

# St. Pius X Catholic School Handbook

2020 - 2021



“Providing our students, the tools to  
choose their future.”



## School Mission

St. Pius X Catholic School is a culturally, diverse community dedicated to the mission of nurturing students with a strong foundation in the Catholic faith by following the teachings of Jesus Christ, and providing an excellent academic education to grow as lifelong learners committed to discipleship and service.

## Philosophy Statement

St. Pius X Catholic School supports and affirms families as the primary educators of their children. As a community, we respect each student's learning abilities and differences knowing that each child is a creation of God, blessed with unique gifts and talents.

The highly qualified teachers and staff implement best educational practices in a safe and nurturing environment to provide students with excellent opportunities for learning.

We provide a strong foundation for students that includes Catholic faith formation, high academic standards and expectations, leadership and critical thinking skills, respect of cultural differences, service to others, and development of social responsibility.

### COVID-19 Notice

To provide for the health and safety of St. Pius X School students, faculty, staff, parents, and visitors through out the COVID-19 pandemic, all school procedures, regulations, scheduled events, and dates listed are subject to change, depending on state and county health guidelines and protocols in effect at that time. Families will be advised of changes via e-newsletter, special school-wide email announcements, classroom/homeroom teachers and on the school website.

# **St. Pius X School – Wide Student Learning Expectations**

A St. Pius X Student lives as:

I. A Faithful Catholic who:

- A. Knows traditional Catholic teachings and practices
- B. Actively participates in Catholic faith life, discipleship and service
- C. Makes good moral choices and decisions based on Catholic faith values

II. A Responsible Life Long Learner who:

- A. Continually strives for self-improvement and academic excellence
- B. Knows where to find and how to interpret information
- C. Is able to set and achieve goals
- D. Is able to listen actively, speak clearly, and write concisely and correctly
- E. Analyzes and considers alternatives through critical thinking

III. A Socially Responsible Citizen who:

- A. Serves as a steward using their time, talents, and treasure
- B. Understands and seeks to solve global issues
- C. Works to resolve conflicts peacefully
- D. Respects points of view, perspectives and cultural diversity



## Accreditation

**St. Pius X Catholic School** was re-accredited in June 2018 and awarded a six year term by the Western Catholic Educational Association. Accreditation is a process that provides a form of recognition by an external agency which assures that a school and its community are committed to the process of ongoing self improvement based on self assessment and planning. St. Pius X Catholic School went through a full-scale self-study resulting in a three day site visit by representatives of WCEA and a final report that entails target goals for the future. Accredited schools complete an annual report stating progress towards its goals to ensure student improvement. St. Pius X Catholic School is approved by Washington State Office of Superintendent of Public Instruction and members of The National Catholic Education Association.

### Faith Based Catholic School

St. Pius X School is committed to preparing our students for the future by teaching about the Roman Catholic Faith, service to others, and upholding Catholic values. Our Religious education program provides spiritual formation and religious education integrated into every aspect of school life. Catholic and Non-Catholic families/students are expected to follow and support the religious instruction and prayer that takes place, on a daily basis, in the classrooms. It is our aim to help the student achieve her/his greatest potential and provide for her/him a basic understanding, knowledge, skill, and Christian attitude, which will be the foundation for a responsible way of life. Active attendance at weekly Mass and participation in the Sacraments are a commitment for parents, children and staff members.

### Curriculum

The instructional program follows the Common Core Standards, Washington State K – 12 Learning Standards, and Archdiocesan Curriculum Standards along with St. Pius X School-Wide Learning Expectations.

### School Commission and Staff Members

#### School Commission

|                         |               |                       |
|-------------------------|---------------|-----------------------|
| Father Cal Christiansen | Anna Kaminski | Genevieve Constantino |
| Dorothy Farewell        | Duy Le        | Ana Montoya-Alm       |
| Nathan Keen             | Amy Kunkel    |                       |
| Rhea Moore              |               |                       |

#### Administration and Staff

|                          |                         |               |
|--------------------------|-------------------------|---------------|
| Pastor                   | Father Cal Christiansen | (425)775-7545 |
| Deacon                   | Deacon Derrel Craig     | (425)775-7545 |
| Principal                | Mrs. Dorothy Farewell   | (425)778-9861 |
| Administrative Assistant | Mrs. Mary Brown         | (425)778-9861 |
| Parish Administrator     | Mr. Al Larpenteur       | (425)775-7545 |
| Parish/School Bookkeeper | Ms. Janice George       | (425)775-7545 |
| Pre-School               | Mrs. Carolina Keenan    |               |
| Pre-School Aide          | Mrs. Karen Raney        |               |
| Pre-K Director           | Ms. Judith Rash         |               |
| Teacher Aide/PE          | Ms. Kristina Andrews    |               |
| Kindergarten             | Mrs. Jana Murphy        |               |

|   |                         |
|---|-------------------------|
| First Grade   | Miss Susan Bucy         |
| Second Grade  | Miss Madeline Creighton |
| Third Grade   | Ms. Joyce Anne Michaels |
| Fourth Grade  | Mrs. Lisa Castillo      |
| Fifth Grade   | Ms. Patti Melton        |
| Sixth Grade Homeroom/<br>Middle Sch. ELA/Literature | Ms. Patti Melton        |
| Middle School Math/Rel.                             | Mrs. Dorothy Farewell   |
| Seventh Grade Homeroom/<br>Middle Sch. SS/Religion  | Mrs. Christene Poteet   |
| Eighth Grade Homeroom<br>Technology/MS Science      | Mrs. Lisa Fox           |
| Middle Sch Math Specialist                          | Ms. Sonyong Yim         |
| Music   | Mrs. Kate Dwyer         |
| E.S.S. Program/<br>Playground Supervisor            | Mrs. Karen Raney        |

## Admission Policy

St. Pius X School admits students on an annual school year basis of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

- Returning students attending St. Pius X School are given priority for admission provided that their families have previously honored their tuition contract commitment, financial obligations, commitment hour agreement, and fulfillment of in-parish criteria.
- As openings become available, the following priorities will be used to accept students to St. Pius X School. Admission is open on a first come, first serve basis to families who are active, registered parishioners of St. Pius X or St. Elizabeth Ann Seton Parishes. After we meet the needs of the families from St. Pius X and St. Elizabeth Ann Seton Parishes, we provide open enrollment to other families.
- Non-Catholic students whose parents accept the mission and philosophy of St. Pius X School will be accepted on a space available basis.

### **Pre-School & Pre-K Students**

- Children entering Pre-school must be two and a half years of age by August 31 and in pull ups.
- Children entering Pre-K must be four years of age by August 31 and able to use the toilet independently.

### **Kindergarten through Eighth Grade**

- Children entering Kindergarten must be five years of age by August 31. Any child with a birth date after August 31 must wait until the following year. Students applying for first through eighth grade must be of the proper age to enter the given grade.

- All new families will meet with the principal. Students applying for admissions must present a copy of the current report cards, standardized test results and previous teacher's recommendation. These will be reviewed to determine whether the program at St. Pius X School will meet the educational needs of the students. Testing in some academic areas may be required for new incoming students.
- New students are conditionally accepted for the first 90 days. St. Pius X School may not have the programs and resources available to assist students with specific academic, social, or physical needs.

### **Parent Commitment Agreement - Tuition**

Three categories:

**In-Parish Contributing Member** - To be accepted as a Contributing Parishioner, families need to meet the following criteria:

- -Be a registered "Catholic" member of St. Pius X Parish or St. Elizabeth Ann Seton Parish.
- -Be a regular participant at Sunday Liturgy and other services where we gather to worship as a parish.
- -Be a regular contributor to St. Pius X Parish or St. Elizabeth Ann Seton Parish.

\*Contributions are monitored regularly.

**In-Parish Contributing** status applies to those families who have been registered in the parish a minimum of ONE year before the February registration date, and who have maintained tithing to the parish on a regular basis. Families who transfer from another Catholic Parish may secure a letter from their former pastor stating that they were contributing members in their previous Parish. This needs to be completed before being considered in the status of "In-Parish/Contributing Parishioners".

**In-Parish Non-Contributing** status applies to those families who register in the parish at the time of registering their children in school.

**Out-of-Parish** status applies to a non-Catholic, non member of the parish.

### **Registration**

Preference is given, within a month limit, to returning families. In order to return to school, all prior school fees must be paid in full.

New students are accepted officially when the registration contract and all necessary paperwork is completed, the principal/parent/student interview has taken place and have registered in FACTS Tuition Management System.

Each student must have an immunization record on file in the school office. Admittance to class will be denied without this record. New Catholic families need to attach a copy of the baptismal certificate and birth certificate to the initial registration papers.

Registration, technology, and FACTS fees are NON-REFUNDABLE. These fees hold the place of the student until school begins.

When the capacity of each class is reached, those remaining families will be placed on a waiting list until an opening occurs. In that event, families will be contacted according to the admission criteria. Applications to be reconsidered for the following school year should be made during spring registration.

### **Service Hours Policy**

St. Pius X Catholic School asks that all of our families make a difference in the life of their children and school by volunteering. The goal is to increase community, be active in your child's education, show support to teachers and staff, and increase the sustainability of the school through fundraising efforts.

The requirements are as follows:

|             |                         |                              |
|-------------|-------------------------|------------------------------|
| <b>PreK</b> | Two - Parent Family:    | 20 Hour minimum for the year |
|             | Single - Parent Family: | 10 Hour minimum for the year |

Requirements:

- 10 Hours - General Volunteering
- 6 Hours - Fundraising
- 2 Hours - Auction
- 2 Parent Club meetings (minimum)

|            |                         |                              |
|------------|-------------------------|------------------------------|
| <b>K-8</b> | Two - Parent Family:    | 40 Hour minimum for the year |
|            | Single - Parent Family: | 20 Hour minimum for the year |

Requirements:

- 20 Hours - General Volunteering
- 13 Hours - Fundraising
- 4 Hours - Auction
- 3 Parent Club meetings (minimum)

Volunteer service hours are self-reported and documented through the Volunteer Online log found on our website: [www.stpx.org](http://www.stpx.org). Parents are responsible for obtaining volunteer hours to fulfill their obligations. The hours will be tallied each trimester. The last day to fulfill service hours for the school year is May 31. Please refer to the back of the calendar for our Volunteer Guidelines.

In the event, the minimum service hours are not completed by the end of the school year, \$30 per hour will be charged to your account. If families choose to pay off their service hours, the following is equivalent to volunteering:

|             |                           |
|-------------|---------------------------|
| <b>K-8</b>  | 40 Service Hours = \$1200 |
| <b>PreK</b> | 20 Service Hours = \$600  |

## **Fundraising PreK thru 8**

|                   |   |
|-------------------|---|
| <b>AUCTION</b>    | Donation of an item worth a minimum of \$100 or more (with receipt) and \$50 Cash.  |
| <b>JOG-A-THON</b> | Sponsor solicitation with a \$75 minimum per family.  |
| <b>RAFFLE</b>     | Sell two books of raffle tickets (25 each book) per child; with a maximum of 4 books per family.  |
| <b>SCRIP</b>      | Parent participation in our SCRIP program. Each family is to generate <b>\$250 in profit</b> through the purchase of SCRIP or donate \$250. |

### **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. Student records are transferred to their new school when tuition payments are current, and all other outstanding bills are paid in full.

### **Tuition:**

The school registration contract and tuition amount are approved by the School Commission. All parents/guardians are required to sign the school's tuition contract which indicates an agreement to fulfill the tuition obligation and requirements regarding service hours and fundraising commitments. All tuition and fees are paid through FACTS Tuition Management Online System. All Tuition is due and payable on your scheduled date from July through May. Full tuition may be paid in advance and receive a 5% discount. For returning families, an "early bird" registration fee of \$200 per student will be available for families who register for the next school year by the end of January. Registration fees will increase to \$225 per student through June 30, and \$250 for July through September. We encourage families to be regular with tuition payments each month to avoid the late fee. In the event tuition is two months or more in arrears, a mandatory meeting with the tuition accounts manager is required.

### **Tuition Payment Policy:**

Tuition payments are divided by 10 monthly payments. In the event tuition is two months past due, a mandatory meeting is required with the business tuition accounts manager. When a family leaves the school, students records will not be transferred until the families account is reconciled.

**Tuition Financial Aid Policy:** The Fulcrum Foundation in conjunction with the Archdiocese of Seattle has a Tuition Assistance program open to all families. If a family applies for tuition assistance from the Archdiocese and is denied, they may request assistance at the parish level by contacting the Principal. Parish Financial Aid is on a case-by-case and year-by-year basis. Financial aid covers tuition only. The registration fee, technology fee, FACTS fee and the requirements for the Jog-a-thon, the Auction, and SCRIP remain a family obligation.

**Endowment Fund:** The future and sustainability of St. Pius X Catholic School was addressed several years ago by establishing an Endowment Fund. When the Endowment Fund reaches \$1,000,000.00, the interest from the investments can be used to keep tuition stable. The Endowment Board consists of the pastor, principal, and four appointed members that meet four



times a year to oversee the investments of the fund. Contributions to the Endowment Fund can be made at the parish or school office any time.

*Due to the COVID-19 pandemic, the school schedule and ability to offer ESS will change and be adjusted according to state and county regulations and guidelines and will be communicated through our regular channels (school-wide and classroom teachers). Per Office of Catholic Schools, we will also follow Covid-19 state and county guidelines when it comes to policies on illness and health screenings, and other areas impacted by the pandemic at this time.*

## Attendance

### **The School Day**

The school office is open from 8:30 AM -4:30 PM. School supervision for students begin at 8:40 AM and ends at 3:15 PM. First bell rings at 8:40 AM and school begins at 8:45 AM. School is dismissed at 2:00 PM on Mondays, and at 3:15 PM on Tuesday thru Friday. Families are encouraged to attend Mass daily at 8:00 AM.

Parents are welcome to visit the classroom. Arrangements may be made via phone or note to the teacher prior to the visit.

### **Extended School Services (E.S.S.), aka the “Eagle’s Nest”**

St. Pius X School provides a service to parents who need to be at work early and who do not leave work until after school hours. ESS Program times:

|                             |                     |
|-----------------------------|---------------------|
| Morning:                    | 7:00 AM - 8:35 AM   |
| After School:               | 3:15 PM - 6:00 PM   |
| 2:00 Dismissal:             | 2:00 PM - 6:00 PM   |
| 12:00 NOON Dismissal:       | No After school ESS |
| First & Last Days of School | No After school ESS |

The program offers students from Pre-K (5 years old) through Grade 8 a positive, safe, creative, and fun environment, under adult supervision daily. A combination of play, craft/artwork, study, and quiet time are provided during this time. Parents are charged \$6.00 per hour through FACTS.

**Arrival and Departure:** Parents are encouraged to use the carpool plan before and/or after school. Please see the map at the back of the handbook. As a reminder, parents are requested to enter and depart the parking lot on 56<sup>th</sup> Ave W. **PLEASE DO NOT DROP YOUR CHILDREN OFF OR PICK THEM UP IN FRONT OF THE SCHOOL ON 58<sup>TH</sup> AVE. W.**

In the morning, parents may park in the Church lot and walk into the building with their children. After school, parents may park in the Church lot and meet their children in the waiting area for carpool. Children are not allowed to walk from school to the Church lot unattended. When business needs to be conducted in the School Office, please park in the Church lot.

### **Early Dismissals/Appointments**

Archdiocesan Policy states:

"No teacher or staff member shall release any pupil to any person who calls the school to pick her/him up, unless the release is the child's parent or their delegate and the dismissal is verified in writing."

Students are not permitted to leave school grounds once they arrive. If possible, medical and dental appointments should be made outside of school hours or on "Early Dismissal" days. If an appointment needs to be scheduled during school hours, written notice must be submitted to the teacher and office on or before the day of the appointment. Please sign your child "out" at the school office prior to taking her/him off the grounds. If you return before the end of the day, you must sign your child "in" at the school office.

### **Tardiness**

It is important that students arrive to begin class at 8:40 AM for Morning Prayer and to receive instructions for the day. If your child arrives later than 8:45 AM, they are to report to the school to receive a tardy slip. If tardiness and/or early dismissal are a consistent problem, action may include a phone call home, missed recess, conference with the principal and restriction from participating in selected school activities.

### **Absence**

It is the parents' obligation to see that children are in attendance regularly. If an appointment must be scheduled during school hours, written notice must be submitted to the office on or before the appointment. Parents/guardians must pick up their student in the school office and sign them out. Parents should make arrangements with their child's teacher for any missed classroom work upon their return to school. No assignments will be issued in advance for any absence.

When a student is absent from school, it is the responsibility of the parent to call the school between 7:00 AM and 8:00 AM, stating the reason for the absence. If no phone call is received, the school will call home to check on the reason for the absence. Upon returning to school, the student needs to provide the homeroom teacher with a note written by the parent verifying the absence of the student and the cause.

Class work will be provided upon return to school. Parameters will be set by the classroom teacher.

Students missing eight days of school in a trimester are in serious jeopardy of receiving a lower grade and promotion may be in question. Upon eight absences, parents may be called and a parent/teacher conference will be requested.

### **Illness at School**

Students who become ill at school will be cared for temporarily in the office until parents or emergency contacts pick up the students. It is important for each family to have an emergency card with current phone numbers for contact persons. Children should not return to school after an illness unless he/she is fever-free for 24 hours and able to follow the normal routine including going outside at recess time. Please refer to the Health and Insurance section (student illness).

### **Vacations**

The school calendar is published in the spring for the coming school year. Every effort should be made to schedule appointments and family vacations outside of school hours. Appropriate class work that needs to be made up will be done after returning to school.

### **Inclement Weather Procedures**

St. Pius X School closes for weather emergencies. We will notify the radio and television stations as early as possible if there is a change in schedule due to weather. We will update the

website by 6:00 AM. We will contact KING, KIRO, and KOMO television. The radio stations we will contact are KIRO (710) and KOMO (1000). If we are open on days it snows, use your discretion to determine if it is safe for you to bring your child to school. If we have a late start for any reason, there will be no ESS or Pre-School or part time Pre-K in the morning.

## Dress Code

### Uniforms

The School Commission and the administration believe in the philosophy of a school uniform. The purpose of the uniform is to free the students from the distraction of ‘what to wear’ and allow them to focus on learning. Uniforms must be purchased at Dennis Uniform Store.

**Full Uniform** – Students will wear white collared shirts with a clean uniform sweatshirt or sweater, uniform slacks and/or jumper/skirt.

**Girls:** Blouse or white Knit soft or woven collar (polo, turtleneck, **no Tee Shirts**) Long or short sleeves. **All grades**

Jumper: **Grades PS-5** - "Plaid RR – Knife Pleat"

Skirt: **Grades 6-8** - "Plaid RR – Knife Pleat"

Sweater: **Grades PS-5** - Mayfair Blue V/N Pullover or Vest (w/St. Pius X logo)  
**Grades 6-8** - Navy V/N Pullover or Vest (w/St. Pius X logo)

Sweatshirt: **Grades PS-5** - Mayfair Blue, (w/St. Pius X logo)  
**Grades 6-8** - Navy (w/St. Pius X logo)

Pants: **Grades PS-5** - Navy slacks (exact replicas from Dennis Uniform Store)  
**Grades 6-8** - Khaki or Navy slacks (exact replicas from Dennis Uniform Store)

All pants must have inset pockets. **No Cargo pants.**

Skorts: Navy skorts (exact replicas from Dennis Uniform Store) – **no more than 1” above the knee.**

Shorts: **Grades PS-5** - Navy walking shorts (**knee length**) (exact replicas from Dennis Uniform Store)  
**Grades 6-8** - Khaki or Navy walking shorts (exact replicas from Dennis Uniform Store)

Socks/Tights/ Leggings Plain white, navy, or black. No designs, logos, or holes. Tight fitted leggings **only** under jumpers, skirts and skorts. Sock color must match legging color.

**Boys:**

Shirt: White Knit soft or woven collar (polo, turtleneck, **no Tee Shirts**) Long or short sleeves. **All grades.**

Sweater: **Grades PS-5** - Mayfair Blue V/N Pullover or Vest (w/St. Pius X logo)  
**Grades 6-8** - Navy V/N Pullover or Vest (w/St. Pius X logo)

Sweatshirt: **Grades PS-5** - Mayfair Blue (w/St. Pius X logo)  
**Grades 6-8** - Navy (w/St. Pius X logo)

Pants: **Grades PS-5** - Navy slacks (exact replicas from Dennis Uniform Store)  
**Grades 6-8** - Khaki or Navy slacks (exact replicas from Dennis Uniform Store)

All pants must have inset pockets. **No Cargo pants**

- Shorts: **Grades PS-5** - Navy walking shorts (**knee length**) (exact replicas from Dennis Uniform Store)  
 Shorts: **Grades 6-8** - Khaki or Navy walking shorts (exact replicas from Dennis Uniform Store)  
 Socks: Plain white, navy or black. No logo socks.

**Boys and Girls: (all grades except where noted)**

- Hair: Girls and boys may not change the natural color of their hair. Bizarre or distracting hairstyles are not permitted. **Boys:** Above collar in length and away from the face so the student can see and be seen.  
 Hats, head coverings and hoodies **may not be worn during class** but may be worn outside during recess, before and after school.  
 Headbands should be flat and/or uniform colors (Dennis); bows are allowed, but no protruding objects.
- Jewelry: For girls, small post earrings hanging no lower than the earlobes are allowed. Boys are not allowed to wear earrings. No distracting bracelets or necklaces will be permitted. No facial, and/or bodily applications or body piercing will be permitted. Body piercing, other than ear lobes, is unacceptable.
- Make up: Students are **not** allowed to wear make up to school, **including nail polish**
- Shoes: Non-marking shoes that are in good condition, appropriate for school and safe for play and PE (**No boots, heels, wedges, beachwear, sandals, or open-toed shoes.**) Shoes must be tied. Snow and rain boots may be brought to school and changed for recess time.

**FOR WEDNESDAY MASS & HOLY DAY MASS, ALL STUDENTS ARE TO WEAR FULL DRESS SCHOOL UNIFORM.**

**The Fit of Proper Attire**

- Pants: Worn at waist.  
 Will be clean, hemmed at the heel and hang straight. No holes, rips or tears.
- Skirt: Worn at the waist.  
 Will be clean, hemmed and not to be shorter than one inch above the knee
- Blouse/Shirt: Will be tucked into skirt or pants  
 Will have a collar  
 Will be white and clean
- Sweater/Vest: Mayfair Blue or Navy with St. Pius X logo
- Sweatshirt: Mayfair Blue or Navy with St. Pius X logo.
- All uniform items are to be free of logos and visible name labels except for the St. Pius X logo. All teachers will monitor student appearance. In any questionable issue, the final judgment will be made by the Principal.

**Free Dress Days**

Parents and students are responsible to make appropriate decisions regarding the clothes the child wears to school. Appropriate style, modesty, size, and taste are stressed. Bare waists and/or backs are not acceptable. Students may not wear flip flop sandals, spaghetti strap tops, t-shirts with inappropriate writing, bike shorts, shortie shorts, low cut blouse or tops. **\*NEW\*** A long

shirt or sweatshirt (past waist, to mid-thigh) may be worn with yoga pants. No holes in clothing at any time. Good jeans are permitted on Free Dress Days.

Free dress days are scheduled for special occasions and announced in the Tuesday communications. Make-up and nail polish are not acceptable on Free Dress Days. Theme Days will be announced by the Associated Student Body Officers. The students are to participate fully in the theme if they chose not to wear their uniform.

## School Programs and Activities

### **Bike Safety**

In order to ride a bike to school, the student must wear a helmet. Bikes are to be secured with a chain and lock. The bikes are to be locked along the East gate.

### **Birthday Observances**

Invitations to parties may be passed out at school provided the entire class is invited. If you are limiting the number to a few children, please deliver the invitations personally away from school. If bringing in treats to share with the entire class, these must be store bought and small, nut free (made in a nut-free factory).

**CYO** – Catholic Youth Organization provides a faith-based perspective to sports and other related activities. Soccer, Cross Country and Track is available for students in Grades K-8. Volleyball and Basketball is offered to students in Grades 4 – 8.

### **Electronic Devices (non-computers)**

No electronic device is allowed at school. These include, but are not limited to music players, handheld gaming systems, smart watches, etc. Cell phones are allowed but must be off during the day and collected by the teacher at the beginning and returned at the end of each day. Cell phones may not be used during school hours or in ESS or other school events. Out of respect to others' privacy and liability purposes, taking photos or videos on campus is **PROHIBITED** during or outside school hours unless given permission by supervising adult.

Students who violate the cell phone policy will receive the following:

**1st offense** - Student will turn in their phone to the front office and will be able to pick it up at the end of the day.

**2nd offense** - Same procedure as first offense except the parent will be required to pick up the cell phone.

**3rd offense** - Student will be required to submit their phone to the office at the beginning of each school day and permitted to pick up device at the end of the school day.

### **Emergency Drills**

Fire, earthquake, and lock-down drills are scheduled periodically throughout the school year. Students are trained to recognize the seriousness of these drills. Emergency Fire Drill includes:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file and in silence;
4. Return to the building when signal is given.

In the event of an actual emergency, children will be released to their parents or individuals listed on their emergency cards.

### **Emergency Kits**

At the first of the year, families must supply an emergency kit for their children. The emergency preparedness kit form must be included with the kit. The kits are kept in the classroom in a central location, easily accessible. The kits are to be used only for emergencies, i.e., when parents are unable to pick up their children due to a natural disaster. A list of items needed in the kits is listed on the school supply list, is available on the school website, and from the School Office. The kits are to be turned in to the classroom teacher by the second Monday of the school year.

**Field Trips** – During the year teacher will plan field trips that support their educational goals. Parents are asked to carefully note all arrangements for field trips. Written permission is absolutely necessary for any student to participate in the field trip. If a child fails to bring in the school authorized signed permission slip, he/she must remain at school on the day of the field trip. Permission may not be given to the teacher or administrative assistant over the telephone. Field Trip fees will be collected through FACTS.

All classroom and school rules must be followed on field trips. **\*NEW\*** Students will wear St. Pius X sweatshirts on field trips for ease and safety. The school does not carry liability insurance for injuries. Field trips are privileges, not rights and students can be excluded from field trips based on academic or disciplinary reasons.

All drivers will be responsible for the students in their car and will comply with Washington State booster seat law. Drivers are to only drive to and from the designated field trip destination and are not allowed to stop at any other non-designated destination. Drivers must complete the required Archdiocesan drivers form, insurance form and have a current background check form completed. These forms remain on file in the school office.

Children not enrolled in the school should not accompany the class field trip. All drivers follow the teacher provided directions driving directly to and from the field trip destination without stopping or detouring. It is very important to meet at designated times and locations as directed.

The following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

- The driver must be at least 21 years old;
- The driver must submit to a background check and show no felony, DUI, or reckless driving convictions;
- **The vehicle must be insured by the driver for the minimum liability limit (\$100,000/\$300,000) required by the Archdiocese's insurance company;**
- Students must wear seat belts at all times; and have booster seats when applicable.

**Booster Seat Law** - Effective July 1, 2007, children less than 8 years old must be restrained in child restraint systems, unless the child is 4 feet 9 inches or taller. A child who is 8 years old or older, or 4 feet 9 inches or taller, must be properly restrained either with the motor vehicle's safety belt or an appropriately fitting child restraint system. Children under 13 years old must be transported in rear seats where it is practical to do so.

## **Library**

St. Pius X School maintains a library available to all grades. The students go to the library weekly. We encourage regular visits to the neighborhood library to enhance the school program. The annual Scholastic Book Fair takes place each fall to encourage reading. This fund-raiser provides funds for the school library budget. New book donations to the library and/or classroom are always welcomed. Check with the librarian/teacher for a 'wish list'. Students may borrow books but must return them on time and in good condition. Books damaged or lost must be paid for by the student before any other materials may be checked out.

## **Lost and Found**

Any items found in the school building or on the school grounds should be placed in the Lost and Found. Lost and Found is located in the gym foyer. Items placed in the Lost and Found remain there for 30 days. After 30 days, items will be donated to charity. Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

## **Lunch Program**

At this time there is no hot lunch program. We recommend that you send a nutritious lunch and a snack for morning recess. Nutritious snacks enhance alertness and stamina during the day. Please remember that we are a "Nut Free" campus. Please do not send peanut butter sandwiches or any nut products to school with your child. Soy butter is OK. Students who bring lunch with nuts or nuts products (this includes items made in a nut factory) will be asked to eat in the school office. Thank you for your kind consideration.

## **Religious Activities**

Religion is of primary importance in the curriculum. The school day begins and ends with prayer. The entire student body participates at Mass on Wednesdays and on Holy Days or other special occasions. During Advent and Lent, classes plan special service projects, Christmas play and Stations of the Cross. In October, we honor Mary, Queen of the Rosary, and the Eucharist Holy Hour. In May, the school will have a May crowning of Our Blessed Lady. (Date will be announced.)

Mass is regularly celebrated each school day at 8:00 AM except Wednesday at 9:00 AM at St. Pius X Church. Parents are encouraged to attend Mass with their children each morning. Each class, under the direction of the classroom teacher, participates with the parish community at a monthly Sunday Mass at 11:00 AM Mass (\*NEW\* A schedule will be posted online and added to the Tuesday communications). Children from the class participate as readers, gift bearers, or choir members. All the members of the class are to wear their full-dress uniforms.

Catholic second grade students receive the Sacraments of Reconciliation and Holy Eucharist. Parents have the primary responsibility for their child's regular reception of these sacraments throughout their young lives including attendance at Sunday Mass and Holy Days. The Sacrament of Reconciliation is provided for school students at the beginning of the school year, during Advent and Lent.

**Safe Environment** – St. Pius X Catholic School complies with the Seattle Archdiocese policy requirements for Safe Environment Training.

### **School Pictures**

Individual and class pictures of students are taken in the fall. Notice of date for pictures and order forms are sent home with each child in the classroom/homework folder. Graduation and First Communion pictures are taken in the spring.

**Technology Use Policy** – The use of technology is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies. Prior to use of any technology, students and parents must sign and return our Technology Use Agreement form each year. St. Pius X has a robust wireless system. The school uses web-based Microsoft 365 and Teams as our online/remote learning platform.

**Telephone** – All messages, lunches and homework must be left at the main office. Students must come prepared each day for school. Those who forget assignments, permission slips, or anything else pertaining to class work may not call home. Parents should not text students during the day as students are not allowed to use their cell phones from 8:30 AM – 3:20 PM. Please do not interrupt teachers in classrooms.

### **Visitors**

All visitors, including parents, to the building **must sign in** at the school office and wear an official school badge while on campus. Guests are to sign out when they leave the grounds.

## **Communications**

### **e-Family Communication**

Family Communications are now electronic and sent each Tuesday via email. This replaces the “Blue Family Folder” and is to be used to further enhance communication between school, family, and school community. In order to ensure that all communication from school reaches home in a timely manner, your e-Family Communication will be emailed every Tuesday, to email addresses that are on file in the Front Office. Forms needed to be signed and returned, will be sent home with every child through their classroom/homework folder. Please do not send money with your child; instead, give it to your child’s teacher or the front office in a sealed, marked envelope.

### **Parent - Teacher Conferences**

Conferences are scheduled in October of each year. Parent attendance is strongly encouraged. Appointment schedules are sent home for confirmation. Students in middle school participate in student-led conferences with their parents. The purpose of conferences is to focus on goals set by the student, parent and teacher and the achievement of those goals. An opportunity is given for parent and teacher to discuss any concerns early in the course of the school year. The teacher or parent may request additional conferences during the course of the school year, as needed. All conferences need to be scheduled with a minimum of twenty-four hours in advance to allow the teacher time to have relevant materials available for conference.

### **Report Cards/Progress Reports**

Report cards are sent home at the end of each trimester and are an important tool for communication. First progress reports will be handed out by the teachers at Parent-Teacher Conferences. Report cards will be sent home in the student’s classroom/homework folder.



Progress reports are sent home mid-trimester in the student’s classroom/homework folder. The report is to be signed by the parent and returned to the homeroom teacher.

**Academic Promotion/Retention**

Advancement to the next grade in St. Pius X School is based on the student’s daily performance, test, recommendation of teachers, and the student’s ability to complete work successfully.

If a teacher has a concern about the possibility of retention, the parent must be notified by the middle of the second trimester. A parent/teacher/principal conference is to take place with recommendations from the teacher to assist the child to meet grade level by the end of the school year.

A student receiving an "F" (Failure) in a subject in the first trimester must demonstrate marked improvement in the last two trimesters to be eligible for final passing grade A-D. Students receiving grades A- D will be promoted to the next grade.

A student receiving two or more D’s in a trimester will be placed on academic probation. A conference with parents will be held and a contract to establish a schedule to make up missing work or test and attendance at study hall during lunch recess or after school. There will be a determined length of probationary period.

A student receiving an "F" in a subject in the last two trimesters will not be promoted to the next grade until documented evidence of satisfactory completion of a course of study in that subject is presented to the principal, or a designated person taking the principal's place. Summer school or tutoring are examples of acceptable course of study. If a student is retained, they may take the year over again at St. Pius X.

A student receiving a grade of “F” in the last two trimesters in more than one subject will be required to fulfill a specific action designed to meet an acceptable course of study.

A student receiving a grade “I” (Incomplete) in any subject must make up the incomplete to the satisfaction of the teacher within thirty calendar days. Incomplete means work is at passing level, but certain requirements have not been met.

**Grading System**

| <u>Grades K through 3</u>                  | <u>Grades 4 through 8</u> |                |
|--|---------------------------|----------------|
| 4 Exemplary                                | A 94-100 %                | C+ 77-79 %     |
| 3 Proficient                               | A- 90-93 %                | C 73-76 %      |
| 2 Progressing                              | B+ 87-89 %                | C- 70-72 %     |
| 1 Beginning                                | B 83-86 %                 | D+ 67-69 %     |
|  | B- 80-82 %                | D 63-66 %      |
|  |                           | D- 60-62 %     |
| N/A Not applicable during reporting period |                           | F 59 and below |
| *Accommodation                             |                           |                |

## **Kindergarten through 3**

### **4 Exemplary -**

- Work exceeds grade level expectations
- Demonstrates superior performance and in depth understanding of learning outcomes
- Student may benefit from extra challenges

### **3 Proficient -**

- Work meets grade level expectations
- Evidence that relevant learning outcomes have been met
- Demonstrates proficient academic performance

### **2 Progressing -**

- Work may be inconsistent, but meets grade level expectations at minimal level
- Evidence of progress toward relevant learning outcomes
- Needs support in some area(s)

### **1 Beginning -**

- Work does not meet grade level expectations
- May be evidence of progress toward relevant learning
- Needs continuous support

+ Area of proficiency / Grade level -- Area where work is needed

If a discrepancy occurs with a grade, the parent may ask for a review of the trimester grades. This needs to be requested and completed within fifteen (15) calendar days. Appeals must be in writing and given to the classroom teacher. If the parent and teacher cannot come to an agreement concerning the grade, the principal will become involved in the discussion and will determine the final outcome after review of all information.

## **Homework**

Homework is used to reinforce, enrich, and build upon subject matter previously learned, teach self-discipline and independent study habits. It provides input to the parent as to the subject matter being studied and the students understanding of the reviewed material. Parents are encouraged to show interest, guide the child in the assignment and see that it is completed neatly and thoroughly. Students returning from an absence need to request missed assignments and complete them within an amount of time mutually agreed upon by teacher and student. A recommended time allotment for homework: (In addition to daily reading as required by classroom teacher.)

| <u>Grade Level</u> | <u>Minimum Times</u> (not necessarily daily) |
|--------------------|--|
| K                  | 10 minutes                                   |
| 1                  | 20 minutes                                   |
| 2                  | 20 minutes                                   |
| 3                  | 30 minutes                                   |
| 4                  | 40 minutes                                   |
| 5                  | 50-60 minutes                                |
| 6                  | 60-70 minutes                                |
| 7 & 8              | 60-90 minutes                                |

Late Work: Policy established by each teacher. The policy will be published and discussed at Curriculum Night in early September.

### **Middle School Missing Homework:**

Missing work is assigned homework not turned in at the beginning of the class period. If homework is not completed at home, student will fill out a “Missing Homework” slip provided by the teacher.

Absent students will be given one additional day for each day absent to complete missed work.

Consequences for Missing Homework: lunch detention will be assigned for work missing prior to Noon the day of. Missing work after 1pm will result in lunch detention the following day.

Student will complete missing/makeup work during this time from 12-12:30pm on Tuesdays, Wednesdays, and Thursdays. Parents will receive email notification of lunch detention from the homeroom teacher.

On occasion there may be an event that prevents a student from having his/her homework completed. In order for the child to be given additional time to complete homework, a note must accompany the child on the day the homework is due. This note must state the reason for incomplete work and must be signed by the parent. Accepting the note and late turn in of homework is at the teacher’s discretion. The school will not normally accept attendance at athletic events, team practices, concerts, etc. as valid excuses for late homework. On our website under classrooms is a link that allows parents and students to view homework assignments. Assignments are posted on a weekly basis.

### **Study Hall**

Study hall is provided for students in grades 4 – 8, two days a week on Wednesdays and Thursdays from 3:15-4:00 PM. The purpose of the study hall is to allow students a quiet place to work and provide assistance if needed. Students enrolled in study hall will stay the entire time. Students with consistently late work will be recommended to attend study hall.

### **Textbooks**

Texts are loaned to the student for the school year. They are responsible for the care of all their books, including covering them at the beginning of the school year. If a text is damaged, the student will be charged for a replacement book. It is important that all students carry a school bag for the texts that are taken home each evening.

## **Health and Insurance**

### **Archdiocesan Policy on Infectious Diseases**

The Catholic Schools in the Archdiocese of Seattle will incorporate education about infectious diseases. The education will be current in context/content and be consistent with the moral teaching of the Catholic Church.

### **Allergies**

Due to an increasing number of allergies, St. Pius X school is a “Nut Free School” “While we cannot guarantee a Nut Free School, we desire to keep our school safe for all students.” Children with these allergies can have life threatening reactions to any type of nuts or nut products. Parents/guardians and physicians must inform the school in writing about a student’s potentially life-threatening allergy. Please **do not send** any form of nuts or food made in a factory that

processes nuts to school with your child. Please contact the classroom teacher for any clarification

### **Emergency Information Cards**

The emergency information card completed the first week of school each year is of utmost importance in contacting the parents in case of serious incidents. The card must be returned to the school office within three days of the first day a student attends St. Pius X every year. Please notify the school office of any change in family address, phone number, email address or workplace.

### **Health Records and Screening**

New students must have verification of immunization on file. Hearing and vision testing are provided for all students. Prior to entering Kindergarten and 6th grade, students are required by state law to have the state-required immunizations and a "Certification of Immunization Status Card" on file.

### **Insurance**

The school does not carry accident/medical insurance for students. The school is not liable in any way for any personal injuries to the student while on school property, or during other activities under school authorization. Optional insurance is available for families to purchase at reasonable rates for in-school coverage. Information is sent to the parents during the first weeks of school.

### **Lice**

Children with lice must be kept out of school until treated properly. A child with live lice should remain home until 48 hours after treatment began and no live lice or eggs are seen on child's scalp.

### **Medication**

If medication is necessary for your child, it may ONLY be administered if there is written permission from the doctor. The form entitled, "Authorization for Administration of Oral Medication at School" must accompany the medication, along with instructions from the doctor on proper dosage and the frequency of administering. All medication, including cough drops or Tylenol, MUST be in its original container and labeled with student name and dosage information. All medication is kept and administered in the school office. Use of any medication by a student without the above form and without supervision of the Administrative Assistant or Principal will face disciplinary actions. 'Authorization for Administration of Oral Medication at School' form is available from the School Office.

### **Student Illness**

It is our goal to keep the school environment as healthy as possible for all children. Students are not permitted to attend school if he/she has

- ◆ a fever of 100.4 F or higher (students must be kept home fever-free for 24 hours without the use of fever reducing medicine before returning to school)
- ◆ a rash or skin infection, with/without drainage, of unknown origin
- ◆ active vomiting or diarrhea (students should be kept at home for 24 hours from the last episode)
- ◆ suspected contagious illness (Red, swollen eyes that itch and draining, a physician must evaluate him/her for "pink eye")

- ◆ a serious injury or obvious illness (a productive cough not controlled by medication and or communicable illness for example, chicken pox, impetigo or MRSA may not return to school without a note from the physician.)
- ◆ live head lice (a child with live lice should remain home until 48 hours after treatment began and no live lice are seen on child's scalp.)

A parent or emergency contact person will be contacted in case of illness. Please pick up your child in a timely manner. Students that are ill need to be taken home as soon as possible.

## Parental Involvement

### **Parent Club Mission**

Everyone is a member of the St. Pius X School community and Parent Club. The overall purpose of the Parent Club is to facilitate, encourage, and ensure ongoing community building by providing activities, fundraising events and service to the parish school. Parent club supports communication between home and school and is a means for parent education and resources when needed.

### **Parent Club Philosophy**

Research indicates that parent voluntarism in schools enhances student self-esteem, increases academic achievement and cognitive development, and improves student behavior and attendance.

Parents are valued partners in extending and enriching the educational program who make a difference through their contributions of time and talent. Parent involvement allows staff to draw upon their unique resources and expertise.

### **Parent Club Responsibilities & Goals**

- Parent Club maintains a positive relationship between home, school, parish and community and promotes the school.
- Parent Club unites parents in a common appreciation of Catholic education
- Parent club provides service to the school for school needs.
- Parent Club is responsible for organizing and conducting fund raising activities that support the school. The Parent Club disburses the income raised to the operating budget of the school.
- Parent Club provides a forum for parent interaction and knowledge about the school
- Parent Club provides mentors for parents new to the school.
- Parent Club offers programs that provide social interaction, education, and information of particular interest to parents/students.
- Parents must have a current background check and Safe Environment certificate on file in the school office.

### **Parent Responsibility Agreement**

Since the parent is the greatest influence on a child's thinking and behavior, the school cannot attain its goals without active support from the parents. It is the parent's responsibility to encourage a positive attitude toward learning and to guide the child in becoming a responsible, caring Catholic school student. This includes the following:

1. Fostering a Christ-like concern in the student for all classmates and their reputations.
2. Ensuring that your child has the opportunity to attend the weekly celebration of the Eucharist.
3. Supporting the authority of and respecting school personnel.
4. Consulting the teacher and/or principal before forming a final opinion regarding any situation in which a child seems to be treated unfairly.
5. Helping to develop a Christian attitude of respect in the student for his or her own belongings and the property of others.
6. Making sure that your child arrives at school on time with their physical needs met so the student is ready to learn.

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

### **Buckley Amendment**

St. Pius X School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of noncustodial parents. *It is the responsibility of the parents to share any official custodial information determined through the courts.* Official custodial agreements that are provided to the school will be kept in a confidential file in the office of the Principal.

### **Playground Volunteers**

Playground supervision is from 12:00 Noon to 1:00 PM. Upon arrival for supervision, please sign your name in the Volunteer Sign In Log in the school office and wear the yellow Visitor Badge during your time on campus.

### **Playground Expectations for Students**

1. Adhere to bells. Use a moderate voice level in line.
2. Use playground equipment safely and properly.
3. Play in designated areas.
4. Be considerate of others in speech and actions.
5. Follow directions of supervisors.
6. When the bell rings to end recess hold equipment and walk promptly to line.

### **Helpful Hints for Playground Supervision**

1. If an emergency occurs DO NOT leave the playground unattended without an adult supervisor present. One adult or an older student may obtain help or bring the injured student to the office.
2. Walk around the playground area, periodically stopping to make sure all the children are well and safe.
3. When standing, position yourself to see an extended area.
4. Check lavatories, periodically, during the playtime.
5. Students are not to play on stairways, in the Church gardens, or on grass behind gym under trees.
6. Students are to ask permission of the supervisor to return to the school building for any reason.

7. As a matter of policy St. Pius X Staff members under normal circumstances do not use any physical contact with the students. All staff and parent volunteers are required to be certified by Safe Environment.

### **Problem Resolution Procedure/Principle of Subsidiarity**

The school's philosophy centers around the belief that, by working together, we can foster the sense of a Christian community. It is understood, though, that from time to time, problems will arise that parents and staff will want to resolve. The Principle of Subsidiarity means that problems should be solved at the most immediate level possible. To accomplish this, it is recommended that the guidelines below be followed:

1. Contact the teacher you feel is directly involved with the situation. The goal is to discuss your concern and work out an acceptable resolution.
2. Contact the principal if you are not satisfied with the results of your meeting with the teacher, or if a problem is related to a school wide issue. The principal is involved with the day-to-day operation of the school and is readily available most of the time to discuss your concerns.
3. Submit a letter to the pastor of St. Pius X Parish. The pastor will be kept informed and be made aware of parent concerns as they may arise by the teacher and principal.

## **Student Responsibilities/Discipline Policy**

All persons associated with St. Pius X School will be treated with dignity and respect. This right flows from their position as members of the family of God and carries the responsibility of treating others in a Christ-like manner. All members, staff, and students alike, will work together to create a safe physical and emotional environment which fosters learning. It is the responsibility of all students to help maintain an orderly environment throughout the school and to respect other student's right to an education. All students make acceptable progress toward clearly defined and measurable School-wide Learning Expectations, Archdiocesan curriculum standards (local curriculum standards where Archdiocesan standards don't exist), and other governing authority expectations. In order to accomplish this, all students must observe the following standards of behavior:

- Model Christ's teaching about love for one another in all interactions.
- Encourage behavior in self and other students that conform to the standards of a Catholic School.
- Help to maintain a clean, orderly, and safe school.
- Obey our school rules.
  - I. Follow the directions the first time given.
  - II. Keep hands and feet to yourself.
  - III. Listen to the speaker – no matter who it is.
  - IV. Be prepared for class and school.
  - V. Respect the belongings of others.

St. Pius X School initiates and promotes educational and affirming programs, which encourage all to strive toward this goal. Emphasis is placed on students to make positive choices. On the other hand, logical, reasonable, and clearly defined consequences are established for actions, which violate the rights of others, including the right to learn.

Student behavior expectations include all times the students are on school property or in reasonable proximity thereto, or at any school-sponsored activity **on or off campus, or off campus where the student may be recognized as a Catholic school student:**

1. All discipline will be dealt with at the classroom level first. Every teacher is responsible for the implementation of discipline procedures following guidelines presented here. The classroom teacher will inform you of classroom policies at the beginning of the school year. The teacher will also review the policies with all students.
2. Each teacher will establish the rules for respect and learning. The rules are published and reviewed with the students in class. On Curriculum Night discipline policies will be discussed and parents will be asked to review these rules with their child(ren) at home and returned with the parent and student signatures.
3. Disciplinary consequences will reflect the degree of the nature of the infraction.
4. In cases where there is a disagreement about consequences, parents of the student, the student, the teacher, and the principal may meet to discuss the issue in question.
5. At no time will any disciplinary situation be discussed publicly with anyone other than the individual involved.
6. Parents are requested to share information with the school regarding serious situations outside school, especially if they involve harassment, threat, or aggression.
7. If a situation requires reports to the authorities, the parent, administrator, teacher, or student must do so in a reasonable period of time as prescribed by state law.

### **Disciplinary Proceedings:**

Level One - the student will receive a warning. If the behavior occurs again the student may receive a recess infraction.

Level Two for K-5<sup>th</sup> grades is as follows – for the same infraction occurring multiple time and repetitively, the student receives a recess infraction and parents are informed of the infraction. Parents will be notified, and a parent-teacher conference may be scheduled. The student is sent to the office to discuss the infraction with the Principal. The White Slip is taken home for a parent signature and returned.

Level Two for Middle School students and is as follows: A student receiving a behavior infraction from a teacher—after first receiving a warning—results in a lunch detention. A behavior infraction received before 12 Noon will occur day of. A student receiving a behavior infraction after 12 Noon will receive lunch detention the following day. Parents will receive email notification of lunch detention from the assigning teacher.

### **Lunch Detention Expectations**

- Student will report to the assigned lunch detention classroom at 12pm and remain in the room until 12:30pm.
- Student receiving a missing homework referral should come prepared with all materials for completing missing/makeup work.
- Student receiving a behavior referral will be given standards (a specific sentence to be written a reasonable number of times by the assigned teacher) and time for written reflection and self-correction plan to be turned in to the assigned lunch detention teacher.
- Student should bring a book to read silently.
- Parents/guardians will be notified by email.



Level Three – the student receives two white slips about the same infraction, a parent-teacher-principal conference will be scheduled. Parent-student will be asked to participate in an action plan.

In the event of severe or consistent and repetitive student disciplinary behavior a parent-teacher-principal conference will be held. Based on the offense the student may receive an in-house suspension or an out of school suspension as well as a written behavior plan prior to resuming normal class or school activities.

Illegal actions will be cause for immediate expulsion, this includes but not limited to weapons, drugs, alcohol, assault, or arson. Parents will be called in for a conference and may appeal the expulsion to the Principal and Pastor. If there are circumstances, which need to be examined, this will be done after the expulsion.

### **White Slip**

The White Slip form has a two-step progression (steps can be skipped if offense warrants stronger immediate action):

- **The first White Slip** – the student will discuss the inappropriate behavior with the teacher. A recess infraction will be given. The student is sent to the office to discuss the infraction with the Principal. The White Slip is taken home for a parent signature and returned.
- **The second White Slip** - the student will be sent to the office to meet with the Principal. A meeting will be arranged with the parents, student, teacher, and principal to make an action plan with measurable and specific expectations. Further disciplinary action will be considered at that time.

**In-School Suspension** - is defined as keeping the student from participating in all activities with other students. Academic learning will take place in the administrative offices. The principal will inform the parent, in writing or by a phone call, concerning the offense and the consequence given. The student is responsible for all class work.

**Out-of-School Suspension** - is defined as removing the student, not only from the classroom, but also from the school for a period of time, not to exceed three days. In certain circumstances, immediate suspension or expulsion may take place at the discretion of the principal. During this time, a conference is held with the parent(s), teacher, and the principal. The student will not be allowed to make up work, tests, quizzes during “Out-of-School Suspension”.

### **Suspension**

Suspension would occur after consultation has taken place between the student, parents, teacher, and principal. Suspension can be based on continuous antisocial acts and/or accumulation of behaviors below.

In certain circumstances, immediate suspension or expulsion may take place at the discretion of the principal. For example:

1. An attitude showing continued and deliberate disobedience of school regulations.
2. Cheating
3. Stealing.
4. Foul or suggestive language or graffiti on desks, books, walls, lavatory areas, etc.

5. Inappropriate reading material, pictures, etc. on school grounds including internet and computer resources.
6. Engagement in online blogs such as, but not limited to, MySpace.com, Xanga, Friendster, Facebook, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.
7. The identification of a student on the internet by word or photo as a student of St. Pius X School. The identification of St. Pius X School by word or photo on the internet without permission.
8. Possession or use of cigarettes.
9. Disrespect of teacher/adults in charge, which disrupts and tears down classroom, school, and playground morale.
10. Fighting, threatening, or intimidating of others.
11. Harassment and Bullying. \*SEE Policies
12. Serious vandalism of church, school, and/or staff property.
13. Violation of Computer Use Policy.
14. Forgery of documents and/or the signature of parents or school personnel.

### **Procedure for Suspension and/or Expulsion**

1. The parent is notified by the principal, and a conference is arranged at the earliest possible time.
2. Agreed terms will be specified for resolution of the problem.
3. The principal shall record all parts of the agreement in writing.
4. Reinstatement depends on meeting or not meeting the terms of the agreement within a realistic time period, depending on the infraction. A parent-principal meeting is required.
5. In cases of expulsion, an appeal may be made to the pastor, who will consult with all parties concerned in rendering his decision.

### **Expulsion**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Pius X School. Expulsion would occur only after all efforts have been made to resolve the problem and then in the opinion of the school authorities. Repeated offenses, after a period of suspension, would indicate the need for expulsion. Illegal actions will be cause for immediate expulsion, this includes but not limited to weapons, drugs, alcohol, assault or arson. Parents will be called in for a conference and may appeal the expulsion to the Principal and Pastor. If there are circumstances, which need to be examined, this will be done after the expulsion. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal. Students whose parents have violated the Parent Responsibility Agreement (pg 18) in this handbook will be excluded from St. Pius X School.

### **\*Harassment Policy**

Harassment is defined as repeated behavior toward an individual or group, which would be offensive to a reasonable person, conduct which contains sexual matter or suggestions, or conduct threatening to a person. Any verbal or written threat of violence will be taken seriously. Harassment includes but is not limited to the following:

- Verbal conduct such as epithets, derogatory jokes or comments, racial or gender based slurs, or unwanted sexual advances, imitations, intimidations, jokes or comments about sex. This includes remarks about a person's body by actions such as whistling, gawking or commenting on body parts, pro or con, including obscene gestures or comments.

- Visual displays such a derogatory, racially oriented, gender or sexually oriented, or insulting or threatening posters, on-line communication, photography, cartoons, drawings, or gestures, and displaying threatening, personally insulting, or sexually suggestive objects, photos, internet displays or cartoons.
- Physical contact such as assault, unwanted touching, blocking normal movements, or interfering with work, study, or play because of gender, race, sexuality, or attempt to intimidate.
- Threats and demands to take actions or to submit to requests, sexual or other, as a condition of friendship or some benefit or to avoid some loss, including any offer of any benefits in return for favors.
- Bullying, Cyber bullying – verbal or written threats made against the physical or emotional well-being of any individual.
- Retaliation for reporting or threatening to report harassment.

Report of harassment will be held confidential to both the student reporting and to the student accused. Reports may be made by a parent or by a student other than the alleged victim on the student's behalf.

Our school feels strongly that any means of intimidation, whether of a verbal, physical or emotional nature, can be equally harmful/damaging to the inherent dignity of any individual and will not be tolerated. This is for both the initiator and the victim.

### **Weapons Policy**

Since one of the greatest threats to the safety of our children is the presence of firearms and other weapons. Minors bringing weapons to school property is cause for expulsion.

If a situation requires reporting to the authorities, the parent, administrator, teacher, or student must do so in a reasonable period of time.

### **Search & Seizure**

In order to ensure the safety of the school, St. Pius X School reserves the right to inspect anything that is brought onto the school's campus. All desks and cubbies are the property of St. Pius X School and the school staff and administration reserves the right to inspect these things at all times.

### **Child Abuse Laws**

St. Pius X School abides by the Child Abuse laws of the State of Washington. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

## **Governance**

### **Pastor**

A pastor is a priest appointed by the Archbishop and delegated as the leader of a parish entrusted to him. The pastor's role expressed in its threefold mission of teaching, governing and sanctifying (CIC, c.519), empowers the laity for their mission as light and leaven in the world. The pastor provides leadership to the commission based on his knowledge of the parish community, the relationship of the school's mission within the parish's mission and familiarity with the parish's financial circumstances. The pastor approves local school policies.

### **School Commission**

The School Commission is a consultative body established to advise and support the pastor and principal. The School Commission does not involve itself in the day-to-day administrative details of running the school but develops, and defines policies affecting the operation of the school and governs the financial status. The Commission shall consist of the pastor, or his delegate, the principal, and nine members, six elected and three appointed positions. Members must belong to St. Pius X Parish or have children in the school. Members serve a three year term but no more than two consecutive terms. The School Commission generally meets on the last Monday of the month from August through June.

### **Principal Responsibilities**

It is the responsibility of the principal to administer the total education program in the school in conformity to its mission, philosophy, and goals. To achieve this end the following is necessary:

1. Represent the needs of students seeing that their rights to a Christian education are ensured.
2. Provide leadership for academic programs and articulate school programs to parents.
3. Facilitate the work of school personnel in their efforts to implement school goals.
4. Be accountable to the Pastor and the School Commission regarding the observance of all school, parish, and Archdiocesan educational policies.
5. Communicate parent input to school personnel.
6. Ensure that Catholic traditions, liturgies, and teaching are evident and practiced.

### **Teacher Responsibilities**

It is the teacher's responsibility to educate students in a manner that ensures their intellectual, spiritual, and emotional development. Therefore, the following responsibilities apply:

1. Ensures each student the right to an education and personal growth in a safe, nurturing environment.
2. Treat each student with dignity and respect
3. Teach the Catholic faith in accordance with the Roman Catholic Church
4. Enforce all school rules/expectations.
5. Be responsible for the supervision of their students at all times.
6. Intervene promptly in situations concerning actions inconsistent with Christian behavior.
7. Keep principal and parent informed regarding behavior and academic performance of students.
8. Encourage student responsibility in the maintenance of classroom, lavatory, and general school grounds.
9. Share respect for each person (adult and child) associated with the school.

St. Pius X School reserves the right to amend this handbook. Notice of amendments will be sent to parents via e-Family Communication.