

Saint Pius X School

Parent/Student Handbook



348 Dudley Rd. Edgewood, KY 41017 Phone:
859-341-4900 ext. 3
859-341-3440
Mrs. Jill Lonnemann, Principal
jlonnemann@teachers.stpiusx.com

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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	Prayer/Sacraments Provide many opportunities to celebrate the liturgy, receive the sacraments, and pray together Christian Living Stimulate awareness of the needs of others and demonstrate ways to show Christian compassion and outreach Historical perspective/traditions Instruct students in the precepts, doctrines and traditions of the Catholic Church	Teacher Education Implement rigorous professional standards for SPX faculty Student Education Provide a comprehensive, challenging curriculum that meets the needs of every student Parent Education Provide tools that assist parents with the academic, spiritual, and personal development of their children	Extra- Curricular Activities Assess students and guide them to opportunities that develop their talents Leadership Potential Provide opportunities to develop leadership in every student Benefit to the Community Guide students to use their leadership abilities and talents to help others Health and Fitness Guide students to make positive choices

Please note: In addition to this handbook there are additional BOTCE Policies to review and abide by for students, parents, parishioners, and faculty. 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.

SCHOOL OFFICE

The school office is open from 6:45 A.M. until 2:30 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.

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 active, participating 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/inactive members may send their children to St. Pius X School at the non-parishioners' rate, 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 is registered, as required by Diocesan Guidelines. (See BOTCE Policy 200, 402, 404, 404.5) All families need to register annually in Sycamore.

TUITION AND FEES

The school is financed, in part, by tuition and fees that each family pays. The remainder of the amount needed to cover the cost of running our school is made up by parish revenues. As such, our in-parish tuition rates are offered to families who regularly attend mass and are involved in parish life at St. Pius X Parish. We ask that if you are unable to make a regular financial commitment to the church, at least let us know that you are attending mass by dropping an envelope in the collection basket.

Tuition Rates

The administration, with the approval of the Finance Committee, has issued the following Tuition Rates for the 2024 - 2025 School Year:

Active Parishioner rates:

	TUITION	SCHOOL FEES	REGISTRATION	TOTAL TUITION
1 CHILD	\$5,628	\$387	-\$100	\$5,915
2 CHILDREN	\$8,612	\$774	-\$200	\$9,186
3 CHILDREN	\$10,460	\$1,161	-\$300	\$11,321
4 CHILDREN	\$11,822	\$1,548	-\$400	\$12,970
5 CHILDREN	\$11,928	\$1,935	-\$500	\$13,363

Non-Parishioners' / Inactive Parishioners' rates:

	TUITION	SCHOOL FEES	REGISTRATION	TOTAL TUITION
1 CHILD	\$6,754	\$387	-\$100	\$7,040.60
2 CHILDREN	\$10,334	\$774	-\$200	\$10,908.40
3 CHILDREN	\$12,552	\$1,161	-\$300	\$13,413.00
4 CHILDREN	\$14,186	\$1,548	-\$400	\$7,040.60

All families must enroll in the FACTS Tuition Management System. Once your family is registered in Sycamore and enrolled in FACTS, students will be placed on a class list and enrolled in the school. Tuition criteria will be entered by school staff. Families may pay tuition in full before June 30, twice a year on July 20 and December 20, or monthly on the 5th or 20th (families chose). Payments will be made via automatic deduction from a checking or savings account. Families may choose to pay with a credit card, however, choosing this option will incur additional fees. Credit card processing fees will NOT be covered by St. Pius X. If tuition is not paid in full, there is a fee assessed by FACTS to cover their expenses. St. Pius X does not cover this fee.

Families who choose to pay in full before June 30, will have 2% deducted from the tuition rate (tuition column only). 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, Ms. Jennifer Casson 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 with your tuition charge that is assessed from FACTS.

A registration fee will be collected in January via FACTS for incoming and returning families. Other incidentals, such as bus fees, field trips and chrome books, will be collected via FACTS throughout the year as needed.

There is an additional 8th grade student fee to cover costs for the eighth-grade activities, sweatshirt, graduation picture, and promotion flowers. This will be set annually and collected via FACTS.

There will be a technology fee that will be assessed beginning the 5th grade year and will continue each year through the 8th grade. This fee will be set annually and will help to cover the cost of the student Chromebook, case, carrying cover, and insurance. The students will own this device upon graduation and will be theirs to keep.

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 having trouble 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 7:10 A.M. After 7:10 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, by email, or by phone call to the school office **before 9:00 A.M.** The parent or guardian must report to the office to sign the child out.

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 called. Walkers leave first, followed by bus riders, then car riders. All walkers and car riders must exit through the main doors. 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 are assigned dismissal locations by last name. Lot assignments are sent via email. Students who ride 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 student 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. Students riding the school buses are under the direct supervision and direction of the school bus driver and he/she shall direct the students 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 student riding the school bus shall conduct himself/herself on the bus in a manner that will not endanger the lives of other students 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 student 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. Students shall not smoke on the bus at any time.
6. Students shall not eat on the bus at any time or make any purchases of any kind from a driver.
7. Students shall not be permitted to bring any item on the bus that might block an aisle, step well, entrance door, or emergency exit.

8. Students 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 student 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 student attends.

If a driver finds it necessary to report a student 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. In order for a child's absence to be considered excused, a doctor's note may be provided or a parent note (up to three times per trimester).

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 Sycamore 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.

TRUANCY

Students are expected to attend school daily. Habitual Truancy is defined as six or more unexcused absences in the course of a year. Any student found to be habitually truant will be brought before the Juvenile Court as a status offense. Parents may only write excuse notes three times per trimester with a maximum of nine per year. All other excuses must be provided in written form by a doctor.

When a child has six unexcused absences, a letter will be sent to parents. If the child continues to be absent from school, administration will notify parents of a meeting. If truancy continues, administration will notify the Juvenile Court system.

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, Spring of 2017 and Winter of 2023. 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 integrated into the STEM lab curricula. 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.

STEM Lab – Students in Kindergarten through the fourth grade receive direct instruction in the STEM lab weekly. The STEM teacher will collaborate with 5th through 8th grade teachers to co-teach cross-curricular lessons for all students

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. See Addendum 1 for Chaperone Guidelines.

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 and administration of the social emotional learning assessment given annually

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

St. Pius X is provided with a Speech Therapist weekly 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

Parents and students will access report cards through Sycamore. Each trimester is approximately twelve weeks in length. All fees and tuition must be current to receive report cards.

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 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 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 and
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 overall 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 or a gray crewneck sweatshirt purchased from Schoolbelles. Junior high students may wear a grey ¼ zip purchased from Schoolbelles. 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 **first day of school until November 30 and during the months of March, 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 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 sweatpants 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 **one post** earring per ear 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. Boys' hair should not touch the eyebrows, ears, or shirt collar. 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 everyone 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.
- 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.**

BEHAVIOR OUTSIDE SCHOOL HOURS

Students may be held accountable for behavior outside of the school building. Students always represent the Saint Pius X School. Inappropriate behavior in public or on social media can result in disciplinary action

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.

SCHOOL TECHNOLOGY

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. Electronic devices the students are using in the classroom include Chromebooks and occasionally iPads. The stipulations for use of any of these devices are as follows:

- 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.
- Personal devices such as smart phones, watches, and wearables (Such as iPhones, Apple watches, FitBits, etc.) are not permitted to be carried or worn by students during school hours. These devices must be left at home or turned in to the teacher at the beginning of the day.
- Material accessed on a student's electronic device is for educational enrichment or instructional purposes only. Students may not access any social networks, including but not limited to Instagram, Snap Chat, TikTok, or Facebook. They may not stream music, videos, surf the web or play games unless instructed by the teacher.
- Students must use the device for school related activities only, streaming music, videos, surfing the web or playing games is prohibited unless instructed by the teacher.
- 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.
- Students may only log into their student specific account. Accessing another student's account is strictly prohibited.

- St. Pius X reserves the right to log all account activity, network use and monitor fileserver space. Student's Google accounts are owned by St. Pius X and are subject to monitoring.
- Students are responsible for any costs to repair or replace school technology that is in their possession or assigned to them. This includes, but is not limited to, Chromebooks, Chromebook cases, iPads, and Clevertouch devices.

The use of electronic devices 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) Level 1 Offense – For a first-time offense, the student will receive a card signature. He/she may also face other disciplinary action.
- (2) Level 2 Offense – When a student continues to misuse technology or the technology offense is more serious in nature, the student will receive a detention and will be suspended from use of electronics for 1-2 weeks. He/she may also face other disciplinary action.
- (3) Level 3 Offense – When the student continues to misuse technology or the technology offense is more serious in nature, the student will face school suspension and be prohibited from use of electronics. He/she may also face other disciplinary action.

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, except for 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. Students will pay \$10.00 when serving detention to cover the cost of the teacher.

Grades 7-8

No Responsibility Referrals are issued to student in grades 7-8. A given percent will be deducted from the total grade for each day the assignment is late. 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 violations in Sycamore from teachers and staff if their misbehavior warrants it. Examples of misbehavior include disrespect toward others, inappropriate language or gestures, disruptive behavior, visiting inappropriate websites or tampering with software, damaging/stealing of school or personal property, compromising the safety of self and/or others, leaving school property without permission, cheating, lying, physical violence, missing/incomplete schoolwork, gum chewing, and disregarding school rules.

Once a student receives five disciplinary violations, the student will be given detention. The student will attend detention and must pay \$10.00 to cover the cost of the teacher. A serious offense could warrant an automatic detention.

If a student receives 15 disciplinary violations in one trimester or receives three automatic detentions, a student will be on a two-week probation from extracurricular activities, parents and coaches will be notified, and the student will be required to attend Saturday school.

Parents are responsible for paying \$75.00, the cost of a teacher monitoring the Saturday School suspension. Saturday School will be on the following Saturday, 8:00 A.M.-11:00 A.M.

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 violations and detentions 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 one day designated day a week from 2:00 – 3:00 P.M. A student is expected to pay \$10.00 to cover the cost of the teacher.

DISCIPLINARY PROBATION

If a student exceeds fifteen disciplinary marks/3 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 and will participate in Saturday School. Saturday School will be held at St. Pius X School from 8:00-11:00 on the designated Saturday. The student must pay \$75.00 when serving Saturday School to cover the cost of the teacher.

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 mandatory participation at Saturday 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 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

ANTI-BULLYING/HARRASSMENT 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, makes someone feel uncomfortable and unsafe, has a power differential, 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 in school
- Spreading rumors or hurtful gossip
- Coercion
- Internet Use/Blogging/social media

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

Students may anonymously report bullying or harassment via an online Google form. 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.

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, on Sycamore and through **Paw Prints**. Parents put money toward their child(ren)'s account and the Mrs. Depenbrock 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 \$20.00.** 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 \$20.00 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. All volunteers must wear closed-toe shoes, such as gym shoes. No flipflops are allowed. 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 families 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 in Sycamore 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.

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, 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 be up to date on all VIRTUS bulletins, have a signature form for the Diocesan Policies and Procedures for Addressing Sexual Misconduct, and a background check. The school offers training sessions and materials to help all volunteers accomplish these requirements.

HEALTH AND SAFETY

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. The form is found under **School Forms** on the school website. The form must be signed by his or her physician and parent/guardian, indicating that the 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 in the student's homeroom, parents will need to provide two pens. One epi-pen will be stored in the classroom. 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 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 student, 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 student 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 on the school website under the “forms” tab.

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.

ADDENDUM 1

GUIDELINES FOR CHAPERONES

1. Chaperones must be 21 years or older.
2. All chaperones must be Virtus compliant and up-to-date with background checks, fingerprinting, and articles.

If male and female youth are participating, there must be male and female chaperones.

- One chaperone must be present for every ten (10) youth.
- Consumption and/or possession of alcoholic beverages are strictly prohibited AT ALL TIMES while acting as a chaperone. This includes rest periods for chaperones.
- Smoking, use of tobacco products, or use of electronic smoking devices in the presence of youth while acting as a chaperone is strictly prohibited.
- Use and/or possession of illegal drugs or misuse of prescription drugs by anyone (adult or minor) at a youth event are strictly prohibited.
- Creation, possession, acquisition, or distribution of any kind of pornography is strictly prohibited.
- Weapons of all kinds are strictly prohibited in all activities that include minors.
- Chaperones are to support the leader in charge of the event and assist as directed and/or needed.
- When in disagreement with the organizer/supervisor of an event, chaperones are to discuss their concerns with calm, descriptive communication in an attempt to come to an understanding.
- Chaperones should never express these concerns in the presence of or within the hearing of youth.
- By virtue of Diocesan directive, any abuse or neglect suspected, witnessed, or disclosed to a chaperone must be reported to the appropriate legal authority.
- Chaperones must understand that any sensitive information learned about youth participants must be kept confidential.
- Chaperones must be present, available, and actively supervising in the area where the activity takes place. This includes limiting use of distracting devices (cell phones, tablets, etc.).
- Chaperones may not go anywhere during the event where youth may not go with them, for example, a bar within or near the lodging facility.
- Adults may not use profanity or sexually suggestive language at any time while acting as a chaperone. Chaperones are expected to attend all activities of an event.
- Chaperones are to be aware of the emergency plans for the event as developed by the organizer and the evacuation routes for the facility.
- A specific location to meet must be designated in the event the group becomes separated.
- Chaperones may not give permission for youth to leave an event or partake in alternative activities without consulting with the organizers.
- Chaperones are to assure that all youth have adult supervision at all times.
- Chaperones need to know the rules of the event and be consistent in dealing with youth participants.
- Dress for both adults and youth must be modest and reflect Christian values. Disciplinary issues should be handled in coordination with the event organizer/supervisor and parents.

- Adults, age 18 and older, should not be alone with minors in a residence, sleeping facility, locker room, rest room, dressing facility, or other closed room or isolated area.
- If it becomes necessary for an adult to enter an area designated for youth, a second unrelated adult should be present.