



2018-2019

Parent/Student Handbook

The St. Pius X Catholic School Parent/Student Handbook represents an informative guide to the beliefs, ideals, values, tenets, and expectations of our school community. Its contents include our educational mission, philosophy, rules and regulations relevant to our students, parents, faculty, staff, and administration. The handbook encompasses what we believe to be best and most important about our school community. It may be viewed as a meaningful resource and constructive guideline, an expression of St. Pius' unique values and guiding behaviors.

Revised August 2018



St. Pius X Catholic School

August 16, 2018

Dear Parents,

The fact that you have chosen to enroll your child(ren) at St. Pius X School gives them the Catholic Advantage. At St. Pius X we are committed to spiritual growth and leading edge academics in a safe and nurturing environment.

This 2018-2019 Parent/Student Handbook has been updated to inform both you and your child(ren) of our policies and procedures. The handbook is available online at elpasostpiusx.org. Read this handbook carefully and discuss it with your child(ren).

Please print and sign the 2018-2019 acknowledgement page, which can be found in the back of the online handbook. Return it to your child's classroom teacher no later than the 4th of September.

Together, we will guide our St. Pius X students to live as Jesus taught.

In Faith,

Ana Silva
Principal

16 de Agosto 2018

Queridos Padres,

El hecho de que haya elegido inscribir a su (s) hijo (os) (as) en la Escuela de San Pío X, les otorga la Ventaja Católica. En San Pío X estamos comprometidos con el crecimiento espiritual y los académicos de vanguardia en un entorno seguro y acogedor.

Este Manual para Padres/Estudiantes 2018-2019 ha sido actualizado para informarles a usted y a sus hijos (as) sobre nuestras políticas y procedimientos. El manual está disponible en línea en: elpasostpiusx.org. Lea el manual detenidamente y discútalos con su (s) hijo (os) (as).

Imprima y firme la página de acuse de recibo 2018-2019, que se puede encontrar en la parte posterior del manual en línea. Regréselo al maestro (a) de la clase de su hijo (a) a más tardar el 3 de Septiembre 2018.

Juntos, tanto la escuela como ustedes padres, guiarán a nuestros estudiantes de San Pío para aprender a servir como Jesús enseñó.

En fe,

Ana Silva
Directora

PARENT/STUDENT HANDBOOK INTRODUCTION

St. Pius X Catholic School (SPXCS) is a part of St. Pius X Parish (herein called the corporation) in the Diocese of El Paso. St. Pius X Corporation is assisted by the local school board and the principal when implementing new policy. The school complies with all the policies, rules, and regulations of the corporation and the Texas Catholic Conference Education Department. The Texas Catholic Conference Accreditation Commission and the Southern Association of Colleges and Schools accredit the school. The school functions as an integral part of St. Pius X Parish and it provides as well as encourages opportunities for ministry within the parish and the wider community. St. Pius X School does not discriminate in its educational programs or employment practices on the basis of race, colour, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law.

The school is designated as a tobacco, alcohol, drug weapon free campus. Students and/or adults may not use or possess tobacco products, drugs, alcohol and weapons on the school campus or at school-sponsored events.

MISSION STATEMENT

At St. Pius X Catholic School, a ministry of St. Pius X Parish, we maximize the potential of each student through a Christ centered academic environment and a rigorous curriculum. Through academic excellence our students are skilled, aware of social issues; ready to serve and lead.

PHILOSOPHY

St. Pius X Catholic School believes that each person is a child of God and deserves respect and a quality Catholic Education which teaches the whole child: spiritually, academically, emotionally, physically, and socially. We believe in a rigorous instruction which supports the diverse needs, talents, and abilities of all students, nurturing 21st Century learners and leaders. We employ highly qualified teachers and administrators whom are personally committed to their faith, dedicated to sharing and living their faith, thus positively impart in their students the love of teaching. At St. Pius X Catholic School, faith formation is an ongoing collaboration between our school, our families, and our community. We provide continued formation in a unique environment in which students, teachers and parents experience the presence of divine guidance by the Holy Spirit. Our student body, faculty, and staff is continually supported and encouraged to participate in the global community by serving the spiritual and social needs of all. Students are expected to respect human life with dignity regardless of race, creed, colour, gender or ethnic origin; to lead in a global focus, addressing humanity's struggle for peace and justice.

ACADEMICS

- St. Pius X diligently prepares our students to succeed academically and socially through maintaining Christian values and service to our community.
- Our school provides rigorous academic programs that prepare our students for high school, prestigious universities, and leadership roles in society.

CATHOLIC IDENTITY AND FAITH-INFUSED WITH LEARNING

.Our school strives to continue those religious traditions that provide our students the opportunities to grow in their faith through the sacraments, weekly Mass and liturgies.

SAFETY, STRUCTURE AND DISCIPLINE

- High expectations are clearly defined and delineated through policies and practices to ensure our students, faculty, and staff's safety at all times.
- Understanding that attitude and actions have an effect on their children's academic success, our St. Pius X parents are extremely generous in their abundance of parental support as well as sharing their time and talent to benefit the entire school.
- There is a *Before and After school Program* available every school day to provide options for working parents thus ensuring the safety of our students.

ACTIVITIES, LEADERSHIP, VALUE-ADDED

- St. Pius X School affords leadership opportunities for all of our students through weekly liturgy, Student Council, National Junior Honor Society, Yearbook Club, Library Club, Chess Club, Science Club, Choir Club, Lego Club and various other clubs and campus activities.
- Our students have opportunities to serve our community and ministries for the poor and those in need.
- Retreats are provided annually for all students as well as their families. Students and their families have enjoyed these occasions to come together and take time to pray, reflect, evaluate, and strengthen their spirituality.

FAITH FORMATION

The total atmosphere of our Catholic school reflects the spirit of Christian life and learning. Christian doctrine is presented at each grade level. The liturgical year is developed through liturgical, sacramental, classroom, and school wide activities. The observance of feast days and seasonal traditions enhances the spiritual training.

Sacramental preparation takes place through classroom activities along with child retreats and parent meetings. *Students are prepared for and receive the Sacrament of Reconciliation in second grade and the Sacrament of Eucharist in third grade.* Students attend Mass on a weekly basis with the parish community. Each homeroom in grades 3-8 is given the opportunity to prepare one or more liturgical celebrations. Community service is encouraged throughout the grades as part of the religion curriculum.

PARENT'S ROLE IN EDUCATION

We at St. Pius X School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and duty to become the primary role models for the development of your child' life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Pius X School involves a commitment and exhibits a concern for helping your child recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by example with God in your family life.

Once you have chosen to enter into a partnership with us at St. Pius X School, we trust you will be loyal to this commitment. During these formative years (PreK-8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story as your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parents as Partners

As partners in the educational process at St. Pius X School, we ask parents;

1. To set rules, times, and limits so that your child:
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code;
 - Completes assignments on time; and
 - Has lunch whether ordered from the caterer or brings nutritional sack lunch from home.
A microwave is available to warm up food.

1. To support the religious and educational goals of the school.
2. To support and cooperate with the discipline policy of the school.
3. To treat teachers with respect and courtesy in discussing your child/our student's performance.
4. To read school notes, emails, newsletters and website and to participate fully in the student's education.
5. To complete and return to school any requested information promptly.
6. To inform the school of any special situation regarding the student's well-being, safety, and health.
7. To notify the school office of any changes of address or important phone numbers.
8. To notify the school with a written note when the student has been absent or tardy.
9. To meet all financial obligations to the school.
10. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.

ADMISSION POLICIES

St. Pius X Catholic School admits students regardless of race, colour, religion, ethnic or national origin. The school accepts students with handicap(s) to the extent that we are able to service the student. All students enrolling in school for the first time must present original birth and baptismal certificates, and an immunization record. Students previously enrolled in another school must also present a report card from the school. **All new students will be on academic and conduct probation for the first year.**

A student must be three years of age on or before September 1st to enter prekindergarten, five years of age on or before September 1st to enter kindergarten and six on or before September 1st to enter first grade.

St. Pius X School offers classes for: special education, dual-language, gifted and talented, Dyslexia, and speech therapy (off campus). If for some reason a student has special educational needs, parents are referred a local school district and arrangements are made for the best educational environment for the student.

Official Records

Official records are kept in the school office for each student. The official record consists of the Diocesan permanent record card, standardized test scores, and health record. Parents have the right to review their child's records.

St. Pius X School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreement will be kept in a confidential file.

Tuition and Fees

We believe that tuition payments are an investment in your child's education and religious formation. The School Board to insure that adequate financial resources are available for the school program and that enrolment is as affordable as possible to all families.

The tuition is set yearly. All fees are payable by the due date and are non-refundable. The following rules and procedures govern tuition payment:

- *tuition will be paid through FACTS
- *tuition payments are made on a monthly basis - July to May or August to May
- *tuition is due on the 1st, 5th or 15th of each month unless alternate date is specified
- *report cards, the taking of finals, diplomas, and transfers will not be issued to any student whose financial obligations who are not totally up-to-date**
- *your child/children will not be allowed to remain in school if you have missed two monthly payments, or 60 days.
- *checks, which do not clear the bank, must be picked up, and paid in cash, certified check or money order. There is a \$45.00 fee for returned checks.
- *any fees, fines, and textbook (lost) that are not paid after 60 days will also result in the student not allowed to remain in school and no report card or transcripts will be issued.

Tuition Assistance

Families, who qualify, can apply for tuition assistance. An independent company (FACTS) will evaluate your family's financial situation and recommend the level of assistance that the Diocese of El Paso and/or St. Pius X should offer.

Those families who because of income or extraordinary financial obligations do not feel they can pay the full tuition rate may apply for **Tuition Assistance in May for the up-coming year**. *Forms are available through the school office and must be submitted with proof of income*

Delinquent Tuition from Previous Year(s)

The account must be current before a student is eligible for registration for the new school year. Should you register your child before your account is cleared, your child will not be allowed into classes until the matter is cleared up.

Withdrawal of Students

Students may be withdrawn by a parent/guardian during the course of the year. The school should be given 5 days written notice of withdrawal. All books must be returned and financial obligations met before a transcript will be issued. **No student records will be forwarded to another school until Business Office accounts have been settled.** Official records are sent directly to the new school.

ATTENDANCE (ABSENCES AND TARDIES)

State law and the El Paso Diocese mandate that every student of compulsory school age is required to be present for daily class unless legitimately excused. Daily attendance is important for the logical and sequential development of subject matter, the social and moral development as a person, and thus essential for enhancing the overall learning process.

ABSENCE and SCHOOL WORK

Absenteeism is not an excuse for incomplete schoolwork. It is the student's responsibility to make arrangements with a teacher to discuss deadlines and the taking of any missed assignments or tests upon returning to school after an absence. If the student is too young to do this, a note from the parent will accomplish the same objective.

In general a policy of one day for one day can be used for make-up work due after an absence. Under normal circumstances, a two week period will be the longest time set aside for any make up work past due because of an absence from school. Teachers will have the discretion to determine the due date for missed class work and homework. **Zeros are not acceptable, makeup work must be completed.** Missed assignments may keep students from participating in upcoming activities.

Each morning the homeroom teacher will assign a student to keep a homework assignment sheet for any absent child. The homework assignment sheet along with any necessary books will be sent to the office at the end of the day. **It is the parent's responsibility to see that the work is picked up in the office.** In the case of an absence where daily communication with the school is not possible, the parent or guardian is asked to meet with the teacher to establish a timeline for make-up work.

It is State law that a student must be in attendance at school at least 90% of the school year in order to be promoted to the next grade. If a student has more than 18 absences (excused or unexcused) during a school year, he/she may be retained in that grade or be required to attend summer school for the absences.

EXCUSED ABSENCE:

Prompt and regular attendance is essential for the student to be successful in class. When a student is absent, parents are expected to call the school before 10:00 a.m. If a student arrives before 10:00 a.m., they are counted as present. Upon return to school, he/she must bring a written note from the parent/guardian or doctor to the attendance clerk to be readmitted to class. If a student is ill for three days or more, he/she must bring a written note from a doctor to be readmitted to class.

A student who has been absent from school will not be given any grades until all work is made up. A student will receive full credit for all work made up after an excused absence, and will be allowed to make up any quizzes or exams.

Excused absences include:

- *personal illness
- *serious illness or death in the family
- *emergency need
- *doctor or dentist appointments
- *absences approved by the principal PRIOR to the date of the absence
- *students will not be allowed to be absent during quarterly exams

UNEXCUSED ABSENCE:

Students will not be given full credit for any work made up after an unexcused absence. Students will not be allowed to make up quizzes or tests after an unexcused absence. A student failing any course will not be given permission for an extended absence. **Students may not have schoolwork in advance of a trip. They will receive 1 day for each day of absence to complete schoolwork upon return.**

Unexcused absences include:

- doctor or dentist appointments not accompanied by a note from the doctor
- any personal illness not accompanied by a note from the parent
- any absence not approved by the principal PRIOR to the date of the absence (this includes family vacations and sports tournaments)
- out of school suspension

Procedure for Anticipated absence

A note from the parent/guardian requesting permission for a student to be absent for all or part of a school day must be submitted prior to the absence. The parent/ guardian must come to the school office and sign out the student. The parent must notify the office if an adult other than the parent/guardian is to sign out the student. Students may be signed out up to 2:30 p.m. After that time the student will be dismissed at their regular time at 3:00 p.m.

Procedure for Return from absence:

The day a student returns to school after an absence, he/she presents a written note from the parent/guardian or doctor to the attendance clerk/librarian stating the reason for the absence. In the event that the student does not bring a note to school, the absence will be marked as unexcused unless a note is presented to the attendance clerk within 24 hours.

Tardiness

The school day begins with the *first bell at 7:55 a.m. for all students*. The *second bell rings at 8:05*. Any student entering class after 8:05 is counted as tardy. If a student is tardy, they are not considered for perfect attendance at the end of the year.

Please Note: every 5 tardies will be counted as 1 day absent.

Chronic tardiness is a serious matter. ***Please do not escort your child to the classroom.***

ACADEMIC INFORMATION

Curriculum

St. Pius X offers students religious opportunities for growth in the following area: Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, and Eucharist. Liturgical services are held each Friday for the entire school community. The Diocesan curriculum guidelines, consistent with the State of Texas and the Common Core State Standards, are followed for the teaching of all secular subjects. All students are instructed in the following academic areas: reading, phonics/vocabulary, spelling, handwriting, English, language arts mathematics, social studies, science, art/music, technology, and physical education.

Grading

St. Pius X uses the Diocesan grading scale:

(A) 94–100

(B) 85–93

(C) 84–75

(D) 74–70

(F) 69 and below

Conduct

E=Excellent

G=Good

S=Satisfactory

N=Needs Improvement

U=Unsatisfactory

Letter grades (E, G, S, N, and U) are used in Pre-kinder and Kindergarten

Grades will be based on 50% classwork/participation; 20% homework; 20% quizzes and tests; and 10% final exam.

Academic Progress Reports and Report Cards

Parents are issued a User ID and Password to the RenWeb Student Management System, where they will be able to follow attendance and grade averages. At the end of the 9 weeks a report card will be posted by the teacher for each subject. Parents requesting a hard copy of the report card will be charged \$5. If your financial obligations have not been met by the end of each semester, your student **will not be able to take semester exams**. Progress reports will still be available on RenWeb at the 4 ½ week grading period for those students who are failing or have dropped significantly from past performance. Please monitor your child's grades, research has shown that consistent parental involvement has a positive effect on the academic/conduct grades of students. Parents requesting a printed copy of the reports will be charged \$5.

Progression through the Grades

Progression through the grades is a matter of achievement academics, age, and social emotional development. It is expected that most students will move through the curriculum at a pace of one grade per year. However, for various reasons, a child may experience difficulty in mastering this progress with ease. It then becomes the responsibility of the school administration and the professional educators involved with the child's academic development to address the difficulty and propose solutions to the parents.

The final decision on placement rests in the hands of the administration. Joint consultation with parents will be sought as fully as possible when the question of proper placement of a child is under deliberation. Some of the factors to be considered in the decision to retain a student are the following: report card grades, standardized test scores, completion of homework assignments, maturation, and specialized testing done by the local school district.

In grades 1–8, the student must pass each core subject area with a 70% average for the year or better. The core subject areas are religion, science, math, social studies and language arts. If the student fails more than two (2) subjects, he/she will not be promoted to the next grade. Conditional promotion is given to students who fail more than one (1) subject, and must attend summer school to make up failed courses. Any student failing language arts or math must attend summer school.

Homework

Homework is between the teacher and the student. All homework in grades 2-8 is recorded in the Agenda Planner daily. For grades K-1, homework will be sent home on a homework sheet. Homework reinforces what was learned during the school day, provides the opportunity for independent study, and gives ownership to the work being done in school. It is to be expected daily but may not always be written. Essential components of homework are reading, rereading, reviewing and studying class work, as well as completing additional assignments and assignments not finished at school.

The time allotment of homework will vary depending on the topic for homework, the grade level, and the individual student's study habits and ability. Homework given on Friday will be at the discretion of each teacher.

Generally the homework time allotments should not exceed:

- *Grade 1–3 30–45 minutes daily
- *Grade 4–6 45–60 minutes daily
- *Grade 7–8 90–120 minutes daily

It is strongly recommended that every student have a daily routine study time that is seldom interrupted or changed, and a designated place for study. This time should be used for homework or quiet reading. Parents can aid their child in home study by showing interest in the schoolwork, and by examining it for accuracy, and quality.

Academic Testing

All students in grades 1-8 are tested annually with a standardized test. Results of these tests are sent home to the parents and discussed at the fall Parent Teacher conference. You are encouraged to save these results and compare them with the previous year(s) to see the progress that your child has made.

Students in all grades are tested regularly during the course of the school year. In middle school, cumulative exams may be given at the end of each quarter. Students showing a balance will not be allowed to take finals at the end of each semester.

Students in grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) test in January.

Completion

Students must have successfully completed all the 8th grade courses of study in order to advance to 9th grade. Any student whose financial obligations are not fully met will not be allowed to participate in the Farewell Ceremony; nor will the student receive a report card or transfer to high school. Prekindergarten and Kindergarten are advanced to the next grade; there is no graduation ceremony.

Honora Roll

Gold: 94 and above in all subjects and nothing less than a G in conduct

Silver: 85-93 in all subjects and nothing less than a G in conduct.

Parent Teacher Conferences

School wide parent teacher conferences are scheduled twice a year. Attendances at these conferences are mandatory as academic progress is discussed at this time. Dates can be found on the school calendar.

ACCIDENTS

Student Insurance

Each student is insured under the Student Insurance plan. The parent’s insurance coverage for the student is the primary and the student insurance will pick up any out of the pocket expenses. Should the parents not carry insurance on their child then the student insurance becomes the primary carrier. Forms are available in the school office. Additional 24-hour coverage may be purchased for the student by the parent.

Student accidents

Parents are notified of accidents involving injury to their children and arrangements are made to pick them up. Should more immediate medical attention be required, then the school will follow the instructions on the Emergency Card.

Emergency Card

At the beginning of each school year parents will be asked to complete an Emergency Card on each student attending the school from their family. The information requests the parent(s) or guardian(s) home and work numbers, others to be contacted should the school not be able to reach the parent(s) at the numbers listed, the student’s physician, the student’s dentist, and other pertinent medical information, e.g. allergies, existing medical problems, etc. Parent(s) are requested to notify the school should any of the information change during the course of the school year. It is of utmost importance that the school has an emergency contact for each student in the El Paso area. Those students who reside in Juarez, Mexico must have contact information for individuals in the El Paso area.

Children born after 9/2/91 must have 2 doses of measles vaccine (this dose may be received as part of a second MMR)
Children born between 9/1/78 and 9/1/91 must show proof of 2 doses of measles vaccine within 30 days after their 12th birthday (this dose may be received as part of a second MMR)
Children born on or after 9/2/92 must have 3 doses of hepatitis B vaccine
Children born between 9/2/88 and 9/2/92 must have proof of hepatitis B vaccine within 30 days after their 12th birthday
Children born on or after 9/2/92 must have hepatitis A vaccine.

Texas law provides for exclusions from these immunizations for medical or religious reasons. The parent must provide written verification to the principal of reason for exclusion from immunization policy.

St. Pius X School will inform parents of any communicable diseases such as chicken pox, fifth disease, hand foot and mouth, head lice, impetigo, and infectious mononucleosis, etc....

GUIDANCE SERVICES

A certified counsellor may the needs of students and parents through class and individual consultation. Should a student need the further professional services, the school's guidance counsellor will provide the parent with a list of potential counsellors. Catholic Counselling, Inc., a ministry of the Diocese of El Paso, provides such services to both children and adults.

EXTRA CURRICULAR ACTIVITIES

St. Pius X is proud to be represented by our students in a number of activities beyond the required school curriculum. As these events bear the St. Pius X name, all participants are required to display the high moral standards of the school community in all they do. If involved in extra-curricular activities, students are expected to remain with the sponsors at all times. Extra-curricular activities sponsored by the school include: athletics, speech, student council, NJHS, Yearbook, Choir, Lego, Library, Robotics, Spanish Club and various clubs, as well as service learning.

ATHLETICS:

St. Pius X belongs to the Catholic School Athletic League (CASL) and is governed by the Rules and Regulations of the diocese. Teamwork, enjoyment of sports, learning the rules of a game, and cooperation are all outcomes of healthy participation in sports. Sportsmanship is promoted on all levels.

The roster of sports may be as follows depending on enrollment and participation:

Varsity Flag football - (grades 7-8)

Varsity Volleyball and Jr. Varsity Volleyball - (grades 5-8)

Varsity Basketball and Jr. Varsity Basketball - (grades 5-8)

Soccer (grades 3-6)

Athletic Eligibility

St. Pius X School community supports the pursuit of academic achievement and the development of personal responsibility. Policy states that a student must maintain at least a 70% grade point average in academics.

All students participating in athletics must abide by the eligibility policy. This policy states:

1. The student must maintain the minimum grade of 70% in each class in which the student is enrolled.
2. The conduct grade in each class must be satisfactory (S) or above.
3. If a student falls below the minimum requirements, they become ineligible to participate for one week.
4. Eligibility requirements and forms are reviewed weekly.

Athletic Discipline Code

The academic eligibility policy outlined above applies to athletes. Additionally, any student receiving an after school detention for behavior will not be able to participate in the next game.

If a student is suspended from school during the season, he/she will miss the next 2 games.

The St. Pius X Athletic Policy Handbook is available on the school web site. The SPX Athletic Policy Handbook will need

to be reviewed by parents and students as the student becomes involved in a sport. A Parent Agreement is signed that insures good sportsmanship on the part of the parent, family members, and student athlete. If a student athlete or school community member displays poor sportsmanship, they may be barred from attending any sports functions. Students, who are excused from P.E. for any reason, may not go to after school practice and may not participate in a game that day. If a student misses school on Friday or is excused from P.E., they may not participate in varsity games on Saturday.

STUDENT COUNCIL

The Student Council functions as one of the leadership and service organizations of the school. Their peers select students in grades 5–8 as representatives and officers.

This student organization upholds the philosophy and traditions of St. Pius X through work in areas of school spirit, environment, and service to the school, parish, and community. Members must maintain good academic standing and S in conduct to remain in the Student Council.

NATIONAL JUNIOR HONOR SOCIETY

NJHS is an organization, which recognizes a student’s service, character, leadership, citizenship and scholarship. Each student who qualifies academically for NJHS is given an application form to complete. A faculty committee reviews the completed form, for students in grades 6 through 8, and it is rated on the above requirements. This committee then votes on students who are inducted into the NJHS. During the school year these students perform individual and community service hours, as well as provide student tutoring services. All members must maintain honor roll standards and at least a G in conduct and to be in good standing to remain in NJHS. Each member and parent is asked to sign an agreement and to return to sponsors.

In the course of the year, various school clubs may be formed in recognition of need and interest of the student body. All clubs must have an adult sponsor, preferably a school employee. Presently, clubs may include, but not limited to, the Library Club, Computer Club, Chess Club, and Lego Club are all open to students.

DISCIPLINE

CODE OF CONDUCT

Goals and Expectations

The vision of St. Pius X School is: “to develop thinkers to serve God in our global community” through Academic Excellence, Christian Values, and Discipline. Discipline is the life-long process of learning to deal with situations that are encountered on a daily basis. Respect for one another, self-discipline, and good manners are the objectives and goals of discipline at St. Pius X. Punishments are never the purpose of discipline. We are committed to helping students become respectful, responsible Christians who can study, work, and play together in an atmosphere conducive to learning.

Responsibilities

The Discipline Plan relies on the cooperation of four groups: administration, teachers/staff, parents and students.

The **Principal** is responsible for providing a reasonably safe school environment for teaching and learning to occur. The principal is also responsible for enforcing and monitoring the Discipline Plan, and providing a copy of the Plan to the parents and student. In a serious situation or repeated misconduct, it is the principal’s responsibility to schedule a conference with a parent about their child’s behavior.

Teachers and staff are expected to treat each other, students, visitors and parents with respect, fairness, courtesy and dignity. In addition, teachers, and in some cases, staff, also have the responsibility to maintain an orderly classroom atmosphere conducive to learning, model respectful behavior, and monitor/enforce expected behaviors and school rules. Serious situations and/or repeated misconduct must be made known to the principal immediately.

Parents, the primary teacher and care giver, are expected to assist the school in teaching responsibility and discipline to their children, and to support the decisions of the teachers/staff, and the principal. Parents sign an agreement that acknowledges an understanding of the rules, expectations and consequences for inappropriate behavior. It is the parent’s responsibility to schedule a conference with a teacher, staff member, and/or principal about a situation that may have occurred with their

child. It is also the parent's responsibility to see that their child(ren) attend classes regularly, be on time, be well groomed, and dressed appropriately for learning to occur. If parental cooperation is not forthcoming, the students continued presence in the school will be evaluated.

Students are expected to know and follow the standards of behavior, exercise self-control, and learn that consequences are directly related to choices, seriousness and frequency of unacceptable behavior. Kindness, courtesy, and respect are expected at all times, not only to peers, but to anyone on the school premises. This includes property of others, school property, and facilities. Each student signs an agreement that acknowledges an understanding of the rules, expectations and consequences for inappropriate behavior. It is also part of the student's responsibility to attend classes regularly, be on time, be well groomed and dressed appropriately for learning to occur. If student cooperation is not forthcoming, their continued presence in the school will be evaluated.

Search and Seizure Police

The school has jurisdiction over all student and activities that occur during the regular school day or during a school sponsored activities, and situations in which students represent the school. The school can impose disciplinary consequences on any student who violates the Discipline Code at any of these times. Every student is expected to abide by the laws of the State of Texas, or any state in which they may travel on a school sponsored activity.

A school official may search students, lockers or their belongings, including, but not limited to, handbag, briefcase, or book bag under the following circumstances:

1. The administrator has reasonable belief that contraband, illegal substances or stolen property is being concealed.
2. A violation of a school rule related to the maintenance of discipline in the school has been committed.

The search of an individual and their belongings will be conducted with a minimum of embarrassment to the student(s).

School Wide Discipline Plan

The Discipline Plan is divided into School-wide expectations, Classroom Rules, Rule Infractions, and Consequences.

The purpose of discipline is to provide a classroom situation conducive to learning and to provide character training in keeping with Catholic and educational philosophy. Neither teaching nor learning can take place when serious discipline problems exist. It is important that students have a clear understanding of expected behavior. If a child behaves in such a way that students can't learn and teachers can't teach, then corrective action will be taken.

THE FOUR SCHOOL-WIDE BEHAVIOR EXPECTATIONS ARE:

1. Come prepared for class and display appropriate concern for learning.
2. Show respect for authority.
3. Respect property.
4. Display appropriate social skills.

The principal, teachers and staff will select an appropriate consequence by using the following criteria:

1. maintain an environment conducive to learning
2. discouraging disrespectfulness, disruptive behaviors
3. protecting school and personal property
4. protecting students, teachers, staff and visitors

Each student will be treated fairly and equitably by all. Appropriate consequences will be based on the unique facts and circumstances of each offense. Factors that will be considered may include, but are not limited the:

- ◆ seriousness of the offense
- ◆ student's age and grade
- ◆ effect on the conduct of others
- ◆ frequency of misconduct
- ◆ potential effectiveness of the disciplinary consequence
- ◆ student's attitude
- ◆ potential effect of the misconduct on the school environment
- ◆ place of misconduct

CLASSROOM RULES:

Using these rules, the teachers in collaboration with their students, establish and enforce classroom rules with appropriate consequences and rewards. Parents will receive a copy of each teacher's classroom/gym discipline plan. Parents will receive a copy of the teacher's plan by the end of the first week of school.

Assertive discipline procedures are followed in every classroom. The student will learn that every action has a consequence. As disciplinary problems arise the teacher may revise and establish an individual corrective plan. Parents are called in to help the school and the student solve remaining disciplinary problems.

Student behavior will be reviewed at the end of the year before determining whether or not the student can return to St. Pius.

The teacher or staff member will select an appropriate consequence using the factors described above. Consequences may include, but are not limited to:

- | | |
|----------------------------------|--|
| *Verbal warning | *Extra assignment |
| *Loss of recess | *Brief suspension and/or loss of privilege |
| *Time out in class | *Lunch detention |
| *Seating Change | *Written note in agenda to parent |
| *Confiscation of disruptive item | *Cleaning of own mess |
| *Private meeting with student | *In/out of school suspension |

Temporary removal from a particular class may be invoked if a student is persistently disobedient or seriously disrupts the class.

DISCIPLINARY CONDUCT LETTER (DC): A DC letter will be given to a student by the assistant principal to inform parents of a lack of self-discipline in a particular area as stated in the letter. This letter needs to be signed and returned the next day to the office, even if the student has not been called by the person doing the announcements or as soon as the student arrives at school. The following Infractions will be dealt with the administration using administrative DC letter. Consequences may include those listed below and or others that are appropriate for the infraction.

Infractions include, but are not limited to:

- ◆ Bringing unacceptable materials onto the school campus:
 - Electronic devices (cell phones, cameras, etc....unless under a teacher's direction). Teachers will pick up all phones that are not used as part of an assignment. A **fine of \$25.00** will be assessed for the return on the item.
 - Matches, lighters, inappropriate adult reading materials or violent material. (Smoke bombs, laser pens, firecrackers, or other disruptive devices.)
- ◆ Foul language at any time
- ◆ Cheating: Copying the work of someone else (homework, class work or assessments of any kind)
- ◆ Cheating: Allowing someone else to copy your work at any time (homework, class work, assessments)
- ◆ Inappropriate physical contact (scuffling, pushing, kicking, tripping biting, pinching, etc. and/or fighting at any time)
- ◆ Inappropriate sexual contact (touching in inappropriate areas)
- ◆ Inappropriate Display of Affection
- ◆ Verbal abuse or verbal threats (seriously or in jest)-the Harassment policy will be enforced at school or school sponsored events
- ◆ Bringing alcohol or tobacco on school premises
- ◆ Walking through the parking lot behind the gym (getting dropped off or picked up on Geronimo behind the gym or behind the church)
- ◆ Tackling, rough play, pushing, or teasing before school, during recess, or after school
- ◆ Avoiding, evading, or skipping the after school program. (This begins 15 minutes after dismissal (3:15 p.m.) or after any extracurricular program if the student is not picked up on time)
- ◆ Leaving the school premises for any reason without permission or adult supervision during the day or at any school sponsored event

- ◆ Throwing objects that may cause bodily injury or property damage
- ◆ Directing profanity, vulgar language, or obscene gestures toward another
- ◆ Stealing
- ◆ Biting
- ◆ Damaging or vandalizing property owned by another
- ◆ Bullying
- ◆ Failure to comply with directives issued by school personnel, including failure to serve a detention
- ◆ Gambling
- ◆ Disobeying school rules or the person in charge at school sponsored events
- ◆ Forgery
- ◆ Lying
- ◆ Demonstrating consistent negative behavior
- ◆ Defacing school property/vandalism
- ◆ Internet texting

When a student's behavior results in one of these actions listed above, any serious action that is not listed, and/or the student continues to have repeated infractions of general school rules, the student is moved to this level for discipline. Consequences are determined from the following list at the discretion of the principal using the factors described above. **ONE OR MORE OF THE CONSEQUENCES MAY BE GIVEN TO A STUDENT.** The consequences may include, but are not limited to:

- ◆ Parent/guardian immediately called
- ◆ Conference with parent, student, principal and /or teacher. Any confiscated item will be returned to parent at this time
- ◆ In-School Suspension (ISS) for at least one day. There will be a **\$75.00** charge for supervision of the student for **each day** of ISS.
- ◆ Recess and/or break privileges are lost for the number of days as the grade level (Grade 2=2 days, Grade 5=5 days, etc.)
- ◆ Participation in special activities/organizations sponsored by the school are taken away (athletics, student council, Band, NJHS) for a determined time
- ◆ After school detention for 30 minutes to 1 hour depending on grade level and seriousness of the violation
- ◆ Required outside counseling or referral to a psychologist
- ◆ OSS-Out of school suspension for a determined time set by the principal
- ◆ Receiving a "0" on any assignment

The reception of a DC letter may result in an OSS for at least one day and a conference with a parent/guardian in order for the student to be readmitted to class. The letter is signed and returned to school the day of the conference or the next day if there is no conference. If the student is enrolled for the following school year, the student will be put on disciplinary probation for that year. If a student receives 3 DC letters during the school year, the student is liable for expulsion.

When suspension is invoked, the principal/assistant principal will notify the parents or guardians in person or by telephone, the reason for the suspension; the duration of the suspension, and the requirements for reinstatement

Suspension: Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$75.00) by the suspended student's parents. The student will be required to complete all assigned school work during the suspension.

Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded.

If a student is suspended three (3) times in one school year, he/she will be liable for expulsion. Out of school suspension is considered an unexcused absence. The student will not be allowed to make up quizzes or exams missed during the suspension. **If a student is suspended, he/she will not be allowed to participate in classroom field trips or end of the year activities.**

TRUANCY

A student who is absent for one or more periods of class or for other scheduled school activities without prior permission by parent and the principal will be considered to be truant. Students will not be allowed to make up work missed due to truancy. In the event of truancy, the school will promptly contact the parent or guardian. Truancy is a serious infraction. In extreme circumstances, the principal will notify the El Paso Police Department.

EXPULSION:

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Pius X School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Pius X School.

It is the policy of St. Pius X School to utilize all available resources in an effort to provide a drug free school environment. There is zero tolerance for the possession, usage, and distribution of a weapon, bullying, laser pen, alcohol, tobacco, pornography, drugs or any unauthorized mood altering chemical substance on or off school premises at a school sponsored event. A student, who uses, possesses, exchanges, or an attempt to use, possess, or exchange, or is under the influence of a prohibited item or substance on school premises or at a school sponsored event, will be placed in ISS until a conference can be held with the principal, student, and parent.

This will also result in a report to the El Paso Police Department and the Superintendent of Schools for the Diocese. This decision may be appealed to the Superintendent of Schools.

Expulsion for other matters is the decision of the principal in conjunction with the Chairman of the Board of Directors and according to state law. The expulsion may be for up to one full semester, and it may be appealed to the Chairperson of the Board of Directors. If upon review, the Chairperson of the board decides to readmit the student, the student may return after the mandatory time of expulsion. During the expulsion, the student must attend another school.

Procedure: In expulsion proceedings, the administration will:

1. Confer with the student, the teacher(s), the parents or guardians, the Superintendent of Schools and/or the chairperson of the Board of Directors regarding the problem.
2. Advise parents of the decision made and of their right of appeal under these policies;
3. Inform the Superintendent of Schools and/or Chairperson of the Board of Directors, in writing, of the expulsion, the date thereof, together with a description of the problem and a summary of the case. The final decision for expulsion is the responsibility of the Chairperson of the Board of Directors and/or the Superintendent of Schools.

Appeal: Appeal of the expulsion or termination of enrollment is to be made in writing by the parents or guardians of the child to the School, within five (5) days after notification of the decision. The parents or guardians shall file written statements of their position in the matter with the principal's office, for the consideration by the Chairperson of the Board of Directors. The Chairperson of the Board of Directors is to review the case based upon the written statements filed by the parents or guardians, and the written report filed by the principal. Parents may be requested or required to obtain professional counseling for their children in certain cases. The principal in conjunction with the Chairperson of the Board of Directors is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

ST. PIUS X BULLYING POLICY

It is the policy of the Diocesan Board of Education to maintain a learning and working environment that is free from any type of harassment. No student associated with the school program shall be subjected to any type of harassment. Retaliation against anyone involved in the complaint process is also a violation of Diocesan policy.

Bullying occurs when a student or group of students engage in written or verbal expression or physical conduct that:

1. Is the basis of race, color, religion, gender, national origin, age, and disability constitutes discrimination and, as such, violates civil law and policies of the Diocesan Board of Education.
2. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
3. Is sufficiently severe, persistent or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
4. Examples of bullying of student may include hazing, threats, taunting, teasing, confinement, assault, and demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading and ostracism; written or graphic material that generates or shows hostility or aversion toward an individual or group or that is circulated within or placed on walls, bulletin boards, or elsewhere on premises.
5. Electronic aggression is defined as any kind of harassment or bullying that occurs through email, chat rooms, instant messaging, websites, blogs, text messaging and the like. A student who uses electronic aggression to harass or bully will be dealt with under the same policy as other forms of harassment. The principal will consider where there is evidence that this has caused a disturbance in the school community, created a poisonous environment or the conduct is injurious to the moral tone of the school.

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, principal or any other adult employee. Any employee receiving notice that a student has or may have experienced bullying shall immediately notify the principal. If the report is made orally, the principal shall reduce the report to written form.

The principal shall determine whether allegations in the report, if proven, would constitute prohibited conduct. The principal shall conduct an appropriate investigation based on the allegations in the report.

If the results of an investigation indicate that bullying occurred, the principal will promptly respond by taking appropriate disciplinary or corrective action.

Disciplinary measures are not limited to Consequences of Grave Infractions as outlined in the Parent/Student Handbook to include expulsion. Any student that is expelled may/ will follow the expulsion process outlined the Parent/Student Handbook.

GENERAL INFORMATION

Arrival and Dismissal

Students may not leave the school grounds during school hours except with the written permission of a parent or guardian and with the permission of the principal or their representative.

A student will not be dismissed from school during school hours without a written request from a parent. This request must be submitted to the office for approval with the student's name, date, and reason for early dismissal clearly marked. ***Students who are dismissed early must report to the office where they will be met by their parents. Parents will sign out their child at that time.***

At the end of the school day, students exit the school and will leave through the Placita in front of the church. No student may remain in the school building or on school grounds after dismissal except at a teacher or principal's request, or for participation in the after-school sports program. St. Pius X School does not have the personnel to supervise students who have not been picked up by their parents after dismissal. The school does not assume responsibility for children whose parents do not meet them at dismissal. ***Any student not picked up by 3:15 p.m. will be placed in the after school program and parents will pay the hourly cost of \$4 per hour. For each additional child the cost is \$3.*** A late pick-up fee of \$5 will be applied per child for every 10 minutes that he/she remains after 5:30 P.M.

If the school must be closed for an emergency such as flooding, snow, etc. an effort to contact parents will be made.

Appointments and Messages

Parents are urged to meet with their child's teacher to promote cooperation between home and school. Meetings need to be arranged during the teacher's conference period, or before or after school hours. Arrangements for conferences with teachers and/or the principal must be made 24 hours in advance through the school office. Every effort will be made to return phone calls within 24 hours. Please respect the privacy of faculty and staff and do not call them at home. If you call the office to leave a message for your child, it will be delivered as soon as possible to the child. It is not the policy of the school to call students or teachers out of class to speak on the phone with a parent.

Birthday Parties

Students who celebrate their birthdays during the school year may bring treats to the classroom with the following regulations:

- 1. The teacher is informed before any treats arrive at school .**
- 2. Enough is brought for the entire class to participate.**
- 3. The parent is responsible for the party and is to stay to distribute the treats. Parents must report to the front office and receive a Visitor Pass to proceed to the classroom for the party.**
- 4. Absolutely no treats or parties are held during lunch time or in the cafeteria.**

Lunch and Cafeteria

There is a caterer service for lunch at a charge of 3.75 per child per plate. **These meals must be ordered and paid in advance at the cafeteria.** Students are encouraged to bring a nutritional lunch of their own. Microwaves will be available. Soda and tea are not allowed.

- **LUNCH WITH CHILD WILL BE ALLOWED ONLY ONCE A MONTH.**
- If a student has lunch brought to school after the start of the school day, it is labelled with the child's name and grade and brought directly to the office. The student will pick it up from there on the way to lunch.
- Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Cell Phones

No cell phone use will be allowed on campus during school instructional time (7:55 a.m. to 3:00 p.m.), unless in a teacher directed activity. Cell phones are not be used for calling or texting during instruction. Any violation of these restrictions will lead to confiscation of the phone. The cell phone may be picked up by the parent upon payment of a **\$25.00 recovery fee** on the first offense and **\$50.00 for a second offense**. On the third offense, the cell phone is confiscated and will be kept by the school. The school is not responsible for lost or misplaced cell phones.

Child Abuse Reporting:

St. Pius X adheres to the Child Abuse Prevention, Adoption and Family Services Act, and to the school policy regarding reporting of any suspected child abuse. This will include physical, emotional, and mental health, sexual abuse, or neglect. If a professional has reason to believe a child has been or may be abused or neglected, they will report it to the proper authorities.

Abuse includes the following acts or omissions by a person: mental or emotional injury that results in impairment of child's growth, development or psychological functioning; physical injury that results in harm to the child; sexual conduct harmful to a child's mental, emotional or physical welfare; neglect which includes leaving a child in a situation where the child is exposed to a substantial risk of physical, emotional or mental harm, or failure to provide food, clothing, shelter and medical care necessary for the well-being of the child.

Computer/Internet Usage

Students have access to the school computers and the Internet. Parents are asked to review the rules for usage and sign off with their child on the school's internet/computer policy. This form will remain in the student's cumulative folder. The student will lose their right to use the school's computers and/or Internet privileges for violation of this policy.

Communication

Newsletters, notices, hot lunch menus and monthly calendars are posted on the schools webpage. Should the need arise, information is sent home to your family. Please be sure to check with your child for communications from the school. The principal oversees and must approve in advance all communications sent home through the school.

For grades Pk-6, a Tuesday Folder may be used to send home communications from the office as well as any papers from the classroom which need a parent signature for all students. In grades 7-8, will receive a folder. These folders must be returned each Wednesday. (Exceptions to this will be materials, which need to be sent other than on Tuesday: report cards, progress reports, field trip permission slips, or emergency information notices.)

Communication with Non-Custodial Parent

Communication of non-custodial parent with the school is permissible regarding academic records and attendance. The

school will mail information to the non-custodial parent upon request of that parent. In accordance with the Buckley Amendment, the non-custodial parent has this right to information even if there is a restraining order against the parent.

Dismissal

Aftercare students at 3:15 p.m. and taken directly to after care. All students in grades PK-8, not going to after care, are dismissed at the church Placita. Parents will be permitted to park on Geronimo or in the school black top parking lot to pick up their children.

Due Process Procedures

St. Pius is concerned with providing the best spiritual and educational atmosphere for the development of each child's potential. Lines of communication need to be open and direct. All concerns and complaints should be addressed in a Christian manner in a conference with the person to whom the concern is directed. If a situation needs further assistance, an appointment with the principal is to be scheduled through the school office 24 hours in advance.

If the parent/guardian is not able to resolve a problem with the teacher or administrator, a Grievance may be filed. The Grievance Policy for St. Pius X School, procedure for filing, and necessary forms are located in the school office. If a grievance is against a teacher, it is filed with the principal. If the grievance is against the principal it is filed with the Chairman of the Board (Pastor). Failure to follow the Grievance procedure will result in forfeiting your right to be heard. Grievance forms are located in the school office.

Early dismissal

St. Pius early dismissal will be at **12:00 p.m.** for months with early dismissal for professional development or holiday. Please watch your monthly school calendar for dates of special activities or events.

Field Trips

Educational field trips may be made during school time if the trip is related to subject matter being studied, or is part of the curriculum of that grade level. Field trips are a privilege and are dependent upon the discretion of the teacher and the approval of the principal. Each homeroom is allowed a minimum of one field trip per school year. The official field trip permission slip must be used whenever the student leaves the campus on a school-sponsored outing. A phone call from the parent on the day of the field trip is not acceptable for permission. A parent may FAX or SCAN permission in writing if necessary. No siblings are allowed to go on any school field trips. Participation is a privilege and not a right. Students will be denied participation in classroom field trips if they fail to meet academic or behavioral requirements. The requirements are the following: 1. Any student who has missing work may not be allowed to attend. 2. Any student who has been suspended will not be allowed to attend the field trip.

There are not "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.

All grades do not always have the same number of field trips.

Usually the school bus will be used for transportation to and from field trips. In a case where private vehicles are used, each vehicle must have at least \$125,000 of insurance.

Any chaperone or volunteer must be trained on the Diocese new Safe Environment Program, **VIRTUS**. This means that all Parent volunteers must submit to a criminal background check done by the Diocese and attend a **VIRTUS** workshop before they are cleared to be at school when students are present. **This is a NEW training program for an existing Diocesan requirement.** Every adult wishing to be a part of any school activity **Must** take this program and will be refreshed every year thereafter.

Any parent/guardian who is not on an official chaperone list to participate or has not been trained on VIRTUS, cannot and will not be permitted access to a certain activity!

Gum Fines

No gum chewing is allowed anywhere on the school/church grounds at any time. Any violation will result in a \$10 fee for each occurrence. If the gum fine is not paid within a week of the infraction, the student will serve five days of community service during recess or afterschool.

Library

All students are encouraged to use the library as a place to inform and enrich their lives and to provide them with lifetime skills. All students have access to the library and are able to check out books and use reference materials in preparing reports etc. Students are responsible for all books signed out of the library. Late books will be fined and lost/ damaged books will have to be paid for at the cost of replacement.

Lockers

Each student in grades 6-8 is assigned a locker in which they may store clothing and textbooks. In order to maintain a quiet atmosphere for class, the students will be allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time.

Lost and Found

Please mark all your child's clothing and belongings. A designated lost and found area will be set up and efforts will be made to return any marked item. Items placed in the lost and found remain there for 10 days After 10 days, all unclaimed items will be donated to charity.

Office Hours

The school office is open each school day from 7:30 a.m. to 4:00 p.m.

Parental Cooperation Required

In order to provide the environment required for the mission of St. Pius X, the policies and procedures stated in this handbook need to have parent cooperation. If clarification is needed, inquiring about a policy or procedure is encouraged. Both school and parents need to work together in good faith and trust for the education of the total child. If there is a lack of cooperation, the child's enrollment at school will be reviewed.

Participation in Religious Exercises

All students are required to participate in the religious exercises of the school.

Pets at School

In cooperation with the Animal and Rabies Control Program (1213) and the El Paso Diocese, pets or warm-blooded mammals are not permitted on school property.

Right of School Principal to Amend Handbook

The school/principal retains the right to amend the handbook and parents will be given prompt notification when changes are made.

School Day

The school day at St. Pius X begins with the first bell at 7:55 a.m. Students line up at designated areas on the parking lot and are escorted to the classrooms by the teachers. Please bring all students to the parking lot before school. The tardy bell rings at 8:05 and all students not in their classroom are counted tardy.

Students may be dropped off at school before the first bell, but they may not enter the school building without permission. On days of inclement weather, the students will gather in the cafeteria and will be allowed to enter their classroom as soon as the teachers are present.

At the time of dismissal, Pre-K parents must pick up their children in their classroom. In case of bad weather, students are dismissed from the cafeteria. Parents are not allowed to wait for their child in the hallways or in front doorway during dismissal.

School Crisis Plan

The school has a plan of action should a crisis occur and is located on the school web page. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one to two secure locations: the Premiere Theatre at Bassett Center or Hawkins Elementary School. Part of this plan is the phone system, whereby all parents will be notified. Please be sure the school has a current emergency number in El Paso.

School Closing

In the event of severe or inclement weather, or mechanical breakdowns, school may be closed or delayed. Because the school is located in the El Paso Independent School District boundary, we adhere to what decision best ensures our students safety.

Service Projects

The purpose of the stewardship program for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. All grades have been assigned a specific area of stewardship emphasis, such as but not limited to: helping other children, the sick and elderly of our community and towards the hungry and homeless.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Sexting

Students involved in possession or transmission of inappropriate photos on the cell phones or other electronic devices face suspension and/or expulsion.

Telephone

Students must submit a note from their teacher to the office before using the telephone. The office phone is a business phone and students will be permitted to use it only in case of emergency. Forgotten homework, forgotten athletic equipment, etc. do not constitute an emergency. Arrangements for after school visits with friends should be made at home. Students may not use any other phones other than the office phone. Should an emergency arise where the parent needs to leave a message for their child, then a message will be taken and given to the student before the close of the school day.

Textbooks and School Supplies

St. Pius X issues textbooks to the students to be used for the school year. Our students are expected to handle all books carefully. Texts should be kept free of pencil and ink marks, and are required to be covered at all times. Teachers will aid the students and parents in evaluating the condition of the book on the first day of school and recording this information. If a book is damaged, lost or stolen during the course of the year, the student will pay for the replacement. Students need to come to class with the proper school supplies each day.

Students are responsible for providing their own general school supplies. Teachers will provide students with a list of necessary supplies for individual classes. Supply lists be available from the office.

Visitors

All visitors are welcome and must report to the school office when entering the building. Visitors must sign in and pick up a "Visitor" badge, no matter how frequently they visit or how well known they are by the school personnel. This rule includes any and all parents on campus. **However; Parents may not have lunch with their child unless they have a VIRTUS Training certificate on file with the school office.** Teachers have also been instructed to direct visitors to the office before giving admission to their classroom or anywhere else on school grounds. These regulations are for the protection of the students and to lessen disruption in the classrooms.

At no time is a parent allowed to go to the classroom to pick up a child. When you need to pick your child up from school before dismissal, please follow this procedure:

- *Notify the homeroom teacher by note that the child will be leaving school early.
- *Report to the front office and sign the child out and **it must be before 2:45 pm**
- *School personnel will call for the child or go to the classroom to notify them.

Volunteers

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and must attend the **Diocesan mandated VIRTUS** Sexual Misconduct and Safe Environment Workshop. This includes the mandated background check.

Wellness Policy

The Diocese of El Paso and the St. Pius X Corporation have adopted a Wellness Policy. This policy outlines the time requirements for physical education, recess, and the importance of vigorous movement to help our students prevent obesity in later years. This policy also outlines what items may be sold for fundraisers during school and after school. This policy will guide our decisions regarding fundraising.

SAFETY ISSUES

The safety of our students is a major concern. School announcements will be made to continually remind student of the need to BE ALERT, BE SAFE, BE SMART about their personal safety and that of others.

Drill Procedures

In accordance with state regulations, fire, tornado and bomb drills are conducted regularly.

Any adult in the building at the time of fire, tornado, or bomb threat drill must follow school procedures.

*During a **fire drill**, students are to file out of the building quickly and in silence, go directly to their assigned place out of doors and stand facing the school building.

*During a **tornado drill**, everyone will file out of the classroom into the hallway. They will sit against the wall, well away from the door, and cover their head with their arms.

*During a **bomb threat drill**, the students will exit the building and proceed across Clark Street and wait in the courtyard in the back of the building until further notice.

No student will be permitted to leave school grounds in the case of impending weather unless the parent comes to the office to pick up the child.

Playground safety

Recess time is an opportunity for a release of energy, a time when students can exercise more independent choices and a time for free play with classmates. Recess time is not a time for rough play, aggressive or unchristian behavior or inappropriate language. The playground supervisors are the legitimate authority before and after school and during the lunch recess.

Traffic Safety

It is of utmost importance that parents follow traffic and safety rules regarding the drop off and pick up of their children from school. Periodic announcements and directives will be sent home. Please read and adhere to these traffic safety directives. Please enter and exit the parking lot at appropriately marked exits. The speed limit in the parking lot is less than 15 miles per hour.

Parents **must** observe the traffic rules and regulations. The school is not responsible for any ticket received from the police as a result of a traffic violation. When dropping off your children in the parking lot, in the morning, please walk your child(ren) to the entrance doors.

SCHOOL ORGANIZATIONS

Parent Teacher Club (PTC) All parents/guardians are members of the Parent Teacher Council (PTC). Regular meetings of the PTC are held during the school year. Attendance at these meetings is expected for teachers and parents alike. This is an opportunity to meet with the teachers on an informal basis and become better acquainted with what is happening at St. Pius. The date and time of the meeting, as well as the topic is published in advance. Students, who attend the PTC meetings with their parents, must remain seated with their parents during the meeting. Officers of the PTC are elected from the parent community. Each officer serves a 2 year staggered term and is eligible for re-election. The election occurs at the last scheduled meeting for the school year.

- **All parents are required to volunteer for a minimum of 20 hours a year. Attendance to school events counts towards the 20 hrs. Families receiving financial aid will be required to volunteer a minimum of 40 hrs. a year.**

Suggestions offered for the improvement of policies or programs are welcomed and should be directed to the school Principal. Home and school working together is the key to a positive and productive school environment.

School Board -The School Board is made up of elected and appointed members from the school community. Each board member is chosen for a 2 year term to represent the interests of the school in an advisory capacity. The Board meets on a regular monthly basis and as deemed necessary. The nomination process for selection to the School Board begins in April, with election and appointments completed in May and are open to all.

SUPERVISION

Before School

Before school care begins at 7:00 a.m. in the Pope Francis Room. School personnel are assigned areas beginning at 7:30 a.m., where the students wait for the first bell. Students are not allowed to come into the halls or classrooms without written permission from a teacher.

Playground

Playground supervisors, faculty/ staff and volunteers, are on duty during lunch recess.

After School - \$4 an hour

For safety reasons, it is absolutely necessary that students who are not picked up by 3:15 p.m. be sent to the After School Care Program. This includes all students in grades PK-8. Students are not allowed to play or run around after school. They are to wait for parents in their assigned area at dismissal. After parents have picked up their children, please leave the school area.

- ❖ When school sponsored club meetings and practices are scheduled on a school day, any student not picked up within 10 minutes after the end of the activity will be taken to the After School Care Program.
- ❖ Students are not allowed to leave the school premises for any reason before or after school without written permission from the parent or guardian.
- ❖ No student is to remain on the school grounds after 3:15 p.m. Students participating in after-school sports program will be under the supervision of their coaches. Brothers and sisters of team members, who are not on the team, are not permitted to wait for them on school grounds or in the gym. They must go to the After School Care Program.

On early dismissal days, After School Care will be provided beginning at 12:00, except before Christmas and Easter Holiday breaks.



2018-2019

ST. PIUS X UNIFORM DRESS CODE

All male students, in all grades, must have logos embroidered onto their Oxford and Polo shirts. Girls in 5th through 8th grade will also be required to have logos embroidered on their blouses. Girls in grades PK-4th do not need logos on blouses due to their jumpers. **Please label all uniform items with child's name or initials.** Refer to bottom of page for embroidery location.

BOYS' UNIFORM

GIRLS' UNIFORM

GRADES PK-4

EVERYDAY

Navy twill uniform pants or walking shorts
Light blue shirt sleeve knit Polo shirt (**WITH SCHOOL LOGO**)
Navy or black crew socks
Black tennis shoe (tie or Velcro)
Black belt

DRESS UNIFORM

Navy twill uniform **long** pants (**NO SHORTS ALLOWED**)
White long/short sleeve Oxford dress shirt (**WITH SCHOOL LOGO**)
Navy tie (*available for purchase at front office*)
Navy or black crew socks
Black belt

PK-4TH BOYS P.E. UNIFORM

Navy twill uniform pants/walking shorts or Navy P.E. shorts
White T-shirt - (must be plain white with sleeves)
Black tennis shoes with ties or Velcro
Navy or black crew socks must be worn at all times

GRADES 5-8

EVERYDAY

Navy twill uniform pants or walking shorts
Light blue shirt sleeve knit Polo shirt (**WITH SCHOOL LOGO**)
Navy crew socks
Black Oxford or /penny loafer
Black belt

DRESS UNIFORM

Navy twill uniform **long** pants
White long/short sleeve Oxford dress shirt (**WITH SCHOOL LOGO**)
Navy tie
Navy or black crew socks
Black belt
Black Oxford or penny loafers
Navy Blazer with Logo – (*available for purchase at front office*)

P.E. UNIFORM

Ram T-Shirt (*available for purchase at front office*)
Navy twill uniform shorts or navy P.E. shorts
Tennis shoes
Navy crew socks or knee highs

GRADES PK-4

EVERYDAY

V-neck 3-box pleat plaid jumper
White uniform long/short sleeve Peter Pan blouse with blue trim
White crew socks, knee highs or tights
White tennis shoes (tie or Velcro)
Shorts must be worn under skirts at all times

DRESS UNIFORM

V-neck plaid jumper
White uniform long/short sleeve Peter Pan blouse with blue trim
Continental tie - (*available for purchase at front office*)
White crew socks
White tennis shoes (tie or Velcro)

PK-4TH P.E. UNIFORMS

Navy twill walking shorts or Navy P.E. shorts
Uniform blouse
White tennis shoes
White crew socks

GRADES 5-8

EVERYDAY

3 Box Pleat Plaid uniform skirt (no more than 2" top of knee cap)
White knit Polo or white oxford blouse (**WITH SCHOOL LOGO**)
Navy crew socks, knee highs, or tights
Black Oxfords or penny loafers
Shorts must be worn under skirts at all times

DRESS UNIFORM

3 Box Pleat Plaid uniform skirt (no more than 2" top of the knee cap)
Long or short sleeved white Oxford blouse (**WITH SCHOOL LOGO**)
Continental tie (*available for purchase at the front office*)
Navy crew socks, knee highs, or tights
Black oxfords or penny loafers
Navy Blazer with Logo – (*available for purchase at front office*)

P.E. UNIFORM

Ram T-Shirt (*available for purchase at front office*)
Navy twill uniform shorts or navy P.E. shorts
Tennis shoes
Navy crew socks or knee highs

GROOMING CODE

For boys:

Hair needs to be neatly cut and combed. Hair will be above the ears and not touch the collar of the shirt. No shaved heads. Side burns will not be longer than the center of the ear. Hair should be moderate and uniform length in front, back, top and sides. Boys must be clean shaven.

For girls:

Hair, whether in bangs or loose, must be worn out of the eyes. The following are prohibited: dyed, bleached, or tinted hair, shaved heads.

Disciplinary Action:

Boys and girls will be asked once to get their haircut. If it is not attended to within 48 hours, they will be sent home until their grooming meets the St. Pius X Dress Code.

PK-8th OPTIONAL

The following items can be purchased at the front office and will include school logo.

- Navy blue cardigan or pullover sweater (**embroidered with school logo**)
- St. Pius navy or gold sweatshirt

PK-8th PROHIBITED

No logos on socks and no sport socks may be worn
No sweatshirts in classrooms (other than St. Pius sweatshirt)
No jewelry—no gold chains, or medals outside the shirts
No bracelets or wrist bands
No hiking boots
No excessive jewelry—only 1 pair of earrings (no hoops), 1 watch
No makeup, lip gloss or fingernail polish
No boots/fashion footwear including ballet shoes resembling black Oxfords
No large soles or platform soles
No leggings or spandex
No bootie type socks

DENNIS UNIFORM at 5380 N. Mesa, Suite 106, 584-8799 or Apple Uniforms at 1515 Lee Trevino, 590-0585. Uniform shorts, pants, and Polo shirts can be purchased at other stores as long as they are of the proper color and material. You can get logo embroidered at Apple Uniforms or Branding Iron, 1309 Texas Ave. - 845-5400.

UNIFORMS

It is the responsibility of the parent that the student comes to school in complete uniform. **STUDENTS ARE TO BE IN COMPLETE UNIFORM AT ALL TIMES. THIS INCLUDES SHIRT TUCKED IN WHENEVER ON CAMPUS. DRESS UNIFORM IS REQUIRED FOR CERTAIN OCCASSIONS AND MUST BE WORN. STUDENTS ARE NOTIFIED WHEN DRESS UNIFORM IS REQUIRED.**

Jewelry is prohibited for all students, except for a single pair of earrings for girls. No long, dangling earrings are allowed.

1. One ring per hand may be worn.
2. Simple bracelets / wristbands are allowed.
3. Watches are not considered jewelry and may be worn. Please do not send watches with alarms or that play music to school. **Please leave any valuable earrings, rings, or watches at home. The school is not responsible for lost or misplaced items.**
4. No gold or silver chains or medals may be worn on the outside of the uniform.

The wearing of the correct uniform is required all year long. Please see that your child is in the approved uniform until the end of the school year, this includes correct footwear. Students will be corrected whenever they are out of uniform.

The principal will have final decision in what is appropriate and not appropriate for non-uniform days and the grooming code.

MODESTY

Girl's skirts are no shorter than at the top of the knee cap. Girls must wear blouses or tops of a modest length-no middy or bare midriff, no off the shoulder, see through, or tank tops. Shorts are not allowed in grades 3-8 for girls, except the school walking short.

Any student who comes to school out of uniform, or who is not dressed appropriately on non-uniform dress days, will call their parent to bring them proper attire. They will not be permitted to enter class until they are in proper dress. Students, who do not obey the rules regarding proper school dress, may be suspended for a day.

At no time may students wear gang attire, such as baggy pants, bandanas, hanging belts, chains, bracelets, logos, or inappropriate dress for school. Boys may not wear earrings or jewelry. Tattoos are prohibited at all times.

Non-Uniform Dress Days: If the desired dress is questionable, do not wear it to school.

Non-uniform dress is allowed on certain days of the school year. There is a specific dress code for these dress days. A student's appearance must be compatible with cleanliness, modesty and neatness. Jeans/pants must always be at the waist and have **NO holes.** Skirts are not to be more than 2" above the knees for girls.

1. **Free dress days:** No shorts, tank tops, or other inappropriate dress on these days. Free dress must be clean, modest and appropriate for school.
2. **Spirit Days:** The school colors of black and gold are to be worn. No baggy pants or T-shirts with inappropriate or vulgar messages.
3. **Jean Days:** Blue jeans may be worn. No jeans with holes or leggings. No tank tops, baggy pants, T-shirts with inappropriate messages, or gang attire may be worn.
4. **Dress up Days:** Students need appropriate clothing, which is neat, clean, and modest.
5. Students must always have tennis shoes and socks available for P.E. class.
6. Girls in grades 3-8 may not wear shorts other than uniform shorts on non-uniform dress days.

Grievance Procedures for St. Pius X School

Policy Statement:

St. Pius X School (“Hereafter School”) has determined that the best interests of parents, students, school board members, administrators, teachers, and other employees of the school will be served if a grievance procedure is created to provide an orderly and fair process for the resolution of complaints.

St. Pius X School wishes to provide an opportunity for individuals to be heard. The administration of this school have established and maintained procedures through which the parents of students may seek redress from a policy, regulation, or decision that is perceived to work hardship on an individual or group. In all cases student grievances will be presented by students and/or their parents/guardians. If parents speak on behalf of their children then the student(s) must be present. The primary aim of this procedure is to set forth a guide to establish procedures for any grievances, that is, to provide fair notice and fair hearing of the matter. If necessary translators will be provided.

Failure to Follow Procedure:

A parent/guardian or student will forfeit their right to be heard if they fail to follow the grievance procedure as outlined in the policy.

Definitions:

Administrator: This term shall mean any person who occupies the position of principal or assistant principal of the school.

Employee: The term shall mean any person who is employed by the school and who is not an administrator.

Grievance: As used in the procedure a “grievance” shall mean a complaint regarding any action taken by a teacher or administrator toward a student in the enforcement of discipline, policies, and/or regulations.

Chairperson of the Board of Directors: This term shall mean the Chairperson of the Board of Directors of St. Pius X Parish.

Parent: This term shall mean any person, who is the parent of a student by reason of birth or adoption, or is the managing conservator of a student, or is the duly appointed guardian of the person of a student.

Principal: This term shall mean the person who is serving as a duly appointed principal of the school.

Student: This term shall mean any person who is a full time student at the school.

Superintendent: This term shall mean the person who is serving as the duly appointed Superintendent of Schools of the Diocese of El Paso.

Teacher: This term shall mean any person who is employed by the school as a full or part time instructor.

Non-Discrimination

No person shall be discriminated against because of filing or participating in the grievance procedure, and no reprisals of any kind shall be taken by the school against any person because of participation in the grievance procedures. The school will provide a student or parent with a grievance form upon a request made on a school day during regular business hours.

Processing Grievances

Informal Resolution/Conciliation: It is intended as policy to resolve disputes at the lowest possible administrative level in a cooperative Christian atmosphere. The process is not intended to be adversarial in nature and neither party to the grievance shall be represented by legal counsel during any phase of the conciliation or grievance process. To that end, prior to using the steps set forth below, a parent or guardian shall meet with the person against whom the student has a grievance. If the matter is not then settled to the grievant’s satisfaction, the grievant shall present the grievance in accordance with the procedures outlined herein.

Formal Process: The following are steps in the formal grievance procedure:

1. A written statement of the complaint including a brief summary of the initial conference shall be submitted to the principal and to the person about whom it is filed against within five (5) school days following the occurrence of the event on which the grievance is based. All grievances shall be filed using the form attached hereto, shall be fully completed, signed and dated by the parent/guardian or student filing the same. The filing of each grievance shall be evidenced by the signature of the principal. No grievance shall be processed until the form has been completed in full. The school will provide a parent/guardian or student with a grievance form upon request made on a school day during regular business hours.

If the grievance is lodged against the principal, notification shall be made in writing to the Chairperson of the Board of Director (Pastor).

2. The principal will set a date for hearing the aggrieved party and provide a minimum of forty-eight (48) hours' notice. Student grievances shall be filed by their parents or guardians; at the hearing both student and parents will be present. The person filing the grievance and the person against whom the grievance is directed shall be informed that:

- a. all parties have the right to appear in person and present their own cases
- b. all parties have the right to testify to facts and opinions which are relevant;
- c. all parties have the right to present documentary evidence regarding facts and opinions which are relevant.
- d. the person filing the grievance will be allowed no more than one (1) hour to present the grievance through personal testimony, and documentary evidence;
- e. and, the person against whom the grievance is directed will be allowed no more than one (1) hour to rebut the grievance through personal testimony and documentary evidence.

The principal will provide a written response and decision to the complaint with three (3) school days after the conclusion of the hearing.

3. If the aggrieved party is not satisfied with the decision of the principal, the aggrieved party must notify the Superintendent of Schools for the Diocese of El Paso within three (3) school days of receipt of the decision of the principal. A form for notifying the superintendent may be obtained from the school. The superintendent will render his/her decision within ten (10) school days of receipt of the decision being questioned.

4. If the aggrieved party is still not satisfied with the decision of the Superintendent, an appeal may be made to the Chairman of the Board (Pastor) within three (3) school days of the decision of the superintendent. A form for notifying the chairman may be obtained from the school. The Chairman will review all documentation of the grievance procedure. The Chairman will either adopt the findings of the Superintendent or will set a date for hearing the grievance within seven (7) school days of the Chairman's receipt of such an appeal.

5. In the event of a hearing before the chairperson, both parties will appear before the chairperson together and make an oral presentation of the written statements presented to the chairman. The aggrieved party will make the first presentation. At no time is there to be cross examination or direct discussion between parties to the grievance. The chairperson will render his decision in writing within five (5) school days of the hearing.

6. The decision of the chairperson is the final decision of the school.

IMPORTANT FORMS

On the following pages you will find forms you may need to use throughout the year.

Please sign and return the St. Pius X Catholic School Acknowledgement Statement Form to your homeroom teacher.

The forms to follow are:

1. Grievance Form
2. Medication Form
3. Harassment/Bullying Form
- 4. Acknowledgement Statement Form – Needs to signed and returned***



GRIEVANCE FORM

A. information on person filing grievance,

1. Name: _____

2. Address: _____

3. Home telephone: _____ Business telephone: _____

4. Are you the parent/guardian of a student or a student? _____

5. If you are a parent/guardian of a student, what is the student's full name:

B. Complete the following concerning the person about whom the grievance is directed against.

1. Name: _____

2. Is this person a teacher or administrator: _____

3. Describe the grievance (attach additional pages is necessary):

Student Signature: _____

Parent Signature: _____

Date turned in to Principal: _____



ST. PIUS X MEDICATION PERMIT FORM

Only necessary medication (such as for epileptics, asthmatics, diabetics, or ADD/ADHD) may be given at school. All medication should be given outside of school hours if possible. Three times a day medications should be given before school, after school, and at bedtime for optimal coverage. If necessary, medication can be given at school only under the following conditions:

1. If medication is needed in order for the student to remain in school, this form must be completed by the parent/guardian, signed by the parent, and returned with the medication to the school office or nurse.
2. All medicine, including "over the counter," **must be prescribed by a doctor or dentist** and must be in the original container and labeled with a current pharmacy prescription label. The pharmacy can supply two labeled bottles for this purpose. **Medication sent in baggies or unlabeled containers will not be given.**
3. The parent is responsible to bring all medication to the nurse's office and to pick up unused medicine or it will be destroyed.
4. **Antibiotics will not be given at the school by school personnel.** If the parent feels the antibiotic must be given during the school day, the parent may come to the school office and administer it.
5. All medications must be kept in a locked cabinet/drawer in the nurse's office.
6. Only the school nurse and/or the parent may perform nebulizer treatments in school. **Non-medical personnel are not permitted to administer this treatment.**

TO THE HEALTH COORDINATOR OF: ST. PIUS X SCHOOL

NAME OF STUDENT: _____ GRADE _____ ROOM _____

NAME OF MEDICATION: _____

DOSAGE AND DIRECTIONS FOR GIVING: _____

BEGINNING DATE: _____ ENDING DATE: _____

I hereby request that the medication specified above be given to the above named student, and that the medication may be given by someone other than a medically trained person.

I realize that the school does not have to agree to allow medication to be given to a student by school personnel. I understand that the school's agreeing to allow the medication to be given is for my benefit and the student's benefit. Such agreement by the school is adequate consideration of my agreements contained herein. In consideration for the school agreeing to allow the medication to be given to the student as requested herein, I agree to indemnify and hold harmless

St. Pius X School, its servants, agents, and employees, including, but not limited to the parish, the school, the principal, and the individuals giving the medicines, of and from any and all claims, demands, or causes of action arising out of or in any way connected with the giving of the medication or failing to give the medication to the student. Further, for said consideration, I, on behalf of myself and the other parent of the student, hereby release and waive any and all claims, demands, or causes of action against St. Pius X School, its agents, servants, or employees, including but not limited to the parish, the school, the principals, and the individual giving or failing to give the medication.

SIGNATURE OF PARENT/GUARDIAN: _____ DATE _____

SIGNATURE OF PHYSICIAN:

DATE: _____

Stamped signature not accepted

PHYSICIAN'S TELEPHONE NUMBER: _____



Allegation of Student to Student Harassment/Bullying
REPORT FORM

Name of Complainant: _____ Grade: _____

Date of Incident: _____ Alleged Perpetrator: _____

Incident:

Witnesses: _____

Date Complaint Filed: _____

Person Making the Complaint: _____
Student or Parent/Guardian in behalf of student

Date received by Administrator: _____

Result of investigation:

Disciplinary Action Taken: _____

Student or Parent/guardian of student notified of results of allegation-date: _____

Signature of Administrator: _____



St. Pius X Catholic School Acknowledgement Statement

I have received notice that the St. Pius X Catholic School Parent/Student Handbook is on the school's website (www.elpasostpiusx.org) and that I agree to follow the school policies and procedures as stated.

Please sign and return this form to your child's homeroom teacher by Monday, August 27, 2018. Thank you!

Family Name: _____

Signature of Parent/Legal Guardian:

Date:

Printed name of Parent/Guardian:

Date:

Student signature

Date:

***Parents and students must both sign. Thank you!**