



St. Pius X  
Regional School  
**Student Parent Handbook**  
**2024 - 2025**



14710 Annapolis Road  
Bowie, Maryland 20715  
301-262-0203

[www.stpiusbowie.org](http://www.stpiusbowie.org)

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## **Administration**

Reverend Michael Jones, Pastor  
Ms. Ann Gillespie, Principal  
Ms. Leigh Hampton, Vice-Principal  
Mr. Anthony Limarzi, Dean of Middle School

## **Administrative Staff**

Mrs. Patricia Bechtel, Administrative Assistant  
Mrs. Meghan Benson – RN  
Mrs. Katrina D'Angelo, Registrar  
Mrs. Patricia Fay, Administrative Assistant  
Mrs. Trish Reimer, Administrative Assistant  
Mrs. Sally Toohey, Bookkeeper

## **Faculty**

Pre-Kindergarten 3 - Ms. Valerie  
Carroll  
PK3 SGT - Mrs. Melissa Hubbard  
Pre-Kindergarten 4A -  
SGT PK4A - Mrs. Sonia Yogiaveetil  
Pre-Kindergarten 4B - Mrs. Tammy  
Tipton  
SGT PK4B - Mrs. Rose Deguia  
Kindergarten A -Mrs. Debbie  
Kucevich  
Kindergarten A SGT - Ms. Ginalynn  
Ramiscal  
Kindergarten B - Mrs. Courtney  
Shires  
Kindergarten B SGT - Mrs. Margaret  
Klimczak  
First Grade A - Ms. Corinne Remy  
First Grade A SGT - Mrs. Deirdre  
Hawkins  
First Grade B - Mrs. Tamara Price

First Grade B SGT - Mrs. Jeanne  
Walker  
Second Grade A - Mrs. Shannon  
Norris  
Second Grade B - Ms. Kelsey Parks  
Second Grade SGT - Mrs. Kelley  
Seidleck  
Third Grade A - Mrs. Sheila Graham  
Third Grade B - Mrs. Caitlin  
Cavanagh  
Third Grade SGT - Mrs. Kellie Allman  
Fourth Grade A - Ms. Theresa  
Kucevich  
Fourth Grade B - Mrs. Alison Deptula  
Fourth Grade SGT -  
Fifth Grade A - Mrs. Bernadette  
McDonnell  
Fifth Grade A SGT - Mrs. Michele  
Pickering  
Fifth Grade B - Mrs. Linda Rottmann

Fifth Grade B SGT - Mrs. Jill Miller  
Sixth Grade A - Mrs. Jennifer  
Hinckley  
Sixth Grade B - Ms. Vicki Johson  
Seventh Grade A - Ms. April King  
Seventh Grade B - Ms. Karolyn  
Bridges  
Eighth Grade A - Ms. Emma Hadley  
Eighth Grade B - Mr. Dan Curran  
Middle School Math – Mr. Ray Moore  
Middle School SGT – Mrs. Stacey  
Martin-Howard  
Art - Mrs. Quondralacif Gaskins  
Library - Ms. Karen Neitzey  
Music - Ms. Gerianna Massimini  
Music - Mrs. Karen Seppi  
P.E. - Mrs. Margaret Lonergan  
STEM - Mrs. Megan Garcia  
Technology - Mr. Frank Baxter

## **Educational Assistants**

Mrs. Debra Corradini – Reading Specialist  
Mrs. Amanda Lawhorne - School Counselor  
Mrs. Kathie McGinnis – Math Specialist

## **Parish Staff**

Ms. Jen Mayer, Campus Minister  
Mrs. Jena Parks, Accountant  
Mr. Eric Ramiscal, Building Maintenance  
Mrs. Gina Salazar, Day Porter

## **Extended School Program (ESP)**

Mrs. Amanda Lawhorne  
Ms. Kelsey Parks

## **Summer Camp Directors**

Ms. Leigh Hampton, Director  
Mrs. Patricia Fay, Co-Director

## **WHO WE ARE - A REGIONAL CONCEPT**

St. Pius X Regional School was founded in 1962 as a co-educational parish school and designated a regional school in 1990. Renamed 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 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, and is 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 specific educational methods that are most effective with their students, while at the same time ensuring 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**

Through the cooperation 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. We strive to "teach what we believe and live what we teach."

## **HOME AND SCHOOL PARTNERSHIP**

We at St. Pius X Regional School considers it a privilege to work with parents in the education of children. Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. Pius. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that St. Pius School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. Pius School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. Parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. Pius X Regional School. Working in partnership, we will support one another in helping all children develop a sense of security and foster a successful learning environment.

## **THE SCHOOL ADVISORY BOARD**

The School Advisory Board was established to provide advice, assistance, and strategic long-term planning to the school's Administrative Team (pastor and principal) in the governance of the St. Pius X Regional Catholic 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 and principal. The voting members consist of a faculty member appointed by the principal, a minimum of two members from each of the four regional parishes, a minimum of 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 OFFICERS**

President: Mr. Shane Albright  
Vice-President: Mrs. Roché Sisco-Thiong  
Secretary: Mrs. Megan Garcia

### **SCHOOL ADVISORY BOARD VOTING MEMBERS**

St. Pius - Mrs. Neisha Blagrove  
St. Pius - Mrs. Andrea Faust-Asomani  
St. Pius - Mrs. Christina Caron  
St. Pius - Mrs. Rachel Henchcliffe  
St. Pius - Mr. Charlie Hudson  
Ascension - Mr. Peter Righi  
St. Edwards - Mrs. Krystal Kime  
At-Large Member - Mrs. Lynne Espy Williams  
Faculty Member Mrs. Sheila Graham

### **SCHOOL ADVISORY BOARD NON-VOTING MEMBERS**

Reverend Michael Jones, Pastor  
Ms. Ann Gillespie, Principal  
Ms. Leigh Hampton, Vice-Principal



## **THE HOME AND SCHOOL ASSOCIATION (HSA)**

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 parents/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). The Association will appoint a person or persons to collect, collate, and account for all VSP hours worked, and the Chairpersons will report directly to the school Bookkeeper.

Association general meetings are held quarterly. See the school calendar for specific dates and times. Attendance is strongly encouraged to promote community involvement and participation. This forum provides an opportunity for important information to be shared and a platform for questions and concerns to be addressed.

## **HOME AND SCHOOL ASSOCIATION OFFICERS**

President: Mrs. Katie Skerpon  
Vice President: Mrs. Tiara Grotte  
Treasurer: Mrs. Reina Byrd  
At-Large: Mr. Kevin Britto  
At-Large: Ms. Winnie Mutunga

## **ADMISSIONS AND CONTINUING ENROLLMENT**

Archdiocesan Admissions & Non-Discrimination Policy can be found on the website of the Catholic School Office of the Roman Catholic Archdiocese of Washington, D.C. at <https://adwcatholicschools.org/non-discriminationpolicy/>

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:

- 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 one of the four regional parishes.
- Children who have a sibling in the school (Pre-K – 8), whose parents are known to be registered, practicing and regular, consistent, contributing members of one of the four regional parishes.
- Children, with the recommendation of their Pastor, whose parents are a registered member of a parish within the Archdiocese of Washington, who have a sibling enrolled in the school.
- Children, with the recommendation of their Pastor, whose parents are a registered member of a parish outside of the Archdiocese of Washington, who have a sibling enrolled in the school.
- Children new to the school whose parents are known to be registered, practicing and regular, consistent, contributing members of one of the four regional parishes.
- Children whose parents are alumni of the school.
- Children new to the school with the recommendation of their Pastor, whose parents are a registered member of a parish within the Archdiocese of Washington.
- Children, new to the school with the recommendation of their Pastor, whose parents are a registered member of a parish outside of the Archdiocese of Washington.
- Non-Catholic children

## **APPLICATION AND REGISTRATION CRITERIA**

St. Pius X Regional School uses TADS Management Company for registration for admissions, enrollment, tuition/billing, and financial aid/tuition assistance. A non-refundable registration fee is determined annually and paid on TADS upon completion of the online registration forms.

### **Pre-Kindergarten and Kindergarten Criteria**

The following criteria are used for determining admission to the school:

1. For determining admission to Pre-Kindergarten 3:
  - a. Must be three years of age by September 1st as verified by the original birth certificate
  - b. Must be completely toilet trained and bathroom independent
2. For determining admission to Pre-Kindergarten 4:
  - a. Must be four years of age by September 1st as verified by the original birth certificate
  - b. Must be completely toilet trained and bathroom independent
3. For determining admission to Kindergarten:
  - a. The child must be five years of age by September 1st, as verified by the original birth certificate.
  - b. Baptismal certificates are required for those registered as Catholic.

The Ages and Stages Assessment will be administered in June to all incoming Pre-Kindergarten and Kindergarten students to determine readiness and help lead our instruction.

### **Grades 1-8 Criteria**

At the time of application/registration, all new students seeking admission to Grades 1-8 at St. Pius X Regional School will spend a Discovery Day at the school. During this time they will be evaluated on their academic performance, social skills, current standardized test scores, and report cards. At the end of the day, the family will meet with the principal. This information will be reviewed to determine whether the program at St. Pius will meet the educational needs of the students.

The following items are needed to complete the registration process:

- Birth Certificate (students entering Grade 1 must be 6 years of age by September 1 as verified by the original birth certificate)
- Pastoral Recommendation form(if applicable)
- Baptismal Certificate (if applicable)
- Immunization Records
- Archdiocesan Allergy Agreement and Action Plan (if applicable)
- Report Cards - for 2 prior and current year (3 total)
- Standardized Test Results
- Record of IEP, Psycho-educational Testing, 504 Plan (if applicable)
- Non-refundable application fee

### **Acceptance & Enrollment of New Families**

Accepted new families will receive a notification from TADS. Upon acceptance, new families need to complete the application process through TADS. TADS Tuition Agreements will be sent in early June for the following school year.

All new students are accepted on a probationary basis for the first school year. Student performance and ability to adjust will be evaluated for a minimum of one year. The purpose of this policy is to ascertain the school's ability to meet the needs of the child, as well as the family's willingness to comply with the mission and philosophy of St. Pius X Regional School. If during this probationary period there are any issues and/or concerns, a student may be asked to withdraw his/her attendance at St. Pius X Regional School.

### **Re-Enrollment of Current Families**

Current students in St. Pius re-enroll for the next school year from January 26, 2025 to February 28, 2025. A non-refundable registration fee is determined annually, and paid on TADS upon completion of the online registration forms.

New students are registered following the enrollment of current St. Pius students. Students who are not re-registered by the re-enrollment deadline will be in jeopardy of losing placement for the following school year, and will be placed on a waitlist. Please be advised that the re-registration fee will INCREASE after the deadline.

Current students whose educational needs are not met by the academic program or who present chronic discipline problems may not be invited to re-enroll at St. Pius.

### **PASTORAL RECOMMENDATION**

All families must have their Pastoral Recommendation Letter renewed **each year**. Other admissions considerations include, but not limited to: behavior, academic assessments and recommendations may influence admission. All admissions into the School are at the discretion of the Principal and the Pastoral Administrator.

**Please Note:** This form must be sent in by **May 15, 2025** in order to receive the Catholic Tuition rate. If the pastoral is received after the tuition agreement is signed, your Catholic rate will not begin until the month it is received. There will be no refunds issued for the previous Non-Catholic rate.

## FINANCIAL OBLIGATION OF PARENTS/GUARDIANS

The payment of tuition and assigned fees is 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

**I. Tuition Policy:** To qualify for the Catholic tuition rate, a family must be registered in a parish in the Archdiocese of Washington (ADW), must actively participate in the life of the Church, and support the parish by making regular contributions using the family offertory envelope or Faith Direct and provide the school with a current Pastoral Recommendation signed by their Pastor.

**II. Tuition Payments:** All families are required to use TADS Tuition Management Company for tuition payment and will be required to complete a new tuition agreement online with TADS in May or June each year. All tuition agreements need to be set up and signed by no later than July 1st. If you have questions about the set up process of your account, you should contact TADS at (800)477-8237 or [support@tads.com](mailto:support@tads.com). Scheduled tuition payments may be made at school.

- Payments may be made annually, semi-annually, or monthly. You must select a payment date from the following- the 1st, 10th or 25th of each month. Tuition payments can also be made by automatic debit via TADS for up to 10 months.
- Tuition paid monthly is due by the 1st, 10th, or 25th of each month July through April. You will receive a bill each month from TADS 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. No one will be given a “special invitation” to pay their tuition.

**III. Registration Deposit:** A non-refundable payment of \$125 per student is due at the time of enrollment/re-enrollment and must be received by 1/26/2025 to hold your child(ren)’s space for the 2025 – 2026 school year. **The non-refundable enrollment fee will increase to \$150.00 for students enrolled after 1/26/25.**

**IV. Withdrawal from School:** Due to financial obligations and agreements with our teachers, the school must be notified by 7/1/2024 if your child(ren) is not returning for the 2024 – 2025 school year. If the school is not notified by this date, the 1st quarter tuition (July, August, September, October) for the 2024 – 2025 school year will be billed and considered due.

Parents or guardians of a student who withdraws or is dismissed from school after the school year has begun, but before the beginning of the 3rd quarter shall be obligated to pay half of their tuition. Parents or guardians of a student enrolled in school and in attendance for any portion of the 3rd quarter shall be obligated to pay the entire tuition and fees balance.

**V. Delinquent Tuition Policy:** Students will not be permitted to begin school on the first day unless the July & August tuition is paid in full.

- If an account becomes overdue by 30 days, the child(ren) may not return to school until the tuition is paid in cash or certified funds in the school office. If payment is made online directly to TADS, it must be made 7 days prior to this 30 day deadline so that the funds have time to clear the bank.
- This policy will be strictly enforced and late fees will be applied directly through TADS. St. Pius X reserves the right to cancel the registration of any student(s) whose family fails to satisfactorily meet its tuition or fees obligation. Student report cards, results of standardized testing and/or transfer information and diplomas will not be sent or completed until all accounts and fees are paid in full.

- Tuition and ESP payments must be paid on or before the due date each month. Failure to do so will result in withholding all student academic records.
- In the case of students in eighth grade, diplomas and records will be withheld if all financial obligations have not been fully met by May 1, 2025.

Thank you to the many families who do pay their tuition on time each month! We truly appreciate it!

If you have questions regarding your tuition bill or payments, you may contact Mrs. Sally Toohey, the school's bookkeeper at [stoohy@stpiousbowie.org](mailto:stoohy@stpiousbowie.org) with a copy to Ms. Gillespie, our Principal, at [agillespie@stpiousbowie.org](mailto:agillespie@stpiousbowie.org).

**VI. 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.

**VII. Returned Items:** All checks returned by the bank for insufficient funds will be automatically redeposited by the bank, and parents will be required to pay the fee(s) charged by the bank and the replacement payment. 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, Home and School Association, or CYO.

**VIII. Refunds:**

- Re-Enrollment Fee is non-refundable.
- Application Fee is non-refundable.
- Late Fee is non-refundable.
- Returned Item Fee is non-refundable.
- Tuition Deposit/Commitment Fee paid for new students is not refundable, but it is applied to your tuition account.
- Summer Camp Deposit is non-refundable.

<b>RELEASE OF RECORDS</b>
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St. Pius requires a 2 week notice to process a request for the release of student records. If records are needed, parent/guardian must email the registrar, Mrs. Katrina D'Angelo at [kdangelo@stpiousbbowie.org](mailto:kdangelo@stpiousbbowie.org) and provide a written request or complete the Release of Records Form that is available on the school's website.

<https://tinyurl.com/2a8c3kr3>

There is a \$20.00 administrative fee associated with the release of records.

By completing and signing the Record Release form, you also agree to allow St. Pius to communicate records information via email/electronically.

St. Pius X Regional School does not and cannot control internet access; therefore, St. Pius is not responsible for any information or material accessed on the internet by any user other than the parent/guardian or eligible student. There will be no solicitation of any kind, and email addresses will be considered confidential.

**TUITION RATES AND FEES FOR SCHOOL YEAR 2024-2025**

**Rates for Archdiocese of Washington Catholic**

Family Size	Tuition	Student Activity Fee	HSA/FSO Home and School Fundraising support obligation	Cost to Parent (TADS Plan Amount)
1	\$9515.00	\$55.00	\$300.00	\$9870.00
2	\$17,130.00	\$110.00	\$300.00	\$17,540.00
3	\$23310.00	\$165.00	\$300.00	\$23,775.00
4	\$29,500.00	\$220.00	\$300.00	\$30,020.00

**Non-Archdiocese of Washington K-8, \$1,000 differential**

Family Size	Tuition	Student Activity Fee	HSA/FSO Home and School Fundraising support obligation	Cost to Parent (TADS Plan Amount)
1	\$10,515.00	\$55.00	\$300.00	\$10,870.00
2	\$19,130.00	\$110.00	\$300.00	\$19,540.00
3	\$26,310.00	\$165.00	\$300.00	\$26,775.00
4	\$33,500.00	\$220.00	\$300.00	\$34,020.00

**Members of Other Faiths: Grades K-8, \$2,000 differential**

Family Size	Tuition	Student Activity Fee	HSA/FSO Home and School Fundraising support obligation	Cost to Parent (TADS Plan Amount)
1	\$11,515.00	\$55.00	\$300.00	\$11,870.00
2	\$19,130.00	\$110.00	\$300.00	\$21,540.00
3	\$29,310.00	\$165.00	\$300.00	\$29,775.00
4	\$37,500.00	\$220.00	\$300.00	\$38,020.00

RATE FOR PK4 PROGRAM = \$10,875 NO SIBLING/CATHOLIC DISCOUNT  
 RATE FOR PK3 PROGRAM = \$12,375.00 NO SIBLING/CATHOLIC DISCOUNT

The budget includes \$31,915.00 from the Maryland Nonpublic Student Textbook Program. It allows for a 1.5% salary increase for faculty and staff and for continued improvement to our physical plant.

**TUITION ASSISTANCE**

Tuition assistance/family scholarships are available for second and subsequent children attending grades K-8, based upon need. Please contact either the Registrar, Katrina D'Angelo, at [kdangelo@stpiusbowie.org](mailto:kdangelo@stpiusbowie.org) or the Bookkeeper, Sally Toohey at [stoohy@stpiusbowie.org](mailto:stoohy@stpiusbowie.org), for additional information regarding available assistance.

## TUITION FEES

Per-Capita Fees for all students:

- \$125.00 single child/\$250.00 per family Re-Enrollment Fee (non-refundable) per currently enrolled child
- \$225.00 Application Fee (non-refundable) for all new students applying for admission
- \$400.00 Deposit/Commitment Fee for all newly accepted students (non-refundable)
- \$500.00 Volunteer Service Program Fee (VSP) or 20 hours of creditable volunteer/service work in support of the school. This fee is not included in tuition.
- \$300.00 Fundraising Support Obligation (FSO) per family is included in Tuition and Fees.
- \$55.00 Student Activity Fee: Includes- class parties, special celebrations, TAG days, field days, Scholastic News type magazines, etc. is included in Tuition and Fees.

## FEE DEFINITIONS:

### **RE-ENROLLMENT FEE ~ \$125.00**

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 Principal and Pastoral Administrator and is non-refundable. The fee covers the administrative costs of the re-enrollment process and Home and School Association dues.

### **APPLICATION FEE ~ \$225.00**

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 non-refundable. The fee covers the administrative costs of the application and assessment process.

### **DEPOSIT/COMMITMENT FEE ~ \$400.00**

A per student fee for newly accepted students that will be credited towards the first tuition payment once the enrollment process is completed. This fee is non-refundable in the event the student withdraws.

### **FUNDRAISING SUPPORT OBLIGATION FEE (FSO) ~ \$300.00**

This is a per family fee that is used to support the efforts of the Home and School Association (HSA). Fundraising by the 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 fee is included in tuition. The amount of this fee is determined by the Principal, with the approval of the Pastoral Administrator and the Home and School Executive Board.

### **STUDENT ACTIVITY FEE ~ \$55.00**

In an effort to help parents budget and reduce the number of times they are asked to send in money to the school, we have created a Student Activity Fee. This fee covers items like class parties, special celebrations, TAG days, Scholastic Magazines, field day t-shirts, and more. The Student Activity Fee does not cover field trips, special lunches, milk orders, and/or yearbooks. The amount of the fee is determined by the School Advisory Board and the Home and School Association Board.

### **RETURNED ITEM FEE ~ \$25.00**

This \$25.00 fee is charged on all checks returned by the bank for any reason. The fee will 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, Home and School Association, or CYO.

## **VOLUNTEER SERVICE PROGRAM FEE (VSP) ~**

The Volunteer Service Program (VSP) exists 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. The Volunteer Support Program requires each family to provide creditable service on approved school activities and school projects or making a monetary payment of \$500.00. Dual-parent families are responsible for 20 hours; single-parent families are responsible for 10 hours. Family status is determined by the marital status listed in TADS. This fee is **not** included in the tuition rate.

At the time of enrollment and re-enrollment through TADS each family is required to complete a Volunteer Service Program Agreement online for the next school year. The agreement gives the family the option of either working the required hours by May 14, 2025 or making a monetary payment. Parents of eighth grade students with no other children at St. Pius X School must complete their required hours by April 30, 2025. It is the responsibility of each family to create 1 new account under the name of the youngest attending child on the school VSP site, [Track it Forward](https://www.trackitforward.com/site/st-pius-x-regional-school) at <https://www.trackitforward.com/site/st-pius-x-regional-school>. It is the families' responsibility to sign up to volunteer and input their hours for approval by the work chairpersons. A list of approved activities from which to choose is on the agreement and advertised in the News Notes when volunteers are needed.

Notification of unworked hours is sent to the Bookkeeper for billing with the tuition/fees prior to the end of the school year and parents/guardians will be held responsible for payment of non volunteer hours.

## **VIRTUS**

All volunteers who have in-person contact with St. Pius X Regional School students are required to be in compliance with the Archdiocese of Washington Child Protection Policy- VIRTUS. This process includes: completing the application, creating a VIRTUS account, fingerprinting, and completing a Child Protection Workshop. Information on the compliance process is available by contacting Mrs. Patricia Bechtel at [pbechtel@stpiusbowie.org](mailto:pbechtel@stpiusbowie.org). Parents are not able to attend class parties/field trips without completing this process.

## **EXTENDED SCHOOL PROGRAM (ESP)**

The Extended School Program (ESP) offers before school care from 7:00 A.M - 7:45 A.M and extended school care from dismissal to 6:00 P.M. The care includes quiet time for homework, reading, and social time. In addition, snacks and extended playtime are part of afternoon care. 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 2024 - 2025 school year are as follows:

Before School Care \$1,260.00 per year ~ \$7.00 per day

Extended School Program \$3,780.00 per year ~ \$21 per day

### **Before School Care:**

1 child \$126.00 per month

2 children \$252.00 per month

3 children \$378.00 per month

### **Extended School Program:**

1 child \$378.00 per month

2 children \$756.00 per month

3 children \$1,134.00 per month

### **Late Fees:**

Late charges begin at 6:01. An ESP facilitator, as well as one of the directors, will be assigned to stay with your child. A fee will be assessed based on the arrival time of a responsible adult to pick up your child. The fee is billed through TADS.

### **Fees are assessed as follows:**

6:01-6:15 - \$15 charge per child, 6:15 and after - \$1 per minute per child.



All families enrolled in ESP are required to use TADS Tuition Management Program for ESP tuition payment. You must register online to create a tuition payment plan agreement. If you have questions about the set up process of your account, you should contact TADS at 800-477-8237 or [support@tads.com](mailto:support@tads.com). If you have questions regarding your ESP payments, please contact Ms. Kelsey Parks, Co-Director of ESP, at [stpiusxesp@gmail.com](mailto:stpiusxesp@gmail.com).

ESP payments are due by the 25th of each month, August through April. You will receive a bill each month from TADS, 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, automatic withdrawal from a checking or savings statement, or credit card.

ESP fees are calculated on a per diem basis for the entire school year, but are collected in nine equal monthly payments from August to April. There are no payments May - July.

In the case of inclement weather days, ESP payments would NOT be refunded.

There is a limited number of spaces available per grade. We will continue to follow the State of Maryland Department of Human Resources Child Care Administration guidelines, which is a 1:15 ratio for K-8th or 1:10 for Pre-K.

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

Drop-In will not be offered.

If you are interested in ESP, please contact Ms. Kelsey Parks or Mrs. Amanda Lawhorne, Co-Directors of ESP, at [stpiusxesp@gmail.com](mailto:stpiusxesp@gmail.com) for further information.

### OFFICE HOURS

School office hours are from 7:30 A.M. to 3:30 P.M. when school is in session. The office is open during the summer every Tuesday through Thursday from 8:00 A.M. to 3:00 P.M., and closed on Mondays and Fridays.

### SCHOOL HOURS

Grades K - 8 *Regular* school hours are Monday - Friday from 8:00 A.M. - 3:00 P.M.

Grades K - 8 *Half-Day* school hours are 8:00 A.M. - 12:00 P.M.

*PreKindergarten Regular* school hours are Monday - Friday 8:00 - 2:30 P.M.

*PreKindergarten Half-Day* school hours are 8:00 A.M. - 11:30 A.M.

### ATTENDANCE

#### **ADWP**Policy 3535: **Archdiocesan School Attendance**

The following are valid reasons for excused absences from school (if properly documented upon the student's return to school):

1. Illness of the student (after three days of illness, student must provide medical documentation indicating that he/she is able to return to school);
2. Medical or dental appointments;
3. Death in the student's immediate family;
4. Necessity for a student to attend a judicial proceeding;

5. Lawful Suspension or exclusion from school by the chief administrator;
6. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes
7. Other absence(s) approved in advance by the chief administrator upon the written request of a parent or guardian.

Sufficient notice should be given to the school about a student's absence. Failure to provide sufficient notice may result in an unexcused absence. Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence."

Punctuality and regular attendance are an absolute necessity for real progress in school. Excessive absenteeism or tardiness are a large contributing factor to a child's academic difficulties. Students are responsible for making up work missed due to excused absence. It is the responsibility of the student/parent to confer with the teacher(s) regarding the assignments/class work, which must be completed for credit.

Parents must email both the Registrar, Mrs. Katrina D'Angelo at [kdangelo@stpiusbowie.org](mailto:kdangelo@stpiusbowie.org) and their homeroom teacher when a student is absent. St. Pius X follows the Archdioceses of Washington School Attendance Policy and must record and document all absences and tardies.

Vacations ARE NOT considered excused absences. St. Pius X Regional School discourages vacations during the school year; they should be planned to coincide with the school calendar. However, if a student is going on vacation, parents need to notify the school office in advance. **No school work will be given ahead of time and all missed assignments and work will be assembled during the absence and given to the student upon return.** Teachers will determine a due date for the missed work upon the students return to school and communicate this date to the student and parents. The student will receive a 0% if not turned in by the due date.

If students accumulate ten (10) consecutive days of unexcused absences, those absences must be reported to Child Protective Services.

Any student accumulating forty (40) or more unexcused absences within a full school year shall not be promoted, and the school must file a formal truancy complaint with the appropriate jurisdiction.

## TARDIES

All children are expected to arrive at school on time. Children are best prepared when they arrive at school on time. Frequent tardiness results in numerous missed opportunities to engage in the daily morning routine and sets the tone for the day. Students arriving late to class are a distraction to the class as a whole.

School officially begins at 8:00 A.M. for all grade levels. Doors will be open for students to enter the school building from 7:45 A.M. - 8:00 A.M. Students arriving after 8:00 A.M. will be considered tardy and **parents are responsible for walking their child(ren) into the front office and signing them in.**

Late fees for tardies will be charged as follows: each family will be allowed 5 unexcused tardies each quarter. After the 5th tardy, parents will be charged a \$10.00 fee for each time their child is late. This fee will be charged through TADS.

In events such as severe weather, traffic issues, etc., all tardies may be excused. Early morning appointments will also be excused upon receipt of parent/doctor documentation.

## **SEVERE WEATHER OR OTHER EMERGENCY CLOSINGS**

In case of an emergency or inclement weather, we follow the decision of the Prince George's County Public Schools (PGCPS). In the event that PGCPS announces a delay (whether one or two hours) on a scheduled half-day, St. Pius will NOT dismiss at 12:00 P.M., but at 3:00 P.M.

Whenever school closes early, all after-school activities and meetings are canceled.

ESP (before and after care program) will operate on the schedule sent by PGCPS and our messenger service. Please listen to television, radio reports, and our social media sites 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 teachers and other students when numerous children are being called from the classrooms for early dismissals.

In the event that PGCPS closes for excessive heat, St. Pius will remain open due to the fact that the facility is completely air conditioned.

## **LATE PICKUP FEE - UPDATED TIMES**

Students who are not picked up by 3:25 P.M.(12:25 on a 1/2 day) will wait in the front lobby of the school. Parents must come into the lobby and sign the late pickup book. Families whose children are not picked up from school at the St. Pius campus by 3:25 P.M.(12:25 on a 1/2 day) will be charged a fee of \$1.00 per child for each minute beyond 3:25 P.M (12:25 on a 1/2 day). The fee will be charged through TADS. Safety Patrol students must be picked up by 3:35/12:35 P.M. to avoid a late fee.

## **RELEASE FROM SCHOOL/AUTHORIZED PICK-UP/EARLY DISMISSAL**

Only a parent may pick up his/her 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 his/her child and 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. We ask that any parent wishing to take their child out for an early dismissal send the office notice at the beginning of the day. No student will be dismissed 30 minutes prior to dismissal - before 2:30 on a regular day, before 11:30 on a half-day.

## **CELL PHONES/SMART WATCHES/EARBUDS/ELECTRONIC DEVICES**

Cell phones, Air Pods, Smart Watches, or any other technical device are **NOT** to be brought to school. If parents elect to have their child bring a cell phone the phone must be powered off and either be given to their homeroom teacher or stay turned off in their book bag.

If a cell phone, smart watch, and/or earbuds are seen or heard they will be confiscated until the parent comes to the school to reclaim the device. Additionally, the student will serve an in-school suspension. If there is a second incident involving these items, the student will serve an out of school suspension. Further incidents will result in multiple day suspensions. If evidence shows that a cell phone was used on school property, i.e. taking pictures, sending text messages, posting on Social Media, etc, the student will be suspended from school. If social media posting infraction is severe, expulsion may be warranted. St. Pius School X Regional School is not responsible for any lost or damaged devices.

## **VISITORS**

All visitors, including parents, must enter through the front entrance of the school, sign in and obtain a visitor's pass. Upon leaving the school all persons must report back to the office to sign out and return the pass.

## THURSDAY NEWS NOTES

The News Notes are the School's source of communication and should be read each week. The News Notes are emailed to you weekly every Thursday and are posted on our website. Each parent is automatically registered each year through your TADS account to receive school emails. If you must update your contact information, please update TADS and email Ms. Hampton at [lhampton@stpiusbowie.org](mailto:lhampton@stpiusbowie.org). **It is the family's obligation and responsibility to check, read, and adhere to any deadlines and information that is communicated through our News Notes.** Not knowing about information that is posted in News Notes is not a valid reason for missing deadlines. No adjustments/accommodations will be made when information has been amply provided in the News Notes.

## MESSAGING SYSTEM/PHONE CALLS

We use two messaging systems at St. Pius. One is through the Student Data System Rediker/Plus Portals. The data in this system is populated through the data that parents input in TADS. This system enables us to notify all households and parents by email and/or text within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The other system that we utilize is the program Flocknotes. This program sends announcements and the Thursday News Notes.

### NOTE:

Because we follow the decision of the Prince George's County Public Schools in the event of inclement weather, we do NOT use this service to announce such events when the PGCPSS system is in session. The service may also be used from time to time to communicate general announcements or reminders. If you are not receiving these emails/text messages please contact the front office and if needed update your contact information in TADS.

Parents can contact the school between school hours at (301)262-0203. Faculty and Staff may not be available to take your call during school hours, but messages may be left for them. All appointments must be made with all faculty members directly.

Parents are not to call the principal, teachers, or other staff on their home/cellphones at any time.

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.

## HEALTH ROOM AND FAMILY INFORMATION FORMS

A Licensed Registered Nurse (RN) is in the Health Room each school day 7:30 A.M. - 3:30 P.M. The RN's primary role is to assess illness & injury, treat accordingly, and then return students to class as soon as possible or, if indicated, to send out for further care.

The parent **will not** be called for every Health Room visit; the Nurse will contact the parent when issues require monitoring or non-urgent follow-up. In an Emergency, 911/EMS is called first, and the parent is contacted ASAP thereafter. Refer to the St. Pius X School's website for "Health Room Information" under the Parents' tab for important health alerts, general information, School Health policies and guidelines.

- As guidelines change regarding COVID-19, we may need to adapt our policies for attending school throughout the school year. The nurse can make a decision and send home a child based on sick criteria met and past medical history.
- Unauthorized medication (including over the counter medicines, medicated products or illicit substances) are not allowed in student's possession on school property. Such items will be confiscated. Parent/Guardian, Administration and Police will be notified, as indicated. Please review "Medication Policies and

Guidelines for Parents” posted on the School’s website under Health Room information. This includes Tylenol, Motrin, cough drops, etc.

• Please be aware that the school day Health Room and the ESP Before and After Care Program are separate entities. The Health Room is an on-campus secure facility, staffed by a Maryland licensed RN, and is governed by State of Maryland laws and the Archdiocesan School System. The on-campus ESP program is a daycare operation that is licensed by the PG County Office of Child Care; please consult ESP Administrators for their Program details and operating policies.

**MEDICAL RECORDS/IMMUNIZATION POLICY**

Every student entering St. Pius X Regional School must comply with the Archdiocese of Washington health policies and the State of Maryland’s school immunization requirements. Prior to your child’s attendance, you must provide a completed and signed 4-page Archdiocese of Washington Immunization Policy Acknowledgement (Form 3); this packet includes a current record of completed immunizations and a Physician’s health exam. This form can be found on our website. You are expected to provide the school with updated records documenting any additional immunizations, health exams, or major illness/injury. As the Parent/Guardian, you are responsible for helping keep school health records current; your Physician/Licensed Provider will not automatically send new information to the school (due to HIPAA laws), so you must request copies of updated records and forward them to the School Nurse.

The P.G. County Health Dept., on behalf of the State of Maryland Dept. of Health and Mental Hygiene (DHMH), conducts an annual audit to ensure all student health records are current and complete. The School Nurse will contact you about any discrepancies and you will be expected to provide requested documentation promptly. Delays in compliance will result in your child not being able to attend school.

**HEALTH SCREENING**

A Parent/Guardian or Teacher may consult the Nurse at any time during the school year with concerns about a child’s health and well-being. The Nurse will coordinate resources and collaborate with School personnel and the Parent/Guardian in effort to best serve the child’s needs. All student health information is kept strictly confidential (HIPAA law). Vision or Hearing screening should go through your Physician/Licensed Provider. They may refer you to professional Audiology and/or Ophthalmology service providers in your home area.

**HEALTH FORMS - EMERGENCY AND FAMILY INFORMATION FORMS**

On the first day of school, or during the Sneak A Peek, each student will be given Health Room and Family Information forms, which must be completed by the parent/guardian and returned the following day. It is essential that you notify the School Office and/or Health Room ASAP of any changes which occur during the school year, especially regarding phone numbers, emergency contact information and authorized parent alternates/representatives, work phone numbers, home addresses, and new health issues, injuries or medication changes. It is imperative that we have on record any physical problems your child has or develops during the school year. Parents/Guardians are responsible for updating all information on TADS.

**CUSTODY/SUBPOENAS**

St. Pius X Regional School highly discourages parents/guardians from involving the school in custody disputes. The school aims to maintain a safe, neutral, nurturing environment for its students and does not take sides in custody disputes. Parents will be billed for all legal fees, copying costs, and any other expenses incurred by the school to comply with a subpoena.

**FIELD TRIPS**

Field trips and visits to local exhibits are encouraged and permitted, provided they have educational value. Permission for these trips will be cleared with the parents through a written permission slip. 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.

Only pre-authorized emergency medications are legally permitted to accompany a student on field trips. Also, students may not carry their own medication unless previously approved; a parent note sent in on the day of the trip is not acceptable. Refer to our school website under “Health Room Information” for medication policies during school hours and school-sponsored activities/field trips. 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.

**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 during recess without specific permission from the teacher. Whenever students are in a classroom, a teacher must accompany them.

**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. Students must comply with library regulations to have library privileges renewed for the following year.

**VIDEOS/MOVIES**

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. Other video options may be viewed with the permission of the parent or guardian.

**EXTRACURRICULAR ACTIVITIES**

**CLUBS** - The school offers many after school clubs available to students.

**BAND** - In conjunction with the Archdiocesan program, St. Pius has a band composed of interested students in Grades 4-8. A qualified music instructor is assigned as band director. All arrangements, lessons, and rental or purchase of instruments are handled privately between parent and band director. The school permits students in the band to be released from classes for a half-hour lesson each week.

**CHORUS** - Chorus is offered to students in 3rd - 8th grade.

**SPORTS - CYO**

St. Pius participates in the Washington Archdiocese Catholic Youth Organization Sports Program (CYO). Boys and girls, ages 6-14 years old that attend St. Pius School, as well as children from the four regional parishes are eligible to participate. We field many teams for fall soccer, fall cross country, winter basketball, and spring track & field. Registration is held ahead of each season through SPORTS PILOT at <https://backoffice.sportspilot.com/register/family/default.asp?asoid=106236>

Announcements of registration dates, time, and location will be posted in the weekly SPX News Notes.

**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. Students should not bring personal cash to school.

### MILK PROGRAM

Milk will be provided for a fee to students beginning on their first full day of school. A milk order form will be sent home with each child on the first day of school and should be returned the next day.

### LUNCHESES

St. Pius X Regional School partners with “Main & Market”. Parents are able to buy lunches online through their online ordering program. “Main & Market” provides a fresh fruit, fresh vegetable, portion-controlled entrée and mini dessert in bagged lunches daily. The monthly menu provides a wide variety for kids to be able to experience different foods, with an emphasis on fresh, seasonal, and local.

If you are interested in having “Main & Market” deliver a healthy lunch to your child at school, you will need to register online at <https://mainandmarket.boonli.com/login> with our school password of Cavalier22.

Lunch deliveries begin on September 3, 2024 for those who have ordered by August 25, 2024. If you have questions, you should call (800) 381-6511, ext. 1, Monday through Friday from 11:00 a.m. to 8:00 p.m. EST.

On Pizza Day we also have a Pizza Day Bake Sale. A group of parent volunteers bake cookies, brownies, rice krispie treats, etc., for the students to purchase for \$0.50 each. If you have any questions, please contact [spxpizza@gmail.com](mailto:spxpizza@gmail.com). Please go to <http://stpiusxschool.h1.hotlunchonline.net> to order pizza for the entire year.

Once a month, beginning in September, we offer a Chick-fil-A Lunch. Orders are placed online at <http://stpiusxschool.h1.hotlunchonline.net>. You must create an account to order. If you have any questions, please email [spxhotlunchonline@gmail.com](mailto:spxhotlunchonline@gmail.com). **Parents may not drop off Chick-fil-A for their child on these days. Students must order through the Chick-fil-A program.**

### FORGOTTEN LUNCHESES

Forgotten lunches will be accepted in the front office *before* 11:00 AM. **No fast food lunches will be accepted at any time.** Frequently forgotten lunches will be addressed by the administration.

**No carbonated drinks or glass containers are allowed at any time.**

### SNACKS AND WATER BOTTLE

**Snack time is for PK3 - 5th grade only.** Daily snacks should be quick and easy ie. a small bag of chips, a small bag of fruit, a granola bar etc. **Hot/spicy chips are not allowed.**

Students should bring a water bottle to school for the classroom in order to stay hydrated. Water bottles are expected to be clear, plastic and contain only plain water. No sports water, Gatorade or other beverage is permitted. Teachers have permission to inspect the contents of the water bottle to ensure that this policy is followed. All water bottles should be clearly marked with the student’s name.

### FORGOTTEN ITEMS

In efforts to avoid classroom disruptions, the office will not accept any forgotten items to bring to the students, i.e. Chromebooks, book bags, homework, water bottles, etc. The faculty and staff will work with students to accommodate forgotten items for the day. Frequently forgotten items will be discussed with parents.

## BIRTHDAYS

We enjoy acknowledging and celebrating everyone's birthday! If you wish to bring in treats with your child to share with his/her class, please notify the teacher at least 24 hours beforehand. All treats should be kept simple, for example: donuts or cupcakes, etc. **No balloons, party favors, pizza, goodie bags, or whole cakes may be sent in.** Students wishing to pass out invitations to parties must include the entire class.

## "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.

## ARRIVAL AND DISMISSAL

### MORNING ARRIVAL

Students will be dropped off in the rear of the school building. Adult supervision on school property will begin at 7:30 A.M. The school will not assume responsibility for children who arrive earlier than 7:30 A.M. Students in Before Care will be under the supervision of the Before Care teachers beginning at 7:00 A.M.

### MORNING ARRIVAL TRAFFIC PATTERN AND STUDENT ARRIVAL

Cars will enter the school grounds from Route 450 at the light, and make the first right hand turn. Cars will be permitted to enter the school property at the east church entrance as well. Cars are expected to yield while merging into one lane down the path on the side of the church.

Passing of cars discharging students is never allowed. All cars will remain single file at all times. If you need to come into the school building or accompany your child(ren) to line, please park in front of the school; otherwise, please remain in your cars at all times.

Students in grades K-8th will be dropped off along the rear straight away. Follow the directions of the faculty members and the painted lines to guide you. Safety of the children is the main priority and your patience is appreciated. After you have dropped off your child(ren), continue to follow the path around the school and exit the property at the traffic light on Route 450.

Students in grades K-8 will line up in their designated place from 7:30 A.M. to 7:45 A.M. At 7:45 A.M. Students will enter the building at the designated door according to their grade level.

Designated door of entry:

- PreK 3 and PK4 Students - Church Doors
- Students in grades K-2nd: Nelson Hall Door
- Students in grades 3rd-5th Science Lab Door
- Students in 6th-8th Before Care/Middle School Back Door

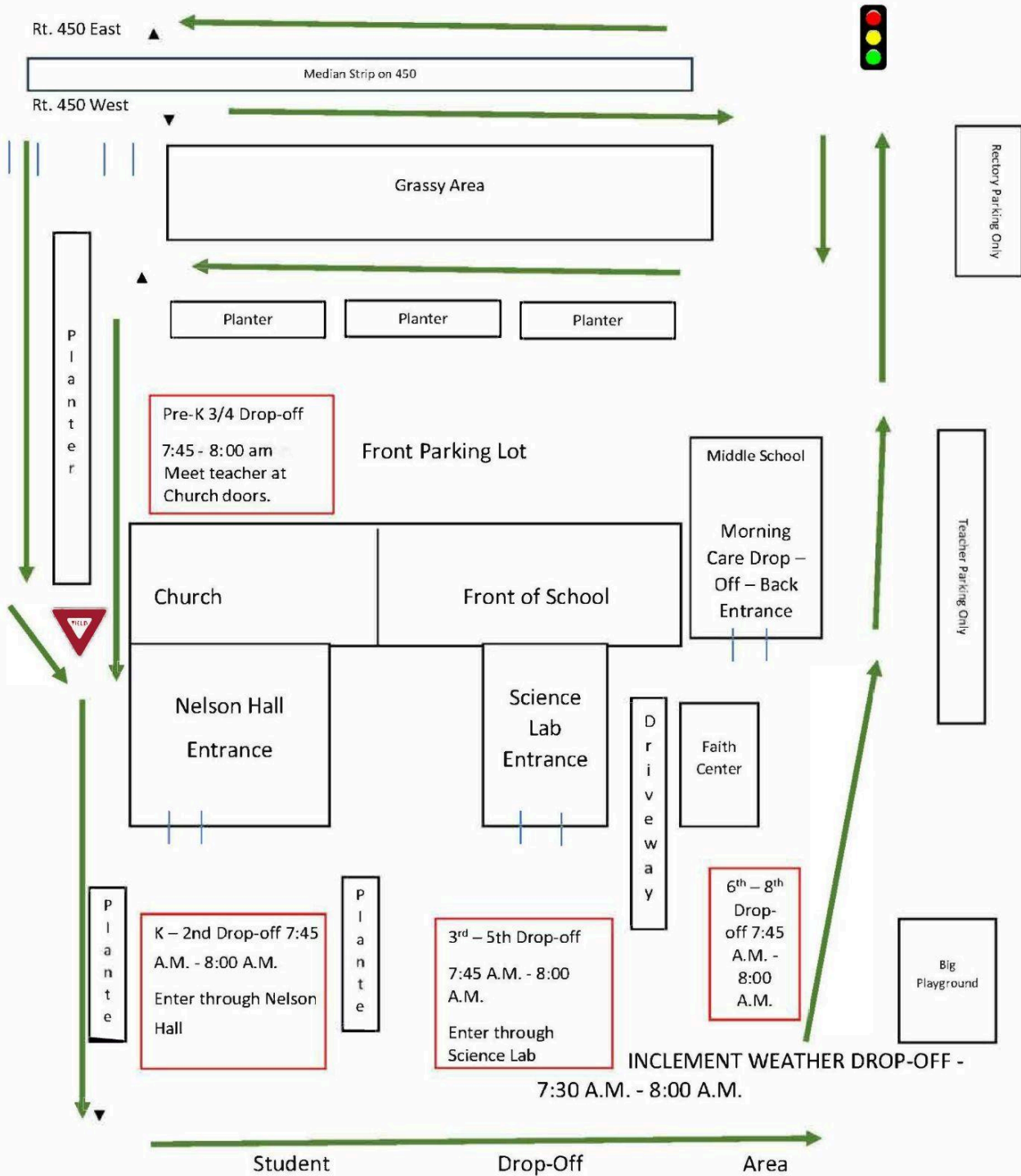
On inclement weather days will follow the same procedure, however, students will begin entering the school building at 7:30.

Students in Pre-Kindergarten 3 and 4 will enter the school property in the same directions and park in front of the Church. The Church doors will open at 7:45 A.M. Parents will walk their child(ren) into the Church foyer and sign their child(ren) in. Pre-Kindergarten students arriving after 8:00 A.M. will be considered tardy and must enter through the front entrance of the school and be signed in by a parent.

**REFER TO THE MORNING ARRIVAL MAP**



Morning Drop-Off Map



## **AFTERNOON DISMISSAL TRAFFIC PATTERN AND STUDENT DISMISSAL**

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 drive 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.

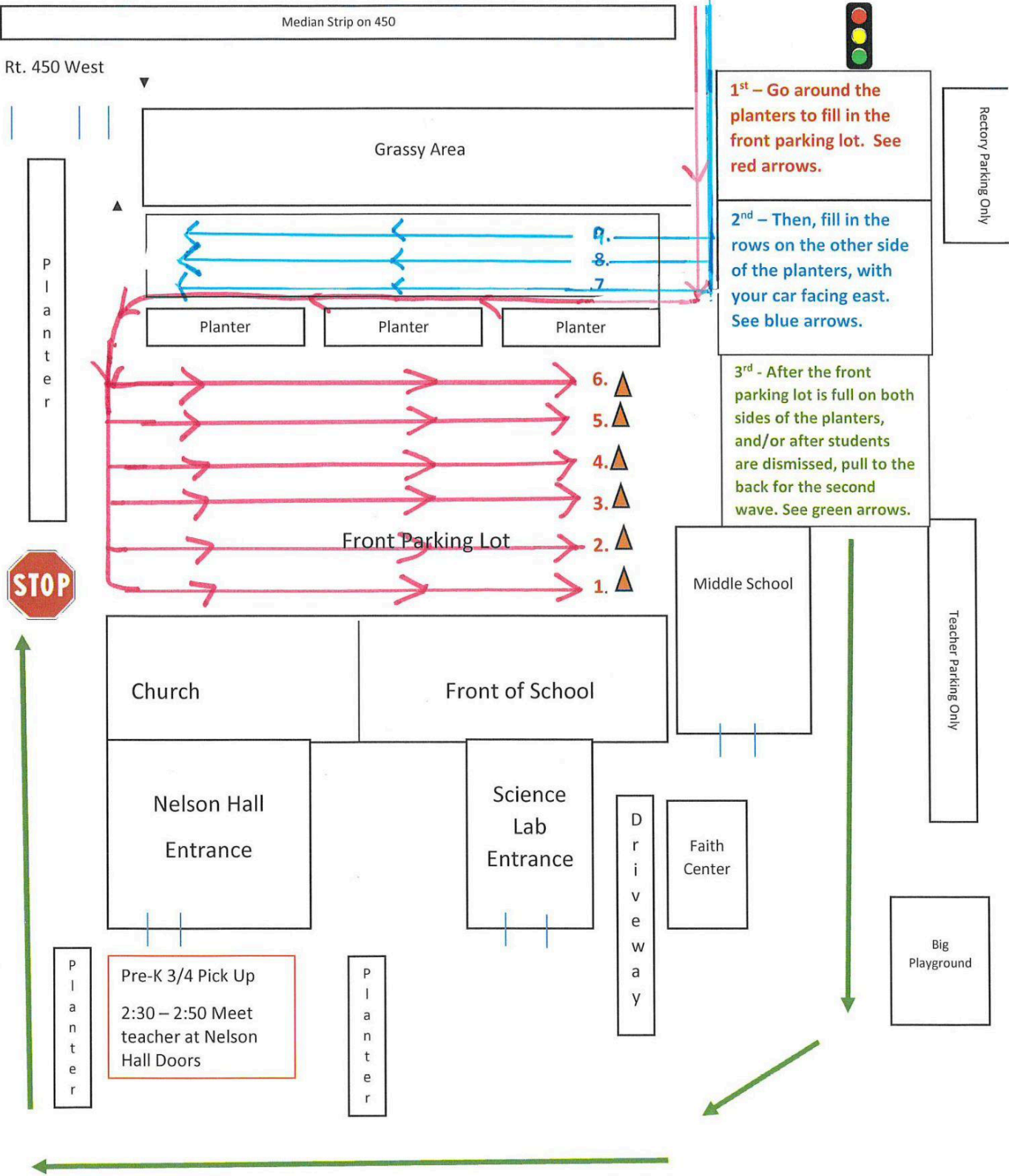
## **REFER TO CARPOOL DISMISSAL MAP**

**Students will only be dismissed from the front school parking lot. Students are not permitted to enter cars parked along the Middle School, along the Church driveway, or into cars parked for the second wave. Parents are not permitted to park along neighboring side streets and walk to pick up their child.**

Dismissal Map

Rt. 450 East ▲

Rt. 450 West ▼



1<sup>st</sup> – Go around the planters to fill in the front parking lot. See red arrows.

2<sup>nd</sup> – Then, fill in the rows on the other side of the planters, with your car facing east. See blue arrows.

3<sup>rd</sup> - After the front parking lot is full on both sides of the planters, and/or after students are dismissed, pull to the back for the second wave. See green arrows.

Pre-K 3/4 Pick Up  
2:30 – 2:50 Meet teacher at Nelson Hall Doors

## 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

Parents who wish to have their children routinely walk to and from school unaccompanied by an adult must submit a request form for a yearly walker's pass. Walker passes will be issued only to 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. All requests must be submitted and approved before the first day of school. The destination of a student walker must be a physical residence. **Students are not permitted to walk off of the school campus and be picked up by a car off site.**

Requests for a temporary pass may be made for special situations such as visiting a friend's home, special childcare 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 <https://stpiusbowie.org/school-forms>.

Children who are not accompanied by an adult or do not have a walker's pass are not permitted to walk to and from the school property. Do not ask your children to walk from the school to the Public Library, local shopping centers or street corners to await their carpools.

**Students are not permitted to walk off of the school campus and be picked up by a car off site.**

All students, whether they walk, ride bikes, or are in carpools, must obey the crossing guard, teacher on duty, 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.

## ACADEMIC STRUCTURE

### ACCREDITATION

St. Pius X Regional School is accredited by Cognia and the Southern Association of Colleges and School Council on Accreditation and School Improvement and is a member in good standing with the National Catholic Education Association. The curriculum is in total compliance with the requirements set by the Catholic Schools Office of the Archdiocese of Washington, D.C. and the Department of Education of the State of Maryland. It is kept current and reviewed annually by the faculty and staff. Educational materials are continually updated and reviewed for their effectiveness.

### CHROMEBOOKS

**Students in grades 6-8 are assigned a Chromebook to be used throughout their middle school years. Students in grades 1 - 5 have Chromebook carts in their classrooms. All students are responsible for the care of the Chromebooks.**

### CURRICULUM

The following subjects are included in the school curriculum: Religious Studies, Language Arts (Reading, English, Phonics, Spelling, Handwriting), Mathematics, Science, Social Studies, Music, Art, Physical Education/Health, Technology, and Spanish.

### RELIGIOUS FORMATION OF STUDENTS

The school collaborates with the parents in the religious formation of the students. The student lives and learns his/her faith through the celebration of Sunday Liturgy, frequent reception of the Sacraments, and what it means to pray with the family as well as with the parish/school community. The religion classes provide opportunities for the students to grow in their knowledge of the Catholic faith. All students

regardless of their faith attend and participate in religion classes. Home support enhances the effectiveness of the religious studies program.

## **ASSESSMENT**

It is the philosophy of St. Pius X to empower students to excel. Assessment provides a balanced, rich and valid picture of the students' learning. Through a variety of assessments, students communicate what they know and demonstrate what they can do. These types of assessments allow the teacher to see the level of understanding of individual students. In order for students to experience success in education, they must be given the necessary tools. An assessment program that supports students' learning provides these tools for exploration and discovery. Therefore, teachers include in assessment observations, interviews, self-assessment, and written work. Through the use of working portfolios, assessment becomes a viable collection of students' learning. Assessment grades will be available using the Rediker Management System/Plus Portals. Parents will be given a user ID and password to access this web-based program.

Content and skills are measured in the areas of Math, Reading, and Language Arts each year in 1st - 8th grade through MAP Testing, the standardized testing program adopted by the Archdiocese of Washington.

## **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 and parents are aware of the grading procedure, they will be given a copy of the teachers' method and grading policy.

In grades 4th-8th, it is the parents' responsibility to frequently log into Plus Portals to be advised as to their child's academic progress.

In grades PK-3rd, it is the parents' responsibility to check their child's Take Home Folder to be aware of their child's academic progress.

## **REPORT CARDS**

Report cards are posted four times a year via Rediker/Plus Portals in grades 1st - 8th and twice a year for grades PK3 - Kindergarten. Official report cards will be sent home at the end of the school year. Students in grades 4-8 will receive letter grades to show progress and achievement. Students in grades Pre-Kindergarten to 3rd will receive a standards based report card that lists age-appropriate skills that will indicate progress. An explanation of the grading system is listed on the card.

Parent/Teacher conferences are held each year in November to discuss the progress and development of all students. Teachers are available to meet for future meetings upon parent request. Report card conferences will not be held for students with unpaid tuition.

Pre-Kindergarten and Kindergarten children receive bi-yearly report cards at the end of the second and fourth quarters.

### **Grading Scale Grades 4-8    Specials**

A 100-93  
B 92-85  
C 84-77  
D 76-70  
F Below 70

E  
G  
S  
N

### **Grading Scale Pre Kindergarten 3 - 3rd**

EE Exceeds Expectations  
ME Meets the grade level expectations  
AE Approaching the grade level expectations  
NE Not approaching the grade level expectation

## **HONOR ROLL**

To qualify for the Honor Roll, students in grades 4 – 8, must meet the following criteria to be eligible for First Honors or Second Honors

### **First Honors:**

- All A's
- All E's in Special Classes
- No suspensions or Code of Conduct violations

### **Second Honors**

- A's and B's
- E's and G's in Special Classes
- No suspensions or Code of Conduct violations

## **PROGRESS REPORTS**

Mid-quarter Reports are available through Rediker/Plus Portals at each mid-quarter for students in grades 4th - 8th. Students in grades K-3rd will receive a progress report if a teacher has any academic concerns. Teachers will contact those parents of students who are in danger of failing in a subject. Probationary Reports may also be distributed at this time to all new students.

## **STUDENT SUPPORT CENTER(SSC)**

The resource teachers work with students who have a documented educational need. They also coordinate additional educational testing and individual accommodation plans for students. A two-week notice is requested when a family needs information and/or forms for testing, educational planning, recommendations, or other needs. This will ensure timely and thorough completion of any evaluation. All confidential material will be emailed, faxed or mailed to the appropriate parties. Please use the form provided by the school when requesting this information.

## **ACADEMIC HONOR CODE**

- St. Pius strives to promote students of integrity in their academic pursuits. Students commit academic dishonesty in the following ways:
- Directly copying answers or materials from another student or students.
- Allowing or providing another student or students with answers or materials.
- Directly copying answers or materials from a literary or online source and asserting it as one's own work.
- Using information, answers or materials during a test or quiz session that are not explicitly allowed.
- Acquiring and/or using test materials from the instructor or from a previous student to prepare or take an exam or assessment.
- Improper citation of source materials in a research report.
- Destruction of another student's work.
- Disrupting the classroom environment by talking or any other distracting noise and/or actions
- Violation of the Technology Use Agreement.

Academic dishonesty offenses will result in a zero for the assignment, parent communication and a faculty facilitate reflection on the implications and consequences of academic dishonesty. Further offenses may include, but are not limited to, suspension or expulsion.

## **HOMEWORK AND STUDYING**

Homework is an integral part of the learning experience. Its purpose is as follows:

- To reinforce, by study and practice, the material taught in school.
- To deepen knowledge of a subject by long-range reading, projects and research.

- To develop initiative, independent thinking, and personal responsibility for completing school assignments.
- To encourage parental involvement and understanding of what is being taught at school.

At the teacher's discretion, students will have homework, which may include reading, study, and daily or long range written assignments, practice and review. Parents are encouraged to promote time management, good study habits, and to provide an environment conducive for study. General Guidelines on how much time students should be spending on homework is provided below:

- Grades K – 1: 10 to 20 minutes daily
- Grades 2 – 3: 20 to 30 minutes daily
- Grades 4 – 5: 40 to 60 minutes daily
- Grades 6 – 8: 1-1/2 to 2 hours daily

Each child (grades 2-8) will be issued and use an assignment book via the supply list. Parents should check to see that assignments are being completed and initial the assignment book as directed by the homeroom teacher. It can also be used as a vehicle for communicating with the teacher and making comments where necessary. A replacement can be issued upon teacher approval for a fee of \$5.00.

Students who are absent for a period of time are expected to keep up with assignments. Failure to complete homework assignments will affect a child's grades.

### **HOMEWORK ASSIGNMENTS AND LONG-TERM PROJECT GUIDELINES**

- Students should never become frustrated or upset with any homework assignment. If students are unable to complete their homework, we invite them to write 3 questions they have regarding the homework assignment that they can then present to their teacher the next day. These questions should be signed by the parent in order to defer the assignment without consequence.
- 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.
- 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.
- Students are responsible for all homework assignments. Absences from school, tardiness, shadowing, vacation, suspension, early dismissals, band lessons, sports, rehearsals, etc., are not acceptable reasons for not having the required homework assignments.
- Please refer to the specific teacher's grading policy for further clarification on individual assignments.
- 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.
- 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.
- 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.
- It is the responsibility of the student to hand in all completed make-up work to the appropriate teacher(s) within the allotted time. Failure to complete homework assignments will affect a student's grade.
- Teachers are responsible to post all homework assignments in Google Classroom by 3:30 P.M. each day.

## **SUMMER ASSIGNMENTS**

Incoming students in Kindergarten through 8th grade will be assigned mandatory summer work. Summer work may include but is not limited to IXL in the areas of math and language arts, and reading fiction and nonfiction books and completing a book report. All summer assignments will be posted on our school website and sent home on the last day of school.

## **GOOGLE CLASSROOM**

Google Classroom is our “home base” for posting all lessons and assignments for PreK3 - 8th grade. Students, families, counselors, and student support teams need one location to check for assignments across all classes, to ensure students are making progress. Students will be given their login information at the beginning of the school year.

## **REDIKER PLUS PORTAL**

Rediker Plus Portal gives you secure access to your child’s grades, scores, and attendance. This platform will create a strong connection between school and family by sharing information that is critical to students’ success and learning. All new parents will be emailed a username and password. Students will use their Google Classroom username and their Rediker password to check their grades for students in grades 4-8. Students in PreK3-3rd grade will not have student accounts. For questions regarding Rediker Plus Portal, please contact our Vice-Principal, Ms. Hampton, at [lhampton@stpiusbowie.org](mailto:lhampton@stpiusbowie.org).

## **CLASS PLACEMENT OF STUDENTS**

The methodology used to determine class placement of students is to optimally balance each class based on gender, race, and previous academic year. Teacher recommendations and parent requests are weighted based on the reasoning to best support our academic learners. All parent requests for placement were due on May 1, 2024 using the Google Form that was sent out to all families. Although class placement requests are not guaranteed, they are considered during the decision making process.

**NO CHANGES IN CLASS PLACEMENTS WILL BE CONSIDERED OR TAKE PLACE UNTIL AFTER THE 1st QUARTER OF SCHOOL.**

## **TESTING**

In the event of academic and/or social concerns, parents agree to pursue any outside evaluations (speech/language, OT, PT, academic, psycho-educational, etc.) that may be requested by the school and provide a copy of the evaluation(s) to the school. Failure to comply with this request may result in the child being withdrawn from school.

Per each families’ Admissions Agreement signed electronically on TADS, “Through this enrollment, parents agree to pursue any outside evaluations (speech/language, OT, PT, academic, psycho-educational) that may be requested by the school and provide a copy of the evaluation(s) to the school.”

## **RETENTION AND REQUIRED SUMMER SCHOOL**

Parents will be notified by the end of the second quarter if there is any possibility of their child being retained in a grade for the coming academic year.

Retention in the primary grades is dependent upon the development of the grade level standards in language arts, and math.

Retention of students in grades 4 through 8 is dependent on achievement in the core subject areas: reading, math, language arts, science, and social studies. The final grade average of failure in two of these core subjects is the basis for retention.



If a student fails for the year, he/she will be required to attend summer school in that subject area. 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.

### **PARENT/TEACHER COMMUNICATION AND CONFERENCES/MEETINGS EMAIL**

E-mail can be an effective method of communicating with your child's teacher. Please adhere to the following guidelines when you email the faculty and staff:

- E-mail the front office with all attendance, early dismissals, and/or carpool issues. These should be directed to [kdangelo@stpiusbowie.org](mailto:kdangelo@stpiusbowie.org) and [pbechtel@stpiusbowie.org](mailto:pbechtel@stpiusbowie.org)
- Messages should not deal with personal or non-school related information.
- Messages should be short, to the point, polite and courteous.
- E-mail should not be used to relay personal messages to the children.
- Students may not send personal emails to teachers at any time. Since technical problems may occur, a phone call or a note should be sent to the teacher if a reply is not received within a 48 hour period.
- Messages should not contain aggressive language, typing that would imply disrespect, or other formatting that would imply disrespect. E-mails which imply disrespect or other formatting that suggests disrespect will not be answered. E-mails that do not follow this protocol will not be responded to and will be sent to the principal for documentation.

In return, the teachers will:

- Check their email on a daily basis.
- Reply promptly when time is available (within 24 business hours).
- Messages will be short, to the point, polite, and courteous.
- Messages will not deal with personal or non-school related information.
- There will be no personal communication with students using e-mail at any time.

For communication to be effective, it must be grounded in mutual trust and respect, be forthright and honest, and be informed by a clear understanding of roles, responsibilities, processes, and appropriate and respectful behavior.

Please do not approach faculty and staff during carpool drop-off/pick-up and/or other times during the instructional day, as their main priority is the safety and education of the students and they cannot give you the undivided attention you deserve. The best practice is to call/email and schedule an appointment. All communication will be directed to parents and legal guardians. Additionally, the principal, teachers and staff members will only respond to parents and legal guardians.

### **CONFERENCES/MEETINGS**

Orientation meetings (Back to School Nights) are scheduled for the beginning of the year. Parents are encouraged to attend these important meetings so that they can become familiar with the procedures in the individual classrooms. These meetings are for parents/guardians only.

Communication regarding deficiency is a mutual responsibility for parents, teachers and students. If either the teacher or parent requests a conference, the conference should take place as soon as possible. **Primary parents and guardians are the only individuals permitted at these conferences without previous consent from the school representative with whom the meeting is taking place.** Mutual respect must be maintained during conferences. Conferences will be terminated if either party is not respectful.

**Parents with concerns should first attempt to address the concern with the teacher.** Only after such attempts have failed, should the principal be contacted. Parents wishing to confer with the teacher or the principal should call or email requesting an appointment. Parents who show up at school without an appointment may not be accommodated.

## PARENT TEACHER REPORT CARDS CONFERENCES

Conferences for all parents of students in grades Pre-K 3 through 8 will be held from 7:40-3:20 on Veteran's Day each year in November, and again on **March 7, 2025**. Parents will receive an online Sign Up Genius invitation to schedule conferences for their child(ren) All teachers are available for conferences. Please be on time for your conference. The schedule allows no time between appointments. Any conferences held after this date are scheduled at teacher's or parent's request throughout the school year.

## CONFIDENTIALITY

Teachers/Faculty will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teachers' concerns. Teachers/Faculty will only discuss concerns regarding parents' individual children.

## SCHOOL SUPPLIES

Supply lists can be found on the school's web-site. It is important that students have the necessary supplies throughout the year. **ONLY ITEMS INCLUDED ON THE LIST ARE PERMITTED AT SCHOOL.** **Rolling book bags, or book bags larger than 20" x 10" are not permitted.** A soft St. Pius pencil case is required for grades 1 thru 8 and these will be provided by the school. No graffiti should appear on books, pencil cases, book bags etc. The school reserves the right for periodic housekeeping and may require replacement of necessary supplies throughout the school year.

## UNIFORMS AND DRESS CODE

The 2023 - 2024 School Year brought changes to our school uniform. Below reflects our NEW uniform colors and guidelines.

### UNIFORM TRANSITION PLAN

A reminder that for the 2024 - 2025 year our official school uniform provider is Land's End. Some uniforms are available through our in-school Uniform Exchange Program.

Please see below for the complete transition plan.

2024 - 2025 School Year (Transition Year 2) Official Uniform Provider: Lands' End. All uniform purchases must be through Lands' End.

2025 - 2026 School Year (New Uniform fully in place) Official Uniform Provider: Lands' End. All uniform purchases must be through Lands' End. Uniform pieces that are teal / black are not allowed in school year 2025-2026

Thank you for your patience and understanding as we navigate these circumstances. We look forward to completing this transition to an updated look for our school community.

### GRADES PK3 - 8 SHOES

All students will wear an all black leather athletic tennis/sneaker shoe with both the regular and PE uniform year round. Soles and uppers should be all black, no canvas, ie. Converse or Vans. Shoes should have laces or velcro closures and be properly laced, no slip on shoes allowed. No other shoes will be permitted. Maximum heel height is one inch.

### 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. Students will wear the Summer Uniform during the 1st and 4th Quarters of the school year. The Winter Uniform will be worn during the 2nd and 3rd Quarters of the school year.

## **UNIFORM SUPPLIER**

Uniforms may be purchased from Land's End

([https://www.landsend.com/co/account/school-uniforms?selectedSchoolNum=900200015&cm\\_mmc=smarturl-9000](https://www.landsend.com/co/account/school-uniforms?selectedSchoolNum=900200015&cm_mmc=smarturl-9000)) or from in-person sales sponsored by the school. Some uniform pieces are also available through our in-school Uniform Exchange Program.

## **GRADES PRE-K 3 & PRE-K4 UNIFORM**

Pre-K3 & Pre-K4 students are required to wear the PE uniform every day including for PE.

Top - hunter green t-shirt (long or short sleeve) with the school logo

Bottom - navy blue sweatpants (year round) or navy blue mesh shorts (summer only) with the school logo

Outer layer - navy blue sweatshirt or navy blue pullover with the school logo

Socks - white or navy crew socks (no-show socks are not permitted)

## **GRADES K- 8 PHYSICAL EDUCATION UNIFORM**

Top - hunter green t-shirt (long or short sleeve) with the school logo, or any St. Pius school issued shirts, such as Field Day, musical, fun day, multicultural day etc. shirts.

Bottom - navy blue sweatpants (year round) or navy blue mesh shorts (1st and 4th Quarters only) with the school logo

Outer layer - navy blue sweatshirt or navy blue pullover with the school logo

Socks - white or navy crew socks (ankle socks are not permitted)

## **GRADES K - 8 BOY'S OR GIRL'S UNIFORM**

Bottom - navy blue uniform dress pants (year round) or navy blue uniform shorts (1st and 4th Quarters only)

Top - white or green Rapid Dry Polo Shirt with the school logo (short or long sleeve)

Outer layer - navy blue sweatshirt, sweater or pullover with the school logo

Socks - navy or black crew socks (no-show socks are not permitted)

Black belt

Note: the white Peter Pan collar shirt that goes with the K - 5 girls jumper may not be worn with the pants or shorts.

No uniform pants with multiple pockets, rivets, or adornments can be worn. No cargo pants or jeggings. The navy blue pants and shorts do not have to be purchased from Lands End - as long as they meet the uniform requirements they can be purchased from other retailers such as Old Navy, Target, The Children's Place, etc.

## **GRADES K - 5 GIRL'S UNIFORM**

Jumper - plaid jumper hemmed not more than two inches above the knee (shorts may be worn under the jumper)

Top - white Peter Pan collar shirt (short or long sleeve) - please note Peter Pan collars are only for use with the jumper

Socks - navy knee high socks or navy blue tights (ankle socks are not permitted)

Outer layer - navy blue sweatshirt, sweater or pullover with the school logo

Notes: Used jumpers in the v-neck style are permitted; however, all new purchases should be in the new crew neck style provided by Lands End. The white or green polo with the school logo may NOT be worn under the jumper. No leggings or yoga pants. No white socks or tights may be worn with the jumper.

## **GRADES 6 - 8 GIRL'S UNIFORM**

Skort - Plaid Box Pleat Skort (standard uniform issue only) hemmed NOT MORE than two inches above the knee (shorts may be worn under the skirt)

Top - white or green Rapid Dry Polo Shirt with the school logo (short or long sleeve)

Outer layer - navy blue sweatshirt, sweater or pullover with the school logo

Socks - navy knee high socks or navy blue tights (ankle socks are not permitted)

Notes: Used skirts are permitted; however all new purchases should be the skirt provided by Lands End. The white Peter Pan collar polo shirt worn with the jumper may not be worn with the skirt. No leggings or yoga pants. No white socks or tights may be worn with the skirt.

### CLARIFICATION ON SHIRTS

Boys & Girls K - 8 may only wear the white or green polo shirt with the school logo with the navy blue uniform pants or navy blue uniform shorts.

Girls K - 5 may only wear the white Peter Pan collar polo shirt under the jumper.

**The white or green polo shirt with the school logo may not be worn under the jumper.**

Girls in 6 - 8 may only wear the white or green polo shirt with the school logo with the plaid uniform skirt.

### OPTIONAL SUMMER UNIFORM (1st and 4th Quarter)

Grades K-8: navy blue dress shorts (standard uniform issue only)

Belt - black

St. Pius logo white polo shirt, white short sleeve blouse with Peter Pan collar (girls K-5),

Navy uniform socks (calf length crew socks) NO BELOW ANKLE SOCKS ARE TO BE WORN.

### DRESS CODE - UNIFORM DAYS

Wearing the school uniform well shows respect for oneself and others and helps everyone focus on growing in knowledge and virtue. Students' clothes should fit well, be neat, clean and presentable at all times. Shirts should be tucked in. Pants, skirts, and shorts should be worn at the natural waist. Skirt hem lengths should be **no shorter than 2 inches above the knee.**

Non-uniform outerwear can not be worn inside of the classroom.

- Hair styles should be well groomed and styled conservatively. Hair must be kept away or pulled back from the face. Unnaturally colored hair/hair extensions or strands- ie. blue, pink, purple etc. are not permitted.
- No makeup, acrylic/fake finger nails or colored nail polish, or fake eyelashes are permitted.
- Excessive jewelry, ostentatious headbands (cat ears, unicorn horns, etc.), hats, and makeup are not a part of the uniform. Studs and small hoop earrings are permitted; hoops larger than the width of a finger are NOT allowed. 1 - 2 bracelet(s) may be worn. Anklets are not permitted.
- Students are not permitted to draw on themselves, their clothing or shoes.
- No facial piercings are allowed.
- No T-shirts with decals or logos may be worn underneath the school blouse or shirt.
- No tattoos of any kind including permanent, temporary and/or henna based (unless for cultural aspects).
- Students who are in Scouts and/or CYO may wear their Scout/Athletic Uniforms on the day of their meeting.
- The Principal will have sole discretion in determining the appropriateness of a hairstyle and/or dress.
- Parents will be notified of all dress code violations and students will be given the option of wearing a uniform from the uniform exchange or calling their parents to bring in appropriate clothing.

### DRESS CODE FOR NON-UNIFORM DAYS (TAG DAYS)

Non-uniform days occur 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, crop tops, see-through or off the shoulder 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.
- Yoga, exercise pants, or leggings may not be worn as pants; they may only be worn with a skirt, dress or shorts over top.
- 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 are not allowed.

Should a teacher, along with the assent of the administration, determine that a student's attire is inappropriate and/or disruptive to classroom instruction and learning, a parent or guardian will be contacted and the student will be asked to change using the extra uniforms from the uniform exchange.

### **UNIFORM EXCHANGE**

The school offers a uniform exchange and will be available to parents before the beginning of the school year. There is a small fee to purchase used uniforms, unless you're doing a size change. Please contact Mrs. Flores at [spxuniformexchange@stpiusbowie.org](mailto:spxuniformexchange@stpiusbowie.org).

### **UNIFORM LOAN**

The Health Room keeps a limited supply on-hand of underclothes and socks, as well as, used, but clean-washed, old-style SPX uniforms, intended exclusively for bathroom accidents, illness, injury, or mishaps (rips/tears). The health room has a limited amount of personnel items and uniforms, and cannot provide exchanges for non-medical/minor issues e.g. spilled water, sweatiness, playground muddy knees, wet shoes. Efforts will be made to fit your child as best as possible with what is available, and soiled/torn/inappropriate clothing will be bagged up and sent home with an explanation note. Please support this courtesy service by laundering and returning loaned items promptly. You can also help by donating clean, gently-used/ hand-me-down uniform items to the Health Room & the Uniform Exchange.

### **CAVALIER CODE OF CONDUCT**

Be Kind, Be Respectful, and Be Responsible.

“As a child of God, I have integrity, I take initiative, I show inclusion.”

St. Pius X Regional School believes a positive school culture promotes equal educational opportunity and establishes the framework for a safe learning environment. We strive to develop responsible, kind, and respectful boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility; to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community. Students are expected to uphold Christian values and the school's values on school premises, at school-sponsored events, or for other conduct outside of school that adversely affects the interests or reputation of the school.

Most behaviors will be managed in the classroom, directly by the teacher, and may result in intentional disciplinary action that encourages accountability and responsibility through personal reflection within a collaborative process. Should these behaviors become consistent or chronic in nature, the matter will be referred to the assistant principal, dean of students, or principal.

These minor classroom behaviors include, but are not limited to:

- Minor disruption, such as calling out
- Not following instructions
- Not cooperating in classroom activities
- Not being attentive in class
- Disrespect towards others
- Minor inappropriate language (including use of unkind words)
- Non-compliance, such as refusing to complete assignments or follow directions
- Minor dishonesty
- Failure to observe classroom rules
- Presence in unauthorized areas of the school
- Uniform infraction
- Minor, nonviolent physical contact/aggression/unsafe or rough play
- Eating or drinking without permission
- Chewing gum
- Not prepared with materials
- Running or moving in the hallways or other areas in an unsafe way
- Disrespect toward others in tone, attitude or body language
- Disrespect towards property
- Minor misuse of technology

Steps in this restorative discipline process include:

- Teachers will redirect students.
- Teachers will remind the students of appropriate behavior and potential consequences
- Teachers will provide an additional reminder of appropriate behavior and issue appropriate consequences, and encourage students to identify their accountability and responsibility through a personal reflection.
- Teachers will notify parents of the behavioral concern and may implement strategies to support the student in changing the behavior
- If behavior continues, students will be referred to the assistant principal, dean of students, or principal who communicates with the parents.
- Throughout this process a faculty member will facilitate a reflection on student's actions and acknowledgment of accountability, identify their responsibility, and consequences of their actions.

### **GRADES 4th - 8th: SELF DISCIPLINE AND STUDENT CONDUCT**

As parents and educators of adolescents it is important to understand behavior in the context of the child's developmental age. The response to such behavior will focus on teaching responsible and restorative practices. These efforts should be seen as a teachable moment for the child. The school and the family will work together to redirect and resolve any behavior concerns that may arise.

In order to maintain a timely home and school communication, teachers will use a stamp in the students' assignment to indicate appropriate reminders if warranted. These stamps include:

- Missing Assignments
- Unprepared for Class
- Uniform Reminder
- Inappropriate Behavior

### **UNIFORM REMINDERS**

St. Pius X students wear a neat uniform that not only manifests the equality of all students, but also enhances the learning environment. Uniforms should be neat and in compliance with the uniform expectations. If a student is out of uniform, they will receive a Uniform Reminder Stamp.

## **STUDY REMINDERS**

### **MISSING/INCOMPLETE ASSIGNMENT**

In the event a student does not turn in an assignment on the date it is due, the teacher will indicate this in their assignment book with a Missing/Incomplete Assignment Stamp. This will inform parents and serve as a reminder to the students that they have an outstanding assignment due.

This stamp is for communication only.

### **UNPREPARED FOR CLASS**

In order to foster students' responsibility and to promote good study habits, students and parents will receive an Unprepared for Class stamp as a reminder when appropriate. Study reminders keep parents informed of students' daily academic work.

Improper study habits that warrant a stamp are but not limited to:

- Coming to class without proper materials- including: pencil/pens/markers/paper/books etc.
- Anything that prohibits a student from being able to complete the task at hand
- Chromebook is not charged

### **BEHAVIOR REMINDERS**

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. (See Minor Classroom Behaviors)

If a student receives an accumulation of 3 stamps (Unprepared for Class/Uniform Reminder/Inappropriate Behavior) throughout the course of the academic quarter, they will receive a Misconduct Support Notice and will serve a recess/lunch detention.

If a student receives 6 stamps throughout the course of the academic quarter, they will receive a 2nd Misconduct Support Notice and will serve a 7:00 AM Morning Detention

If a student receives 9 stamps throughout the course of the academic quarter, they will receive a 3rd Misconduct Support Notice and will serve an In-School Suspension and a meeting with the administration and parents will be scheduled.

**\*Note: This process does not prevail in “extreme situations” which call for immediate dismissal.**

Student behaviors which are more serious in nature warrant more serious consequences as determined by the principal, assistant principal, and/or dean of students, such as school suspension and a parent conference. These include, but are not limited to:

- Fighting, violent or excessive non violent physical contact - horseplay. Students are not permitted to put their hands on another student at anytime for any reason.
- Threatening language or behavior directed at faculty, staff, visitors or other students.
- Vandalism – destroying or damaging the property of the school or of other persons.
- Dishonest actions, such as stealing or lying.
- Leaving school grounds.
- Academic dishonesty.
- Physical displays of affection.
- Major misuse of technology including in appropriate social media postings, or the use of the SPX logo, name or likeness.
- Biting.

Behaviors which pose a threat to the safety and wellbeing of the community, which may warrant expulsion from school include, but are not limited to:

- Racial slurs/Name calling- including metaphors and similes.
- Cursing.

- Property damage.
- The use and/or possession of alcohol or drugs on school property.
- Smoking/using matches or vaping on school property.
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function.
- The use and/or possession of a dangerous implement.
- Arson or use of any type of explosive materials.
- Physical and/or verbal assault or harassment.
- The initiation of a false emergency such as a fire alarm or bomb threat.
- Non-Consensual physical contact of a sexual nature AND/OR sexual harassment.

If a student is suspended for behavioral reasons, he/she may not participate in extracurricular activities on the day of the suspension and the two subsequent school days. This includes but is not limited to school dances and activities.

Students are responsible for all work and assessments missed during suspensions. If a project is due that day, parents may be expected to bring the project to the school office on the morning it is due. There will be no extension of due dates for suspended students. A student who repeatedly violates the Student Code of Conduct may be placed on disciplinary probation. Students who are on probation may not participate in extracurricular activities or non-curricular special school events.

After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.

An expelled student forfeits all privileges of St Pius X Regional School and will not be permitted on school premises for any reason without prior permission from the chief administrator. The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school, or whose behavior and attitude is disruptive to the functioning of the student body.

### **SEARCH AND SEIZURE**

St. Pius X Regional School reserves the right to search school property (e.g., lockers, desks, backpacks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations, or otherwise to preserve a safe and orderly learning environment.

### **ARTICLES PROHIBITED IN SCHOOL**

Articles prohibited in school include, but are not limited to, the following:

- controlled substances, drugs, synthetic drugs, alcoholic beverages, cigarettes or other tobacco products
- incendiary/explosive devices, weapons real or look alike.
- pornography or obscene materials.
- stolen property.

Other items not permitted at school unless an exception is made by the principal include: **fad toys, cosmetics, electronic games, smartwatches, and fitness trackers**. Such items will be taken from the student and returned to parents. The school and its agents are not responsible for a student's personal possessions.

The administration has sole discretion with regard to final determination of all disciplinary situations and may waive any disciplinary rule for just cause.



## **BULLYING POLICY**

### **Archdiocesan Policy 3543:**

Bullying is defined as: a person who habitually (routinely) seeks to harm or intimidate those whom they perceive as vulnerable.

Bullying, harassment, and intimidation means any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:

1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. Students should report such acts to the teacher, principal, assistant principal, or counselor.

The parent or guardian of the alleged victim will be notified within 3 business days after the date the act is reported. The parent or guardian of the alleged perpetrator will be notified within 5 business days after the date the act is reported. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Support for victims or bystanders of bullying, harassment, or intimidation may include counseling, resource support, and other support services as appropriate. Students involved in repeated harassing/bullying behavior will face disciplinary action up to and including suspension and/or expulsion. Students who commit acts of bullying, harassment, or intimidation will be required to participate in anti-bullying programming or counseling. Students making false accusations of harassment/bullying will face disciplinary action up to and including suspension and/or expulsion.

As a Catholic school, St. Pius X Regional Catholic School believes and teaches that each of us is called to love our neighbor and to treat them with respect. St. Pius X Regional Catholic School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. Students should report such acts to the teacher, principal, assistant principal, or counselor. The parent or guardian of the alleged victim will be notified within 3 business days after the date the act is reported. The parent or guardian of the alleged perpetrator will be notified within 5 business days after the date the act is reported. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner."

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"Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:

1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school."

“Support for victims or bystanders of bullying, harassment, or intimidation may include counseling, resource support, and other support services as appropriate.”

Students involved in repeated harassing/bullying behavior will face disciplinary action up to and including suspension and/or expulsion. Students who commit acts of bullying, harassment, or intimidation will be required to participate in anti-bullying programming or counseling. Students making false accusations of harassment/bullying will face disciplinary action up to and including suspension and/or expulsion.”

### **SAFETY AND SECURITY/STUDENT THREATS**

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. Pius X Regional Catholic School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals, and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence will be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.

### **EMERGENCY MANAGEMENT AND RESPONSE PLAN**

The school has a comprehensive emergency management and response plan which has been approved by the Archdiocese of Washington. This plan provides prevention, preparedness, response and recovery in case of any emergency. Routine safety drills are scheduled throughout the year. In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. Pius X Regional School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary.

### **SCHOOL COUNSELING SERVICES**

#### **Archdiocesan Policy 3549a:**

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to St. Pius X Regional Catholic School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

### **Acceptable Use of Technology TECHNOLOGY AND INTERNET USAGE**

#### **Archdiocesan Policy 3212:**

Archdiocesan parents, educators, and administrators work together every day to ensure the safety and security of all God’s children. With our schools’ ever-growing and abundant technology resources, it is more important than ever that we communicate clear expectations of our students. The following guidelines were developed from Archdiocesan curriculum and have been adapted, with permission, from the [International Society for Technology in Education](#). For more information regarding each school’s individual rules, please refer to your school policy. Thank you for your consideration and cooperation.

Our schools provide students with an opportunity to access computers and computer networks, including the Internet. Our goal in providing this service is to promote educational excellence in our schools. Access to this technology is a privilege, not a right. All students are expected to abide by the following technology rules and to sign the user agreement.

### **Students**

#### **T.PK8.DC.1.**

All Students:

1. Students will cultivate and manage their digital identity and reputation and demonstrate awareness of the permanence of their actions in the digital world. T.PK8.DC.1. All Students:
  - a. Shall always represent themselves in a manner that respects the values of the Catholic Church when using electronic devices, network and the Internet and demonstrate an understanding that digital content is everlasting, even when deleted or within privacy settings;
  - b. Shall only use accounts assigned to them or authorized by the school, supporting others' positive digital identity by not accessing the accounts of others or falsely representing themselves as others;
  - c. Shall keep all accounts and password information private and secure.
2. Students will engage in positive, safe, legal and ethical behavior when using technology equipment, including social interactions online or when using networked devices. Students will demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property. T.PK8.DC.2, T.PK8.DC.3. All Students:
  - a. Shall always demonstrate kind and respectful behavior towards others when using electronic devices, network and Internet; following school policy agreements and [anti-cyberbullying laws](#) at the local, state and federal levels;
  - b. Shall immediately report any known cyberbullying behavior to a teacher or supervising staff member;
  - c. Shall protect the rights and privacy of others, by never photographing or filming an individual without consent, and never posting and/or distributing videos or photographs without consent of the school and the persons depicted;
  - d. Shall behave in a safe manner when using technology by protecting and not sharing personal information and personal images in the public domain. While on school property, students will only use technology to communicate with individuals within the school community or organizations/experts approved by teachers. While on school grounds students shall only use communication platforms approved by the school and all communication shall be only for educational purposes;
  - e. Shall abide by all copyright and intellectual property laws, avoiding plagiarism by using proper citations or permissions. Students shall only use work product that is their own, not taking credit of the work of others;
  - f. Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of technology equipment of which the student becomes aware.
3. Students will manage their personal data to maintain digital privacy and security and are aware of data- collection technology used to track their navigation online. T.PK8.DC.4. All Students:
  - a. Shall protect and manage personal data in a safe manner by never posting, or otherwise distributing personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school;
  - b. Shall respect networking protections and security within the school infrastructures by working within the designated login and security parameters and never reconfiguring or hacking any school hardware, software, or network settings;
  - c. Shall use school issued email accounts for authorized educational purposes only;
  - d. Shall respect the right of the school to monitor student use of technology.
4. Students will treat all technology equipment including issued devices, software and networking systems with care and respect, whether at school, at home, or elsewhere. All Students:
  - a. Shall demonstrate proper physical care for technology equipment;
  - b. Shall protect the proper functioning of technology equipment by downloading only teacher approved files and not intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.;
  - c. Shall respect the digital property of others by not accessing or searching files, directories, or folders for which the student does not have authorization, and by not intentionally erasing, renaming, moving, or disabling anyone else's files or programs;

- d. Shall maintain the settings of any issued device by not manipulating any device settings or functionality.
- 5. Students understand and acknowledge that:
  - a. Any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.
  - b. Schools may require that technology used in a bring your own device program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the technology.
  - c. Use of all technology may be monitored, and there is no expectation of privacy for , or for any information stored on any technology used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such technology.
  - d. The school reserves the right to maintain, access, or retrieve an issued device at any time, at its sole discretion; the school reserves the right to access a student's computer files or any other technology equipment when required for the maintenance of the school's technology equipment, in emergencies, in the course of investigation of possible wrongdoing, or at the discretion of the principal.

### Parent/Guardian

Parent(s)/Guardian(s) shall support both school and ADW-wide policies and procedures as they relate to the use of technology and our Catholic Identity

1. Parent(s)/Guardian(s) will monitor online behavior and social media within the home and notify the school in the event of any incident contrary to the school policy, providing evidence when applicable.
2. Parent(s)/Guardian(s) will monitor their child's use of the Internet when the school networks and accounts are accessed from home or a non-school location
3. Parent(s)/Guardian(s) agree that students' schoolwork should be limited to school authorized accounts only (if provided by the school)
4. Parent(s)/Guardian(s) shall respect the right of the school to monitor student use of technology
5. Parent(s)/Guardian(s) are responsible for all fees as determined by school policy related to loss, damage, or misuse of school technology.

### PARENT/GUARDIAN ACKNOWLEDGMENT

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. Pius X Regional Catholic School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that St. Pius X Regional Catholic School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. Pius X Regional Catholic School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. Pius X Regional School.

## ACRONYMS

ADW	Archdiocese of Washington, D.C.
CYO	Catholic Youth Organization
ESP	Extended School Program
FSO	Fundraising Support Obligation
HSA	Home and School Association
SAB	School Advisory Board
SPX	St. Pius X Regional School
TADS	Tuition Aid Data Services
VSP	Volunteer Service Program

\*Administration reserves the right to amend this handbook as needed.

