

St. Pius X Catholic School
2023-2024 Student/Parent Handbook
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Section 1: School Information

Purpose of the Student Handbook

The handbook is not intended to cover every possible issue, event or circumstance that may arise during the course of the year. However, it does establish a broad set of rules and guidelines that emanate from and seek to advance Gospel teachings. All parents and students are expected to read and agree to abide by the rules and regulations outlined in this handbook. Should situations arise whereby a component of this handbook needs to be changed, modified, or altered, the principal, in consultation with the pastor, reserves the right to make such changes.

Mission Statement

St. Pius X Catholic School fosters faith and values, instills a passion for service, develops academic excellence, and empowers student leaders.

Vision Statement

The vision of St. Pius X Catholic School is to build the foundation of FAITH by developing Catholic world leaders for our school, the community and Church.

Values

Family Academics Involvement Tradition Honor

Graduate At Graduation

Because we are a Leader in Me school, we begin with the end in mind. The Graduate at Graduation is a list reflecting the traits we expect all St. Pius X graduates to possess as they graduate.

Faith: Using instilled Catholic Values, the St. Pius X graduate will have the confidence to trust in the Lord through...

- Commitment to prayer
- Respect for all life
- Ability to forgive
- Aspirations to live a life like Jesus
- Respect for Catholic traditions

Academics: The St. Pius X graduate will be committed to life-long learning through...

- Preparation for higher education
- A strong work ethic
- Organization
- Technology
- Obtaining problem solving and critical thinking skills to be a holistic thinker

Community: The St. Pius X graduate will incorporate serving the community as an integral part of his/her life through...

- Stewardship
- Service to the parish and community
- Advocating for the rights of all
- Contributions to the common good

- Aspirations to make a difference

Leadership: The St. Pius X graduate will confidently take the initiative to move others forward in a positive way by...

- Making good choices when situations arise
- Demonstrating his/her God-given potential
- Displaying responsibility and dependability
- Accepting accountability for his/her actions
- Inspiring others to find their voice

Administration, Faculty and Staff Listing

Principal: Mrs. Keely Beaudette

Assistant Principal: Mr. Colin Miley

Assistant to the Principal: Mrs. Melanie Hoffmire

Administrative Assistant: Mrs. Kathy Jorgenson, Mrs. Nancy Steadham

Kindergarten: Mrs. Jill White/Mrs. Beth Greene

1st Grade: Mrs. Jeanine Ritter/Mrs. Lindsay Norris/Mrs. Janet Andriole

2nd Grade: Ms. Lexi Moss/Mrs. Lynn Geary

Primary Assistants: Mrs. Mary Beth Adams, Mrs. Angela Bennett, Mrs. Karen Brodfuehrer, Mrs. Jennifer Carrico, Mrs. Kathy Craig, Mrs. Emily Gavaghan, Mrs. Carla Harris, Mrs. Monica Hedrick, Mrs. Michele Knoth, Mrs. Megan Rondinella, Mrs. Susan Stocker, and Mrs. Mary Weaver

3rd Grade: Mrs. Anne Elise Smith/Mrs. Mary Chriss

4th Grade: Ms. Erica Wise/Ms. Grace Fahrbach

5th/6th Grade Literature and 5th Grade Social Studies: Mrs. Kacie Doyle and Mrs. Ali Krug

5th/6th Grade Religion and 6th Grade Social Studies: Mr. Kevin Doyle

5th/6th Grade Math and 5th Grade Science: Mrs. Amanda Maynard

5th/6th Grade Language Arts and 6th Grade Science: Mrs. Jenny McNulty

7th/8th Grade Literature and 7th Grade Language Arts: Mrs. Kelsey McCarthy

7th/8th Grade Social Studies and 8th Grade Language Arts: Mrs. Colleen O'Brien

7th/8th Grade Science: Mrs. Jane Elliott

7th /8th Grade Math and 7th Grade Religion: Mrs. Noelle Younger

8th Grade Religion: Ms. Kaitlyn Blandford

Spanish: Mrs. Dee Koepfer

Arts: Mrs. Sarah Mattingly

Library/Media Specialist: Mrs. Katie Pappas

Music: Ms. Grace Hosford

PE/Health: Mr. Chris Buhler and Mrs. Michelle Post

Technology Administrator and 3rd-8th Grade Technology/STEM Lab Teacher: Mr. Micheal Raymond

Resource Team: Mrs. Kelly Stehlik , Mrs. Jan Davis, Mrs. Emily Hummel, Mrs. Katie Thompson, Mrs. Marsha Austin, Mrs. Colleen Kuehr, Mr. John Opat

School Counselor: Mrs. Elizabeth Baratz

School Nurses: Mrs. Erin Thompson and Mrs. Meredith Fredrickson

Accreditation

Saint Pius X Catholic School is fully accredited and certified by the Indiana State Department of Education.

Our annually-reviewed School Improvement Plan, required for accreditation, contains three goals which are based in large part on data collected from standardized and locally-developed assessments as well as parent, student and teacher surveys. The goals are as follows:

- ❑ Students, teachers, and staff will participate in service learning opportunities and strengthen their faith through weekly mass, rosary, and grade level retreats.
- ❑ Students, teachers, and administration will work to improve our math ILEARN scores 3-5% each year to make an overall 9-15% improvement in a three-year period.
- ❑ Teachers, staff, and administration will work with our educational consultant to make data driven decisions regarding curriculum and provide differentiated instruction to meet students where they are and take them to the next level.

The teachers and principal at the school continually assess these goals and, using the data, make improvements to school curricula and classroom instruction. The Indiana Department of Education makes determinations about the accreditation status of the school on a three year cycle.

Role of Parents

In the 2005 document, *Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium*, the United States Conference of Catholic Bishops reiterated the Church's message that parents stand as the primary educators of their children. The Catholic school exists to assist parents in the Christian formation of their children. In this Handbook, the term parent refers not only to a student's natural or adopted parent, but also to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents. Parents are expected to display an attitude of respect and support toward the school, the staff and the educational process by supporting the school's mission and commitment to Christian principles; participating fully in school programs that are developed to support the education of their children; and remaining informed about and involved in the religious instruction of their children.

School Safety Procedures

In the event of a school time or non-school time crisis, the teachers and staff at the school will initiate a set of prepared emergency response procedures. Procedures are in place for situations involving everything from minor accidents at school to more serious safety issues such as bomb or death threats, weather emergencies, hostage crises and gun or weapons threats. The principal reviews these procedures with teachers and staff members periodically. Should one of these events take place, the principal will use whatever method is most expedient and available to communicate quickly with parents. In certain emergency situations, the school may need to be locked down. The safety of students is our first priority in any crisis situation.

In order to provide for a safe exit from the buildings in the event of fire or tornado, regular drills are held throughout the school year. Fire and tornado drills are practiced and records of dates and times for such drills are sent to the Indiana Department of Education in accordance with state law.

St. Pius X Catholic School is trained through the ALICE procedures to respond to active shooter events. For more information please use the links below.

ALICE Training active_shooter_booklet1.pdf

ALICE-K12-Age Appropriate Guidelines.pdf

Finally, if a student or parent has any concerns please contact administration as soon as possible. If you see something that will put another in danger please say something. Please contact emergency services and then contact administration if possible. In these situations, feel free to contact administration by cell phone, email or calling the school office.

Section 2: Catholic Identity

Catholic Identity

The mark of a good Catholic school can be found not simply in the icons and symbols hanging in the school, but, more importantly, in the witness the teachers, administration and staff provide to the Gospels; the priority the school assigns to community and parent involvement; the excitement students and teachers show for weekly mass and other faith-building experiences; and the commitment parents, teachers and students make to the practice of Christian values. St. Pius X Catholic School is a place aiming to teach and reinforce Catholic values and traditions. Our commitment is to graduate students who are not only prepared for the rigor of the high school curriculum, but also equipped to make decisions that are based on a love of God, self, and others.

This school respects the personal conscience of individual students and their families. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments).

Religion Curriculum

The K-8 religion curriculum places an emphasis on both foundational Catholic teachings and values while, at the same time, helping students to understand how Jesus' message of love and service relate to their own lives. The 2nd grade curriculum is heavily focused on sacramental preparation as both Reconciliation and First Eucharist take place during this time. The middle school religion program is uniquely designed to integrate service experiences into the curriculum. Middle school students are also exposed to a more critical examination of Catholic social teaching as it relates to the unique challenges of the modern world. The religion curriculum is based on the guidelines outlined in the Archdiocesan religion standards.

Special Religious Traditions

St. Pius X involves students in several religious traditions that make our school a spirit-filled place:

- ❑ Weekly Mass—Perhaps the most important of our traditions, weekly mass serves as the cornerstone of our effort to incorporate in students a deep sense of faith. It is a spirited event for the entire parish community to come together in prayer and celebrate the gift of the Eucharist.
- ❑ Morning Rosary—1st-3rd grade students gather routinely outside their classrooms to say the rosary together. It's a wonderful event that many students in later grades remember fondly.
- ❑ Veteran's Day Celebration—students organize a tribute to our nation's veterans.
- ❑ Christmas Play—a 3rd Grade Christmas production that culminates with the Nativity story; the 2nd Grade performs as a chorus in this event.

- ❑ 1st Grade Nativity—a re-enactment of the story of Jesus’s birth presented by the 1st Grade on the last day before Christmas Break.
- ❑ Baby Shower for Jesus—Held on the last day of school before Christmas Break; students bring items for babies in need and present these at the altar as a “Shower gift to Mary for Jesus.”
- ❑ Advent/Lent Services—Prayer services held during Advent and during Lent that focus student attention on preparations for the birth, death and resurrection of Jesus.
- ❑ Living Way of the Cross—a very moving version of the Stations of the Cross led by the 8th grade class. This tradition is presented during the season of Lent.

Retreats

Retreats are an important part of our effort to help students recognize their unique call to Christian leadership and service. Students in K- 8th grade will experience a retreat each year. Each year, the grade level retreat will have a specific focus. Please see the grade level focus below.

- Kindergarten - 2nd: Lenten Reflection
- 3rd grade: Rosary/Prayer
- 4th grade: Sisters of Providence/Mother Theodore Guerin
- 5th Grade: Let your Light Shine
- 6th grade: Service
- 7th Grade: Vocation
- 8th Grade: Leadership

Section 3: Academics

Academic Curriculum

The Indiana Academic Standards and, in religion courses, the standards for the Archdiocese of Indianapolis, are used as the basis for all curricular decision making. Copies of these standards documents can be found by accessing the Indiana Department of Education website (www.doe.in.state.in.us) and the Archdiocese of Indianapolis website (www.archindy.org/oce). Regular classroom instruction for K-4th grades is enhanced by teachers specializing in Art, Music, Spanish, Technology/STEM, Physical Education and Health, and Library and Media. Often, these grade level and “Specials” teachers coordinate integrated projects designed to engage and challenge students. Technology and Media are integrated in the curriculum, with teachers utilizing iPads and the library for in-class projects and presentations.

Criterion-based standardized tests, such as ILEARN, used in grades 3-8, Dibels—(used in grades K-3), IREAD-3 (grade 3), and ClearSight (grades K-8) are used to evaluate students’ performance in meeting reading and mathematics standards (science knowledge is also assessed in fourth and sixth grades; social studies in fifth and seventh grades). Classroom-level assessments, such as tests, quizzes and projects, are designed and assessed by teachers and serve as the basis for assigning quarterly grades. In addition to grades in each of the core subjects, conduct grades, based on the number of behavioral referrals recorded each quarter, are listed on report cards.

Resource and Enrichment Program

Our resource program provides academic support to students who are facing academic challenges. In many cases, our resource specialists work within the regular classroom to provide academic assistance. For uniquely challenged students, these specialists will schedule time outside of class to work with students. Prior to being admitted into the resource program, parents, teachers and our resource specialists meet to discuss potentially

effective accommodations and instructional strategies that might benefit the child. In some cases, public and/or private testing is needed, the results of which can lead to an Individual Service Plan (ISP). These plans, developed with the input of multiple persons involved in the educational life of the child and, often, with the assistance of the Washington Township personnel, become the blueprint for inside and outside of classroom support.

One of the goals of our school is to provide students with learning experiences that are suited to the academic level and style in which they learn. As such, teachers are charged with the expectation that they will differentiate instruction to meet the needs of all students. Students who are able to advance more quickly are provided with opportunities to go beyond regular classroom work.

Grading Scale

Saint Pius X Catholic School uses the grading scale provided by the Archdiocese of Indianapolis. The grading scale is posted on every progress report and report card. The scale is as follows:

93 to 100 %	=	A
85 – 92%	=	B
76 – 84%	=	C
70 – 75%	=	D
69% and below	=	F

Note: Grades K-3 use a standards-based report card.

Honor Roll Guidelines

The purpose of the honor roll is to recognize students who excel in their academic classes. 7th and 8th grade students will be recognized for honor roll distinction. The Honor Roll is calculated by giving a numerical value to each grade (not including the conduct score). The values are as follows: A=4, B=3, C=2, D=1, F=0. All values are added together and then divided by the total number of classes. The GPA is rounded to the nearest thousandths position.

- Class Honors – to recognize students with straight A’s on the report card, including conduct
- High Honors – to recognize students who have a GPA of 3.660 and above
- Honors – to recognize students who have a GPA of 3.300-3.599
- Honorable Mention – to recognize students who have a GPA of 3.000-3.299
- Must have an A or B in Conduct and no grade lower than a C in any other class.

Report Cards

Report cards are calculated approximately every nine weeks. These are the official grades. Parents and students (in grades K-8) may access student grades in 4th - 8th grade, online using PowerSchool, a secure, grade access and communication portal. A valid screen name and password must be used to gain access to PowerSchool, and these can be obtained by contacting the school’s Technology Coordinator.

Promotion and Retention Policy

In most cases, a student who begins the year in a certain grade will move on to the next grade at the conclusion of the year. Promotion takes place as long as the school anticipates that the student will be able to perform at the academic, social and emotional level appropriate for the next grade level. In certain situations, however, students struggling with academic or social issues may benefit from repeating a year in the same grade. Retention will be considered in cases where the child is achieving significantly below ability and/or grade level or

is struggling to adjust to the social or emotional maturity levels of his peers. If retention is to be considered, the teacher(s) involved will confer with the principal to discuss the progress the child has made during the year as well as what growth the teacher(s) anticipates from the child during the remainder of the year. Depending on the results of the meeting, the principal may request that the parents participate in a conference to discuss the decision further as well as identify some goals the child would be asked to meet at some point before the end of the school year. The principal and parents would set a timetable to review these benchmarks and make a final decision regarding the possibility of retention. If not retained, the student may be assigned to the next grade rather than promoted. Should the parents and principal disagree, the final decision as to whether a child is retained or assigned, rests solely with the principal.

Student Recognitions

Because developing individual talents and doing one's best are important virtues in a Catholic community, students are recognized for these behaviors in a special way. These recognitions are designed to help the students see the value of going beyond themselves to reach out to others and live the Gospel values. These recognitions are school-wide and do not include individual classroom recognitions presented by classroom teachers.

- ❑ Grades K-3 - students that show leadership and exemplary behavior will be acknowledged. These are known as "Caught Ya" Pink Tickets. Teachers will give the students the ticket and the student will turn it into the office. We draw some tickets every week and call them on the morning announcements. Students that are called get to pick something from the Principal's Prize box in the office.
- ❑ Grades 4-8 - students that show leadership and exemplary behavior will be acknowledged as well. These are known as "Panther Praises." Teachers report these behaviors on PowerSchool and if their names are called on Morning Announcements, they receive a "Spirit Day" pass for the following day. All spirit day attire rules will apply.

Section 4: Extracurricular Activities

CYO Sports

- ❑ Girls: kickball (4-8th), soccer (4-8th), volleyball (4-8th), basketball (4-8th), cross country (4-8th), track (4-8th), softball (7-8th), cheerleading (3-8th)
- ❑ Boys: football (3-8th), basketball (4-8th), baseball (7-8th), soccer (4-8th), cross country (4-8th), track (4-8th), wrestling (3-8th)

Other Non-athletic Opportunities:

- ❑ All School: Cub Scouts; Boy Scouts; Girl Scouts; after-school art classes and art show; hobby show; service projects; Spelling Bowl.

Student Leadership Opportunities:

- ❑ National Junior Honors Society—the St. Pius X chapter recognizes the academic, leadership, citizenship and service contributions students make to the school and parish community.
- ❑ Class Leaders--- Each fall, eighth grade students discern for the representatives of their class at their retreat. Each student will have the opportunity to prayerfully discern one person whom they feel will best represent the ideas and needs of his/her class. Students may discern that they are personally best for the job and may offer their own name as a possibility. The school encourages students to select the best student to represent the class.
- ❑ Leadership Retreat—7th grade students participate in a day-long retreat
- ❑ Student Ambassadors—6th-8th grade students can apply to be a Student Ambassador. Student Ambassadors are trained to give school tours to incoming families and guests. They also help out on Leadership Day and the Open House

Code of Conduct

The purpose of the Parent or Attendee Code of Conduct is to develop parental/adult support and positive role models for our athletic program. The St. Pius X (SPX) athletic program promotes the physical, moral, mental, social, emotional, and Christian well-being of each of our student-athletes. Parents and attendees are an integral part of this process.

St Pius X Catholic School Student-Athlete Code of Conduct

The purpose of the Student-Athlete Code of Conduct is to ensure that student athletes understand the high expectations that have been set for them in how they conduct themselves during CYO sponsored events. This Code applies to all sports and related activities associated with St. Pius X (SPX), and includes, but is not limited to, assessments, practices, games, and other related events/activities where a student-athlete is representing SPX.

Student-Athlete Code of Conduct

As a student-athlete, I understand and agree to the following expectations:

1. I pledge to be positive about my CYO sports experience and accept responsibility for my participation by following the School Handbook and this Code of Conduct.
2. I understand that it is a privilege to represent SPX and proper behavior is required in practice, athletic contests, and other related activities.
3. I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship myself.
4. I will treat my coaches, other players, officials and fans with respect regardless of race, sex, creed or abilities.
5. I will maintain control of my emotions and avoid the use of inappropriate language and gestures.
6. I will not intentionally cause physical, mental, or emotional harm to another player at any time.
7. I will respect the game officials and accept their decisions. I understand that it is not acceptable to criticize or dispute their decisions.
8. I understand that my school work is a priority and will do my very best in school.
9. I will be respectful of SPX and other schools' staff members and facilities.
10. I will be alcohol, drug, and tobacco free.
11. I understand that I'm required to support my team for the entire contest.
12. I will remember that participating in sports is an opportunity to learn and have fun.

Code of Conduct Violations

In general, Code of Conduct violations can vary and therefore will be handled on a case by case basis. The AC Executive Committee and Principal will be responsible for reviewing, at their earliest convenience, all potential violations that come to their attention as well as handling any disciplinary actions deemed necessary based on facts and circumstances. Violations of the Code of Conduct may include, but are not limited to, verbal warning, written warning, single game suspension, multiple game suspension, and/or permanent ban. Rules and expectations in the School Handbook will take precedence over AC expectations and this Code of Conduct.

Parent /Attendee Code of Conduct

As a CYO parent or attendee, I will:

1. Provide positive support and encouragement to our student-athletes, their team, the opposing team, and all coaches.
2. Maintain positive behavior and attitude at all athletic contests, home and away.
3. Display control and respect the position and the decisions made by the game officials.
4. Make no derogatory comments or gestures and will not use foul language towards players, coaches, officials or spectators.
5. Refrain from yelling criticism at student-athletes and his/her coach or team or any other spectators at the event.
6. Refrain from interfering with the coach and will respect the coach's authority and responsibilities during practices, games and team-related activities.
7. Not threaten any coach, player, official, or spectator.
8. Remember that coaches and parents set the example for the behavior of our children. If I see fans behaving in a negative manner, I will attempt to appeal to their conscience at an appropriate time.
9. Assist in providing for student safety and welfare.
10. Take responsibility for my actions and will not attempt to circumvent any rules or guidelines of CYO, SPX, and/or the SPX Athletic Committee (AC).

Code of Conduct Violations

The AC will be responsible for reviewing, at its earliest convenience, all potential violations that come to its attention as well as handling any disciplinary actions deemed necessary based on facts and circumstances. Disciplinary actions taken by the AC may include, but are not limited to, verbal warning, written warning, immediate ejection, single game suspension, multiple game suspension, and/or permanent ban. As needed, the Pastor will be consulted as well as included in any formal communications that occur between a Parent/Attendee and the AC.

Code of Conduct violations can vary and therefore will be handled on a case by case basis. However, the following factors will be important considerations in how violations will be handled.

1. Common sense will be used when considering what is inappropriate behavior and in determining any disciplinary action deemed necessary.
2. Disciplinary action for unsportsmanlike behavior could vary from a verbal warning to suspension from one or more future CYO activities.
3. Any parent or attendee that is deemed to have threatened and/or physically/verbally abused in any way a coach, player, official, and/or spectator will be suspended immediately for a period of at least one game and will be required to meet with the Pastor and/or Principal.
4. In most cases, the Sports Coordinator of the respective sport will be responsible for coordinating any due diligence needed to fully understand the facts and circumstances of the situation.
5. The AC Executive Committee and Principal will be the decision makers regarding any sort of disciplinary action for Code violations. All actions will be subsequently reviewed and approved by the full AC.

St. Pius X Catholic School Athletic Program Coach's Code of Conduct

The purpose of the Coach's Code of Conduct is to ensure that coaches protect, teach, and serve as positive role models for our student-athletes, as well as represent the St. Pius X (SPX) community appropriately. The SPX athletic program intends to promote the physical, moral, mental, social, emotional, and Christian well-being of all student-athletes. Coaches have tremendous influence in the development of our student-athletes and are an integral part of this process. In conjunction with the CYO Coach's Code of Conduct (www.cyoarchindy.org/Athletics_Coaches_CodeOfEthics.aspx), we expect our coaches to follow this Code.

Coaches Code of Conduct

As a SPX Coach, I will:

1. Provide positive support and encouragement to our student-athletes and not place the value of winning above the value of instilling the highest desirable ideals of character and having fun.
2. Set the right example and promote good sportsmanship through my own behavior and attitude at all athletic contests, home and away.
3. Display control and respect the position and decisions made by the game officials.
4. Make no derogatory comments or gestures and will not use foul language to student-athletes, coaches, officials, or spectators.
5. Refrain from yelling criticism at student-athletes for making a mistake or not winning.
6. Not physically or verbally threaten any coach, player, official, or spectator
7. Be considerate and reasonable in my demands on the student-athlete's time, energy, and enthusiasm, remembering that sports are only one part of their busy lives.
8. Assist in providing for student safety and welfare, including but not limited to, ensuring all personal contact with our student-athletes is appropriate.
9. Ensure fans conduct themselves appropriately and assist game officials in maintaining control.
10. Operate within this Code, adhere to league rules, and ensure that student athletes do the same.
11. Take responsibility for my actions and will not attempt to circumvent any rules or guidelines of CYO, SPX and/or the SPX Athletic Committee (AC).

Code of Conduct Violations

The AC will be responsible for reviewing, at its earliest convenience, all potential violations that come to its attention as well as handling any disciplinary action deemed necessary based on facts and circumstances. Disciplinary actions taken by the AC may include, but are not limited to, verbal warning, written warning, immediate ejection, single game suspension, multiple game suspension, and/or permanent ban. As needed, the Pastor will be consulted as well as included in any formal communications that occur between a Coach and the AC.

Code of Conduct violations can vary and therefore will be handled on a case by case basis. However, the following factors will be important considerations in how violations will be handled.

1. Common sense will be used when considering what is inappropriate behavior and in determining any disciplinary action deemed necessary.
2. Disciplinary action for unsportsmanlike behavior could range from a verbal warning to permanent suspension from one or more future CYO activities.
3. Any coach that is deemed to have threatened and/or physically/verbally abused a coach, player, official, and/or spectator will be suspended immediately for a period of at least one game and will be required to meet with the Pastor and/or Principal.

In most cases, the Sports Coordinator of the respective sport will be responsible for coordinating any due diligence needed to fully understand the facts and circumstances of the situation.

The AC Executive Committee & Principal will be the decision makers regarding any sort of disciplinary action for Code violations. All actions will be subsequently reviewed.

Section 5: Miscellaneous Information

Extended Care

An after-school care program is offered from 3:20-6pm on days when school is in session for a full day. This program offers study hall and a variety of other activities such as crafts, computers, and fitness and outside play for any St. Pius X student enrolled in grades K-8. Teachers and staff members at the school are responsible for organizing and administering the program as well as supervising the students during after-school hours. Fees are posted at registration and are subject to change. School medical/emergency forms are used unless other instructions are given. A student may be restricted from attending extended care if he/she becomes a discipline problem or if the parents are delinquent in paying the associated fees.

Lost and Found

Lost and found items are in the main lobby behind built-in benches. Parents are asked to check for lost items at this location. Periodically all items are donated to charity.

School Pictures and Yearbook

Taken in the fall of each year, individual and class pictures will be offered to families for purchase. A school yearbook is also available for purchase in the spring.

Section 6: Tuition/Fees

Tuition

When you register your child for the first time, there is a non-refundable \$100 application fee. For new families, a \$200 non-refundable deposit is due when your child is accepted to the school. Returning school families will pay the non-refundable \$200 deposit per child in January of the current school year to reserve a place for the following school year. Each new school family is required to open an online FACTS (tuition management) account for payment of tuition and all incidentals throughout the school year. You will select payment type and dates from the options provided. Your child is not assigned to a class until this has been completed. The FACTS accounts of returning school families will be updated and rolled over to the next school year. If changes are needed, contact the parish business manager.

There are three different kinds of tuition assistance available for families in need: State of Indiana Choice Scholarships (Vouchers), Scholarship Granting Organization (SGO), and Parish assistance. Choice Scholarships and SGO are income based programs and are subject to the state of Indiana rules and regulations. If a family needs tuition assistance, contact the school principal to set up a meeting.

St. Pius X Catholic School has two levels of tuition: parishioner and non-parishioner. In order to receive the parishioner rate, one must be a member of the parish (minimum of 6 months), have a current stewardship card on file, and participate in parish through time, talent, and treasure.

Fees

Although tuition serves as the most important source of school operating expenses, additional fees may be collected to cover certain school programs or activities such as field trips, activities, and sporting events. Students may also be charged a fee for misuse or replacement costs of textbooks or library books or for any damage to school property. (Fines are set according to the extent of the damage.) These fees are paid monthly through the family's FACTS account.

- ☞ Application Fee \$100/child's first year non-refundable

- ⌚ Registration Fee \$200/year non-refundable
 - ⌚ Technology Fee for all students is \$50/ semester. \$100/year non-refundable
 - ⌚ Sports and Activity Fees (adjusted for each sport or activity)
- Tuition and Fees are subject to change from year to year. Not all examples of fees are listed above

Section 7: Volunteer Opportunities

School Commission

The Saint Pius X School Commission meets bimonthly with the principal to consult about issues relating to various school policies, the accreditation process, annual school or administrative goals and the school budget process. The Commission also serves in a consultative capacity for the priest, principal, and Parent-Teacher Organization. The Commission does not make decisions on the day-to-day operations of the school. School Commission meetings are open, but not public. If you wish to speak at the Commission meetings, please contact the chairperson one week prior to the scheduled meeting to be added to the agenda; or to observe proceedings. People interested in becoming a member of the Commission go through a discernment process each summer.

Parent-Teacher Organization (PTO)

St. Pius X Catholic School is blessed to have an active school/parent organization which helps to support the needs of students at the school through fundraising efforts and other volunteer projects. Parents purchasing a School Directory automatically become members of the PTO. PTO meetings are held monthly.

Room Parents

Each homeroom class will be assigned two room parents. If you are interested in being a room parent you must be Safe and Sacred trained, complete with a background check. Interested parents will need to contact the PTO representative with their desire to be a room parent.

Field Trip Chaperones

Occasionally, classrooms will take education excursions off of school property. In some cases, teachers will ask for parents to chaperone, in which they will set up the chaperones as needed. Chaperones need to be Safe Parish trained (more information about Safe Parish on page 38), complete with background checks.

Section 8: School Policies

Application and Admissions Policy

The Open Enrollment period, in which new families can apply for admission into the school, begins on January 1 and extends to March 31. During this time, applications will be accepted for children entering grades 1-8 in the fall of the upcoming school year and for students entering kindergarten in the fall of the following school year (in order to be granted admission into kindergarten, students must be five years of age prior to August 1 of the year they are entering the school). As an example, during the Open Enrollment period from January 1-March 31, students entering 1st-8th grade in August of that year and students entering kindergarten the following year in August will be invited to apply.

Families of students in grades 1-8 are notified of their acceptance into the school or status on the waiting list in the early spring. Admissions and waiting list notifications for families of kindergarten students are distributed no

later than one year prior to the first day of school. Families are invited to apply after the Open Enrollment Period; however, the child's admission status will be based on whether open positions are still available.

Applications can be picked up in the school office or found online at www.spxparish.org (click on "SPX School"). Completed applications should be sent to the school office (Attn: School Enrollment) and include the per child, non-refundable application fee (\$100). Receipt of the application fee ensures that the application will be processed; however, this cannot guarantee that every child will be accepted to the school. Once a child has been accepted to the school, a registration packet will be sent out which contains tuition payment information, a list of pertinent school policies and procedures and forms to be completed.

As is often the case, more students apply to the school than we can accommodate. In such cases, the school develops an ordered waiting list to draw upon should an opening become available. Children of current families with active parishioner status at St. Pius X are given first priority for admission (to be considered an active parishioner at the school, a family must have completed and returned a current stewardship pledge card to the parish office). The number of children seeking admission and the date the family registered in the parish are further considerations in cases where multiple children of active parishioners are applying for a select number of openings. The children of non-parishioners will be accepted to the school when both of the following conditions are met: 1) there are available positions in the respective grade and 2) no children of active parishioners reside on the waiting list at the time the application is received. The pastor and principal are given the discretion to make determinations regarding which students will be admitted into the school. No student applying to the school will be discriminated against on the basis of race, gender or national origin.

Absentee and Tardy Policy

A student is considered absent if he or she misses some part of the school day. A full-day absence is recorded if the student is not in attendance at any time during the school day. A half-day absence is recorded if the student is present for a minimum of two hours and then leaves for any reason. Each time a student is absent, a parent should phone (317-466-3361) or email (attendance@spxparish.org) the school prior to 10:00 AM unless a letter has already been sent to the office for a pre-arranged absence. If a call is not received by 10am on the day of the absence, parents will be called to confirm the absence.

However, be aware that excessive absences are a grave hindrance to a child's learning. He or she can make up the worksheets, but the classroom instruction and discussion can never be repeated in exactly the same way. **For your information, the State of Indiana "flags" as excessive all students who have more than 10 days of absence listed on our attendance report.**

Students not in their classroom prior to 7:50 AM will be considered tardy. When students are late to school due to a doctor or dental appointment, a pass from the medical professional must be presented upon arrival if the absence is to be excused. Late-arriving students without such a pass will be considered tardy. All late-arriving students will be marked tardy in the office prior to proceeding to the classroom. Students consistently absent or late to school are subject to disciplinary action by the principal.

Leaving Early

Should a student need to leave school before the regular dismissal time (3:05 or 3:20), a note from the parent giving the time and reason for the dismissal should be presented to the office upon arrival at school that day. The office staff member will communicate the details of the dismissal to the teacher. At the dismissal time, the

parent must come to the office to meet the student and sign him or her out.

Excused Absences

Upon their return to school (or before), students should provide the school office with the appropriate verification for an excused absence. All illnesses of more than three days require a written note from a doctor or other medical professional.

Student absences will be considered excused if one or more of the following circumstances are present:

- The student suffers injury or illness.
- The student has an appointment to see a medical, dental, or other health care professional
- The student experiences a serious illness, injury or death to a member of his/her immediate family.
- The student gives his/her service as a page for the IN General Assembly.
- The student is subpoenaed or ordered to appear in court, attend counseling or participate in a judicial proceeding.

Unexcused Absences

All other absences not outlined above will be considered unexcused absences. Family vacations of any kind will be considered unexcused. A student's absence will be considered unexcused if the parent(s) does not report the absence directly to the office by 10am.

The principal reserves the right to request a conference with the parents and after, retain a student in his/her current grade or, if appropriate, dismiss a student from the school should the number of unexcused absences or tardies detract from the student's ability to meet the academic standards associated with that grade.

Parent Out of Town

Parents should notify the office if they are going out of town, and leaving their children with a caretaker (grandparent, nanny, neighbor, etc.). In addition, parents should include the phone number of the person(s) in charge during their absence and the name of the person who will be picking up the student from school.

Shadowing Policy

Eighth grade students are afforded the opportunity to take time out of school to shadow at local public or Catholic high schools. These shadow opportunities are very important as they help ease any tension a child may be experiencing about the transition into high school. Students have up to two days to shadow at the high school(s) they are interested in attending. These days are not counted toward a student's absence total for the year. If a student feels the need to shadow at another high school, he/she should contact the Principal to select an appropriate date. Following a shadowing experience, teachers will expect that the assigned academic work for the day missed is completed upon a student's return to school. Students should contact another dependable student to receive notice of the required assignments.

The school shadowing form requires signatures of each of the middle school teachers and must notify the office no less than one day prior to the shadow date. Students may not shadow until after September 20th and only three students per homeroom will be allowed out of the building on any given day. Shadowing forms will be available in the school office.

Communication Policy

If a parent has a concern regarding their student(s), the proper communication flow needs to be adhered to in order to have consistency and the opportunity to develop a positive solution. This communication flow is as follows:

1. Parent(s) contact the teacher directly to discuss or set up a meeting that may or may not also include the student.
2. If the concern is not resolved, schedule a meeting with the Administrator (Principal, Assistant Principal).
3. The Administrator will in turn schedule a follow up meeting with the teacher and parent(s).
4. If the concern is still not resolved, schedule a meeting with the Pastor.
5. The Pastor will in turn schedule a follow up meeting with the Administrator, teacher, and parent(s).

Homework Policy

The following guidelines serve only as a way to help parents and students gauge how much time, on average, a typical night of homework may take at each of the three grade levels. These time parameters are average times only and should not be viewed as minimums or maximums:

- Primary and intermediate grade students should spend 45-60 minutes per night
- Middle School students should spend 60-120 minutes per night

Homework includes more than just written work. It also includes reviewing or recopying notes, reading library books and working ahead to prepare for long-range projects or upcoming tests. Parents are encouraged to help support the school in promoting these kinds of supporting activities even if a student's homework is completed. Students who are involved in time-consuming extracurricular activities, such as athletics, should be reminded that academic assignments must receive their highest priority. Failing to complete assignments or performing poorly on major assessments because of weeknight extracurricular commitments is unacceptable in the eyes of the school.

Organizational Expectations of Students in Middle School

Middle school teachers expect students to complete schoolwork on time and to come to class prepared. When an assignment is not turned in on time, the grade received on the assignment will be reduced by 10% for each day it is late, *up to a total of three days. After the third day, a zero (0) will be given. **Parents are encouraged to utilize PowerSchool to monitor the consistency of their children's homework grades.** PowerSchool is updated at least once per week. In those cases of students demonstrating consistent irresponsibility in submitting homework or coming to class unprepared to learn, the teacher will communicate his/her concern to the parents in the form of an email, phone call or a parent conference.

Homework Policy for Absent Students

Notice of a student's excused absence will be given to the teacher indicating how work will be picked up. It shall be the responsibility of the student on the day of his/her return to arrange with the teachers for any other make-up work such as quizzes or tests. Students leaving early or arriving late to school due to an excused absence (such as a doctor's appointment)—thereby missing one or two classes only—are expected to complete all required assignments on the assigned due date. Students should seek out the teachers of the class(es) they missed (or will miss) with any questions related to schoolwork. Schoolwork missed because of an unexcused absence or tardy is expected on the pre-assigned due date. A teacher is not obliged to accommodate students who fail to complete long-term projects or assignments as a result of an unexcused absence. Students should check with teachers upon their return if they have any questions about their assignments.

Teachers are not required to plan ahead for a preplanned unexcused absence. It will be the student's responsibility to see the teacher upon their return from school.

School Lunch Program

The cafeteria manager, assisted by staff, operates a lunch/milk program for our students five days per week. Every attempt is made to make the lunch nutritional and pleasing to the students. Lunch/milk payments will be collected through the FACTS system.

It is expected that students behave in an appropriate manner while eating lunch in Ross Hall. Any misbehavior during lunch may result in a behavior referral, loss of lunchroom privileges and/or other consequences. Teachers, administrators and/or instructional assistants provide supervision during each of the three lunch periods.

Uniform Policy

St. Pius X enforces a dress code that is required for all students in the school. The purpose of the school uniform is rooted in the belief that learning experiences are optimized in the context of a structured environment. Although there are many elements inherent in such an environment, requiring students to adhere to a dress code helps to establish a structure conducive to learning. SchoolBelles is the only company that has ALL uniform requirements and is the only company that has the plaid jumpers, skorts, and skirts. You are welcome to order from the Land's End catalog. If you so choose, please use the code PIU.

Dress Code – K-4th Grades

Standard Uniform Day

- **Tops**
 - Red/Green collared shirt with St. Pius X logo
 - White collared shirt (does not need SPX Logo but should not have any other logo)
 - Shirts need to be tucked in (except outside recess)
 - Uniform sweatshirts
 - Blue or Red crewneck
 - ¼ Zip long-sleeve shirt
 - Red or Blue, or Special Edition (lighthouse)
- **Bottoms:**
 - Pants and Shorts
 - Navy (Please no shorts or pants that would be considered athletic.)
 - Shorts Season
 - Shorts may be worn from March 1st through October 31st
 - Skirt/Jumper
 - Plaid only
- **Skirt/Short Length:**
 - All skirts and shorts may be no shorter than 5 inches from the middle of the knee cap, standing up. This includes uniform skirts, shorts, gym shorts, spirit wear, and out of uniform days.
- **Socks/Shoes**
 - Socks
 - Socks-no restrictions

- Shoes
 - Closed-toe and closed-back shoes OR tennis shoes must be worn during the school day.
 - Boots are permitted but not on P.E. days
 - Students are welcome to leave an extra pair of shoes in their locker/cubby.
 - No - Sandals, clogs, open-toed or chunky heeled shoes, including athletic sandals, Crocs, or other sling-backed or slipper-type footwear

Accessories

- **Makeup**
 - Students may not wear makeup.
- **Earrings**
 - Earrings should be modest
 - For safety reasons no drop/dangling or hoop earrings.
- **Jewelry**
 - Should be modest and not draw attention to the student.
- **Nails**
 - Nail Polish is permitted **light colored, neutral nail polish**
 - Press on / fake nails that interfere with typing are not permitted.
- **Technology**
 - Any smart watch must be in “School Mode” during the school day.

Spirit Wear Days

- **Tops:**
 - Students may wear regular day uniform tops or what is listed below.
 - Any SPX spirit wear (T-Shirt, Sweat Shirts, Hoodies) available from the store.
 - Must say SPX or be solid Purple or Gold (no Lakers, Golden State, etc jerseys).
- **Bottoms:**
 - Students may wear regular day uniform bottoms or what is listed below.
 - Anything from the SPX store
 - Sweat pants
 - Jeans with no holes
 - Uniform bottoms

Out-of-Uniform Days

- All clothes must be in good repair (no holes)
- Must not promote controlled substances or violence

St. Pius X Administration reserves the right to adjust this policy at any time without warning to preserve the highest quality learning environment.

Dress Code – 5th-7th Grades

Standard Uniform Day

- **Tops**

- Red/Green collared shirt with St. Pius X logo
- White collared shirt (does not need SPX Logo) (should not have any other logo)
- Shirts need to be tucked in (except outside recess)
- Uniform sweatshirts
 - Blue or Red crewneck
- ¼ Zip long-sleeve shirt
 - Red, Blue, or Special Edition (lighthouse)

- **Bottoms:**

- Pants and Shorts
 - Khaki
 - Shorts Season
 - Shorts may be worn from March 1st through October 31st
- Skirt
 - Plaid only

- **Skirt/Short Length:**

- All skirts and shorts may be no shorter than 5 inches from the middle of the knee cap, standing up. This includes uniform skirts, shorts, gym shorts, spirit wear, and out of uniform days.
 - Consequence for Uniform Skirt/Shorts Length:
 - 1st Offense: Students will be required to wear pants/shorts for 1 week, after given a notice.
 - 2nd Offense: Students will be required to wear pants/shorts for a month, after given a notice.
 - 3rd Offense: Students will be required to wear pants/shorts for the remainder of the year.

- **Socks/Shoes**

- Socks
 - Socks-no restrictions
- Shoes
 - Closed-toe and closed-back shoes OR tennis shoes must be worn during the school day.
 - Boots are permitted but not on P.E. days
 - Students are welcome to leave an extra pair of shoes in their locker/cubby.
 - No - Sandals, clogs, open-toed or chunky heeled shoes, including athletic sandals, Crocs, or other sling-backed or slipper-type footwear

Accessories

- **Makeup**

- Students may wear light, natural makeup.

- **Earrings**
 - Earrings should be modest
 - For safety reasons no drop/dangling or hoop earrings
- **Jewelry**
 - Should be modest and not draw attention to the student
- **Nails**
 - Nail Polish is permitted light colored, neutral nail polish
 - Press on / fake nails that interfere with typing are not permitted
- **Technology**
 - Any smart watch must be in “School Mode” during the school day

Spirit Wear Days

- **Tops:**
 - Students may wear regular day uniform tops or what is listed below.
 - Any SPX spirit wear (T-Shirt, Sweat Shirts, Hoodies) available from the store
 - Must say SPX or be solid Purple or Gold (no Lakers, Golden State, etc jerseys)
- **Bottoms:**
 - Students may wear regular day uniform bottoms or what is listed below.
 - Anything from the SPX store (except running shorts)
 - Sweat pants
 - Jeans with no holes
 - No running shorts
 - If wearing leggings, the student must wear a long top
 - Uniform bottoms

Out-of-Uniform Days

- All clothes must be in good repair (no holes)
- Must not promote controlled substances or violence
- No running shorts
- If wearing leggings, the student must wear a long top

St. Pius X Administration reserves the right to adjust this policy at any time without warning to preserve the highest quality learning environment.

Dress Code – 8th Grade

Standard Uniform Day

- **Tops**
 - Shirts need to be tucked in (except outside recess)

- 8th-grade is allowed to wear the following any day
 - Blue shirts with the St. Pius X logo
 - Class sweatshirt
 - Highschool Sweatshirt on Fridays 3rd & 4th qtr.
- Uniform sweatshirts
 - Blue or Red crewneck
- ¼ Zip long-sleeve shirt
 - Red, Blue, or Special Edition (lighthouse)
- **Bottoms:**
 - Pants and Shorts
 - Khaki
 - 8th grade may wear shorts year-round
 - Skirt
 - Plaid only
- **Skirt/Short Length:**
 - All skirts and shorts may be no shorter than 5 inches from the middle of the knee cap, standing up. This includes uniform skirts, shorts, gym shorts, spirit wear, and out of uniform days.
 - Consequence for Uniform Skirt/Shorts Length:
 - 1st Offense: Students will be required to wear pants/shorts for 1 week, after given a notice.
 - 2nd Offense: Students will be required to wear pants/shorts for a month, after given a notice.
 - 3rd Offense: Students will be required to wear pants/shorts for the remainder of the year.
- **Socks/Shoes**
 - Socks
 - Socks-no restrictions
 - Shoes
 - Closed-toe and closed-back shoes OR tennis shoes must be worn during the school day.
 - Boots are permitted but not on P.E. days
 - Students are welcome to leave an extra pair of shoes in their locker/cubby.
 - No - Sandals, clogs, open-toed or chunky heeled shoes, including athletic sandals, Crocs, or other sling-backed or slipper-type footwear

Accessories

- **Makeup**
 - Students may wear light, natural makeup.
- **Earrings**
 - Earrings should be modest
 - For safety reasons no drop/dangling or hoop earrings
- **Jewelry**
 - Should be modest and not draw attention to the student

- **Nails**
 - Nail Polish is permitted light colored, neutral nail polish
 - Press on / fake nails that interfere with typing are not permitted
- **Technology**
 - Any smart watch must be in “School Mode” during the school day

Spirit Wear Days

- **Tops:**
 - Students may wear regular day uniform tops or what is listed below.
 - Any SPX spirit wear (T-Shirt, Sweat Shirts, Hoodies) available from the store
 - Must say SPX or be solid Purple or Gold (no Lakers, Golden State, etc jerseys)
- **Bottoms:**
 - Students may wear regular day uniform bottoms or what is listed below.
 - Anything from the SPX store
 - Sweat pants
 - Jeans
 - No running shorts
 - If wearing leggings, the student must wear a long top
 - Uniform bottoms

Out-of-Uniform Days

- All clothes must be in good repair (no holes)
- Must not promote controlled substances or violence
- No running shorts
- If wearing leggings, the student must wear a long top

St. Pius X Administration reserves the right to adjust this policy at any time without warning to preserve the highest quality learning environment.

Telephone Policy

The use of a classroom or school telephone is for emergencies only. A student must have a teacher or staff member’s explicit permission to use the phone.

Textbook Policy

All textbooks used by the students are provided to the students on loan. Students are expected to keep the books covered and in good condition. If students mistreat books or fail to take care of books, they may be assessed a fine or charged to replace the book. Report cards and records may be held until fines are paid.

Section 9: Discipline Policies

Discipline Policy

Underscoring any thoughtful school discipline policy is a firm commitment to improve student behavior through the use of consequences and, if appropriate, incentives. To do this, the school enlists the help of teachers, staff members and parents to communicate the rules clearly to students so that they understand the expectations assigned to them. Equally as important as explaining the rules, students should also be made aware of how the rules reflect important elements of Christian and civic living.

Parents and teachers should help students remember that an individual's conduct is a reflection of the way in which he/she respects oneself, his/her peers, his/her school and the Church. Students are afforded the opportunity to make a conscious decision as to how they should act in certain situations. In this sense, behavioral consequences don't just "happen" when students misbehave during the school day. Rather, students' poor decisions lead a teacher or administrator to issue a consequence that seeks to help students realize their mistakes and use them as opportunities for personal growth.

Classroom teachers are expected to handle the majority of behavior problems within the classroom. Teachers will determine when a student's behavior calls for a detention and/or some other way of providing notice to parents. When an issue arises between a child and a teacher, the child is encouraged to approach the teacher directly in an effort to resolve the issue. The student should make an appointment to talk with the teacher at a convenient time. This step is always encouraged as the first means of resolution, but only to the extent that the child is willing or able to do so. For those children who may not be comfortable with a face-to-face interaction, the parent(s) should communicate directly with the teacher. An email or phone call from the parent(s) to the teacher should be the first course of action. If resolution cannot be attained, then a meeting with the teacher should be scheduled with or without the child being present.

Some special academic or behavioral circumstances may require the school counselor or the resource teacher to be involved in this meeting. If the issue still cannot be resolved, the next course of action will be a meeting including the parent(s), the teacher and the principal. If further attention to the issue is needed, the final step toward resolution will be a meeting between the parent(s) and the principal.

It is important to remember that students are subjected to the rules not only within the walls of the school, but also at school-related events, such as field trips, athletic competitions or other extra-curricular activities.

Middle School Discipline Policy

Discipline is a necessary ingredient of any school program if the teaching and learning process is to be an effective and fruitful one. Basically, it is a matter of good order resulting from observance of the necessary rules and regulations established by the school. Discipline begins with self-control and includes practice of the Christian virtues of respect and concern for others during ordinary interaction of the school day. A student who violates any rule or policy shall, in the sole and absolute discretion of the teacher or staff member and by approval of the principal, be subject to one or more of the following disciplinary/remedial measures:

- **Warning**: a verbal and written warning recorded by a teacher in PowerSchool, communicated to the student and the student's parent/guardian via email.
- **Lunch Detention**: issued by the administration upon attaining 3 infractions for minor offenses. Detentions will take place during lunch and recess with administration.

WARNING/ INFRACTION/ DETENTION SYSTEM—GRADES 4-8

Warnings and Infractions are issued for MINOR OFFENSES including but not limited to:

- Not following classroom or school rules
- Inappropriate behavior in church, during an assembly, in the lunchroom, or in the hallway or restroom
- Unexcused tardy to class
- Inappropriate use of electronic device
- Failure to return signed items by due date (report cards, detention slips, permission forms, etc.)
- Use of Cell Phone
- Gum Chewing

Infractions/warnings will be recorded on student quarterly infraction sheets and parents will be required to sign the sheet each time an infraction is given. These will be recorded by a teacher signature, the date, and brief description of the behavior on the infraction sheet. After 3 infractions are accumulated, the student will serve a lunch and recess detention. If a student receives 6 infractions the student will serve another lunch and recess detention. Each quarter, infractions/detentions will reset. (Note: 4th Grade follows a modified infraction policy that is put in parenthesis.)

The following scale shows consequences for a student that receives infractions for a single quarter:

- 0 infractions
- 1 infraction
- 2 infractions
- 3 infractions Serves a lunch and recess detention
- 4 infractions 7th and 8th grader's name is removed from any Honor Roll list (4th Grader Serves lunch and recess detention.)
- 5 infractions
- 6 infractions Serves a lunch and recess detention
- 7 infractions 5th-8th grader removed from any extracurricular activities for four weeks
- 8 infractions (4th Grader serves lunch and recess detention)
- 9 infractions 5th-8th grader serves a suspension from school
- 10 infractions (4th Grader serves a suspension from school)
- 10+ Infractions (4th grader removed from any extracurricular activities for four weeks)

NOTE: Other consequences include meetings with administration or Father Francis with any warning or infraction. Some offenses can result in the immediate consequence of being sent to the principal. Some offenses may result in a family being charged to fix the issue.

Procedural infractions are violations of school procedures. They include the following:

- Uniforms (shirts not tucked in, length of skirt or shorts, ill-fitting clothing, improper sweatshirt, etc.)
- Make-up should not be worn in school (blush, lipstick, eye shadow, etc.)
- Artificial nails that cause a distraction or an inability to work
- Other procedures as announced to the students

K-3 Discipline Policy

School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of St Pius X

Catholic School Discipline Policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

STUDENT STANDARDS OF BEHAVIOR

In order to show respect, maintain safety, and focus on learning, I will:

- 1. Follow directions the first time.
- 2. Speak using polite language, volume, and tone.
- 3. Keep hands, feet, and objects to myself.
- 4. Be where I am supposed to be.
- 5. Take care of school property and personal belongings.
- 6. Walk quietly in the hallways so I do not disturb other classes.

DISCIPLINARY ACTIONS

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. (for example sitting out of recess time). Some offenses may result in a family being charged to fix the issue.

Academic Consequences for Discipline

The total number of behavioral infractions accumulated during the course of each quarter will be reflected in a conduct grade on the report card. Note that while a student’s conduct grade is based on the number of infractions issued in the span of one quarter, the conduct grade does not affect a student’s academic average. However, any grade of “C” or below in Conduct would disqualify a student from the Honor Roll for that quarter. We are developing the whole child and this is why a student’s behavior is connected to their academics. Furthermore, a grade of “F” in conduct excludes a student from participating in extracurricular activities during the next quarter (an F received on the final report card of the school year will affect eligibility for the Fall semester of the following year). The principal will assess a student’s behavior between the end of the quarter and the distribution of next quarter’s progress reports to make a determination as to whether a student would be permitted to regain his/her eligibility.

The following scale will be used to determine the letter grade for conduct on the report card:

0-1 infractions	A
2-3 infraction	B
4-5 infractions	C
6-6+ infractions	F

If a student receives an immediate suspension without the prior issuance of detentions, the highest conduct grade for which they are eligible will be “C”. Additional detentions issued during the course of the quarter will negatively affect a student’s conduct grade even further. Detention counts for report card grades and will start fresh at the beginning of each new quarter.

Cell Phone/Electronic Device Policy

If parents feel that their son or daughter must have a cell phone/smart watch, it must be turned to school mode at all times during the school day, including lunch. We should not **see or hear** cell phones any time between 7:15am-3:30pm.

- **First offense:** If the cell phone rings, beeps, or in any other manner indicates that it is turned on, it will be confiscated until the end of the day and the **parent** may pick it up from school administration at the end of the day.
- **Second offense:** The phone needs to be turned in to administration every morning for one week. The student may pick up the phone at the end of each day.
- **Third offense:** The student will serve a lunch and recess detention and the phone needs to be turned in to administration every morning for one month. The student may pick up the phone at the end of each day.
- **Note:** These rules apply to **all electronic devices** unless a teacher gives permission for use. If students need to contact their parents, they may ask their teachers for permission to use the classroom telephone or the front office phone.

Acceptable Use of Technology at St. Pius School

St. Pius is pleased to offer student access to the Internet as well as numerous opportunities to use updated technology in multiple different formats. Internet access and technology opportunities are considered a privilege and may be revoked if abused. The purpose of this AUP is to ensure that use of the Internet and other forms of technology are used only for constructive educational goals and are consistent with the Christian philosophy of the school.

St. Pius employs an Internet filtering system through the school network. While all reasonable efforts are made to screen for inappropriate materials, families should be aware that we cannot ensure that all content accessible on the Internet is acceptable. Many devices allowing Internet access cannot be routed through the filtering system, and therefore must be monitored more directly.

Students are expected to behave in accordance with the following guidelines while using technology at St. Pius X Catholic School:

- Students must obtain permission from a teacher before using any technology device. This includes, but is not limited to, televisions, cameras, computers, iPods, iPads, laptops, video equipment, Smartboards and document cameras.
- Students will work only within the assigned program and assignment and stay on task at all times.
- Students will not access or alter any device settings, make any changes in control panels, and/or install or uninstall any software on ANY device. This includes changing device backgrounds, screensavers, sounds, etc.
- Students will not use any portable storage device (flash drives, etc.) from any source without explicit permission of the teacher or tech coordinator.
- Students will not use any computer assigned to a teacher or adult staff member at any time.
- Students are not permitted to use any device unless being directly supervised by a staff person. If a teacher or staff member is not present in the classroom, students are restricted from using ANY technology devices.
- Students will treat all computer and other device hardware with respect at all times.
- Devices from home are not permitted for use at St. Pius.

Plagiarism/Cheating Policy

Cheating on homework or tests or plagiarism of any kind is a serious offense. **Any student who cheats on homework or tests, or plagiarizes, will receive a zero on the work.** Should it happen a second time, an appearance before the Discipline Board will be scheduled to determine further consequences.

Behavior Consequences and Discipline Board

The Discipline Board will be made up of the principal/assistant principal, and Mr. Buhler, who will be an advocate for the student.

The purpose of the Discipline Board is threefold:

- 1) To review the infractions leading to the meeting with the Discipline Board;
- 2) To allow the student and parents an opportunity to explain the possible reasons for this behavior;
- 3) To consider what specific modifications the student needs to make in his/her behavior as well as what, if any, strategies the school might employ to respond more effectively to the needs of the student and assist him/her to comply with the rules.

Following the meeting with the Discipline Board, the student and parent(s) will be provided written notice of the consequences for the student's poor behavior. Depending on the nature of the behavior infractions leading up to the Discipline Board meeting, consequences may include, but are not limited to, extra-curricular restrictions including forfeiting the right to attend school field trips (for example, the 8th Grade trip to Washington, DC), and all extra-curricular events, including but not limited to athletic practices and athletic events, and/or suspension from school.

Should the student continue to exhibit inappropriate behaviors, the student will be subject to further disciplinary action which may entail a longer suspension or, in certain circumstances, expulsion from the school (in the event a student is expelled from the school, tuition would not be refunded). Subsequent disciplinary consequences will be subject to the discretion of the principal in consultation with the members of the Discipline Board and/or the pastor.

Suspensions and Expulsions

There are certain behaviors for which a student may be issued a suspension without the prior involvement of the Discipline Board. These behaviors may include but are not limited to fighting, stealing, vandalism, harassment, extreme disrespect or violent behavior, abuse, or the use of threatening or profane language. In most cases this will mean that the student has received consequences for these infractions in prior incidents and has not corrected behavior.

Suspension is defined as a temporary removal of a student from attendance in classes or at school and school activities as a penalty for serious or repeated misconduct. Suspensions will be served out of school. The student is not allowed to attend school and school activities. Suspensions can generally be from one to five school days in length. **The Athletic Director will be contacted and informed of any students who receive a suspension so that they are aware that the student is prohibited from participation in all extracurricular activities during this time.**

Expulsion is defined as permanent removal of a student from attendance at school and school activities as a penalty for extremely serious or repeated misconduct.

Section 10: Eligibility Policy

Middle School Academic Eligibility - Mid-quarter grades

Students who do not meet academic expectations will be placed on academic probation. Students are given a mid-quarter report every four weeks into each quarterly grading period. If a student is receiving a grade of “D” or “F” in any class, they will be placed on academic probation. The probationary status brings no disciplinary consequences, however it should serve as a formal reminder to the student that steps need to be taken to improve his/her academic performance. It is a warning that if grades do not improve by the time report cards are issued, removal from SPX sanctioned, extracurricular events will follow. Students and parents will receive notification from the administration of their probationary status.

Middle School Academic Eligibility - Report Cards

If a student earns two or more “F’s” on a quarterly report card, the student will become ineligible for all athletic contests, practices and SPX sanctioned extracurricular events. The earliest time the student will be reinstated is at mid-quarter, when progress reports are issued. Any student deemed ineligible will have their progress reviewed at mid-quarter; if their report is free of “F’s” or have only one “F”, then they will regain the ability to participate in extracurricular activities. If two or more “F’s” are still present on the mid-quarter report, the student will then be ineligible until the end of the quarter. If the student believes their ineligibility has expired, it is up to the student to set an appointment with administration to have eligibility reinstated. Any sports ineligibility will be reported to the parent, student, and standing Athletic Director (AD) and he/she will contact the appropriate coach/coordinator. When a student has regained eligibility, the AD will be notified and he/she will inform the appropriate coach/coordinator.

Appeal Process

Any student, in grades 6-8, will have a one-time chance to appeal ineligibility. This one time extends over the entire three years of Middle School. Students becoming ineligible because of conduct will not be allowed to appeal. The process for appealing an ineligibility is as follows:

1. Student only, will be responsible for contacting the school administration and setting up an appointment for an appeal. The student must present their appeal to the school administration within one week of notice of becoming ineligible.
2. Student will be given a form to fill out stating the reason for an appeal. The administration will explain the procedures and time frame for the appeal. If the student still wants to appeal, then the process begins.
3. After the administration has completed the process, the student and parent will be informed of the final decision. Decisions can range from a shorter period of ineligibility (2 weeks), the ineligibility will stand in full, or the ineligibility will be removed completely. This is at the discretion of the school administration. If the ineligibility is changed in any way, administration and student will put all changes in writing.

Each student is allowed one appeal process for their middle school years (grades 6-8). Any student appealing the process, and the ineligibility is removed completely, they will have the opportunity to appeal again. If the

student believes their ineligibility has expired, it is up to the student to set an appointment with administration to have eligibility reinstated. Any sports ineligibility will be reported to the standing Athletic Director (AD) and he/she will contact the appropriate coach/coordinator. When a student has regained eligibility, the AD will be notified and he/she will inform the appropriate coach/coordinator.

Eligibility and Conduct

Students receiving seven infractions will be removed from all extracurricular activities, immediately, for a period of four weeks. At the end of the four week period, if the student receives one or less infractions, they will be allowed to rejoin their extracurricular activity. Any student receiving two or more infractions in the four week period will have their four week period restarted on the date of their second infraction. If the student believes their ineligibility has expired, it is up to the student to set an appointment with administration to have eligibility reinstated. Any conduct ineligibility will be reported to the standing Athletic Director (AD) and he/she will contact the appropriate coach/coordinator. When a student has regained eligibility, the AD will be notified and he/she will inform the appropriate coach/coordinator. Students ineligible due to conduct cannot apply for an appeal.

Absence/Suspension

Any student not attending school because of illness or missing school for any reason, other than an excused absence (funeral, shadowing, etc.) will not be allowed to participate in a sporting event or any school sanctioned extra-curricular activity, until they have completed a day of school. If a student misses school due to illness, on the last day of the school week, once they are symptom free, without medication (minimum of 24 hours), they will be eligible to participate in a weekend extracurricular activity.

If a student serves an in school suspension or out of school suspension, they may not attend any practice, activity, or competition until they have completed a full day of school following suspension.

Section 11: Conduct on School Premises and School Events

Rules Governing Conduct on School Premises

The following rules and procedures govern the behavior of students, parents and visitors while on school premises:

- Students may not leave school grounds during the school day without the explicit permission of the office or express written permission from the parent. Any parent leaving the school with a child should send a note to the office and sign the child out at the front office.
- Students are not to return to school for a practice or event until it is scheduled. Students may not wait anywhere in the school for a practice to begin or for a ride home without supervision. These students will be sent to Extended Care.
- Students are not permitted to use personal music/game devices, cell phones, pagers, laser pointers, cameras, IPods, iPads, eReaders, or any other electronic device unless they have permission from a teacher or administrator.(see policy in section 9)
- Students are not to bring toys or games from home unless requested by the teacher for a class project or event.
- Students may not ride a bike to school.

- No student or adult is permitted to smoke on school property—this campus is smoke-free.
- Visitors and volunteers must sign in at the school office during their time at the school.
- When parents, students and visitors are in the building for any extracurricular or parish activities, they are expected to treat the school building and adults present in the building respectfully. If actions are not permissible during school hours, they are not permissible in the building at other times.
- School discipline for extracurricular activities may apply at the discretion of the principal.

Civility Policy

A civility policy is designed to promote mutual respect among all members of the St. Pius X School community on those occasions in which teachers and parents disagree about the way a situation should be handled. While all teachers and staff members welcome feedback and diverse points of view, it is important to realize that they should be afforded the same level of respectful treatment that parents expect in return. When disagreements arise, it is paramount that such encounters take place without the child present. Further, given the mutual care and concern that exists for the child, teacher/staff members and parents should communicate in a constructive way that reflects the respect both parties have for the dignity of the individual.

With these parameters in mind, the following actions are unacceptable in the context of the classroom, front office area or any other part of the premises:

- Loud and/or offensive language or cursing, or the use of insults in conversations, letters, emails, faxes, or other forms of communication
- Threats that communicate an individual's intention to do physical or emotional harm to the health or safety of a teacher, administrator, staff member, or student.
- Actions that seek to damage or destroy school property.
- Behaviors that otherwise impede or disrupt the learning experience of students

Any parent or student who believes he/she was subject to unacceptable or disruptive behavior on the part of any staff member should bring such behavior to the attention of the principal. If a parent or student believes he/she has been subject to unacceptable or disruptive behavior on the part of the principal, the parent or student should bring such behavior to the attention of the pastor.

Any individual who is in violation of this policy may be directed to leave the school by the principal, assistant principal, or other authorized school personnel. If the person refuses to leave the school, the principal or other authorized personnel shall seek the assistance of law enforcement. Any teacher who is subjected to threatening or demeaning language from a parent or visitor should caution the other individual(s) and if the behavior continues, terminate the conversation. If the meeting or conference is taking place at school, any employee may request that the administrator direct the speaker to leave the school building.

Bullying Policy

Inspired by Jesus's message to "Love one another as I have loved you," we, the St. Pius X community, commit to the following:

- **Providing a safe environment for students**
- **Promoting appreciation and acknowledgement of all students**

- **Encouraging students to develop personal interests**
- **Encouraging students to speak up for themselves and others**
- **Providing opportunities for students to be heard**
- **Encouraging students to treat others with respect and dignity at all times**

According to the National Youth Violence Prevention Resource Center, almost 30% of youth in the United States are estimated to be involved in bullying as either a bully, a target of bullying, or both. Although an all-inclusive definition of bullying is hard to come by, the state of Indiana’s new bullying reporting system defines bullying as the following:

- **Physical Bullying-** involves hurting a person’s body or possessions. It includes hitting, kicking, punching, spitting, tripping or pushing, taking or breaking someone’s things, or making mean and rude hand gestures.
- **Verbal Bullying-** involves saying mean things. It can include teasing, name calling, inappropriate sexual comments, taunting, or threatening to cause harm.
- **Social/Relational Bullying-** involves hurting someone’s reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors, or public embarrassment.
- **Electronic/Written Communication-** involves cyberbullying, collective or group note writing, any bullying undertaken through the use of electronic devices.

Bullying behaviors typically include, but are not limited to:

- deliberate teasing
- harassment
- intimidation
- humiliation
- taunting and/or ridicule.
-

Cyberbullying includes, but is not limited to:

- misuses of technology
- harassing
- teasing
- intimidating
- threatening
- terrorizing another person
- inappropriate email messages
- inappropriate instant messages
- inappropriate text messages
- inappropriate digital pictures or images
- Creating or visiting inappropriate website
- postings to social media outlets such as Instagram, Facebook or Twitter or blogs.

Remember that pictures and comments that **you** may think are “cute” or “funny” may be hurtful to others. Any student, faculty, or staff member who feels that they have been victims of cyberbullying should report this to the principal. Sanctions may include the loss of computer privileges, immediate detention or, for major infractions, immediate suspension or expulsion from the school.

An important element to any bullying problem is the role of the bystander who observes the behaviors. All students should be encouraged to stand up for victims and report bullying behavior. These reports do not make “tattle tales.” Rather, responsible reporting from bystanding students promotes Christ-like behavior and dignity for both the victim and bully.

If a student engages in bullying behavior, consequences, depending on the severity of the situation, may include one or more of the following: a loss of extracurricular privileges, a written or public apology, an immediate detention or suspension. It may also be necessary to bring the students and/or their parents in for a mediation session or go before the school discipline team. **Repeat offenses will result in suspension and/or expulsion.** No matter what the situation, each child must remember to think about the feelings of the other people involved

Harassment Policy

Harassment in any form is expressly prohibited. All reports of unwelcome, offensive or inappropriate conduct will be promptly and thoroughly investigated and students in violation of this policy will be subject to appropriate corrective or disciplinary action, which may include suspension or expulsion. Sexual harassment may include but is not limited to the following behaviors:

- unsolicited and unwelcome comments of a sexual nature;
- sexually explicit comments that are demeaning to females or males;
- sexual advances or requests for sexual contact;
- sexually-oriented “teasing”;
- display of sexually explicit or visual material;
- deliberate physical contact such as patting, pinching or brushing against another's body suggestively or offensively.

Other forms of harassment include the use of violence, force, coercion, threat, intimidation, fear, or other comparable conduct which makes another student uncomfortable or unable to make the best use of the educational opportunities offered at SPX. This also applies to students who urge other students to engage in such behavior.

A student subjected to or observing such behavior from another student should report the incident to a teacher, staff member, or other adult. The student will be permitted to respond to the charges made against him/her. Consequences for harassing behavior may include detentions or suspension or expulsion from school.

Alcohol, Tobacco and Illegal Drug Policy

Parents will be notified immediately if a student is found in possession of, using, or under the influence of alcohol, tobacco, or illegal drugs. After providing the student an opportunity to respond to the charges, he/she may be subjected to the possibility of an immediate suspension or expulsion from school and/or significant restrictions to his/her participation in extracurricular activities. Consultation with the school counselor or an outside counselor may be required depending on the severity of the situation. This policy applies to behaviors taking place on the school premises or at an off-campus, school-sponsored event. If the school becomes aware of a student’s use of these substances outside of school, the principal will contact the parents and offer to serve in a consultative or facilitative role so that the child may receive the psychological or medical help he/she needs.

Weapons Policy

Weapons are not allowed on school grounds or at school-sponsored events. A weapon includes but is not limited to knives, guns, tasers (of any kind), and martial arts implements, as well as objects such as pens, pencils, books, straws or utensils that may be designed to inflict harm on another. Weapons will be taken from students or others who bring them onto the school property, and the parents will be contacted immediately to discuss the situation. Law enforcement officials will be contacted if deemed necessary. Appropriate disciplinary action will be taken.

Section 12: Health/Wellness Policy

Asbestos Notification

Saint Pius X Catholic School does contain some asbestos in non-friable, sealed locations throughout the school. Asbestos is contained in floor tiles throughout the school that are now sealed under the carpet. It is considered safe and is inspected on a regular basis. All maintenance personnel are trained to work safely around the asbestos. The asbestos abatement plan is on file in the principal's office and may be reviewed upon request. This notice is required by law.

Pest Control Policy

From time to time it is necessary to apply pesticides in the school. These applications will be conducted by certified pesticide applicators during times when students and staff members are not present (school vacation periods, weekends, etc.). If you would like to receive notice of all pesticide use in our school, please contact the school office in writing. A record of pesticide applications is kept on file with our parish business manager.

Automated External Defibrillator (AED)

The school has an AED machine located in the main lobby next to the front office window. It is protected by an alarmed case, which means that if the case is opened, the paramedics will be notified immediately. The American Red Cross provides the following description of an AED:

An AED is a device about the size of a laptop computer that analyzes the heart's rhythm for any abnormalities and, if necessary, directs the rescuer to deliver an electrical shock to the victim. This shock, called defibrillation, may help the heart to reestablish an effective rhythm of its own. An AED is easy to operate. It uses voice prompts to instruct the rescuer. Once the machine is turned on, the rescuer will be prompted to apply two electrodes provided with the AED to the victim's chest. Once applied, the AED will begin to monitor the victim's heart rhythm. If a "shockable" rhythm is detected, the machine will charge itself and instruct the rescuer to stand clear of the victim and to press the shock button.

Illness

We recommend that parents keep a child at home if he/she appears ill. If a child should become ill while at school, the secretary, principal, or school nurse will contact the parent using the emergency information available in the office. Parents should report any communicable diseases (pneumonia, scarlet fever, strep throat, chicken pox, mono, head or body lice, pink eye, etc.) to the office. In these cases, the principal may need to notify other families regarding the possible spread of infection.

General Policies

- SPX has a nurse on staff and is available from 8:00 a.m.-3:00 p.m., to provide first aid and medical attention as needed to the student or staff population. If medical attention is required outside the scope of practice of our staff, parents/guardians and/or emergency services may be called.
- All student visits to the nurse will be recorded.
- The Archdiocese of Indianapolis and Indiana law requires any signs of abuse to be reported.
- The school nurse will monitor all students who have physical restrictions due to illness or injury. Any student reporting to school with a restriction should stop by the nurse's office before returning to class. The nurse will inform the appropriate staff members to ensure the student's safety and success.

Medication Policy

- ALL MEDICATION, prescription and over the counter, must be in original containers. All must have child/children's names on the bottles, and doses specified.
- **All OTC medications are to be provided by the parents, and permission slips signed.**
- All medications will be kept in the nurse's office and will be distributed by SPX's nurse or by office personnel. Students are not permitted to carry medications, including cough drops.

Food Allergy Policy

Some of the things that make grade school special are the small celebrations of birthdays, holidays, and events. All enjoy being recognized on their birthday or as the special person of the week and celebrating holidays with small homeroom parties (Halloween, Christmas, etc.). These celebrations usually include food, unfortunately, more and more children are growing up with food allergies.

While some react if they ingest a food or ingredient, others may react simply from contact with a certain food. St. Pius X Catholic School wants to continue to recognize all students on their special days and keep our holiday traditions alive, so in an effort to keep all our children safe, we have developed the following policy for school parties and special recognitions.

Children enjoy all types of snacks and treats. While cookie cakes and frosted cupcakes are really tasty, so are Fudge Stripe Cookies, popcorn, and popsicles. Children do not usually care about the type of snack. Therefore, we ask that all consider bringing allergy-free approved snacks to share.

If you wish to celebrate your child's birthday, please contact the homeroom teacher to set up the time and date. The teacher will be responsible for sharing with you whether any students have allergies and will also offer suggestions of items to bring in. Please do NOT bring anything into the classroom that needs preparation for serving, such as ice cream, or cake that needs cutting, etc.

For families that have a child with an allergy, you are welcome and encouraged to bring in treats for the homeroom teacher to store and give to your child in the event a snack comes in that he/she is not allowed to consume. If the teacher is unsure if your child is allowed to have a particular snack, the teacher will make an effort to call home and clarify. If the teacher cannot get a hold of the parent, the student will be given a treat from the stored snacks.

Allergies

- Parents are responsible for making sure the emergency medications and paperwork are completed and sent to the nurse's office for students with food and other allergies (bees, dye, seasonal, animal, etc.).
- There must be a Health Care Plan that addresses emergency care. It is the parent's responsibility to make sure their child is aware of their food/other allergies, signs and symptoms of their allergies, and the need to follow their Health Care Plan. The nurse and parent will notify the teachers and staff of the child's Health Care Plan and emergency interventions, in case they become necessary.

Immunizations

- A copy of all student immunization records must be on file at school. Adequate documentation includes: a copy from your healthcare provider, department of health, state registry, or an immunization record from another school. All student immunization records are reviewed in kindergarten, first grade, and sixth grade and for all new students entering SPX.
- SPX follows the immunization requirements of the Indiana State reference guide.
 - **3 to 5 years old:** 3 Hep B (Hepatitis B), 4 DTaP (Diphtheria, Tetanus & Pertussis), 3 Polio (Inactivated Polio), 1 MMR (Measles, Mumps, Rubella), 1 Varicella
 - **K & Grade 1:** 3 Hep B, 5 DTaP, 4 Polio, 2 MMR, 2 Varicella, 2 Hep A (Hepatitis A)
 - **Grades 2 to 5:** 3 Hep B, 5 DTaP, 4 Polio, 2 MMR, 2 Varicella
 - **Grades 6 to 11:** 3 Hep B, 5 DTaP, 4 Polio, 2 MMR, 2 Varicella, 1 Tdap (Tetanus & Pertussis), 1 MCV4 (Meningococcal conjugate)
- Records are due the first day of school. However, in cases of emergency, no student will be permitted to attend school for more than 30 days beyond enrollment unless this information is on file in our health office. The records must have exact dates for when each immunization was given. Exceptions will be made only for students who have medical reasons for not having their immunizations complete and those students whose parents have religious objections. NOTE: Students who have medical contraindications for immunizations must have a written signed letter from their MD; updated annually. Parents with religious objections must submit a written letter with explanations, updated annually.
- We support a proactive wellness plan and encourage an annual flu mist/shot to keep absenteeism down.

Head Lice

- It is the parent's responsibility to regularly check a child's head for lice infestations, to treat accordingly and to notify the school nurse or teacher in all cases of infestation.
- If live lice or nits are discovered, the school nurse will notify the child's parent by phone. Students will be sent home for immediate treatment if live lice are present.
- Students may return to school once they are treated **and** no lice or nits are present. Treatment requires using over the counter or prescription medication. Parents should take care to follow directions carefully.
- Upon return to school, a parent or guardian must accompany the student to the school office and wait while the head check takes place.
- If more than 5 students in the population report having head lice, a school-wide bulletin will notify parents so children may be checked at home before the next school day.

Section 13: General School Rules

School Hours

7:15 AM	Building unlocked; supervision in the gym
7:30 AM	First bell rings; all students dismissed to classrooms
7:50 AM	Tardy bell; classroom instruction begins
	<u>An adult must walk in with, and sign in, students if they arrive after the 7:50 bell. All doors are locked after 7:50 a.m., with the exception of one of the main entrance doors.</u>
3:05 PM	First dismissal (Shortened day 1:15 PM)
3:20 PM	Second dismissal (Shortened day 1:30 PM)
3:30PM	Doors to classroom wings are locked
3:20-6PM	Extended Care (No Extended Care on Teacher Thursdays or early dismissal days)

Arrival/Dismissal Procedures

Arrival Procedures:

- Always drop off students in the “Drop-Off Zone” only. Use the following procedure:
 1. Pull all the way forward to the end of the cones at the south end of Shalom. The Drop off Zone ends at the grass area by the Kindergarten door. No unloading beyond this “Drop-off Zone Area”.
 2. Do not drive out of the line or pass cars ahead.
 3. **All children exit on the right side of the car**, walk close to the building so that the safety patrol sees them, and follow directions of the safety patrol.
 4. **DO NOT USE CELL PHONES WHILE IN LINE.**
 5. Inform all caregivers, nannies, grandparents, etc. of the proper procedures.
- If you must come into the building during morning arrival, please park in the north lot (playground side of the building.)
- Parents using the North lot are required to exit their car and escort children into the building.
- There is a video on the SPX Indy YouTube page that helps to describe the procedures. Please share these with anyone that would need it. <https://www.youtube.com/watch?v=figarz5-clk>

Dismissal Procedures:

- Drivers need to be parked in the lot, **with car engines off**. Please turn off car engines as soon as you park your car. This helps everyone to stay safe and is considerate of others that are parked around you.
- Once parked, parents and younger children accompanying parents are asked to stay in their cars until it is dismissal time. Parents are asked not to come into the school lobby to wait for their children. Students are dismissed to the South lot only and should find their car quickly.
- The bell will ring after the staff member on duty closes the gate, and no additional cars will be allowed to enter. Parents arriving after this time are to drive to the north lot where they are to wait in an orderly manner for second dismissal.
- When signaled from the front lot, parents should drive around into the front lot and park in the same manner previously outlined for first dismissal. If the North lot is full, parents should circle the block and park cars, heading south, adjacent to the football fields on Sarto Drive. Parents should allow the cars to exit the North lot before proceeding behind them.
- Parents expecting to pick up during the second dismissal should be at the school no later than 3:15. The teacher on duty will close the gate and no additional cars will be allowed to enter the front lot. Parents working in the school building for any reason should wait to leave until the second dismissal is completed.

- Students remaining after the 3:20 PM dismissal, who are not under the supervision of a coach or parent, will be sent to Extended Care at 3:30 pm.
- On early dismissal days on which school is dismissed at 1:15/1:30 pm, there is no extended care available. For this reason, parents should be at the school promptly to pick up their children.

Walkers

Any student who will be walking home from school will need to have a signed letter of permission from the parent/guardian on file in the school office. This letter should be provided to the school office prior to the student making arrangements to walk home. No student may ride his/her bike to or from school. **Walkers may not leave the building until after the lot has emptied out after the second dismissal.**

Lunch and Recess Schedule

11:15—12:00	Middle School Lunch and Recess
12:05—12:25	3rd and 4th Grade Lunch
12:25—12:55	3rd and 4th Grade Recess
12:30—12:55	Primary (K-2) Lunch
12:55—1:25	Primary (K-2) Recess

Playground Supervision

Although students should enjoy their time on the playground, they are expected to adhere to certain rules that provide for the safety and order of all students during recess. A group of parents/teachers provide the supervision on the playground and will communicate with the teachers in situations where a student has acted inappropriately toward another student. Based on the recess supervisors' observations on the playground, students may be asked to sit out of a game as a consequence for inappropriate behavior.

More serious behavior issues could result in a behavior referral, loss of recess privileges, or an immediate detention, suspension or, in extreme cases, expulsion. Behavior incidents that occur on the playground will be reported to the classroom teacher or principal who will determine the appropriate consequence. The role of the recess supervisor is not to impose disciplinary consequences on students nor is it to communicate formally with parents (by phone or email) as to what transpired on the playground. The classroom teacher or principal will assume these responsibilities.

The following list of rules has been constructed to guide students' behavior while at recess:

- Students should use equipment as it is meant to be used (e.g. students should use the swing and slide one at a time and avoid stopping on or climbing up the slide)
- Students should seek permission before going back inside the building or retrieving balls that have rolled off school grounds.
- Students are not permitted to engage in wrestling, boxing, tackle football or any other aggressive play during recess (one-hand touch football and tag are allowed on the grass area only).
- Basketball and kickball are the only ball games permitted on the paved area during Middle School recess.
- Balls may not be thrown randomly into groups of unsuspecting students.
- Students should treat other students respectfully by including them in games and apologizing when necessary.
- Students should stay in the designated play area unless given other instructions by the recess supervisor (students are not allowed beyond the building on either end or beyond the last black pole of fencing by the baseball diamond).
- Students should respect the authority of the recess supervisors by responding quickly and politely when

the whistle is blown (a short whistle indicates that the supervisor is trying to get a student’s attention and a longer whistle indicates it is time to line up to re-enter the building).

- ❑ Students should re-enter the building quietly and respectfully.
- ❑ During winter months, no touching snow or ice, no climbing on snow mounds, no making snowballs or throwing them is permitted.

Separated or Divorced Parents

In cases of separated or divorced families, the parents should provide the school with the necessary legal paperwork concerning custodial rights. The school will attempt to accommodate each parent in its routine communications and distribution of student grades (i.e. progress reports and report cards) and other pertinent school or student information. Newsletters may be accessed through PowerSchool. Student Grades, Progress Reports, and Report Cards may also be accessed through PowerSchool. Both households would need to establish a separate PowerSchool account. This can be accomplished by contacting the School Technology Coordinator. However, there is an expectation that separated or divorced families would establish a communication plan—to be shared with the school—that would ensure **each** parent is provided necessary information about the child’s experiences at the school.

When conferences are scheduled, while the custodial parent is encouraged to include the non-custodial parent in the conference, scheduling and communication of such conferences will be organized with the custodial parent only. In order to protect student confidentiality, only parents (custodial and non-custodial) will be allowed to participate in conferences. Stepparents may be included in the conference if the custodial parent approves.

Photo Release

Parents will receive two “photo use” forms to sign, indicating whether photos without names may be shared outside of the school (via the website, Facebook, or Twitter) or not, and whether photos that may include names may be shared or not. Please sign and return yours promptly.

School Closing and Delayed Starts

In the event of severely inclement weather or an issue of a mechanical nature at the school, the school may have to close. You will be notified through call, text and email through PowerSchool if this occurs. School closing information will also be announced on the local television stations. A two-hour delayed start may be used in circumstances in which travel conditions may significantly improve in the later morning hours. In such cases, school will begin at 10am. If this occurs, you will also be notified through call, text and email through PowerSchool.

Field Trips

Students are exposed to many field trip experiences during their time at St. Pius X. For example, eighth grade students take an annual class trip that enhances an aspect of the curriculum; fourth grade students go to CYO Camp; fifth grade students attend “Biz Town,” an annual, day-long event that integrates economic, business and math problem solving skills in the context of a real-life scenario, among many other potential trips. Field trips are all privileges that must be earned by the students. If students do not behave acceptably during a regular school day, they can lose the privilege to attend field trips.

Although there may be some occasions in which parents are asked to transport their and/or other children to a school-related event, buses will be used to transport students on most school-sponsored field trips. A comprehensive permission slip will be sent home at the beginning of the school year asking parents to provide consent for a student’s participation in and transportation to an off-campus event. This permission slip will need

to be signed in order for students to attend the off-campus event—permissions communicated by phone will not be accepted. Teachers will communicate directly with parents prior to leaving on a field trip.

During bus trips, students are expected to uphold the same standards of behavior required of them at school. As such, students must remain seated at all times; items may not be thrown around or outside the bus; students must talk in quiet voices and follow directions given by the bus driver and chaperones; and students must pick up all garbage and belongings when leaving the bus.

In the event that a parent volunteers to drive and/or chaperone, he/she should be aware that he/she assumes the liability for the safety of the students. Furthermore, parents who volunteer to chaperone are responsible for making sure the children assigned to them are either with them or accounted for by another parent. All drivers must have proof of insurance on file in the school office, and must have completed the associated child protection requirements outlined elsewhere in this document. Parents should not make unscheduled stops to fast food restaurants or other places that have not been communicated in advance to parents.

Classroom Parties

Birthdays, special recognitions, and classroom parties are part of the school experience. If you wish to have a small birthday celebration, during the school day, it must be arranged ahead of time, with the classroom teacher. Please refer to the Allergy Policy in Section 12 of this handbook when deciding what treat to bring. A treat must be provided for every student in the class.

It has become a concern of students delivering birthday invitations to classmates. Some students not receiving an invitation often feel left out and feelings are hurt. Please, if you are creating invitations to parties, we ask that you send them via US Mail. All addresses can be found in the yearly directory.

Safe Parish

All clergy, employees, and volunteers who work with children are required to complete an online training program called **Safe Parish**. This online training must be completed before the individual's first day of ministry, employment, or volunteer service.

Parents that have previously done the Safe and Sacred training DO NOT need to do this Safe Parish training until their background check has expired. Volunteers will be notified when it is time for this to be renewed and then they should follow the same instructions on the training website.

This program offers several advantages for parents:

- Assessment of learning at the end of the training to ensure program content can be applied
- Information on physical abuse, emotional abuse, and neglect in addition to child sexual abuse, promoting greater awareness and vigilance in all aspects of child protection.
- Automatically request the required background checks
- Training is available here: <http://www.spxparish.org/resources/safe-parish>