



2014-2015

St. Pius X Parish School

Parent/Student

Policies Agreement Form

*(Please print except where signatures are required)*

**ACCEPTANCE OF PARENT/STUDENT HANDBOOK**

Our family has received and read the **St. Pius X Parish School** Parent/Student Handbook, which adheres to all Archdiocesan policies. 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 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 \_\_\_\_\_

**Print student names and grades:**

Student's First Name \_\_\_\_\_ Grade: \_\_\_\_\_

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.

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## GENERAL INFORMATION

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

### **SCHOOL PHILOSOPHY**

St. Pius X Parish School is 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**

Saint Pius X School is a Catholic faith community of students, staff, parents, and clergy dedicated to celebrating and educating the whole child. Recognizing the parents as the primary educators of their children, we are committed to working in partnership to foster the spiritual, intellectual, physical, psychological, social and aesthetic gifts and talents inherent in every child. We provide a welcoming environment, which upholds and respects each person’s unique worth and dignity. We believe in sharing experiences, which allow our children to learn and live the values taught by Jesus Christ in the Gospel.

### **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**

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.

- Students and parents or 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.
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
- Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

### **PARENT OR PARENT-TEACHER ORGANIZATIONS AND CONSULTATIVE SCHOOL COUNCIL**

If the school has a parent, parent-teacher organization and/or a consultative school council, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parent, parent-teacher organizations, consultative school councils and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

#### **Parent or Parent-Teacher Organizations**

The main functions of a parent or parent-teacher organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable.

Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

#### **Consultative School Council**

The general responsibilities of the consultative school council are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the council's goals and activities.

The membership of the consultative school council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a consultative school council.

**2014-2015 ST. PIUS X SCHOOL ADMINISTRATION & STAFF**

- Pastor	Reverend Pedro J. Lopez
- Principal	Mrs. Christine Huerta Soler
- Assistant Principal of Discipline	Ms. Lorie Skoko
- Assistant Principal of Curriculum	Ms. Teresa Foeckler
- Office Manager	Mrs. Belinda Hall
- Receptionist/Health Attendant	Mrs. Tania Duran
- Kindergarten	Ms. Teresa Foeckler
- First Grade	Ms. Brittany Valdez
- Second Grade	Ms. Lorie Skoko
- Third Grade	Ms. Melissa Perez
- Fourth Grade	Ms. Victoria Sandoval
- Fifth Grade	Mrs. Erika Layton-Reynolds
- Sixth Grade	Mrs. Samantha Drees Kaufman
- Seventh Grade	Mr. Matthew Harper
- Eighth Grade	Mrs. Cynthia Herrera
- Science/P.E./Athletics	Mr. Ivan Tafoya
- Music	Mr. George Figueroa
- Librarian/Aide	Mrs. Jeanette Carmiol
- Teacher's Aide	Ms. Elizabeth Sanchez
- Daycare Supervisor	Mrs. Josefina Sepulveda
- Maintenance	Mr. Edwin Chavez
- Preschool & Pre-Kinder Director	Mrs. Felicia Cuadra
- Pre-Kinder Teacher	Mrs. Isabel Martinez-Reyes
- Preschool Teacher	Mrs. Veronica Ocampo
- Preschool Teacher	Mrs. Kristin Carmona Muniz
-	



## **ADMISSIONS, TUITION & FEES**

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

### **GUIDELINES FOR ADMISSION TO ELEMENTARY SCHOOLS**

- Preferences are given to active members of the parish
- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a student's continued eligibility for enrollment in the parish school

The school establishes its own procedures for admission and enrollment.

### **EXAMINATIONS AND INOCULATIONS**

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or other professional help.

A tuberculosis patch test and/or X-rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parents.

### **IMMUNIZATION**

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B and two doses of a measles-containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test.

Immunization is not required for admission if a parent or guardian presents a letter stating that such immunization is contrary to his or her beliefs, or presents a written statement from a physician to the effect that immunization is not considered safe or reasonably beneficial to the individual student.

### **HEALTH RECORDS**

Every school must comply with all Health Department requirements. Every school has a Health Record Card for each student enrolled in the school. Upon transfer to another school, the student health records are forwarded with the student's transcript to the receiving school.

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

**SCHOOL STUDENT NON-DISCRIMINATION POLICY**

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national 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, 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.

**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 2014-15 school year are as follows:

**2013-14 TUITION RATES:**

<u>One Child:</u>	<u>Annually</u>	<u>Monthly</u>
Participating in fundraisers	\$3,638	\$330
Not participating in fundraisers	\$4,508	\$409

<u>Two Children:</u>		
Participating in fundraisers	\$6,400	\$581
Not participating in fundraisers	\$7411	\$673

<u>Three Children:</u>		
Participating in fundraisers	\$7,970	\$724
not participating in fundraisers	\$9,185	\$835

<u>Four Children:</u>		
Participating in fundraisers	\$9,452	\$859
Not participating in fundraisers	\$10,842	\$985

***\$125 discount per child if tuition and fees are paid in full by July 31, 2014***

**FUNDRAISING REQUIREMENTS FOR PARTICIPATING FAMILIES\*:**

<b>FUNDRAISER</b>	<b>MINIMUM</b>	<b>BUYOUT</b>
SCRIP Gift Card purchases	\$1,000 (\$500 by Nov.1st, \$500 by May 1st)	\$200
Network Raffle Tickets	\$200	\$200
Sales: Catalogs, Gift Wrap, Candy bars, Tupperware (may vary year to year)	\$300 total (+\$100 each add'l child)	\$200+\$50 add'l child

Fun Run Pledges	\$125/child	\$125/child
Fiesta Raffle Ticket Books	\$60 Purchase/Sell 2 books (\$30 each)	\$60
Casino & Auction Night Tickets	\$80 Purchase/Sell 2 tickets (\$40 each)	\$80

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

**STUDENT FEES\* (per child)**

**1. Registration/Materials Fee \$300 - due April 1st, 2014**

(late fee \$50 per child, per month, NON-REFUNDABLE) This fee reserves a place for student(s) and covers: health fees, audio/health screenings, academic records and transcripts, student accident insurance, DCS annual fee, textbooks, classroom supplies, handbooks, student planners/agendas, newsletters, postage, paper goods, bathroom supplies, recess and playground equipment, PE equipment, disaster supplies, etc.

**2. Activities/Technology Fee \$300 - due May 1st, 2014**

(late fee \$50 per child, REFUNDABLE before July 1<sup>st</sup>) This fee includes: standardized testing costs, educational field trips, class celebrations, cultural celebrations, Accelerated Reader program subscriptions, technology and Computer Lab maintenance, High-speed Internet and WiFi costs, subscriptions to supplemental resources, school assemblies, etc.

**3. Out of Parish Fee \$300 - due March 1st, 2015(only applies to families who do not attend St. Pius X Church)**

All school families are strongly encouraged to make St. Pius X their home parish and contribute a minimum of \$300 annually using weekly parish offering envelopes. Families who do not contribute the minimum amount to the parish collection must pay the remaining balance as a school fee. Church records are checked in January and May of each year.

*\*additional fees may apply*

**ADDITIONAL FEES (per child)**

- Delinquent Account Fee \$25 (per month)
- Returned Check \$25
- Second Grade Sacrament Fee \$35
- Kindergarten Fee \$40
- Junior High Fee (Novels, Music, Art Supplies) \$50
- Eighth Grade Graduation Fee\* \$350
- Sports Fee (per sport)\* \$50
- Sports Uniform deposit \$30
- New/Replacement Jersey Fee\* \$40 (minimum)

**\*These fees are refundable. ALL others are NON-REFUNDABLE**

**TUITION/FINANCIAL AGREEMENT**

All tuition will be paid to St. Pius X School in full (\$125 discount per child if paid by July 31st) 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 by May 31st. An annual start up fee of \$41 will be charged to all families participating in FACTS (TUITION PAYMENTS CANNOT BEGIN WITHOUT PAYMENT OF THIS

START UP FEE). Family accounts with prior balances not paid in full by June 30, 2014 (or not on a FACTS payment plan) will be subject to a 3% tuition increase and your child's space will not be guaranteed.

By signing the Parent Agreement Form (in Parent Student Handbook), 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 2014-15 school year by the established due dates.
2. Annual tuition is to be paid either in full (\$125 discount per child if paid by July 31st) or in eleven (11) equal monthly installments with the first payment due in July with subsequent payments due on either the 5<sup>th</sup> or 20<sup>th</sup> of each month, ending in May, to be determined with FACTS Tuition Management.
3. Any uncollected annual registration and/or any financial obligations from previous years are due and payable upon registration.
4. Participate in and be financially responsible for the mandatory school fundraising programs as outlined in the Family Handbook.
5. St. Pius X School accepts the following forms of payment: Cash, Check, Money Order, Cashier's Check, Visa, or MasterCard.
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 10<sup>th</sup> 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 60 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 \$25.00 will be charged for any check that is not cleared through the bank (NSF check/bounced check) and that the school reserves the right that a receipt will be issued only for payments made in cash.
8. A receipt will be issued for all payments made.
9. Obligation to pay all charges/fees for the full academic year is unconditional. **Registration fees will not be refunded.**
10. Promptly reimburse the School for any damages to the School property or school property for which my child/children/ward may be responsible.
11. **FOR PARENTS/GUARDIANS OF 8<sup>TH</sup> GRADE STUDENTS:** I/We understand that if my child/children/ward is in 8<sup>th</sup> 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 the monthly Family Bulletin and announcements for specific dates and deadlines, or visit [www.cefdn.org](http://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 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. 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 1<sup>st</sup> 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.

### **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, Fiesta hours, late charges, and daycare services for the year.

The graduation fee includes the following:

- Fall and Spring retreats
- Disneyland Graduation Trip
- Bus transportation for eighth grade trips
- Yearbook – includes personalization
- Diplomas and Covers
- Medals and Awards
- Graduation Caps & Gowns
- Graduation flowers
- Graduation programs

### **PARENT VOLUNTEER SERVICE HOURS**

- 30 service hours are required per family per year, beginning with Fireworks booth in July\* and concluding with Fiesta in June. Each hour is equal to \$20, therefore buyout for 20 service hours is \$400 (no buyout for Fiesta and Fireworks hours)
- Fireworks Booth\*: 5 service hours required during the week prior to July 4th, \$200 fine for not completing Fireworks booth hours, **double hours offered on July 4th**
- Fiesta Hours: 5 service hours are required for all families (exception: parents of 8th grader with no younger siblings) \$200 fine for not completing Fiesta hours
- 15 service hours must be completed by Feb. 1st (includes 5 for Fireworks booth\*)
- 15 additional service hours must be completed by end of school year in June (including 5 for Fiesta)

*\*Fireworks booth fundraiser subject to availability each year through City of SFS lottery*

Twenty parent hours must be completed by January 2015. The additional 20 hours must be completed by June 2015. Room Parents, coaches, and PTO officers fulfill at least 30 hours in their positions. Room Parents and PTO Members are still required to fulfill the 10 mandatory Fiesta/Fireworks hours.

### **Fiesta Hours Exemptions**

All families with Eighth Grade students, who do not have any other children enrolled in the school, are exempt from the five mandatory fiesta hours. Any other Fiesta Hours Exemptions are left to the discretion of the Principal.

## **PARENT INVOLVEMENT**

**Room Parent(s):** There are 3-4 volunteer room parents selected per grade. The room parents are responsible to communicate with the teacher and the other class parents about special events.

**Parent Leadership Groups:** Many of our school parents are involved in a leadership role in our school. These groups provide opportunity for parents to become involved and to play a more active role in their child's school. These groups are:

- **Parent-Teacher Organization:** PTO exists to support the principal and staff in fundraising endeavors to provide quality, Catholic education for all students and to help parents and teachers develop a mutual understanding of and appreciation for the ideals of Catholic education, especially in terms of proclaiming the Gospel message, building community, and educating for service and worship.
- **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 Carnival, 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 is needed, purchases must be approved by the school office 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. 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 \$100**
- **Workbook/Consumable - up to \$50**
- **Student Planner/Agenda - \$20**
- **Parent Student Handbook - \$10**

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.

## **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 K-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 Enrollment:** Parents must enroll their children in the daycare program prior to the first day of daycare and complete the necessary program agreement. Daycare fees are due by the 1<sup>st</sup> of each month. A late fee of \$25 will be assessed if paid after the 10<sup>th</sup>. Accounts that go more than 30 days past due may exclude a student from attending daycare.

## 2014-15 DAYCARE HOURS and FEES

### Morning Care:

- 6:30 a.m. – 7:30 a.m.

### Afternoon and Morning Care Fee:

- Monthly Fee - \$180 per child; \$250 per family

### Morning Care Only:

- Monthly Fee - \$100 per child; \$130 per family
- Daily Fee - \$5 per child

### Afternoon Care:

- 3:15 p.m. – 6:00 p.m.

### Friday Afternoons Only:

- Monthly Fee - \$50 for 1st child, \$40 each add'l child
- Daily Fee -- \$15 per child

### Afternoon Care Only:

- Monthly Fee - \$155 per child; \$ 210 per family
- Daily Fee - \$15 per child

### Late Pick-up fees:

6:01 to 6:15PM = \$15.00

6:16 to 6:30PM = \$30.00

6:31 to 6:45PM = \$45.00

6:46 to 7:00PM = \$60.00

**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, pastoral ministries, or any other assignment when such an individual is determined to have 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, and**
- **May not volunteer in any non-ministerial activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As a member of the Archdiocese of Los Angeles community, the school wants to assure that it is in compliance with both Megan's Law and the Archdiocese's Zero Tolerance Policy.

**SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH**

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include the **Archdiocese of Los Angeles Self-Protection Program 1-12, Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

The Archdiocese of Los Angeles Self-Protection Program 1-12 was developed by the Archdiocese of Los Angeles to assist the parishes and school to comply with the US Conference of Catholic Bishops mandated self-protection programs. It is to be presented annually at each grade level.

**Good-Touch/Bad-Touch®** is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

**VIRTUS® Teaching Touching Safety** is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give students the tools they need to protect themselves from those who might harm them. The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.

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

*Revised August 20, 2007*

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. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.**



- 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 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
- 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
- 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 staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful
- Communications with minors (e.g., notes, email 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
- 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 staff member/faculty/volunteer has an obligation to notify the proper authorities
- When staff members/faculty/volunteers are supervising minors or young adults at parish/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 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
- 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
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian
- 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 or guardian written permission is required for the publication of a picture of a minor
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements

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

*Revised August 20, 2007*

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their

ministry in the Archdiocese of Los Angeles and must sign a Code of Conduct form to verify that they understand their obligations. 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. Circumstances may give rise to conflicts among students, parents and school staff. 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 Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible for striving toward reconciliation and shall act 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.

#### **School Level**

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed 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 will respond to the person bringing the complaint.

#### **Department of Catholic Schools Level**

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor 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 no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

### **INCLUSION PROCEDURES**

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the students needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the principal to address unresolved issues.

### **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.

If your child is ill, **please call the office before 7:55 a.m., using the school office number (562) 864-4818**. Your home or work will be called if your child is absent and the school has not been contacted.

## **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, and the excuses are kept on file for a period of one year. 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.

**When a student has been absent** a neatly written 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 will not be admitted back to class without a written 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.

Written parental permission is required before a student is excused for medical or dental appointments or any reason. The parent or guardian must also check into the office and sign a release form before a student is released. The student will then be called into the school office by the school secretary. **Parents may not go directly to the classroom for any reason without permission and a visitor's pass.** Students must also sign in at the school office when they return from medical appointments.

## **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 a "tardy". 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 by **7:50 a.m.** Those arriving after **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. Additionally, students with excessive absenteeism and tardiness may be deemed ineligible for extra-curricular activities and disqualified for awards and Honor Roll.

## 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 [www.spxraiders.com](http://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 Bulletin/Envelope:** A family envelope containing a monthly Family Bulletin and monthly calendar with attachments is sent home with the oldest child every **3rd Thursday of the month. Parents are required to sign and return the envelope with their child the following day. A \$5 replacement fee will be issued for lost family envelopes.**
3. **Classroom Newsletter/Updates:** Individual classroom teachers may choose to send home a classroom newsletter covering important class information every month or quarterly, along with the school parent newsletter; updates regarding projects or other classroom issues may be sent home whenever necessary.
4. **Parent Student Handbook/Tentative Calendar:** A parent student handbook and a calendar of tentative school year dates/events will be distributed at the beginning of each school year. Amendments or changes to the parent handbook will be printed in the Family Bulletin or sent via email and/or flyers. A current monthly Calendar will be sent with each Family Bulletin and made available on the school website.
5. **Progress Reports:** General progress reports are sent home at the midpoint of each trimester (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 a \$5 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 by 7:55 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 7:30 am. Any student arriving before 7:30 am will be sent to Daycare at the expense of the parents (see Daycare fees).

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.

**DAILY SCHOOL SCHEDULE**

6:30 – 7:30 A.M.	A.M. Morning Daycare
7:50 A.M. <b>First Bell</b>	Classrooms Open Mon.-Fri.
7:55 A.M. <b>Second Bell</b>	Official School Day Begins Mon.-Fri. (Students marked late)
8:00 A.M.	Morning Prayer Assembly (Mondays)
9:45-10:00 A.M.	Recess Grades K-4
10:05-10:20 A.M.	Recess Grades 5-8
12:00 P.M.-12:20 P.M.	Lunch Grades K-4, Recess Grades 5-8
12:20-12:40 P.M.	Recess Grades K-4, Lunch Grades 5-8
3:00 P.M.	Dismissal Mon-Thurs.
<b>12:30 P.M.</b>	<b>Early Dismissal (every Friday and some holidays)</b>
3:15-6:00 P.M.	Extended Daycare Available
12:30-6:00 P.M.	Extended Daycare Available on Fridays

**\*ALL HOLIDAY DISMISSALS ARE AT 12:30 P.M WITH NO AFTERSCHOOL DAYCARE OFFERED (except when noted)**

**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 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 Hot Lunch Lady, Inc. A monthly menu with meal choices and prices is sent home

prior to the beginning of each month. Students in grades K-8 may order a pre-paid lunch from the monthly menu calendar. Menu calendars are available in the school office.

**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 day care and the family will be billed.

Any student that DOES NOT have a “walker” permission slip on file *will remain in their classrooms until a parent or guardian picks them up from their classroom.* 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 \$15 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 personal sound systems, electronic games, beepers/personal pagers, cell phones, trading cards, 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 nurse's office. Any article not claimed after one month will be given to the poor.

#### **EMERGENCY CARD**

Each student shall have an Emergency Card that is complete, current, and readily available to the school. The student's parent or guardian is required to inform the school when there are changes to a home, cell or work phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency.

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.

When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians. See *Medication Authorization and Permission Form*.

### **SECURITY & EMERGENCY PROCEDURES**

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 (Channel 9) 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.

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.

**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 POLICE OFFICERS**

Police officers have the right during the school day to interview students who are suspects or witnesses. School personnel should not hinder the release of a student to police officers. School personnel are not liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with "proper standard of care" which is defined below.

When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

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.

### **Interview of a Student During School Hours by a Police Officer**

Upon presentation of proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

Although the law does not require it, the parent or guardian should be informed by the principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

Before releasing the student for the interview, the principal must exercise the "proper standard of care" which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts In the case of the release of the student to the officer, the reason for such an action
- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student’s parent or guardian. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

### **Informing the Parent/Guardian When a Student Has Been Removed from School by a Police Officer**

While it is the duty of the police officer to notify the parent or guardian of the person taken into custody or placed in detention, the school principal shall take immediate steps to notify the parent or guardian of the minor regarding the release of the student to the officer and regarding the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. Even in the case of child abuse it is the Child Protective Agency’s duty to notify the parent or guardian.

### **WORK PERMITS**

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student’s school. Information regarding work permits and how to apply is available from the California Department of Education website: [www.cde.ca.gov](http://www.cde.ca.gov).

The minor/student, after obtaining a promise of employment, must obtain a “Statement of Intent to Employ Minor and Request for Work Permit.” The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student’s records and consult the teacher to confirm the student’s satisfactory academic achievement to date. The student must then submit the form to the “work permit issuing authority.” If all requirements are met, the work permit issuing authority may issue the “Permit to Employ and Work.” The “work permit issuing authority” may be the local public school superintendent, those persons authorized in writing by the public school Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit issuing authority for the school.

A copy of the signed work permit must be kept in the student’s file.

For additional information and forms see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

### **PRIVACY AND ACCESS TO RECORDS**

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or 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.

Only the principal, as custodian of the records, authorizes 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 a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal 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 or legal 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 and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent 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 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: pupil's name, address, telephone number, date and place 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.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

#### **Parent Authorization to Use Child's Personal Information**

Whenever a student's image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the *Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes* giving permission for such publication.

See Appendix B, *Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes*.

#### **Verbal/Written Confidences:**

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees are required to respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

#### **TRANSFER OF RECORDS**

##### **Student Transfers and Graduation:**

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record will be transferred by the former school upon a request from the school where the

pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report remains at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer.

Principals may be required by the County Board of Education to report the severance of attendance by any student.

### **Withholding of Records**

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

### **Cumulative Pupil Record**

Full and accurate records, including standardized test results, of each student are entered on the official archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel have access to these records. Health records are maintained in a separate file.

- Permanent records cards include only the following information:
- Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student
- Standardized test data
- Transcript of classes
- Attendance information shall be included
- Record of withdrawal or graduation and place to which any copy of the record is sent
- Verification of or exemption from required immunization through high school graduation

**Damaged or Loaned Property:** Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents/guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, or the return of loaned property, in accordance with school policy.

### **HEALTH**

Health services include vision and scoliosis screening, and audiometric testing. Each student must have a health record card and an emergency card on file. These cards are treated with confidential and professional care and should contain any information necessary for the child's welfare. It is State law that all students have the required immunizations: four DPT or DT, three polio, measles (10 day), immunizations and immunization records for mumps, rubella and Mantoux Tuberculin skin test.

All students entering kindergarten must present certification that is signed by their physician and dentist stating they have had a physical and dental examination. Failure to provide the requested verification of immunization, dental and physical tests will prevent the child from being admitted to school. All students entering the seventh grade must have the Hepatitis B series immunization. Please contact the school nurse for information.

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.

### **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 aid can be administered at school.

### **Medications**

The school will not furnish medications. All medications administered at school shall be provided by parents.

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See *Medication Authorization and Permission Form*.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/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. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form* and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

### **Communicable Diseases**

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children – Education Code, Section 49403(a).

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school.

### **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 schools/parish. This program 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 a school sponsored and supervised activity, including school sponsored sport and extended day programs. This insurance supplements any insurance maintained by the parents.

Please be aware that there is no supervision on the school grounds before 7:30 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 must be dropped off before 7:30 a.m., he/she must be checked into morning daycare. If your child cannot be picked up after 3:15 p.m., he/she must be checked into after school daycare.**

### **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 Project STARS standards (<http://www.archdiocese.la/learning/schools/curricula/index.html>) which ensure that Catholic beliefs and values are the foundation for all classes.

The following subjects and curriculum are taught in grades kindergarten through eighth grade:

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

Also integral parts of the academic curriculum are the Computer Lab and the 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 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, the Iowa Assessments (IA) standardized test is administered annually, in the fall, to all students in grades 2-8 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. In some cases, **at the discretion of the teacher, repetitive work habit violations and irresponsibility may be categorized as Behavior infractions and may negatively affect academic grades.** 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. Study Hall 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 (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:

- Kindergarten - 30 minutes
- Grades 1-2 - 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 1 & 2**

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 (includes Art, Music, & PE in grades 5-8)**

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



## **ACADEMIC AND BEHAVIOR AWARDS PROGRAM**

Monthly Awards are given to students in grades three through eight at the first Monday morning assembly of each 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 given. 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, an O (Outstanding) in Behavior, and less than 6 absences and tardy days (combined)
- **Honor Roll:** Awarded to any student with a cumulative 92% or higher grade average in the seven core subjects, an O (Outstanding) or G (Good) in Behavior, and less than 8 absences and tardy days (combined)

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.

## **RELIGION PROGRAM/CURRICULUM**

Religion is taught daily according to the Archdiocesan Religion Curriculum standards. Catholic beliefs and values are taught at grade-appropriate levels.

**Morning Prayer:** Morning Prayer takes place Mondays in the courtyard from 8:00 a.m. to approximately 8:20 a.m. The first Monday of each month assembly will take place in the hall and monthly SLE award recipients will be recognized. 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 K-8 attend Mass once a week on Fridays at 8:00 am, and Holy Days of Obligation at 8:00 a.m.

**Retreat Program:** Student retreats are scheduled to provide a calm and quiet atmosphere to encourage spiritual growth. This year's retreat program is as follows:

**Grade 2:** A one-day, Holy Communion Retreat with parents before First Holy Communion held at St. Joseph's Salesian Youth Renewal Retreat Center in Rosemead.

**Grade 8:** A one-day retreat held at the beginning of the school year to prepare the students for their final year at St. Pius X School and a one-day Graduation Retreat to be held at St. Joseph's Youth Renewal Center in Rosemead.

**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.

**Sacramental Preparation:** Parents of any student(s) preparing to receive the sacraments must participate in the Sacramental Preparation Program offered by the school as a condition to their child's reception of First Reconciliation and First Eucharist. At least one parent must attend the mandatory parent meetings.

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. There is a required \$35 fee for the sacramental preparation for retreat and meeting expenses. Any student that is not baptized and wishes to begin the sacramental process must do so through the Parish Religious Education program.

**Monthly Christian Service Projects:** St. Pius X School supports and participates in monthly Christian service projects including programs such as the Holy Childhood Association, Catholic Charities, Adopt-A-Family, Red Buckets, 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.

### **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**

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 or the family pediatrician. 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.**

### **SUMMER ENRICHMENT PROGRAM**

A five-week summer enrichment program is 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 and activities will take place Monday through Friday until 12:30PM. Day care is also offered until 5PM. 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 4-8 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. 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 three through seven vote for their choice of council members for the coming school year during the June elections.

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.

## **Academic Decathlon**

Students in grades 5 – 8 who meet the extracurricular activities requirements may practice for the Academic Decathlon. The Academic Junior High Decathlon for Catholic Schools is held annually on a Saturday in March. The competition includes two team events and eight individual events. A team of ten students representing the school is chosen from among those who practice for the competition. Practices may take place before or after school or on Saturdays, as determined by the coach. The Academic Decathlon team participation is contingent upon the provision of a moderator and coaches.

## **School Choir**

Eligible students in grades 3 – 8 may try out for choir with a teacher recommendation. Choir practice takes place each Wednesday for 1 hour. Students in choir must diligently make up all schoolwork missed when they are excused from class to participate in practices that may be held during the school day to prepare for an upcoming performance. Failure to do so may result in removal from choir. Students who are on academic probation or who display inappropriate behavior in class or at choir practice will not be allowed to continue participating in choir.

## **ARCHDIOCESAN ACCEPTABLE USE & RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS**

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable.

These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location.

These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

## Definitions

- **Electronic communications systems** include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future.
- **Electronic communications devices** include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods®, media players, Blackberries®, and other wireless equipment that may be created in the future.
- **Electronic communications materials** include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

## Electronic Communications Systems, Devices and Materials and Users Covered

- a. All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the “Premises”).
- b. All electronic communications devices and materials taken from the Premises for use at home or on the road.
- c. All personal devices and materials brought from home and used on the Premises during regular business hours.
- d. All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use
- e. All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location.

## Ownership and Control of Communications

All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.

With permission from the person in charge of the parish (i.e., pastor, priest administrator or parish life director), principal or other person in charge of the Location, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

## Guidelines for Email Correspondence and Other Electronic Communications

- a. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator’s knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.

- b. Email and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to “All Employees,” “All Parents,” “All Seminarians,” “All Parishioners” and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- f. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
- g. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- h. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- i. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are “ON” and functioning.
- j. Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
- k. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- l. Critical information should be copied onto backup storage periodically. Backed up information
- m. should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location’s information systems, a detailed disaster recovery plan may need to be developed.
- n. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- o. Information systems hardware should be secured against unauthorized physical access.

### **Prohibited Practices**

Users of Archdiocese and Location electronic communication systems, devices or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may become implicated in the use may not:

- a. Violate any federal, state or local laws or regulations.
- b. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.

- c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
- d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- e. Engage in improper fraternizing or socializing between adults and minors.
- f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.
- k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- r. Access or manipulate services, networks or hardware without express authority.

### **Consequences of Violations of Electronic Communications Policy**

Violations of this policy, including breaches of confidentiality or security, 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 law enforcement and other appropriate disciplinary 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 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 extra curricular 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 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 be disciplined according to the classroom discipline policy.

### **COUNSELING POLICY**

The mission and purpose of the school is education. The school does not assume the responsibilities proper to the family and to society. The school may not assume the responsibility for psychological counseling or therapy because it is not qualified or licensed to provide such counseling or therapy.

The school may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense



In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse or neglect. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

#### **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, 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 on the first day 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 must be informed if research projects involving their children are to be conducted at the school and must be provided with sufficient information about the research to enable them to give informed consent. Parents have the right to withhold permission allowing their children to participate in research studies. Parents have the right to withdraw their children at any time from a research project without reprisal.

Parents have the right to request to preview the materials to be used in a research study involving their children. 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 a 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.

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

### **KINDERGARTEN THROUGH SECOND GRADE DISCIPLINE PROCEDURES**

- Green Card - Positive/Good Behavior
- Verbal Warning - No additional consequence
- YELLOW card\* - Time out (5 min.) at recess
- RED card - Detention
- WHITE card - Principal's Office or Vice Principal's Classroom

Weekly reports will be sent home to inform parents/guardians of a student's behavior (cards pulled) and work habits (infractions). **\*If a student pulls a YELLOW card three or more times in a week, a note will be sent home that Friday.**

#### **Trimester Behavior Grading Scale**

O = 0-3 Cards Pulled      G = 4-9 Cards Pulled      S = 10-14 Cards Pulled      NI = 15 or more Cards Pulled

### **THIRD-FOURTH GRADE DISCIPLINE PROCEDURES**

*Please note that after the first semester (end of second trimester) fourth grade begins using the same discipline system as fifth through eighth grade.*

- Verbal Warning only - No additional consequence
- YELLOW card - Time out at recess
- BLUE card - Additional Time out at recess/note sent home to parent
- RED card - Detention/Phone call to parent
- WHITE card - Principal's Office or Vice Principal's Classroom/Parent conference

#### **Trimester Behavior Grading Scale**

O = 0-3 Cards Pulled      G = 4-9 Cards Pulled      S = 10-12 Cards Pulled      NI = 13 or more Cards Pulled

### **FIFTH – EIGHTH GRADE DISCIPLINE PROCEDURES**

Each teacher will keep a daily record of each student's behavior infractions/violations. The students will receive one infraction unless otherwise indicated or directed by a teacher at the time of given infractions.

#### **Trimester Grading Scale**

O = 0-3 infractions      G = 4-7 infractions      S = 8-10 infractions      NI = 11 or more infractions

#### **Detentions**

Three or more infractions within one week will result in a detention. **In instances of automatic detentions, a minimum of 3 automatic infractions will be incurred in Behavior.** When a student reaches 11 infractions an **automatic detention** will be given.

### **EIGHTH GRADE INCENTIVES & REWARDS**

Being an eighth grade student comes with certain privileges. These privileges can and may be revoked in the event that an eighth grader incurs repeat detentions within a trimester or commits a major behavior violation. Each trimester an eighth grader's behavior will be evaluated to determine if he/she may continue receiving and/or participating in the eighth grade class 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. Also, a lack of effort and negligence in maintaining a grade of S (satisfactory) or higher in work habits may affect an eighth grader's privileges.

### **8th grade Student Privileges include, but are not limited to, the following:**

- wearing navy blue or black socks (above ankle bone)
- wearing Class of 2014 t-shirt once a week
- wearing Class of 2014 sweatshirts daily
- wearing free dress once a month and/or for the last two weeks of school
- participating in 8<sup>th</sup> grade activities/jobs held during the school day
- attending class field trips/events (including end of year trips)
- participating/attending 8<sup>th</sup> grade year-end events

Any and all 8<sup>th</sup> grade privileges may be revoked due to major behavior incidents at the discretion of the 8th grade teacher and with approval from the principal.

### **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 every Monday 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.

For students in grades 3-8, after school detention will take place one day of each week from 3:15 – 3:45 p.m. 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. Detentions for students in grades Kinder-2 will be scheduled after teacher and parent discussion.

#### **Repeat Detentions**

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

- 2<sup>nd</sup> detention – Phone call and/or Parent conference
- 3<sup>rd</sup> detention – Parent conference and Behavior Contract
- 4<sup>th</sup> detention – Consequences from Behavior Contract: i.e. Exclusion from the next school event (Halloween Social, classroom field trips, dances, 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**
- 5<sup>th</sup> detention – 1 day suspension and forfeiture of participation in any extra-curricular activity for the remainder of the school year
- 6<sup>th</sup> 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**

- No student shall be required to remain in the classroom during the lunch break, or during any recess. All students are required to leave the school rooms at recess and lunchtime, unless it would occasion a danger to health
- Detention before or after school hours is considered an appropriate means of discipline
- 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

### **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
- Notice of suspension must be given to the parents or guardians by telephone or in 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 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 school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale 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 having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) 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 which are detrimental to the school's reputation
- Violation of the Electronic 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 following steps must be taken:

- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless behavior improves immediately. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion
- If behavior does not improve, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. 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
- Full credit will be given for all work accomplished by the student up to the moment of expulsion

## Written Record

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports.

## 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 cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference
- The procedure involving cases of grave offenses is followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members

- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians

### **Time of Expulsion**

- An expulsion may be made immediately if the reasons are urgent
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below

### **Reporting of Expulsions**

All expulsions even if they occur at the end of the year, are reported to the elementary supervisor at the Department of Catholic Schools. The County Office of Education where the school is located may require notification of pupil expulsions.

### **Right to Make Exceptions**

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

### **Home Study**

Circumstances may arise which 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. Students may be given tests, etc. outside school hours so that grades can be reported.

### **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.

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 K-3, 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 posters, cartoons, written words, drawings, and gestures
- **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.

Students also may be involved in cyber bullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages
- Posting inappropriate pictures or messages about others in blogs, web sites or social communication networks
- Using someone else's user name to spread rumors or lies about someone

**Hazing** is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents of discrimination, harassment, bullying or hazing to the principal or teacher

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**

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

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

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.



## **SCHOOL SEARCHES**

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

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his or her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student. If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

## **STUDENT SEXUAL CONDUCT AND PREGNANCY**

A primary purpose of Catholic education, whether in a school or in religious education or other parish programs, is to guide young 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.

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 are expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings. 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 state 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.

However, should a pregnancy occur, the entire school or parish community should offer Christian support to the mother and father to assure appropriate pre-natal 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 will meet with the pregnant couple and their parents to plan for the pregnancy, including alternatives to school and religious education arrangements that are appropriate for the medical, 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 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 mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese 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**

State and federal law 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 school will consult law enforcement agencies when an alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually.

Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not publicly known in the school or community. School personnel may provide referrals for alcohol and controlled substance abuse so that help can be offered to parents and students.

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 drug sale, possession or use, 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 of suspected use of alcohol or controlled substances on campus, school administrators should follow certain procedures. They should:

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled 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 (search may include the student's locker and other locations on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden)
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card
- Recommend examination by a physician
- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation
- In cases where sale or possession is verified, school administrators follow these procedures:
  - Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it
  - Consult with police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary
- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken

- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner.

## **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 the 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.

### **Principal's Discretion**

Fashions and trends may not be specifically identified in the uniform policies and guidelines; however the principal 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 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, the teacher or supervisor 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.

## **REGULAR SCHOOL DAY ATTIRE**

### **Boys**

- Shoes: ALL black or ALL white (soles must match color of upper shoe) leather/suede/synthetic athletic or dress shoes only
- Socks: White, no logos, above the ankle bone and top part of the shoe (8<sup>th</sup> grade only: navy or black socks permitted)
- Pants/Shorts: Navy blue cotton or twill (no Dickies, corduroy, or cargo pants)
- Belt: (required) brown, black, or navy
- Shirts: Gray polo with SPX logo (Michael's Uniforms only) or white button-down dress shirt, short sleeve, free of any logos or designs
- Sweatshirts/Sweaters/Jackets: Navy cardigan sweaters, sweater vests, or Crew neck sweatshirts with SPX logo (Michael's Uniforms only)

### **Girls**

- Shoes: ALL black or ALL white (soles must match color of upper shoe) leather/suede/synthetic athletic or dress shoes only
- Socks: White, no logos, above the ankle bone and top part of the shoe (8<sup>th</sup> grade only: navy or black socks permitted)
- Pants/Shorts: Navy blue cotton or twill (no Dickies, corduroy, or cargo pants)
- Jumper (K-3), Skort (K-4), or Skirt (4-8): (Pius Plaid from Michael's Uniforms only)
- Belt: (required with shorts or pants) brown, black, or navy
- Shirts: Gray polo with SPX logo (Michael's Uniforms only) or white button-down blouse free of any logos or designs
- Sweatshirts/Sweaters/Jackets: Navy cardigan sweaters, sweater vests, or Crew neck sweatshirts with SPX logo (Michael's Uniforms only)

## **PE UNIFORM**

**(mandatory on assigned P.E. days; same for BOYS and GIRLS):**

- All black or all white athletic shoes that provide adequate support for activity. No canvas or dress shoes permitted.
- White socks: no logos, above the ankle bone and top part of the shoe (8<sup>th</sup> grade only: navy or black socks permitted)
- Navy mesh shorts with SPX logo (school issued only) or Navy blue sweat pants with SPX logo (Michaels' Uniforms only)
- Gray P.E. t-shirt with SPX logo (school issued only)
- Crew neck or hooded sweatshirt with SPX logo; hooded sweatshirts and jackets may only be worn on P.E. days.

### **UNIFORM GUIDELINES**

- Shirts (including P.E. shirts) are to be tucked in at all times (except during recess and P.E. class)
- Oversized clothing is not acceptable, pants/shorts must be worn at the waist, above the hips, "sagging" pants/shorts is not acceptable
- Undergarments should not be visible at any time
- P.E. uniforms are to be worn on P.E. days only (exception: Hot weather days)
- All clothing/shoes must be free from holes, not faded or excessively worn
- Skirts, shorts, and skorts are to reach top of knee or lower; P.E. shorts may be approx. 1" above top of knee

### **Shoes**

The following shoes are NOT acceptable:

- Canvas shoes (non-athletic; Vans, Toms, Converse Chuck Taylor, etc.)
- slip-on shoes or shoes without laces (Velcro straps allowed for younger students)
- platform or high-heeled shoes
- shoes with soles that light up and shoes that conceal roller skates
- boots

Other Shoe Guidelines:

- Soles and logos on shoes must be BLACK or WHITE to match body of shoe (regular uniform)
- 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)

### **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 and girls may also wear a simple wristwatch. Girls may wear simple stud earrings and one simple ring. Fashion jewelry is not permitted. Girls may wear a ribbon or hair clip, but it should be consistent with school colors and not overly decorative.

Other Jewelry and Accessories Guidelines:

- NO colored contact lenses
- Additional piercings, plug or spacer earrings are not acceptable
- Earrings for boys are unacceptable
- NO bracelets/anklets allowed (unless medically required, such as Medical I.D. bracelet)
- Purses/handbags are not to be used during the day

## **Cosmetics and Hairstyles**

- Make-up is unacceptable at school: A student wearing make-up will be sent to the office to remove it immediately
- No nail polish or fake nails
- No extreme haircuts or hairstyles: boys' haircuts must be neat and evenly layered; hair should never go over the collar, the ears, or cover the eyes nor should it be cut shorter than a 'number 2' or 1/4" in length on the top of the head
- 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.

## **Formal Free Dress ("Sunday's Best")**

For special occasions, such as Spring pictures, Christmas Program, and 8th Grade Graduation, students may be required to wear "Sunday's Best Free Dress." Please review the guidelines below:

### **BOYS**

- Button down, collared shirts or dress polo shirts (no excessive logos, slogans, writing, or pictures)
- Ties may be required for certain occasions
- Dress pants/slacks, or twill pants (no shorts or jeans)
- Leather dress shoes or appropriate dress shoes
- Belt

### **GIRLS**

- Skirts with appropriate blouses or dresses (no denim)
- Dresses/skirts should be no more than one inch above the knee (no shorts)
- blouses/tops must have sleeves (no slogans, writing or pictures)
- Tank-top, strapless, or spaghetti strapped dresses and blouses/tops are not permitted
- Low cut blouses/tops or those that expose the midriff are not appropriate in the school setting

## **Casual 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 Casual Free Dress Days**

- Shirts/Tops: Appropriate cut, style for school, free from inappropriate slogans or images
- Pants: Must fit properly with no cut-offs or tears, no tight fitting pants
- Skirts/Dresses/Shorts: Appropriate length, fit, and style
- Shoes: Must be a style that is safe on the playground. Sandals, flip-flops, heels, open-toe shoes, etc. are not allowed (Eighth grade girls may wear heels for graduation activities)
- Hats: May be worn, but must be removed in classrooms and church

### **Inappropriate Free Dress includes, but is not limited to:**

- Thigh highs for girls
- Dresses worn without slips
- Baggy or sagging clothing
- Short skirts or shorts more than 2" above the knee (even if leggings/tights are worn)
- Skin tight clothing
- Sweatpants, sweat suits, or pajamas
- Torn clothing/shoes or any clothing/shoes with holes or rips

- T-shirts/sweatshirts/jackets with inappropriate logos, print
- Attire that expose too much skin, dresses or tops with spaghetti straps or tank tops
- Open-back shoes, flip-flops
- Shoes with heels or platforms that measure more than 2” in height

**APPENDIX A**  
**CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS**

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I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.

As a student volunteer I will:

- Respect the adults and supervisors with whom I interact
- Safeguard at all times children or other youth entrusted to my care
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth
- Avoid situations where I am alone with a child/youth
- Use positive reinforcement rather than criticism or comparison when working with children/youth
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location
- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening, I will not encourage it. I will make my administrator aware of it so that the supervisor can resolve the matter, including reassigning me to other activities.
- Maintain appropriate physical and emotional boundaries with the children/youth
- Dress appropriately and not wear any clothing with offensive messages or pictures

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church
- Commit an illegal or immoral act
- Smoke or use tobacco products
- Use, possess or be under the influence of alcohol or illegal drugs at any time while at work or volunteering
- Verbally threaten or physically abuse anyone
- Use profanity in the presence of children/youth
- Use discipline that frightens or humiliates a child/youth
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone
- Place myself in a situation where my interaction with a child/youth cannot be witnessed
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth
- Fraternize with minors over the internet or through other forms of communication

We, the undersigned, have read and understand the Archdiocese of Los Angeles *Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth* and will abide by them at all times. We also understand and agree the parent or guardian will be notified at the time of any infraction requiring dismissal from any work or volunteer assignment at the school or parish or other setting where the student is working or ministering, and that he/she will be sent home at the expense of his or her parent or guardian.

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Print Name of Youth: \_\_\_\_\_

Work or Volunteer Position: \_\_\_\_\_

School or Parish: \_\_\_\_\_

Signature of Youth Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Signature of Parent or guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Signature and Title of Witness: \_\_\_\_\_

Date: \_\_\_\_\_