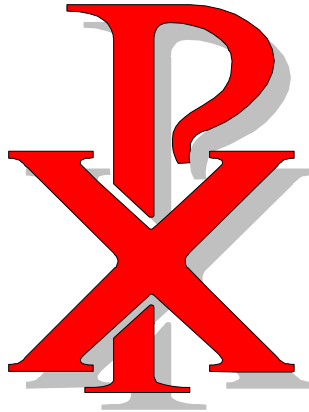


ST. PIUS X SCHOOL



***PARENT / STUDENT  
HANDBOOK***

***for students in  
Pre-K 3 through 8<sup>th</sup> Grade***

Revised August 2009

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## PHILOSOPHY

St. Pius X 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 school 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  
                              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](http://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 must be presented:

Birth Certificate	Social Security Number	
Baptismal Certificate	Immunization Record	Registration Fee

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.

## **FINANCIAL POLICIES**

The following fees are due to the school on an annual basis:

1. A yearly non-refundable registration fee is charged per child and due at the time of registration.
2. Tuition may be paid in full either by check, cash, or credit card by July 15<sup>th</sup>, or on a ten-month payment plan. F.A.C.T.S. Tuition Management is the company through which monthly payments are made. If the ten-month payment plan is chosen, the payments must be made through an ACH transaction debited from your checking/savings account each month. There is a one-time processing fee for signing up with F.A.C.T.S.
3. Activity Fee (one payment per child enrolled based on grade level and due by July 1<sup>st</sup>) covers textbook rental, ownership of workbooks, consumable supplies, student magazines, standardized testing, Diocesan insurance, technology and library updating.

## **TUITION ASSISTANCE**

Tuition assistance is available to registered St. Pius X School families. Families must apply through [www.factstuitionaid.com](http://www.factstuitionaid.com). The results are reviewed prior to tuition assistance being granted. Should tuition assistance no longer be needed during the course of the school year, please notify the finance office.

**Students who are receiving tuition assistance must maintain passing grades academically as well as in conduct and effort for each trimester of the school year. If this expectation is not met, the tuition assistance will be revoked.** 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**

- Before 7:30am, students report to the morning CARES Program. Fees will be accessed accordingly.
- At 7:45am, students are admitted into the school building.
- At 8:00am, the late bell rings and morning prayers begin.
- At 3:10pm, school dismisses. Every Wednesday is a 2:10pm dismissal.

## **ATTENDANCE**

### **General Attendance**

Regular attendance is primarily the duty of parents. 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. Absences/tardies in any combination which exceed 10 days in any trimester will warrant a conference with the teacher and the administration to discuss the student's absences. Students with excessive absences lose valuable learning time. Excessive absences may result in the repeating of the academic year.

No work will be given before an absence. All missed work and missed 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.
- In the case of serious illness, the number of days absent will dictate the number of days allowed for makeup work.
- Example: Out 3 days - the student would have 3 days to make up the work OR prepare for the test/quiz which would be due on the 4<sup>th</sup> day back.

### Absence

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

1. The parent should call the school office at 588-6171 prior to 8:00am on the day that a student is absent. Leave a message with name of child, room number and reason for absence on the answering machine.
2. **The student must also bring a NOTE signed by the parent and clearly stating the dates of absence, REASON of absence and the student's name and room number. The notes are required by law and are to be kept on file for one year.**
3. Absentee notes must be presented to the homeroom teacher on the morning the student returns to school.
4. For reporting purposes, an absence of more than 3½ hours (3 hours on Wednesdays) 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.

### Request of Parents Regarding Absences and Latenesses

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.

### Homework Requests

Parents who wish to request homework for a student who is absent should do so by:

- requesting the work when calling in the child's absence in the morning,
- homework can be picked up from the office after 2:45pm.
- also, check [www.stpiusxschoolva.org](http://www.stpiusxschoolva.org) for homework link.

### **LEAVING SCHOOL EARLY**

We discourage medical, dental, and optical appointments during the school day. However, in such cases, a note written by a parent should be sent to the teacher via the student in the morning. This note should include the student's name, room, the reason for the request, the date, and time of pickup, and (if applicable) the expected time of return.

- 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. School activities are defined as any activity on the premises of St. Pius X School or school sponsored activity off the premises of the school.

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 administration 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.

### **Portable Communications/Electronic Devices**

**Portable communication/electronic devices may not be used during school hours. They must be turned off at all times and kept out of sight. 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**

### **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 of a staff member.

### **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.

### **Personal Property**

Students are not to wear clothing or hairstyles which interfere with the instructional process or present a health or safety hazard. Students are not to possess any object that disrupts or distracts from teaching and learning such as a toy or game.

### **Profanity**

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

### **Repeated and Continued Violations**

Stricter measures may be taken when a student continues to violate the rules.

### **Non-compliance with School Uniform**

Students must be in full regulation uniform each school day.

## **Law Violations**

### **Alcohol**

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

### **Assault and Battery**

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

### **Arson**

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

### **Combustible Materials**

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

### **Burglary**

Students are not to unlawfully enter or attempt to enter a school building.

### **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, 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, 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.

### **Threats**

Students are not too verbally, or in writing, threaten to strike, attack, or harm another person.

### **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 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 reasonably can 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.**

## **DETENTION**

Detention may be imposed by the Administration and/or faculty member(s) for infraction of school/classroom rules. A detention notice will be issued on the day of the infraction. It is to be signed by a parent and returned to the office the following morning before 8:20am. If a student fails to return a notice, a phone call will be made to inform the parent of the detention. The time of the detention will be stated on the notice. Any child not picked up by the specified time will be placed in the C.A.R.E.S. Program at the expense of the parent.

## **DISCIPLINARY PROCESS**

Rule violations are handled by individual teachers with the possibility of parental notification. If the violation is repetitive and/or of a more serious nature, the administration will handle the situation in the following manner:

### ***1st offense:***

- 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 placed in student's file.

### ***2nd offense:***

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

### ***3rd offense:***

- Student receives automatic suspension and is put on disciplinary probation for the remainder of the year.
- A conference with administrator, parent/guardian, teacher and student where a verbal and written warning will be issued to the student which states that any subsequent violations 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 file.
- The same documentation will also be sent to the Office of Catholic Schools in Richmond, Virginia.

## **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.

***At Home 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.

- 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.

### **CUSTODY**

Parents are asked to inform school personnel regarding custody issues to insure the well being of children.

St. Pius X School is guided by the provisions of the Buckley Amendment regarding non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. 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. A copy of the court order will be kept on file.

### **ITEMS BROUGHT TO SCHOOL**

Items requested by the teacher for show and tell or projects are appropriate. Students may bring footballs, basketballs and rubber playground balls for use with the understanding that the school is not responsible for loss, theft or damage.

### **LOST AND FOUND**

All clothing, school bags, lunches, etc., must be marked clearly with your child's name and grade. All articles lost or found should be reported or placed in the lost and found box located in the parish hall.

### **PORTABLE COMMUNICATION DEVICES**

All approved portable communication devices must be turned off and stored in book-bags for the school day. **Devices not in book-bags will be confiscated.** Parents requesting for their student to have a cell phone must register the phone in the school office. Portable communication/electronic devices may not be used during school hours. 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

### **TELEPHONE POLICY**

No student is permitted to call for forgotten homework, projects, P.E. clothes, lunches, etc. Items may be dropped off at the school office and the child will receive them at lunch time.

## ACADEMIC PROCEDURES

### CURRICULUM

#### **Pre Kindergarten**

Religion  
Reading Readiness  
Math Readiness  
Social Studies  
Science  
Health and Safety  
Technology  
Library  
Physical Education  
Music  
Personal-Social Development  
Educational Games and Free Time  
Learning Centers

#### **Grade 1-5**

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

#### **Grade 7**

Religion/Family Life  
Language Arts:  
    English, Reading  
    Spelling, Writing  
Math 7  
Pre-Algebra  
Science  
Social Studies  
Physical Ed/Health  
High School Foreign Language/Basic  
Foreign Language  
Technology  
Music  
Art

#### **Kindergarten**

Religion  
Reading Readiness  
Math Readiness  
Social Studies  
Science  
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  
Science  
Social Studies  
Physical Ed/Health  
Foreign Language  
Technology  
Music  
Art

#### **Grade 8**

Religion/Family Life  
Language Arts:  
    English, Reading  
    Spelling, Writing  
HS Algebra I/  
Algebra I Part I  
Science  
Social Studies  
Physical Ed/Health  
High School Foreign Language/Basic  
Foreign Language  
Technology  
Music  
Art  
Library

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.

Library skills for grades 1 - 2 and 5 - 8 are taught by classroom teachers. All students have open access to the library.

## **ACADEMIC POLICIES**

### **Homework**

Homework is an essential part of the total educational process of the student. The purpose of homework is to reinforce learning and develop study skills so that the student may become an independent learner. Homework includes both written and study assignments. Students are required to write all assignments in their copybooks.

The following time allotments are **suggested** by the school faculty for homework. This includes total written and study assignments. It should be understood that such factors as attention span, proper working habits, and study conditions make this time allotment a variable one.

#### **Average Time Allotments**

Grades 1 & 2	30 minutes
Grades 3 & 4	45 - 60 minutes
Grades 5 & 6	60 - 75 minutes or more
Grades 7 & 8	90 - 120 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.

### **Progress Reports**

Progress Reports are issued for all three trimesters to all students in grades K - 8. Parents are required to pick up the progress report on Parent/Teacher Conference day. The copy of the progress report must be signed by a parent/guardian and returned to the homeroom teacher by the designated date.

### **Grading**

Report card averages are obtained by combining scores from written tests and quizzes, home and school assignments and projects, in-class oral participation grades, exams (gr. 6-8), and other activities assigned by classroom 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:

A= (93-100) B= (85-92) C= (77-84) D= (70-76) Failure (Below 70)

### **Report Cards**

Diocesan standardized report cards are issued to students in grades K-8 three times a year. Distribution dates are listed on the school calendar.

Requests for appointments for a conferences must be made in writing to the teacher so that an appointment time can be arranged.

The report card must be signed by a parent and returned by the student to his/her homeroom teacher. If it is impossible to return the report card by the designated date,

please send a note to the teacher indicating the reason and the expected date of return. Parents will be notified by the office for report cards that are not returned.

A student who alters a report card or progress report will be suspended. A meeting of the parents/guardians, student and administration will ensue.

### Multiple Failures

The administration will meet with parents and students who have multiple failures in major subjects each trimester. Any students who fall into this category will be put on probation for the following trimester. Two successive trimesters of multiple failures in major subjects may be cause for dismissal from St. Pius X School.

Students receiving tuition assistance must maintain passing grades both academically and behaviorally each trimester of the school year.

### Honors

#### **Principal's List:**

##### **Grades 4 - 5:**

A grade of 93 and above in all academic subjects.  
A letter grade of M in all Resource subjects.  
A letter grade of M in Self Discipline/Conduct & Study Skills.

##### **Grades 6 - 8:**

A grade of 93 and above in all academic subjects.  
A letter grade of A- or above in all Resource subjects.

#### **First Honors:**

##### **Grades 4 - 5:**

A grade of 93 or above in all academic subjects.  
A letter grade of M or above in all resource subjects.  
A letter grade of M or above in Self Discipline/Conduct & Study Skills.

##### **Grades 6 - 8:**

A grade of 93 or above in all academic subjects.  
A letter grade of B- or above in all Resource subjects.

#### **Second Honors:**

##### **Grades 4 - 5:**

A grade of 85 or above in all academic subjects.  
A letter grade of M or P in all Resource subjects.  
A letter grade of M or P in Self Discipline/Conduct & Study Skills.

##### **Grades 6 - 8:**

A grade of 85 or above in all academic subjects.  
A letter grade of B- or above in all Resource subjects.

### Honors Convocation

In recognition of academic achievement St. Pius X School will hold 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 second honors over three consecutive trimesters. A service hour's award will be given for those students' in grades 6 & 7 with the highest number of service hours.

### Academic Failures

Summer school is required for any student in grades 3-7 who has one or more failing final average on his/her report card. Failure constitutes a "cumulative" grade in a

particular subject area of less than 70 or a letter grade of F. 64 hours of remediation is required for all academic subjects and 32 hours for resource subjects.

Therefore, students in grades 3-7 will not be admitted to the next grade level with a failing grade in an academic area unless they attend summer school.

St. Pius X offers summer school using the curriculum guidelines specified by the Diocese of Richmond. Summer school may be recommended for students who fail a trimester during the school year. Also, if a student averages a 70 in two or more of the major subject areas (Math, ILA, Religion, Science, Social Studies and Foreign Language), summer school is strongly recommended. Science and Social Studies are considered Reading in the content areas and therefore, summer school for Reading is advised.

### Retention

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 attend summer school.

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

### **CARE OF TEXTBOOKS/DESKS AND CHAIRS**

Hard-bound textbooks are rented for the year. Any book which is lost or destroyed must be replaced at the current catalog price. Consumable books 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 in the school 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 student and parent prior to student use of school computers.

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

- Using equipment without permission of school authorities
- Rough treatment of any equipment causing equipment to break or malfunction
- Escaping/changing programs without teacher's permission or proper supervision
- Interfering with another student's program or computer work
- Programming the computer in an irresponsible way causing unnecessary delays or memory damage
- Copying or attempting to copy a copyright protected program
- Bringing in or use of disks which may result in a computer virus
- Logging into the system under another person's name, student or adult
- Hacking into St. Pius X teacher, administrative and record keeping files.

### **LIBRARY/MEDIA CENTER**

Library use is a privilege.

No food, drink, etc. is allowed in the library.

A fine of 10¢ for grades PK3 - 3 and 20¢ for grades 4 - 8 per school day is charged on overdue materials.

### **COMPUTER USE / INTERNET USE**

St. Pius X School is pleased to make available to its students and teachers 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 the computer technology and Internet access is an integral part of the educational goal of St. Pius X School. Our mission includes promoting educational excellence by facilitating resource sharing, innovation, and communication.

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 containing no educational value. The staff at St. Pius X takes precautions 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 outweigh 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 must be instructed on the aspects of security and ethics involved in using the network. This instruction is given by the computer/technology instructor.

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 contract is returned.

### **TRANSPORTATION**

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

#### **ARRIVAL:**

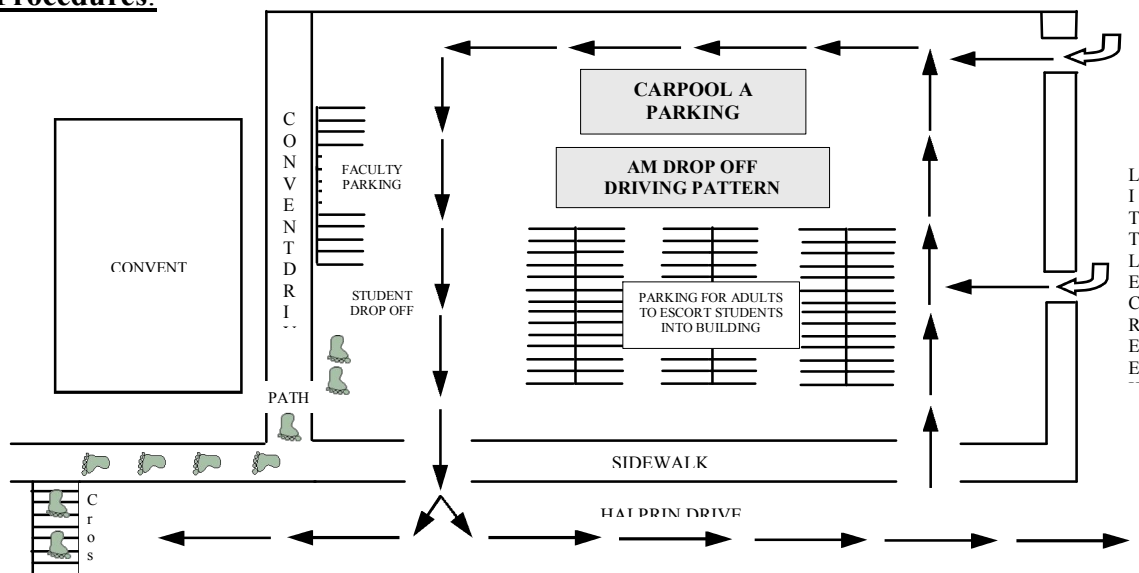
Children should arrive at school no earlier than 7:45am unless they are going to the Morning C.A.R.E.S. Program or SPX News. At 7:45am students are to enter the school using the main entrance.

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 driveway between the Church and the gym by order of the **FIRE MARSHALL.**

#### **PLEASE DO NOT:**

- stop on Halprin Drive.
- drop children off on the Larrymore School property or 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.

## 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. Please treat faculty and safeties with respect. No abusive language will be tolerated.

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 at 3:10pm on a regular school day. 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: You should 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 your child to be placed in the appropriate spot. Children should not be taken out of a line.

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.

**Car Pool 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 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 does not block the entrance.
- Remain in or next to your car. The children will walk down the rows of cars.
- No car shall move from the line or exit the lot until the teacher on duty waves it on. Children whose parents are late will wait on the grass with a teacher until the parent arrives or the lot is empty. 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 After Care. Parents will be responsible for the cost of the program.
- Directions of the teachers on duty are to be followed at all times for the safety of all children. The faculty takes this responsibility seriously for the benefit of your family. Please be respectful of them.

**Car Pool B (behind school):** Students whose parents use Little Creek Road or continue on Halprin Drive toward Tarrallton 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 teachers should be followed at all times for the safety of all of the children. The faculty takes this responsibility seriously for the benefit of your family. Please be respectful of them.

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 activities' coordinator. Students remaining after 3:20pm will be escorted to C.A.R.E.S. at the parents' expense.

**PLEASE NOTE:**

**Parents who refuse to follow safety rules in a carpool line will not be allowed to use the carpool. They will be required to pick up their child in after care following dismissal.**

**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 has 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, a questionable injury occurring at home or when they have not fully recovered from an illness. A normal temperature reading for 24 hours 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.**

**From the Catholic Diocese of Richmond:**

**POLICY REGARDING NOTICE OF SEX OFFENDERS LIVING WITHIN  
CATHOLIC SCHOOL COMMUNITIES**

This policy is created to protect children by requiring Catholic schools located within the Catholic Diocese Richmond to provide school communities with the means to access the location of registered sex offenders living within their communities. This policy in no way condones the use of this information for intimidation or harassment purposes.

Every Catholic school (parish and diocese) will register with the Virginia State Police to receive electronic written notification of the registration or re-registration of any sex offender located within the same or contiguous zip code area as the school.

At the beginning of each school year and upon enrollment of a new student, each school provides the parents of each student with a handbook. Each school will include information in the handbook inviting parents to check the Virginia State Police website at <http://sex-offender.vsp.virginia.gov/sor/index.html> to learn of any sex offenders located within the same or contiguous zip code area as the school. Additionally, the handbook will provide the parents with the following information: Written notification from the

Virginia State Police on the registration or re-registration of any sex offender located within the same or contiguous zip code of the school may be obtained by requesting this information from the State Police at: <http://sex-offender.vsp.virginia.gov/sor/java/register.jsp>. The handbook will include a notice in bold face, 14-point type that the information provided by the Virginia State Police from the sex offender registry shall not be used for intimidation or harassment purposes.

In the event a parent of a student at a school is a registered sex offender, the school may place the parent under one or all of the following restrictions:

- a) The individual may only enter school grounds with prior approval and under supervision; or
- b) The individual may not enter school grounds.

Every school shall post the following notice in conspicuous place at all public entrances:

**Any person required to register pursuant to Va. Code §9.1-901 shall not enter school grounds without prior express permission and pre-arranged supervision of school administrators.**

### **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. This includes cough drops, sore throat lozenges, etc.

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 name of the drug, dosage and 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 that 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 container 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. Parents who disregard this policy are required by law to be reported to the local Health Department.

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* - 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
- Tuberculin Skin Test within 1 year of school entrance if transferring from outside of Norfolk
- Immunization requirements
  - 3 DTP (last one must be given after 4<sup>th</sup> birthday)
  - 3 OPV (polio) last one must be given after 4<sup>th</sup> birthday
- One (1) MMR minimum. All kindergarten and 6th graders must have Two (2) MMR or One (1) MMR and One (1) red measles (rubella) booster.
- All incoming 1st, 2nd, 3rd & 6th graders **MUST** have three doses of Hepatitis B vaccine before admission.
- 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.

**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 full 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.

Dress uniforms are required for all school Masses, prayer services and other special functions. These days are listed on the school calendar as well as announced at the end of the school day prior to school Masses, prayer services and other special functions.

Uniforms are purchased from:

Flynn & O'Hara Uniform Company  
10905 Dutton Road  
Philadelphia, PA 19154  
1-800-441-4122  
(Fax) 215-637-6392

Rose Uniforms  
Woods Corner Shp Ctr, Ste 113  
1920 Centerville Turnpike  
Virginia Beach, VA 23464  
757-479-2100  
(Fax) 757-479-5480

**Items with a (+) next to them must be purchased from either uniform company.**

Measuring for uniforms takes place in May and July. Order blanks are available in the school office throughout the year. Second-hand items are available at the Used Uniform Sales. Parents will receive notification of these sales through the communication envelope. It is expected that students will arrive at school looking clean and well-groomed each day.

**BOYS UNIFORM**

**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+ or light blue oxford shirt with button down collar (long or short sleeves). Only plain white undershirts (t-shirts) may be worn under the shirt.

Solid navy blue or black belt.

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

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

**Grade 6 to 8** Navy hooded sweatshirt with school logo + or navy gym sweatshirt with school logo+ or navy V-neck sweater vest with logo+

## **DRESS UNIFORM FOR CHURCH/SPECIAL OCCASIONS**

**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 oxford shirt with button down collar (long or short sleeves).  
Only plain white undershirts (t-shirts) may be worn under the shirt.

Solid navy blue tie  
Solid navy blue socks **crew length (no white socks)**  
Solid navy blue or black belt

Navy blue fleece pullover with school logo+ or navy V-neck pullover sweater with white piping and school logo+ or navy v-neck sweater vest with school logo+

**Regulation shoes:** Black or navy **dress shoes.**  
**NO sneakers or athletic shoes.**  
NO canvas or suede material.  
NO elevated soles or elevated heels  
Shoes must fully encircle the foot and be below the ankle. NO boots.

## **OPTIONAL SUMMER UNIFORM FOR EVERY DAY WEAR (AUG - OCT, APRIL - JUNE)**

**Grades K to 8:** Navy blue walking shorts with light blue polo shirt and school logo+  
Solid white socks **crew length**

## **GYM UNIFORM**

### **Summer Uniform (to be worn August – October and April – June)**

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

### **Winter Uniform (to be worn November – March)**

Navy gym sweat pants and shirt with white school logo + (only gym t-shirts may be worn under the sweat shirt)

Solid white sweat socks **crew length**  
Sneakers/Athletic shoes (Grades 6 – 8 NO lighted shoes)

**+ item must be purchased from Flynn & O'Hara Uniform Co. or Rose Uniform**

### **PLEASE NOTE**

- \*Boys hair must be above the collar and out of the eyes
- \*No haircuts or hair color that is considered extreme by the administration
- \*Hats may not be worn at any time during the school day
- \*No student may have visible signs of body piercing or tattooing
- \*Make-up and colored nail polish are not permitted

\*NO jewelry is to be worn at school *with these exceptions:*

- A wrist watch
- A Religious medal may be worn if desired

\*Boys **may not** wear earrings

## **GIRLS UNIFORM**

### **EVERY DAY UNIFORM WEAR**

**Grades K to 5:** Navy & white plaid jumper worn to the knee +  
White blouse (long or short sleeves) with Peter Pan collar (only plain  
white t-shirts may be worn under the uniform shirt)  
Red criss-cross tie +  
Navy knee socks or navy tights

**OR**

Navy blue slacks+  
Light blue polo shirt (long or short sleeve) with school logo + or light  
blue oxford shirt with button down collar (long or short sleeves) (only  
plain white (undershirt) t-shirts may be worn

Solid navy blue or black belt

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

Navy fleece pullover with school logo+ or navy cardigan sweater with s  
school logo + or navy V-neck sweater vest with logo+  
Solid navy, solid white or Pius plaid hair bands, hair scrunches, or bows

**Grade 6 to 8:** Navy & 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 (undershirt) t-shirts may be worn or light blue oxford shirt with  
button down collar (long or short sleeves)

Solid navy blue or black belt

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

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+  
Solid navy, solid white or Pius plaid hair bands, hair scrunches, or bows.

### **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 sleeves) with Peter Pan collar (only plain white t-shirts may be worn under the uniform shirt)

Red criss-cross tie +

Navy knee socks or navy tights

**OR**

Navy blue slacks+

Light blue oxford shirt with button down collar (long or short sleeves)

Solid navy blue or black belt

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

Solid navy, solid white or Pius plaid hair bands, hair scrunches, or bows

*One of the following must be worn with the dress uniform:*

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

**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 sleeves)

Solid navy blue or black belt

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

Solid navy, solid white or Pius plaid hair bands, hair scrunches, or bows

*One of the following must be worn with the dress uniform:*

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+

### **OPTIONAL SUMMER UNIFORM FOR EVERY DAY WEAR (AUG - OCT, APRIL - JUNE)**

#### **Summer optional uniform may not be worn as Dress uniform**

**Grades K to 8:** Navy blue walking shorts+

Navy blue skort+

Light blue polo shirt (long or short sleeve) with school logo + (only plain white (undershirt) t-shirts may be worn

Solid navy blue or black belt

Solid white socks crew length

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+

**Grades K to 8 Regulation shoes:**

Black, or navy dress shoe.

**NO sneakers or athletic shoes.**

**NO canvas or suede material.**

NO elevated soles or elevated heels (**Heels may not exceed 2” from the point of attachment.**)

Shoes must fully encircle the foot and be below the ankle.

**NO boots.**

**GYM UNIFORM**

**Summer Uniform (to be worn August – October and April – June)**

Red shorts with white school logo+

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

**Winter Uniform (to be worn November – March)**

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

Solid white sweat socks crew length

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

**+ item must be purchased from Flynn & O’Hara Uniform Co. or Rose Uniform Co.**

**PLEASE NOTE**

\*NO jewelry is to be worn at school *with these exceptions:*

-Girls **only** may wear a single post earring in the lower lobe of each ear.

- A Religious medal may be worn if desired.

- A wrist watch.

\*Hats may not be worn at any time during the school day

\*Make-up and colored nail polish are not permitted

\*No student may have visible signs of body piercing or tattooing

\*No haircuts or hair color that is considered extreme by the administration.

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

**Uniform Infractions**

**Kindergarten – 3<sup>rd</sup> Grade:**

First infraction-A notice will be sent home. It must be signed and returned the next day.

Second infraction –A second notice will be sent home. Student serves one lunch/recess detention.

Third and future infraction(s) -Parent will be called to bring the proper uniform to school. Student will serve two days of lunch/recess detention.

#### **4<sup>th</sup> – 8<sup>th</sup> Grade:**

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

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

Third and future Infraction(s) - Parent will be called to bring the proper uniform to school. Student will serve one week (5 days) lunch/recess detention

#### **Haircut/Hairstyle Infractions for Kindergarten – 8<sup>th</sup> Grade**

A notice will be sent home and 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 administrators.
- Shirts must have sleeves and cover the belt/waistline. No plunging necklines, tank tops or halter tops. T-shirts that advertise alcohol, tobacco, contraband or other inappropriate sayings are not permitted.
- Frayed, torn or unsightly jeans/pants/shorts or shoes are NOT permitted to be worn.
- Short shorts (more than 4" above the knee and mini-skirts are NOT allowed.
- The use of cosmetics or jewelry must be worn in moderation.
- ***Students dressed improperly will be sent to the office and a parent will be contacted to bring their school uniform.***
- Final decisions on appropriate dress rest with the administration.

### **SCHOOL SERVICES AND ACTIVITIES**

#### **SCHOLARSHIPS**

Introduced at New Parent Meeting and at Back to School Nights.

#### **ATHLETIC ASSOCIATION**

The St. Pius X Athletic Association provides organized sports for the students of St. Pius X School as well as those enrolled in the Religious Education Program of St. Pius X Parish. The organization is governed by St. Pius X Parish and is administered by the St. Pius X Athletic Association Board.

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

### During the School Year

The school offers a state-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 and registration forms from the school office. There is an additional fee for this program and each student must have the proper forms completed before he/she enters the program.

### During Summer Break

St. Pius X offers a state 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.

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 not regularly attending the C.A.R.E.S. program is a drop-in.

## **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 early in the school year. 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. Information on these projects is provided at the beginning of each year and most are done on an ongoing basis. Details on individual fundraisers will be sent home in the weekly Communication Envelope and on the website [www.stpiusxschoolva.org](http://www.stpiusxschoolva.org).

## **HOME AND SCHOOL ASSOCIATION**

This organization is social in nature and plans activities for the children and their families. Membership dues for the Home & School Association are included in the Activity Fee. Meetings of the Association are held each trimester during the school year. Communications are sent home with the children in the Communication Envelope regarding upcoming events and needs.

The Home and School Association is not a policy making board.

## **PARENT VOLUNTEERS**

**Parents are required to spend a minimum of 20 hours per school year of their time and talents 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, 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, Request for Search of the Central Registry and Release of Information form, Diocesan Safe Environment Regulations booklet, and information about "VIRTUS" Training. All information given will be kept in the strictest of confidence. All fees will be paid by St. Pius X School.

## **SCHOOL BOARD**

St. Pius X School Board serves in an advisory role to the pastor, principal, and assistant principal. It is not a policy making board. The board assists in the following areas: development & public relations, finance, strategic planning, building & grounds, and legislative issues. Anyone who cares to contribute his/her service and expertise may contact the school office and serve on one of these committees.

## **SCHOOL COUNSELOR**

Each week a licensed counselor will be in the school to talk with students 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.

## **SCHOOL LITURGIES**

The school community celebrates the liturgy 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.

## **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. Times for stationery sales at the beginning of the school year are arranged for the convenience of parents.

## **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.

## **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.

## **BREAKFAST and LUNCH PROGRAM**

A breakfast and lunch program is provided by the school on a daily basis for each school day. Both are administered by a cafeteria manager and assisted by parent volunteers. Any parent with the time to assist in these programs is encouraged to do so. The following are policies to keep in mind:

- Food items are sold on a weekly basis. Forms for ordering are in the weekly communication envelope. **Money is due with the order, no later than noon each Friday.**

- Students may not bring their own breakfast to eat in the classroom. Only food items purchased through the breakfast program are permitted.
- If a student does not have a lunch, he/she will be provided with an emergency lunch, and the parents are charged \$2.50. Emergency lunch will consist of Roman Noodles, Crackers, Applesauce and Milk. See cafeteria staff for this service.
- Students who bring their lunch may not have any glass containers in their lunch boxes.
- Students are not to bring microwavable foods.
- Name, grade/section should be on lunch boxes.
- Chocolate and white milk are available through the government milk program. This is paid for monthly and ordered by using the form in the communication envelope.
- Due to the contract we hold with Pepsi Cola, all soda machines will be inaccessible during the school day. The water/tea machine and organic snack machine will be available during lunchtime for Grades K- 8.

### **LUNCHROOM BEHAVIOR**

The following are the rules for the cafeteria which will be strictly enforced.

- Use inside voices when talking. Loud talking and calling out is inappropriate.
- 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 - 8.
- Throwing of any food objects, popping of bags or other unruly lunchroom behavior is strictly prohibited.

### **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 Larymore 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.

### **STUDENT COUNCIL**

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 7<sup>th</sup> and 8<sup>th</sup> grade students who have attended St. Pius X School for at least 2 years. 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 77 or above in all major subjects, a "C-" or better in all minor subjects, and satisfactory or above in conduct and effort for each academic trimester of the year.

## GENERAL INFORMATION

### CALENDAR

A yearly calendar can be found on the school website. A monthly calendar will be published on the website on the Communiqué page that will list the dates and times of special events for that particular month. The family names on the calendar indicate those families each day who have been designated for prayer. These families are announced on the morning news program.

### CELEBRATIONS

PreK - 5 grade teachers set individual policies concerning celebrations. Students bringing a treat for the class on their birthdays are to take it directly to their classrooms. Any other celebratory items (balloons, flowers, etc.) are discouraged and, if they arrive, will not be given to the student until dismissal.

Middle School parties are arranged collectively and specifics dates will be arranged.

### CHANGE OF ADDRESS OR PHONE NUMBER

Parents are asked to inform the homeroom teacher and the office in writing of a change of address or phone number. All records will be changed to reflect the correct information. **This is extremely important for emergency contact on behalf of your children.**

### COMMUNIQUÉ ENVELOPES

The oldest child in each family will receive a communication envelope weekly. All information (forms, memos, Newsletters, etc.) will sent home on Wednesdays until September 30<sup>th</sup> when the communiqué information will be published on the school website. The students will still receive the envelope to return completed information.

Parents are asked to read the information, remove all contents and 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 morning to the homeroom teacher. Breakfast/Lunch order forms must be received by Friday morning of the same week, along with payment. This is the school's policy for keeping families informed.

### 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)

St. Pius X School will begin using SchoolReach, a telephone broadcast system which will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. St. Pius X School will continue to report school closings on television channels WTKR - 3, WVEC - 13 and WAVY-10.

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 SECRETARY.

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 Administration.

### **INSURANCE**

A mandated coverage by the Diocese of Richmond is provided as a special school time accident policy for all students. The coverage is through Maksin Management/CIGNA. The administrator of the plan is Tabb, Brockenrough and Ragland, LLC in Richmond.

### **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.).

### **REGISTRATION**

Open registration for the next school year takes place the last Sunday in January. Students currently enrolled are given a re-enrollment contract. A NON-REFUNDABLE fee for each child will be required at that time.

### **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.

**Parent/Student Handbook**

Revised August 2009

**Directions:**

Parent and student will sign and return this acknowledgement to the school office within a week of receipt of this handbook.

**Parent Statement:**

This is to acknowledge that I have received, read and retained a copy of the St. Pius X School's **Parent/Student Handbook**.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Student Statement:**

This is to acknowledge that I have received, read and retained a copy of the St. Pius X School's **Parent/Student Handbook**.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date