

St. Pius X Regional School

A REGIONAL CONCEPT

St. Pius X School was founded in 1962 as a co-educational parish school and designated a regional school in 1990. Renamed the St. Pius X Regional School, it now serves the registered, practicing, and contributing parishioners of Ascension, Sacred Heart, St. Edward the Confessor, and St. Pius X Parishes. If there are vacancies students from neighboring parishes and the community at large may be admitted to St. Pius X Regional School, providing they meet the admissions requirements.

PHILOSOPHY

St. Pius X Regional School embodies the belief that Catholic Schools are an extension of the Catholic Church's mission. To that end, St. Pius' purpose is to teach the message of Jesus, to worship and pray together, to build community, and to serve others. It is the primary aim of our Catholic School to provide an environment and an educational program that builds faith, academic excellence, values, and service to others.

Our school fosters innovative programs that prepare students for life in a rapidly changing society. The development of academic skills is at the core of our curriculum. These skills are taught through a variety of approaches at all levels of instruction. We believe the intellectual development of each child takes place through manipulative, motor, and sensory activities, as well as through abstract and critical thinking level activities. In recognizing that curriculum is dynamic and ever evolving, teachers use the specific educational methods that are most effective with their students, while at the same time ensuring that the curriculum guidelines meet our Catholic values.

Our school is rooted in the belief that Jesus is alive today within the community of the faithful, the Church. St. Pius X Regional School is a faith community that instills in its students, a commitment to render service to the people of God. We are a partnership of believers, parents, teachers, and students, endeavoring to establish reciprocal feelings of respect, regard, and appreciation for one another.

An education at St. Pius X Regional School provides each child with the foundation that enables the students to cope with daily life situations, to succeed in higher education, and to accept the responsibility for spreading the faith and Good News of Jesus Christ. Every child is encouraged to exercise sound judgment based on Gospel principles as he/she grows to adulthood in the Catholic community.

MISSION STATEMENT

St. Pius X Regional School serves four regional parishes in the Bowie area. Through the co-operation of the faculty and parents, the school seeks to support the diversity of student needs and learning styles, while nourishing the spiritual, intellectual, physical, social, and emotional growth of its students. With a commitment to spiritual and professional development for the faculty and staff, we strive to be grounded in the spirit of Gospel values, and to be knowledgeable in an ever-changing educational society. St. Pius X Regional School sends into society a child well equipped with a strong education based on Catholic values. It strives to "teach what we believe and... live what we teach."

ADMINISTRATION

Reverend Michael T. Jones - Pastoral Administrator
Mr. Robert S. Love, B.A., M. A. - Principal
Ms. Eileen D. Masters, B.A., M.S. - Vice Principal
Mrs. Janet M. Schrom, B.S., M.Ed. - Vice Principal

ADMINISTRATIVE STAFF

Bursar: Mrs. Linda Abildso, B.A.
Registrar: Mrs. Therese McKee-Hungate, B.S.
Administrative Assistant: Mrs. Mary Ann Klotz
Director of Kindergarten at Sacred Heart Location: Mrs. Jean Allman, B.A.
Director of Kindergarten at Ascension Location: Mrs. Deborah Kucevich, B.S.
Director of Extended School Program: Ms. Bernadette Humphreys, B.S., M.Ed.
Director of Extended School Program: Mrs. Janet Schrom, B.A., M.Ed.

FACULTY

Pre-K	Mrs. Kathleen Bryant, B.S.	4C	Mrs. Diane McLane, B.A., J.D.
KA	Mrs. Jean Allman, B.A.	5A	Mrs. Ann Kunz, B.A., M.A.
KB	Mrs. Deborah Kucevich, B.S.	5B	Mrs. Virginia Vastag, B.A.
1A	Mrs. Margaret Cavanaugh, B.S.	5C	Ms. Bernadette Humphreys, B.S., M.Ed.
1B	Mrs. Tamra Price, B.S.	6A	Mrs. Donna Kalkbrenner, B.A., M.Ed.
2A	Mrs. Paula McCarthy, B.A.	6B	Mr. George T. George, B.S., M.S., M.A.
2B	Mrs. Leigh Hampton, B.S.	6C	Mr. Mark Hammett, Rel. Ed. Cert., B.S., M.Ed.
2C	Mrs. Patricia Fay, B.S.	7A	Mrs. Corinne Gamble, B.S., M.A.
3A	Mrs. Mary Lynn Schwartzmeyer, B.A.	7B	Mrs. Donna S. Missouri, B.S., M.A.
3B	Mrs. Anne Curran, B.S., M.Ed.	7C	Mrs. Maureen Garvis, B.S.
3C	Mrs. Sheila Graham, B.A., M.A.	8A	Mrs. Judith Prendergast, B.A.
4A	Mrs. M. Patricia Connolly, B.A.	8B	Mrs. Kathleen McGinnis, B.A., M.A.
4B	Mrs. Stephanie Heller, B.S.	8C	Mr. James Parsons, B.A.

Guidance Counselor: Ms. Laura O'Shea, B.A., M.Ed.
Educational Specialist: Mrs. Debra Corradini, B.S., M.Ed.
Resource/Math (grade 6): Mrs. Sarah Danowski, B.A.
Art (grades 1-4): Mrs. Darrah Baden, B.F.A.
Art (grades 5-8): Mrs. Mary Davis, B.A.
Computer Education: Mrs. Victoria McCann, B.S.
Math (grades 7-8): Mr. Howard Dent, B.A., M.A.
Math (grades 7-8): Mrs. Jennifer Hinckley, B.S.
Physical Education: Mrs. Mary Ann Sikorsky, B.S.
Physical Education: Mrs. Kathleen Sullivan, B.A.
Science: Mrs. Marjorie A. Sparks, B.S.
Music: Mrs. Paula Farina, B.A.
Music: Mrs. Karen Seppi, B.A.
Librarian: Mrs. Rebecca L. White, B.A.
Librarian: Mrs. Karen Neitzey, B.S.
Teacher (small reading groups): Mrs. Lisa Manley
Teacher (small reading groups): Mrs. Jill Manning, B.S.
Teacher (small reading groups): Mrs. Tami Liberati, B.S.
Teacher (small group activities): Mrs. Margaret Klimczak
Teacher (small group activities): Mrs. Michelle Pickering
Teacher (small group activities): Mrs. Mary Hager, B.A.
Nurse: Mrs. Judeth Davis, R.N.

THE SCHOOL ADVISORY BOARD

The School Advisory Board was established to provide advice, assistance, and long-term planning to the school's Administrative Team (pastor and principal) in the governance of the St. Pius X Regional School. The Board provides this through the functions of: Planning, Policy Development, Finance, Facilities, Communications and Public Relations, Financial Development, and Evaluation.

The Board consists of non-voting and voting members. The non-voting members consist of the pastor, principal, and faculty appointed by the principal. The voting members consist of a minimum of two members from each of the four regional parishes, one at-large member from one of the regional parishes, and the HSA president or appointed HSA representative. The term of a Board member is three years and is renewable. The Officers are elected annually for a one year term. The Board meets monthly throughout the school year. Parents/Guardians interested in becoming a Board member or who would like to nominate a candidate should email the Board Secretary for further instruction.

SCHOOL ADVISORY BOARD NON-VOTING MEMBERS

Pastoral Administrator:	Rev. Michael T. Jones	301-262-2141
Principal:	Mr. Robert S. Love	301-262-0203
Vice-Principal:	Ms. Eileen D. Masters	301-262-0203
Vice-Principal:	Mrs. Janet M. Schrom	301-262-0203

SCHOOL ADVISORY BOARD OFFICERS

President:	Mr. Edward Danko, Jr.	dankoejr@msn.com
Vice-President:	Mrs. Mo Blasko	the5bears@verizon.net
Secretary:	Mrs. Kellyann Jeletic	kelly_jeletic@hotmail.com

SCHOOL ADVISORY BOARD VOTING MEMBERS

St. Edwards	Mrs. Maureen (Mo) Blasko	301-249-8437
Ascension	Mrs. Carmen Cento	301-860-1601
Sacred Heart	Mr. Edward Danko, Jr.	301-262-4752
St. Pius X	Mrs. Kellyann Jeletic	410-266-3622
St. Pius X	Mr. Michael Ryan, Jr.	301-805-4180
Sacred Heart (at-large)	Mr. Ray Smith	301-860-0389
Ascension	Mrs. Jennifer Sypolt	301-805-4894
Sacred Heart	Mrs. Linda Tucker	301-805-1438
St. Edwards	TBD	
HSA President	TBD	

THE HOME AND SCHOOL ASSOCIATION

The Home and School Association (HSA) of St. Pius X Regional School was founded to help parents and teachers acquire a profound appreciation of the ideals of Catholic Education; to promote a clearer understanding of the mutual educational responsibilities of parents and teachers; to encourage the home and school to a greater degree of cooperation in discharging their joint responsibilities; to engage in cultural, civic, legislative, educational, charitable, social and other activities which further the interests of the Association and its membership.

The membership of the Home and School Association consists of the mothers, fathers, or guardians of currently enrolled students of St. Pius X Regional School and members of the faculty.

Officers (President, Vice-President, Secretary and Treasurer) are elected each year by the parents/guardians attending the final HSA meeting of the school year. The Home and School Association is responsible for the record keeping of the Volunteer Service Program (VSP) and Fundraising Programs (FSO). The Association will appoint a person or persons to collect, collate, and account for all VSP hours worked and all FSO monies collected from individual school families. The Chairpersons will report directly to the school Bursar.

Association general meetings are held in September, November, March, and May. See the school calendar for specific dates and times.

To encourage attendance at the Home and School Association meetings, families who have attended all meetings will have their attendance card placed in a raffle drawing. At the final Association meeting of the year a winner will be drawn. The winner will be the recipient of free tuition for the next school year.

OFFICERS

President:	TBD	
Vice-President:	Mrs. Jackie Rafterry	jprafterry@co.pg.md.us
Secretary:	Mrs. Cheryl Cline	coprn2345@aol.com
Treasurer:	Mrs. Julie Kaczmarek	julsalk@msn.com

ADMISSIONS AND CONTINUING ENROLLMENT POLICY

St. Pius X Regional School exists to supplement the efforts of Catholic parents in the training and formation of their children according to the message and teaching of Jesus Christ, as proposed by the Church. The School's chief value, therefore, and its primary obligation, is to parents whose commitment to this philosophy is evidenced by their being registered, practicing and contributing members of their local parish. Hence, in our admission policy, while no child is barred from admission, preferential consideration will, nevertheless, be given to members of the four supporting parishes (Ascension, Sacred Heart, St. Edward the Confessor and St. Pius X). Members, as defined by the Pastors of these four parishes, will be given first preference in admission to the School. Should there be insufficient space to enroll all members of the supporting parishes desiring admission, admission and continuing enrollment will be determined in the following manner:

1. Students already enrolled in St. Pius X Regional School (Pre-K – 8) from the previous year whose parents are known to be registered, practicing and regular, consistent, contributing members of their local parish by their use of weekly or monthly envelopes
2. Children from participating parishes who have brothers or sisters in the school (Pre-K – 8), whose parents are known to be registered, practicing and regular, consistent, contributing members of their local parish by their use of weekly or monthly envelopes
3. Other children from participating parishes whose parents are known to be registered, practicing and regular, consistent, contributing members of their local parish through their use of weekly or monthly envelopes
4. Children, with the recommendation of their Pastor, who are from outside the participating four parishes who have brothers or sisters enrolled in the school
5. Other children, with the recommendation of their Pastor, who are from other parishes within the diocese
6. Other children, with the recommendation of their Pastor, who are from parishes outside the Washington Archdiocese
7. Non-Catholic children who have brothers or sisters already attending the school.
8. Non-Catholic children
 - **All families must have their Pastoral recommendation renewed each year.**
 - **While the children of Regional parishioners and their siblings are given every consideration, other factors including, but not limited to, behavior, academic assessments and records influence admission.**

All admissions into the School are at the discretion of the Principal and the Pastoral Administrator.

GENERAL INFORMATION

THURSDAY NEWSNOTES

The Thursday Newsnotes are the School's official source of communication and should be read each week. The Newsnotes are sent home weekly and are posted on our Website at www.stpiusbowie.org.

HEALTH ROOM AND FAMILY INFORMATION CARDS

The first day of school each student will be given Health Room and Family Information cards, which must be completed by the parent and returned the following day. It is very important that you inform the School of any changes which occur during the school year, such as home address or phone number, emergency phone number, work phone number, etc. It is imperative that we have on record any physical problems your child has or develops during the school year.

ARRIVAL

Adult supervision in the schoolyard at the St. Pius campus begins at 7:50 A.M. The School will not assume responsibility for children who arrive earlier than 7:50 A.M.

Students in grades 1 – 6: line up on the playground by 8:10 A.M. Arriving after 8:20 A.M. will be considered late.

Students in grades 7 and 8: go directly to their Homeroom by 8:00 A.M. Arriving after 8:00 A.M. will be considered late.

Students in Kindergarten at Sacred Heart: line up in the school basement. Students will be met by their teacher and be taken into their classroom. They should arrive between 8:10 A.M. and 8:20 A.M. Adult supervision in the basement of the Kindergarten building at the Sacred Heart campus begins at 8:10 A.M. The School will not assume responsibility for children who arrive prior to that time.

Students in Kindergarten at Ascension: will be met by their teacher and be taken directly into their classroom. They should arrive between 8:10 A.M. and 8:20 A.M. Adult supervision in the classroom at Ascension begins at 8:10 A.M. The School will not assume responsibility for children who arrive prior to that time.

Students in Pre-K: Procedures and times will be reviewed with parents at the Pre-K orientation in August.

DISMISSAL

Students in grades 1 – 8 dismiss at 2:55 P.M. on full days and at 12:50 P.M. on half days.

Students in Kindergarten dismiss at 2:30 P.M. on full days and at 12:30 P.M. on half days.

Students in Pre-K: Procedures and times will be reviewed with parents at the Pre-K orientation in August.

EARLY DISMISSAL

Only a parent may pickup their child unless express written permission has been given to the school. If someone other than a parent is picking up a child we **MUST** have a note signed by the parent stating the name of the person (even if the person is listed as a contact on the Family Information Card in the event of an emergency) picking up their child, the date and time of the early dismissal. We will also ask for proper identification. No child will be released unless the School is certain that it is in accordance with the wishes of the parent.

It is very helpful to the teacher if a note is sent indicating that an early dismissal is necessary.

LATENESS AT AFTERNOON PICK-UP AT THE ST. PIUS CAMPUS

Students who are not picked-up by 3:15 P.M. (1:15 P.M. on half-days) will be taken to the School Lobby to await your arrival. Parents must come into the Lobby and sign the Late Pick-up book. Do not ask your children to walk from the school to the Public Library, local shopping centers or street corners to await their carpools. Children **who are not accompanied by an adult or do not have a walker's pass** are not permitted to walk from the school property at dismissal. {See page 28 for more details on obtaining a walker's pass.}

EXCUSED ABSENCE (illness, serious family emergencies)

If your child is absent, the School must be notified by phone between 8:00 A.M. and 9:00 A.M. or by written note to the homeroom teacher. If you know your child will be absent for several days, one phone call will be sufficient; we keep a record of these calls. On the day your child reports back to school, a note from you must be given to the classroom teacher explaining his or her absence. Medical and dental appointments should be made after school hours.

UNEXCUSED ABSENCES (vacations)

Vacations are not considered excused absences. Vacations should be planned to coincide with the school calendar.

ABSENCE AND GRADES

Students who are absent on the day a recorded grade is given for homework, class work, or tests, **must take the initiative** to hand in the assigned homework, and make up the missed assignment or test. Details are outlined in the HOMEWORK ASSIGNMENTS section below.

HOMEWORK ASSIGNMENTS AND LONG-TERM PROJECT GUIDELINES

1. Homework, which is properly designed and planned to meet the needs of each student, has a definite place in the educational program. Its purpose is to foster habits of independent work-study and reinforce learning that has taken place in school. Homework will be given daily, except for FRIDAYS. The general guidelines are as follows:
 1. Grades K – 1 10 to 20 minutes daily
 2. Grades 2 – 3 20 to 30 minutes daily
 3. Grades 4 – 5 40 to 60 minutes daily
 4. Grades 6 – 8 1-1/2 to 2 hours daily
2. Parents/guardians are expected to support and comply with these homework guidelines and

additional guidelines specified by their child's teacher. Homework will be scheduled in such a manner so as not to encroach on the students' needs for rest, relaxation and family activities. In such cases where parents believe a homework assignment is more than their child can complete and/or it is no longer contributing to their child's learning process, they may have their child defer doing the homework assignment, without consequence, by simply signing the homework sheet and writing a brief note to the teacher.

3. Homework is to be kept to a minimum over the long vacation periods such as Thanksgiving, Christmas, and Easter. Long-term projects may **NOT** be due on the first day back to school.
4. Students are responsible for all homework assignments. Absences from school; tardiness, shadowing, vacation, suspension, early dismissals, band lessons, rehearsals, etc., are not acceptable reasons for not having the required homework assignments.
5. St. Pius X Regional School discourages vacations during the school year. However, if a student is going on vacation, notification should be given to the school office in advance. All missed assignments and work will be assembled during the absence and given to the student upon return.
6. In case of absence due to illness, students are permitted to make up their missed assignments or tests within the same number of days the student was absent. Example: If a student misses 4 days, the student will have 4 days in which to complete all assignments.
7. It is the responsibility of the student and parents/guardians to obtain from the teacher(s) all assignments and tests required to be made up because of absence. Homework assignments for absent students will be placed in the homework cubbies to be picked up by siblings, friends or parents between 3:00 and 6:00 p.m. If you know your child is going to be absent, it is advantageous to notify a classmate and have him or her get the homework assignments and all necessary books.
8. It is the responsibility of the student to hand in all completed make-up work to the appropriate teacher(s) within the allotted time.
9. It is the responsibility of parents to check tests and other school work handed back by the teacher. Please check the students' "Thursday Folder".

REPORT CARDS

Report cards are distributed quarterly. Marks are based on the actual achievement of the student according to his or her grade or level of instruction. These marks are based on each student's daily performance, homework assignments, weekly tests, unit tests and in the upper grades, the results of projects, term papers and semester tests.

Conferences for all parents of students in grades Pre-K through 5 will be scheduled after the first quarter coinciding with the release of the first report card on Wednesday, November 11, 2009. You will be notified in advance of your scheduled conference time. Please be on time for your conference. The schedule allows little time between appointments. Any conferences held after this date are held at a teacher's or parent's request.

Conferences will **NOT** be scheduled for parents of students in grades 6 through 8. A sign-up sheet

listing conference times in ten-minute intervals will be placed outside of each middle school classroom on the morning of November 11, 2009. Parents should sign-up for a specific conference time with any teacher(s) they wish to see that day. Conferences may be scheduled from 8:00 a.m. to 11:30 a.m. and from 12:20 p.m. to 2:20 p.m. You are encouraged to conference with any teacher that you think necessary. Report cards will be sent home with middle school students on Tuesday, November 10, 2009.

Pre-K and kindergarten students will not receive a report card until January; however, a parent-teacher conference will be held on Wednesday, November 11, 2009. You will be notified in advance of your scheduled conference time. Please be on time for your conference. The schedule allows little time between appointments. Any conferences held after this date are held at a teacher's or parent's request.

REPORT CARD CONFERENCES CANNOT BE HELD FOR STUDENTS WITH UNPAID TUITION.

GRADING

All grades are based on the degree of success the individual student has achieved in completing the program designed to meet his or her needs. Students will be graded according to their abilities and achievements. So that students will be aware of the grading procedures of their teachers, each teacher will give students a copy of their method and procedures. A copy of the teacher's grading procedures will also be given to the parents.

PROGRESS REPORTS

At the midpoint of each quarter (see the School Calendar for dates) notice of unsatisfactory work will be sent to the parents of students who are failing or in danger of failing subjects. After this notification, it is the responsibility of the parent to check with the teacher on their child's progress. Progress Reports will be sent to you through your child. All Reports must be signed and returned to the school the day after they are received. The receipt of a Progress Report does not mean failure for the marking period nor does the absence of a Progress Report guarantee the passing of a subject.

CLASS PLACEMENT OF STUDENTS

In making decisions on the classroom placement of students the School will consider the following:

1. Girl – Boy balance
2. Familial relationship
3. Ability grouping
4. Recommendations of the Resource/Counseling Center
5. Recommendations of previous year's teachers
6. Teachers' strengths (matching a class's needs with a teacher's strengths)

Parental choice, mixing classes to improve socialization and other commonly requested considerations will be considered **only** after the criteria listed above have been fully met and as long as it does not impact on the proper placement of other students. All requests for placement must be made in writing by **May 17** to Ms. Eileen Masters for students entering grades Pre-K through 5 and to Mrs. Janet Schrom for students entering grades 6 through 8, and must include detailed reasons for the request. Please write a separate letter for each child, list the child's present grade and homeroom, list the teacher you are requesting, and give your name, address and telephone number.

RETENTION AND REQUIRED SUMMER SCHOOL

Parents will be notified if there is any possibility of their child being retained in a grade or not being readmitted for the coming academic year.

Retention in the primary grades is normally dependent upon the development of reading and language arts skills. Retention of students in grades 4 through 8 is normally dependent on achievement in the basic skills subjects: reading, math, and language arts. Failure in two of the basic skills subjects or in one of the basic skills subjects plus another academic subject is a basis for retention.

If a student fails for the year in any of the major subjects (Math, Reading, English or Phonics), he or she will be required to attend summer school. Written proof of attendance and grades received will be required before the student will be promoted to the next grade the following school year. If a student fails any subject for which summer classes are not available, he or she will be required to be tutored by an approved tutor in these subjects. The number of hours of tutoring will be specified by the school.

RECESS

Please do not ask that your child remain indoors during recess or lunch hour. If students are too sick to go outdoors, they should remain at home. The only exception allowed is to those students who have a physician's note.

Children are not allowed in their classroom before the morning bell or at recess without specific permission from the teacher. Whenever students are in a classroom a teacher must accompany them.

OFFICE HOURS

The Office is open from 7:45 A.M. to 3:30 P.M. when school is in session. The Office is open in June and August with modified hours of 9:00 A.M. to 2:00 P.M.

SEVERE WEATHER OR OTHER EMERGENCY

In case of an emergency or severe weather*, we will follow the decision of the Prince George's County Public Schools (PGCPS). However, if PGCPS begin late (whether one or two hours) on a scheduled half-day, St. Pius will **NOT** dismiss at 12:50 P.M., but at 2:55 P.M. Whenever school closes early, all after-school activities and meetings are cancelled. ESP (before and after care program) will operate on a modified schedule. Please listen to television and radio reports for all school closings or late openings. If school closes early for any reason, please wait until the announced dismissal time to pick up your children. It is very disruptive to the teacher and other students when numerous children are being called from the classrooms for early dismissals.

***Since the St. Pius, Sacred Heart, and Ascension campuses are air-conditioned we will NOT close for excessive heat even if the Prince George's County Public Schools close.**

PHONE CALLS

Any parent wishing to call the School for any reason may feel free to do so. The School Office phone number is 301-262-0203.

Parents are not to call the Principal, teachers, or other staff at their homes at anytime. All appointments and phone messages should be made through the School Office.

The office telephone is a business phone and should be used by the students for **EMERGENCIES ONLY. Calls by students to arrange after school visits, to have forgotten Tag Day clothes sent to school, to ask for money for special lunches, or other similar requests do NOT constitute emergencies and will not be permitted.**

Cell phones should not be brought to school. If an exception needs to be made due to a specific situation, permission must be granted by an administrator. **If a cell phone is seen or heard it will be confiscated by the teacher or administrator and a parent will be required to come to the school to reclaim the phone. After the first offense, additionally demerits and/or other disciplinary action will be taken.**

MILK PROGRAM AT THE ST. PIUS CAMPUS ONLY

Milk will be provided to students in grades 1 through 8 and Pre-K beginning on **Tuesday, September 8, 2009.** A milk order form will be sent home with each child on the first day of school and should be returned the next day. Payments must be made by **check** payable to SPX Regional School.

MONIES

All payments or money sent to school must be placed in an envelope clearly marked with your child's name, grade, the amount and purpose of the money. Children sent to school with **cash** are responsible for it until it is given to the proper person. The children should not bring personal cash to school.

"ASBESTOS IN SCHOOLS" REQUIREMENT

St. Pius X Regional School complies with the Environmental Protection Agency (EPA) regulations concerning the "Asbestos in Schools" Program. Records giving evidence of this compliance are on file in the Principal's office.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture belonging to the School. Any student who disfigures or damages school property will be required to pay for this damage. If the school has not been reimbursed for lost or damaged property, report cards, diplomas and/or school records may be withheld.

CLASS INTERRUPTIONS

Absolutely no one is permitted to go directly to a classroom. All persons entering the school building must report to the Office, sign in and pick up a Visitor's Pass. Upon leaving the school all persons must report back to the Office to sign out and return the Pass.

VIDEOS

Entertainment videos may be shown only during non-instructional time; however, under certain circumstances the Principal may give teachers permission to show videos during other times of the school day. Teachers will check the rating of all videos for age-appropriateness with the United States Conference of Catholic Bishops.

LIBRARY

Students are given written notification of overdue library materials periodically throughout the school year. All books must be returned or paid for by the end of each school year. Report cards will not be given to children if they have any outstanding library material. Students must comply with library regulations to have library privileges renewed for the following year.

SPORTS – ST. PIUS X CAVALIERS

Our school is part of the Washington Archdiocese CYO (Catholic Youth Organization) Sports Program. All students – boys and girls – in grades 3 through 8 from our school, as well as children from our four Regional Parishes of Ascension, Sacred Heart, St. Edward's, and St. Pius are eligible to participate.

We field many teams for fall soccer, winter basketball, and spring baseball (boys) and softball (girls). Registration is held ahead of each season at the school. Announcements of registration dates, time and location will be in the Newsnotes.

COMBINED FEDERAL CAMPAIGN (CFC)

St. Pius X Regional School is a recipient of the Combined Federal Campaign Funds. Please consider designating the children of St. Pius X School by selecting **#77888** on your enrollment form.

FIELD TRIPS

Field trips and visits to local exhibits are encouraged and permitted provided it has educational value. Permission for these trips will be cleared with the parents through a written permission slip, a sample of which is shown. This slip must be signed by the parent and returned to the classroom teacher. No child will be permitted on a field trip without this signed permission slip. Phone calls or written notes are not considered acceptable forms of permission.

Transportation and arrangements for all field trips will be made by the School.

Parents who are in compliance with the Archdiocese of Washington Child Protection Policy will be needed to act as chaperones on field trips.

SAMPLE FIELD TRIP PERMISSION SLIP

ST. PIUS X REGIONAL SCHOOL

14710 Annapolis Road • Bowie, Maryland 20715

301-262-0203

I request that my child, _____, be allowed to accompany the ____ grade from St. Pius X Regional School on a planned trip to _____. The educational objective of this trip is _____. We will leave the school on _____ at _____ and return by _____. Our transportation will be provided by the _____ Bus Company. The cost (non-refundable) of this trip is _____. Checks should be made payable to St. Pius X School. The required attire is _____.

Field trips, though an extension of our education program, are a privilege, not a right. Students are expected to be cooperative and behave according to the school standards.

I hereby request that my child, _____, participate in the event described above. I understand that this event will take place away from the school grounds. I give my consent to the conditions stated above for my child's participation in this event, including method of transportation. I know that all possible care and safety will be provided for my child. Therefore, in case of an accident, I will not hold St. Pius X Regional School and/or its faculty responsible.

During the field trip, I may be reached at _____ (address) _____ (phone number). If I cannot be reached in the event of an emergency, the following person is authorized to act on my behalf:

Name _____ Relationship to student _____
Address _____ Phone number _____

Physician's Name and Phone Number _____

Please check one of the following and complete the comment section if needed:

- No prescribed medication need be sent with my child on this field trip.
 Prescribed medication _____ should be sent with my child on this trip.
Name of Medication _____

Comments:

Signature of Parent/Guardian

Signature of Teacher

I would like to chaperone and I am in compliance with the Archdiocese of Washington Child Protection Policy. Yes No Daytime Phone Number _____

Please complete this form and return to your child's teacher by _____

HEALTH ROOM

For questions call 301-262-0203 ext. 12 or email jdavis@stpiusbowie.org

MEDICATION GUIDELINES

- ❖ No student may possess, administer, or distribute prescription or non-prescription medications while in the School, or at any School sponsored activity.
- ❖ All medications (prescription or over-the-counter) must be administered in the Health Room under the supervision of the school nurse or her designee.
- ❖ The parent/guardian must administer the first dose of any new prescription or over-the-counter medication.
- ❖ When possible medication should not be scheduled during school hours.
- ❖ All medication orders must be rewritten by an authorized prescriber (physician, dentist, nurse practitioner, physician's assistant) and approved by parent/guardian at the start of each school year, or as they are ordered. This includes all prescription and over the counter medications such as creams, eye drops, nasal sprays, Tums, Tylenol, etc
- ❖ All medication must be kept and administered in the Health Room under adult supervision. The only exception is for those students with written consent from an authorized prescriber and their parents to carry emergency medications.
- ❖ All medications must be in the original labeled container. Loose pills, tablets, etc will not be accepted or administered. A pharmacist must label prescription medications. Ask for 2 labeled bottles when getting a prescription filled, one for home and one for school. A small container is preferred for school.
- ❖ Medication forms are available in the Health Room or on the school website "Forms Library". It must be submitted by the parent and signed by the authorized health care provider for **ALL PRESCRIPTION** medications and **ALL OVER THE COUNTER (OTC)** medications.
- ❖ **TELEPHONE/FAX REQUESTS will be taken only if called in to the school nurse by a Licensed Health Care Provider followed by a written/faxed order. The fax number is: 301-805-8875. Authorization to give the medication must also be faxed to the Health Room by the parent. This includes OTC medications. A parent may come to school to administer a medication to their own child at any time if it is necessary.**
- ❖ An **adult** must bring in **all** controlled medications. These include Ritalin and other medications for ADHD, Narcotic Pain medications and Anti-Seizure medications. No more than a 30-day supply of the controlled medication should be sent to school.
- ❖ If a medication is required during a school sponsored activity off campus (i.e. field trip) the school nurse must be notified at least one week in advance to make special arrangements. There is a place on the field trip permission slip to indicate that you would like medications sent with your child. If there is no request on this form, no medications will be sent.
- ❖ Students may be allowed to carry and self medicate emergency/life saving drugs after consultation with the school nurse and written approval of Health Care Provider and parent/guardian.

AT THE KINDERGARTEN CAMPUSES

All prescription and over-the-counter medications should be given to the child's teacher. The teacher will make arrangements to have the medication administered as outlined above.

MEDICAL RECORDS

Every student entering St. Pius X Regional School must comply with the Archdiocese of Washington Maryland Schools immunization requirements. You must give the School the completed Archdiocese of Washington – Maryland Schools Immunization Certificate, which clearly shows the dates on which all the required immunizations were administered. This certificate must be signed by your child's physician.

All student immunization records must be accurate and current. The Prince George's Health Department and the Archdiocese of Washington inspect student medical records and will hold the parent responsible for compliance with their regulations. Therefore, all student records must be complete and up-to-date within the first two weeks of school. If the school nurse notifies you that your child's records are incomplete you **must handle the matter immediately**.

HEALTH SCREENING

Vision and hearing screening will be administered to all new students and to those students in grade 5 each year. Other students may be screened at any time upon request of parents or teachers.

UNIFORMS AND DRESS CODE

THE UNIFORM

The School requires all students to dress in the prescribed uniform during school hours and at all official school functions. **To be admitted to class all students must be in full uniform beginning the first day of school. Only standard uniform issue is permitted.**

PRE-K

St. Pius X screen-printed burgundy sweatpants (winter/summer) or St. Pius X screen-printed burgundy athletic shorts (summer only), St. Pius X screen-printed gray t-shirt (winter/summer) or St. Pius X screen-printed sweatshirt (winter/summer), white crew socks (**NO BELOW ANKLE SOCKS ARE TO BE WORN**), and athletic shoes (properly laced and tied or Velcro.) **Note:** Shoes must be properly fitted and no wheeled or other fad shoes are permitted.

GIRLS

Grades K-5: plaid jumper (uniform issue only), white short or long sleeve blouse with peter pan collar, optional shorts may be worn under uniform skirt.

Grades 6-8: plaid skirt (standard uniform issue only) hemmed not more than two inches above the knee, long or short sleeve white oxford cloth button-down collar shirt or white short or long sleeve rugby shirt.

All grades: navy blue knee socks or navy blue tights (NO white socks are to be worn with the winter uniform), forest green v-neck or cardigan sweater (uniform issue only).

All grades: optional navy blue uniform slacks may be worn with a belt, navy blue socks and white blouse with peter pan collar (girls K-5) or white oxford cloth button-down collar shirt (girls 6-8).

BOYS

All grades: navy blue **dress** trousers (standard uniform issue only), navy socks, belt, white short or long sleeve rugby shirt, maroon v-neck or cardigan sweater.

SHOES

Shades of brown or black below the ankle dress shoes (absolutely no boots) are to be worn by both boys and girls with the summer and winter uniform. Shoes should be age-appropriate and safe for playing outside at recess. Maximum heel height is one inch. Athletic shoes (properly laced and tied or velcro) are required **on PE Day ONLY** in order to participate in PE class.

OPTIONAL SUMMER UNIFORM

All grades: navy blue dress shorts (standard uniform issue only), belt, short sleeve white rugby shirt (boys in all grades and girls in grades 6-8) or white short sleeve oxford cloth button-down collar shirt (girls 6-8), white short sleeve blouse with peter pan collar (girls K-5), white uniform socks (calf length or higher – crew socks) **NO BELOW ANKLE SOCKS ARE TO BE WORN.**

PHYSICAL EDUCATION UNIFORM

All grades: St. Pius X screen-printed burgundy sweatpants (winter/summer) or St. Pius X screen-printed burgundy athletic shorts (summer only), St. Pius X screen-printed gray t-shirt (winter/summer) or St. Pius X screen-printed sweatshirt (winter/summer), white crew socks (**NO BELOW ANKLE SOCKS ARE TO BE WORN**), and athletic shoes (properly laced and tied or Velcro.) **Note:** Shoes must be properly fitted and no wheeled or other fad shoes are permitted.

NO SUBSTITUTIONS, SUCH AS THE CYO SWEATSHIRT, MAY BE MADE TO THE PE UNIFORM. The CYO sweatshirt may be worn with the regular school uniform instead of the uniform sweater if desired.

DRESS CODE

For a child to attend school it is the School's policy that each child is dressed in the complete school uniform and that hygiene and hairstyles comply with the intent of the school uniform policy. Boys are to be clean-shaven at all times. Excessive jewelry, hats, fingernail polish and makeup are not a part of the uniform. No T-shirts with decals or logos may be worn underneath the school blouse or shirt. Boys and girls are expected to wear their hair in a way that is appropriate and fitting to the St. Pius X School uniform. Extreme hairstyles such as rat-tails, shaved or spiked hair, dyed hair or other non-traditional and flamboyant hairstyles are not acceptable. **The Principal will have sole discretion in determining the appropriateness of a hairstyle and/or dress.**

Parents will be notified if violations of the dress code occur.

Students who are in Scouts may wear their Scout Uniforms on the day of their meeting.

DRESS CODE FOR NON-UNIFORM DAYS (TAG DAYS)

Non-uniform days will be announced on an occasional basis. If there is a specific theme announced, students will be asked to dress accordingly. The guidelines for non-uniform days are as follows:

- Attire must be appropriate in size, fit, and coverage
- Midriff must be covered at all times
- No tank tops or see-through clothing will be acceptable
- Clothing displaying offensive, vulgar, obscene or sacrilegious language and pictures, weapons, drugs, alcohol, tobacco, or other related items are forbidden
- Clothing identifiable with gang activity is not acceptable
- Skirts, dresses, and shorts must extend to two inches above the knee
- Ripped clothing is not allowed
- Shoes with heels greater than two inches are not permitted
- Flip flops are not permitted
- Outlandish hair styles are not permitted
- Hats and bandanas are not allowed

Should a teacher, along with the assent of the administration, determine that a student's attire is inappropriate and disruptive to classroom instruction and learning, a parent or guardian will be contacted to bring in a change of clothing. The student will be asked to change their attire.

UNIFORM SUPPLIER

Uniforms may be purchased from Carousel Uniforms, 2939 Festival Way, Waldorf, MD 20601. They may be reached at 301-843-8884 or 301-645-4660 or www.CarouselClothing.com.

UNIFORM EXCHANGE

Barbara Corbin facilitates the girls' uniform exchange. All donations of girl's uniforms should be dropped off at the Corbin's home at 16607 Peach Street (Rt. 301 North, between Pointer Ridge Drive and Mitchellville Road.) Please call Barbara at 301-254-8486 (cell) or at 301-390-5922 (home) to make an appointment for girls uniforms or if you have any questions.

Loretta Graham facilitates the boys' uniform exchange. All donations of boys' uniforms should be dropped off at the Graham's home at 12615 Willow Marsh Lane (Woodmore North Development) in Bowie anytime. Please call Loretta at 301-464-0927 to make an appointment for boys uniforms or if you have any questions.

There is a small fee for uniforms, unless you're doing a size change.

EXTENDED SCHOOL PROGRAM (ESP)

The Extended School Program (ESP) offers before school care beginning at 7:00 A.M. and after school care from dismissal to 6:00 P.M. Kindergarten students are eligible to attend ESP aftercare, but parents must provide transportation to the St. Pius campus, unless they attend the Kindergarten at the Ascension location where beforecare and aftercare will be offered **IF** enough children apply. The care includes quiet time for play, reading and help with schoolwork. In addition, snacks, movies and extended playtime are part of afternoon care. The ESP is open to currently enrolled students at St. Pius and is staffed by teachers and other qualified individuals approved by the State of Maryland Department of Human Resources Child Care Administration. The fees for the 2009 – 2010 school year are as follows:

	Before school care	After school care
1 child	\$105.00 per month	\$215.00 per month
2 children	\$210.00 per month	\$430.00 per month
3 children	\$315.00 per month	\$645.00 per month

All families enrolled in ESP are required to use Tuition Management Systems (TMS) for ESP tuition payment. Tuition is due by the 25th of each month September through May. You will receive a bill each month from TMS unless you choose to make your payments directly from a checking or savings account. Payments may be made by check, money order, electronic check over the phone or online for a small fee, credit card, or automatic withdrawal from a checking or statement savings account. Tuition is calculated on a per diem basis for the entire school year, but is collected in nine equal monthly payments from September to May. There is no June payment.

Spaces in the program are limited with priority given to:

- students currently in the program
- siblings of students currently participating in the program
- currently enrolled students
- incoming students

If you are interested in the ESP please call one of the program Directors, Miss Bernadette Humphreys or Mrs. Janet Schrom at 240-472-2639 or 301-262-0203 ext. 29 for further information.

FINANCE

FINANCIAL OBLIGATION OF PARENTS/GUARDIANS

The payment of tuition and assigned fees are the moral and legal obligation of the parents or guardians of students. Tuition must be paid according to the rate schedule established by the School. The Pastoral Administrator remains the final authority in setting tuition and fee rates.

REGULATIONS

1. Tuition

All families are required to use Tuition Management Systems (TMS) for tuition payment. Tuition is due by the 10th of each month July through April. You will receive a bill each month from TMS unless you choose to make your payments directly from a checking or savings account. Payments may be made by check, money order, electronic check over the phone or online for a small fee, credit card, or automatic withdrawal from a checking or statement savings account.

If you have questions about your bill, you may contact **TMS** at www.afford.com or 1-800-722-4867 or Mrs. Abildso, our Bursar, at labildso@stpiusbowie.org with a copy to Mr. Love, our Principal, at rlove@stpiusbowie.org

2. Issuance of report cards and release of records

The School reserves the right to withhold a student's school records and report cards when a family fails to satisfactorily meet all tuition/fee obligations, or has outstanding Library materials or unpaid damage to school property, including text books.

In the case of students in Eighth grade, diplomas, participation in the graduation ceremony and other end of year activities may be withheld if all financial obligations have not been fully met.

The School will retain the report cards, records and diplomas of those families with unmet financial obligations.

3. Cancellation of enrollment

When an account becomes delinquent and/or chronically overdue the Principal will notify such families in writing of the School's intention to cancel enrollment and allow ten (10) days for the account to be brought current. Payments must be made in cash or money order.

The enrollment of students of families with delinquent or chronically overdue accounts may be canceled at the end of the current semester. In lieu of cancellation of enrollment, the School may elect to require full payment of all tuition and assigned fees and that such payment be made in cash or money order.

The Pastoral Administrator reserves the right to disenroll a child on January 15 if the first semester financial obligation has not been fully met and on May 15 if the second semester financial obligation has not been fully met.

If an account is not current prior to the opening of school, the student will not be admitted to class on the first day.

4. Exceptions

If there is personal/family hardship, the Principal, after consultation with the Pastoral Administrator, may grant a temporary deferment of payment. Parents/guardians making requests for temporary relief must do so in writing at least five (5) days before the payment due date and include the date that the payment will be made. Approved dispensation and temporary relief cases, when made according to the school regulations, may be exempt from the late fee, and the withholding of report card, diploma, and records.

5. Returned items

All checks returned by the bank for insufficient funds will be redeposited once. If an item is returned a second time the payer will be notified and a replacement payment requested. All replacement payments must be in cash, Money Order, certified check, or Bank Check and are subject to collection. This policy covers checks written to the School or the Home and School Association.

6. Refunds

Re-registration Fee is not refundable.

Application Fee is not refundable.

Development Fee is not refundable.

Late Fee is not refundable.

Returned Item Fee is not refundable.

Fundraising Support Obligation (FSO) Fee is refundable only as the required participation in fundraisers occurs.

Tuition Deposit paid for new students is not refundable.

Tuition payments are refundable as follows:

A 50% refund of the amount paid for the first tuition installment will be given if a child is withdrawn by the second installment due date and is not refundable thereafter.

St. Pius X Regional School Tuition Schedule 2009 - 2010 School Year

Tuition and Fees Rates:

PRE-K PROGRAM = \$6350 per child

GRADES K - 8

Family Size	Regional	Non-Regional	Non-Catholic	Development	Fundraising
1	\$5475	\$6475	\$6975	\$75	\$125
2	\$9860	\$10860	\$13950	\$75	\$125
3	\$13420	\$14420	\$20925	\$75	\$125
4	\$16975	\$17975	\$27900	\$75	\$125
5	\$16975	\$17975	\$34875	\$75	\$125

Tuition for Catholic children who are not members of one of the four Regional Parishes is based on the declining scale plus \$1000.00 per family. Development and Fundraising Fees are the same as for Regional families.

Tuition for Non-Catholic children is based on the Regional tuition rate for one child plus \$1500.00 per child; these families will not be eligible for the declining tuition scale. The Development and Fundraising Fees are the same as for Regional families.

Per-Capita Fees for all students:

- \$50.00 Re-registration Fee per currently enrolled family
- \$150.00 Application Fee for all new students applying for admission
- \$125.00 Deposit/Commitment Fee for all newly accepted students
- \$75.00 Development Fee per family
- \$750.00 Volunteer Service Program Fee (VSP) or 30 hours of creditable work
- \$125.00 Fundraising Support Obligation (FSO)

FEE DEFINITIONS:

APPLICATION FEE

Each child applying for admission to St. Pius X Regional School is charged an Application Fee (whether a sibling of a currently enrolled student or not). The fee is payable at the time of application and is not refundable. The fee covers the administrative costs of the application and assessment process.

DEVELOPMENT FEE

To fund the future development of the School, each family will be charged a Development Fee. The Advisory Board with the approval of the Principal and the Pastoral Administrator will determine the amount of the fee.

FUNDRAISING SUPPORT OBLIGATION FEE

To help fund the yearly Grant to the School by the Home and School Association each family will be charged a Fundraising Fee (FSO). The Principal with the approval of the Pastoral Administrator and

the Home and School Executive Board will determine the amount of the fee.

VOLUNTEER SERVICE PROGRAM FEE

The first Volunteer Service Program (VSP) fee for the current year for families with students in grade 8 and for unworked hours from the prior school year, will be billed in August. These bills must be paid upon receipt.

RE-REGISTRATION FEE

A per child fee is charged for all currently enrolled students of St. Pius X Regional School who wish to renew their enrollment for the next school year. The amount of the fee is determined by the Advisory Board with the approval of the Principal and Pastoral Administrator. The fee covers the administrative costs of the re-registration process and Home and School Association dues.

RETURNED ITEM FEE

This \$25.00 fee is charged on all checks returned by the bank for any reason. The fee may be charged in addition to any late fee. All replacement payments must be made in cash, certified check, Bank Check, or Money Order only. This fee is applied to all checks payable to the School or the Home and School Association.

FUNDRAISING SUPPORT OBLIGATION PROGRAM

Fundraising by the Home and School Association (HSA) provides the money for many programs that directly and indirectly benefit all of our school children. In ensuring that the burden of fundraising is shared by all families whose children benefit, a Fundraising Support Obligation Program (FSO) has been established.

This program gives families the option of paying the FSO fee on a prepaid basis or paying the fee and earning a rebate through participation in the designated fundraising activities.

The FSO fee amount will be determined each spring for the following year. This figure will be based on how much money the HSA determines it will need to raise through fundraising activities.

Each year the officers of the HSA will determine the fund-raisers that will be held. They will publicize the fundraisers that will qualify for participation in the FSO, including the profit rate (how much credit each family receives for participation). Each family that participates in a designated fundraiser will receive a statement from the HSA showing the credit they have earned toward their rebate. These statements should be kept until the rebate has been received.

The Bursar will collect all funds from the program by billing all families. The HSA will notify the Bursar when a family has met the full Fundraising Obligation. Refunds will only be issued to those families who reach the minimum \$125.00 fee. No partial refunds will be given. Refund checks will be issued in June.

SPONSORED COLLECTIONS FOR CHARITY

The school's policy on charitable fundraisers is that they are held at the discretion of the administrative staff with leadership provided by the Principal. Parents are welcome to suggest

candidate charities to the Principal. Charities are generally selected on a case-by-case basis with heightened attention given to current events that have affected the school or local community. The selection of the candidate charity also puts weight on avoiding repeat fundraising for the same charities within the same one or two years.

VOLUNTEER SERVICE PROGRAM

In the continuing effort to support the spiritual, physical, social and financial needs of the school and ensure that this burden is uniformly distributed and shared among all families, a Volunteer Service Program (VSP) has been established.

All parent volunteers who have substantial contact with St. Pius X Regional School students are required to be in compliance with the Archdiocese of Washington Child Protection Policy. Information on the compliance process, including the criminal background investigation, is available in the school office.

The Volunteer Service Program gives families the option of:

1. Doing a predetermined number of hours of creditable service on approved school activities and school projects; or
2. Making a monetary payment in an amount set by the School.

At the time of registration and re-registration a Volunteer Service Program Agreement is given to each family. The agreement gives the family the option of either working the required hours by the end of June or making a monetary payment. A list of approved activities from which to choose is on the agreement. The agreement must be signed and returned as part of the application and re-registration process. The names of the chairpersons of all programs are handed out at the first HSA meeting. It is the responsibility of the parent to contact the work chairpersons to volunteer for a particular job.

Families with children about to enter Eighth Grade, **but with no other children in the School**, will be charged one-third (1/3) of the VSP Fee in August unless **all** required VSP hours are completed by August 1. An additional third of the VSP Fee will be charged in November unless one-third (1/3) of the creditable hours are worked by September 15. The final third of the Fee will be charged in March unless two-thirds (2/3) of creditable hours are worked by February 1. This prepaid VSP Fee will be refunded or credited to tuition upon completion of the required number of creditable service hours. Each time hours are worked the parent/guardian must complete a Volunteer Service work receipt. These receipts are available in the School Office or from the chairperson of the particular work committee.

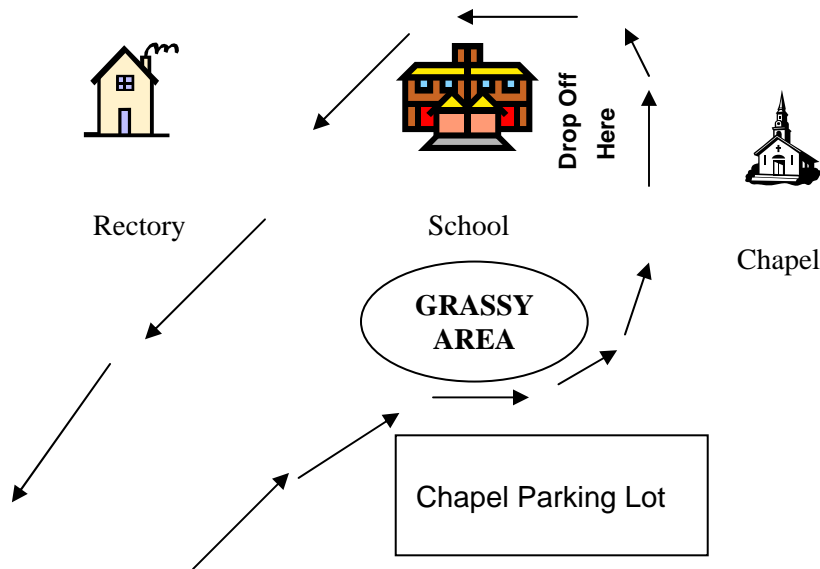
It is the responsibility of each parent to be sure a VSP receipt is filled out and signed by the work chairperson. These completed forms are then given to the committee chair or filed in the appropriate box in the School Office. Parents must keep their copies of these receipts well into the next school year in case questions arise.

The Home and School Association keep records of all VSP hours worked. The Association will appoint a chairperson or persons to collect, collate, and record all hours worked. Notification of unworked hours is sent to the Bursar for billing with the September tuition/fees. All discrepancies involving prior year hours must be settled by the parent/guardian prior to October 1. If this has not been reconciled by October 1 the parent/guardian will be held responsible for payment.

KINDERGARTEN AT SACRED HEART TRAFFIC PATTERNS

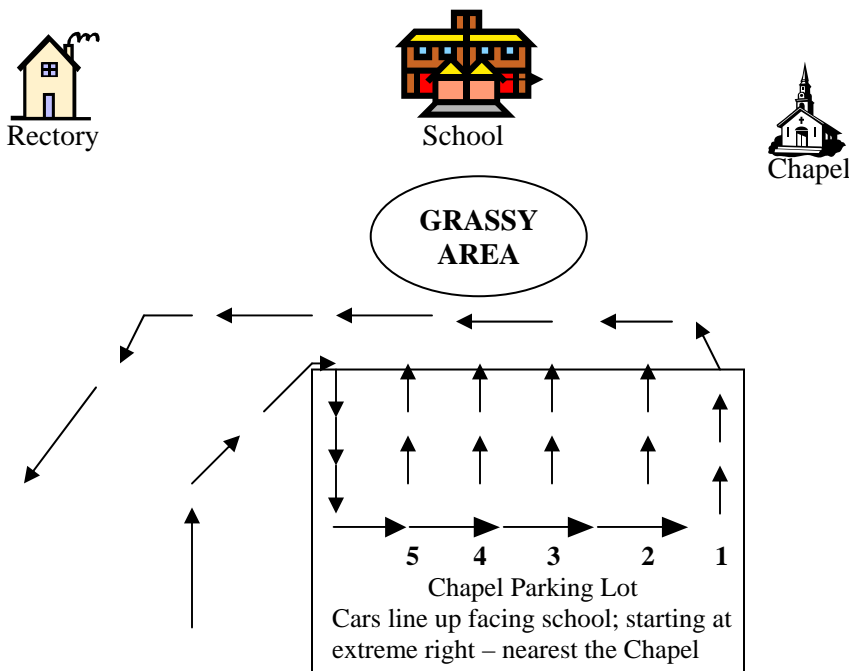
ARRIVAL

Drive up the hill from route 450, drop your child off at the school's side door (the chapel side), continue on the road behind the school and exit down the hill.



DISMISSAL

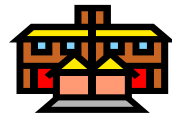
Drive up the hill from route 450, park in the Chapel parking lot (cars should be parked in lines facing the school building); begin lines at the extreme right (nearest the Chapel) of the lot; turn off your car engine. The teacher will dismiss the children to the cars. When the teacher signals, start your car and exit left and on down the hill. **For the safety of the children you must await the teacher's signal before restarting your car engine, or moving your car. No cars are to move before the signal is given.**



KINDERGARTEN AT ASCENSION TRAFFIC PATTERNS

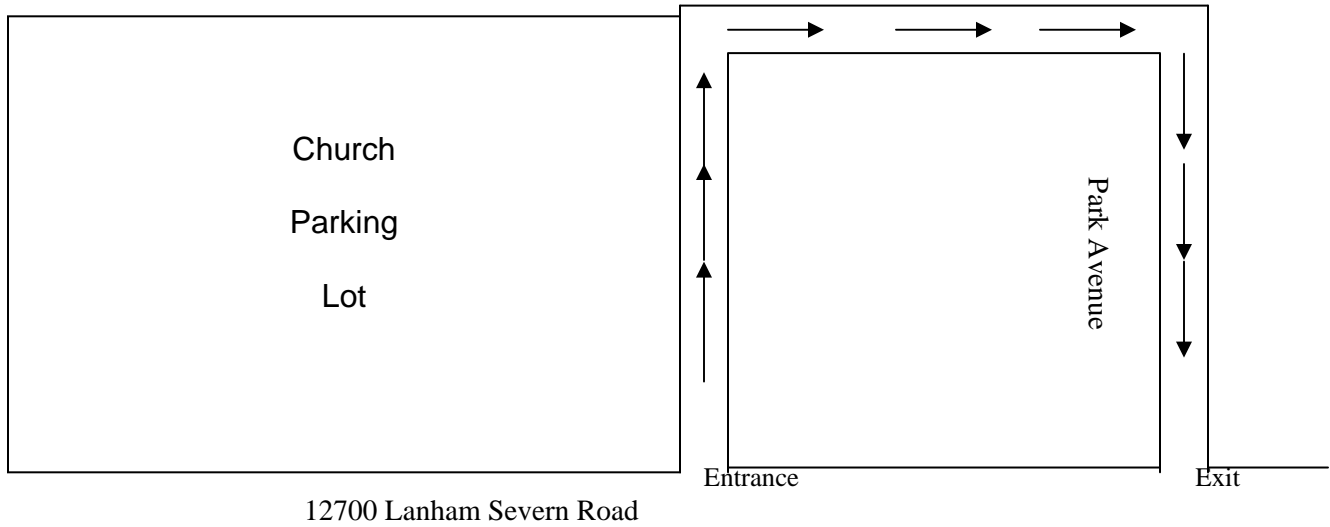
ARRIVAL

Drive up the main entrance of Ascension from Lanham Severn Road. Turn right towards the school and drop your child off at the classroom door. Proceed to Park Avenue and make a right to get back to Lanham Severn Road.



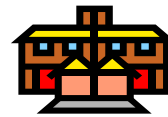
Drop Off Here

School

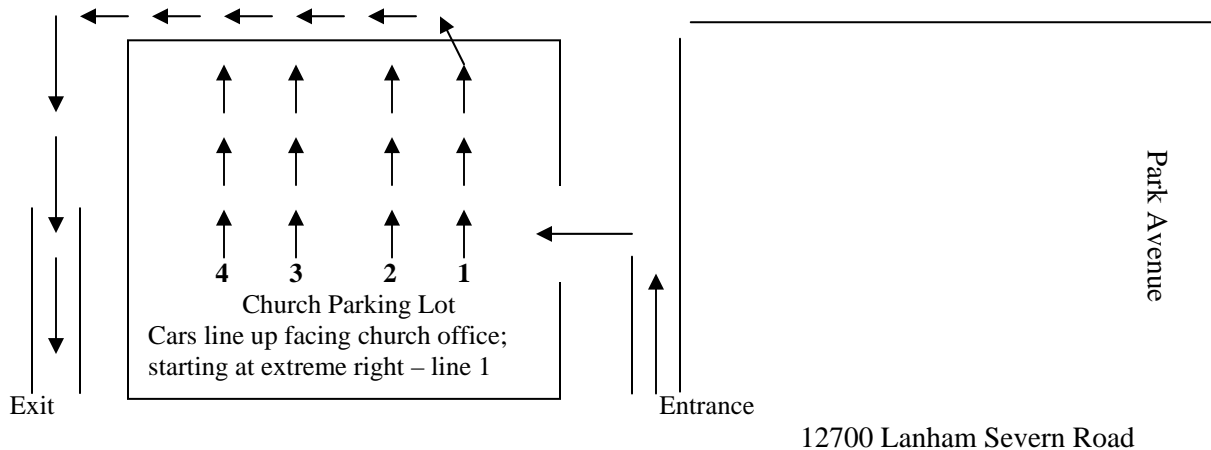


DISMISSAL

Drive up the main entrance of Ascension from Lanham Severn Road. Turn left into the parking lot and park in lines to the extreme right facing the church office. Turn off your car engine. The teacher will dismiss the children to the cars. When the teacher signals, start your car and exit left and on down the driveway. **For the safety of the children you must await the teacher's signal before restarting your car engine or moving your car. No cars are to move before the signal is given.**



School



TRAFFIC PATTERNS AT THE ST. PIUS CAMPUS


PRE-K: Procedures will be reviewed with parents at the Pre-K orientation in August.

All entrances and exits to the St. Pius Main Campus are through the main entrance at the traffic light. The side driveway is not to be used during school hours. **A ten (10) mile an hour speed limit is to be observed at all times while driving on St. Pius X School Property.**

MORNING:

Drop offs are to be made by using the Main Entrance driveway at the traffic light, proceeding to the left of the Middle School Wing, around the back of the school, then along the side of the Church to the front of the School. Stay on the drive closest to route 450, **not** closest to the school. Pull up as far as possible before the turn going out so that traffic can move with greater ease. **Students may only be dropped off in front of the school building.** Staff personnel will provide directions at the Main Entrance to ensure safety and traffic flow. **Passing of cars discharging students is not allowed.**

If a parent needs to come into the school building, please park your car in the back of the school behind the Hall.

During inclement weather  **the morning traffic pattern changes.** Follow the usual pattern around the side and rear of the school building then drive in front of the classrooms (by the sidewalk), pull all the way up to the front door, stop and discharge passengers. Staff personnel and patrols will be stationed at the traffic cones. It is very important that you follow their directions.

AFTERNOON:

Please note the traffic pattern in the afternoon is different from in the morning. Cars enter at the Main Entrance at the traffic light and immediately turn right into the parking lot driving parallel to the planters, Cars will go around the planters forming six rows of car lanes parallel to the school and facing the Main Entrance. Once those lanes are filled, incoming cars will continue to form four more rows of car lanes between the planters and the grassy area near route 450 and facing the side driveway. Please follow the directions of Staff personnel.

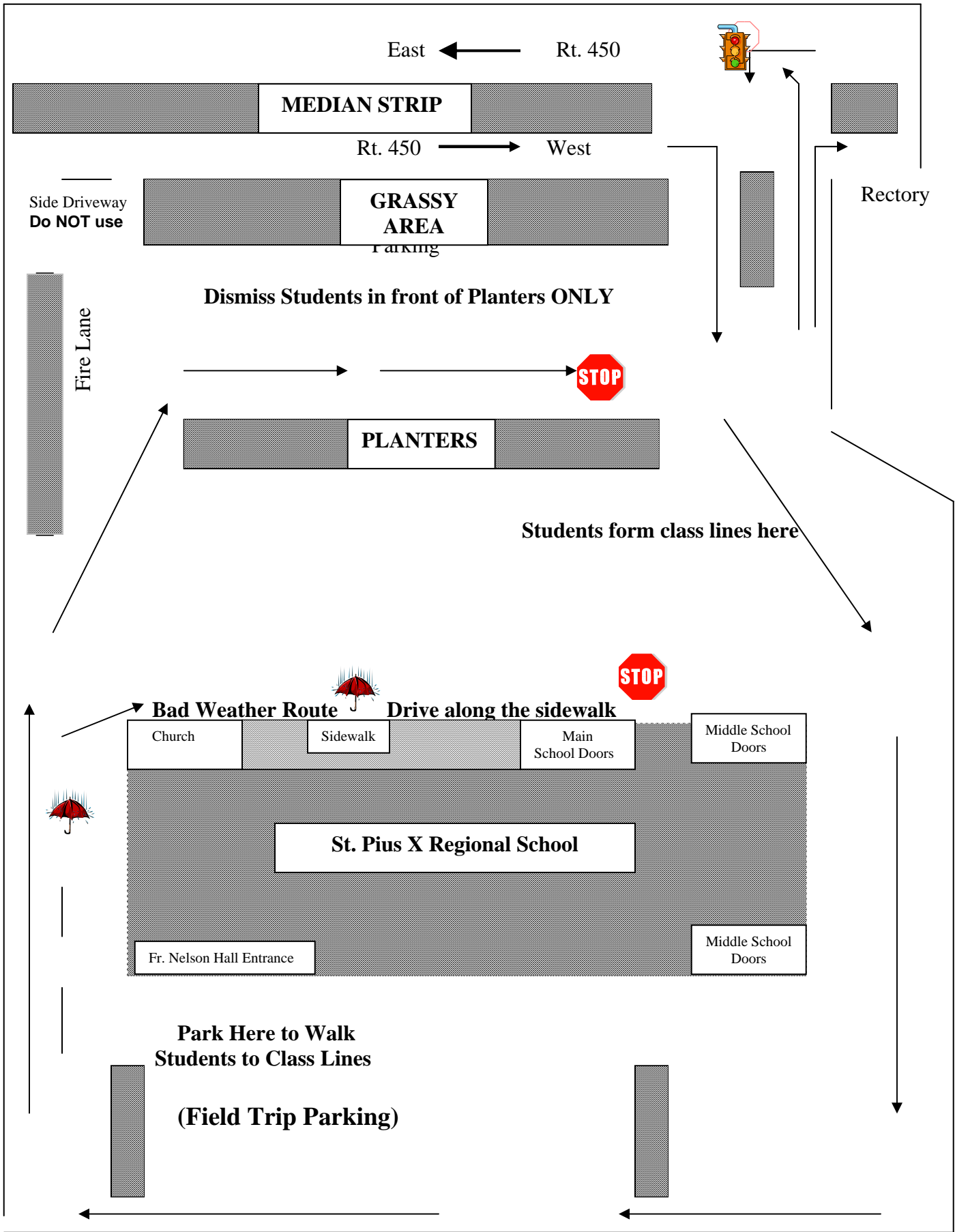
When the front parking lot is filled or after the dismissal bell rings, incoming cars will be directed to follow the morning entrance route pattern along the Middle School Wing and around the back of the building, finally stopping at the front corner of the Church where parents will need to wait for the second group of carpool dismissal.

When parked, no car may extend past the planters/parking space lines to ensure fire and emergency access lanes remain clear at all times. While in the front parking lot, all cars must be parked with the engine off. Car engines must remain off until all cars have been loaded and the signal is given to begin leaving the lot. Parking along the curb in front of the School building is **not** allowed.

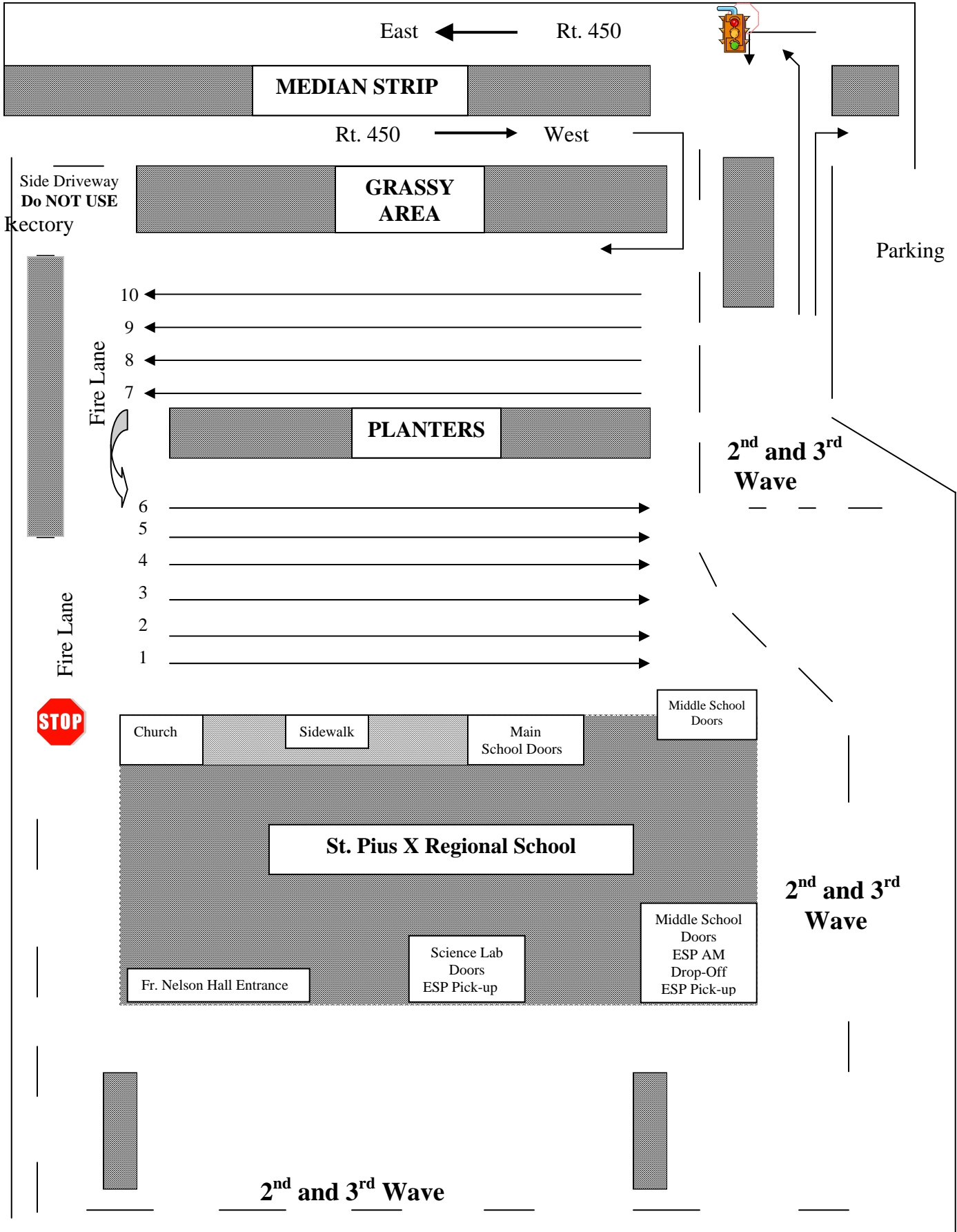
Students, after the 1st wave, will return to assigned classrooms (1A, 2A, 2C, 3A) while waiting for their carpools. When the bell is rung they may leave the classrooms for their cars.

Students are not permitted to enter cars parked along the Middle School or along the Church driveway.

MORNING ARRIVAL TRAFFIC PATTERN AT MAIN CAMPUS



AFTERNOON DISMISSAL TRAFFIC PATTERN AT MAIN CAMPUS



CROSSING GUARD

A crossing guard will be on duty during arrival and dismissal times. Students living across Route 450 **must cross with the crossing guard**. Drivers must obey the directions of the crossing guard.

SAFETY PATROLS

Our safety patrols are there for the safety of your children. These patrols have rules to follow and strive to enforce them, please obey their directions.

WALKERS AND BIKE RIDERS

All students whether they walk, ride bikes, or are in carpools must obey the crossing guard, all safety rules, patrols, and respect other people's property (grass, trees, and bushes) on the way to and from School. Only bike riders are allowed to use the bike path.

Children **who are not accompanied by an adult or do not have a walker's pass** are not permitted to walk from the school property at dismissal beginning Thursday, October 1, 2009.

Parents who wish to have their children routinely walk home unaccompanied by an adult must submit to the school office a request form for a yearly walker's pass. Yearly walker passes will be issued to only those students who live within walking distance of the school (to be determined by the school) or to those whose caregiver (grandparent, relative or babysitter) lives within walking distance of the school.

Requests for a temporary pass can be made for special situations such as visiting a friend's home, special child care arrangements or other such circumstances. Request forms for daily walker passes must be submitted 24 hours in advance and will be granted on a case-by-case basis.

Request forms for both yearly and temporary walker passes are available in the school office or on our website www.stpiusbowie.org.

DISCIPLINE

- A. The primary consideration in all disciplinary decisions is the obligation of the School to provide and maintain a safe place for students and an acceptable learning atmosphere. The common good of the students and of the School will prevail.
- B. Students are expected to behave in a Christian manner at all times.
 - 1. Respect and cooperation for/with faculty, staff, volunteer parents/guardians, substitute teachers and fellow students are required.
 - 2. Respect for the rights and safety of others is required.
- C. The school reserves the right to restrict what a student may bring to school including, but not limited to pagers, cellular phones, audio/electronic equipment, trading cards, excess money, etc. Such items as these are not allowed in school, on field trips, or at school sponsored activities.
- D. The Pastoral Administrator reserves the right to disenroll a student at any time for serious

behavioral infractions.

E. Disciplinary Actions – **Grades Pre-K – 5**

1. Each teacher will establish rules of expected student behavior.
2. Each teacher will establish age/grade appropriate guidelines for accountability (no recess, written punishment, afterschool detention, etc.)
3. Both parents and students will be informed of these rules and the consequences of not following them at the beginning of school.

F. Disciplinary Actions – **Grades 6 - 8**

1. Demerit/Detention System:

- a) There is a uniform and centralized demerit/detention system for discipline.
- b) If a teacher deems it necessary to give a student demerits, a demerit slip will be sent to the Vice Principal's Office. The Vice Principal will monitor the accumulation of demerits by each student and schedule a detention for the student according to the following schedule:

Six (6) demerits –

After school detention from 2:55 P.M. – 3:55 P.M.

More than three (3) detentions –

- 1) letter sent home
- 2) possible parent conference

- c) Six (6) detentions will result in an automatic suspension.

If a student is suspended due to the accumulation of six (6) detentions, thereafter, the accumulation of three (3) detentions will result in suspension. If the trend continues, the student may be required to withdraw from School.

- d) A notice will be sent home with your child the Thursday before the detention is to be served if your child is required to attend detention. The School requires that the parents sign and return the notice to School on the following Friday. If the notice is not brought back signed, the parent will be called and the child will still be required to stay. A penalty of two (2) more demerits will also be recorded against the child's record.
- e) If a student fails to attend a detention the child will be required to attend an additional detention for his/her failure to attend.
- f) **A student's name will not be included on the Honor Roll for any quarter during which he/she receives a detention.**

2. Cheating is considered to be a serious matter. If a student is caught cheating, the child will receive a zero on that assignment or test. A parent/teacher conference will be held to discuss the cheating and possible future actions.
3. Forging of a parent/guardian signature by a student seriously interferes with the School's ability to communicate with a student's parents. A forgery will result in a call to the parent/guardian

and a detention.

4. Suspension:

- a) Six (6) detentions will result in an automatic in-school suspension.
- b) In other serious cases of the violation of school rules and regulations, when all other normal disciplinary procedures have been followed, it may be necessary to consider temporary in-school or out-of-school suspension.
- c) As soon as it becomes evident that the suspension of a particular student is appropriate, the student's parent/guardian will be notified and asked to confer with the proper school authorities about the matter.
- d) In all cases, written records of each suspension will be kept on file for the duration of the student's enrollment at the school.
- e) All schoolwork missed on days of suspension must be handed in to the Principal on the day the student returns to school before going to class. The student is responsible for finding out what material was covered in class during his/her absence. An additional written punishment as prescribed by the Principal will also be required at that time.
- f) Any student on suspension will not be allowed to participate in any extra-curricular, school-sponsored activities such as dances, field trips, band concerts, etc.
- g) In-school suspension will be used when feasible. In this approach, the student will be separated from his/her classmates (e.g., in a classroom or office) and perform the given class assignments as required by the teacher(s) under appropriate supervision. This suspension will be no longer than three (3) days.
- h) Out-of-School Suspension:
 - 1) Any student who displays chronic and incorrigible misbehavior, which undermines classroom discipline, undermines playground discipline and/or impedes the academic progress of other class members, will be subject to a one to three day suspension. After a second suspension because of this misbehavior, the student will be subject to expulsion.
 - 2) Fighting, stealing, vandalism, endangering the safety/health of others are serious offenses, which can result in suspension or expulsion.
 - 3) Habitual intimidation, abuse, or harassment of other students can result in suspension or expulsion.

NOTE: Unlike in-school suspensions, a student on an out-of-school suspension is not permitted on school grounds. As such, the student is under the supervision and guidance of her/his parent or guardian.

- i) Procedures followed for suspension:
 - 1) Student and parents are given an oral or written explanation of the child's misconduct.
 - 2) Student is given an opportunity to present his/her side of the story in conference with School authorities.
 - 3) Length of suspension determined after all concerned parties are heard. Suspension shall not exceed three (3) days.

4. Expulsion:

- a) This action is viewed as a radical action at which point the School is saying that the student's interests would be better served in another environment, or that the individual's behavior is a serious threat to the School community or both.
- b) The following are some possible situations, which may merit expulsion. Grounds for expulsion are not limited to this list.
 - 1) Continued and willful defiance/disobedience of authority
 - 2) Physical assault
 - 3) Possession of alcohol or drugs
 - 4) Trafficking in pornographic material
 - 5) Serious theft
 - 6) Fighting
 - 7) Endangering safety/health of others, including the possession of weapons
 - 8) Possession and/or use of fire crackers, ammunition, or other explosives
 - 9) Arson, extortion or other criminal activity
 - 10) Serious defacing or destruction of school property
 - 11) Gross conduct disorder (inciting mob-like response)
 - 12) Vandalism

Please Note: The school reserves the right to take any disciplinary action it deems necessary to maintain the safety and well being of the school community.

SCHOOL SUPPLIES

Grade 8

1 large soft pencil case (**NO space saver pencil boxes**)

Pens - 2 dozen navy blue or black inexpensive ballpoint or stick pens (bring 1 pkg to school; give to teacher)

Red Pens

Pencils

Colored pencils

Markers

1 broad tip highlighter

1 6" ruler

2 glue sticks

Scissors - *Fiskars for Kids* preferred brand

4 X 6 lined post-it notes (for history note-taking)

5 180 page college-ruled spiral notebooks (Science, Spanish, Religion, English, Reading)

1 1" three ring binder with 1 pocket divider (Social Studies)

1 red two pocket folder (Spanish)

1 1" three ring binder with 5 dividers (Mrs. Hinckley's math class)

1 pocket folder with fasteners and loose-leaf paper (music class)

1 1" three ring binder with 7 pocket folders or an accordion file – cardboard or plastic

1 pocket folder and loose-leaf paper for art class

2 packages of loose-leaf paper

3 large boxes of Kleenex

2 rolls of paper towels
1 large container of Clorox or Lysol disinfectant wipes
1 large bottle of waterless hand sanitizer (e.g. Purell) – **check for good expiration date**
4 nonperishable snacks in ziplock bag marked with child's name for unforeseen emergency – **check dates**
Backpack - no books may go home without one
Scientific Calculator (e.g. Texas Instrument 30Xa Solar or Casio – approx. \$9.99 at Wal-Mart or Target) **A MUST**
1 Flash Drive, 1GB
Pocket-size English-Spanish dictionary (paperback – not hardcover)
Assignment book - **provided by the School**

Prince George's County Public Library Card (even if your child has an Anne Arundel Library Card)
Spanish Magazine Subscription –to be paid the 1st week of school–(approx. \$8.00; send no money until requested)
Junior Scholastic Subscription – to be paid the 1st week of school – (approx. \$8.00; send no money until requested)
Visions Subscription – to be paid the 1st week of school – (approx. \$8.00; send no money until requested)

*Permanent Markers (e.g. *Sharpies*) and Correction Fluid (e.g. *Wite-Out*) are **NOT** allowed*

Grade 7

1 large soft pencil case (NO space saver pencil boxes)
Pens
Red pens
Pencils
Colored pencils
Manual sharpener for colored pencils
1 purple marker for religion class
Scissors - *Fiskars for Kids* preferred brand
1 broad tip highlighter
1 6" ruler
1 plastic protractor
2 glue sticks
1 single subject spiral notebook for English Journal
9 marble copy books
1 pocket folder with fasteners and loose-leaf paper for music class
1 pocket folder and loose-leaf paper for art class
1 1" three ring binder with 7 pocket folders or an accordion file (cardboard or plastic)
1 3-subject spiral notebook with pocket folders in notebook for religion (Mead 5-Star preferred brand)
1 Loose-leaf binder (Mr. Dent's math class)
2 packages of loose-leaf paper
Personal dictionary
3 large boxes of Kleenex
2 rolls of paper towels
1 large container of Clorox or Lysol disinfectant wipes
1 large bottle of waterless hand sanitizer (e.g. Purell) – **check for good expiration date**
4 nonperishable snacks in ziplock bag marked with child's name for unforeseen emergency – **check dates**
Backpack - no books may go home without one
Simple Math Calculator
1 Flash Drive, 1GB

Pocket-size English-Spanish dictionary (paperback – not hardcover)

Assignment book - **provided by the School**

Prince George's County Public Library Card (even if your child has an Anne Arundel Library Card)

Spanish Magazine Subscription –to be paid the 1st week of school–(approx. \$8.00; send no money until requested)

Scope Magazine Subscription – to be paid the 1st week of school – (approx. \$8.00; send no money until requested)

Permanent Markers (e.g. Sharpies) and Correction Fluid (e.g. Wite-Out) are **NOT allowed**

Grade 6

Blue or black erasable pens

Red pens – **NOT Markers**

Pencils

Thin markers (all colors)

1 purple marker for religion class

Scissors - *Fiskars for Kids* preferred brand

Ruler – with cm markings and sturdy (metal preferred)

2 Glue sticks

2 packages of loose-leaf paper

1 accordion folder with pockets for all classes

1 pocket folder (yellow {Mead or Oxford}) for science class

1 pocket folder with fasteners and loose-leaf paper for music class

1 pocket folder and loose-leaf paper for art class

7 marble (not spiral) composition books

1 3-subject spiral notebook with pocket folders in notebook for religion (Mead 5-Star preferred brand)

1 3-ring binder with loose-leaf paper for math

1 plastic protractor

1 calculator

1 Flash Drive, 1GB

1 Dictionary OR Electronic Dictionary

1 New American Bible (Catholic version) for use at home ONLY - DO NOT BRING TO SCHOOL

1 pencil case (soft or hard)

1 book bag

Paper or insulated reusable bag for lunch (no lunch boxes)

Clear contact paper for workbooks {shop early – Home Depot & Lowe's usually have it.}

3 large boxes of Kleenex

1 rolls of paper towels

4 nonperishable snacks in ziplock bag marked with child's name for unforeseen emergency – **check dates**

1 large bottle of waterless hand sanitizer (e.g. Purell) – **check for good expiration date**

2 large containers of Clorox or Lysol disinfectant wipes

Assignment book - **provided by the School**

Prince George's County Public Library Card (even if your child has an Anne Arundel Library Card)

Permanent Markers (e.g. Sharpies) and Correction Fluid (e.g. Wite-Out) are **NOT allowed**

Grade 5

Soft pencil case
Pencils
Crayons
Markers (all colors)
Ruler (metric/regular)
2 glue sticks
Scissors - *Fiskars for Kids* preferred brand
7 marble composition books
3 file folders
1 accordion folder with tabs
3 packages of loose-leaf paper
1 Loose-leaf notebook – 1” rings for computer class
1 pocket folder with fasteners and loose-leaf paper for music class
1 large, thick binder with a zipper
1 book bag
Paper or insulated reusable bag for lunch (no lunch boxes)
3 large boxes of Kleenex
4 nonperishable snacks in ziplock bag marked with child’s name for unforeseen emergency – **check dates**
3 bottles of waterless hand sanitizer (e.g. Purell) – **All Girls** – **check for good expiration date**
4 rolls of paper towels – **All Boys**
Assignment book - **provided by the School**

Prince George's County Public Library Card (even if your child has an Anne Arundel Library Card)

Grade 4

1 large soft pencil case
2 red ballpoint pens
5 – No. 2 pencils
Eraser
1 ruler with standard and metric measurement
1 small Elmer’s Glue
1 Glue Stick
Scissors - *Fiskars for Kids* preferred brand
1 box crayons **maximum** of 24 colors
Markers
Colored pencils
Clear contact paper to cover workbooks – {shop early – Home Depot & Lowe’s have it.}
4 two-pocket folders
4 one-subject wide-ruled spiral notebooks - 4 different colors
1 package of wide-ruled loose-leaf paper
1 pocket folder with fasteners and loose-leaf paper for music class
1 1” three ring binder (**no bigger**) with hard cover (not flimsy vinyl cover) - **NO Trapper Keepers**
1 package of dividers (5 tabs) for the binder

1 large box of Kleenex
1 roll of paper towels
4 nonperishable snacks in ziplock bag marked with child's name for unforeseen emergency – **check dates**
1 pump bottle of waterless hand sanitizer (e.g. Purell) – **check for good expiration date**
1 container of Clorox or Lysol disinfectant wipes
School bag - to carry books to and from school
Assignment book - **provided by the School**
Copybook – **provided by the School**

Grade 3

1 soft, sturdy, zippered pencil case - NO HARD PLASTIC CASES
3 pocket folders
4 – No. 2 pencils (not mechanical)
Eraser
2 glue sticks
Scissors - *Fiskars for Kids* preferred brand
1 box of crayons (16-24 pack only)
1 pocket folder **with fasteners** and loose-leaf paper **for music class**
School bag - to carry books to and from school
Lunch box or brown bag
1 large box of Kleenex (additional boxes may be requested as needed)
1 roll of paper towels (additional rolls may be requested as needed)
1 container of Clorox or Lysol disinfectant wipes
4 nonperishable snacks in ziplock bag marked with child's name for unforeseen emergency – **check dates**
Clear contact paper (keep at home) to cover books – {shop early – Home Depot & Lowe's have it.}
1 12" ruler - **provided by the School**
Composition books - **provided by the School**
Assignment book - **provided by the School**

Grade 2

Pencils (not mechanical)
Eraser
2 Glue sticks
Scissors - *Fiskars for Kids* preferred brand
Crayons (**No markers, colored pencils, or milky pens**)
School bag (to carry books to and from school)
4 pocket folders
1 pocket folder with fasteners and loose-leaf paper for music class
1 soft, zippered pencil case (**no hard plastic cases**)

Clear contact paper (keep at home) to cover 8 workbooks – {shop early – Home Depot & Lowe's have it.}
2 bottles of waterless hand sanitizer (e.g. Purell) – **check for good expiration date**
2 containers of Clorox or Lysol disinfectant wipes
2 large boxes of Kleenex
1 roll of paper towels
4 nonperishable snacks in ziplock bag marked with child's name for unforeseen emergency – **check dates**
Copybooks - **provided by the School**

Grade 1

1 box crayons **maximum** of 24 colors – **NO TWISTABLES**
3 sharpened yellow #2 pencils – *Ticonderoga* preferred brand – will need more throughout the year
1 scissors - *Fiskars for Kids* preferred brand - label with name
2 small bar style erasers (not pencil cap style)
1 coloring book (to use on rainy days) - label with name
2 pocket folders - **1 Red, and 1 color of your choice** with child's name on front
2 large boxes of Kleenex
4 nonperishable snacks in ziplock bag marked with child's name for unforeseen emergency – **check dates**
Clear contact paper (keep at home) to cover 8 workbooks – {shop early – Home Depot & Lowe's have it.}
School bag - to carry books to and from school
Lunch box or brown bag
1 4 oz. pump bottle of waterless hand sanitizer (e.g. Purell) – **check for good expiration date**
1 roll of Bounty paper towels – **All Boys**
1 container of Clorox or Lysol disinfectant wipes – **All Girls**
NO pencil sharpeners
Pencil case - **provided by the School**
Dab n' Stick glue stick - **provided by the School**
Copybooks - **provided by the School**
Flutophone - to be paid the 1st week of school – approx. \$3.00; send no money until requested

KINDERGARTEN

2 pocket folders
2 boxes of tissues
1 4 oz. bottle of hand sanitizer (e.g. Purell) – **check for good expiration date**
2 containers of Clorox or Lysol disinfectant wipes
2 rolls of Bounty paper towels
4 nonperishable snacks in ziplock bag marked with child's name for unforeseen emergency – **check dates**
School tote bag (Required) – will be available the first day of school for \$14.99
All other supplies will be provided by the School

PRE-KINDERGARTEN

- 2 pocket folders
- 2 boxes of tissues
- 1 4 oz. bottle of hand sanitizer (e.g. Purell) – **check for good expiration date**
- 2 containers of Clorox or Lysol disinfectant wipes
- 2 rolls of Bounty paper towels
- 4 nonperishable snacks in ziplock bag marked with child's name for unforeseen emergency – **check dates**
- School tote bag (Required) – will be available the first day of school for \$14.99
- All other supplies will be provided by the School

PLEASE MARK ALL PERSONAL ITEMS WITH CHILD'S NAME AND GRADE

TEACHERS MAY REQUEST ADDITIONAL SUPPLIES

Supply lists will be posted on our Website
WWW.STPIUSBOWIE.ORG

The Principal reserves the right to amend the Parent-Student Handbook at anytime.

St. Pius X Regional School does not discriminate based on race, sex, color, creed, ethnic or national origin.