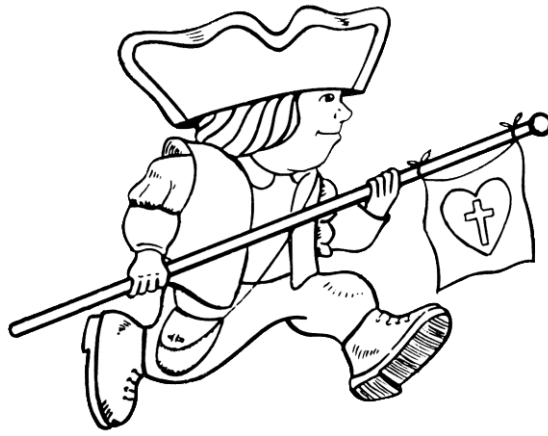


St. Pius V Catholic School



Diocese of Orange

Parent/Student Handbook 2011-2012

7681 Orangethorpe Avenue

Buena Park, CA 90621

714-522-5313

www.stpius5school.net

office@stpius5school.net

*St. Pius V Catholic School is accredited
by the Western Catholic Educational Association
and Western Association of Schools and Colleges*

Do not sign this form until you have read the current Parent/Student Handbook.



Parent/Student Waiver

Notice: This form must be signed by the parent and student(s) acknowledging that each family has a copy of the current St. Pius V Parent/Student Handbook, and that each has read and understands the material. Furthermore, by signing, you agree to uphold the guidelines stated within the handbook, and you agree to be supportive of the school and its rules. Please return this form to your child's homeroom teacher (oldest child if more than one) on ***the first day of school. All families must have this form on file.***

Student's Name (Please Print) Grade

Student's Name (Please Print) Grade

We, the undersigned, have read and understand the current copy of the Parent/Student Handbook. By signing below, we indicate that we will do our best to uphold the rules and guidelines as outlined in the handbook. We agree to be supportive of the school and its policies, procedures, and disciplinary standards. We further understand that it is a privilege to attend St. Pius V Catholic School, and failure to meet the standards outlined in the Parent/Student Handbook may result in dismissal from the school.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date



Faith. Academics. Service.

Catholic Schools

Dear St. Pius V Catholic School Families,

Happy New Year! The 2011-2012 school year marks the 58th anniversary of our school. Each year we are challenged to help each student develop his/her innate talents and potential. The four main areas of growth that we will focus on are our “Schoolwide Learning Expectations”:

- Builders of the Kingdom of God
- Responsible, Active Learners
- Respectful Individuals
- Healthy People

Learning and implementing these expectations helps our students be the best they can be and grow in faith, hope and love.

Our school goals coincide with this year’s theme from the National Catholic Educational Association: “Catholic Schools: Faith, Academics, and Service.” This theme focuses on three priorities that Catholic schools establish that make them stand out from other educational institutions. Our children are taught faith—not just the basics but how to have a relationship with God. Academics—we set high standards and will help each child to reach his or her potential. Service—as an expression of faith and good citizenship, the children will give of their time and make an effort to help others.

The staff of St. Pius V Catholic School prays that this year helps our community to attain the goals put forth by our school and the National Catholic Educational Association. Together with our parents and the support of our parish we can be Jesus to one another and *live the Word of God*.

Blessings,

Mrs. Sandra M. Lewis
Principal



Pastor's Message

Every year brings us new hope and presents us new challenges. We at St. Pius V Parish School hope to welcome your children warmly and lead them deeper into the practice of their faith and into the knowledge of all creation that they need.

The challenges of the economy, which affect all of us, and other circumstances that may arise will call us to collaboration even more than usual so that we may all keep focused on the important tasks ahead of us.

We continue to rely on your witness of faith to your children and your participation in the parish community so that we can build on what they already experience at home. Our teachers and staff will strive to help each of your children grow in wisdom and grace this year. And the priests will lead all in prayer regularly so that we can grow in the practice of faith as well.

May the Lord give us His daily assistance to work through the challenges of this year and may He fill us with the Spirit that keeps us hopeful on our journey.

Father Ted Olson
Pastor

Foreword

"Since parents have conferred life on their children, they have a most solemn obligation to educate the offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. For it evolves on parents to create a family atmosphere so animated with love and reverence for God and men that a well rounded personal and social development will be fostered among the children. Hence, the family is the first school of those social virtues which every society needs."

Documents of Vatican II
Declaration on Christian Education, #3



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Right to Amend

We have tried to create a comprehensive guide, but not everything can be covered. Some matters are at the discretion of the Administration and Teachers.

St. Pius V Catholic School reserves the right to amend this Parent/Student Handbook. Notice of any changes will be sent to parents.

Note: Throughout this handbook, wherever the term “parent” is used, it means the parent or other lawful guardian of the student.



ST. PIUS V CATHOLIC SCHOOL

Mission Statement

We, the St. Pius V Catholic School clergy, administration, faculty, and staff, join with parents in building God's kingdom through the intellectual and spiritual education of our students, junior kindergarten through eighth grade, as we prepare them for today and for the future. As a school community, we are guided by our faith in Christ, sustained by our hope for the coming of His kingdom, and empowered by our love for each other and for God.

Philosophy

St. Pius V Catholic School is a community dedicated to the spiritual, intellectual, moral, aesthetic, physical, and social education of each student. In partnership with parents, the primary educators of their students, we encourage intelligent choices, responsible actions, and active participation in the Catholic Faith.

We believe:

- Each student is a unique creation of God.
- In the Catholic Church and Her teachings.
- That parents' active participation is essential to school community growth.
- The school is an integral part of parish and community life.
- In developing social justice.
- In tolerance and acceptance within our diverse community.
- In building and promoting self-esteem.
- In preparing our students to respond to the multiple challenges of the future.

The priests, administration, faculty, and staff will awaken the child to a life of Christian Service. The life of Christian Service, which we model, encompasses academic skill, moral virtue, and social responsibility. Our primary goal is to proclaim the kingdom of God and, through our actions, reveal the message of Christ to the community.

Mission Statement for Inclusive Education

Our mission for St. Pius V Catholic School's Inclusion Program is to recognize that each student is a unique gift of God. We recognize that Christ is the foundation for our school community. Our purpose is to provide intervention education for students with special learning needs working within the realm of our capabilities. Opportunities to help them reach their maximum abilities are through the support of clergy, administration, faculty, and parents.



Schoolwide Learning Expectations

Our Schoolwide Learning Expectations at St. Pius V Catholic School are to help each child develop his/her innate talents and potential.

Religious Development

We are Builders of the Kingdom of God who

- Demonstrate respect for God and others through our words and actions.
- Express an understanding of our Catholic faith.
- Pray daily and know the basic prayers.
- Practice our roles as disciples of Jesus through service.
- Actively participate in the Mass and other prayerful celebrations.

Academic and Aesthetic Development

We are Responsible, Active Learners who

- Demonstrate goal-setting, organization, responsibility, and effort.
- Apply skills and concepts of the curriculum to the best of our ability.
- Communicate effectively through listening, critical thinking, writing, and speaking.
- Use technology in a collaborative, responsible, capable, and ethical way.
- Develop and use our talents by participating in a variety of art forms.

Personal and Social Development

We are Respectful Individuals who

- Demonstrate self-discipline, respect for authority, and responsibility for our actions.
- Treat others with kindness and recognize that Christ is in each of us.
- Actively care for the environment.
- Discuss current events and social issues, and how they affect people's lives.

Physical and Emotional Development

We are Healthy People who

- Demonstrate self-confidence through a positive attitude and active participation.
- Identify and make good choices regarding diet, hygiene, and physical activity.
- Express our emotions appropriately.



History

St. Pius V Catholic School was established in September, 1954 under the direction of the Sisters of St. Joseph of Orange. The school at that time had four classrooms that included grades one through three and a fourth-fifth grade combination. In 1956 a health room, teacher's lounge, and four additional classrooms were added to meet the needs of the rapidly growing school community.

During the early years of St. Pius V Catholic School, the parish boundaries encompassed a large area including the cities of Artesia, Cypress, and Stanton, as well as parts of Anaheim and Fullerton. Because of a strong effort and financial support from its families, St. Pius V Catholic School grew rapidly to include sixteen classrooms and a library. In 1970, when the Sisters of St. Joseph withdrew from the school, there was a school population of 650. As a direct result of strong parent pressure to keep the school open, the pastor in 1970 agreed to form a parent-education board and to establish an all-day faculty and administration.

On September 1, 1977, the Priests of the Irish Province of Augustinians were contracted to staff the parish and serve as chaplains to the school. In the school year 1980-81, a kindergarten classroom was added to the school. Population growth resulted in the addition of a second kindergarten classroom in 1986-87. July 1, 2005 brought the return of diocesan priests to staff and serve the St. Pius V community. In August 2011, St. Pius V Catholic School opened its inaugural junior kindergarten class, continuing to respond to the needs of its families.

Although changes and modifications have occurred over the course of time, St. Pius V Catholic School continues to exist to provide a total education in a Catholic environment, whereby "the school experience is the seed from which the fully developed person grows."

Pledge of Service: Administration and Faculty

As educators, we are keenly aware of our grave obligation to the moral and religious education of the students in our school. We realize also that only by mutual cooperation by Church, school, and home can we attempt the awesome task of building the soul and character of each child in our care.

We feel that, by carefully reading this handbook, parents can become more aware of our school's policies and practices. With such information, the needs of the student can be more effectively met.

The faculty pledge to you their support in carrying out the beautiful and solemn vocation that is ours as teachers. We look forward to working with you this year, and we trust that your cooperation with St. Pius V Catholic School will be as wholehearted as it has been in the past.

Sandra M. Lewis, Principal
Joseph A. Ciccoianni, Assistant Principal
St. Pius V Catholic School Faculty and Staff



Administration

Pastor	Fr. Ted Olson
Parochial Vicars	Fr. Khoi Phan Fr. Salvador Landa
Principal	Mrs. Sandra Lewis
Assistant Principal	Mr. Joseph Ciccoianni
Administrative Assistant	Mrs. Carole Mosman
Receptionist	Mrs. Grace Prine

Faculty and Staff			
Jr. Kindergarten	Mrs. Aimee Westerlund	Grade 6A	Mrs. Mary Chavez
Kindergarten	Miss Becky Chacon	Grade 6B	Mrs. Barbara Mora
Grade 1A	Mrs. Geralen Jones	Grade 7A	Mrs. Julie Beville
Grade 1B	Mrs. Monica Boone	Grade 7B	Mrs. Amy Belello
Grade 2A	Mrs. Joyce Kolakowski	Grade 8A	Mrs. Natalie Frazee
Grade 2B	Mrs. Christine Travers	Grade 8B	Mrs. Rebecca Cassar
Grade 3A	Mrs. Rose Digrado	Aide	Mrs. Patty Zeoli
Grade 3B	Mrs. Sandra Del Castillo	Computer Teacher	Miss Jennifer Rich
Grade 4A	Miss Amy Gomory	Daycare Director	Mrs. Judy McClaskey
Grade 4B	Mrs. Janet Sciarra	Bookkeeper	Mrs. Cheryl Herbers
Grade 5A	Mrs. Jayne Steen	Custodian	Mr. Richard Munguia
Grade 5B	Mr. Norman Baker	Librarian	Mrs. Dolly Cocca



ADMISSIONS

Diocese of Orange: Policy on Admission of Students

"Every person, as a child of God, regardless of race, condition, or age, has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to our schools on the basis of race, color, or national origin."-- *Administrative Handbook, Article 5: Section 5010.1*

However, Catholic parents who can demonstrate clearly their support of and commitment to the purpose of Catholic Schools have priority in enrolling their students.

Diocese of Orange: Office of Faith Formation- Non-Discriminatory Policy as to Students and Personnel

St. Pius V Catholic School in the Diocese of Orange, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

St. Pius V Catholic School in the Diocese of Orange does not discriminate on the basis of race, handicap, color, and national origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Likewise, St. Pius V Catholic School in the Diocese of Orange does not discriminate against any applicant for employment on the basis of sex, handicap, race, color and national origin.

Admission

Acceptance to St. Pius V Catholic School is based upon the following:

1. Approval of the Principal is required for all admissions. A copy of a valid birth certificate and baptism certificate must be given. No student will be admitted unless all immunizations are current.
2. Standardized test scores and Student Learning Assessments (report cards) for the last two years must be presented at registration time, except for applicants to Junior Kindergarten through First grade.
3. Transfer students should have average or better grades in all academic subjects and behavior.
4. Transfer students may be required to take an entrance assessment and/or interview.
5. Letter of recommendation from current teacher is required.
6. New students are accepted on probation. Length of probation is at the discretion of the administration.
7. Parents must agree to actively support the spiritual and academic standards of the school.
8. Junior Kindergarten students must attain the age of four years, nine months to enter anytime from September to March.
9. Kindergarten students must attain the age of five years by November 1, 2011.
10. First graders must attain the age of six years by December 2 of their First grade year.
11. The school reserves the right to contact previous schools in regards to a student's performance.
12. Students will be registered using legal first and last name.



Participation of Parents

Parents are expected to get involved in the operation of the school and to take a specific role in the school program. This involvement can be through service to the school or parish (as described in the Service Commitment Contract), or by participation in fund raising activities. The Pius Parent Teacher Organization and Consultative School Board work hard to support the administration and faculty.

Each family in our school is required to volunteer 40 hours of service per year. If service hours are not completed, families will be assessed eight dollars per hour not worked. If a family chooses **not** to do service hours, they will be billed accordingly in January and May. Through our Service Commitment Program, St. Pius V Catholic School is able to augment and enrich the school program.

All volunteers need to be fingerprinted through the Diocese of Orange and complete the Safe Environment Online Course.

Family Presence at Weekly Mass

As a Catholic school, we recognize that there is no greater opportunity for parent-directed religious education than presence at Saturday evening/Sunday Mass. As a parish school, it is understood that weekly Mass attendance provides tremendous opportunity for community building in a Christ-centered environment. It is therefore essential to our mission as Catholic educators, in partnership with parents for the Catholic education of students, that families attend weekly Mass.

Grade Placement Requests

St. Pius V Catholic School will *not* honor requests for grade placement of students into a specific room. The teachers place the children equally, according to ability, into the next grade, and their judgment is sound. Therefore, grade placement requests will not be accepted.

Withdrawal Policies

Families must notify the school in writing if a student is withdrawn from the school.



FINANCIAL INFORMATION

Tuition

Tuition must be paid for all students who attend St. Pius V Catholic School according to the guidelines stated in this section. Tuition is based on an eleven-month or a ten-month plan per school year. The amount of tuition that is charged per family is made on a per-student basis for students in grades K through 8. To remain as a contributing parishioner you must stay current with your church donations as long as your child/children are enrolled in our school. Tuition is assessed for the school year as follows:

Students	(A) 11 Month Plan		(B) 10 Month Plan	
	Parishioner*	Non-Parishioner	Parishioner*	Non-Parishioner
1 Child	\$430	\$515	\$472	\$566
2 Children	\$687	\$772	\$755	\$849
3 Children	\$922	\$1008	\$1,014	\$1,108
4 Children	\$1,136	\$1,221	\$1,249	\$1,343

To qualify for the "Parishioner" tuition rate the school family must be registered in St. Pius V parish and make use of the regular contribution envelopes **deposited in the Sunday collection at least two times each month. Contribution envelopes may **not** be turned in or mailed to the school or parish offices.*

Tuition Policy

1. Tuition payments are due on the 20th of each month. Parents on the (A) 11 Month Plan begin payments July 20th. Parents on the (B) 10 Month Plan begin payments on August 20th. **The March payment is for Re-Registration. The last school tuition payment for Junior Kindergarten through Seventh grade will be June 1st. The last tuition payment for Eighth grade must be made by May 25th. Any money paid after these dates must be cash, money order or cashier's check, or Student Learning Assessments (Report Cards) will be held until the check clears.**
2. Payments received after the last day of the month will be charged a \$25.00 late fee.
3. Families who are not registered with the parish, are non-Catholic, or who do not deposit regular contribution envelopes in the Sunday collection at least twice a month will pay the "Non-Parishioner" rate. It is the responsibility of each Catholic family to be registered with the parish and receiving their monthly envelopes. Church donations must be kept current at all times to remain on the "Parishioner" rate of tuition. If a family doesn't keep current, they will be placed on the "Non-Parishioner" rate and remain there until the next quarterly review period (November, February, May and August). If a family is current at the next review period, they will return to the "Parishioner" rate. Parish donation envelopes **must be placed in the collection basket during weekend Mass, and cannot be turned in to the school office. Contributions through the mail or in other ways are not counted toward the "Parishioner" donations.**



Tuition Policy (Continued)

4. Tuition should be mailed or brought to the school office. If paying by cash, please bring money to the office and a receipt for payment will be issued.
5. If a check is returned from your bank, a service charge of \$25.00 will be charged. If this happens more than once, subsequent tuition payments must be paid in the form of a Cashier's Check, Money Order or Cash.
6. If tuition remains delinquent after the 30th of the month for which such tuition was not paid, your student(s) may not be allowed to attend class at St. Pius V Catholic School until full payment of the tuition is made.
7. ***Student Learning Assessments and records of students will be held (not mailed) if tuition, school fees, and fees owed school vendors are not paid in full.***
8. Each family is responsible for Opportunity Drawing Tickets amounting to \$200.00. This fundraiser is a financial obligation assessed to each school family. Opportunity Drawing money that has not been collected will delay Student Learning Assessments or records of any student being issued. Any family who does not pay by the appointed time will be assessed a \$50.00 late fee. Checks received on time but returned by the bank will be assessed a \$50.00 late fee, plus any additional return charges from the bank.
9. Each family is responsible for minimum Jog-A-Thon contributions amounting to \$100. This fundraiser is a financial obligation assessed to each school family. A \$50 late fee will be assessed to any family whose obligation has not been met by October 21st. Jog-A-Thon money that has not been collected will delay Student Learning Assessments or records of any student being issued. Checks returned by the bank will be assessed a \$25.00 service charge.
10. The Service Commitment Contract (Volunteer Hours) is a pledge from each family to perform 40 hours of service to our school community or pay \$320.00 per year. You may turn your hours in monthly, or you may turn in half (20 hours) by January 27th and the remaining half (20 hours) by June 1st.
11. All tuition and other financial obligations must be paid in full to guarantee registration for the following school year and for Student Learning Assessments to be issued.

The Consultative School Board Finance Committee at St. Pius V Catholic School works hard to keep tuition one of the lowest in the Diocese. We thank parents who continue to make sacrifices to send their children to St. Pius V Catholic School. The administration and the Consultative School Board have given the following directives:

1. Tuition needs to be kept current.
2. If a family falls behind in tuition, they should contact the school bookkeeper immediately.
3. If a family is more than two months behind, they could be asked to leave the school.
4. The GRADELINK parent interface will be blocked for a family who falls behind in tuition.

FACTS Grant and Aid Assessment

St. Pius V Catholic School has made some funding available for tuition assistance. Families should inquire at the school office, or visit the FACTS website at www.factstuitionaid.com.



Fees

In addition to Tuition, the following financial obligation fees are assessed each school year for grades Kindergarten through Eighth:

Activity Fee/Volunteer Hours	\$320 or 40 hours/year per family
Registration	\$225 per student (includes \$25 Diocesan Assessment Fee)
Technology Fee	\$40 per student (grades Kindergarten through Eight)
Yard Duty/Earthquake/PPTO	\$105 yearly per family
Opportunity Drawing Fund Raiser	\$200 per family
Jog-A-Thon	\$100 minimum per family

The fees for Registration are ***non-refundable***. Additional fees will be charged for Eucharist, Sixth Grade Science School, and Graduation. Such fees will be determined at a later date.

Re-Registration

In ***March***, currently registered students are given a re-registration form for the coming school year. It is very important that this form along with payment be returned to the school during the month of March. ***After March 30th there will be a \$25.00 late fee.*** If the form and payment are not returned when requested, the school cannot readily determine how many new students can be admitted to each class. If a student is not properly re-registered in time, his place could be taken by a new student. ***The re-registration fee is due in March.*** Re-registration requires parents to be current on their tuition. ***The re-registration fee is non-refundable.***

Service Commitment Contract

One of the criteria for admission or re-admission to St. Pius V Catholic School is a pledge by each family to either perform 40 hours of service to our school community or to pay \$320.00. Most importantly, this commitment on the part of parents exhibits to our children that we are involved and concerned about their education. Service hours are non-transferable (i.e., they cannot be credited to another family).

Activities which satisfy the Service Commitment Contract are services rendered in one or more of the following areas: Yard Duty, Hot Lunch Duty, Room Parent, Library, Faith Formation/RCIA Teachers/Aides, Maintenance, Parish Festival, Classroom Helpers, Traffic Safety, Field Trips, driving, and helping with sports and/or related activities. Younger siblings are not allowed on campus during school hours while parents are performing volunteer activities. Non-school related activities (lectors, choir members, Eucharistic Ministers, Happy Hearts, RCIA, Alpha, Disciples in Mission, Mustard Seed Library, ushers, and heads of organizations) are ***not*** acceptable school service commitment hours. Parents may earn up to 15 hours per school year per family for ***service*** associated with scouting that involves St. Pius V School students. Service involves assisting scout leaders with ***extra*** responsibilities or duties.

PPTO Council and Consultative School Board (CSB) members may earn 40 hours per year by the performance of their duties on these boards. These hours need to be signed off as completed. They are not automatically given. School parents can earn two hours of service for attendance at the council and general meetings of the PPTO and additional hours can be earned by helping with PPTO or CSB activities. No hours are given for Back to School Night or Open House.

It is the parents' responsibility to record their hours on the proper form and have the person in charge verify hours worked. Hours will not be accepted without this verification signature. This is especially important to remember at the time of the Parish Festival. Booth captains at the Parish Festival may earn up to a total of 40 hours per family. Parents who work in the booths can earn ***up to*** a total of 20 hours per family. Hours given are for hours worked. Example: 3 hours worked equal 3 hours of service. ***All Festival hours are due October 28th on the proper festival form. NO Festival hours will be accepted after October 28, 2011. No exceptions!***



Extended Daycare Program

The **St. Pius V Extended Daycare Program** is an extension of the school day for St. Pius V Catholic School students. Hours of operation are 6:30a.m. to 8:00a.m. and from 3:00p.m. to 6:00p.m. This program offers play time, snacks, supervised homework, crafts, TV viewing, and free time.

The Extended Daycare Room is Room C located on the north side of the Parish Hall. Students must be signed in by their parents for morning participation in daycare. All students must be signed out daily by the parent or guardian if they attend the afternoon session. A late fee of \$1.00 per minute is assessed to parents of students that are left past 6:00p.m. This fee is to be paid at the time of pick up.

All daycare fees are payable in advance. Fees are late if not paid by the 25th of each month. There are three schedules of fees for participation in the Extended Daycare Program:

There is a \$50.00 Registration Fee per family.

Monthly Fees

1. Mornings Only (6:30a.m. to 8:00 a.m.)	
1 child	\$97.00 monthly
2 children	\$158.00 monthly
3 or more children	\$219.00 monthly
2. Afternoons Only (3:00p.m. to 6:00p.m.)	
1 child	\$194.00 monthly
2 children	\$316.00 monthly
3 or more children	\$437.00 monthly
3. Full Day (Mornings and afternoons, plus early dismissal days until 6:00p.m.)	
1 child	\$243.00 monthly
2 children	\$395.00 monthly
3 or more children	\$492.00 monthly

“Occasional Use Plan” is available for \$45.00 for 10 hours, used in 15 minute increments. For more information on the Extended Daycare Program, please contact Mrs. Judy McClaskey in Room C or at 714-522-7430.



ACADEMICS

Academic and Physical Education Grades: Kindergarten

Achievement Code: The following marks are used to evaluate subject areas, responsible behavior, and work habits.

S (Successful): The student is successfully producing work that is consistent with or above grade level expectations.

N (Needs growth): The student needs to demonstrate more growth towards the grade level expectations for this area.

Academic and Physical Education Grades: First Grade

Achievement Code: The following marks are used to evaluate subject areas, responsible behavior, and work habits.

O (Outstanding): Student performance exceeds grade level expectations.

S (Satisfactory): Student performance meets grade level expectations.

N (Needs growth): The student needs to demonstrate more growth toward the grade level standards for this subject area.

Academic and Physical Education Grades: Second – Eighth Grade

A	95-100	B-	80-82	D+	67-69
A-	90-94	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
B	83-86	C-	70-72	F	0-59

A The student produces markedly outstanding work, based on a consistently high level of knowledge, skills and understanding of grade level content expectations.

B The student produces work that demonstrates a thorough mastery of the knowledge, skills and understanding of grade level content and expectations.

C The student produces work that demonstrates satisfactory knowledge, skills and understanding of grade level content and expectations.

D The student produces work that demonstrates limited knowledge, skills and understanding of grade level content and expectations.

F The student produces work that demonstrates unsatisfactory knowledge, skills and understanding of grade level content and expectations.



Responsible Behavior Grades: Second - Fifth Grade

- A** The grade of A (Excellent) is awarded to the student who:
1. Shows a willingness to cooperate in adhering to school regulations.
 2. Is courteous and respectful to all.
 3. Is cooperative in school activities and is willing to take on a reasonable share of responsibilities.
 4. Is dependable.
- B** The grade of B (Above Average) is awarded to the student who exhibits the qualities listed above with occasional infractions.
- C** The grades C and C+ (Average) are awarded to the student who exhibits the above qualities with frequent infractions.
- C-** The grade of C- or lower should be considered a danger signal.

Responsible Behavior Grades: Sixth - Eighth Grade

- A** The grade of A (Excellent) is awarded to the student who:
1. Shows a willingness to cooperate in adhering to school regulations.
 2. Is courteous and respectful to all.
 3. Is cooperative in school activities and is willing to take on a reasonable share of responsibilities.
 4. Is dependable.
- B** The grade of B is awarded to the student who has only an occasional failure in the qualities listed above.
- B-** The grade of B- is awarded to the student who has more than occasional failures in the points listed above.
- C+** The grade of C+ or lower should be considered a danger signal.

GRADELINK©

St. Pius V Catholic School utilizes GRADELINK©, a web-based program for grading, reporting student progress, and communicating results. GRADELINK© is intended to enhance the collaboration between teachers, parents, and students. The following guidelines apply to parent and student use of GRADELINK©:

1. Assignments are graded and posted to GRADELINK© in as timely a manner as possible. It is important that parents and students allow teachers a grace period from the time an assignment is collected until the grade for that assignment is posted to GRADELINK©.
2. Each class has, on average, at least one assignment for each week of the trimester, though the assignments may not actually occur on dates within each week of the trimester.
3. A student's final grade is the **cumulative** result of the entire trimester's coursework. Therefore, as assignments are added over the course of the trimester, a student's grade will change.
4. "INC" indicates that a test is yet to be made up, or that an assignment may still be turned in. A "0%" indicates that a grade of zero was earned and may not be made up.
5. Student Learning Assessments will be mailed home after the completion of each trimester.
6. The parent interface of GRADELINK© is only accessible for students from grades two through eight.
7. The parent interface of GRADELINK© is only accessible to families who are current on all tuition and school fees.
8. Parents are encouraged to check GRADELINK© weekly.



Homework Assignments

Homework is assigned to supplement and consolidate work done in the classroom. Much good can be accomplished if parents provide their students with adequate study space, good lighting, and an environment that is free of distractions, particularly distraction from television and radio. Students are expected to accomplish only what they can during the allotted time. If your student has spent the maximum time and has not completed the assigned work, please indicate this at the top of your student's homework paper. He/She will be excused for undone work. This does not include long-term assignments, missed or redo work. Parents are encouraged to monitor homework. All assignments must be completed by the **student**.

The amount of time that parents should expect their children to spend on homework assignments is dependent on the grade of their student. Time allotted for homework includes not only time for written work, but also for reading, studying, and reviewing notes. It is expected that students will read, study, and/or review notes in order to fulfill the allotted homework time on those dates when teacher-assigned work does not reach the "Time Needed" listed below. The average time needed to complete homework is:

<u>Grade</u>	<u>Time Needed</u>
K - 2	Approximately 30 minutes
3 - 6	Approximately one hour
7 - 8	Approximately two hours

White Weekly Folders

Folders are sent home with a student's work every Thursday. The papers in the folders are intended to inform parents of the study and progress made by their student during the week. Folders may also contain notices and information from the school and parish. Folders must be signed and returned on Friday morning. On the last Thursday of the month the school newsletter goes home in the White Weekly Folders.

Deficiency Reports

During a trimester, no deficiency reports are sent home to students who are earning a grade of C- or better in all subjects. If a student is earning a D+ or lower in any subject mid-trimester, a notification of such unsatisfactory work will be sent to the parent. By using such notices, we hope that parents will be able to give their students special help so that the student who is earning a D+ or lower will be able to improve his or her grade before Student Learning Assessments are issued at the end of the trimester. The dates on which Deficiency Reports are sent home are listed in the monthly newsletter. Parents have the opportunity to keep posted of their child's grades by visiting GRADELINK (www.gradelink.com) weekly.

Student Learning Assessments

Assessments are mailed to students after the completion of each trimester. If a student is absent 10 days per trimester, or a total of 30 days per school year, he or she may be denied credit in that class for the trimester or school year. Makeup tests due to absences will be administered at the teacher's discretion. At the end of the First Trimester, Parent Conferences are scheduled for all parents and students to discuss progress and current grades.



Honor Roll

The Honor Roll is made up of students in sixth, seventh and eighth grade who have made outstanding achievements in all subjects. When the trimester is completed, Honor Roll recipients' names are published in the monthly newsletter and an Honor Roll certificate is awarded to each qualifying student. The Honor Roll will be made up of those students who achieve the following:

- **Principal's Honor:** GPA of 3.75 or above
- **Honor Roll:** GPA of 3.50 to 3.74

Pius Patriot Award

Pius Patriot Award is awarded monthly to students in grades Junior Kindergarten through Eight for achievements, effort, citizenship, or Christian attitude. Each teacher picks one or two students in his or her class to be recognized by the administration. Patriot Awards are presented at morning assembly on designated days.

Testing Program

Iowa Test of Basic Skills: This test is administered to students in grades Two through Eight annually in order to assess the academic and projected needs of the school as a whole. The tests to be administered are specified by the Diocese of Orange Office of Faith Formation.

Cognitive Abilities Test: This test is administered to students in Third, Fifth, and Seventh grades. The test to be administered is specified by the Diocese of Orange Office of Faith Formation.

Academic Requirements for Sports/Extracurricular Participation

Student athletes must meet the following requirements in order to participate in the extracurricular programs of St. Pius V Catholic School:

- Minimum GPA of 2.50
- Minimum Responsible Behavior Grade of B-
- Approval of teachers and parents noted by signature on the "Sports Participation Guidelines"

Students who do not meet these requirements will not be allowed to try out. Students already accepted onto a team or activity whose grades drop below the minimum requirement may be benched in one-week increments until the minimum requirements are met.



Summer School/Tutoring

At the end of the academic year, if a student has achieved a grade average of D+ or below in any of the major subjects (Religion, English, Spelling, Science, History, Reading, and/or Math), a grade average of N (Kindergarten and First Grade), or has missed a significant number of days due to unexcused absences, the student could be denied promotion to the next grade unless he or she completes summer school or tutoring as indicated below. Summer School/Tutoring may be required at the discretion of the administration if a student's grades show declining academic performance.

Summer School:

Summer school must be attended by any student cited in the regulations above. Summer School must be a minimum four week program at St. Pius V Catholic School, or any public or private school. A report card showing successful accomplishments of a summer school program must be submitted to the School Office by "Packet Pick-Up Day" in August.

Tutoring by Credentialed Teachers

Tutoring by credentialed teachers requires 18 hours or more per subject. Successful completion of remedial studies must be shown on the verification form (available at the school office) to be completed by the teacher, stating the skills taught the student. Proof of successful completion must be presented to the school office by Packet Pick-Up Day in August.

Eighth Graders not successfully completing the required curriculum needed for graduation must seek tutoring of 18 hours or more per subject after the school year ends. Proof of successful completion must be provided to the school office to receive graduation diploma. The student will be allowed to participate in the graduation ceremony but will receive a blank diploma. The diploma will be signed and become effective only when the required remedial studies are completed as described and a record of successful completion of the required remedial studies has been presented to the school.

No student will receive record of promotion until the required remedial studies have occurred and proof of successful completion is presented to the School Office.

Promotion/Retention

It is sometimes necessary to deny promotion to the next grade, particularly in the primary grades. If a student has definitely not achieved an academic level or maturity level that is indicative of promotion to the next grade, that student can be denied promotion.

Field Trips/Permission Slips

A certain number of field trips are planned in order to enable the students to visit places of interest in the area. We have found that such trips are both educational and appealing to the students.

No student may go on a field trip without a signed Diocese of Orange permission slip. No verbal permission or fax is accepted. Students in grades Junior Kindergarten through Six must wear school uniforms on field trips. ***No younger siblings of students are permitted on field trips.***

No permission slips may be faxed for field trips, OR for sports, class, or school events.

- A copy of this form is available at our website <www.stpius5school.net>, or in the school office.



CODES OF CONDUCT

Codes of Conduct: Overview

A student's interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their student.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies or procedures set forth in the Parent/Student Handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to the standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies or procedures set forth in the Parent/Student Handbook. These Christian principles include, but are not limited to the following:

1. Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to: all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.), and when parents are dropping off and/or picking up their students.

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian, and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of the student, or suspension of the parent/guardian's privilege to come on campus, participate in parish/school activities, volunteer work, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal from the school.

School rules and regulations are of concern to parents, students, and teachers alike. It is essential to the proper functioning of the school that everyone observe these rules and regulations. Parents should understand the rules and regulations so that they can explain them to their students and give their students guidance in what is expected at school. Throughout this handbook, wherever the term "parent" is used, it means the parent or other lawful guardian of the student.

Parents should impart to their students a spirit of loving and responsible obedience. Observance of the school's rules and regulations will help to prepare students for a life in which love and respect are the ways in which people interact with each other.



Code of Conduct: Students

Profile of a Christian Student

"Students' actions and attitudes should always reflect a Christian ethic. Students of our schools are expected to act in such a fashion that their behavior will reflect favorably on the individual student and on the school, will show consideration for fellow students, and will create a harmonious school atmosphere. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations and Christian principles.

All students should conduct themselves as ladies and gentlemen. This refers to their actions toward each other, to their language, to their dress, and to their manners. Christian courtesy extends to all areas in or outside the school. In each instance in which an employee acts to help a student conduct himself or herself properly, emphasis shall be placed upon the growth of the student in ability to discipline himself or herself."

-- Diocesan Administrative Handbook

Code of Conduct

1. Students will be obedient to all adults.
2. Students will respect games and activities happening on the playground and in the classroom without disrupting or interfering with other students.
3. Students will respect and care for school property.
4. Students will use their God-given abilities doing their work themselves. Plagiarism is a violation of the Code of Conduct.
5. Students will complete their assigned work and turn it in on time.
6. Students are expected to be truthful. Lying is a violation of the Code of Conduct.
7. Students will give papers to be signed to their parents and return them to the teacher.
8. Students will be polite, have good manners, and respect all adults and fellow students.
9. Students will conduct themselves in an appropriate Christian manner during all school-related activities, on or off campus.
10. Students will use appropriate language-- written or spoken.
11. Students will remain in supervised areas.
12. Students will follow the Uniform and Non-Uniform Dress Code guidelines.
13. Students are expected to arrive in their classroom by 8:05a.m.

Failure to follow these rules of conduct may result in the actions listed under "Consequences for Violation of the Code of Conduct."

The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

Assertive Discipline

St. Pius V Catholic School uses the Assertive Discipline Plan based on Lee Canter's philosophy. Assertive Discipline Rules and Consequences for each class are sent to the parents at the beginning of the school year. These are to be read and discussed with the students. These rules are to be signed and returned to the classroom teachers.



Discipline of Students

Catholic schools regard discipline as a code of moral guidance, not as a list of punishments. The primary purpose of discipline is to promote genuine development of a student's capabilities and morality, and to engender in the student respect for duly constituted authority.

We attempt to provide a classroom environment that is conducive to learning. We consider discipline to be only one aspect of our attempt to promote training in good character for our students. Such training should cultivate the virtues that ensure right living and redirect disorderly tendencies into wholesome endeavors.

Discipline by parents and teachers must be administered justly, firmly, and intelligently. To do this, our motives must always stem from charity, never from outrage or emotions of exasperation. Parents and teachers are expected to work together and to be consistent in their discipline of students.

Discipline is considered to be in evidence when students work in cooperation with each other, with the teacher, and with the Administration to attain the objectives of the class and the school. Discipline is disrupted by failure to observe the rules of conduct, failure to do assigned school work, and failure to honor the uniform code.

Final decisions regarding conduct and discipline rest with the Pastor and administration. There are consequences for disruptive behavior at St. Pius V Catholic School, and at school related activities on and off campus. These consequences are administered in the form of:

1. Detention
2. Suspension
3. Systematic Exclusion
4. Expulsion

In addition, a zero-tolerance approach to discipline will result in a phone call to parents and dismissal for the rest of the day. This will be implemented at the discretion of the administration and teachers.

Consequences for Violation of the Code of Conduct

Detention

Detentions are held every Wednesday from 3:05-3:45p.m. To ensure the safety of the students, all students must be met by their parent/guardian at the detention classroom at 3:45 p.m. Only registered Daycare students and students with walking passes will be allowed to leave the classroom without their parent's supervision. Any students still remaining in the classroom by 3:50 p.m. will be sent to Daycare and parents will be charged accordingly. It is the student's responsibility to remember when he or she has detention. Failure to serve detention could result in the student receiving another detention.

In Lieu of Detention

The Administration/Teachers reserve the right to have a student:

- Pick up trash on the school grounds
- Serve time on the line
- Lose part of recess
- Not attend school activities
- Clean lunch tables or lunch area
- Complete assignments during recess or after school



Systematic Exclusion

This disciplinary action is taken when dealing with a student who is chronically guilty of misbehavior. Misbehavior that can result in this action includes: disruption of the class, aggression, and destructiveness. If a student is guilty of chronic violations of these offenses, the student's teacher will confer with the administration to invoke systematic exclusion.

Systematic exclusion of a student means that the student will be removed from the classroom and sent to the school office each time that student misbehaves. At the school office, the student will be required to telephone a parent or guardian who must then come to the school office and remove the student from school. Persons who may be called are those listed on the Emergency Card that was filled out when the student was registered at school.

Suspension

This disciplinary action is taken when dealing with a student who is chronically guilty of offenses against the code of conduct, or is guilty of a serious offense against the code of conduct (at the discretion of the administration.) Those rules are listed above as causes for detention. Suspension will be invoked only after the teacher and the administration confer and agree to it.

- A student may be suspended from school for one day if he/she has had detention four times during the school year for any reason.
- A student who is suspended three times during a school year may be permanently dismissed from St. Pius V Catholic School.

Students who earn a suspension will be required to report to school and work with a substitute teacher who will be paid for by the suspended student's parents (\$75). In their discretion, the administration may determine that an out-of-school suspension is necessary. Students who earn an out-of-school suspension will not be allowed on campus during the time of their suspension.

Students are responsible for all class work and homework assigned prior to and on the day of the suspension. Upon returning to class, students are expected to resume all class instruction and tests, and to have all work with them.

Expulsion

The following offenses committed by students while under the jurisdiction of the school may be grounds for expulsion/suspension:

- Actions gravely detrimental to the moral, physical, or spiritual welfare of the students.
- Persistent and willful disobedience.
- Possession, use, distribution, sale, or attempts to sell illicit or forbidden substances, such as narcotics, alcohol, etc. in any form.
- Possession or smoking of tobacco at school or any school related activity.
- Assault, battery, or threat of force or violence on another student or member of the staff.
- Habitual theft.
- Habitual truancy.
- Open and persistent defiance of a teacher's authority.
- Willful destruction or defacement of property belonging to another person or to the school.
- Habitual use of profanity or obscenity (written or spoken).
- Possession or use of weapons or dangerous instruments of any kind on school grounds or at any school related/school-sponsored activity.

Right of Inspection

St. Pius V Catholic School reserves the right to search anything a student brings on campus. It is the right of the Administrators to conduct periodic and unannounced campus inspections.



Care of School Property

Students are encouraged to take pride in their school, and to share the responsibility for keeping it attractive. Therefore, these rules must be observed:

1. All deliberately destructive acts are to be avoided.
2. Accidents which result in damage or breakage are to be reported by students to their teacher on the day the accident occurs, and as soon after the accident as possible.
3. School grounds are to be kept litter free.
4. Gum chewing is **not** allowed on campus due to potential damage to school property.
5. Books and school equipment should always be handled with care. All books are to be kept covered. If a student damages a book or other equipment, the parents must pay for the replacement. When covering books, do not attach adhesive tape directly to the book.

Student to Student Harassment

St. Pius V Catholic School affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical or scholastic ability, or gender. Harassment of any student or adult by any other student or adult, seriously or in jest, is prohibited and will not be tolerated. It is the policy of St. Pius V Catholic School to provide a safe educational environment in which all students are treated with respect and dignity.

Harassment includes but is not limited to the following:

Verbal Harassment:	Demeaning comments, statements, questions, slurs, jokes, drawings, or invitations.
Written Harassment:	Demeaning, suggestive, or obscene letters, notes, drawings, or invitations.
Physical Harassment:	Unkind, aggressive, immoral, and/or unlawful physical touching, contact, or assault; deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.
Visual Harassment:	Leering, gesture, display or possession of sexually suggestive objects, pictures, cartoons, posters, or magazines.

This policy prohibits student to student harassment whenever it's related to school activity or attendance and occurs at any time including but not limited to any of the following:

- While on school grounds (before and after school as well as during the school day)
- While going to or coming from school
- During, going to, or coming from a school sponsored activity

Any student who engages in the harassment of another student is subject to disciplinary action up to and including the following:

- Verbal warning or time out
- Disciplinary referral to the administration
- Suspension
- Expulsion



The administration reserves the right to require an offending student to transfer to another school immediately, depending upon the nature and extent of the incident. This policy also pertains to adult-to-student and/or adult-to-adult harassment. It is the student's responsibility to conduct himself or herself in a manner which contributes to a positive school environment. Students will not commit acts which tend to injure, degrade, disgrace, or threaten the safety, privacy, and/or respect of other students, parents, teachers, or staff members.

Note: Should substantiated conduct outside the school environment come to the attention of the school, this may also serve as grounds for discipline, as students of St. Pius V Catholic School are expected to conform their lives to Christian principles at all times.

St. Pius V Catholic School needs your help in keeping our school safe for everyone. We will take seriously all threats to inflict serious harm to self or others, including practical jokes or offhand comments. Our school will respond to any statements or behaviors of a threatening nature that occur within the school environment, any weapons possession, and/or any behaviors by individuals that might pose a threat to the well-being of students, staff, or others. ***Anyone who becomes aware of a threatening situation should immediately report it to a school administrator.***

Courtesy

Common courtesy is common only when everyone knows what is expected. Therefore, the following seven rules of courtesy are listed for students. Parents will naturally encourage their students to observe any other "rules" of courtesy when the students need such guidance.

1. Greet priests, teachers, school personnel, and visitors respectfully.
2. Offer to help teachers with books or with appropriate classroom tasks.
3. Avoid interrupting when others are speaking.
4. Stand aside in narrow or crowded places to let adults pass first.
5. Other students are your neighbors. Respect your neighbor's rights to learn and to work. Respect their ideas and opinions, just as you expect them to respect yours.
6. Respect the authority of those who are placed in positions of authority.
7. Observe the deadlines for messages between home and school. A student's observance of deadlines for school assignments is a mark of courtesy in addition to being a responsible person.

Acceptable Use Policy

All members of the St. Pius V Catholic School community are expected to use technology and telecommunications methods (i.e., email, instant messaging, telephone, voice mail, etc.) in a manner that corresponds to the Code of Conduct. Students will be expected to sign and abide by the Acceptable Use Policy and may be disciplined according to the "Consequences for Violation of the Code of Conduct."

Online Activity

Engagement in online activities such as, but not limited to, MySpace®, Facebook®, Friendster®, Blogger®, etc. may result in disciplinary actions if the content of the student's **or parent's** activities includes defamatory comments regarding the school, the clergy, the administration, the faculty, the staff, other students, or the parish. Students may be disciplined according to the "Consequences for Violation of the Code of Conduct."



Student/Parent-Teacher Dialog Conferences

The teachers of St. Pius V Catholic School have dedicated themselves to the welfare of your students. The teachers wish to establish a friendly and cooperative relationship with all parents. Problems related to studies, assignments, class discipline, and so forth should be discussed with the teacher. Please keep the following guidelines in mind:

- Never, under any circumstances, question the authority of a teacher when a student is present. You would not expect the teacher to question yours.
- If an occasion demands that you say something to your student regarding a teacher, say something non-committal. Then make an appointment to talk things over with the teacher as soon as possible. You cannot make a wise decision about a matter until you have all the facts.
- Conferences with teacher are by appointment. Conferences between parents and teachers should be conducted with the students in grades 3-8.
- Parents should discuss problems with the teacher involved before bringing any such matter to the attention of the Principal or Assistant Principal.
- Principal is available by appointment only.

Diocesan Parents' Grievance Process

It should be understood that there are times when misunderstandings occur between the parents and school personnel. The following is the procedure for addressing concerns:

1. If the concern involves any school personnel (teachers, etc.), the parents are to call the individual involved and arrange for a meeting opportunity. The results of that meeting are to be in writing with all parties signing. If a telephone conversation is held instead, the school personnel are to write down the results of that conversation and send a copy to the parents. Include the date and time of the call.
2. If there is no resolution from step one, the parents are to call the Principal and arrange for a meeting opportunity with the teacher, etc. present for that meeting. The parents should bring a copy of the results of the first meeting. The express purpose of this meeting is to bring about a solution. The results of this meeting are to be in writing with all parties signing and copies distributed.
3. If no solution is reached, the parents are to call the Pastor and arrange for a meeting with all parties present. Again, the express purpose of the meeting is to bring about a solution. The results of the meeting are to be in writing with all parties signing and copies distributed.
4. If no solution is reached, the parents are to write a letter to the Superintendent of Catholic Schools briefly stating the problem and including all written documents from all meetings held. The Superintendent will review all documentation and decide on a course of action after consultation with the Pastor and Principal.

Child Abuse Laws

St. Pius V Catholic School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.



DRESS CODE

Uniforms

St. Pius V Catholic School students must wear uniforms when attending school. We expect our students to take pride in their uniforms, and to keep them clean and in good repair. Students should remember that, while they are wearing their uniforms, they are representatives of the school. Strict adherence to the uniform code is expected. That code is described in this section, and is further explained in “Grooming,” “Non-Uniform Dress,” and “Enforcement of the Uniform Code.”

All uniform items, including jackets, must be purchased from the school-approved uniform company listed below:

**Vicki Marsha Uniforms
5292 Production Drive
Huntington Beach, CA 92649
1-213- 594-8181
1-714 895-6371
www.vickimarsha.com
School access code: #SPV5313**

Please put your child's name and grade on clothing and personal items with a permanent marker.

Enforcement of the Uniform Code

St. Pius V Catholic School expects full cooperation from parents in enforcing its uniform code. If an unusual circumstance arises and the uniform code cannot be satisfied, parents must send a note of explanation to school with their student. The note should be given to the student's homeroom teacher. If a violation of the uniform code is not corrected without good reason, the school will issue a warning slip to inform the student and the parents of the violation. Refusal or failure to correct the problem will result in the school barring the student from further attendance at St. Pius V Catholic School until the violation is corrected.

Parents should help their students to carefully select clothing for non-uniform dress days so that the clothing is appropriate to the day's activity. Rules of grooming and non-uniform dress apply not only during school hours, but during school-related activities; i.e., games and tournaments that are conducted on or off campus.

We do our best to enforce the uniform code throughout the school year. However, periodic checks by the administration and faculty may result in consequences if a student is found to be in violation of the dress code.



Uniform Guidelines

Boys: Junior Kindergarten through Sixth Grade

1. Vicki Marsha pants, cords, or walking shorts.
2. Vicki Marsha blue polo shirt with school name.
3. Plain white T-shirt or St. Pius V T-shirt with logo may be worn under uniform polo.
4. Vicki Marsha cardigan, jacket, or navy blue or royal blue sweatshirt with St. Pius V emblem.
5. White socks. ***Socks must be crew length. Quarter socks are not acceptable.***

Girls: Junior Kindergarten through Sixth Grade

1. Vicki Marsha plaid jumper, navy walking shorts, navy skort, or navy slacks. Grades Five and Six-- Vicki Marsha plaid skirt.
2. Vicki Marsha white blouse with Peter Pan collar or Vicki Marsha blue polo shirt with school name. White Oxford shirt is acceptable for grades Five and Six.
3. Vicki Marsha cardigan, jacket, or navy blue or royal blue sweatshirt with St. Pius V emblem.
4. White or navy blue socks, knee highs, or tights. ***Socks must have a cuff. Quarter socks are not acceptable.***

Boys: Junior High

1. Vicki Marsha pants, cords, or walking shorts.
2. Vicki Marsha plain white polo shirt with school name.
3. Vicki Marsha navy blue jacket or navy blue or royal blue sweatshirt with St. Pius V emblem.
4. White socks. ***Socks must be crew length. Quarter socks are not acceptable.***

Girls: Junior High

1. Vicki Marsha plaid skirt, navy walking shorts, navy skort, or navy slacks. Skirts must be no more than five inches from the ground when kneeling. No rolling or shortening of clothing.
2. Vicki Marsha white blouse, white Oxford shirt, or Vicki Marsha white polo shirt with school name.
3. Vicki Marsha navy blue jacket or navy blue or royal blue sweatshirt with St. Pius V emblem.
4. White or navy blue socks or knee highs. ***Socks must have a cuff. Quarter socks are not acceptable.***

All Grades

- **Any color, laced or velcro, tennis or leather shoes.**
 - *No "Slip-on" shoes may be worn.*
 - *No shoes with wheels-- attached or detached.*
- Plain, white crew neck pullover sweatshirts may be worn.
- A solid blue, white, brown or black belt must be worn **with all** shorts or slacks that have belt loops. No designs, decorations, or large buckles are acceptable.
- Non-uniform jackets, sweaters, or sweatshirts may **not** be worn at any time. This includes coming to and going from school.
- Shoes are to be securely tied with bows visible on top.
- Shirts must be tucked in at all times. Skirts not rolled. Walking shorts not altered.
- Uniforms must be the proper size. **No baggy or tight fitting uniforms.**
- Spirit Shirts may be worn on Mondays and half-days.



Physical Education Dress Code

The dress code for Physical Education is as follows:

1. White t-shirt/St. Pius V polo shirt (boys)
2. White uniform blouse or polo shirts (girls)
3. Navy blue gym shorts, walking shorts, or skort from Vicki Marsha
4. White or navy blue socks
5. Athletic shoes

Grooming

Students are expected to arrive at school clean and neatly groomed. Unless a **“Non-Uniform”** day is declared, all students must wear uniform. If your student cannot wear his or her uniform, you must send a note to the teacher.

- **Make-up:** Students may not wear any form of make-up on their face, nor may they wear nail polish, fake nails, or body markings.
- **Piercings:** Boys may not wear earrings; girls may only have one piercing per earlobe, and they may wear stud-type earrings so long as they are no larger than a small pearl. **Hoops or dangling earrings are not allowed** for safety reasons.
- **Rings, watches, bracelets, etc.:** One simple ring (band or single stone) on the student's finger is allowed. Only a cross or religious medal necklace is allowed. Students may wear a regular wristwatch only-- no bracelets, etc. **No Sunglasses**
- **Hair:** A student's hair must always be clean, combed, and trimmed in a **reasonably** neat style. Boys' hair must be short enough that it does not reach the top of his uniform collar, does not reach mid-ear, and is out of the face. Girls' hair must be groomed and out of the face. Eyes must be visible. **No *fad, exotic, or radical hairstyles* are allowed.** This shall include, but not be limited to: “tails,” shaved designs on parts of the scalp or hair, tinted, dyed, bleached, lightened, streaked, or spiked hair. During the school year, a student's hair must be its natural color. If in doubt about a hairstyle, ask the Administration if a particular style is acceptable before getting it cut. Inappropriate haircuts or hair coloring will result in not returning to school until hair is cut properly or returned to natural color.
- **Facial Hair:** Young men are to be clean shaven and absent of any facial hair.

Non-Uniform Dress

Non-uniform dress is a privilege granted to the student body on certain days. On those days, street clothes may be worn instead of the school uniform. Guidelines for acceptable clothing on a non-uniform dress day are as follows:

1. All clothing must be clean and untattered.
2. Dresses, blouses, and shirts must have sleeves and cover the midriff.
3. Clothing must fit properly. No tight-fitting or baggy clothes.
4. Shorts must not be shorter than mid-thigh.
5. Skirts, dresses or skorts must not be shorter than four inches above the knee.
6. No slits above the knee on skirts.
7. Low cut and see through clothing is not acceptable.
8. No sandals, slip-ons or **boots**. Shoes and socks must follow uniform code.
9. No clothing with pictures or phrases that reflect immoral or improper values are to be worn.
10. No camouflage clothing or accessories.
11. No hats or scarves.
12. No nail polish.

Zero-Tolerance: Parents will be called and students must change to uniform.



SCHEDULES, ARRIVAL AND DISMISSAL

Daily Schedule

The school day begins at 8:00a.m. with prayers in the inner court. All students should be present at this time, as community prayer is a hallmark of Catholic education. Arrival after 8:05a.m. results in waiting in the area by the 1A classroom until the end of prayers. Students are tardy if not in their classroom by the 8:05a.m. bell. Other important times of the day are as follows:

	Jr. Kindergarten – Fourth Grades	Fifth – Eighth Grades
Recess:	10:15 – 10:35	10:35 – 10:55
Lunch:	12:00 – 12:40	12:35 – 1:15
Dismissal:	3:00	3:00

The School Office is open from 7:00a.m. To 3:30p.m.

Ice Cream Sales

Ice cream is sold for \$1.00 after school and occasionally at lunch.

Lunch Program

Students may bring their own lunch with them in the morning, or they may order hot lunch. Hot lunch is offered daily from Unique Dining. An order menu is sent home at the beginning of each month, and you will use this menu to order for the following month. Lunch will be \$3.75 a day. You may also order milk or juice if you bring your own lunch. Online ordering is available. All lunch orders must be placed by the 28th of each month whether ordering through the school or online. If you have questions or need to cancel an order, please call (714)270-6100 before 8:00a.m.

Lunches may not be brought in after school starts. Students being taken off campus for lunch must be signed out and signed back in at the school office. Students being signed out for lunch will be sent to the school office at the start of their lunch period. Students need to be back in class when the second lunch bell rings or they will be considered tardy. Parents cannot have lunch with their students at the lunch tables.

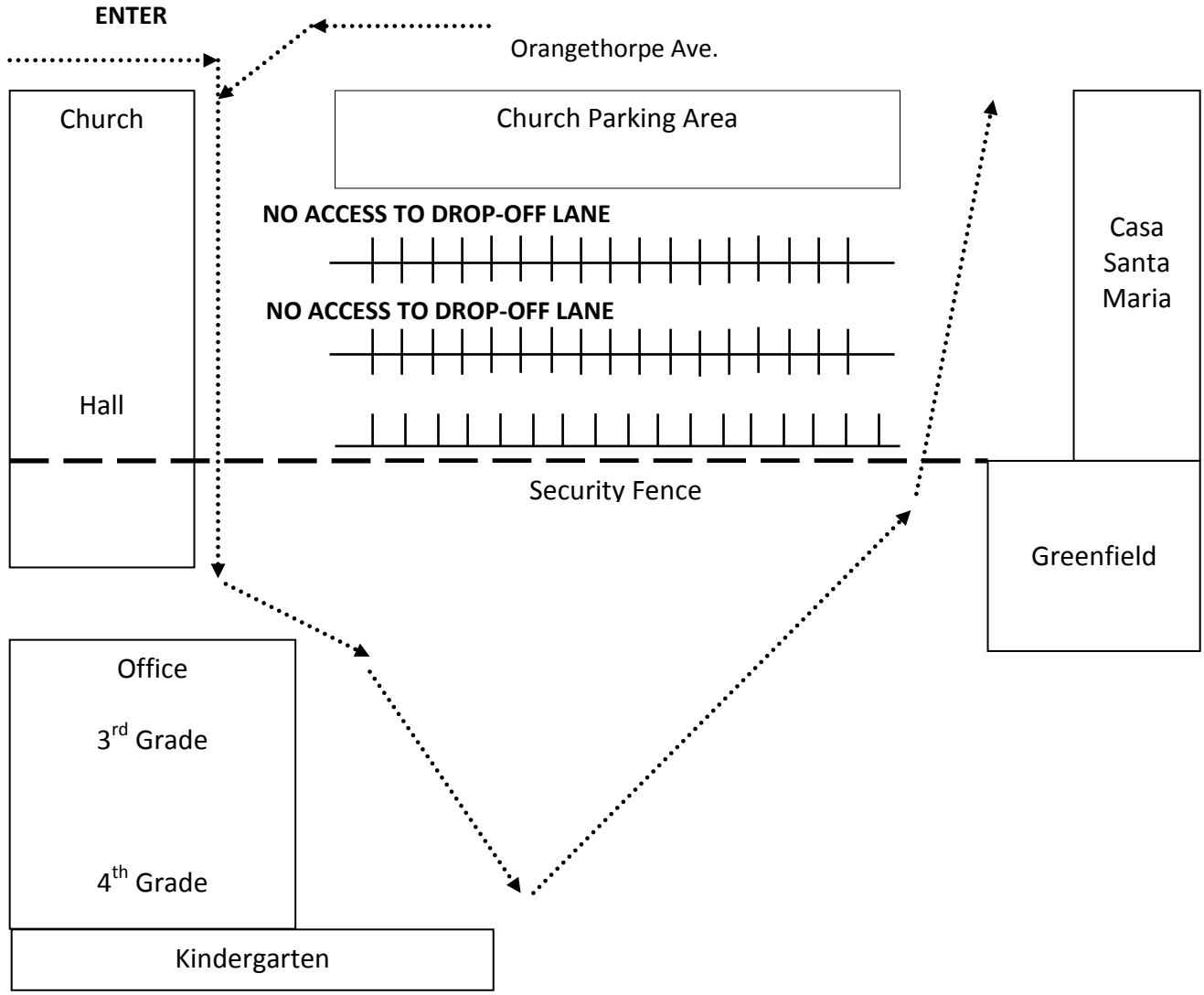
PLEASE DO NOT SEND YOUR STUDENT TO SCHOOL WITH FOOD OR DRINKS IN GLASS CONTAINERS OR GLASS BOTTLES! NO "ENERGY DRINKS" ALLOWED (i.e., Red Bull, Monster, etc.).

Recess Before Lunch

In order to provide students a climate most conducive to making healthy nutrition choices, the lunch schedule is arranged so that students have play time first ("Recess") before eating lunch. As long as students quickly and respectfully follow the directions of the lunch supervisors, this arrangement provides students with ample time both for play and for consuming lunch. Arranging the lunch schedule in this way has been shown to positively impact student's healthy food choices, decrease food waste, and improve student attention after lunch. For more information on Recess Before Lunch, visit <http://www.peacefulplaygrounds.com/recess-before-lunch.htm>. The administration reserves the right to run either a Recess Before Lunch schedule or a traditional lunch schedule.

Morning Drop-Off/Arrival

To better ensure the safety of our students, safety patrol students are stationed on the school drop off route. Parents are expected to cooperate with their instructions. Safety patrol opens the school gates at 7:40a.m. Parents wishing to utilize the drop-off lane **must enter** the parish grounds at the signal. **There is NO ACCESS TO THE DROP-OFF LANE from the driveway nearest Casa Santa Maria.** Keep with the flow of traffic in front of the church and parish hall. **Pull your car forward as far as possible before dropping off your child.** Your child must exit the car along the sidewalk in front of the Church/Hall or along the third and fourth grade classrooms **when your vehicle first stops at a safety patrol student.** Please ensure your child is ready to exit the vehicle **immediately upon stopping.** Students then walk into the Inner Court where they are to wait quietly.



Parents who wish to park and walk their students to the Inner Court may enter at the driveway nearest Casa Santa Maria, park their cars in a designated parking space, **cross through the security fence, and wait at the safety crosswalk** to cross the drop-off lane. Students are not to walk in the parking lot without an adult. Adults should return to their vehicles via the safety crosswalk when available (Do not pass through the traffic line.) Please use caution **at all times** in the school parking lot.

At approximately 8:05a.m. the safety monitors close the gates and secure the school. After the gates are closed, you will need to park your vehicle and walk your child to the office or designated area. **Do not park against the curb. This is a FIRE ZONE.**



Entrance to School

Students are never allowed to enter or remain in a classroom if a teacher or authorized staff member is not present. Whenever students enter or leave a classroom, they should do so in a quiet and orderly manner. Running and shouting are never permitted in the inner court or along corridors.

Drop-Off and Pick-Up of Students/Daycare Policy

Unless a student is enrolled in the St. Pius V Catholic School Daycare Program, this includes siblings of safety patrol, the school provides no supervision before 7:40a.m., or after 3:15p.m. **No liability** for supervision and control of student shall be assumed by the school until 20 minutes before the first bell in the morning. If you need to drop off your child before 7:40a.m., you **must** walk him/her to the Daycare room and sign him/her in. Detentions may be issued to students found in violation of this policy.

Students are not allowed in church before school unless an adult is in attendance. Parents may not use the east side parking lot for dropping off students in the morning. Students are not allowed on the east side parking lot unattended. Students not picked up 15 minutes after the last bell will be placed in Daycare.

Tardiness

A student is considered tardy if he/she is not in his/her classroom by 8:05a.m. Any **junior high** student who arrives after 8:05a.m. must report to the school office. Students in other grades go directly to the waiting area by 1A until prayers are completed. Students arriving after morning prayers should report to the school office. Whenever a student is tardy six times per trimester, he/she may be given a detention.

Bicycles/Walking

Parents are responsible for assuring that their students arrive at school on time. The decision of whether or not a student walks or rides a bicycle to school is, therefore, left to the parents. Parents who allow their students to ride bicycles to school are urged to instruct their student on traffic laws regarding bicycling and to instill in their student the need for caution and safe use of bicycles. The school strongly urges that no student below grade four be allowed to ride a bicycle to or from school. Bicycle riding on the campus of St. Pius V Catholic School is forbidden **at all times**. Bicycles that students ride to school must be placed in the bike racks provided by the school and must be locked at all times. Also students are mandated by law to wear a helmet. Students walking home from school must leave campus immediately. Passes are not issued to leave the "waiting area" and be picked up in front of the Church or parking lot.

Walkers and bike riders must sign a consent form at the start of each school year. These forms are kept on file for the entire school year. Passes are issued to all walkers and bike riders to have with them to leave campus at the end of each day. Any misuse of the walking/bicycle passes will result in the pass being revoked for the remainder of the school year.

Leaving the School Premises at Any Time

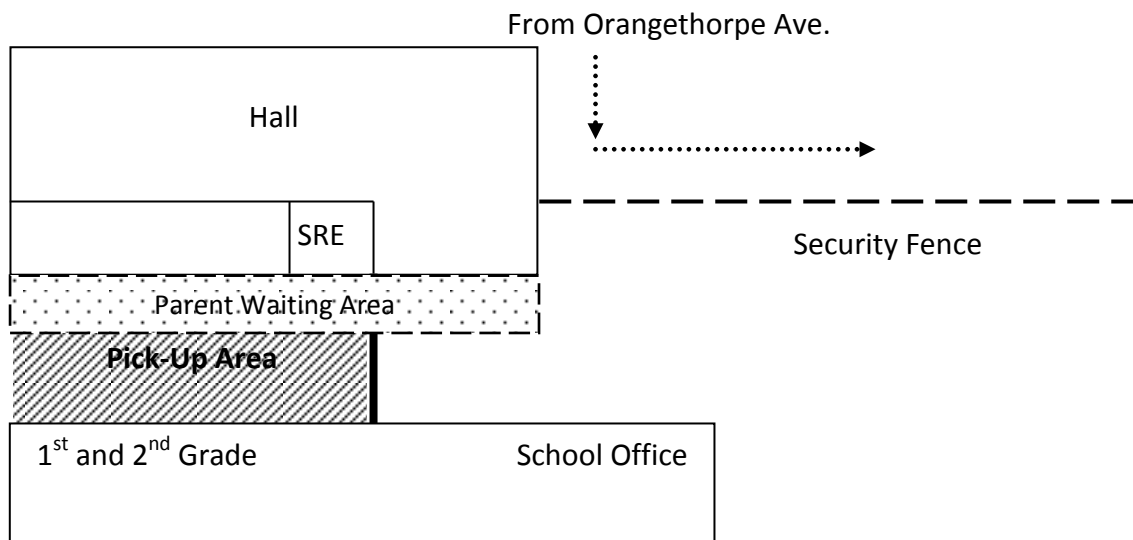
No student is permitted to leave the school grounds at any time during school hours, or to be released from class without a written and signed request from his or her parents. Any student who violates this regulation is subject to dismissal. If a student is to be taken from the school during school hours, he/she must report to the office and be released to the parent or other person who is listed on the blue emergency card and properly identified. If parents authorize anyone under 25 to pick up their students, a release form needs to be on file in the office. If the student re-enters on the same day, they need to be signed back in at the school office.



After-School Pick-Up/Dismissal

School is dismissed at 3:00p.m. each day unless a different time has been announced. When school is dismissed, all students are to go directly home or to Daycare. Students are to go to the “waiting area” (between the First/Second grades and the SRE/Daycare offices) and wait **behind the red line for their parents to pick them up**. Students are never to wait in corridors, near doors, in church, in/around the School Office, or in the east side parking lot.

Parents: Upon arrival at school please park your car in a *designated parking space*. **Do not park along the red curb. This is a FIRE ZONE.** You will be blocking traffic. After parking your car, walk to the area between the SRE Office and the School Office to pick up your child. Parents are not to wait at the entrance gate. Parents need to enter the pickup area to pick up their children. **Students are not allowed to leave the designated area or go beyond the red line without an adult** or they will receive a detention. See map below for details.



Please do not bring family pets when walking on campus to drop off or pick up students.

Yard Sweep

At 3:15p.m. (and at 12:15p.m. following early dismissal), a “yard sweep” will be made of the “waiting area.” Any student who is found on the premises will be placed in Daycare for supervision. Parents of such students will be assessed \$5.00 per hour (or portion of an hour) for each student. This assessment will be payable to Daycare when the student is picked up. If a student is in the yard sweep three or more times they must register for daycare and purchase an occasional use card.

Loitering

1. Students are not allowed to loiter in front of the school, church, or in the east parking lot at any time. If a student must wait for a parent, he/she is to wait in the “Pick-Up Area.”
2. Students in school uniform should never loiter on streets or in public buildings. Parents are urged to see that their students waste no time going directly from home to school and back.
3. Students are never to be out of their classrooms for any reason during regular school hours without teacher permission.
4. Once students leave the school grounds they cannot return unless supervised by an adult. Students participating in sports cannot leave campus to visit local establishments and return unless with an adult.



Rainy Days

Morning Drop-Off: Students are to be dropped in front of the Third/Fourth grade classrooms on the side facing the Greenfield. Students proceed to their classrooms. They are not to wait in front of the hall or school office.

After School Pick-Up: Students are to meet in the classroom of the youngest member of their carpool. Parents must park their cars and proceed to the classroom of the youngest in the carpool to pick up students, and then return to their cars to leave campus. If you enter the school grounds after 3:10p.m., park your car and proceed to the waiting area on the sidewalk by the second grade classrooms. Students will be gathered in this area.



ATTENDANCE

Absence

Parents should call the school office (714) 522-5313 whenever their student is to be absent. If an extended absence is anticipated, you should send a note to the teacher, as well as call the office. Absences should be called in before 9:30a.m. The school accepts no liability for a student absence unless the parent contacts the school to inform the office that the student will not be in attendance that day.

Upon returning to school, a written excuse stating the reason for the student's absence must always be presented to the teacher, even if a call has been made to the school office. The note must be signed by the parent.

Based on the number of days a student is absent, he or she will have that same number of days to complete and turn in assignments or class work assigned on those absent days. For example, if a student is absent one day, upon returning to school he or she will have one day to complete all missing assignments.

It is important for students to be in attendance for the full school day. Signing a student out early should only be done in the case of a medical appointment or emergency situation. In addition, signing a student out early without a medical excuse counts against the student's attendance.

A student who is signed out during the last 30 minutes of the school day will be marked "End of Day Absent," which counts as $\frac{1}{4}$ of a day toward his/her total absences.

Please be sure to ask your doctor/dentist for a signed medical excuse. Without this note, the absence will be considered "unexcused" and will count against the student's attendance. Please submit the signed medical excuse to the school office upon your child's return to school. Note: a student is only excused from school for the duration of the medical/dental appointment.

School Time Extended Absences

Parents are discouraged from taking their children out of school for extended periods of time. Work cannot be given ahead of time and students who do leave will have five days after returning to school to make up the work. Any work undone or turned in after five days will be given a "0" grade. Teachers will not be responsible for make-up tests, extra tutoring, etc. If more than 10 days are taken in a trimester, Student Learning Assessments may not be issued. Please take note of this in planning your vacations.



EXTRACURRICULAR ACTIVITIES

Requirements

For a student to enroll or continue in an extracurricular activity, he/she must satisfy all of the following conditions:

1. The student must portray the conduct described in this handbook under “Code of Conduct: Students.” Students who do not behave according to the Code of Conduct (especially those who have been suspended, systematically excluded, etc.) are ineligible for extracurricular activities. The Administration reserves the right to deal with individual cases according to its discretion.
2. The student must strive to meet acceptable academic standards as described in this handbook under “Academics: Academic Requirements for Sports/Extracurricular Participation.” Students who do not reflect this attitude should be removed from the extracurricular activity by the parent/guardian. The Administration reserves the right to deal with individual cases according to its discretion.
3. No student may participate in an extracurricular activity on any day that he/she is absent from school.

Athletic Program

The Athletic Program at St. Pius V Catholic School is a worthwhile extracurricular part of our overall plan for the moral, spiritual, and intellectual education of your students. Students who become involved in the various sports or related activities that are offered gain the opportunity of learning firsthand the meanings of teamwork, sportsmanship, and fair play. Schedules, maps and sports information can be accessed on the school website.

Parents who participate in the Athletic Program will enjoy the competitiveness of the games. The students are delighted with their parents' interest in the games and it affords an opportunity for parents to become acquainted with their student's friends. Parents must be fingerprinted and have completed the on-line Safe Environment Course. This includes all parents or volunteers driving students for athletic or extracurricular activities.

Rules Regarding Transportation

St. Pius V Catholic School requires that parents provide transportation for their students to athletic events or other extracurricular events. Any parent who drives needs to be fingerprinted and have completed the on-line Safe Environment Course. The following rules are established regarding transportation to and from school-related activities:

1. Students may not travel to any school-related activity unless they do so with a permission slip signed by their parent/guardian. **No faxing of permission slips is allowed.** Such permission must be in the possession of the Coach/Advisor before travel. Only designated adults of St. Pius V Catholic School students may drive to school-related activities. Transportation to such activities will start at the school and all students will be returned to the school after the event.
2. Anyone who drives to school-related activities must be an adult of 25 years or older and have a valid driver's license, as well as provide proof of current insurance and adequate liability. Proof of insurance means a card stating the beginning and ending dates of your coverage. Also, since many insurance policies are renewed on a six month basis, you will need to update information with the coach when you renew. In addition, a parent who submits their insurance card as proof of



insurance authorizes the school to call the parent's insurance company to verify that the policy is up to date in payment.

3. Parents returning students from school-related activities need to ensure that all students are safely returned to their parents or signed in at Daycare.
4. If a student is involved in an accident during travel, the responsible party will arrange for emergency medical care if needed. If injury is suspected, the responsible party will call 911 to assure that competent medical assistance is rendered to the pupil.
5. If an emergency of any kind arises or an accident occurs during travel, the driver must immediately notify the school, coach, athletic director, or parish office of what has occurred and which students were affected. This will enable the school to notify the parents of the students.
6. If an emergency of any kind arises or an accident occurs during travel and no medical attention is needed, students shall be immediately returned to St. Pius V Catholic School so that parents can take charge of their students.
7. If a parent has agreed to drive to an extracurricular activity, he/she must notify the coach or Athletic Director as soon as possible if they find they cannot honor this commitment.
8. Parents who drive students on field trips must observe the laws of the State of California regarding use of seat belts and they must enforce that law on their passengers.

Rules for Attending Games/Extracurricular Activities

1. Students wishing to remain after school to watch athletic games **must** be accompanied by a parent or supervised by an adult who has assumed full responsibility for the student.
2. No one is permitted to run around the grounds or to go to the playground equipment while attending a game.
3. Unless a student rides a bicycle to school, parents will pick up their students after the game making certain that the students are not left unattended. This rule is especially important if a game continues until after dark.
4. No siblings may stay for practices or games without supervision by a parent/guardian.
5. If students are walking home after a game they are required to have a walking pass or they will be put in daycare.



HEALTH AND SAFETY

Communicable Illnesses

If a student is in the communicable stages of any disease or infection, parents must not send the student to school. The student should be isolated as much as possible (or as much as the illness warrants.) Please do not send your child to school when he or she is sick. If your child has had a fever or vomited within the last 24 hours, the State of California recommends that he or she stays home.

Medication

The State of California requires that parents fill out the Medication Form for any prescription or non-prescription (over-the-counter) medication needed by the student during school hours. Students are not allowed to bring any medication to school unless this form is filled out and on file. All medication is to be kept in the Health Room. Please note that this includes cough drops, eye drops, or any over-the-counter medication.

Immunizations

All students are to be current on their immunizations.

Emergency Pick-up Due to Illness/Blue Emergency Cards/Health Room Attendant

If a student is ill, the parents and/or people on your blue emergency card that are authorized to pick up your student will be called. These people should be no more than 20 minutes away from St. Pius V Catholic School.

An attendant is on duty in the Health Room during school hours. We are restricted by County law and Diocesan rule from rendering any health service other than immediate first aid.

Report of Injury

Injuries that are suffered on school premises must be reported to the School Office. Minor scratches and bruises are attended to right away in the Health Room. It sometimes happens that a more serious injury is not immediately recognized. Parents should, therefore, impress upon their students the need to report any blow to the head or back, injury to a finger, or any other kind of injury. Students should immediately report such incidents to a teacher or parent on duty, who will issue permission for the child to report to the Health Room attendant for examination.

Student Accident Insurance

All students are covered by Meyers Stevens Insurance Company. ***The premium is paid in the registration fee.*** If your student is injured at school or a school sponsored activity, the student should report the injury to the Health Room Attendant or school personnel immediately. Parents should file a claim with their primary carrier first. The school student accident insurance is a ***secondary school time accident policy for injuries covered at school or school related activities.***



EMERGENCY PROCEDURES

Telephone Usage

The school and health room phone is **not** available to students except in emergencies. In case of an emergency a student will be allowed to use the office phone. The phone is otherwise reserved for school business. The following instances are **not** considered emergencies: a student has forgotten books, P.E. or sports equipment, homework, lunch, permission slips, or similar items. Thus, students will not be allowed to leave class to call home for these things.

Fire Drills

Fire drills are conducted regularly on both a scheduled and non-scheduled basis and are directed by the Administration.

Natural Disaster

If a natural disaster occurs while school is in session, St. Pius V Catholic School will follow the directions of the Buena Park Police Department and the Orange County Fire Authority serving the city of Buena Park as to whether the school should be closed or remain open. St. Pius V Catholic School will implement instructions that have been supplied by the California State Department of Education concerning Civil Defense and Disaster Planning for schools. The Disaster Plan for St. Pius V Catholic School is available for review at the School Office.

Parents who drive to school to get their students must park in areas designated by cones. In the event of a disaster St. Pius V Catholic School will hold all students on campus for up to 72 hours. Each parent is required to complete and sign an emergency release form stating those persons who have permission to take custody of their student. Students will be released **only** to those names listed on the release card. Students will be held in a staging area on campus. No student will be released on his/her own, even if he/she has transportation or a walking pass. Picture identification will be required of each adult to whom a student is released. Parents should walk directly to the greenfield gate, which is near the lunch tables, identify themselves to the Parental Communication team who will be present, sign the required release form, and proceed to the release gate, which is near the basketball courts.

Disaster Drills

Disaster drills are conducted regularly at school in preparation for the possibility of an earthquake or other disaster. Parents are encouraged to discuss the possibility of a disaster with their children and to conduct preparedness drills at home. Such preparation very likely could save your child's life in an emergency and the preparations will help the children to be less fearful of a disaster occurring.

Emergency Information

At all times, parents are required to have the most recent information on file at the school that will be needed for notification of at least two people in the event of an emergency. If you change your residence, work location, or telephone number, that new information must be reported to the school promptly. If any individual is to be added or deleted from the list of those who can be notified in the event of an emergency involving your child, that information must also be reported to the school promptly. Such notification should be sent to the school office. This information should be clearly marked with the words: **Emergency Information-- Attention: Office.**



PRIVACY

Fingerprinting/Safe Environment

The Diocese of Orange requires that all volunteers be fingerprinted and complete the Safe Environment Online course. Contact the school office for the proper procedure and fingerprinting locations. After completing the online course, print the certificate and submit it to the school office. Fingerprinting through the Diocese of Orange is a one-time process and is good at any school within the Diocese of Orange. The Safe Environment training must be renewed every four years online.

Publication Release

During the course of the school year pictures and videotapes of your child may be taken and included in different public and/or promotional materials for the school. You must indicate whether or not your child's image and likeness may be used in these materials by filling out and signing the Publication Release Form. This form is filled out at the August Packet Pick-Up Day.

Record Inspection

The Family Education Rights and Privacy Act of 1974 states that a parent or legal guardian has "The right to inspect and review all official records, files, and data indirectly related to their students, including material that is incorporated into each student's cumulative folder, and intended for school use or which is to be made available to parties outside the school or school system." If a parent wishes to review his/her student's records, the parent must first notify the school office and make an appointment to inspect the student's records during regular office hours. St. Pius V adheres to the Buckley Amendment regarding access to student records.

St. Pius V Catholic School may only send student records to other schools/institutions via the U.S. Mail. Records may not be given to parents for transfer. In addition, St. Pius V Catholic School only accepts records for incoming students through the U.S. Mail. Parents must plan ahead if records are needed. Please arrange for transfer of records with the school administrative assistant. Three days advance notification must be given to the school office by parents requesting copies of immunization records, Student Learning Assessments, test scores, etc.

Non-Custodial Parent

Please be informed the St. Pius V Catholic School does not have the legal authority to prohibit or restrict the natural parents from access to a student's records or physical contact with that student in relationship to a custody case ***unless legal papers are on file with the school office.*** The school can only carry out the instructions specified in the final custody papers, divorce decree, court order, or restraining order. If there are conditions which prohibit either parent from physical custody of the student, it is the responsibility of the parent who has legal custody to provide the school with the proper papers. Students need to use legal last name.



MISCELLANEOUS

Closed Campus

For the protection of your students, St. Pius V Catholic School campus is a closed campus. Anyone entering the campus must first report to the office and obtain a Visitor's Pass. Violators will be asked to leave immediately.

Lost and Found

- St. Pius V Catholic School is not responsible for lost or stolen articles. Students are not to bring personal items to school, such as CD/MP3 players, portable game consoles, iPods, toys, etc.
- **All items** that are susceptible to being lost or misplaced should be permanently labeled. This is especially important for items of clothing, personal books, totes and lunch bags.
- Students who find any item that has apparently been lost or misplaced are to bring the item to their homeroom teacher. The teacher will turn the item over to the school office.
- Lost clothing items should be sought and claimed in the health room. Any item that is not claimed within one month will be donated to a charitable organization.

Volunteer Hours Forms

- A copy of this form was given to all families at Packet Pick-Up Day, and additional copies of this form are available in the school office. Please be sure all hours are signed off by the person for whom you worked.

Cell Phones

Cell phones may be brought to school or an after school activity under the following conditions:

1. Phones must be kept in the backpack and in the OFF position while on campus.
2. Cell phones may **NOT** be used for picture taking, text messaging, or instant messaging.
3. Harassment or threatening others via the cell phone is **NOT** permitted.
4. Cell phones may not be used for game playing, Internet or e-mail access, gambling or making purchases of any kind.
5. Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing cell phones to school, in addition to consequences for violations of the Code of Conduct (Detention, etc.).