ST. PIUS X
PARISH SCHOOL
ESTABLISHED 1955

2026-2027
St. Pius X Parish School
Parent/Student
Policies Agreement Form

(Please print except where signatures are required)

Please note that ALL parents/guardians involved in each child's education and enrollment at St. Pius X Parish School MUST sign the handbook agreement. This is especially important for any parent/guardian that chooses/plans to volunteer at the school or in any school sponsored activity, including, but not limited to sports activities.

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has received, read the **St. Pius X Parish School** Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and/or per changing Archdiocesan guidelines. We agree to follow the policies and procedures as may be added or amended.

We understand that we may be asked to withdraw our child(ren) from the school, or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Print student names and grades:

Student's First Name _____ Grade: _____

Student's First Name _____ Grade: _____

Student's First Name _____ Grade: _____

Please return this signed form promptly to the school office.
This form will be placed in the students' permanent files.

TABLE OF CONTENTS

SECTION	PAGE #
Parent Acknowledgement	1
Table of Contents	2
General Information	
· School Philosophy	4
· Statement of Mission	4
· SLEs	4
· History of the School	5
· Code of Christian Conduct	5
· Consultative Parent Organizations	6
· School Staff	7
Admissions, Tuition & Fees	
· Guidelines for Admission	8
· Immunizations & Health Records	8
· Non-Discrimination Policy	9
· Tuition Program, Fees & Fundraising	9
· Financial Agreement	11
· Tuition Assistance	11
· Graduation Fees	12
· Parent Hours & Involvement	12
· Book Replacement Fees	13
· Daycare Program	13
School Policies & Procedures	
· Zero Tolerance Policy	14
· Safe Environment Training	14
· Guidelines for Interacting with Minors	14
· Complaint Review Process	16
· Inclusion Procedures	17
· Absence, Tardiness, & Truancy	17
· Communication: home & school	19
· Arrival Procedures	20
· Daily School Schedule	20
· Snack & Lunch	20
· Dismissal Procedures	21
· Bicycles & Skateboards	21
· Lost & Found	21
· Emergency Cards	21
· Medications	22
· Security & Emergency Procedures	22

- Campus Visitation 24
- Custody Policy 24
- Removal of Students from school during school hours 25
- Interview & Removal by Police Officers 25
- Work Permits 27
- Privacy & Access to Records 28
- Transfer of Records 29
- Health 30
- Student Insurance 31

Catholic Identity

- Common Principals of Faith 31
- Sacramental Preparation 32
- Religion Curriculum 33

Academics & Co-Curricular Activities

- Academic Program & Curriculum 34
- Testing 34
- Work Habits & Homework 34
- Grading Policy 35
- Academic & Behavior Awards Program 36
- Tutoring 36
- Retention Policy 37
- Field Trips 37
- Summer Enrichment Program 37
- Co-Curricular Activities 38
- Archdiocesan Acceptable Use Policy & Responsibility Policy for Electronic Communications ... 39
- Electronic Devices & Cell Phone Policy 43
- School Telephone Policy 43
- Counseling Policy 43
- Permission for Publication of Photos 44
- Research Projects & Rights of Parents 44

Discipline

- School & Classroom Policies for All Students 45
- Transitional Kindergarten – 2nd Grade Discipline 46
- 3rd & 4th Grade Discipline 46
- 5th- 8th Grade Discipline 46
- Eighth Grade Incentives & Rewards 47
- Discipline Consequences (all grades) 48
- Severe Clauses 50
- Harassment, Bullying & Hazing Policy 52
- Student Threats 53
- School Searches 54

- Student Sexual Conduct & Pregnancy 55
- Guidelines Related to Possession & Use of Alcohol & Controlled Substances 58
- Uniform Policy & Guidelines 59

GENERAL INFORMATION

The following information is approved and mandated by the Archdiocese of Los Angeles.

SCHOOL PHILOSOPHY

St. Pius X Parish School is a Catholic faith community with the sole intention of providing a well–rounded education for all children with a focus on our Catholic faith values and sacramental life. The primary goal of the school is to support parents as the primary educators of their children and to support teachers as facilitators of each child's learning. We believe that education begins with the development of each child's learning and development as a whole person. Therefore, the focus of each child's education begins with uncovering specific needs for spiritual, academic, personal, social, physical, and cultural development.

STATEMENT OF MISSION

At St. Pius X School, we aim to inspire, motivate, and empower our school community through our faith, family, stewardship, and academic excellence.

Schoolwide Learning Expectations

A St. Pius X Student is...

1. **A person of FAITH who**
   a. knows and understands the teachings and traditions of the Catholic faith
   b. nurtures a personal relationship with God through prayer, liturgy, and sacraments
   c. strives to live like Christ
2. **An ACADEMICALLY prepared student who**
   a. develops a foundation of knowledge in the core academic subjects
   b. communicates effectively through listening, speaking, reading, and writing
   c. sets positive goals and works to achieve them
   d. thinks critically and solves problems
   e. values education and connects learning to his/her daily life
3. **A contributing member of COMMUNITY who**
   a. practices self-awareness and self-discipline
   b. serves the community: family, school, church, society
   c. cares for God's creation

Primary Grade Version SLEs

A St. Pius X Student is...

1. **A person of FAITH who**
   a. knows the Catholic faith
   b. prays every day and reads the Bible
   c. tries to be like Jesus
2. **An ACADEMICALLY prepared student who**
   a. learns about all subjects

b. listens, speaks, reads, and writes
c. works hard every day
d. solves problems
e. loves to learn

3. A contributing member of COMMUNITY who

a. is aware of his/her own actions
b. respects and helps others
c. cares for God's creation

HISTORY OF THE SCHOOL

St. Pius X Parish Elementary School is located in Santa Fe Springs, California, situated in the southeastern part of Los Angeles County, in the San Pedro Region of the Archdiocese of Los Angeles. The school is located in a mixed suburban and industrial community. The St. Pius X Parish boundaries encompass all of Santa Fe Springs and a portion of Norwalk situated north of Imperial Highway, west of Norwalk Boulevard and east of Studebaker Road.

St. Pius X Parish School opened in September, 1955 with an enrollment of 100 first grade students. Classes began in two classrooms secured on lease from St. Marianne's School in Pico Rivera. By the fall of 1960, the school had become a double-graded program from first through eighth grade. The first graduating class received their diplomas in June of 1961. Gradually, the school narrowed down to single-graded classes in the mid 1970's, and the last double-graded class graduated in June of 1982.

The Sisters of Mercy staffed the school until June of 1988. The first lay principal was hired in the summer of 1988, and the school has continued under the leadership of lay administration since. The school library was opened in the fall of 1982. It has become fully automated and has been staffed by a full time librarian since 1987. The librarian coordinates and monitors the school's Accelerated Reader Program and works closely with the teachers to ensure student success. In the fall of 1987 the computer lab was opened, and was later upgraded in 1999. In the winter of 2005 a wireless network and server were installed. The computer lab is continually maintained and brought up to date with necessary security measures in order to protect all students and the school's equipment.

In the fall of 1983, a half-day Kindergarten program began, and by 1990, the program became a full-day class. The Pre-School program opened in the fall of 1990. The pre-school hired a full-time director in the summer of 1998 and became a fully-licensed facility in the spring of 2000. In 1986, an Extended Daycare Program was opened for all students. Care for students is provided before school beginning at 6:30 AM and after school until 6:00 PM. The program offers both supervised study time and planned recreational activities.

St. Pius X Parish Elementary School was last fully accredited in 2012 for a six-year period by the Western Association of Schools and Colleges and the Western Catholic Education Association. The school is also a member of the National Catholic Education Association.

CODE OF CHRISTIAN CONDUCT COVERING, STUDENTS, GUARDIANS AND OTHER RESPONSIBLE ADULTS

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include but are not limited to any policies or procedures set forth in the school's parent/student handbook.

These Christian principles include but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.
- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

These expectations for students and parents/guardians include but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, and field trips).

The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

CONSULTATIVE SCHOOL BOARD AND PARENT OR PARENT-TEACHER ORGANIZATIONS

Every elementary school in the Archdiocese of Los Angeles is expected to have an established and functioning consultative school board established by parish administration in conjunction with school administration.

The parish consultative school board normally assists and consults on a number of issues such as planning, policy development, financing, development, technology, public relations, buildings and grounds, alumni relations, marketing and evaluation of the board's goals, and activities of the board. The parish consultative school board works with other established groups in the school and parish community, including the parent-teacher organization, the parish council, and the Parish Finance Council . No more than one-third of the board membership should be the parents/guardians of currently enrolled students.

Parent organizations in elementary schools are important: they promote parent/guardian support for the school program, increase mutual understanding between the school and parents/guardians, build a sense of school community, and assist in the financial support of the school. The Department of Catholic Schools encourages the formation of parent (or parent-teacher) organizations that follow the current archdiocesan policies.

Parent organizations:

- Are advisory in nature
- Have no legal status apart from the school and therefore may not be separately incorporated

- Function in accordance with a written constitution and bylaws that comply with all current provisions of archdiocesan policy that govern the structure and operation of such an organization
- Are subject to all Department of Catholic Schools regulations and policies

Membership
The membership of the parent organization shall include the pastor of the parish or his designee, principal, parents/guardians of currently enrolled students, and religious and lay faculty (if the organization is a parent-teacher organization). The pastor and principal shall have the right to approve officers and other members of the executive committee during the nomination process. The pastor or his designee and the principal shall be ex officio members of the executive committee of the organization.

2026-2027 ST. PIUS X PARISH SCHOOL ADMINISTRATION & STAFF*

- Pastor	Fr. Artur Gruszka
- Principal	Mrs. Heather Haigh
- Office Manager	Mrs. Belinda Hall
- Receptionist/Health Attendant	Mrs. Jeanette Carmiol
- Preschool Director & Teacher	Mrs. Victoria De La Cruz
- Transitional Kindergarten (TK)	Mrs. Jennifer Lacko
- Kindergarten	Ms. Claudia Olvera
- First Grade	Mrs. Yadira Pena
- Second Grade	Ms. Lexi Valenzuela
- Third Grade	Mrs. Alexis Hernandez
- Fourth Grade	Ms. Jessenia Gomez
- Fifth Grade	Mrs. Sofia Garcia Perrino (long term sub. Ms. Contreras)
- Sixth Grade	Mr. Charles Song
- Seventh Grade	Ms. Melissa Ramirez
- Student Council Moderators	Ms. Ramirez & Mrs. Perrino
- Eighth Grade	Mrs. Jane Ross
- P.E./Athletics	Mrs. Jane Ross
- Librarian	Mrs. Jeanette Carmiol
- Daycare Supervisor	Mrs. Josefina Sepulveda
- Teacher Aide	Mrs. Karen Contreras
- Teacher Aide	Ms. Christina
- Teacher Aide - Preschool	Ms. Zurina
- Teacher Aide	Ms. Elizabeth

see the school website for a current and complete list of all staff along with contact emails

ADMISSIONS, TUITION & FEES

The following information is both approved and mandated by the Archdiocese of Los Angeles. For more details, updates, and current information visit http://handbook.la-archdiocese.org/.

GUIDELINES FOR ADMISSION TO ELEMENTARY SCHOOLS

- Each school should establish procedures for admission and enrollment.
- Preferences shall be given to active members of the parish.
- Under archdiocesan guidelines for financial considerations, the optimum number of students per classroom is 35.
- The recommended age for transitional kindergarten students is four years of age on or before September 1.
- The recommended age for kindergarten students is five years of age on or before September 1.
- The recommended age for first grade students is six years of age on or before September 1.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to provide an accessible Catholic education to as many students as possible, both with its educational programs and financial considerations; however, the school may have insufficient resources to meet the educational and financial needs of all students.
- The pastor and principal will review students' continued eligibility for enrollment in the parish school.

EXAMINATIONS AND INOCULATIONS

The California Health and Safety Code requires students to provide proof of immunization for school entry and also requires schools with kindergarten or seventh grade to assess and report annually on the immunization status of students in these grades. Schools report online at Shots for School. Issued annually by the State of California, all directives regarding immunization shall be implemented.

Up-to-date information on immunization requirements can be found at Shots for School, the County of Los Angeles Department of Public Health, and the California Code of Regulations section on immunization.

School procedures pertaining to the health of students must be communicated in writing to parents/guardians, generally in the parent/student handbook. Students, with the permission of the parents/guardians, may be subject to routine examinations in school, including hearing, vision, dental, head lice, and scoliosis.

All immunizations must be documented and signed by a doctor or health provider.

ELEMENTARY SCHOOL
NONDISCRIMINATION POLICY
2026-2027

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, national origin, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, disability, medical condition, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single-sex schools. While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

[Note that this School Student Non-Discrimination Policy does not provide nor imply that the archdiocese waives any legal exceptions or exemptions that may apply to it as a religious nonprofit organization.]

This Catholic Elementary School publishes the above policy in the staff and parent/student handbooks, public relations/recruitment brochures and in other publications such as the parish bulletin and school newspaper. The school also publishes applicable grievance procedures in the staff and parent/student handbooks.

NON-DISCRIMINATION DOCUMENTATION

The Internal Revenue Service requires non-public schools to maintain a School Student Non-Discrimination Policy so those schools are recognized as tax exempt.

Archdiocesan schools must demonstrate this policy by annually publishing the School Student Non-Discrimination Policy.

For parish schools, the pastor should publish the School Student Non-Discrimination Policy in the parish bulletin. The school should retain a copy of this parish bulletin in the school file. The statement of non-discrimination also should be published each year in the staff handbook, parent/student handbook, and admissions materials. All schools should submit documentation of the published policy to the Department of Catholic Schools.

TUITION PROGRAM & FEES

All tuition may be paid annually to St. Pius X School in one of two ways:

1. Payment in full to the school in one lump sum, or
2. Monthly, on an eleven month payment plan through FACTS Tuition Management Company

Tuition accounts not paid in full by the designated date or not on a FACTS payment plan will be subject to a 3% tuition increase and the student's seat will not be guaranteed. In addition to tuition, St. Pius X families are required to pay student fees and participate in annual fundraisers. Buying out of fundraising requirements is an option that requires paying a higher tuition rate. All rates for the 2026-27 school year are as follows:

TUITION RATES*:	Annually	Monthly (approximate)
One Child:		
Participating in fundraisers	$5,975	$544
Not participating in fundraisers	$6,725	$611
Two Children:		
Participating in fundraisers	$11,350	$1,031
Not participating in fundraisers	$12,500	$1,136
Three Children:		
Participating in fundraisers	$15,600	$1,418
Not participating in fundraisers	$17,150	$1,559

$300 discount per family if tuition & fees are paid in full by August 21, 2026

FUNDRAISING REQUIREMENTS FOR PARTICIPATING FAMILIES*:

FUNDRAISER	MINIMUM
SCRIP Gift Card purchases	$1,000 ($200 buy out)
Read-A-Thon	$200/child
TNT Fireworks Scrip	$150/family
Fun Run Pledges (Trike-a-Thon for TK)	$200/child

Additional fundraising requirements apply to children who participate in Sports and other extracurricular activities

STUDENT FEES* (per child)

1. Registration Fee $400 – due March 6, 2026

(late fee $50 per child, per month, NON-REFUNDABLE) This fee reserves a place for student(s) and covers: academic records and transcripts, student accident insurance, Department of Catholic Schools annual fee, textbooks, student planners/agendas, etc.

2. Technology Fee $250 – due April 17, 2026

(late fee $50 per child, REFUNDABLE) This fee includes: online resources, standardized testing costs, etc.

ADDITIONAL FEES (per child)*

- Delinquent Account Fee — $25 (per month)
- Second Grade Sacrament Fee — $100
- Eighth Grade Graduation Fee — $500
- Sports Fee (per sport) — $150
- Sports Uniform Purchase/Replacement — TBD
- Science Camp Fees — TBD
- Student Council Fees — TBD

All Fees are non-refundable

TUITION / FINANCIAL AGREEMENT

All tuition will be paid to St. Pius X School in full ($300 discount per family if paid by August 21, 2026) or on an eleven month payment plan through FACTS Tuition Management Co. All families must go to the FACTS Tuition Management website and must have FACTS account set up. An annual setup fee will be charged by the FACTS Tuition Management Co.

By signing the Parent Agreement Form, parents/guardians of enrolled students agree to the following:

1. Pay tuition and fees for my child/children/ward as established by the St. Pius X School Administration for the 2026-27 school year by the established due dates.
2. Annual tuition is to be paid either in full ($300 discount per family if paid by August 21, 2026) or in eleven (11) equal monthly installments with the first payment due in July with subsequent payments due on either the 5th or 20th of each month, ending in May, to be determined with FACTS Tuition Management.
3. Any uncollected financial obligations from previous years are due and payable upon registration.
4. Participate in and be financially responsible for the mandatory school fundraising programs.
5. St. Pius X School accepts the following forms of payment: Cash, Check, Money Order, Cashier's Check, Visa, or MasterCard (a $5 transaction fee will be assessed for each credit card transaction).
6. In the event I/We fail to make tuition and fee payments as agreed, I/We agree that St. Pius X School may, at its sole option and discretion, enforce any and/or all of the following penalties:
   - Charge a $25 late fee for all payments not received by the 10th of each month.
   - Suspend the right of the student(s) to attend and participate in classes and activities at St. Pius X School at any point at which tuition and fees become more than 30 days in arrears. Suspension will continue until the amount in arrears is paid or satisfactory arrangements for taking care of the past due balance has been made and approved by the Principal and Pastor.
   - Uncollected tuition may be turned over for collections action (i.e., small claims court, referral to a collection agency).
7. A returned check fee of $50.00 will be charged for any check that is not cleared through the bank (NSF check/bounced check).
8. Obligation to pay all charges/fees for the full academic year is unconditional. Registration fees will not be refunded.
9. Promptly reimburse the school for any damages to the school property for which my child/children/ward may be responsible.
10. **FOR PARENTS/GUARDIANS OF 8TH GRADE STUDENTS:** I/We understand that if my child/children/ward is in 8th grade, graduation ceremonies and activities will be suspended until all class work, tuition, fees, and financial obligations have been met and/or paid.

TUITION ASSISTANCE

St. Pius X Parish School offers a tuition assistance program through the Los Angeles Archdiocese sponsored by the Catholic Education Foundation. Grant awards are issued based on family need and are issued on an individual, student by student, basis. Applications for this grant are available in January/February each year and are due prior to the end of March – please see announcements for specific dates and deadlines, or visit www.cefdn.org for more information.

Delinquent Tuition

Tuition is considered delinquent when a family has not met their monthly financial obligation for two months. **If your tuition account is 60 days overdue your children will not be permitted to attend classes.** They will be sent home and allowed to return when your tuition account is current. In the case of extenuating circumstances, it is the responsibility of the parent to contact the school office and speak with the office manager and/or principal. The school is unable to extend long-term credit in all but a few limited situations when financial aid for tuition is not readily available. The school can accept Visa or MasterCard as a convenience to families requesting this option; however, please note that there is a per

transaction fee for credit card transactions. Under dire circumstances, families facing a newly acquired hardship who are unable to make immediate, timely and current payments, must inform and meet with the school principal to plan a series of payments that meet the financial obligation to the school, while working with the current situation of the family.

Financial Obligation Due Date
All financial obligations must be met NO LATER THAN June 1st of each school year. Families may not return in the fall of the new school year unless all financial accounts are cleared or a payment plan has been approved by the school principal and/or parish pastor.

GRADUATION FEES
All financial obligations for eighth grade families must be paid in full prior to the middle of May each year in order to participate in the various graduation activities. Obligations include, but are not limited to, all tuition, un-served parent hours, balances due for Scrip, late charges, and daycare services for the year.

The graduation fee includes the following:

- Class retreats
- Yearbook with predesigned personalization
- Diplomas and Covers
- Medals and Awards
- Graduation Caps & Gowns
- Graduation programs

PARENT VOLUNTEER SERVICE HOURS

- 30 service hours are required per family per year, beginning with Fireworks booth in July.
- Fireworks Booth: 5 service hours required during the week prior to July 4th, $300 fine applied for not completing Fireworks booth hours, **double hours offered on July 4th**

PARENT INVOLVEMENT
Room Parent(s): There is one volunteer room parent selected per grade. The room parent is responsible for communicating with the classroom teacher while collaborating to plan class field trips and class activities. The room parent works to support the classroom teacher, coordinate fundraisers that support class activities and teacher needs, and is also responsible for communicating with class parents about special events. All planned and completed class fundraisers are meant to support each classroom teacher's needs and planned activities that involve all students in the designated class.

Parent Leadership Groups: School parents may have the opportunity to be involved in leadership roles in the school. This provide opportunity for parents to become involved and to play a more active role in their child's school. The group is:

- **Parent Committees:** Membership to the committees that support the school is open to all interested parents. Participation includes the following but is not limited to the following events*: Fun Run, Halloween Social, Thanksgiving Feast, Grandparents Day, Father-Daughter Dance, Mother-Son Event, and Casino Night/ Silent Auction Fundraiser.*

Parent Purchase Reimbursements: Please note that on any occasion when a parent makes a purchase for a school function and reimbursement will be needed, purchases must first be approved by the school office prior to purchase in order to receive a full reimbursement. Once purchases have been made, all applicable receipts should be attached to a reimbursement request form and turned in to the school office. If receipts are not present, reimbursement may be denied. *Please allow one full week for*

reimbursements to be filled. Reimbursements will not be filled on the same day that requests are turned in.

BOOK REPLACEMENT FEES

Textbooks are assigned to students who are expected to be responsible for their proper care. All books must be covered with a durable cover and should be carried to and from school in a backpack (Kinder excluded) to minimize wear and tear. Lost or damaged books are to be replaced immediately at the parent's expense. Fees for replacement books are as follows:

- **Hard Covered Book - up to $150**
- **Workbook/Consumable - up to $75**
- **Student Planner/Agenda - $30**
- **Homework Folders - $5**

Library books are also entrusted to students and are expected to be well taken care of and returned to the library promptly after being read. Any book checked out to a student becomes the sole responsibility of that student. Lost, stolen, and/or damaged library books will be charged to a family's school account for the cover price of the book unless arrangements have been previously made with the school librarian. ***Students and parents must sign a library agreement in order to check out books from the school library.***

Please keep in mind that students visit the library weekly and are expected to participate in the Accelerated Reader program as a part of the school's Academic Reading program. If students and/or parents decide not to use the school library or adhere to its policies, they must ensure students always have an AR book to fulfill classroom and academic expectations.

DAYCARE/EXTENDED SCHOOL DAY PROGRAM

St. Pius X School provides morning and afternoon extended daycare as a service to the families of our school. All students enrolled in grades TK-8 are eligible for the extended daycare program. Our goal is to provide a safe, quiet, organized and caring environment for your child before and after the regular school day hours.

If a student is on campus during daycare hours and he/she is not part of a supervised after school program, he/she will be placed in daycare and the parents will be charged the daycare fee.

Daycare: Daycare fees are due by the 1st of each month. A late fee of $25 will be assessed if paid after the 10th. Accounts that go more than 30 days past due may exclude a student from attending daycare.

2026-27 DAYCARE HOURS and FEES

Afternoon Care:

- 3:15 p.m. – 6:00 p.m.

Afternoon Care:

- Monthly Fee - $250 per child; $ 325 per family
- Daily Fee - $20 per child

Morning Care:

- 7:15 a.m. – 7:30 a.m.
- No morning daycare fee

Late Daycare Pick-up fees:

6:01 to 6:15PM = $15.00
6:16 to 6:30PM = $30.00

SCHOOL POLICIES & PROCEDURES

ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person, or volunteer to serve in its parishes, schools, other pastoral ministries, or in any other assignment when such an individual has previously engaged in the sexual abuse of a minor.

Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a minor under the age of 18:

- May not have any paid or volunteer assignment in any ministry in the archdiocese
- May not volunteer in any non-ministerial activity or event

SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH

Each elementary school, high school, religious education program, confirmation program, and youth ministry program must offer an annual VIRTUS® Touching Safety Program for Children. Each location must provide home-based materials to all parents/guardians to help them understand and support their children's education regarding child sexual abuse prevention.

All junior high and high school students should recognize that while they are engaged in service or activities that involve children or youth, they are role models who are called to treat each child or youth with respect and care.

Student workers and volunteers:

- Are required to observe all rules and regulations established by their school and by the school or agency they are serving
- May not associate with or be present with children or youth or be party to activities that violate civil law and/or school rules
- Should exercise caution in all interactions with children, including verbal, written, and electronic communications
- Games or sports with children should be engaged in only in the presence of adults, or in a place openly accessible and visible to adults
- Should keep the door open or be visible through door windows while in a room with children or youth
- Should not discuss topics or use vocabulary with children or youth that could not be comfortably used in the presence of parents/guardians or the school principal
- Should never give gifts or mementos to individual children or youth unless this is authorized by the principal
- Must respect the physical boundaries of children and youth; children and youth must never be touched punitively, nor should they be touched in any way that could be construed as inappropriately affectionate

For more information regarding the Safe Environment Training for Children and Youth, visit http://handbook.la-archdiocese.org/chapter-9/section-9-12

GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH/PARISH SCHOOL ACTIVITIES/EVENTS

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Clergy/staff

members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations. ***Please review the following guidelines and sign the "Acknowledgement of Receipt" for the file at the parish or school where you work or volunteer.***
Clergy/staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.

- If clergy/staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Clergy/staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Clergy/staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure," which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions.
- The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, letters, e-mail and Internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Clergy/staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the clergy/staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When clergy/staff members/faculty/volunteers are supervising minors or young adults at parish or parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a clergy/staff member/faculty/volunteer is alone in a room with a minor, the door must be open, or there must be clear visibility through windows.
- Clergy/staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Clergy/staff members/faculty/volunteers planning parish/school events in their homes with minors must have the permission of the parish/school administration. In addition, clergy/staff members/faculty/volunteers may not have any minors in their homes without the knowledge of the minor's parent or guardian.
- Clergy/staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school- sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school

administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor/minors only after complying with Archdiocesan policies regarding fingerprinting and safe environment training.

BOUNDARY GUIDELINES FOR JUNIOR HIGH & HIGH SCHOOL YOUTH WORKING/VOLUNTEERING WITH CHILDREN/YOUTH

Every year, the Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children or Youth (English version and Spanish version) must be distributed to, reviewed by, and signed by all youth volunteers (junior high and high school students, including students who are already 18 years old) who work or volunteer with children or youth. The location must provide annual training on these boundary guidelines. The form's signed acknowledgment of receipt must be on file at the parish or school (see "Safe Environment Training Documents" in the Record Retention Schedule, sorted by category and record type). The form is attached as *Appendix A*.

PARENT/STUDENT COMPLAINT REVIEW PROCESS

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel.

Conflicts may occur among students, parents/guardians, and school staff, and all parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the complaint review process for additional assistance. All those participating in the complaint review process are responsible for striving toward reconciliation and acting in good faith. Legal representation is not permitted at any meeting or mediation of the complaint review process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form. The complaint review process must be included in the parent/student handbook.

Addressing Complaints at the Local Level: Schools

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the people who are directly involved at the school.
- If the complaint is not resolved, the person bringing the complaint should discuss it with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem, the principal or pastor will respond to the person bringing the complaint.

Escalating Complaints to the Central Level: Department of Catholic Schools

- If the complaint is not resolved at the local level, the complaint may be submitted in writing to the assistant superintendent at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The assistant superintendent will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.

- However, if the parties cannot reach an agreement, the assistant superintendent will apply the policies and/or regulations of the archdiocese and school to make a final and binding determination, and then communicate that determination in writing to all parties.

INCLUSION PROCESS/STEP

The Support Team Education Plan (STEP) is a collaborative process that brings together students, parents/students, teachers, and administrators to seek positive solutions based on a student's strengths and special needs to help that student benefit from his or her education and to facilitate participation in the Catholic school curriculum. See the Support Team Education Plan (STEP) flowchart. Every school shall appoint a Support Team Education Plan administrator, who is the principal or principal's designee or the STEP coordinator ("administrator").

As soon as a student has an ongoing need for support in the classroom (whether identified by the student, parents/guardians, and/or teacher), the teacher should begin keeping a record of classroom strategies and supports he or she has implemented to help the child, and concurrently work with the parents/guardians and notify the administrator. Using the Classroom Support Log, the teacher should record the date, note strategies attempted, note the results or effect of each strategy, and keep a record of parent/guardiancommunications. If the student shows progress after the teacher implements the strategy, the teacher should continue the support as needed.

If the student continues to experience difficulty in the learning environment, the teacher submits a Request for Support Team Education Plan (STEP) Meeting to the administrator.

Further information specific to the STEP/Inclusion Process prescribed by ADLA is available to view at http://handbook.la-archdiocese.org/chapter-14

ABSENCE, TARDINESS, & TRUANCY

Prompt and regular attendance is important. A student can never make up a day missed or crucial classroom instruction; even if assignments are completed. Classroom instruction is fundamental to student success.

Absence

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record. When a student has been absent, a written excuse signed by the parent or guardian is required. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit. *Please note that although a written excuse is required, an absence is still counted as an absence toward a student's permanent record.*

When a student has been absent a neatly written or emailed excuse that can be filed stating the reason and date of absence and signed by the parent is required even though the school was notified by phone. Students may not be admitted back to class without a written or emailed excuse.

Medical Appointments

Absences due to medical appointments are recorded as regular absences. Early dismissal for medical or dental appointments will be granted when the parents/guardians make a request. Parents/guardians are urged to keep such requests to a minimum and make appointments after school hours or during vacation periods.

Extended Absences
When parents wish to take their children out of school temporarily, advance notice is essential. The principal and teacher will discuss with the parents the possible effects of an extended absence. If a student is absent for an extended time, (*e.g.*, 15 or more days), academic performance will be affected and official grades may be withheld.

Leaving School Early
Leaving school early, prior to 2:30 pm, is considered a half-day absence. Leaving school after 2:30 pm is equivalent to an "early leave". A student may not leave the school before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal.

Tardiness
A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session. If the student arrives after 8:30 am, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records.

Students are expected to be at school before **7:50 a.m.** Those arriving at **7:55 a.m.** are considered tardy and ***must report to the office for admittance. Students will not be admitted into class unless the office has given the student an admittance slip.***

Excessive Absenteeism and Tardiness
Students who are consistently absent or tardy may incur academic and behavior consequences. A student who is absent or tardy 6 or more days during a trimester will be considered excessive. Since homework will be collected immediately after the second bell, a student who is tardy will only receive partial credit for homework assignments on that day because the homework is late.

Truancy
A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district.

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

COMMUNICATION BETWEEN HOME AND SCHOOL

Ongoing communication and cooperation between home and school is essential in order to empower our children to be the best that they can be.

1. **School Website/Email blasts:** Important announcements and school information are available on the school website, www.spxraiders.com. The school will do its best to keep the website updated and current at all times. Email blasts will also be sent periodically to parents who are on the school email list.

2. **Family Newsletter/Calendars:** A Family Newsletter and/or monthly calendar will be emailed to all school families monthly. ***It is imperative that each school family have an active email address on file at ALL times.*** Separate attachments and flyers may be sent home periodically with the oldest child of each family.

3. **Classroom Newsletter/Updates:** Individual classroom teachers may choose to send home/email a classroom newsletter/updates covering important class information, along with the school family newsletter; updates regarding projects or other classroom issues may be sent home whenever necessary. Please check in with your child's classroom teacher about questions regarding individual classroom communication.

4. **Parent Student Handbook/Tentative Calendar:** A parent student handbook and a calendar of tentative school year dates/events will be emailed at the beginning of each school year. Amendments or changes to the parent handbook will sent via email and/or flyers. A current monthly Calendar will be sent home each month, emailed to all school families, and made available on the school website.

5. **Progress Reports:** General progress reports are sent home at the midpoint of each trimester (5-6 weeks).

6. **Report Cards:** Report cards are sent home each trimester; the report card envelope is to be signed and returned to the homeroom teacher the following school day. There will be an $10 replacement charge for any lost report card envelopes.

7. **Parent -Teacher Conferences:** Parent-teacher conferences are arranged during the 1st Trimester.

8. **Appointments with Teachers:** Appointments with teachers will be arranged when requested. Appointments must be made through the teacher via a written or verbal arrangement. Parents should not approach a teacher before or after school for an impromptu meeting unless prior arrangements have been made. It is not appropriate for parents and teachers to discuss any school/student issues while other students are present in the classroom. Also, please note that teachers will not be called to the phone when class is in session. Private numbers of teachers will not be released.

9. **Appointments with the Principal:** The principal adheres to an "Open Door" policy when it comes to meeting with parents when the schedule allows. Meeting with the principal requires an appointment. Appointments may be made via a written or verbal arrangement.

ARRIVAL PROCEDURES

Students are to arrive at school before 7:50 am each school day. Parents may drop off their child (ren) in the school parking lot by following the drop off pattern and following the 5 MPH speed limit. Students may also be dropped off in front of the school if parking spaces permit. Supervision in the courtyard begins at 7:35 am.

Once students have been dropped off, they must wait outside of their classrooms for the 7:50 bell to ring. When the 7:50 am bell rings, teachers will open their classroom doors and students will be invited in to begin the school day. Please note that the school day is scheduled to begin promptly at 7:55. We ask that all parents/guardians be courteous and refrain from gathering in the courtyard and/or engaging in impromptu conversations with the classroom teachers after the 7:55 bell to ensure students can begin their school day. Also note that drive in/through gates are closed promptly at 8am and car should not be parked on the playground after 8:10 am.

DAILY SCHOOL SCHEDULE*

7:50 A.M. **First Bell**	Classrooms Open Mon.-Fri.
7:55 A.M. **Second Bell**	Official School Day Begins Mon.-Fri. (Students marked late)
7:55 A.M.	Morning Prayer Assembly (Mondays)
9:45-10:00 A.M.	Recess Grades TK-4
10:05-10:20 A.M.	Recess Grades 5-8
12:00 P.M.-12:20 P.M.	Lunch Grades TK-4, Recess Grades 5-8
12:20-12:40 P.M.	Recess Grades TK-4, Lunch Grades 5-8
3:00 P.M.	Dismissal Mon-Thurs.
12:00 P.M.	**Early Dismissal (every Friday and some holidays)**
3:15-6:00 P.M.	Extended Daycare Available
12:15-6:00 P.M.	Extended Daycare Available on Fridays

***HOLIDAY DISMISSALS ARE AT 12:00 P.M WITH NO AFTERSCHOOL DAYCARE OFFERED (as noted on the monthly school calendars)**

SNACK & LUNCH

Snacks

Students are allowed time for snacks during the morning recess period. Students are not allowed to snack between or during classes. Chewing gum is not allowed at any time and will result in an automatic after-school detention.

Lunch

Lunch is the responsibility of the parent of each St. Pius X Student. **Preferably, students should bring a lunch packed from home each day or order from the hot lunch Program.** St. Pius X School provides a hot lunch program through Choice Lunch.

Dropping off lunches during the school day, especially unhealthy fast food, is strongly discouraged and should be reserved for extreme circumstances or special occasions. If you choose to drop off a lunch for your child, we ask that lunches be in the office by 11:45 a.m for all grades. Please DO NOT interrupt a class in session to deliver a snack or lunch and DO NOT stand outside to personally deliver your child's lunch. Adults, including parents, must sign in each and every time they are on campus, even for very brief visits. Please remember that healthy meals, especially breakfast and lunch, provide students the

energy they need for optimal learning and that nutrition has a significant impact on student academic performance and behavior.

AFTER SCHOOL DISMISSAL PROCEDURES

At the conclusion of the school day, all students who have permission to walk home alone will be released from class without parent supervision. Only students who have returned a walk home permission slip signed by their parent or guardian will be allowed to walk home alone. Students with a "walker" permission slip must leave campus by 3:15 p.m and **go directly home or to a pre-designated destination such as a relative's home, they may not wait on campus or near campus for a ride**. Any "walker" on campus or near campus after 3:15 p.m. will be sent to daycare and the family will be billed.

Any student that DOES NOT have a "walker" permission slip on file *will remain with their teacher until a parent or guardian picks them up from the designated area.* Please respect that you are given from 3:00 p.m. to 3:15 p.m. as your "grace period". At 3:15 p.m., students enrolled in daycare and all other students who are still waiting to be picked up will be walked down to daycare. Students not enrolled in after school daycare will be billed $20 for the day. NO EXCEPTIONS WILL BE MADE.

BICYCLES AND SKATEBOARDS

For the safety of all students, bicycles, skateboards and/or scooters may not be ridden in the school courtyard or parking lot or on any grounds near or adjacent to the school grounds. This includes, but is not limited to the area near or around the Saint Pius X Parish church. We reserve the right to confiscate any bicycle, skateboards, scooters, etc. if they are being ridden on the Parish/School grounds.

LOST ARTICLES – LOST AND FOUND

The school is not responsible for personal property lost at school. Students are asked not to bring any personal property to school aside from those items needed for their academic pursuits. NO valuables are to be brought to school – this includes large sums of cash, gift cards, personal sound systems, electronic games, head phones/ear buds, cell phones, trading cards(of any sort), Fidget Spinners/devices, lighters, matches, any item that could be used as a weapon, or ***any items*** of value ***not required for class***. School sweaters, jackets, coats, lunch boxes, and other personal property must be marked with the owner's name and grade. Lost and found articles may be claimed after school in the office. Any article not claimed after one month will be donated to a local charity.

EMERGENCY CARD

The Emergency Card for each student shall be complete and current, must be readily available to authorized employees, and shall indicate whether or not the parents/guardians have given the school permission to choose a physician in an emergency.

At the beginning of each school year as well as mid-year, the Emergency Card for each student should be completed by the parents/guardians. Subsequently, the parents/guardians must inform the school when there are changes to key information, including addresses for home or work, numbers for cell or work phones, names of persons to notify in case of an emergency, or medication prescriptions for the student.

In case of an emergency, the Emergency Card should be shown to the paramedics or emergency room staff in order to authorize treatment and advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the Emergency Card information be accurate, complete, and current. Parents/guardians are required to update information about any medication the student takes on a regular basis.

When a student becomes ill or injured, the parents/guardians may be contacted by the school office or the classroom teacher. If the parents/guardians cannot be reached, the school shall contact another person listed on the Emergency Card.

Only minor and very basic first aid should be provided by schools; no secondary treatment, such as changing or removing bandages, should be administered. Disposable gloves should be used.

Each location should have persons who are trained in emergency first aid procedures.

Parents/guardians must be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

MEDICATIONS

The school shall not furnish medications. All medications administered at school shall be provided by the parents/guardians.

- The Medication Authorization and Permission Form must be provided. This form, which states the nature of the medication, must be signed and dated by the doctor and the parents/guardians.
- Medication administered at school must be in the original container and labeled. The day's dosage must be sealed, be labeled, and have the student's name attached. It shall be in an appropriate container and be kept in the school office or nurse's office.
- The student shall come to the office for medication.
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. If a student is seriously at risk without an EpiPen or inhaler on his or her person, the student may receive special consideration.
- A student may not be given medicine prescribed for family members.
- These medication regulations apply to both prescription and non-prescription medications.
- A student who is diabetic is allowed to test his or her blood sugar at school in the health room or office and self-administer medication as necessary. If a student is too young or otherwise unable to self-test his or her blood sugar, a location may make arrangements with the student's family to assist with testing. All medications must be kept in the school office or nurse's office and appropriately labeled as described above. School employees may not administer injections to a diabetic student except in emergencies, unless other arrangements are made in advance.

If parents/guardians do not complete the Medication and Authorization Form by indicating the student's prescribed medication, the parents/guardians will have to come to school and personally administer that medication.

SECURITY & EMERGENCY PROCEDURES

State and federal laws require employers, schools, and places of public assembly to provide an environment that is healthy and safe for all. The archdiocese is committed to ensuring that all staff, parishioners, students, and guests can work, worship, learn, and visit without encountering known health hazards or dangerous conditions. As ministers and the faithful, every clergy member, employee, and volunteer in our parishes and schools shall place the safety and welfare of the young and vulnerable above their own safety. Due to the multifaceted services the archdiocese offers in different locations, and in deference to the canonical principle of subsidiarity, as a matter of archdiocesan policy each location is separately responsible for providing a safe, secure, and healthy environment for all.

Emergency Cards
Each family must have an emergency card on file in the attendance office that supplies certain, necessary information, including the name of **two** persons who may be contacted in the event neither parent can be reached. **If any changes of address or phone number occurs during the school year, please notify the office immediately in writing**. ***Emergency cards must ALWAYS be up-to-date.***

All school employees are regularly certified for CPR and First Aid. If a child collapses to the ground a staff member or teacher is called to immediately attend to the student, administering first aid as needed. If the injuries or condition of the student appears to be serious, 911 is called and the student's parents are notified.

In case of illness or accident, the school will contact the parent's home or work by telephone and follow the request of the parent. It is understood that enrollment at St. Pius X confers upon the school the obligation to select emergency care providers in the event we are unable to reach parents and that no liability would attach to such a decision in the event that the parents could not be reached.

The school does not dispense medication of any kind, including aspirin unless a prescription has been filled out by a physician.

Earthquake/Disaster Emergency Plan
In the event of a serious earthquake or some other type of disaster during school hours:
- Please do not telephone the school. Lines must be kept open for emergency use.
- School gates will be closed to keep all non-essential persons outside the school grounds.
- During the initial evacuation of the building, students will assemble with their appropriate class on the grass/playground.
- All students will be under the care and supervision of school staff until they are picked-up.

According to State law, the student will be released only to a parent/guardian or other specifically designated person. Please be sure your child knows the person you have designated and such is on record at the school. At the beginning of the school year an emergency phone tree will be formed and the Room Parents for each respective grade will receive phone lists for the children in their class***. (Room parents should keep the phone lists with them at all times, so that the phone tree can be put into use from any location).*** The telephone tree is only to be used in the case of an **actual emergency**.

Briefly, instructions for parents are:
- Remain calm.
- Do not telephone the school.
- Tune in your radio to the emergency broadcast station and listen for information regarding evacuation of the schools in our area.
- When it is safe, come to school, park your car away from the school and walk to the church parking lot area. Report to the adult in charge upon arrival at school in order to properly check out your
- child/children. Students will be kept in the safest place on the school grounds. Each student will be holding his/her emergency card which will need to be signed by a school official upon release of the student. Students will be released only to the authorized individuals indicated on the emergency card. It is imperative that the parent assumes the responsibility of keeping the emergency card up-to-date.
- Proper identification must be shown before a student is released.

In the event of a campus evacuation:

Students will be held in the nearest "safe house" (the church or school hall) or at Little Lake Park which is across the street, directly east of the school. The specific location that the students will be sent to after a campus evacuation will be determined based on the reason for the evacuation. The release of students will be determined by governing authorities on the site. The procedure for dismissal of the students will be the same as for a natural disaster.

If an emergency occurs outside school hours, please listen to your local radio station (AM KNX 1070) and TV news for instructions on school closure. As a general rule, St. Pius X Parish School will follow the same procedures as those designated for the public schools in the Little Lake School District. Should this occur, a schoolwide email will be sent out.

Fire drills and "drop" drills are conducted throughout the school year, so that students know how to respond confidently and calmly in the event of an emergency.

CAMPUS VISITATION

Closed Campus

To preserve the academic environment and school security, archdiocesan and parish schools are designated as "closed campuses." No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school, and must wear a Visitor's Pass while on campus.

Parent Visitation on Campus

Parents have the primary responsibility for the education of their children. The school supports, enhances, and complements this role. Keeping this in mind, parents are encouraged to take an active role volunteering on campus. Opportunities for involvement include yard duty, assisting in the library, computer lab, or classroom, working with special projects or programs, and working with the hot lunch program. All parents who volunteer for these duties must be Virtus trained and fingerprinted. A parent who does not have legal custody of his/her child, but has visitation rights may visit on campus, subject to the above guidelines and the visitation guidelines, unless the school has received a legal order prohibiting such a visit. All parents visiting or volunteering on campus must sign in at the front office and wear a visitor's badge while on campus.

Please do not meet your child at the lunch area or playground during school hours unless you have signed in as a visitor.

CUSTODY POLICY

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing. Parents have equal access to information regarding their child. Unless there is written notification on file in the office, the school will be required to provide information to parents and/or legal guardians.

Rules for Non-Custodial Parent/Guardian Visits

Parents/guardians are responsible for providing any custody orders or other legal documents to the school that they wish the school to follow. Schools should take all reasonable steps to comply with these orders and are advised to ask the parents/guardians to provide the underlying agreements for

these matters. The archdiocesan Office of the Legal Counsel is available to advise on how to handle these matters. The parent/guardian who has custody should be encouraged to present legal evidence to the school regarding the extent of the visitation rights of the other parent/guardian.

If a parent/guardian does not have legal custody of his or her child but has visitation rights, that parent/guardian may visit the child (subject to the school's visitation policy and if the school does not have a legal order prohibiting such a visit). Prior to taking action, the principal must identify the parent/guardian and determine if he or she has visitation rights.

Visitation rights are usually limited by the court to specified days and hours. The principal must be aware of these restrictions. If a parent/guardian without visitation rights attempts to visit a student at school, the principal shall inform the custodial parent/guardian.

Schools may not provide legal analysis of custody orders or advise parents/guardians on the interpretation of custody orders. If parents/guardians disagree on the meaning of a custody order, the parents/guardians must consult legal counsel or come to an agreement on its meaning and provide the school with written documentation of their decision. Schools do not guarantee enforcement of custody orders. If a parent/guardian violates a custody order, schools should call the other parent/guardian, the police, or both for assistance.

Children in Foster Care
When a child is in a foster home and the parents/guardians request to visit the child at school, the school shall inform the agency that is responsible for placing the child in the foster home.

REMOVAL OF STUDENTS FROM SCHOOL DURING SCHOOL HOURS

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school.

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the principal of the school should also immediately inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

INTERVIEW AND REMOVAL FROM SCHOOL OF STUDENTS BY LAW ENFORCEMENT

A properly identified representative of a law enforcement agency or Child Protective Services has the right to enter a school to take a student into temporary or protective custody or to make a lawful arrest of a student. In the case of an arrest, the person in charge shall request to see the warrant for the student's arrest or court order issued by the juvenile court. A warrant is not necessary if the officer has reason to believe that the student has violated the law and makes an oral statement to this effect. The person in charge and at least one other staff member should be present to hear and witness the officer's oral statements.

The officer or representative may also remove a student from school with the permission of the student's parents/guardians or, in the case of exigent circumstances, without the permission of the parents/guardians.

Students can be removed from school during school hours by law enforcement only under the following conditions:

- By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant
- By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent obtained prior to the release of the pupil and in cases of emergency, when the parents cannot be reached
- By properly identified representatives of a Child Protective Agency when taking a child into custody

Principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.

Student Interviews by Law Enforcement or Child Protective Services
In performing their official duties and upon presenting proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and Child Protective Services shall be allowed to interview students in those cases where an interview outside of school hours is impossible or impractical or would duly interfere with the enforcement of law.

Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.

Before releasing a student for an interview, the person in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.

In the archdiocese it is the policy that the person in charge should inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason to not inform the parents/guardians. In all events, it is the policy of the archdiocese that an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise.

Student Interviews by Child Protective Services
When they are investigating matters involving child abuse or neglect, law enforcement and child protective agencies are entitled under law to interview students and other minors at school or during parish activities. The person in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification and must also confirm that the interview is being conducted as part of his or her professional duties.

In the archdiocese it is the policy to inform parents/guardians that such an interview will take place except when law enforcement or the agency has a specific reason to not inform the parents/guardians. In all events it is the policy of the archdiocese that an adult, either a parent/guardian or school or parish staff member, will be present for any interview unless the minor being interviewed elects otherwise.

Informing the Parent/Guardian When a Student Has Been Removed from School by a Police Officer
While it is primarily the role of the law enforcement officer to notify the parents/guardians that a student has been taken into custody, the person in charge shall also take immediate steps to notify the parents/guardians about the release of the student to the officer and where the student has reportedly been taken. However, the person in charge shall not notify the parents/guardians when a student has been removed from school as a victim of suspected child abuse or the officer has specifically requested that the student's parents/guardians not be notified. In the case of suspected child abuse, the officer will determine whether to notify the parents/guardians that the student has been removed from school. The person in charge shall provide the officer with the address and phone number of the student's parents/guardians.

WORK PERMITS

Federal and state laws restrict child labor, regulating the number of hours worked as well as the working conditions. Any employer who hires a minor (under 18 years old) must keep a copy of the minor's work permit on file. Employers must require minors to present a work permit before allowing the minor to work. Students can obtain work permits from the local school district (for public school students) or their archdiocesan or parish school (for Catholic school students). However, a minor who is 16 or 17 years old and has graduated from high school is not required to show a work permit and may be employed for the same hours as adults; evidence of high school graduation must be kept on file.

Ages 16 and 17
A minor can work only a restricted number of hours outside of school. A minor can work for no more than four hours in any day on which the minor is required to attend school. A minor who is at least 16 years old may work up to eight hours on a day that precedes a non-school day. Minors may not work more than eight hours in a day or more than 48 hours in six days in a week. They may not work before 5:00 a.m. or after 10:00 p.m. on an evening preceding a school day. A minor can work until 12:30 a.m. during any evening preceding a non-school day.

Ages 14 and 15
Employers may not hire children under 14 years except in some agricultural jobs. It is permissible to hire 14-year-old and 15-year-old minors. However, there are some special restrictions for this age group. Minors aged 14 and 15 may not work more than three hours on any day in which the minor is required to attend school, more than eight hours on a non-school day, more than 18 hours in a school week, or more than 40 hours in a non-school week. They may work only between 7:00 a.m. and 7:00 p.m. except during the summer (June 1 to Labor Day) when they are permitted to work until 9:00 p.m.

Minimum Wage for Minors
California law requires minors to be paid the state minimum wage unless they qualify as learners, who are defined as "employees during their first 160 hours of employment working in occupations in which they have no previous similar or related experience. A learner may be of any age."

Archdiocesan policy requires that all employees of the Archdiocesan Catholic Center, cemeteries, and parishes be paid at least the state minimum wage. Consult with the Human Resources Department before establishing a wage rate for minors. For additional information, see the California Child Labor Laws pamphlet.

PRIVACY AND ACCESS TO RECORDS

Maintaining confidentiality is the legal, ethical, and professional responsibility of every member of the school community, including students, parents/guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal, and the pastor.

Pupil Records:
"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include directory information or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute teacher.

Only the principal, as custodian of the records, may authorize the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order, such as a subpoena or search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents/guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents/guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent/guardian and non-custodial parent/guardian with visitation rights the right to access and examine pupil records. However, only the custodial parent/guardian may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent/guardian without visitation rights has no right of access to records of any kind.

Directory Information:
"Directory information" means one or more of the following items: a pupil's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

To the extent possible, the school will minimize access to student phone numbers and email addresses, unless the parents/guardians consent to broader access. To the extent possible, other users of directory information should also try to minimize access to and distribution of student phone numbers and personal email addresses, unless the parents/guardians consent to broader access.

In no cases should commercial enterprises have access to directory information.

Lists of room parents/guardians, students in each grade, phone numbers, email addresses, and any other personal information about families and students are considered confidential and may be used only for the purposes specified.

Release of Directory Information for Tracking Purposes
Catholic high schools in the Archdiocese of Los Angeles participate in programs in which students' personally identifiable information is disclosed to school officials for purposes of tracking alumni throughout college. This data enables schools to better serve their alumni and helps evaluate the effectiveness of schools' curriculum, instruction, and support services.

A school may disclose directory information as defined above to school officials, including contracted individuals or organizations such as the National Student Clearinghouse, to assist the school in tracking

its alumni throughout the college. Unless a parent, student, or former student files a notice to prevent disclosure of directory information, a student's information may be released for the purposes described herein.

Any parent or student over 18 ("eligible student") wishing to prevent disclosure of directory information for tracking purposes must file a written notification to this effect with the principal. If a parent or eligible student submits a request to the principal, it becomes effective on the day it is received by the principal, except for directory information that has already been disclosed.

Once a parent or eligible student places a hold on the release of directory information, the restriction remains in effect permanently, unless rescinded by the parent or eligible student. For this reason, each parent and eligible student is encouraged to review the student's demographic data periodically.

Parent Authorization to Use Student's Image, Name, Voice and/or Work
Without the written permission of the parents/guardians of a student or minor, a location may not publish or use for noncommercial purposes the image, name, voice, or work of the student or minor. This policy includes but is not limited to publicity, exhibits, printed or electronic media broadcasts, student publications, marketing, or research. The location must obtain the signature of the parents/guardians on the Parent/Guardian Release for Student or Minor (Noncommercial) (English version and Spanish version) before any such publication or use.

For additional information, please see the Archdiocese of Los Angeles Privacy Policy in Electronic Communications, Copyright, and Acceptable Use Policies.

Verbal/Written Confidences
Students or parents/guardians may provide confidential information to school employees in many ways. Students may communicate verbally or in writing, such as using a note or writing/journal assignment.

All school employees must respect the verbal or written confidences of students and adults, except in cases that involve the health or safety of students or others. If the confidence relates to a health or safety issue, the school must promptly notify the pastor, principal, other person in charge, or appropriate authorities, keeping in mind the privacy rights that apply. The school must follow the archdiocesan policy on reporting suspected abuse of children or vulnerable adults.

TRANSFER OF RECORDS

Student Transfers and Graduation
Whenever a student transfers, the former school shall provide a copy of the Cumulative Pupil Record form and the original health records to the intended school when the intended school requests the information and the student's parents/guardians submit a release. The original Cumulative Pupil Record form will remain at the school.

On the original Cumulative Pupil Record form and in the attendance register, the former school shall record the transfer, reason for the transfer, and name of the school where the student is transferring or entering after graduation. A school will not give official transcripts to students or parents/guardians.

Principals may be required by the county office of education to report the transfer, withdrawal, or expulsion of any student.

The school grants full credit for all work a student accomplishes up to the time of transfer, withdrawal, or expulsion.

Withholding of Records
Under California law, a private school cannot refuse to provide student records to a requesting elementary school or high school because of any outstanding charges, including tuition or fees that the student or parents/guardians owe. However, in accordance with school policy, the school may withhold from parents/guardians the grades, diploma, or transcripts of a student pending the payment of certain amounts for damaged property, the return of loaned property, or unpaid tuition or fees.

Cumulative Pupil Record
On the official archdiocesan Cumulative Pupil Record form for each student, the school enters full and accurate records, including standardized test results.

Cumulative Pupil Record forms should include only the following information:

- Personal and family data: Name, date of birth, and place of birth of the student, and the name and address of the custodial parent/guardian
- Standardized test results
- A transcript of classes
- Attendance information
- A record of withdrawal or graduation and the location that receives a copy of the record
- Verification of or exemption from required immunizations (recorded through high school graduation)

Cumulative Pupil Record forms are kept on file permanently as hard copies in secure fireproof containers or as electronic copies. Only authorized personnel may have access to these records.

HEALTH
It is State law that all students have the required immunizations.

Failure to provide the requested verification of immunization and physical tests will prevent the child from being admitted to school. All students entering the seventh grade must have required immunizations to be kept on record. Please contact the school nurse for information. *Also see Immunizations & Inoculations.*

Health Room
Students may never go to the health room during class time, recess, or lunch without proper authorization from the classroom teacher, principal or the adult on yard duty. Only simple first aide can be administered at school.

HEALTH RECORDS
Every school must comply with all department of public health requirements. Every school shall have on file a health record for each student enrolled in the school. Upon a student's transfer, student health records are forwarded with the student transcript to the receiving school. Schools shall comply with all Family Educational Rights and Privacy Act rules as applicable.

For additional information on student records, see Transfer of Records.

COMMUNICABLE DISEASES
When communicable diseases are identified at a location, the administration shall immediately refer to the reporting requirements of the county health department in accordance with local requirements.

The person in charge shall cooperate with the local health officer on necessary measures to prevent and control communicable diseases.

Communicable diseases and conditions should be reported to the school. As example, please report chicken pox, head lice, measles, mumps, skin and eye infections, etc. We urge all parents not to send children to school if they are sick. If there is any possibility that a child has been exposed to a communicable disease, please check with your doctor before sending your child to school. When a child has been ill, please do not send him/her back to school until his/her temperature has been normal (98.6F/37C) for a twenty-four hour period. Before the student can return to school, he or she must have appropriate permission issued by the department of public health, a physician, or a nurse.

ALLERGIES

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment.

STUDENT ACCIDENT INSURANCE

The Student Accident Insurance Program is provided for all full-time students in archdiocesan and parish schools. This program supplements other health insurance maintained by the family and assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in school-sponsored and school-supervised activities, including school-sponsored sports, field trips, and extended school day programs. Information concerning the Student Accident Insurance Program should be provided to parents/guardians by each school.

Please be aware that there is no supervision on the school grounds before 7:00 a.m. and after 3:15 p.m., unless students are active participants in the after-school sports program or the extended daycare program. Once students arrive at school, they should not leave the school grounds for any reason. **If your child cannot be picked up after 3:15 p.m., he/she must be checked into after school daycare.**

CATHOLIC IDENTITY

COMMON PRINCIPLES OF FAITH FORMATION IN THE ARCHDIOCESE

The Church's mission is that of evangelization through which the gift of faith given by God is nurtured and developed. The Archdiocese of Los Angeles, in all its locations, continues Jesus' mission and ministry by proclaiming the message of Jesus, creating community, worshipping as the people of God, and serving all of God's people.

All members of the Church, from the youngest to the oldest, are on a faith journey. The Church supports this journey through evangelization and religious instruction/catechetical ministry.

"At the heart of catechesis we find, in essence, a Person, the Person of Jesus of Nazareth, the only Son from the Father…who suffered and died for us and who now, after rising, is living with us forever" (*Catechesi Tradendae*, 5).

To catechize is "to reveal in the Person of Christ the whole of God's eternal design reaching fulfillment in that Person. It is to understand the meaning of Christ's actions and words and of the signs worked by him" (*Catechesi Tradendae*, 5).

Catechesis aims at putting "people…in communion…with Jesus Christ: only he can lead us to the love of

the Father in the Spirit and make us share in the life of the Holy Trinity" (*Catechesi Tradendae*, 5).

Chapter 4 of the Archdiocese of Los Angeles Administrative Handbook provides vision, direction, and resources to help implement catechetical ministry on the local level in a variety of settings and situations. Through a range of programs the one message of Jesus is proclaimed to all. It is written within the context of the teachings of the Church as reflected in the official Church documents, in particular those published or adopted by the Holy See, the U.S. Conference of Catholic Bishops, and the archdiocese. For more information on Catholic Identity and Religious Education in Catholic Archdiocesan Schools, visit http://handbook.la-archdiocese.org/chapter-4 .

Faith Formation at St. Pius X Parish begins with our Pre-School through Eighth grade Religion Program. Religion is taught daily according to the Archdiocesan Religion Curriculum standards (see Religion Curriculum).

- **Morning Prayer:** Morning Prayer takes place Mondays in the courtyard from 8:00 a.m. to approximately 8:15 a.m. Tuesday through Thursday morning prayer takes place in each classroom.
- **Mass Participation:** Religious worship is an integral part of a child's growth and a central part of the Catholic identity of the school. Students in grades TK-8 attend Mass once a week on Fridays at 8:00 am, and Holy Days of Obligation at 8:00 a.m.

SACRAMENTAL PREPARATION AS DEFINED BY THE CATHOLIC CHURCH

Sacramental preparation for baptized children assumes that the children have begun a journey of discipleship: coming to know, believe, and become the person of Jesus in the world. This relationship is strengthened by celebrating God's mercy and forgiveness and the gift of Jesus in the Eucharist.

With a strong belief in lifelong faith formation, a minimum of two consecutive years of catechetical formation is required for the reception of the sacraments of reconciliation and the Eucharist. Although the sacraments of reconciliation and the Eucharist usually occur during elementary school faith formation, readiness, not chronological age or school grade, will determine a child's preparedness to encounter Christ in a sacramental celebration. This decision of readiness rests with the parents/guardians and the child in dialogue with the catechist, the parish priest, and the catechetical leadership of the parish. This process affirms the fact that the child celebrating the sacraments is involved communally as well as individually.

Parents/guardians have a right and duty to be intimately involved in the preparation of their children for the sacraments. It is the role of the parish and the school to help parents/guardians grow in their understanding and appreciation of the sacraments in order to be able to participate readily in catechizing their children.

The Church must affirm the role of parents/guardians as primary religious educators and include the whole parish and school community in the initiation of members into the fullness of the Catholic tradition. The Church must meet people where they are and provide opportunities for conversation and conversion and thus make connections between life and faith. ***All sacraments are parish-centered celebrations.***

- **Sacramental Preparation:**
  Any student in a grade level higher than grade two that is baptized and desires to receive Reconciliation and/or First Communion must contact the principal before the end of September to make arrangements for sacramental preparation. Any student that is not baptized and wishes to begin the sacramental process must do so through the Parish Religious Education program.

- **Sacraments and Reconciliation Services:** The Sacraments of First Reconciliation and Holy Communion are administered in second grade. Reconciliation services for grades 3-8 are scheduled during the Advent and Lenten seasons.

RELIGION CURRICULUM

All schools, whether archdiocesan, parish, or those owned and operated by religious orders, institutes, or governing boards, are required to meet the following Catholic identity standards from the accrediting agency for archdiocesan elementary schools, the Western Catholic Educational Association.

- The school has a mission statement and philosophy statement that indicates the integration of the Catholic faith in all aspects of the school's life.
- The school provides regular opportunities for the school community to experience prayer and the sacraments.
- The school has a religion curriculum and instruction that is faithful to Catholic Church teachings and meets the requirements as set forth by the U.S. Conference of Catholic Bishops.
- The local ordinary approves those who teach the Catholic faith (Canon 805) and there is ongoing formation for catechetical and instructional competence.
- The school maintains an active partnership with parents/guardians whose fundamental concern is the spiritual and academic education of their children (Canon 796).
- The school has a service-oriented outreach to the Church and civic community after the example of Jesus Christ, who said, "I have given you an example so that you may copy what I have done to you" (Jn 13:15).
- The school uses signs, sacramentals, traditions, and rituals of the Catholic Church.
- All school personnel are actively engaged in bringing the good news of Jesus into the total educational experience.

Elementary School Curriculum, per ADLA Administrative Handbook

Implementing these standards and evaluating and setting goals is a yearly task of the elementary school in a manner that is consistent with the curriculum standards set by the Department of Catholic Schools.

Curriculum components include:

- The Profession of Faith
- The Celebration of the Christian Mystery/The Seven Sacraments of the Church
- Life in Christ; Man's/Woman's Vocation: Life in the Spirit
- Christian Prayer; Prayer in the Christian Life

These components are based on the four pillars of the *Catechism of the Catholic Church*.

Monthly Christian Service Projects: St. Pius X School supports and participates in yearly Christian service projects including programs such as the Holy Childhood Association, Catholic Charities, Adopt-A-Family, local food drives, used book collections, jacket/coat drives and more. The school community is committed to aiding the poor, the sick, and all worthy causes that are supported by the teachings of the Catholic Church.

ACADEMICS & CO-CURRICULAR ACTIVITIES

ACADEMIC PROGRAM/CURRICULUM

All academic programs are taught in accordance with the California State Board of Education Common Core Standards (http://www.cde.ca.gov/be/st/ss/) and are aligned with the Los Angeles Archdiocesan curriculum guidelines and expectations which ensure that Catholic beliefs and values are the foundation for all classes.

The following subjects and curriculum are taught in Transitional Kindergarten through eighth grade:

- Religion
- Reading/Literature/Vocabulary
- Language (writing and grammar)
- Spelling
- Math
- Social Studies
- Science
- Physical Education
- Art
- Handwriting

Also integral parts of the academic curriculum are the Computer Lab, integrated iPad program, and the Research Media Center/Library which help to enhance and support student learning in the regular curricular areas. Students utilize technology responsibly in a cross-curricular fashion.

TESTING

A variety of assessment is used throughout the school year to assess each student's academic growth and progress. Such forms of assessment used in every classroom are textbook tests and quizzes, teacher created tests and quizzes, projects, portfolios, in-class and outside projects, and teacher observation. In addition to these forms of assessment STAR™ Reading and Math assessments will be administered 3 times annually: at the beginning of the school year, late January, and at the end of the year. All students in grades TK-8 will be assessed in accordance with the Los Angeles Archdiocesan scheduling and guidelines.

WORK HABITS & HOMEWORK

Work habit violations will negatively affect a student's academic grades and will be categorized separately from Behavior infractions/Conduct grade. Parents will be informed when this occurs and should communicate with the teacher regularly to find ways to help the student improve his/her work habits and behavior. After school enrichment programs, when offered, is highly recommended (and may be required) for students who have repetitive work habit violations and academic irresponsibility.

Work Habits/Effort Expectations:

- follow directions (oral or written)
- participate in class
- pay attention in class
- have supplies and be prepared for class
- have notices signed and returned when directed (including the failure to turn in note(s) from a parent explaining an absence)
- be on time to class (when switching from one class to another or coming in from recess and/or lunch)

- turn in complete, quality homework/class work on time
- have a name/heading on turned in work (this includes quizzes and tests)
- have ALL books covered, kept neat, and free of any and all writing

Missing/Late/Incomplete Work (Transitional Kindergarten through 8th grades)
Missing/Late and/or incomplete assignments (Homework, Classwork, Reports, Projects, Assessments, etc.) will be scored at each teacher's discretion. When incomplete homework is turned in, a student may/may not receive partial credit for the work depending upon quality of work and punctuality. Students may be asked to complete missing/late/incomplete work during recess, lunch, after school, or during other co-curricular activities and classes.

Students that have been ill have one day per days absent to turn in missing homework assignments. For example, a student who has been absent 2 days has 2 days to complete missed homework/classroom assignments. It is each student's responsibility to inquire about any missed assignments upon their return to school after an absence. This policy also pertains to assignments that were given prior to the absence and were due while the student was absent. It is the student's responsibility to turn in the assignments to the teacher upon their return to school.

HOMEWORK TIMES*
Average time spent on homework each night should not exceed:

- TK - 15 minutes
- Kindergarten - 30 minutes
- Grades 1-2 - 30 - 45 Minutes
- Grades 3-4 - 1 Hour
- Grades 5-6 - 2 Hours
- Grades 7-8 - 3 Hours

*These times are given as a general guideline and will vary from student to student, especially for long-term assignments.

GRADING POLICY
Grades are given at the end of each trimester for all academic subjects. Individual student grades are calculated by classroom teachers and include scores for varying forms of assessment, class work, and homework. The following shows the grading scale for grades first through eight. Kindergarteners are assessed according to age appropriate development.

Grades TK through 2nd Grade

All subjects are graded as follows:

O	= Outstanding (93-100%)
G	= Good (87-92%)
S	= Satisfactory (75-86%)
NI	= Needs Improvement (74% or below)

Skills are graded as follows in grades K-8:

x	= Area for Improvement
+	= Area of Strength

Grades 3-8

All subjects are graded as follows:

A	=	96-100%
A -	=	93-95%
B+	=	90-92%
B	=	87-89%
B-	=	85-86%
C+	=	80-84%
C	=	75-79%
C-	=	70-74%
D	=	65-69%
F	=	64% and below

*Art, and Physical Education for grades TK-8 are as follows: O (Outstanding), G (Good), S (Satisfactory), and NI (Needs Improvement) and are graded with participation as the key component of each class.

ACADEMIC AND BEHAVIOR AWARDS PROGRAM

Bi-monthly Awards are given to students in grades transitional kindergarten through eight every other month. Awards will be given based on the three categories of the Schoolwide Learning Expectations.

- **FAITH: Person of Faith**
- **ACADEMICS: Academically Prepared Student**
- **COMMUNITY: Contributing Member of Community**

At the end of each Trimester, Honor Roll and Distinguished Honor Roll Awards are awarded to students in grades third through eighth. The awards that students may earn are as follows:

- **Distinguished Honor Roll:** Awarded to any students with a cumulative 96% or higher grade average in the seven core subjects and an O (Outstanding) in Behavior
- **Honor Roll:** Awarded to any student with a cumulative 92% or higher grade average in the seven core subjects, and an O (Outstanding) or G (Good) in Behavior

At the end of the school year, each student's seven core subjects for the three trimesters will be averaged. Students with a cumulative overall grade point average of 96% or higher in the seven core subjects, and an O (Outstanding) in Behavior will receive an end of the year Distinguished Honor Roll award.

Students with a cumulative, overall grade point average of 92% or higher in the seven core subjects, and an O (Outstanding) or G (Good) in Behavior will receive an end of the year Honor Roll award.

SPORTS AWARDS

Students that participate in CYO sports may receive awards that are determined by the coaches and athletic director, but are not distributed to all participants.

TUTORING

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.

All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

RETENTION POLICY

The decision to retain a student in the present grade shall be based upon a consideration of the overall welfare of the student, (i.e., carefully weighing academic, social, and emotional factors). The principal, in consultation with the parents/guardians and faculty, shall make the final decision regarding retention.

In the event that retention is under consideration, the following guidelines should be applied:

1. The teacher should notify school administration and the parents if a student is experiencing learning difficulties for an extended period of time. The teacher is responsible for consistent evaluation of learning difficulties and frequent communication with parents.
2. Parents are responsible for checking the child's progress regularly and providing additional academic support for the child outside of school hours. The teacher will provide as much additional support to the child as possible within the regular classroom setting, and other available and appropriate school resources will be provided for the student.
3. If such help proves to be inadequate, the teacher should advise the parents to arrange for outside tutoring and other forms of additional support. In some cases, parents may be advised to have the child assessed by the local school district. In the case of a pupil with a severe learning disorder, it may be necessary to recognize that the parochial school is not equipped to meet the learning needs of every student and that, therefore, a recommended transfer might be necessary.
4. Although the opinions of the teacher(s), parents, and other professionals are significant factors, the final decision to retain or promote a student is the decision of the principal under the administrative guidelines of the Archdiocese.

EDUCATIONAL FIELD TRIPS

Each class may participate in one or more educational field trips during the school year. Teachers and volunteer parents will supervise these trips. Each student must have an official field trip permission slip signed by his/her parent or guardian in order to participate. Field trip participation is a privilege, which may be denied to students who do not meet behavioral or academic requirements. Parents will be asked to pay a separate fee per field trip and teachers will commit to keeping fees reasonable. Fundraising efforts may be required to make certain field trips possible. **Students must follow the school's Electronic Communications Policy during field trips.**

All school field trips must be approved by administration. Any trips planned for school students by outside groups by parents and that are not directly supervised by school personnel, such as Washington D.C. and Sacramento trips, will not be mandated by school guidelines. Parents responsible for supervision should not involve school personnel or administration in issues that arise on these trips.

SUMMER ENRICHMENT PROGRAM

A four week summer enrichment program may be offered for grades K-8 on a year to year basis based on enrollment numbers. The program will be a mixture of academic subjects and elective classes that focus on hands-on learning. Classes are limited to 20 students and will be filled on a first come, first served basis. The program is available to all St. Pius X students as well as students from other schools. Those not registered in a Catholic school in the Archdiocese of the Los Angeles must provide proof of immunization.

CO-CURRICULAR ACTIVITIES

Purpose

Extracurricular activities, including the interscholastic CYO sports program, are offered to all students of St. Pius X Parish School. The extracurricular activities supplement the formal instruction of the students and provide them with an opportunity to grow in leadership, sportsmanship, and self-discipline as they discover and develop their gifts and talents. All of the extracurricular activities seek to develop a sense of social responsibility, decision-making skills, commitment to community, as well as life skills and Christian attitudes. The co-curricular activities that are offered at St. Pius X Parish School are included below.

Eligibility Requirements for Co-Curricular Activities
Students who wish to be members of a co-curricular activity conducted under school sponsorship must maintain above average academic grades in all subjects as well as Behavior. The inability to maintain minimum standards will result in a probation period of two weeks during which the student may not participate in any activities, practices, or games. If grades improve during the probation period the student may be reinstated. If grades do not improve, the student is deemed ineligible from all co-curricular activities until the next progress report or report card. Students who are earning a 64% or below in any academic subject, or an NI in Behavior, are not eligible for probation.

In order to participate in any co-curricular activities a student must adhere to the following guidelines:

- Maintain at least a 75% average in all academic subjects and at least an S (Satisfactory) in behavior at all times. A 64% or lower in any subject and/or an NI in behavior automatically disqualifies a student from participating in co-curricular activities until the next progress report or report card.
- Attend the full school day in order to participate in upcoming after school activities, practices, and/or games (this includes a full day's attendance on a Friday before any weekend game or activity)
- Behave respectfully in accordance with Schoolwide Learning Expectations on and off of the school campus, playing field/court, or other venue for co-curricular activities.

Sports
Students in grades 5-8 may be involved in an after-school sports program and participate in competitive play as well as privately sponsored tournament play during the school year. Some exceptions may be made for students in 4th grade to participate and will be determined by the Athletic director, classroom teacher, and principal. Students and parents must sign an athletic contract at the beginning of each season and pay the required fees prior to a student participating in any of the following activities: football, volleyball, basketball, soccer, and softball. Parents whose students participate in sports are also required to participate in fundraisers for the athletic program.

Coaches
Coaches are selected from volunteers in the parent and faculty community. Coaches must be approved by the Athletic Director and the principal and must agree to abide by the guidelines and Code of Christian Conduct. All coaching staff is required to have the CYO Coaches Card which includes completing Virtus Training and Live Scan Fingerprinting and background check. Any and all communication from coaches must be pre-approved by the principal prior to disbursement.

Student Council
Promoting student leadership roles and nurturing leadership qualities are important goals at St. Pius X School. Students in grades five through seven who meet the eligibility requirements may apply to run for Student Council at the end of the school year in order to serve in grades six through eight. Students in grades kindergarten through seventh vote for their choice of council members for the coming school year during the May elections. *Students elected to the Council will be required to pay a fee to cover the cost of meeting materials and designated attire for student council representation.*

In order to hold an office in Student Council, students must maintain an 87% overall grade average and at least a "G" in Behavior. A "D", "F" or "NI" on a progress report or report card will cause a Student Council member to go on probation for a period of three weeks during which those grades must improve. If grades do not improve during the probation period, the student may be permanently removed from Student Council.

Please note that changes are made year to year and requirements stated in the handbook may not coincide with what students are provided with when running for Student Council.

ARCHDIOCESAN ACCEPTABLE USE & RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS

Archdiocesan electronic communications systems include but are not limited to electronic mail, voice mail, facsimile machines, stand-alone or networked computers, the intranet, the Internet, and the World Wide Web. Electronic communications devices include but are not limited to phones, computers, laptops, electronic notebooks, tablets, audio and video equipment, smartphones, and other wireless equipment. All users of electronic communications systems and devices must comply with the Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP").

The policy applies to any electronic communications devices brought from home and used on archdiocesan premises during business or school hours for business or school purposes; it also applies to any personal electronic communications device that is used in such a manner that the archdiocese may be held responsible for its use.

See Electronic Communications, Copyright, and Acceptable Use Policies.

Definitions and Coverage

The Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP") applies to all archdiocesan users of technology, whether adults, children, or youth, and whether they are students, parents, paid staff or volunteers, clergy, or members of religious orders in the archdiocese or at any Location. All users are expected to adhere to the morals and values of the Catholic Church, to respect others, to consider the potential audience and their expectations, and to follow the Archdiocesan AUP and the other policies, standards, and procedures of the archdiocese. Electronic information and communications require particular safeguards and impose unique responsibilities on all users.

The Archdiocesan AUP covers:

- Using devices appropriately from a social and moral perspective
- Maintaining data confidentiality
- Protecting proprietary, confidential, and privileged data, and personally identifiable information
- Maintaining the integrity of security controls and passwords
- Immediately reporting any suspicious conduct or actual violations
- Other activities implicated in the use of electronic devices

The archdiocese prohibits the improper use or alteration of data and/or information technology. Systems of information security are required to protect proprietary data. All users must adhere to the Archdiocesan AUP.

All materials and information created and used, in any medium, in the course of activities for or on behalf of the archdiocese or an archdiocesan school, a parish, the seminary, a cemetery or mortuary,

the Archdiocesan Catholic Center, or another archdiocesan department or operating unit ("Location") are assets of the archdiocese and/or the Location, as appropriate.

The complete Archdiocesan AUP text is comprised of this section page and all topic pages under this section. ***As excerpted from the Los Angeles Archdiocesan Handbook, available in its entirety at*** *http://handbook.la-archdiocese.org/chapter-10/section-10-3* **.**

Definitions
Electronic communication **systems** include but are not limited to email, telecommunications systems (including telephone, voicemail, and video), stand-alone or networked computers, intranets, the Internet, and any other communication or data storage or transmission systems (including "the cloud" or cloud-based services) that may be created in the future.

Electronic communication **devices** include but are not limited to wired and wireless telephones, smartphones, computers, laptops, tablets, photographic, audio and video equipment, flash drives, memory sticks, media players, facsimile machines, scanners, copiers, printers, two-way radios, and other communications equipment that may be created in the future.

Electronic communication **materials** include but are not limited to emails, text messages, instant messages, postings on social media, audio and visual recordings, photographs, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer and web applications, and all other electronic content that is created, downloaded, uploaded, retrieved, opened, shared, saved, forwarded, printed, or otherwise accessed or stored.

Person in charge refers to the department head, manager, or supervisor of an archdiocesan department, entity, or corporation; the pastor/parish administrator, parish life director, pastoral associate, or business manager at a parish; the principal or president of a school.

Location refers to an archdiocesan school, a parish, the seminary, a cemetery or mortuary, the Archdiocesan Catholic Center, or another archdiocesan department or operating unit.

Electronic Communication Systems, Devices, and Materials and the Users Covered
Electronic communication systems, devices, and materials and the users covered include:

- All electronic communication systems, devices, and materials used at any Location
- All electronic communication devices and materials taken from a Location for use away from the Location
- All personal devices and materials brought from home and used at a Location
- All personal devices and materials, regardless of where they are situated, that are used in such a manner that the archdiocese and/or a Location may be implicated in their use
- All users of electronic communication systems, devices, and materials, including but not limited to volunteers, clergy and religious, students, parents, employees, staff, or contractors, when those contractors are associated with any activity of the archdiocese and/or the Location

Ownership and Control
All electronic communication systems, devices, and materials, provided to users by the archdiocese or the Location, are to be used primarily to conduct official Location and/or archdiocese business, not personal business, whether during or outside regular business hours.

With permission from the person in charge of the Location, individuals may use archdiocesan systems,

devices, and materials to access and use the Internet for personal business and web exploration outside regular business hours or during breaks. The Archdiocesan AUP applies to all uses.

The archdiocese and Locations, as applicable, reserve the right to monitor, access, retrieve, read, edit, redact, remove, and/or disclose all content created, sent, received, or stored on archdiocese and/or Location systems, devices, and materials (including connections made and sites visited). The archdiocese also cooperates with law enforcement officials or others, without prior notice. Users can have no reasonable expectation of privacy in use of archdiocesan systems, devices, or materials. The archdiocese reserves these rights with respect to systems, devices, and materials not owned by the archdiocese when they are used under circumstances that implicate the archdiocese.

Internet Safety Policy (Compliant with the Children's Internet Protection Act)
The Children's Internet Protection Act applies to the use of any device accessed or used by minors at a school or library. All schools and libraries must use functioning and properly configured content filters to preclude access to prohibited content, including obscene, sexually explicit materials; adult or child pornography; and materials including applications that are otherwise harmful to minors or in violation of this Archdiocesan AUP.

Content filters for minors may NOT be disabled or turned off without obtaining prior permission from the person in charge at the school or library. No unauthorized personal identifying information regarding minors may be disclosed, used, or disseminated without proper authorization by the person in charge at the school or library. Minors' use of email, chat rooms, social networks, applications, and other forms of direct electronic communication on electronic devices at the school or library must be monitored. No person may engage in unlawful activities online, including hacking any system while using Archdiocese or Location devices or while at any school or library.

Prohibited Practices
Users of all electronic communication systems, devices, or materials covered by the Archdiocesan AUP shall NOT:

- Access or manipulate devices, services, or networks without permission or express authority
- Create any internet presence (e.g. website, social media page -- Twitter, Snapchat, Instagram, Facebook) that uses the name of the Location or the Archdiocese unless the presence is owned or controlled by the Location or the Archdiocese
- Use the name, logo, identifying photograph, mission statement, or other singularly identifying information of the Archdiocese or a Location on a website or other social media in such a manner that readers/viewers are lead to believe that the website or social media are official sites or media controlled by the Location itself
- Post or cause public distribution of any personally identifying information without authority, permission of or review by a responsible adult person (in the case of information about a minor), or without permission or review of a person in charge. Personally identifying information includes but is not limited to names or screen names; telephone numbers; work, home, or school addresses; email addresses; or web addresses/URLs of social networking sites or blogs
- Post or distribute any communications, videos, music, or pictures that a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory, or bullying
- Knowingly access, view, post or distribute pornographic, indecent or brutally violent materials

- Post or distribute sexual comments or images, racial or ethnic slurs, or other comments or images that would offend a reasonable person on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status
- Engage in improper fraternizing or socializing between adults and minors
- Engage in cyberbullying, sexting, shaming, or other abusive online behavior
- Post or send chain letters or engage in spamming (sending annoying, unnecessary, or unsolicited commercial messages)
- Record any telephone, video, or other conversation or communication without the express permission of the other participants in the conversation or communication, except where allowed by law
- Engage in "pirating" or unauthorized use, copying, acquisition, or distribution of copyrighted materials, music, videos, film or software (regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes; see the Archdiocese of Los Angeles Copyright and Video Screening Policy)
- Upload, download, view, or otherwise receive or transmit trademarked, patented, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights
- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or the assignment as given by a responsible adult
- Damage, alter, disrupt, or gain unauthorized access to devices or systems (e.g., use another person's passwords; trespass on another person's folders, work, or files; or alter or forward email messages in a manner that misrepresents the original message or message chain)
- Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communication systems (e.g., by unauthorized use or disclosure of passwords)
- When conducting business for a Location or the Archdiocese, use any email service, file storage/file-sharing services, or other communications and collaboration services that has not been explicitly approved and contracted by the Archdiocese or Location (e.g. do not use personal Yahoo, Gmail, Hotmail accounts for official Location or Archdiocesan business)
- Introduce or install any unauthorized software, virus, malware, tracking devices, or recording devices onto any device or system
- Bypass (via proxy servers or other means), defeat, or otherwise render inoperative any device or network security systems, firewalls, or content filters
- Allow any minor to access the Internet on Archdiocese or Location communication devices that do not have active, monitored filtering of prohibited materials (See Internet Saftery Policy)
- Allow any minor to use email, chat rooms, social networking sites, applications, or other forms of direct communications at the Location without monitoring (See Internet Saftey Policy)
- Use electronic communication devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communications Commission (FCC) or that would violate FCC rules or policies
- Violate any other applicable federal, state, or local laws or regulations

Digital Citizenship Agreement

The Internet, computers, and tablets on our campus are used to enhance learning while supporting the educational objectives of the school and developing students that are academically prepared. St. Pius X Parish School believes students should have access to technology with their commitment to act with responsibility, integrity, and safety. The use of technology at St. Pius X Parish School is a privilege. It is expected that students will use technology in a manner that exemplifies Gospel values and aligns with the mission and philosophy of St. Pius X Parish School. Each student in third through eighth grade will

be required to sign a Digital Citizenship Agreement prior to using the Computer Lab and/or iPads at the school. Parents will also be asked to sign the agreement and support the terms of the agreement.

Consequences of Violations of the Electronic Communications Policy
Violations of this policy may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to local or other law enforcement, and other appropriate action.

ELECTRONIC DEVICES & CELL PHONE POLICY
Students are prohibited from bringing ANY electronic communication and/or entertainment devices other than a cell phone to school. Parents of students who allow their child to bring a cell phone to school MUST sign a cell phone contract and agree to its terms and conditions. Students must turn in cell phones to their homeroom teacher at the beginning of the school day and can retrieve it upon dismissal. **St. Pius X Parish School is in no way responsible for the loss, theft, or damage of any prohibited device.**

Students are prohibited from using their cell phones for making phone calls, sending text messages, taking pictures, and/or any other multi-media functions anywhere on campus before school, during the regular school day and/or after school. Students may ONLY use cell phones to call parents from daycare/during extracurricular activities after 3:15 p.m with the permission of the daycare supervisor.

Violation of this policy will result in cell phone confiscation and the issuance of a detention. Parents will be called and required to come to the school office to retrieve the cell phone. Further consequences will apply to repeat offences. **St. Pius X Parish School is not responsible for the loss, theft, and/or damage of any cell phone.**

SCHOOL TELEPHONE POLICY
Office telephones are for school business and emergency use only. When an emergency arises, a note from the teacher must be presented to the office before a student may use the telephone. Except in cases of emergency, students and teachers will not be called to the phone. **Forgotten lunches, assignments, and permission slips are not considered to be emergencies. Students will not be allowed to use the phone to call for forgotten items.** Students found to be using the telephone for non-emergency purposes will disciplined according to the classroom discipline policy.

COUNSELING POLICY
The mission and purpose of the school is education. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to do so.

In addition to providing classroom instruction, schools may engage in the following limited counseling activities:

- Provide advice and counseling regarding academic subjects, class selection for high school students, and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide students with referrals to marriage and family therapists, child psychologists, licensed educational psychologists, psychiatrists, and similar professionals for diagnosis and treatment; if the school provides referrals to parents/guardians, the list must include at least three names of qualified people or entities

- Provide career counseling through career information centers and plan periodic career days or career sessions during which students meet representatives of different professions
- Retain, where necessary, appropriate professionals to provide psychological counseling services for the school or include educational testing to assess a student's academic ability, learning patterns, achievement motivation, and personality factors that are directly related to academic learning problems (prior to a contractual relationship, the principal will ensure that the professional is credentialed, licensed, insured, or otherwise properly qualified); as appropriate, the school may refer a student for specific or additional testing, generally at the expense of the parents/guardians
- Provide high school and college counseling, sharing information with parents/guardians and students about application procedures, entrance exams, scholarships, and financial aid; schools may also provide catalogs and information sessions

In cases of actual or suspected cases of child abuse or neglect, please see Legal Responsibility to Immediately Report Suspected Child Abuse or Neglect.

PERMISSION FOR THE PUBLICATION OF STUDENT PHOTOGRAPHS, NAME, AND WORK

Photographs of **St. Pius X Parish School** students at work and play are often taken. These photos are regularly included in school publications including, but not limited to: yearbook, newsletters, school's social media platforms, website, other in-house publications and media. Sometimes the photographs and work may be released to our community newspapers, such as the Tidings. We wish to have your permission to include your child/children's photographs, name and/or work in these projects. Please be sure to fill out the required form sent home the first week of school that will ensure your wishes regarding your child's/children's photographs, name, and/or work.

RESEARCH PROJECTS AND RIGHTS OF PARENTS

Parents/guardians must be informed if a research project involving their child is to be conducted at the school and they must be provided with sufficient information about the research to enable them to give informed consent. Parents/guardians have the right to withhold permission allowing their child to participate in research studies. Parents/guardians have the right to withdraw their child at any time from a research project without reprisal.

Parents/guardians have the right to request to preview the materials to be used in a research study that involves their child. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have the right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

DISCIPLINE

Discipline in the Catholic school is intended to provide moral guidance and support academic success. Discipline policies and consequences are designed in order to develop strong character, good work habits, and maximum effort in all students. Ultimately, all discipline policies aim to provide a school environment that is conducive to learning for all students, promotes character development and the common good.

Good conduct and work habits are best maintained in a school when parents are recognized as the primary educators of their children, and the authority of school staff, faculty, and administration are mutually respected. In order to fulfill the Mission, Philosophy, and SLEs of the school, all shareholders must work cooperatively and communicate effectively. Therefore, it must be acknowledged that the school's discipline policy extends beyond the school day and beyond the physical school campus.

SCHOOL & CLASSROOM DISCIPLINE POLICIES FOR ALL STUDENTS

St. Pius X students are expected to:

- follow school and classroom rules at all times
- avoid behavior that contradicts Catholic Christian values and/or negatively affects the learning process
- show respect for self and others including teachers, staff, students, guests, and substitutes by using appropriate language and manners - always treat others as you would like to be treated
- address all faculty and staff by his/her correct school name (not by his/her first name or otherwise)
- avoid inappropriate or violent physical contact
- adhere to school uniform policy at all times
- respect the property within the classroom and the school grounds by using it as it was intended and by returning all items to their place and in good condition
- keep classroom and campus environment clean and organized; avoid littering (this includes each student's desk and personal belongings)
- be prepared for class (pens, pencils, homework, books, agenda, etc.)
- use class time effectively to complete all assigned tasks neatly and legibly according to teachers' directions
- raise his/her hand before speaking or walking around the classroom unless otherwise permitted

Discipline policies apply not only in the classroom, but anywhere on the school campus and in some cases off campus. Discipline policies apply during any and all school-related functions including before and after school daycare and may even extend to non-school related functions. Any teacher or staff member has authority to give infractions/pull cards when inappropriate behavior occurs. All discipline issues and consequences are ultimately decided at the discretion of school administration.

MAINTENANCE OF EFFECTIVE DISCIPLINE

Effective discipline is maintained when there is

- Reasonable quiet and order in classrooms and school buildings
- Positive correction of inappropriate behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through and parent communication

DISAPPROVED DISCIPLINARY MEASURES

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

TK-4th Rewards and Discipline

At St. Pius X School TK-4th grade will utilize Class Dojo for managing student behavior and positive reinforcement of classroom expectations. Class Dojo is a way for teachers to give immediate feedback to parents regarding a student's daily behavior.

TRANSITIONAL KINDERGARTEN THROUGH FOURTH GRADE DISCIPLINE PROCEDURES

Outstanding = O = 90%-100%
Good = G = 80%-89%
Satisfactory = S= 70%-79%
Needs Improvement = NI = 0-69%

*TK Behavior grade is based on specific developmental standards

- Dojo Plus Points - Positive/Good Behavior
- Two points taken away in a day - Note sent home to parent
- Three points taken away in a day - Phone call home to parent and/or Parent/Teacher conference
- Four points taken away in a day - Child may be sent home from school at occurrence. Meeting with the Principal or Asst. Principal, Classroom Teacher and Parent(s).

Middle School (5th – 8th grades) Discipline & Uniform Policies

Each teacher will keep a daily record of each student's behavior infractions/ violations/ detentions. Any teacher or staff member has authority to give infractions when inappropriate behavior occurs.

"A" Offenses = Infractions

*Two or more infractions in one week will result in an automatic detention.
*Infraction form will go home to be signed by parents and brought back to school the following school day. Examples include the following but are not limited to:

- Missing supplies / not prepared for class
- Tardy to class (during passing periods)
- Wearing make-up and/or jewelry
- Uniform violations
- Chewing gum
- Disruptive classroom/playground behavior

"B" Offenses = Lunch Detention

*Detentions will be served on the Monday following the offense during the first half of lunch 12:00-12:20 pm in a middle school classroom. If there is no school on Monday detentions will be served on Tuesday.
*Missing a scheduled detention will result in another detention.

*Detention form will go home to be signed by parents and brought back to school the following school day. Examples include the following but are not limited to:

- Inappropriate language (profanity/vulgarity)
- Technology misuse
- Repetitive disruptive classroom/playground behavior
- Defying teacher/staff member
- Disrespectful behavior towards staff member or peers
- Cheating/ Copying work/ Plagiarism
- Horseplay
- Teacher-In-Charge – Inappropriate behavior or comments while a substitute teacher/aide is serving in a classroom.
- Insubordination – Defying reasonable requests or directives from any teacher or staff member, in a classroom or on campus.

"C" Offenses = Referral to the Office

*These offenses will be resolved on a case by case basis. May involve a call home, parent meeting, suspension, or other appropriate consequences. Examples include the following but are not limited to:

- Fighting or physical altercation
- Racial or radical comments towards staff member or peers
- Sexual Harassment
- Vandalism
- Directed or Extreme Profanity – Profane or vulgar language aimed at another student or staff member.
- Drugs, Alcohol, or Weapons

END OF THE SCHOOL YEAR ACTIVITIES

During the end of the school year students will be participating in many fun activities on and off campus. These activities are a privilege that may be revoked in the event that a student incurs repeat detentions within a trimester or commits a major behavior violation. Each trimester student's behavior will be evaluated to determine if he/she may continue receiving and/or participating in these privileges. Should a student incur more than two detentions in a trimester, he/she will lose one or more of his/her privileges at the teacher's discretion. Any and all privileges may be revoked due to major behavior incidents at the discretion of the middle school teachers and with approval from the principal.

*8th grade Student Privileges may include the following:

- wearing Class of 2027 sweatshirts daily except for mass days
- participating in 8th grade activities/jobs held during the school day
- attending class field trips/events

*5th-8th grade privileges may include the following:

- Science Camp
- Attending class field trips/events
- End of the Year activities

Trimester Grading Scale

O = 1-2 infractions G = 3-4 infractions S = 5-7 infractions NI = 8 or more infractions

Detentions
Two or more infractions within one week will result in a detention. **In instances of automatic detentions, a minimum of 2 automatic infractions will be incurred in Behavior.** When a student reaches 4 infractions an **automatic detention** will be given.

- Each teacher will keep a daily record of each student's behavior infractions/detention/violations. Parents will receive a notification through Class DOJO and/or email when a student has received any behavior violation. Parents will sign and return a Student Behavior Form Sheet to keep in a student binder.

DISCIPLINE CONSEQUENCES
The following consequences apply to the entire St. Pius X Parish School student body, including Kindergarten students:

DETENTION
Students will be issued a detention if their behavior has warranted detention according to the classroom and/or school discipline policies. "Automatic" detention can also be given as a consequence for a serious behavior violation at the discretion of the teacher. When this occurs, the student will also receive the number of infractions/pulled cards normally associated with detention at his/her grade level and those infractions will negatively affect the student's Behavior grade.

When a detention is given, teachers will keep one copy of each detention on file. Detentions will be sent home weekly unless school is not in session. For severe cases, the detentions will go home the day of the incident. The detention must have a parent signature and must be returned the following school day in order to prevent further infractions. Students may not serve a detention unless the detention slip has been signed by a parent.

If a detention needs to be rescheduled it must be clarified with the teacher that issued the detention and/or the classroom teacher. It should not and cannot be taken up with the detention supervisor.

Repeat Detentions
Students that incur repeat detentions within any Trimester will receive the following additional consequences:

- 2nd detention – Phone call and/or Parent conference
- 3rd detention – Parent conference and Behavior Contract
- 4th detention – Consequences from Behavior Contract: i.e. Exclusion from the next school event (Halloween Social, classroom field trips, free dress days, etc.), forfeiture of participation in any and all extra-curricular activities (after school sports game and practice for that week, student council, choir, etc.) **and an automatic NI on report card in behavior**
- 5th detention – 1 day suspension and forfeiture of participation in any extra-curricular activity for the remainder of the school year
- 6th detention – Parent/Principal/Teacher conference to address the appropriateness of the student's placement at St. Pius X School and possible expulsion

****Missing a scheduled detention will result in another detention****

Detention policies for all students

- A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day
- Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian who shall also be informed of the reason for detention and the exact time the period of detention will begin and end

Probation

A school may accept a student for admission on probation for an initial trial period if circumstances warrant it. The probationary status of the student and the terms of the probation must be clearly documented in writing and signed by the parents/guardians.

A school may decide to place an enrolled student on probation as a disciplinary matter. Disciplinary probation occurs when student's behavior has reached a point where a more serious response from the school is required. If the student's behavior does not improve while on probation, the disciplinary process may lead to suspension and/or expulsion.

Typically, disciplinary probation requires the suspension of activities and athletics so that the student must focus solely on his or her academic work and behavior.

If a school decides to place a student on disciplinary probation, it must insure that the seriousness of this status is communicated to the student's parents/guardians. Due to the great variety of student offenses that can result in disciplinary probation, a school has many options in determining the extent of a student's probation (limiting activities, no athletics, community service, etc.).

Suspension

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation
- The school must give a notice of the suspension to the parents/guardians verbally by phone, in writing (hard copy or electronic), or in person during a conference.
- The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference
- In no case will a teacher on his or her own authority suspend a student

Expulsion

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions that are gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery, or any threat of force or violence directed toward any student or school personnel
- Harassing, bullying, or hazing other students or school personnel
- Open, persistent defiance of the teacher's authority

- Continued willful disobedience
- Use, sale, distribution, or possession of narcotics, drugs, or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or possession of tobacco
- Theft
- Forgery of signatures
- Cheating or plagiarism
- Willful defacement or damage of school property, real or personal
- Habitual truancy
- Possession of harmful weapons (e.g., knives or guns) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school that are detrimental to the school's reputation
- Violations of the electronic acceptable use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

Procedure for Expulsion

Except in cases involving grave offenses, the school must take the following steps to expel a student:

- The principal, teacher, parents/guardians, and student must attend a conference. The principal will advise the family that the student could be expelled unless there is immediate improvement in the student's behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend, and provided a report of the discussion.
- If the student's behavior does not improve, the final decision will be communicated at a second conference attended by the principal, teacher, parents/guardians, and pastor (if applicable). If the parents/guardians fail, without cause, to attend the conference, the final decision will still apply and the parents/guardians will be notified. In a parish school, the final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his or her own authority expel a student.
- The school will give full credit for all work the student accomplished up to the moment of expulsion.
- In high schools, the Disciplinary Review Board listens to the facts of the case, discusses the matter, and makes a recommendation to the principal.

Written Record

The school must keep on file a written record of the steps leading to an expulsion, with copies of all communications and reports. This record should be maintained for one year following the expulsion.

Severe Clauses

The teachers and principal will use their judgment in unusual or severe cases of misconduct or lack of effort. Multiple, consecutive weeks in detention will be considered willful defiance and will, therefore, result in serious disciplinary action. In addition, many of the above infractions might deem more immediate and severe consequences depending on the degree or frequency of the incidents. Major violations such as fighting, defiance, cheating, threats aimed at other students or teachers, and violent acts/assault will not be tolerated and will be handled case by case. **An automatic NI in behavior may be given on the report card in any of these instances at the discretion of the principal.**

Academic Integrity/Ethics

Integrity and ethics are expected from all St. Pius X students. Dishonesty and unethical behavior are contrary and counter-productive to our philosophy and goals. Dishonesty includes but is not limited to:

- Plagiarism – theft of another's work with or without the knowledge of the other person
- Cheating – use of unauthorized notes, materials, or resources of any kind (help of another student, looking at another's paper, allowing another to copy one's paper, exam or homework)
- Forgery – Falsifying a signature (parent, faculty, administrator, etc.)
- Stealing – taking another's property illegally or without right or permission, especially in secret (as defined in the Oxford English Dictionary).

Consequences for Academic Offenses
Copying of homework or class work or any form of cheating on quizzes, tests or papers is a serious offense. At a minimum, this will result in parent notification, detention or possible suspension, a 0% for all parties and assignments involved, and a possible automatic **NI in behavior**. In most cases all parties involved will be suspended. A repeat incident during the same school year will result in a parent/teacher/principal conference to discuss appropriate consequences.

Cases Involving Grave Offenses
In a case involving a grave offense, which may include a violation of law or actions so outrageous as to shock the conscience of the community, the student is immediately suspended and there is no requirement to hold the initial conference. The school should follow this procedure when the continued presence of the student at school (even for a short period of time) will pose, in the reasonable judgment of the principal, a serious threat to the health and welfare of students, faculty, or staff.

When a student is immediately suspended and expulsion is probable, the school should clearly explain the rules and consequences of the violation to the student and his or her parents/guardians while the case is being investigated.

Time of Expulsion
A school may immediately expel a student if the reasons are urgent.
Only in exceptional cases shall a school be allowed to expel a graduating student who has been in the school one or more years.

For elementary schools, if an expulsion happens during the last quarter of the school year or during the last semester in the case of a graduating student, the school needs prior approval of the Department of Catholic Schools before the expulsion can take effect. It is recommended that high schools consult with the Department of Catholic Schools before expelling a graduating student.

Reporting of Expulsions
Even if they occur at the end of the school year, all expulsions are to be reported by phone to the assistant superintendent at the Department of Catholic Schools within 24 hours and subsequently submitted in writing. The school shall immediately notify the county office of education of expulsions. A copy of the Cumulative Pupil Record should be held until requested.

Right to Make Exceptions
The principal, in consultation with the pastor (for a parish school), retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

Home Study
Certain circumstances may dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. The school may give students tests, etc., outside school hours so that grades can be reported. A student placed on home study is expected to pay full tuition. Parents/guardians are responsible for supervising a student on home study.

At the discretion of the principal, any student who is accused of a felony may be placed on home study until the case is resolved.

HARASSMENT, BULLYING AND HAZING POLICY
The school is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades Transitional Kinder through third, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- **Verbal harassment:** Derogatory comments and jokes; threatening words spoken to another person.
- **Physical harassment**: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement
- **Visual harassment**: Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images and photos***; Visual harassment can be communicated in person, in hard copy, or electronically (including on social media)***
- **Sexual harassment**: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Cyberbullying occurs when students bully each other using the Internet on computers, mobile phones, or other electronic devices. This can include but is not limited to:

- Sending inappropriate texts, emails, or instant messages

- Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites
- Using someone else's username to spread rumors or lies about another person

Read about cyberbullying on StopBullying.gov.

Hazing is any method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to any student or other person.

It is the responsibility of the school to:

- Establish a policy, provide staff development training, and provide age-appropriate information to students that is designed to create a school environment free from discrimination, intimidation, and harassment
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile, offensive school environment

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying, or hazing
- Inform the other person if possible that the behavior is offensive and unwelcome
- Report all incidents that may be considered discriminatory, intimidating, harassing, bullying, or hazing to the principal or teacher
- Complete a formal written complaint (as appropriate and if asked) that the school will investigate thoroughly and will involve only the necessary parties; the schools will maintain confidentiality as much as possible

As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

STUDENT THREATS

The school will take all student threats seriously, including those from students that threaten to inflict serious harm to themselves or others or to destroy property. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, the principal, or a teacher. The principal should notify the police and the Department of Catholic Schools immediately.

The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified by the school. Any student or adult who has been identified as a potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student who has made the threat shall be suspended until the police and school investigation has been completed, and at that time the student may face other disciplinary sanctions, up to and including removal from school.

The school will take all actions of a threatening nature seriously, including practical jokes or offhand comments, and the school will investigate them. The school may suspend or remove a student from school while the investigation is pending.

On a case-by-case basis, the pastor and principal will make any decision to re-admit a student who has made a threat.

This student threat policy shall be communicated clearly to students, parents/guardians, faculty, staff, and volunteers.

SCHOOL SEARCHES

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the school's obligation to maintain discipline and provide a safe environment for the school community. School officials may conduct a search of a student's person and personal effects only upon a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

If school officials have a reasonable suspicion that the student has violated or is violating the law or a school rule, school officials do not need a warrant or permission from parents/guardians to conduct the search.

A "reasonable suspicion" may be established in many ways, including but not limited to personal observations, information provided by third parties or other students, or tips provided by law enforcement. An alert from a trained and certified detection dog is sufficient to establish a reasonable suspicion and serve as the basis for a warrantless search of the student's person, locker, car, or personal property and effects.

Whenever a school official conducts a search of a student's person or personal effects, an adult witness should be present. The school should notify the student's parents/guardians of any search of a student's person or personal effects.

Expectations of Privacy

A student does not own a locker/desk or other school property. The school makes lockers/desks available to the student. The student does have some expectation of privacy in his or her locker/desk from other students. However, a student does not have a high expectation of privacy in his or her locker from the school and may not prevent school officials from searching the locker if the school official has a reasonable suspicion that the student has violated or is violating a law or school rule.

A student has a greater expectation of privacy regarding his or her person and personal effects. A school official who conducts a search of a student's backpack, purse, clothing, cell phone, or other personal effects must have a reasonable suspicion that the student has violated or is violating a law or school rule. Strip searches or searches that include a student's underwear may only be conducted by law enforcement and may not be conducted by a school official.

Every student is subject to the Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP") and Archdiocese of Los Angeles Privacy Policy of the archdiocese and school; these types of policies concern cell phones and other electronic devices, whether the devices belong to the student or the school.

Student Cooperation

If a student refuses to cooperate in a reasonable search of school or student property (including electronic devices), the school may call the student's parents/guardians and/or the police for assistance or referral.

Confiscating a Student's Personal Property
If any of the student's items are confiscated, the person in charge should document the confiscation and when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

STUDENT SEXUAL CONDUCT AND PREGNANCY

The following guidelines of the Archdiocese of Los Angeles call upon clergy, religious educators, teachers, youth ministers, young adult ministers, family life ministers, parents/guardians, and Church leaders to collaborate in fostering among all age groups a healthy and holistic Christian attitude toward human sexuality.

Catholic Vision of Human Sexuality
Human sexuality and sexual morality are studied within the context of moral formation in Christ. The *Catechism of the Catholic Church* and the U.S. Conference of Catholic Bishops' *National Directory for Catechesis*, *Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age*, and *Catechetical Formation in Chaste Living: Guidelines for Curriculum Design and Publication* provide authors of textbooks and teachers with a holistic view of moral formation and formation in sexual morality.

A positive and balanced Catholic view of sexuality begins with the premise that human sexuality is a gift from God in whose image human beings are created. Human sexuality should be viewed as a gift possessing inherent goodness and properly placed within a faithful, fruitful, and lifelong marriage (*National Directory for Catechesis*, 45.F).

A primary purpose of Catholic education in a school, religious education program, or another parish program, whether for youth, adults, staff, or clergy, is to guide all persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent, and mature commitment in marriage.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age-appropriate expressions of affection, friendship, and love. Parents/guardians are expected to love and respect each other and their children. To their children, they are to be the principal role models, examples, and educators of these teachings. All faithful are called to continue their formation and serve as examples for others throughout their life. Those who are not married should reserve for marriage the expressions of affection that belong to married love.

"All the baptized are called to chastity. The Christian has 'put on Christ,' (Gal 3:27) the model for all chastity. All Christ's faithful are called to lead a chaste life in keeping with their particular states of life. At the moment of his Baptism, the Christian is pledged to lead his affective life in chastity" (*Catechism of the Catholic Church*, 2348). Chastity is not limited to sexual conduct, but includes moral decision-making and mutual respect for people, through interactions with others and respect for one's own body. Accordingly, whether in thoughts or acts, lust, masturbation, fornication, adultery, prostitution, pornography, and rape involve a disregard for the call to chastity.

Pornography and sexting immerse all who are involved in the illusion of a fantasy world. They offend against chastity because they pervert sexual acts. They do grave injury to the dignity of participants: actors, vendors, the public (see *Catechism of the Catholic Church*, 2354).

"Homosexual persons are called to chastity. By the virtues of self-mastery that teach them inner freedom, at times by the support of disinterested friendship, by prayer and sacramental grace, they can and should gradually and resolutely approach Christian perfection" (*Catechism of the Catholic Church*, 2359).

Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person, not only violates these moral teachings but also may be unlawful under civil law. Misconduct, whether it occurs in the school, church, home, or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual, must be reported and can have criminal implications if one of the participants is not yet 18. For more information, see Safe Environment.

Education in Human Sexuality

Education in sexuality is a continual process, an invitation for people to grow and develop as morally mature sexual beings, regardless of age or calling in life. Parents/guardians are the first educators of their offspring. In our Catholic tradition, education in human sexuality begins with them as parents/guardians and educators imparting understanding and knowledge in the context of Catholic teachings and its vision of the development of morally mature sexual beings. A Catholic vision of human sexuality, from childhood through adulthood, affirms that:

- All human life is created in God's image and has inestimable value.
- All persons are challenged to develop moral decision-making skills that would enable them to make responsible choices in human sexuality.
- All persons, while recognizing that weakness and sinfulness are part of the human condition, are called to respond with compassion and understanding to those who misuse the gift of human sexuality. Interior transformation in light of the Paschal Mystery and the role of grace, virtue, formation of conscience, and sin are foundational themes that pave the way for a balanced approach to human sexuality.

The ultimate objective of education in human sexuality is the personal realization of total sexual identity and the effective maturation of the person. The purpose of education in human sexuality, whether formal or informal, is threefold:

- To give each person an understanding of the nature and importance of sexuality as a divine gift, a fundamental component of personality, and an enrichment of the whole person
- To give each person an understanding of chastity as a key virtue that develops a person's authentic maturity and makes one capable of guiding the sexual powers in the service of love and integrating it into psychological and spiritual development
- To give each person an appreciation that sexuality is intended to express and to lead all to a knowledge of, respect for, and sincere personal adherence to the moral norms regarding sexuality that are taught by the Church

Educational Framework for Human Sexuality

Programs and courses in human sexuality must be holistic, positive in their approach, and based on the fundamental truth that all human life is created in God's image and has inestimable value. "Sexuality affects all aspects of the human person in the unity of his body and soul. It especially concerns affectivity, the capacity to love and to procreate, and in a more general way the aptitude for forming bonds of communion with others" (*Catechism of the Catholic Church*, 2332). Education in human sexuality must be designed to assist each person in the Catholic Christian community to form a correct and informed conscience in order to be morally responsible. Persons given the responsibility of assisting others in their sexual formation should be:

- Committed to their own growth in sexual development

- Accurately informed with the necessary knowledge to discuss sexual issues
- Able and willing to follow and communicate authentic Church teaching regarding sexual morality "with authority, candor, sound reasoning and fidelity" (*Human Sexuality: A Catholic Perspective for Education and Lifelong Learning*, p. 25)

Those engaged in human sexuality education and formation must demonstrate, in word and attitude, a sensitivity to gender issues by presenting the equality of the sexes as designed by the Creator and discourage stereotyping and/or exploitation of the sexes.

Curriculum content and concepts must be introduced at maturity levels according to the emotional, intellectual, and physical development of the person. Programs and courses in human sexuality formation require ongoing collaboration and evaluation involving those affected by the process. The decision to implement programs and courses in human sexuality education must involve parents/guardians, pastors, teachers, catechists, and other leaders in catechetical ministry. Parent/guardian representation is important in setting goals and selecting programs and courses for children and youth. All parents/guardians should be given reasonable opportunity to preview the selected materials. Having studied a program, they have the right to remove their children from any human sexuality course. In addition to formal instruction, consideration should be given to providing informal opportunities to address these issues, including activities such as retreats and other programs.

The content of the instruction and the textbooks and supplementary materials must conform to the authentic teachings of the Church as proposed in the *Catechism of the Catholic Church*. The promotion of Catholic Christian values in the midst of the pervasive influence of media (advertising, books, films, magazines, music, radio, television, videos, and the Internet) requires that:

- Media be considered a valuable and effective educational tool
- Care be taken to provide the learner with the skills of discernment in the use and evaluation of all forms of media, particularly the media of the Internet
- Prudent judgment be exercised in the selection and use of all media for human sexuality programs and courses

Pregnancy Involving Students or Other Minors

Should a pregnancy occur involving a student or other minor, the entire school or parish community should offer Christian support to the mother and father to assure appropriate prenatal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister, and other appropriate staff should meet with the pregnant couple and their parents/guardians to plan for the pregnancy, including discussing alternatives to school and religious education arrangements that are appropriate for the needs, health, and safety of the child in the womb, the pregnant couple, and the school or parish community. In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary schools and parish high schools), shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the father (if known) and mother of the child should be encouraged and assisted to obtain professional medical care and counseling consistent with Catholic teachings, including teachings on the immorality of abortion. The Department of Catholic Schools can assist in the process and serve as a resource for services and referrals.

GUIDELINES RELATED TO POSSESSION AND USE OF ALCOHOL AND CONTROLLED SUBSTANCES

All school policies must comply with state and federal laws that prohibit the use, sale, or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription. The policy should be clearly articulated in the parent/student handbook. The school should consult law enforcement agencies when an alcohol or controlled substance violation occurs or the school learns of a violation, with each case judged individually.

If students or their friends experience problems related to the use of alcohol or controlled substances, the students should be encouraged to seek help from a school counselor for themselves or their friends. School personnel should have access to public or private resource agencies for substance abuse rehabilitation so that they can offer help to students and parents/guardians.

If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for sale, possession, or use of controlled substances, the student may be asked to withdraw from the school or may be expelled.

PROCEDURES IN THE CASE OF SUSPECTED POSSESSION OR USE

In cases where school administrators suspect a student's possession or use of alcohol or controlled substances on campus, school administrators should follow these procedures:

- Evaluate observable symptoms.
- Attempt to determine if the student is in possession of alcohol, drugs, controlled substances, or other harmful substances.
- Interview the student in the presence of an adult witness.
- Request the student's cooperation in conducting a search of his or her person and possessions (the search may include the locker, other locations on the school grounds, or the student's car, backpack, or purse if administrators suspect that controlled or other harmful substances may be hidden).
- Determine if the student needs medical attention; if the student requires emergency medical treatment, contact the parents/guardians and follow the instructions on thestudent's Emergency Card.
- Recommend that a physician examine the student.
- Provide information to parents/guardians regarding the availability of public or private resource agencies for rehabilitation.

In cases where school administrators verify a student's sale or possession of alcohol or controlled substances, school administrators should follow these procedures:

- The administrator should confiscate all physical evidence obtained as a result of the investigation: seal the evidence in a container bearing the date and time of confiscation, the name of the student from whom it was confiscated, and the signature of the person who confiscated it.
- The administrator should consult police. The degree of police involvement will be determined in each case.
- If the student is arrested and removed from school, the law enforcement agency notifies the parents/guardians prior to the time that the student would normally return home from school. However, the school principal shall take immediate steps to notify the parents/guardians about the release of the student to the officer and where the student is reportedly being taken. See Removal of a Student from School during School Hours. Even if an arrest does not occur, the

student may be suspended from school. The school should promptly arrange a conference with the parents/guardians and student.

2026-2027 UNIFORM POLICY

St. Pius X School students wear uniforms in order to promote equality, community, and academic success. The wearing of uniforms is a significant part of Catholic education tradition. Wearing uniforms encourages students to focus more on learning about their faith, developing personal character, and growing academically rather than being distracted by fashion trends or preoccupied with outward appearances. The school uniform policy and guidelines also aim to instill responsibility, neatness, and pride. The uniform policy/dress code is intended to maintain a school environment that exemplifies Catholic values and is conducive to learning. Financial burdens upon families will always be considered when changes to the uniform policy are made.

Administrative Discretion

Fashions and trends may not be specifically identified in the uniform policies and guidelines; however, the administration of the school has the discretion to decide what attire, hairstyles, and/or fashion trends are appropriate or not appropriate for the school setting. The school administration reserves the right to require the parents to bring an appropriate change of clothes if a student is inappropriately dressed, or remove a child from the school and/or give behavior consequences until any inappropriate aspect of a student's appearance is corrected. If parents are uncertain about any of the dress code or uniform policies, please check with the classroom teacher and/or administration via the school office before you make a decision about purchases or haircuts.

Dress Code Violations

In the event that a student does not abide by the school uniform policy or dress code, ANY TEACHER OR SCHOOL FACULTY OR STAFF will immediately give a verbal warning and the student must immediately correct the violation if possible. If correction is not immediately possible, the student may be sent to the office to call home, and a uniform violation notice may be issued. The notice is to be taken home, signed by the parent and returned the following school day. Students may also be issued infractions, detentions, and/or suspensions for violating the uniform policy and dress code which may negatively affect student's conduct grade and may prevent them from participating in school activities and events. In cases of serious violations, parent communication and cooperation is essential so that the parents and school may work together to remedy the situation.

UNIFORM ITEMS

Boys and Girls - Regular Uniform:

● Shirts: Gray polo with SPX logo (Michael's Uniforms ONLY)

● Any zippered SPX uniform jacket with SPX logo or SPX cardigan with SPX logo (Michael's

Uniforms only)

● No garments worn underneath shirts/shorts that are longer than the actual garment arms/legs

length, i.e., Under Armor garments, athletic wear, thermal wear, leggings, etc.

● Regular Uniform items (SPX Polo shirts) may be worn on all other days, except PE and Mass Days.

Boys:

● Shoes: Any athletic/tennis shoes are acceptable (no platform type shoes, boots or Croc type shoes)

● Shoes: White, Black or Navy Blue shoes (Mandatory on mass days)

● Socks: All White, All Navy or All Gray, to be above the ankle bone. (No Logos other than the school logo)

● Pants or Shorts: Navy blue cotton or twill (no Dickies, corduroy, cargo pants or joggers)

● Belt: (MANDATORY on mass days) navy, brown or black leather/synthetic only, free of design or decoration

● Shirts: white button-down dress shirt, short/long sleeve, free of any logos or designs

(MANDATORY on Mass dress days)

● Sweaters: Navy cardigan sweater with SPX logo or v-neck sweater with SPX logo (MANDATORY for all students on mass dress days, weather permitting); MICHAEL'S UNIFORMS ONLY

● Sweater vest with SPX logo (MICHAEL'S UNIFORM ONLY) - optional

● Crew Neck Sweatshirt/Hooded Sweatshirt/Zip-Up Rain Jacket - not allowed on mass days

● School logo/striped tie (MICHAEL'S UNIFORM ONLY) for grades TK-8 (MANDATORY on mass dress days)

Girls:

● Shoes: Any athletic/tennis shoes are acceptable (no platform type shoes, boots or Croc type

shoes)

● Shoes: White, Black or Navy Blue shoes (Mandatory on mass days)

● Socks: All White, All Navy or All Gray, to be above the ankle bone. (No Logos other than the

school logo)

● Jumper (TK-4), Skort (TK-8), or Skirt (4-8): (St. Pius X Plaid from Michael's Uniforms only)

- No Leggings or Pants allowed under Jumper, Skirt or Skort

- All White or All Navy Blue tights allowed under jumper, skirt or skort

● Pants or Shorts: Navy blue cotton or twill (no Dickies, corduroy, cargo pants, joggers or jeggings)

● Shirts: white button-down blouse, short/long sleeve, free of any logos or designs (MANDATORY on Mass dress days)

● Sweaters: Navy cardigan sweater with SPX logo or v-neck sweater with SPX logo

(MANDATORY for all students on mass dress days, weather permitting); MICHAEL'S UNIFORMS ONLY

● Sweater vest with SPX logo (MICHAEL'S UNIFORM ONLY) - optional

● Crew Neck Sweatshirt/Hooded Sweatshirt/Zip-Up Rain Jacket - not allowed on mass days

● School logo/striped tie (MICHAEL'S UNIFORM ONLY) for grades TK-8 or bow tie for TK-8

(MANDATORY on Mass dress days)

PE UNIFORM:

(Mandatory on assigned P.E. days; same for BOYS and GIRLS in TK-8):

● Shoes: Any athletic/tennis shoes that provide adequate support for activity (no platform type

shoes, boots or Croc type shoes)

● Socks: All White, All Navy or All Gray, to be above the ankle bone. (No Logos other than the

school logo)

● Navy mesh shorts with SPX logo or Navy blue sweat pants with SPX logo (Michael's Uniforms

only)

● Gray P.E. t-shirt with SPX logo (Michael's Uniforms only)

● Crew neck sweatshirt, zip-up hoodie or rain jacket with SPX logo (Michael's Uniforms only)

● ABSOLUTELY NO garments worn underneath shirts/shorts that are longer than the actual

garment arms/legs length, i.e., Under Armor garments, athletic wear, thermal wear, leggings, etc.

Uniform Guidelines:

● Polo and Dress Shirts are to be tucked in at all times

● Oversized clothing is not acceptable, pants/shorts must be worn at the waist, above the hips, "sagging" pants/shorts are not acceptable

● Undergarments should not be visible at any time

● P.E. uniforms are to be worn on P.E. days only, unless announcements are made

● NO facial hair is permitted

● NO make-up is permitted

● NO Hooded Sweatshirts, rain jackets or crewneck sweatshirts are allowed on school mass dress days

● All clothing/shoes must be free from holes, not faded or excessively worn

● Skirts, shorts, and skorts are to reach the top of the knee or lower; P.E. shorts may be approx. 1" above top of knee

Shoes:

● Any athletic/tennis shoes that provide adequate support for activity (no platform type shoes, boots or Croc type shoes)

● Black, White, or Navy Blue shoes mandatory on mass days

● Shoe laces must always be visible and tied appropriately

● Shoes must be free of any writing (made by marker, pen, pencil, etc.)

● Shoes must be in good condition; free from tears or holes (on the sole, at the toe, or anywhere on the shoe)

The following are NOT Acceptable:

● Slip-on shoes or shoes without laces (Velcro straps only, will be allowed for students in Preschool through 2nd grade)

● Platform or high-heeled shoes, or boots

● Shoes with soles that light up and shoes that conceal roller skates

● Croc type shoes

Jewelry & Accessories:

Jewelry and accessories must not distract from learning or attract unnecessary attention. Boys and girls may wear a simple necklace with a religious medal, but it must be worn underneath the shirt. Boys andgirls may also wear a simple wristwatch (no smart watches). Girls may wear one pair of simple stud earrings. Fashion jewelry is not permitted.

Other Jewelry and Accessories Guidelines:

● NO colored contact lenses

● NO additional piercings, hoop earrings, plugs or spacer earrings

● Earrings for boys are unacceptable

● NO bracelets/anklets allowed (unless medically required, such as Medical I.D. bracelet)

● NO rings

● Purses/handbags are not to be used during the day

Cosmetics and Hairstyles:

● Make-up is not allowed at school

● No nail polish or fake nails

● No artificial tattoos

● No extreme haircuts/hairstyles for girls and boys. Boys' haircuts must be neat; hair should never

go over the collar or cover the eyes

● Students are expected to maintain a clean-shaven appearance. Mustaches, beards, and visible

stubble are not permitted.

● No artificially colored hair: no hair dye, highlights, tint or shampoo rinses should be used at any time during the school year. Any student with dyed hair, highlights, or any other form of additive hair color will be asked to return their hair to its natural color.

Free Dress

Throughout the year, students may be allowed to wear casual free dress or special dress. Details regarding the special dress will be provided to students and parents when the special day is announced. Parents and students should consider the school environment when choosing their free dress attire.

Guidelines for Free Dress Days:

● Shirts/Tops/Sweatshirts/Jackets: Appropriate cut, style for school, free from inappropriate/distracting

slogans or images

● Pants: Must fit properly

● Skirts/Dresses/Shorts: Appropriate length, fit, and style

● Dresses should be worn with shorts or a slip underneath, at knee length or longer

● Shoes: Must be a style that is safe on the playground, closed toe shoes only

● Hats: May be worn, but must be removed in classrooms and church

● Hair: see cosmetics and hairstyle guidelines

Inappropriate Free Dress includes the following, but is not limited to:

● Thigh high socks/stockings/boots for girls

● Baggy, sagging, or oversized clothing

● Short skirts, shorts or dresses more than 1" above the knee (even if leggings/tights are worn)

● Skin tight clothing

● Sweatpants, sweat suits, or pajamas (unless it is specified)

● Torn clothing/shoes or any clothing/shoes with holes or rips

● Attire that exposes too much skin, dresses or tops with spaghetti straps or tank tops or crop tops

● Open-back and/or open-toe shoes, sandals, flip-flops, heels, Croc type of shoes, etc. are not allowed (Eighth grade girls may wear heels for graduation activities)