

ST. PIUS X SCHOOL

Proud Tradition



Future Promise

PARENT / STUDENT HANDBOOK

For students in PK3 through Grade 8

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ST. PIUS X CATHOLIC SCHOOL
PHILOSOPHY

This Catholic School is a Christ-centered community rooted in the traditions of the Catholic faith. A strong Catholic identity invites all to call, to teach, and to challenge the community to experience Christ through life-long relationships, instruction, service and prayer.

St. Pius X School offers a comprehensive, integrated curriculum and strives for the formation of the whole person. Empowered by a strong educational partnership between the school and parish community, St. Pius X School motivates and nurtures the learner.

This learning environment is built on Gospel values and the charism of the Sisters, Servants of the Immaculate Heart of Mary. The dedicated lay and religious staff prepares the community for the challenges of a constantly changing society and a Church called to grow in wisdom and grace.

The teachers of St. Pius X School recognize the role of the parents as the primary educators and share with them the responsibility for growth and development of the child. Together we strive to maintain on-going communication and mutual support in order to create a setting which will foster academic and personal development of the child.

ADMINISTRATIVE PROCEDURES

ADMISSION POLICIES

Equal Opportunity Policy

It is the policy of the Diocese of Richmond and of St. Pius X School not to discriminate against any person on the basis of race, creed, color, religion, sex, sexual orientation, age, national origin or handicap.

Age requirement for admission:

PRE-SCHOOL: Three (3) years of age or;
 Four (4) years of age

KINDERGARTEN: Five (5) years of age by September 30

Parents applying for admission for their child to attend St. Pius X School must complete the following steps:

1. Call the office or go online at www.stpiusxschoolva.org for a registration form
2. Send or bring a copy of the child's current report card (grades 1 - 8)
3. Call to set up an interview with the child, parent(s), and the administration

4. Upon registration the following documents and fees must be presented:

Birth Certificate	\$75.00 Registration Fee (non-refundable) due on July 1st
Baptismal Certificate	Immunization Record

5. A probation period of the first trimester exists for all new students. Any child who, after admission, does not perform satisfactorily either academically or behaviorally will have a family meeting with the administration and may be asked to withdraw from school.
6. Parents must inform school officials of any testing (psychological, physical, learning disability, etc.) that has been done for the child. All information will be held in confidence.
7. Any expulsion from a school is required information on the registration form. The reason for the expulsion details will be kept confidential.

FINANCIAL POLICIES

The following fees are due to the school as scheduled/needed:

- ❖ As per Diocesan guidelines, tuition may be paid with one of three methods through FACTS Tuition Management: *a one-time yearly payment (no FACTS fee applies) or two semi-annual payments (a one-time \$10 FACTS fee applies) or eleven monthly payments with the first payment due on JULY 5th or 20th and the final payment due on May 5th or 20th (a one-time \$43 FACTS fee applies).*
- ❖ Activity Fee (one payment per child enrolled based on grade level) which covers textbook rental, ownership of workbooks, consumable supplies, student magazines, standardized testing, Diocesan insurance, technology, library and **RenWeb** updating.

A \$25.00 fee will be charged on all returned checks.

TUITION ASSISTANCE

Tuition assistance is available to registered St. Pius X School families. Families must apply through www.factstuitionaid.com. The results are reviewed prior to tuition assistance being granted. Please notify the finance office should tuition assistance no longer be needed during the course of the school year. It is the obligation of the parents to finance the child's education to the extent that they are able and to assist the school or the parish with volunteer work.

TRANSFERS/WITHDRAWALS

Parent(s)/Guardian(s) must complete a student withdrawal form at least five days prior to the date of leaving. Forms are available in the school office. All textbooks and library books must be returned and all accounts settled prior to the release of records to the transfer school.

DAILY SCHEDULE

- A student arriving before 7:40am must report to the morning C.A.R.E.S. Program. Fees will be applied accordingly. No student may be left unattended outside the front of the school.
- Doors open at 7:45am and students are then admitted into the school building.

- School begins at 8:00am. Students not in the classroom by 8:00am will be marked tardy. Morning prayers and news begin between 8:02 and 8:05.
- School dismisses at 3:10pm on Monday, Tuesday, Thursday and Friday. Every Wednesday is a 2:10pm dismissal.

ATTENDANCE

General Attendance

Regular attendance and punctuality are essential to a student's progress and to the formation of good habits. It is also the primary duty of the parents/guardians. Sporadic and long-term absences can seriously affect the academic performance of a student.

Students should not stay home to complete school work nor should they be absent for trips or appointments which could be scheduled outside school time. Students who are excessively absent/tardy will be monitored by the Administration which may result in a parent/student conference with the Principal. Students with excessive absences/tardies lose valuable learning time. Excessive absences may result in the repeating of the academic year.

School work will not be given before an absence. All missed work and tests must be completed according to the following guidelines:

- For a one (1) day absence, the student should take the test/quiz on the first full day back and has one (1) complete day to make up homework and class work..
- In the case of serious illness, the number of days absent will dictate the number of days allowed for makeup work. Example: Absent 3 days - the student would have 3 days to make up the work and/or prepare for the test/quiz which will be taken on the 4th day back.

All test dates and homework assignments can be found in the Parent/Student area of the **RenWeb** program on the St. Pius X School website.

Absence

When a student is absent, please observe the following procedures.

1. The parent/guardian should call the school office at 757-588-6171 prior to 8:00am on the day that the student is absent. Leave a message with the name of the child, room number and reason for absence with the office staff on the answering machine.

AND

2. On the day of return the student must bring a NOTE signed by the parent, or an email may be sent from the parent/guardian account, which clearly states the dates of absence, REASON of absence and the student's name and room number. Absentee notes are to be given to the homeroom teacher or emailed to the office at ***school@piusxparish.org***. The notes are required by law and will be kept on file for one year. **Three or more days of absence requires a physician's written note for admission back into school. In cases of communicable diseases a physician's note is also required.**
3. For reporting purposes, an absence of 3½ hours (3 hours on Wednesdays) or more is considered a half-day absence.

Lateness

A student who arrives late (after 8:00am) must report to the office for a late slip. He/she must also sign-in accompanied by a parent. A student's permanent transcript carries the total number of late arrivals per year.

A student will also be marked late if he/she is not in the classroom by the 8:00am bell even if he/she was dropped off prior to 8:00am.

Request of Parents Regarding Absences and Lateness

Parents are requested NOT to write excuses for students who wish to stay home and/or arrive late to avoid taking tests, extend deadlines on notebooks, themes or term papers or to provide extra study time for tests. **Students who are late may be asked for work by the teacher of the classes they missed.**

Homework Requests

Parents who wish to request homework for a student who is absent should do so when calling in the absence in the morning. Homework can be picked up from the office after 2:45pm (or 1:45 pm on Wednesday). Also check www.stpiusxschoolva.org for the **RenWeb** homework link.

LEAVING SCHOOL EARLY

We encourage parents/guardians to schedule all appointments outside of the school day. However, if this is not possible, a note written by a parent/guardian should be sent to the teacher via the student the day prior to the early dismissal. This note should include the student's name, room number, the reason for the request, the date, time of pickup, and (if applicable) the expected time of return. An email with the above information may also be sent from the parent/guardian account to the office school@piusxparish.org.

- Parents are to come to the office to pick up the student and must sign the student out prior to leaving the premises.
- No one may go directly to the classroom to pick up a student.

DISCIPLINE POLICIES:

The essence of Christian discipline is self-discipline. St. Pius X students are expected to exercise self-control and conduct themselves properly at all times with courtesy, decency, respect for lawful authority, appropriate and respectful language, honesty, and wholesome relationships with peers. This is expected at all school activities on and off the school premises.

The St. Pius X School discipline policy attempts to set clear limits on what constitutes acceptable and unacceptable behavior. Violations are divided into rule violations and law violations which are in conjunction with our local public school system's codes. A student who violates any of the codes is subject to disciplinary action which may include detention, suspension or expulsion as defined below. Law violations may also result in court action. The principal is the final recourse in all disciplinary infractions and may waive any disciplinary rule for just cause at his/her discretion.

Rule Violations

Attendance

Students are to be on time to school and all classes, attend all classes regularly, and not leave the school grounds without administrative approval.

Disrespect

Students are to show the proper respect to each other and school staff members at all times. All students are expected to speak in a moderate tone of voice. Teachers expect student cooperation and will levy appropriate behavior modification.

Disruption

Students are not to engage in conduct which causes disruption or obstruction of any school activity. This includes, but is not limited to, chronic talking, throwing objects, horseplay, teasing, rude noises, and running.

Fighting

Students are not to engage in any physical contact with another student.

Harassment

Students are not to make fun of, push, hit, kick, touch, write notes about, throw anything at anyone, or encourage fighting.

Insubordination

Students are to comply with proper and authorized directions from all Faculty/Staff members.

Misrepresentation

Students are not to falsify any document, forge any name or make false statements, written or oral. Students are not to cheat on any test or assignment.

Non-compliance With School Uniform

Students must be in full regulation uniform each school day. See “uniform” section for more details.

Personal Property

Students are not to wear clothing or accessories which interfere with the instructional process or present a health or safety hazard. Students are not to possess any objects that disrupt or distract from teaching and learning such as, but not limited to, lasers, toys, and games.

Portable Communication Devices

Portable communication devices may not be used during school hours. All devices of this nature must be turned off at all times. Such items may not be kept in the students' possession. If such items are seen or heard, the item will be confiscated by the administration/teacher/staff member and turned in to the office. It must be picked up by a parent/guardian. If such item is confiscated again, the item will be kept until the end of the current school year. All portable communications devices must be registered in the school by the parent.

Profanity

Students are not to use profanity or obscenity in words (oral or written) or actions.

Law Violations

Alcohol

Students are not to use, possess, or distribute any alcoholic beverage, or come to school after drinking alcohol.

Arson

Students are not to start a fire or attempt to start one for any reason.

Assault and Battery

Students are not to engage in any unlawful force or violence against another person.

Combustible Materials

Students are not to bring to school any combustible materials. Students are not to make bomb threats.

Burglary

Students are not to unlawfully enter or attempt to enter any building on the St. Pius X premises.

Disorderly Conduct

Students are not to act in a manner that disrupts the school environment.

Drugs

A student shall not possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, tobacco/tobacco products amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant, controlled substance, drug paraphernalia, or inhalants (i.e., white out, nail polish remover, etc.). Students shall also not wear clothing or jewelry depicting drugs, the use of drugs or plants used to derive illegal drugs.

Extortion

Students are not to use threats or intimidation to obtain money or something of value from another person.

Initiating A Disturbance

Students are not to create, attempt to create, or cause others to create public violence or disorder.

Miscellaneous

Students are not to engage in any unlawful act such as, but not limited to, gambling, obscene phone calls, false alarms, or satanic activity.

Sexual Harassment Offenses

Students are not to engage in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual or degrading nature.

Theft

Students are not to steal, or attempt to steal, anything belonging to another person. Students are not to open book bags, pencil cases, etc. that do not belong to them.

Threats

Students are not to verbally, or in writing, threaten to strike, attack, or harm another person and/ or their families/friends.

Trespassing

Students are not to be on school property illegally. (This includes students on suspension.)

Vandalism

Students are not to willfully or maliciously destroy property. (This includes the writing of graffiti.)

Weapons/Dangerous Instruments

A student shall not possess, handle, or transmit a knife, razor, ice pick, explosive, sword, cane, machete, firearm, look-a-like gun, mace (or similar substance), pellet or air rifle, pistol or other object that can reasonably be considered a weapon **or** wear clothing or jewelry with slogans, symbols, or pictures depicting weapons, gangs, or criminal activity. The rule does not apply to normal school supplies such as pencils or compasses unless they are used as weapons.

ANY STUDENT COMMITTING A LAW VIOLATION MAY BE EXPELLED IN ACCORDANCE WITH DIOCESAN POLICY.

DISCIPLINARY PROCESS

The essential element that characterizes the discipline at St. Pius X School is to create in the student a conduct that exemplifies respect for each person and will be conducive to learning and growth for all by enriching the life of the student spiritually, mentally, morally and physically thus developing a responsible, caring person.

At the beginning of the school year, classroom rules and school policies will be discussed with the students. Appropriate behavior will be expected from all students and the consequences of

choices he/she makes will be dealt with fairly and in accordance to policy by the faculty, staff and/or administration involved.

Our young people depend on the adults in their lives to model Christian values and conduct. Knowing their limits and school rules will help them make good choices. Classroom rules are posted inside each room along with the consequences for not following them. Rule violations are usually handled by the individual teacher who can, in most cases, explain to the student what he/she did wrong. Parental notification (phone call, email, letter) will be required if the behavior persists.

If a violation is continuous and/or of a more serious nature, the administration will handle the situation in the following manner:

1st offense:

- An administrative conference with student and/or phone call to student's parent/guardian. The phone call serves as the first warning in the disciplinary process.
- Documentation of conference and phone call will be placed in the student's classroom file.

2nd offense:

- An automatic suspension of student and conference with administrator, parent/guardian, teacher and student.
- Documentation of the suspension and conference signed by all of the above and placed in the student's classroom file.

3rd offense:

- An automatic suspension and the student is placed on disciplinary probation for the remainder of the year.
- A conference with administrator, parent/guardian, teacher and student will occur where a verbal and written warning will be issued. The warning will state that any subsequent violations may/will result in expulsion from St. Pius X School.
- Documentation of suspension, conference and warning will be signed by all of the above and placed in the student's permanent file.
- The same documentation will also be sent to the Office of Catholic Schools in Richmond, Virginia.

DETENTION

Any faculty member may assign students to detention for misconduct. Parents will be given 24-hours notice so that transportation arrangements may be made. Notification may be made by email or by phone so that a confirmation is received.

Detentions are to start at 3:20pm and end no later than 4:20pm (one hour maximum time). The teacher giving the detention must supervise the detention.

SUSPENSION

The school views suspension as a way of alerting parents to significant problems in discipline as well as providing strong reinforcement so that the student may improve in attitude and behavior. Two types of suspension may be issued.

In-school Suspension - student will report to the office instead of attending regular classes.

Out of school Suspension - student is removed from school for the duration of the suspension. During this period the student is forbidden to be on the grounds, enter the buildings, or attend any extra-curricular activities of St. Pius X School.

EXPULSION

Expulsion is the permanent removal of a student from the St. Pius X School Community. Only the Pastor and/or the school administration have the right to dismiss a student after a thorough investigation.

- Major infractions of school and law violations or any other activity deemed a major infraction by the administration will immediately render a student subject to expulsion.
- This includes, but is not limited to, any violation of the criminal code or an incident involving the police.

Tuition and fees **will not** be refunded if a student is expelled.

BULLYING

Every person has a right to be treated with respect and dignity. No student has the right to treat another student in any way that will cause physical or emotional pain.

Bullying may involve but is not limited to: threats (written or verbal), teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, writing/drawing unkind notes or pictures, social isolation, gestures, cyber-bullying or other verbal or written conduct.

Cyber-bullying includes the following misuses of digital technology: written threats, teasing, intimidating or making false accusations about another student, teacher, staff member, or school/parish administration by way of any technological tool, such as sending or posting inappropriate emails, instant messages, text messages, digital images or website postings (including blogs and social networking sites).

This policy prohibits bullying in any form or by any media that occurs either:

1. On school premises, before, during or after school hours
2. On any bus or vehicle as part of any school activity
3. During any school function, extracurricular activity or other school sponsored event or activity
4. Any outside school events involving students of St. Pius X School

Reporting Complaints: Each student and parent has a duty to report any **legitimate incident** of bullying/cyber bullying to the school. **The school personnel cannot act on hearsay or**

rumors however, if a student experiences (or a parent/guardian witnesses or learns of) any incident involving the above, it should be reported to the school principal. Parents are encouraged to share with the Administration any in-appropriate emails, “tweets” or any other social media posting. Parents/Guardians should regularly check their child’s account and make sure that what they are posting is appropriate as well.

Disciplinary measures will be taken for violations of this policy. This may include suspension or dismissal from school depending on the circumstance and age of the child. Parents must realize that everything is not always what it seems and that there may be extenuating circumstances or information that you do not have. The school administration will investigate all actions, examine all sides and handle as deemed appropriate. At no time will we discuss consequences of another student due to privacy concerns. Threats of physical harm may be reported to the local authorities.

CUSTODY

St. Pius X School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school must provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. The non-custodial parent must provide a current address in order to obtain information.

If there is a court order specifying that there is to be no information given, **it is the responsibility of the custodial parent to provide the school with an official copy of the court order dealing with the education/visitation of the child. It is also the parent’s responsibility to inform the school of the addresses where the student’s records should be sent.**

Divorced/separated parents/guardians must provide the school with a court certified copy of the custody section of the divorce decree. If no such copy is on file, school officials will assume that both parents have custodial rights.

ITEMS BROUGHT TO SCHOOL

All items requested by the Faculty, Staff, Home & School Association or any other approved organization for “show and tell”, projects, fundraisers or charitable collections are to be appropriate.

Students may bring footballs, basketballs and rubber playground balls for use during recess with the understanding that the school is not responsible for loss, theft or damage.

LOST AND FOUND

All clothing, school bags, lunches, etc., should be marked clearly with your child's name and grade. All articles found should be placed in the lost and found area located in the Parish Hall.

OFFICE TELEPHONE POLICY

Students are discouraged to call home for forgotten homework, projects, lunches, etc. However, we understand that at times children forget things. Students will be allowed to call for an occasional item. If forgotten items are brought to school, please leave them at the school office and the student will receive them in a timely manner.

ACADEMIC PROCEDURES

St. Pius X School offers a comprehensive religious education program and high school preparatory curriculum. All students at St. Pius X must take religion courses. St. Pius X requirements for grade promotion are the same as those required by the prescribed course of study from the Diocese of Richmond and the Commonwealth of Virginia.

CURRICULUM

Pre Kindergarten

Religion
Reading Readiness
Math Readiness
Social Studies
Science
Foreign Language
Health and Safety
Technology
Library
Physical Activity
Music
Personal-Social Development
Educational Games and Free Time
Learning Centers
Artistic Creativity

Grades 1-5

Religion/Family Life
Language Arts:
 English, Reading
 Spelling, Writing
Math
Science
Social Studies
Physical Ed/Health
Foreign Language
Technology
Music
Art

Grade 7

Religion/Family Life
Language Arts:
 English, Reading
 Spelling, Writing
Pre-Algebra/HS Algebra I
Science
Social Studies

Kindergarten

Religion
Reading Readiness
Math Readiness
Social Studies
Science
Foreign Language
Health and Safety
Technology
Library
Physical Education
Music
Art
Educational Games and Free Time
Learning Centers
Communication Skills
Handwriting

Grade 6

Religion/Family Life
Language Arts:
 English, Reading
 Spelling, Writing
Math 6/Pre-Algebra
Science
Social Studies
Physical Ed/Health
Foreign Language
Technology
Music/Band/Dance
Art

Grade 8

Religion/Family Life
Language Arts:
 English, Reading
 Spelling, Writing
HS Advanced Algebra I/
 HS Algebra I/HS Geometry
HS Earth Science/Science 8

Foreign Language
Technology
Music/Band/Dance/Strings
PE/Health
Art

Social Studies
High School Foreign Language/
Foreign Language 8
Technology
Music/Band/Dance/Strings
PE/Health
Art

All students have open access to the library and library skills are integrated into the Language Arts curriculum.

ACADEMIC POLICIES

Homework

Homework is an essential part of the total educational process of the student. Homework will be assigned daily at the discretion of the individual teacher(s) in grades 1 to 8. The purpose of homework is to reinforce learning and develop study skills so that the student may become an independent learner. Homework includes written, study and reading assignments. Students are encouraged to write all assignments in their planners. **All of the correct assignments for nightly homework will be located in the RenWeb ParentsWeb parent portal.**

The parent's role is primarily that of providing a suitable place for study and helping your child decide the best time for study. Parents should supervise homework but not actually do the work. If you are noticing frustration due to difficulty in a homework assignment, please write a note to the teacher about your observation. Having children sit for long periods of unproductive time accomplishes nothing and by writing a note, a teacher may look for solutions to specific problems regarding homework. If a student fails on a continual basis to complete homework assignments, the teacher(s) will determine the consequences of this action.

The following time allotments serve as guidelines for each evening. The times include total written, study and reading assignments. It should be understood that the time allotment will vary depending upon such factors as attention span, proper working habits, and study conditions.

Average Time Allotments

Grades 1 & 2	10 to 20 minutes
Grades 3, 4 & 5	30 to 50 minutes
Grades 6, 7, & 8	60 - 90 minutes or more

Tests, homework, and long-term assignments are the personal responsibility of the student. They should be completed with the honor that is always expected of a St. Pius X student.

If a student says he/she has no homework, please check the RenWeb ParentsWeb for verification of assignments.

Progress Reports

Progress Reports, inside a signature envelope, will be issued to all students in grades PreK-8 three times per year. The envelope must be signed by a parent/guardian and returned to the homeroom teacher by the designated date. Parent-Teacher conferences are scheduled for the first trimester progress report from 1;00pm–7:00pm. Conferences are by request and appointment for the second and third trimester progress reports. Dates and times will be posted on the school calendar, in the communiqué and on the St. Pius X School Website.

Report Cards

Diocesan standardized report cards are issued to students in grades K-8 three times per year. A signature envelope must be signed by a parent/guardian and returned to the homeroom teacher by the designated dates. Parent-Teacher conferences will be scheduled for the second trimester report card. Conferences are by request and appointment for the first and third trimester report cards. Dates and times will be posted on the school calendar, in the communiqué and on the school website.

Individual subject grades and averages can be viewed at any time on the RenWebParentWeb program.

Grading

Progress reports and report card averages are obtained by combining scores from written/oral tests and quizzes, classroom and home assignments, projects, in-class oral participation, exams (gr. 6-8), and other activities assigned by classroom/resource teachers. Neatness, completion and promptness of assignments are also taken into consideration in all grading aspects. Detailed explanations will be given by individual teachers at the beginning of the year.

The grading scale equivalents are as follows:

100-97 A+	89-87 B+	79-77C+	69-67 D+	59 and below F
96-93 A	86-83 B	76-73 C	66-63 D	
92-90 A-	82-80 B-	72-70 C-	62-60 D-	

Failures/Multiple Failures

The faculty and administration want to see each student reach his/her potential and are willing to assist so that the student can meet with success. Students who have multiple failures in any trimester will have a meeting with the teacher(s), parents, and Principal so that a remediation plan can be put into action. This plan will be documented and followed so that the student has an opportunity to succeed in the area(s) he/she is found to be weak. Any student who falls into this category will be placed on academic probation for the following trimester. Two successive trimesters of multiple failures in major subjects may be cause for dismissal from St. Pius X School.

Honors

Principal's List:

Grades 4 - 5:

- A grade of 90 or above in all academic subjects.
- A grade of 90 or above in all resource subjects.
- A grade of 90 or above in Self Discipline/Conduct & Study Skills.

Grades 6 - 8:

- A grade of 90 or above in all academic and resource subjects.

First Honors:

Grades 4 - 5:

- A grade of 90 or above in all academic subjects.
- A grade of 80 or above in all resource subjects.
- A grade of 80 or above in Self Discipline/Conduct & Study Skills.

Grades 6 - 8:

- A grade of 90 or above in all academic subjects.
- A grade of 80 or above in all resource subjects.

Second Honors:

Grades 4 - 5:

- A grade of 80 or above in all academic subjects.
- A grade of 80 or above in all resource subjects.
- A grade of 80 or above in Self Discipline/Conduct & Study Skills.

Grades 6 - 8:

- A grade of 80 or above in all academic subjects.
- A grade of 80 or above in all resource subjects.

Honors Convocation

In recognition of academic achievement, St. Pius X School hosts an annual Honors Convocation for parents and honored students. Honorees will be the top three academic students from grades 4 - 7 along with those having achieved Principal's List, First, and/or Second Honors over three consecutive trimesters. A Service Hours award will be given to those students in grades 6 & 7 with the highest number of service hours.

Academic Failures

In order to be successful at the next grade level, students must master the material at their current grade level. Summer remediation is required for any student in grades 3-7 who has one or more failing final average(s) on his/her report card. Failure constitutes a "cumulative" grade in a particular subject area of less than 60 or a letter grade of F.

Remediation may take the form of summer school or tutoring. The teacher for the failed subject will outline the weaknesses of the student and document what must be mastered before promotion to the next grade level. The parent and student are responsible for documenting the remediation sessions. A test will be given the week before the opening of school to verify the mastering of the subject area(s).

Students in grades 3-7 will not be admitted to the next grade level with a failing grade in an academic area unless remediation is provided.

Retention

Careful assessment of a student's performance and ability must be considered before retention is recommended. All support services will be put into place in order to prevent retention. Parents will be notified at the beginning of the second trimester if retention is a possibility.

A child will be retained in a grade if:

- (1) he/she has a overall failing general average as noted in the last column of the report card, *or*
- (2) he/she has one or more failure(s) in a major subject and does not receive remediation.

A student who fails 8th grade **may not** repeat the grade at St. Pius X School.

CARE OF BOOKS/FURNITURE AND PERSONAL EFFECTS

It is each student's responsibility to have all books covered. Hard-bound textbooks should be covered with a stretchable book cover (book sock). The hard-bound books are rented for the year and any book which is lost or destroyed must be replaced at the current catalog price.

Consumable books (lab manuals, workbooks, etc.) must be cared for and be in school for the duration of their use. All books must be covered and taken home in school bags. Clear contact paper may be used to cover student workbooks only. No contact paper is to be put on text books. Book covers are available in the school store.

Classroom desks and chairs are part of school property. They should be treated as a student's personal property. In the event of writing on, carving in, or any other defacing of desks or chairs the offending student will be held responsible for replacement at the current catalog price.

TECHNOLOGY

Computer equipment (except Bring Your Own Device) is part of school property and students who abuse or misuse the equipment are subject to disciplinary action determined by the computer teacher and the administration. A Technology contract must be signed by the student and parent(s)/guardian(s) prior to student's use of school technology equipment.

Abuse and/or misuse of this equipment is defined below:

1. Using equipment without permission of school authorities;
2. Rough treatment of any equipment causing equipment to break or malfunction;
3. Escaping/minimizing/changing programs, etc. without the teacher's permission or proper supervision;
4. Interfering with another student's program or computer work;

5. Programming the computer in an irresponsible way causing unnecessary delays, memory damage, viruses, etc. that end in the malfunctioning of the equipment;
6. Copying or attempting to copy a copyright protected program;
7. Use of disks, flash drives, etc. which are not school property which may result in a computer virus or other problem which causes the computer to malfunction;
8. Logging into the system under another a false name i.e. another student or adult;
9. Hacking into St. Pius X teacher, administrative and/or school record keeping files;
10. Any other illegal “hacking” activity;
11. Any activity deemed as abusive by the administration.

A student who would use a cell phone or computer to “sext”, “text”, blog or cause harm to another student or teacher may be subject to dismissal. The use of any social networking sites are discouraged for our students and use of them to harm another student or teacher’s reputation may lead to dismissal. At no time may a student use the name St. Pius X Church or St. Pius X School on any website or social network site.

Food, drink, gum, etc. is not allowed in the technology lab or when using the mobile labs.

COMPUTER USE / INTERNET USE

Available to St. Pius X School students and teachers is access to computer and Internet resources. It is only through the continued efforts of the St. Pius X community that this access is possible. The use of computer technology and Internet access is an integral part of the education at St. Pius X School. Our mission includes promoting educational excellence by facilitating resource sharing, student innovation, communication, and STEM integration.

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. Along with access to computers and people all over the world comes the availability of materials considered to be objectionable and contain no educational value. The faculty, staff and administration at St. Pius X School take every precaution to restrict access to controversial information. However, on a global network it is impossible to control all materials so an industrious user may discover or create controversial material. We firmly believe the valuable information and interaction available on this network far outweighs the possibility that users may procure material that is not consistent with the educational goals of St. Pius X School.

Before accessing the network or the Internet, students will be instructed on the aspects of security and ethics involved in using the network. This instruction is given by the technology instructor and reviewed by the classroom teachers.

A Diocesan computer/internet use contract will be given to all students at their first Technology class. This contract is to be completed and returned immediately. Access to all computers at St. Pius X School is prohibited until the contract is returned. Please see the forms section at the end of the handbook for extra contracts.

BRING YOUR OWN DEVICE

St. Pius X School will allow middle school students to use privately owned electronic devices, **except phones, ipods and/or devices that have phone capability**, to access the SPX wireless

network. The wireless access provided to the devices is designated to the enhancement of the students' educational experiences and outcomes.

Connecting to the SPX wireless network is a *privilege* and *not a right*. Permission to bring a personal device is contingent upon adherence to the Diocese of Richmond Technology agreement and the policies set forth by St. Pius X School. If a personal device is used by a student to disrupt the educational environment or the student breaks the Diocesan contract and/or St. Pius X technology policy, that student's privileges of using the personal device/school device will be limited or revoked.

SPX Guidelines:

1. Students may use a privately owned electronic "Internet ready" device on the SPX wireless network with teacher permission. Devices will not be allowed outside for recess or inside the Parish Hall. Privately owned electronic devices may not be used to access the SPX wireless network in the C.A.R.E.S. program.
2. The use of a privately owned electronic device is to support and enhance instructional activity.
3. Students are not permitted to access the Internet using any external Internet service but those approved for use on the SPX wireless network.
4. No privately owned electronic device may be connected to the SPX wireless network by a network cable plugged into a data outlet. Network access is provided by wireless connection only.
5. No student shall establish a wireless ad-hoc or peer-to-peer connection using his/her electronic device or any other wireless device while on school premises. This includes, but is not limited to, using a privately owned electronic device as a cabled or wireless hotspot.
6. Voice, video and image capture applications may only be used with teacher permission.
7. Sound is to be muted unless otherwise specified by the teacher for the purpose of instructional activities.
8. The privately owned electronic device owner is the only person allowed to use the device.
9. No Diocesan/SPX School owned academic or productivity software can be installed on personal devices.
10. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services.
11. Devices are brought to St. Pius X School at the students' and parents' own risk. In the event that a privately owned device is lost, stolen or damaged St. Pius X School is not responsible for any financial or data loss.
12. Violation of the Diocese of Richmond Technology policies, St. Pius X School policies or regulations, local, state and federal laws while using a personal electronic device on the SPX

wireless network will result in appropriate disciplinary and/or legal action as specified in the Diocese of Richmond Technology agreement, *SPX Parent/Student Handbook* as well as local, state and federal law.

13. St. Pius X School personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware and/or software.
14. St. Pius X School reserves the right to examine the privately owned personal device and search its contents if there is a reason to believe that Diocese of Richmond policies, St. Pius X School policies or local, state and/or federal laws have been broken.
15. Privately owned electronic devices may not be used during the instructional day to: access stored data unless it is from the students' own network saved file, access private Internet connections or other forms of electronic communications; or communicate with persons not authorized by the school during the instructional day.
16. St. Pius X School administration and faculty reserve the right to take a privately owned electronic device that is being used or suspected of being used in violation of these Guidelines, the Diocese of Richmond Technology agreement, the *St. Pius X School Parent/Student Handbook* policies, and/or any local, state and/or federal law or regulation. St. Pius X School administration may search privately owned electronic devices when reasonable and articulable suspicion exists that the device was used in violation of the above mentioned. St. Pius X School administration will contact appropriate law enforcement agencies and provide information concerning the use of the device for suspected violation of law or regulations.

St. Pius X Middle School students have the option of bringing their own device. This is not a requirement. St. Pius X School technology department will provide laptop computers for use to those students who do not bring their own device.

LIBRARY/MEDIA CENTER

St. Pius X School library is an open access library system which allows individual students and classes to access the library at their convenience. The library is available for use before school (7:45am) and throughout the school day. Library usage is a privilege and proper conduct is expected at all times.

Food, drink, gum, etc. is not allowed in the library. There is a fine of 10¢ for grades PK3 – 3 and 25¢ for grades 4-8 per school day for overdue materials.

TRANSPORTATION

Parents needing to visit the office should drop their student off in Carpool A before parking near the office.

ARRIVAL:

Children should arrive at school no earlier than 7:45am unless they are going to the Morning C.A.R.E.S. Program or SPX News. At 7:45am students are to enter the school using the main entrance.

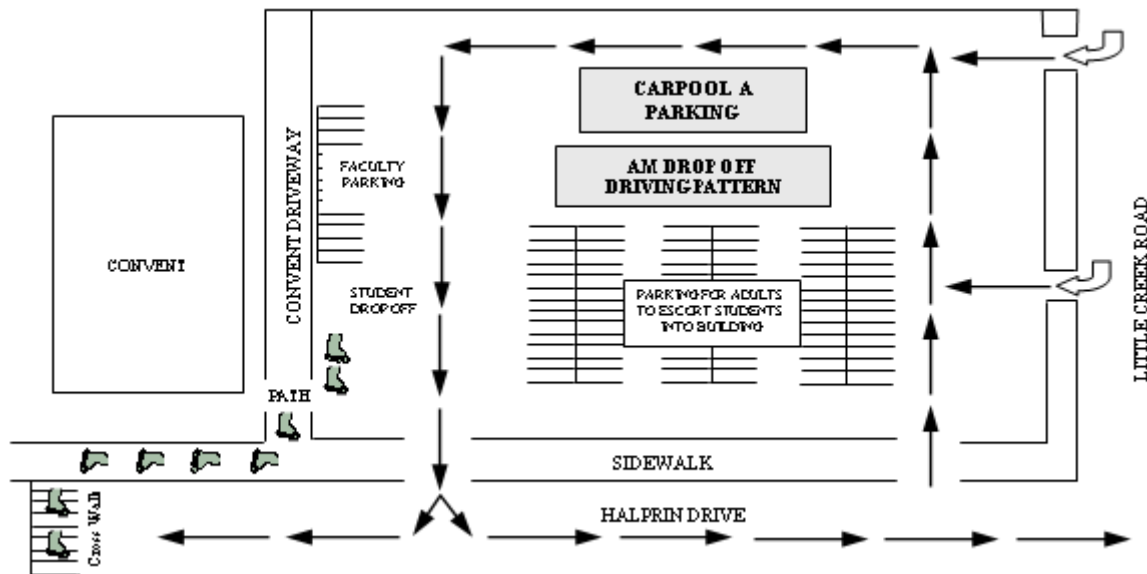
Children coming to school by car should be taken to the parking lot across the street from the school (Carpool A). They are to follow parking lot procedures. Parents are asked not to park by the breezeway or in the driveway between the Church and the Parish Hall by order of the *FIRE MARSHALL*.

PLEASE DO NOT:

- stop on Halprin Drive;
- drop children off on the Larrymore School property or in their parking lot;
- drive into the school yard unless children are in the C.A.R.E.S. Program;
- have children to school before 7:45am unless they are enrolled in the Before C.A.R.E.S. Program;
- walk children down the driveway;
- walk children to their classroom;
- drop children off in front of flag pole or on the driveway between the church and school.

Pre-K parent(s)/guardian(s) are to park in carpool A (by the convent) and walk their child(ren) to the Parish Hall using the crossing guard on Halprin Drive. At 7:45am, the Pre-K teachers will meet parent(s)/guardian(s) and children in the Parish Hall. The parent(s)/guardian(s) leave before the children leave to go to their classroom.

Parking Lot Procedures:



1. Parents are to enter and exit the lot from the individual areas on the diagram keeping in mind the safety of the children.
2. Cars should line up and when it is your child's turn to exit, he/she should leave the car and proceed to the sidewalk and to the crossing guard. No child should be dropped off outside the drop off line unless accompanied by an adult.
3. Parents who park must escort their child through the drop off area adjacent to the fence of the convent.

4. Parents wishing to exit their cars should park in a regular parking space not adjacent to the drop off area.
5. Please do not proceed to exit the lot before checking to see if other children have gotten safely to the grassy area.
6. Cars should proceed at a safe rate of speed.
7. Directions of the faculty and staff on duty are to be followed at all times for the safety of the children. Please treat St. Pius X School faculty and staff with respect. Abusive language **will not** be tolerated. The administration reserves the right to suspend carpool privileges of anyone violating policies and procedures of the carpools.

Children walking to school should follow the same procedures when entering the property.

Children who ride a bike should dismount and walk the bike upon coming onto the school property. The bike should be walked to the bike racks located between Hall C and Sabato Wing.

DISMISSAL:

Children will exit the building between 3:08pm and 3:10pm on M-TU-TH-F and 2:08pm and 2:10pm on Wednesdays. Parents should be waiting next to their cars in the appropriate car pool line. Parents should not be on the breezeway or any other spot where they will interfere with the safe exit of all students.

Carpool Lines:

Please choose the carpool line you wish your child to be in to leave school each day. If you desire a change in this line please send a note to the child's teacher in order for him/her to be placed in the appropriate line. Children cannot be taken out of a line during the dismissal procedures.

Bike Riders: Bikers will join a walker line walking their bikes to that line. They will continue to walk the bike until the line is dismissed by the teacher in charge.

Larrymore Walkers School Side: Students who wish to walk home going past Larrymore Elementary School and DO NOT need to cross Halprin Drive.

Larrymore Walkers Convent Side: Students who wish to walk to the Larrymore Lawns section and need to cross Halprin Drive.

Little Creek Walkers: Students who walk down or cross Little Creek Road.

Saratoga Walkers: Students who walk behind the school and over the land bridge to the Saratoga section.

Carpool A (across from school): Students whose parents pick them up and drive towards Military Highway on Halprin Drive should use the lot across from the school in the Convent parking lot. Lines should follow these procedures:

- Enter the lot at a safe rate of speed.
- Line up in the front part of the lot facing the convent to exit right onto Halprin and in the back part of lot facing Little Creek Rd. to exit right onto Little Creek Rd.

- Line up no more than five cars deep being sure the end of the car line does not block the entrance.
- Remain in or next to your car. The children will walk down the rows of cars.
- Cars will not move from the line or exit the lot until all children are safely in their vehicles or on the convent grass and the teacher on duty waves the cars to begin. Children whose parents are late will wait on the grass with a teacher until the lot is empty and the teacher takes the students to the school breezeway.
Children remaining after the lot is empty are picked up on the breezeway located on the Larrymore side of the school building. After 3:20/2:20pm the students will be escorted to C.A.R.E.S.. Parents will be responsible for the cost of the program.
- Directions of the faculty and staff on duty are to be followed at all times for the safety of the children. Please treat St. Pius X School faculty and staff with respect. Abusive language **will not** be tolerated. The administration reserves the right to suspend carpool privileges of anyone violating policies and procedures of the carpools.

Car Pool B (behind school): Students whose parents use Little Creek Road or continue on Halprin Drive toward Tarralton should use this lot. All cars should follow these procedures:

- Cars should enter the lot via the driveway between the church and the school
- Cars should proceed at a safe rate of speed.
- Parents should line up no more than five deep facing the Larrymore field, being sure not to block the entrance if they are the last car in the line.
- Late parents should go to the end of the line and wait for the lot to clear when the teacher watching the children will allow them to go to their car. Please do not leave your car or call your child to the car.
- Cars will be waved on to exit one row at a time by the teacher in charge.
- All cars **MUST MAKE A RIGHT HAND TURN** onto Halprin Drive
- Once your child is in the car you may not allow him/her to leave the car for any reason or exit the line to park and re-enter the building.
- Prior to the beginning of the exiting, a teacher will take the remaining children to the end of the breezeway until 3:20/2:20pm when they will be escorted to After Care. Parents will be responsible for the cost of the program.
- Directions of the faculty and staff on duty are to be followed at all times for the safety of the children. Please treat St. Pius X School faculty and staff with respect. Abusive language **will not** be tolerated. The administration reserves the right to suspend carpool privileges of anyone violating policies and procedures of the carpools.

Children may not return to the school once they leave the building with the lines unless accompanied by an adult. Students having after school activities immediately following dismissal must report to the area designated by the administrator until picked up by the activity coordinator. Students remaining after 3:20pm will be escorted to C.A.R.E.S. at the parents' expense.

CLINIC/HEALTH INFORMATION

ILLNESS OR INJURY DURING SCHOOL HOURS:

If your child has a specific medical problem it should be brought to the attention of the school nurse, teacher and the office by sending a note to each of them. A student who is ill will be

permitted to report to the clinic after obtaining the teacher's permission to leave class. If the nurse is not in the clinic at the time of the illness the student should report to the office.

It is *ABSOLUTELY ESSENTIAL* that each student have an up to date emergency authorization card on file with the work telephone numbers of parents or guardian in the clinic and office.

HEALTH CONCERNS:

Children should not be sent to school when they have symptoms of illness: temperature elevation, vomiting, diarrhea, a questionable injury occurring at home or when they have not fully recovered from an illness. A normal temperature reading for 24 hours without medication following illness is a good indicator.

It is the responsibility of the parent to notify the teacher and nurse in the event of long-term or short-term health circumstances that could adversely affect a child's performance in school as a safety and health precaution. All such information will be kept confidential.

Parents must notify the teachers/nurse if there is temporary or chronic need for children to be excused to go to the lavatory other than normal or regularly scheduled breaks.

CHILD NEGLECT OR ABUSE:

All Administrators, Faculty and Staff are required by law to report suspicions of child abuse and/or neglect to Child Protective Services.

MEDICATION:

- All medication (including over-the-counter) must be brought to the clinic by a parent or guardian in a labeled container.
- Children may not be in possession of or take any medication on their own.

St. Pius X School can be responsible for the administration of medication when the following regulations are met:

- Written orders from the physician detailing the student name, the name of the drug, dosage, the route and the time interval medication is to be taken, using the PHYSICIAN portion of the Medication Permission Form.
- A signature of parent or legal guardian requesting that the school comply with the physician's order.
- The medication is to be brought to the school by the parent or legal guardian in a container which is appropriately labeled by the pharmacy or the physician.
- If a parent or legal guardian is unable to deliver the medication to the school it is requested that permission in writing be sent to the school office to confirm that it is being delivered by the student with the completed form.

Please do not ask us to dispense medication unless it is absolutely necessary.

MEASLES, MUMPS AND RUBELLA:

Please note students' health records will be reviewed prior to enrollment for an inoculation within the past year of a Measles, Mumps and Rubella (MMR) booster. Effective July 1, 1999, all children born on and after January 1999 are required to have a dose of chickenpox vaccine not earlier than the age of 12 months.

COMMUNICABLE DISEASE:

- Children who have a communicable disease should not be sent to school.
- In the case of some diseases, a doctor's note or treatment plan may be required.
- In the case of head lice, children will not be permitted to attend school until they have been treated and **are free of parasites and their eggs(nits)**.

School children shall be excluded from school for the indicated period of time for the following diseases:

Chicken Pox - 6 days from onset of last crop of vesicles

German Measles - 4 days from onset of rash-*Doctor's note required*

Measles - 6 days from onset of rash-*Doctor's note required*

Mumps - 9 days from onset or until swelling subsides-*Doctor's note required*

Whooping Cough - 4 weeks from onset of illness - *Doctor's note required*

Scarlet Fever, Respiratory Streptococcal infections - 7 days from onset

Acute Contagious Conjunctivitis (Pink Eye), Trachoma - 24 hours from institution of appropriate therapy

Impetigo - until judged non-infective by school nurse or child's physician

Pediculosis(Head Lice) - until judged non-infective by school nurse or child's physician

Ringworm, Scabies - until judged non-infective by school nurse or child's physician

HIV / HEPATITIS B POLICY

St. Pius X School, following the policy of the Diocese of Richmond, Virginia, does not discriminate with regard to students infected with HIV/AIDS. These students would be placed in classroom situations according to procedures operative for all students and are entitled to the same rights, privileges and services. The individual's right to confidentiality will be maintained by those privileged to this information due to the role each plays in ensuring a quality school environment for the student.

All school personnel and volunteers are required to use universal precautions.

Decisions concerning admissions and changes, if any, in the educational program of the student infected with HIV / AIDS will be made on a case-by-case review by the principal in consultation with the Superintendent of Schools, and if necessary, other persons designated by the principal (i.e., school nurse, student's physician).

Parents, please instruct your child to wash his/her hands frequently, especially after using the bathroom and before eating.

All cuts should be covered with a band-aid. Any student whose clothing has been exposed to bodily secretions must change his/her clothes immediately; (i.e., blood, urine, vomit). This will necessitate a call to the parent unless a change of clothing is available at school. This is a federally mandated guideline as a precaution against Hepatitis B and HIV. We have the legal responsibility to notify the parent and have the student removed from school if a change of clothing is not available.

The above policy is also applicable to Hepatitis B. Beginning on July 1, 2001, all children will be required to have the three doses of the Hepatitis B vaccine prior to the first day of school.

MINIMUM IMMUNIZATIONS REQUIRED OF ALL STUDENTS BY THE STATE:

- Copy of school physical within 12 months prior to enrollment
- Immunization requirements
 - 4 DTP (last one must be given on or after 4th birthday)
 - 4 OPV (polio) (last one must be given on or after 4th birthday)
- A minimum of 2 measles, 2 mumps and 1 rubella.
- All incoming 1st, 2nd, 3rd & 6th graders MUST have three doses of Hepatitis B vaccine before admission
- Varicella (Chicken Pox) vaccine: Effective March 3, 2010 a second dose must be administered prior to entering Kindergarten but can be administered at any time after the minimum interval between dose one and dose two.
- All incoming 6th graders MUST receive a Tdap booster.

The school must be made aware of any physical or mental limitation of the child.

WE MUST HAVE CURRENT EMERGENCY NUMBERS ON FILE IN THE OFFICE

CLINIC VOLUNTEERS

The clinic volunteers are here to assist the school nurse. All volunteer paperwork requirements must be met. A schedule will be posted by the school nurse.

CLINIC CLOTHES

Clothes borrowed by students from the school should be washed and returned promptly the next school day.

DRESS CODE

Students should be in full uniform on the first day of school. New students will be given sufficient time to procure uniforms. If an emergency arises at home, please send a written note with the student on that day. It is expected that students will arrive at school looking clean and well-groomed each day.

Dress uniforms are required for all school Masses. Occasionally there will be special functions that require the dress uniform. These days will be listed on the school calendar.

Uniforms may be purchased from:

Flynn & O'Hara Uniform Company
Woods Corner Shopping Center, Ste 113
1920 Centerville Turnpike
Virginia Beach, VA 23464
757-479-2100
(Fax) 757-479-5480

Lands' End School Uniforms
1-800-469-2222
www.landsend.com/school

Asterisk (+) items must be purchased from either uniform company.

Second-hand items are available at the Used Uniform Sales. Dates of these sales are available on the website, in the summer mailing, and in the communication envelope.

BOYS EVERY DAY UNIFORM WEAR

Grades K to 8: Navy dress slacks.

No corduroy, denim, jean looking types, or oversized baggy pants.

Pants must be worn at the waist.

Light blue polo shirt (long or short sleeve) with school logo+. Only plain white short sleeve undershirts (t-shirts) may be worn under the polo shirt.

Solid navy blue or black belt.

Solid navy blue **crew length socks (no white socks).**

Regulation shoes.

ONLY the following items may be worn during class time:

Navy blue fleece pullover with school logo+ or navy V-neck pullover sweater with school logo +.

Grade 6 to 8: *ONLY the following items may be worn during class time:*

Navy blue fleece pullover with school logo+, navy V-neck pullover sweater with school logo +, navy hooded sweatshirt with school logo +, navy gym sweatshirt with school logo+, or navy V-neck sweater vest with school logo+.

BOYS DRESS UNIFORM FOR CHURCH/SPECIAL OCCASIONS

The following is the dress uniform for all church and special occasions. These days will be noted on the monthly calendars and in the communiqué.

Grades K to 8: Navy dress slacks - **NO SHORTS.**

No corduroy, denim, jean looking types, or oversized baggy pants.

Pants must be worn at the waist.

Light blue oxford shirt with button down collar (long or short sleeve) buttoned at the neck. Only plain white short sleeve undershirts (t-shirts) may be worn under the oxford shirt.

Solid navy blue tie (tie must be worn for the entire school day).

Solid navy blue **crew length socks (no white socks).**

Solid navy blue or black belt.
Regulation shoes.

ONLY the following items may be worn during class time:
Navy V-neck pullover sweater with school logo+ or navy
v-neck sweater vest with school logo+.

BOYS OPTIONAL SUMMER UNIFORM FOR EVERY DAY WEAR

(AUG – Oct. 31st, APRIL 1st - JUNE)

Summer optional uniform may not be worn as the Dress uniform

Grades K to 8: Navy blue walking shorts and light blue polo shirt with school logo+.
Navy blue or black belt.
Solid white **crew length socks** or **SPX** white **crew length** sweat socks (SPX
socks must be purchased from St. Pius X School).
Regulation shoes.

All shirts must be tucked in and belts must be worn

BOYS GYM UNIFORM

Summer Uniform (to be worn August – Oct. 31st and April 1st – June):

Red shorts with white school logo+.
Gray tee shirt with red school logo + or gray tee shirt purchased from the Home &
School Association.
SPX white sweat socks **crew or ½ crew length;** (socks must be purchased
from St. Pius X School).
Navy gym sweat pants and shirt with white school logo + (optional for summer
months).
Tie or Velcro Sneakers/Athletic shoes (Grades 6 – 8: NO lighted shoes).

Winter Uniform (to be worn November 1st – March 31st):

Navy gym sweat pants and shirt with white school logo + (only gym t-shirts may
be worn under the sweat shirt).
SPX white sweat socks **crew or ½ crew length;** (socks must be purchased
from St. Pius X School).
Tie or Velcro Sneakers/Athletic shoes (Grades 6 – 8: NO lighted shoes).

+ item must be purchased from Flynn & O’Hara Uniform Co. and or Lands Ends Uniform Co.

Boys Haircuts:

Haircuts are to be traditional and in good taste. Hair must be above the collar, out of the
eyes and off of the face. Extreme hairstyles or hair color (fads, tails, shaved, buzzes,
dyed, dread locks, etc.) are not permitted.

Boys may not wear earrings.

GIRLS EVERY DAY UNIFORM WEAR FOR AUGUST - JUNE

Grades K to 5: Blue & white plaid jumper+ worn to the knee.
White blouse (long or short sleeve) with Peter Pan collar (only plain white or skin tone color undergarments may be worn under the uniform shirt).
Red criss-cross tie +.
Navy knee socks or navy tights.
Regulation shoes.

OR

Navy blue slacks+.
Light blue polo shirt (long or short sleeve) with school logo + (only plain white or skin tone color undergarments may be worn under the uniform shirt).
Solid navy blue or black belt.
Solid navy crew length socks (slacks only), knee socks, or tights.
Regulation shoes.

ONLY the following items may be worn during class time:

Navy fleece pullover with school logo+, navy cardigan sweater with school logo + or navy V-neck sweater vest with logo+

Grade 6 to 8: Blue & white plaid skirt+ (**may not exceed 2” above the knee**).

OR

Navy blue slacks+
Light blue polo shirt (long or short sleeve) with school logo + (only plain white or skin tone color undergarments may be worn under uniform shirt).
Solid navy blue or black belt.
Solid navy crew length socks (slacks only), knee socks, or tights.
Regulation shoes.

ONLY the following items may be worn during class time:

Navy fleece pullover with school logo+, navy V-neck pull-over sweater with white piping and school logo+, navy V-neck sweater vest with logo+, navy hooded sweatshirt with school logo+ or navy gym sweatshirt with school logo+.

GIRLS DRESS UNIFORM FOR CHURCH/SPECIAL OCCASIONS

The following is the dress uniform for all church and special occasions. These days will be noted on the monthly calendars and in the communiqué.

Grades K to 5: Navy & white plaid jumper+ worn to the knee.
White blouse (long or short sleeve) with Peter Pan collar (only plain white or skin tone color undergarments may be worn under the uniform shirt).
Red criss-cross tie +.
Navy knee socks or navy tights.
Regulation shoes.

OR

Navy blue slacks+.
Light blue oxford shirt with button down collar (long or short sleeve). Only

plain white or skin tone color undergarments may be worn under the uniform shirt.

Solid navy blue or black belt.

Solid navy crew length socks (slacks only), knee socks, or tights.

Regulation shoes.

*The following item **must** be worn on Mass days:*

Navy cardigan sweater with school logo +.

Grade 6 to 8: Navy & white plaid skirt+ (**may not exceed 2” above the knee**).

OR

Navy blue slacks+.

Light blue oxford shirt with button down collar (long or short sleeve). Only plain white or skin tone color undergarments may be worn under the uniform shirt.

Solid navy blue or black belt.

Solid navy crew length socks (slacks only), knee socks, or tights.

navy

Both uniform styles require uniform sweater with school logo+ or sweater vest with school logo+.

GIRLS OPTIONAL SUMMER UNIFORM FOR EVERY DAY WEAR

(AUG – OCT 31st, APRIL 1st - JUNE)

Summer optional uniform may not be worn as the Dress uniform

Grades K to 8: Navy blue walking shorts+.

OR

Navy blue skort+.

Light blue polo shirt (long or short sleeve) with school logo + (only plain white or skin tone color undergarments may be worn under the uniform shirt).

Solid navy blue or black belt.

Solid white **crew length socks** or **SPX** white **crew length** sweat socks (SPX **socks** must be purchased from St. Pius X School).

Navy fleece pullover with school logo+.

Grades K to 5 (only): Navy cardigan sweater with school logo +.

Grades 6 to 8 (only): Navy hooded sweatshirt with school logo, navy gym sweatshirt with school logo+, navy V-neck sweater vest with school logo+ or navy V-neck pull over sweater with white piping and school logo+.

GIRLS GYM UNIFORM

Summer Uniform (to be worn August – October 31st and April 1st– June)

Red shorts with white school logo+.

Gray tee shirt with red school logo + or gray tee shirt purchased from the Home & School Association.

SPX white sweat socks **crew or 1/2 crew length**; (socks must be purchased from St. Pius X School).

Tie or Velcro Sneakers/Athletic shoes (Grades 6 – 8 NO lighted shoes).

*Navy gym sweat pants and shirt with white school logo + (uniform gym t-shirts and shorts must be worn under the sweat suit).

*optional with summer gym uniform.

Winter Uniform (to be worn November 1st – March 31st)

Navy gym sweat pants and shirt with white school logo + (uniform gym t-shirts and shorts must be worn under the sweat suit).

SPX white sweat socks **crew or 1/2 crew length**; (socks must be purchased from St. Pius X School).

Tie or Velcro Sneakers/Athletic shoes (Grades 6 – 8 NO lighted shoes)

Grades K to 8 Boys and Girls Regulation shoes:

Black or navy dress shoes only. Sneakers, athletic shoes, canvas or suede material shoes, elevated soles, elevated heels, and/or boots are not permitted. Shoes must fully encircle the foot and be below the ankle. Boots of any height or material are not permitted to be worn during the school day.

+ item must be purchased from Flynn & O'Hara Uniform Co. and Lands End Uniform Co.

Jewelry:

A small cross or religious medal and chain is acceptable for all students. Moderate sized watches are also acceptable if alarms, etc. are turned off.

In addition, girls may wear one pair of small post earrings (one earring in the lower lobe of each ear). No hoops, dangles, etc. may be worn. **Boys may not wear earrings.**

Students may not wear any rubber message bracelets, rubber bands, hair ties or other forms of accessories on their wrists or ankles.

Hear coverings/accessories:

Hats may not be worn at any time during the school day unless it is a special event which will be marked on the calendar. **No religious headgear is permitted to be worn by any student.**

Girls may wear solid navy, solid white or Pius plaid hair bands, hair scrunchies, or bows.

Make-Up/Body Piercings:

Make-up and/or colored nail polish is not permitted for any grade. Acrylic nails are not permitted.

No student may have visible signs of body piercing or tattooing.

Uniform Infractions

Kindergarten – 8th Grade:

First infraction - A notice will be sent home which must be signed by the parent/guardian and returned the next day.

Second infraction - A second notice will be sent home which must be signed and returned the next day. Student will serve one day of lunch/recess detention.

Third and future infraction(s) – Parent(s)/guardian(s) will be called to bring the proper uniform to school.

Haircut/Hairstyle Infractions for Kindergarten – 8th Grade

A notice will be sent home to be signed by the parent and returned the next day. Students will have three days from the time of the infraction to comply with the haircut/hairstyle regulations. Those not in compliance in grades K – 8 will receive lunch/recess detention until the infraction is corrected.

The administration is the final judge on the suitability of attire and/or appearance.

SPIRIT DAYS

- Students should use good taste, common sense and observe the guidelines given by the school administrators.
- Shirts must have sleeves, full backs and be of length below the belt/waistline. No plunging necklines, tank tops, halter tops, or styles deemed unacceptable by the administration. T-shirts that advertise alcohol, tobacco, contraband, gangs or any inappropriate sayings are not permitted. No writing/printing on pants, shorts, skirts, dresses, jeans, or any other article of clothing worn below the waist.
- Frayed, torn or unsightly articles of clothing or shoes are not permitted.
- Short shorts (any style more than 4” above the knee) and mini-skirts are not permitted.
- Cosmetics and jewelry may be worn in moderation.

Students dressed inappropriately will be sent to the office and a parent will be contacted to bring their school uniform.

Final decisions on the appropriateness of dress rests with the administration.

SCHOOL SERVICES AND ACTIVITIES

SCHOLARSHIPS

Multiple Scholarships are available to St. Pius X students. A complete listing of scholarships available is located on the school website www.stpiusxschoolva.org.

ADVISORY PROGRAM

UNDER CONSTRUCTION

ATHLETIC ASSOCIATION

The St. Pius X Athletic Association provides organized sports for the students of St. Pius X School as well as parishioners of St. Pius X Parish. The organization is governed by St. Pius X Parish and is administered to by the St. Pius X Athletic Association Board. Information regarding sign-ups for different sports will be on the website and in the communiqués.

C.A.R.E.S. PROGRAM (Children Are Receiving Extended Services)

During the School Year

The school offers a Virginia Department of Social Services licensed supervised care program before and after the regular school day. This program is available beginning the first day of school and continues through the last day of school. Details are sent out annually at the beginning of each year. Any parent deciding to use this service after that time may obtain information from the school office. There is an additional fee for these program students in grades Kindergarten through 8th and after the closing of school for PK3 and PK4. All forms must be properly completed before he/she may enter the program.

Due to increased Virginia regulations, all St. Pius X students must complete a Social Services form. These forms cover the St. Pius X School licensure if/when a student who does not regularly attend the C.A.R.E.S. program becomes a drop-in.

During Summer Break

St. Pius X offers a Virginia Department of Social Services licensed summer program which begins the first weekday after school closes and continues through the last weekday of summer vacation. Registration forms and information on cost may be obtained from the school office.

CLUBS AND ORGANIZATIONS

Clubs and organizations present opportunities for students to become involved in activities which greatly enhance the building of community spirit in the school and parish. Clubs and organizations will be listed with a brief explanation of content, dates and times on the school website and in the Communication Envelope. Students are encouraged to participate in these activities.

FUNDRAISERS

Fundraisers are one way that St. Pius X School strives to maintain affordable tuition rates, meet budget requirements and provide student benefits outside the general budget. Parental participation in the fundraising projects is appreciated. Details on individual fundraisers will be sent home in the Communication Envelope and be posted on the website

www.stpiusxschoolva.org.

St. Pius X School does not condone door to door fundraising for any school activity.

HOME AND SCHOOL ASSOCIATION

This organization is social in nature and plans activities for the children and their families. St. Pius X Home and School Association dues are included in the student activity fees. Meetings of

Home and School Association Board are held each trimester and as needed during the school year. Communications as to meetings and events will be sent home with the children in the Communication Envelope and posted to the school website regarding upcoming events and needs. The Home and School Association is not a policy making board.

PARENT VOLUNTEERS

Parents are required to donate a minimum of 20 hours of their time and talents per school year in volunteer services at school or a monetary amount of \$5.00 per hour can be paid in place of volunteering. There are many areas within the school in which volunteers are vital. At St. Pius X School, volunteers help in the classrooms, lunchroom, clinic, office, computer lab, library, C.A.R.E.S. and with fundraising events.

All volunteers MUST complete forms found in a packet that may be obtained from the school office. The packet includes: a Volunteer Application (\$3.75), Diocesan Safe Environment Regulations booklet, and information about "VIRTUS" Training. All information given will be kept in the strictest of confidence. All fees are the responsibility of the volunteer.

SCHOOL BOARD

The St. Pius X School Board serves as an advisory council to the pastor, president, and principal. Committees include Development, Finance, Strategic Planning, Facilities and Legislation. The Board meets regularly during the year and coordinates its work with the 5 committees.

A faculty member designated by the principal sits on the board for a two year term. The School Board is an advisory board and is not a policy making board.

SCHOOL COUNSELOR

Each week a licensed counselor will be in the school to talk with students and/or parents wishing this service. A student, parent, or teacher may ask for the counselor to have a student visit his/her office if and when the need arises. Parents who wish to speak to the counselor should leave a message with the school office and the counselor will return the call. The schedule will be made available at the beginning of the school year.

A form will be sent home in the Communication Envelope for parent(s)/guardian(s) to complete if they do not wish for their child to visit with the counselor.

SCHOOL LITURGIES

The school community celebrates the liturgy weekly and attends prayer services regularly during the school year. Family members are always welcome to join and participate with us in these celebrations. Notice of these events will be on the monthly calendar, in the Communication Envelope and on the website.

SCHOOL STORE/STATIONERY

Students are expected to have the necessary supplies each school day. Stationery may be purchased from the St. Pius X School Store located next to the main office. Supplies may be purchased after reporting to homeroom and also during the day.

PLEASE NOTE THAT THEME PAPER AND COPY BOOKS MUST BE PURCHASED FROM THE SCHOOL.

Stationery sales before the beginning of the school year are arranged for the convenience of parents. Please call the office for details.

TITLE I

St. Pius X School participates in the government funded Title I program through the Norfolk Public Schools. The program gives support to children in reading and math. Teacher recommendation and parental consent forms insure participation in the program. Please call the school office for more details.

FIELD TRIPS

Field trips provide an opportunity for students to enjoy rich experiences of a cultural and social nature and have a definite educational value. Field trips are privileges afforded to students; no student has an absolute right to a field trip. Hence, students can be denied participation if they fail to meet academic or behavioral requirements.

Each student must have a signed parental consent on the permission form in order to participate in a field trip.

Students who fail to submit a proper form will NOT be allowed to participate in a field trip. Telephone calls will not be accepted in lieu of proper forms. Students' dress on field trips must be appropriate to the nature of the trip. The administration/faculty has the final say as to the acceptability of dress.

LUNCH PROGRAM

A lunch program is provided by the school cafeteria employees on a daily basis. This program is available to all students in grades PK3 through 8th. The program is administered by a cafeteria manager.

Until further notice, students who wish to order lunch are to fill in the forms in the communiqué or on the website and return them with the money by the Friday before the week of the order.

If a student does not have a lunch, he/she will be provided with an emergency lunch. Emergency lunches will consist of a deli meat sandwich, chips, applesauce and milk/juice. Parents will be charged \$4.00. Students needing an emergency lunch must see cafeteria staff for service. They will receive their lunch after all ordered food has been distributed. This may impact their recess time.

Volunteers are always appreciated at all lunch times. Any parent/guardian with the time to assist in these programs is encouraged and welcome.

LUNCHROOM BEHAVIOR

In order to provide a pleasant and safe atmosphere for the students to eat, the faculty, staff and administration expect the following rules to be adhered to:

- Use inside voices when talking. Loud talking and calling out is inappropriate. Students are to

remain seated. They may get up only to throw away their trash and/or buy ice cream. **There is no running in the Parish Hall.**

- Each child is responsible to clean his/her own space (table, floor, and chair) and throw all trash in the waste containers.
- Table cleaners are assigned by the teacher for a week at a time in grades 1 - 5. Table cleaners and chair removers are to be assigned in grade 6 – 8. Table cleaners wash the cafeteria tables for their grade (grades 1 – 8 and bring the wash tubs to the kitchen window (grades 6 – 8). Grade 6 – 8 chair removers place the cafeteria chairs on top of the tables for cleaning purposes unless otherwise notified.
- Throwing of any food objects, popping of bags or other unruly lunchroom behavior is strictly prohibited.

Students who are not able to follow the cafeteria rules will be placed at a designated table away from the rest of their class.

PLAYGROUND BEHAVIOR

Students are to walk to the designated exit in the Parish Hall after dismissal by the lunchroom moderator. Students may use the designated area of the blacktop and the designated grass area at Larrymore School in which to play. Appropriate playground behavior is expected of all students.

Physical contact with another student IN ANY FORM is strictly prohibited except in the normal proceedings of an organized sport. Should any article of clothing be damaged, it is the responsibility of the offending student to make financial amends.

Two faculty members, as well as parent volunteers, will be on the playground during all recess times. Students are to report any inappropriate behavior to a supervising adult. No student is allowed to go into the building during lunch time unless it is a case of an emergency and is approved by an adult.

SNACK CART

A snack cart is available to the Middle School students every day of the week and to grades PK3 through 5 on Wednesdays and Fridays. The cart is stocked with many snacks from fruit snacks, chips and granola bars to chocolate bars. Prices are from 25¢ to \$1.00.

STUDENT COUNCIL

The St. Pius X Student Council is a decision making group for students' needs which works together with the administration to discuss student issues. Officers are elected from the 7th and 8th grade students who have attended St. Pius X School for at least 1 year and meet the expected academic and behavioral criteria. Grades 5 - 7 elect classroom representatives following the same criteria.

A Student Council candidate must be willing to uphold and live by the philosophy of St. Pius X School. It is also required that all meetings be attended. All officers and representatives must maintain a C- (70) or above in all report card subjects and have a satisfactory or above rating in conduct and effort for each academic trimester of the year.

GENERAL INFORMATION

CALENDAR

A yearly calendar is available on the school website. An additional monthly calendar will be posted on the school website communiqué page to list the dates and times of special events for that particular month.

CELEBRATIONS

PreK – 5th grade teachers set individual policies concerning celebrations. 6th – 8th grade teachers plan major holiday events together. All dates and times will be communicated through the Communication Envelope. All celebrations are to be in moderation.

Students bringing a treat on their birthdays are to take it directly to their classrooms. If treats, invitations to parties, etc. are to be distributed at school every child must receive one. Any other celebratory items (balloons, flowers, etc.) are discouraged, and, if they arrive, will not be given to the student until dismissal.

ALL TREATS MUST BE STORE BOUGHT.

CHANGE OF ADDRESS OR PHONE NUMBER

Parents are asked to make any change of address, phone number, and/or email directly onto **RenWeb**. All records will be changed to reflect the correct information. This is extremely important for emergency contact on behalf of your child(ren).

COMMUNICATION ENVELOPES

The oldest child in each family will receive a communication envelope every Wednesday. Parents are asked to view the online information, print all necessary remittable forms, enclose forms and required payments, sign the envelope on the appropriate line to indicate the information has been received, read, and understood. The envelope is to be returned on Thursday or Friday morning to the homeroom teacher.

The “Pirate’s Press” will be sent home the first and third Wednesday of each month. This is the major information as well as school news packet. Only necessary flyers, sign-ups, etc. will be sent home in the 2nd, 4th and any 5th Wednesdays.

In our effort to “go green” all weekly communication information will be posted on the school website www.stpiusxschoolva.org. Inform the school office if a “hard” copy of the weekly information is required. The final hard copy sent to all families will be the last week in September.

CONFERENCES

Parents wishing to speak with the administration should either send a note with the student or call the office and leave a message. If a discussion of a student's academic/behavioral performance is needed, parents are to conference with the teacher prior to requesting administrative involvement. A conference will be scheduled with the administration for parents of any student with multiple failures in a grading period.

INCLEMENT WEATHER (Emergency Closing)

Delayed opening or cancellation of school due to inclement weather will be announced via a **RenWeb** phone call and on the following TV stations:

Channel 3 - WTKR
Channel 10 - WAVY
Channel 13 - WVEC

On the first day of inclement weather St. Pius X School will follow the Norfolk Public School System. On subsequent days St. Pius X School will make an independent announcement. Therefore, if you do not hear an announcement for St. Pius X on the second day, ***SCHOOL WILL BE OPEN ON A NORMAL SCHEDULE***. Most emergency closing announcements are made by 6:00 AM unless unusual weather conditions develop rapidly. **PLEASE DO NOT CALL THE CONVENT OR SCHOOL.**

When school is **CLOSED FOR THE DAY** the following will be CANCELLED:

- C.A.R.E.S. PROGRAM
- all extracurricular activities
- team practices
- field trips
- non-school activities in the school building

Exceptions may be made by the Principal.

INSURANCE

A mandated coverage by the Diocese of Richmond is provided as a special school time accident policy for all students. The cost is covered in the student activity fee. Since the company providing the insurance changes, please contact the school office for any further information.

VIEWING OF RECORDS

By law parents and students have a right of access to official records involving their student. Please follow these guidelines when requesting access:

1. Notify office in writing as to legal name and the homeroom of the student and the date and time requested for viewing.
2. Submit request at least 24 hours prior to viewing.
3. The office will confirm the appointment by phone.

VISITORS / VOLUNTEERS

Visitors are welcome! In order to insure safety and continuity of the instructional day, it is requested that the following procedures be adhered to:

- Report to the office.
- Drop off items or messages to the office.
- DO NOT visit a classroom or teacher without an appointment. No unscheduled conferences, however brief, are permitted during regular school hours.
- School age students who do not attend St. Pius X School may not be on school grounds or in the building during any St. Pius X school day and/or event (i.e., pep rallies, fun day, graduation reception, etc.).

TEACHER REQUESTS

Parent/Guardian requests for homeroom teachers are discouraged and usually not granted. The teachers who have worked with the students for the academic year are best qualified as to how and where to place them to optimize the educational experience. Please call the Principal if there is an extenuating circumstance that must be reviewed.

TRANSFERS

Parents must come to the school office and complete a Student Withdrawal Form at least five days prior to the date of leaving. All textbooks and library books must be returned and all accounts settled prior to the release of records to the transfer school.

CRISIS DRILLS

Regularly scheduled crisis drills are conducted to familiarize the students with emergency procedures. Instructions are posted in each classroom. Students are to maintain silence and proceed quietly and in an orderly manner to ensure the safety of the entire school community.

RIGHT TO AMEND

The pastor and school administration retain the right to amend the Parent/Student Handbook for just cause. Parents, faculty and staff will be notified either in writing or verbally of any changes.

PARENT/STUDENT ACKNOWLEDGEMENT FORM

LOCATED ON NEXT PAGE

ACKNOWLEDGEMENT

St. Pius X School
Parent/Student Handbook
Revised August 2016

Directions:

Parent(s) and student(s) are required to read the Parent/Student Handbook, sign and return this acknowledgement to the school office by Friday, August 26, 2016.

Parent Statement:

This is to acknowledge that I and my child(ren) have read a copy of the St. Pius X School's **Parent/Student Handbook**.

Parent/Guardian Signature

Date

Printed Parent Name

Student Name and Grade

Student Name and Grade

Student Name and Grade

Student Name and Grade

Student Name and Grade

A hard copy of the Parent/Student Handbook is available upon request at the school office.