges resulting from access to the internet are the sole responsibility of the student.
- St. Pius X reserves the right to log network use and monitor fileserver space.

*****At this time phones may not be used as a personal device because they have their own internet plans and cannot be monitored by our network.*****

The use of personal devices, devices owned by the school, and the internet is to facilitate learning and access information and research, as well as teach children how to work collaboratively. Students who use these items for other means, as determined inappropriate by the administration, will face the following consequences:

- (1) First offense – The student will receive a warning and will be suspended from use of electronics, including the internet, for a period of one week. He/she may also face other disciplinary action.
- (2) Second offense – The student will be suspended from use of electronics, including the internet, for a period of one month. He/she may also face other disciplinary action.
- (3) Third offense – The student will be suspended from use of electronics, including the internet, for the remainder of the year. He/she may also face other disciplinary action.

Student Acceptance – I have read the SPX Acceptable Use Policy for Electronic Devices and the Internet, and agree to abide by the stipulations outlined. I also understand that I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information.

Student Name

Student Signature

Date

Parent Agreement – I have read the SPX Acceptable Use Policy for Electronic Devices and the Internet and give permission for my child to use the school technology, bring his/her own device, and/or use the internet with teacher supervision.

Parent Name

Parent Signature

Date

APPENDIX C - Anti-Bullying/Harassment Policy

St. Pius X School 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 School 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 repeated, targeted at a student or group of students, that is unwelcome, 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
- Internet Use/Blogging/Social Media

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 School reserves the right to discipline students for off-campus conduct.