

# St. Pius X Regional School

## A REGIONAL CONCEPT

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

## PHILOSOPHY

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

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

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

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

## MISSION STATEMENT

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

## PARENT/GUARDIAN ROLE IN EDUCATION

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

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

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

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

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

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

## PARENT/GUARDIAN COOPERATION

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. Pius X Regional 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 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 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.

## 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.

## THREATS

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.

## ARCHDIOCESAN CATHOLIC SCHOOL COUNSELING SERVICES

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 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.

## **ADMINISTRATION**

Reverend Michael T. Jones - Pastoral Administrator  
Mrs. Janet M. Schrom, B.S., M.Ed., Admin 1 - Principal

## **ADMINISTRATIVE STAFF**

Accountant: Mrs. Jennifer Parks, B.S.  
Bursar: Mrs. Therese McKee-Hungate, B.S.  
Registrar: Mrs. Kathryn Vassallo  
Administrative Assistant: Mrs. Patricia Bechtel  
Administrative Assistant: Mrs. Joni MacDonald, B.A.  
Director of Extended School Program: Mrs. Patti Fay

## **FACULTY**

Pre-K	Mrs. Kathleen Bryant, B.S.	4B	Ms. Theresa Kucevich, B.S.
KA	Mrs. Jean Allman, B.A.	5A	Mrs. Bernadette McDonnell, B.S., M.Ed.
KB	Mrs. Deborah Kucevich, B.S.	5B	Mrs. Margaret Thomas, B.A.
1A	Mrs. Margaret Cavanaugh, B.S.	6A	Mrs. Jennifer Hinckley, B.S.
1B	Mrs. Tamra Price, B.S.	6B	Mr. Mark Hammett, Rel. Ed. Cert., B.S., M.Ed.
2A	Mrs. Paula McCarthy, B.A.	7A	Mrs. Sarah Norris, B.S., M.A.
2B	Mrs. Leigh Hampton, B.S.	7B	Ms. Erin Feronti, B.S.
3A	Mrs. Sheila Graham, B.A., M.A.	8A	Mrs. Kathleen McGinnis, B.A., M.A.
3B	Ms. Caitlin Cavanagh, B.A.	8B	Mrs. Erin Couture, B.A.
4A	Mrs. Diane McLane, B.A., J.D.		

School Counselor: Mrs. Lauren Venturella, B.A., M.A., NCC  
Nurse: Mrs. Meghan Benson, R.N.  
Educational Specialist: Mrs. Debra Corradini, B.S., M.Ed.  
Resource/Math (grade 6): Mrs. Christine Bliss, B.A., M.Ed.  
Art: Mrs. Darrah Baden, B.F.A.  
Technology: Mrs. Bridget Snyder, B.S.  
Math (grades 6-8): Mr. Adam Holt, B.A., M.A.  
Physical Education: Mrs. Mary Ann Sikorsky, B.S.  
Physical Education: Mrs. Kathleen Sullivan, B.A.  
Science Lab: Mrs. Marjorie A. Sparks, B.S.  
Spanish (grades 1-5): Mrs. Rebecca Estrada, B.A.  
Spanish (grades 6-8): Mrs. Judith Prendergast, B.A.  
Music: Mrs. Paula Farina, B.A., M.A.  
Music: Mrs. Karen Seppi, B.A.  
Librarian: Mrs. Karen Neitzey, B.S.  
Teacher (small group): Mrs. Michelle Pickering  
Teacher (small group): Mrs. Margaret Klimczak  
Teacher (small group): Mrs. Kelley Seidleck, A.A.  
Teacher (small group): Mrs. Tami Liberati, B.S.  
Teacher (small group): Mrs. Margaret Grogan, B.S.  
Teacher (small group): Mrs. Lisa Manley  
Teacher (small group): Mrs. Mary Lynn Schwartzmeyer, B.A.  
Teacher (small group): Mrs. M. Patricia Connolly, B.A.

## THE SCHOOL ADVISORY BOARD

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

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

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

Pastoral Administrator:	Rev. Michael T. Jones	301-262-2141
Principal:	Mrs. Janet Schrom	301-262-0203

### **SCHOOL ADVISORY BOARD OFFICERS**

President:	Mrs. Patricia Reimer	<a href="mailto:patriciareimer@verizon.net">patriciareimer@verizon.net</a>
Vice-President:	Mrs. Theresa Cooney	<a href="mailto:tmnj1995@yahoo.com">tmnj1995@yahoo.com</a>
Secretary:	Mrs. Kim Roddy	<a href="mailto:karoddy@comcast.net">karoddy@comcast.net</a>

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

Sacred Heart	Mrs. Cheryl Cline	410-923-2120
St. Edwards	Mrs. Theresa Cooney	301-249-1995
At-Large Member	Ms. Alisia Ferguson	301-646-2395
Ascension		
St. Pius X	Mrs. Patricia Reimer	301-464-1520
St. Edwards	Mrs. Kim Roddy	301-262-1815
Sacred Heart	Mrs. Raquel Sellan	301-651-2027
St. Pius X	Mr. Teddy Umeh	301-518-1869
Ascension	Mr. John Wasuchno	301-832-2105

HSA President	Mrs. Jackie Rickers-Atkinson	<a href="mailto:jmaymaster@hotmail.com">jmaymaster@hotmail.com</a>
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## THE HOME AND SCHOOL ASSOCIATION

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

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

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

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

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

### **OFFICERS**

President:	Jackie Rickers-Atkinson	<a href="mailto:jmaymaster@hotmail.com">jmaymaster@hotmail.com</a> <a href="mailto:SPXHSApresident@gmail.com">SPXHSApresident@gmail.com</a>
Vice-President:	Faith Proctor	<a href="mailto:faithproctor@yahoo.com">faithproctor@yahoo.com</a> <a href="mailto:SPXHSAVP@gmail.com">SPXHSAVP@gmail.com</a>
Secretary:	Pamela Diedrick	<a href="mailto:animaldr1997@verizon.net">animaldr1997@verizon.net</a> <a href="mailto:SPXHSASecretary@gmail.com">SPXHSASecretary@gmail.com</a>
Treasurer:		

## STUDENT GOVERNMENT ASSOCIATION

President: James Sampugno	Vice President: Yvonne Harrison
Secretary-Treasurer: Nico Tantengco	Sergeant at Arms: Regina Hrabinski

## ADMISSIONS AND CONTINUING ENROLLMENT POLICY

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

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

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

## GENERAL INFORMATION

### THURSDAY NEWSNOTES

**The Thursday Newsnotes are the School's official source of communication and should be read each week. The Newsnotes are emailed to you weekly and are posted on our website.** Each parent is automatically registered each year. Additional email addresses may be added by clicking "Register" under the NewsNotes tab on [www.stpiusbowie.org](http://www.stpiusbowie.org).

### TELEPHONE BROADCAST SYSTEM

The telephone broadcast system that we use at St. Pius X Regional School enables us to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. **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 PGCPSS system is in session.** The service may also be used from time to time to communicate general announcements or reminders.

### TEXT MESSAGING

Take advantage of the SMS text messaging service. To participate and receive SMS text alerts on your cell, just text Y, YES, or OPTIN to 67587. With this free service, you will receive text messages notifying you of inclement weather, safety alerts, school closings, or other important information. You can opt-out from alerts at any time – just reply with STOP to any message, or HELP if you need assistance. Message and/or data rates may apply.

### HEALTH ROOM AND FAMILY INFORMATION FORMS

The first day of school 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.

### ARRIVAL

Adult supervision in the schoolyard at the St. Pius campus begins at 7:30 A.M. The School will not assume responsibility for children who arrive earlier than 7:30 A.M. **Please do NOT bring dogs.**

**Students in grades K – 4:** line up on the parking lot by 8:00 A.M. Arriving after 8:10 A.M. will be considered late.

**Students in grades 5 – 8:** line up on the parking lot by 7:50 A.M. Arriving after 8:00 A.M. will be considered late.

**Students in Pre-K:** will be met by their teacher at the back door near Nelson Hall. They should arrive between 8:00 A.M. and 8:05 A.M. Adult supervision in the classroom begins at 8:00 A.M.



## LATE (TARDY) POLICY

All children are expected to arrive at school on time (see times above). Children who are tardy not only miss instruction, but also distract other students during instruction time. Parents will receive official notice from the school after their child's 3<sup>rd</sup> late arrival. After the child's 3<sup>rd</sup> late arrival, the school will impose a consequence for each tardy as listed below:

**Students in grades Pre-K – 4:** A conference with the school/parent will be required if there are persistent unexcused tardies.

**Students in grades 5 – 8:** receive 1 demerit for each tardy. An accumulation of 6 demerits for tardiness will result in a detention. If tardiness persists, a conference with the school/parent will be required.

**More than 2 tardies per grading period will result in not receiving perfect attendance.**

## DISMISSAL

**Students in grades K – 8** dismiss at 3:00 P.M. on full days and at 1:00 P.M. on half days.

**Students in Pre-K** dismiss at 2:30 P.M. on full days and at 12:30 P.M. on half days at the back doors near Nelson Hall.

## 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, the date and time of the early dismissal. We will also ask for proper identification. No child will be released unless the School is certain that it is in accordance with the wishes of the parent.

**It is very helpful to the teacher if a note is sent indicating that an early dismissal is necessary. All early dismissals must occur before 2:30 p.m. No early dismissals before holidays or last day of school are allowed. This is very disruptive to the whole class.**

## AFTERNOON PICKUP AT THE ST. PIUS CAMPUS

Do not ask your children to walk from the school to the Public Library, local shopping centers or street corners to await their carpools. Children **who are not accompanied by an adult or do not have a walker's pass** are not permitted to walk from the school property at dismissal. {See page 29 for more details on obtaining a walker's pass.}

## LATE PICKUP FEE

Students who are not picked up by 3:30 P.M. (1:30 P.M. on half-days) will be taken to a classroom to await your arrival. 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 3:30 P.M. on a regular dismissal day and at 1:30 P.M. on an early dismissal day **will be charged a fee of \$1.00 per child for each minute beyond 3:30 P.M. or 1:30 P.M. The fee will be charged through TADS.**

## ARCHDIOCESAN SCHOOL ATTENDANCE

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

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);
2. Death in the student's immediate family;
3. Necessity for a student to attend a judicial proceeding;
4. Lawful suspension or exclusion from school by chief administrative officer;
5. 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; and
6. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time 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.

### UNEXCUSED ABSENCES (vacations)

Vacations are not considered excused absences. Vacations should be planned to coincide with the school calendar. No school work will be given ahead of time. Teachers will give a due date for missed work while on the unexcused absence. The student will receive a 0% if not turned in by the due date.

### ABSENCE AND GRADES

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

### HOMEWORK ASSIGNMENTS AND LONG-TERM PROJECT GUIDELINES

1. Homework, which is properly designed and planned to meet the needs of each student, has a definite place in the educational program. Its purpose is to foster habits of independent work-study and reinforce learning that has taken place in school. Homework will be given daily, except for FRIDAYS. The general guidelines are as follows:
  1. Grades K – 1            10 to 20 minutes daily
  2. Grades 2 – 3            20 to 30 minutes daily
  3. Grades 4 – 5            40 to 60 minutes daily
  4. Grades 6 – 8            1-1/2 to 2 hours daily
2. Parents/guardians are expected to support and comply with these homework guidelines and additional guidelines specified by their child's teacher. Homework will be scheduled in such a manner so as not to encroach on the students' needs for rest, relaxation and family activities. In such cases where parents believe a homework assignment is more than their child can complete and/or it is no longer contributing to their child's learning process, they may have their child defer doing the homework assignment, without consequence, by simply signing the homework sheet and writing a brief note to the teacher.

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

## REPORT CARDS

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

Conferences for all parents of students in grades Pre-K through 5 will be scheduled after the first quarter coinciding with the release of the first report card on Friday, November 10, 2017. You will be notified in advance of your scheduled conference time. Please be on time for your conference. The schedule allows little time between appointments. Any conferences held after this date are held at a teacher's or parent's request.

Conferences will NOT be scheduled for parents of students in grades 6 through 8. An online scheduler is used. Instructions and a link will be sent to parents in late October. Parents should sign up for a specific conference time with any teacher(s) they wish to see that day. Conferences may be scheduled from 8:00 a.m. to 11:30 a.m. and from 12:20 p.m. to 3:00 p.m. All of the middle school teachers will be available for conferences. You are encouraged to conference with any teacher that you think necessary. Report cards will be sent home with middle school students on Thursday, November 9, 2017.

Pre-K and kindergarten students will not receive a report card until January; however, a parent-teacher conference will be held on Friday, November 10, 2017. You will be notified in advance of your scheduled conference time. Please be on time for your conference. The schedule allows little time between appointments. Any conferences held after this date will be held at a teacher's or parent's request.

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

## HONOR ROLL GUIDELINES

Students in grades 6 through 8 must meet the following criteria in order to be eligible for First Honors or Second Honors.

### **First Honors:**

- All A's
- No I's or U's in Specials
- No detentions

### **Second Honors:**

- A's and B's
- No I's or U's in Specials
- No detentions

## GRADING

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

## REDIKER PLUS PORTAL

Rediker Plus Portal gives you secure access to your child's grades, scores, attendance, discipline record and homework. Parents can also access school announcements, alerts and the school calendar. 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 also receive a unique Login ID the first week of school, so they may access their homework online. For questions regarding Rediker Plus Portal, please contact our Vice Principal at [vmccann@stpiusbowie.org](mailto:vmccann@stpiusbowie.org).

## PROGRESS REPORTS

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

## CLASS PLACEMENT OF STUDENTS

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

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

Parental choice, mixing classes to improve socialization and other commonly requested considerations will be considered **only** after the criteria listed above have been fully met and as long as it does not impact on the proper placement of other students. All requests for placement must be emailed to Mrs. Janet Schrom at [jschrom@stpiusbowie.org](mailto:jschrom@stpiusbowie.org) when announced in the NewsNotes and must include detailed reasons for the request. Please send a separate email for each child, list the child's present grade and homeroom, the teacher you are requesting, and give your name, address and telephone number.

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

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

### RECESS

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

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

### OFFICE HOURS

The office is open from 7:30 A.M. to 4:00 P.M. when school is in session. The office is open during the summer every Monday through Thursday, with the exception of July 4, from 9:00 A.M. to noon.

### SEVERE WEATHER OR OTHER EMERGENCY

In case of an emergency or severe weather\*, we will follow the decision of the Prince George's County Public Schools (PGCPS). However, if PGCPS begin late (whether one or two hours) on a scheduled half-day, St. Pius will **NOT** dismiss at 1:00 P.M., but at 3:00 P.M. Whenever school closes early, all after-school activities and meetings are cancelled.

ESP (before and after care program) will operate on a modified schedule. Please listen to television and radio reports for all school closings or late openings. If school closes early for any reason, please wait until the announced dismissal time to pick up your children. It is very disruptive to the

teacher and other students when numerous children are being called from the classrooms for early dismissals.

**\*Since St. Pius is air-conditioned we will NOT close for excessive heat even if the Prince George's County Public Schools close.**

### PHONE CALLS

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

**Parents are not to call the Principal, teachers, or other staff at their homes at any time.** All appointments and phone messages should be made through the school office.

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

### 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.

### CELL PHONES

**Cell phones** should not be brought to school. If an exception needs to be made due to a specific situation, permission must be granted by an administrator. If a student needs a cell phone for after school hours, he/she should turn the cell phone in to the homeroom teacher upon arrival at school. The phone may be picked up at dismissal. It should not be used/turned on until the student is off school property.

**If a cell phone is seen or heard it will be confiscated by the teacher or administrator and a parent will be required to come to the school to reclaim the phone. After the first offense demerits and/or other disciplinary action may be taken.**

### MONIES

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

### MILK PROGRAM

Milk will be provided to students in Pre-K through grade 8 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.

## LUNCHES

St. Pius X Regional School has partnered with “**Main & Market**” so parents are able to buy and pay for 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. **Each lunch costs \$5.00 and you have the option of ordering an extra entrée for just an additional \$1.00.**

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 will begin in September for those who have ordered in July or August. If you have questions, you should call “**Order Lunches**” directly at 1-800-381-6511, ext. 1, Monday through Friday from 11:00 a.m. to 8:00 p.m. EST or email them at [support@orderlunches.com](mailto:support@orderlunches.com)

We also offer a **Pizza Day** one day a month beginning in October. Orders are placed at the start of the school year. 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 \$0.25 each.

One day a month, beginning in October, we offer a **Chick-fil-A Lunch**. Orders are placed online at <http://stpiusxschool.h1.hotlunchonline.net> after you create an account. 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.**

**No Lunches may be dropped off during the school day. No exceptions will be made. Students must bring their own lunch to school each day or pre-order from our lunch program.**

## "ASBESTOS IN SCHOOLS" REQUIREMENT

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

## CARE OF SCHOOL PROPERTY

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

## CLASS INTERRUPTIONS

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

## VIDEOS

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

## LIBRARY

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

## SPORTS – ST. PIUS X CAVALIERS

Our school is part of the Washington Archdiocese CYO (Catholic Youth Organization) Sports Program. All students – boys and girls – in grades 3 through 8 from our school, as well as children from our four Regional Parishes of Ascension, Sacred Heart, St. Edward's, and St. Pius are eligible to participate. We field many teams for fall soccer, winter basketball, and spring baseball (boys) and softball (girls). Registration is held ahead of each season at the school. Visit their website, [stpiusbowiecyo.com](http://stpiusbowiecyo.com), for more details. Announcements of registration dates, time and location will be in the NewsNotes.

## 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.

**No siblings will be released early when field trips return.**

## ALCOHOL CONSUMPTION

Alcohol may not be consumed or served at any school function where minors are present.

## HEALTH ROOM

A Licensed Registered Nurse (RN) is on duty in the School Health Room daily from 7:30 A.M. to 3:30 P.M. throughout the regular school year. For questions or concerns, call 301-262-0203 ext. 12 or email [mbenson@stpiusbowie.org](mailto:mbenson@stpiusbowie.org).

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 & guidelines, \*Medication Policies & Guidelines, Health Room & Medication forms, school-age health topics, and additional info links.



**\*NOTE:** 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 & Guidelines for Parents" posted on the School's website under "Health Room Information."

Please be aware that the School-day Health Room and the ESP Before & 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

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.

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 can be requested for an individual student at any time throughout the year; the Nurse will schedule the testing. Please understand that limited resources and equipment constraints no longer allow for school-wide screening at St. Pius X. Your Physician/Licensed Provider may be able to provide in-office screening, or can refer you to professional Audiology and/or Ophthalmology service providers in your home area.

## UNIFORMS AND DRESS CODE

### THE UNIFORM

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

### PRE-K UNIFORM

Pre-K students are required to wear the black and teal PE uniform every day.

Winter/Summer

St. Pius X black sweatpants and black (with school emblem or CYO emblem) sweatshirt or St. Pius X teal t-shirt.

Summer Only

St. Pius X black athletic shorts and St. Pius X teal t-shirt. White crew socks (**NO BELOW ANKLE SOCKS ARE TO BE WORN**), and athletic shoes (properly laced and tied or Velcro.) **Note:** Shoes must be properly fitted and no wheeled or other fad shoes are permitted.

### GIRLS UNIFORM IN GRADES K - 8

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

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

**All grades:** navy blue knee socks or navy blue tights (NO white socks are to be worn with the winter uniform), black sweater with teal embroidery (uniform issue only). **No leggings or yoga pants.**

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

### BOYS UNIFORM IN GRADES K - 8

All grades: navy blue **dress** trousers (standard uniform issue only), navy socks, belt, St. Pius logo white polo shirt, black sweater with teal embroidery.

### POLO SHIRTS

All boys and girls in grades K-8 who wear a polo shirt may wear only the St. Pius logo white polo shirt sold at Carousel Uniform and SPX CYO.

### CLARIFICATION ON GIRL'S SHIRTS (Polo, Oxford, Peter Pan):

**Girls in 6-8** may wear the logo white polo shirt or the white oxford cloth button-down collar shirt with the uniform skirt or the navy blue uniform slacks or the navy blue uniform shorts.

**Girls in K-5** may wear the logo white polo shirt with the navy blue uniform slacks or the navy blue uniform shorts. They may wear the white blouse with the peter pan collar, if they prefer, with the slacks or shorts. If they wear the uniform jumper, then they must wear the white blouse with peter pan collar.

## SHOES

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

## OPTIONAL SUMMER UNIFORM

Grades K-8: navy blue dress shorts (standard uniform issue only), belt, St. Pius logo white polo shirt, or white short sleeve oxford cloth button-down collar shirt (girls 6-8), or white short sleeve blouse with peter pan collar (girls K-5), white uniform socks (calf length crew socks) **NO BELOW ANKLE SOCKS ARE TO BE WORN.**

## PHYSICAL EDUCATION UNIFORM

**All students in grades Pre-K through 8<sup>th</sup> are required to wear the black and teal PE uniform.**

Winter/Summer

St. Pius X black sweatpants and black (with school emblem or CYO emblem) sweatshirt or St. Pius X teal t-shirt.

Summer Only

St. Pius X black athletic shorts and St. Pius X teal t-shirt. White crew socks (**NO BELOW ANKLE SOCKS ARE TO BE WORN**), and athletic shoes (properly laced and tied or Velcro.) **Note:** Shoes must be properly fitted and no wheeled or other fad shoes are permitted.

**The CYO sweatshirt may be worn with the regular school uniform instead of the uniform sweater if desired. It may also be worn as part of the PE uniform.**

## DRESS CODE

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

**Make-up and fingernail polish are not allowed.**

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

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

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

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

- Attire must be appropriate in size, fit, and coverage
- Midriff must be covered at all times
- No tank tops, 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.
- Ripped clothing is not allowed
- Shoes with heels greater than two inches are not permitted
- Flip flops are not permitted
- Outlandish hair styles are not permitted
- Hats and bandanas are not allowed

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

## UNIFORM SUPPLIERS

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

The St. Pius logo white polo shirt and the CYO black uniform sweatshirt may be purchased through the SPX CYO. Logon to [www.stpiusbowiecyo.com](http://www.stpiusbowiecyo.com) and scroll down to find the form. Print the form and follow instructions listed. Contact Rob Lucian at [sports@lucianmail.com](mailto:sports@lucianmail.com) or [roblucian@lucianmail.com](mailto:roblucian@lucianmail.com) or Joyce Proctor at [Profam4@aol.com](mailto:Profam4@aol.com) for assistance if you have any questions.

## UNIFORM EXCHANGE

Renunda Lee and Tennille Francis facilitate the uniform exchange for boys and girls. Please contact Renunda at [leers28@hotmail.com](mailto:leers28@hotmail.com) or 202-486-3138 and Shirley Williams at 215-510-2916 to make an appointment or if you have any questions. **There is a small fee for uniforms, unless you're doing a size change.**

## 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). Limited personnel & resources cannot provide exchanges for non-medical/minor issues e.g. spilled water, sweatiness, playground muddy knees, wet shoes. Your child will be asked to call home first to exchange TAG Day mistakes; 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 honor-system, courtesy service by re-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 Exchanges.

## EXTENDED SCHOOL PROGRAM (ESP)

The Extended School Program (ESP) offers before school care beginning at 7:00 A.M. and after school care from dismissal to 6:00 P.M.

The care includes quiet time for play, reading and help with schoolwork. In addition, snacks, movies and extended playtime are part of afternoon care. The ESP is open to currently enrolled students at St. Pius and is staffed by teachers and other qualified individuals approved by the State of Maryland Department of Human Resources Child Care Administration. The fees for the 2017 - 2018 school year are as follows:

	<b>Before school care</b>	<b>After school care</b>
1 child	\$110.00 per month	\$225.00 per month
2 children	\$220.00 per month	\$450.00 per month
3 children	\$330.00 per month	\$675.00 per month

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 tuition payments, please contact Mrs. Fay, Director of ESP, at [ESP@stpiusbowie.org](mailto:ESP@stpiusbowie.org) or during the hours of ESP operation at 240-472-2639.

Tuition is due by the 25<sup>th</sup> 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 or online for a small fee, credit card, or automatic withdrawal from a checking or statement savings account. Tuition is calculated on a per diem basis for the entire school year, but is collected in nine equal monthly payments from August to April. There is no May or June payment.

Spaces in the program are limited with priority given to:

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

A **Drop-In Program** is available after school for those that need occasional aftercare. More details and the sign up link and registration form can be found at <http://www.stpiusbowie.org/parents/esp/drop1/>.

- Space is limited to the first 15 respondents who sign up on the Sign Up Genius, or by noon of the day needed. No exceptions. No walk-ins. Sign up is by individual student, not family.
- The fee is \$20/day for use any time between the hours of 3:00 and 6:00pm. The fee for 1/2 Friday is \$35/day for use any time between the hours of 1:00 and 6:00pm. Late fees will apply after 6:00pm. You will be billed through your *TADS* school account. Drop-in receipts are available upon request.
- No medication will be dispensed to drop-in students.

If you are interested in ESP, please contact Mrs. Fay, Director of ESP, at [ESP@stpiusbowie.org](mailto:ESP@stpiusbowie.org) or during the hours of ESP operation at 240-472-2639 for further information.

## FINANCE

### 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

#### 1. Tuition

**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. 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)

Tuition is due by the 10<sup>th</sup> 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.

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

**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.**

If you have questions regarding your tuition bill or payments, you may contact Therese Hungate, our Bursar, at [thungate@stpiusbowie.org](mailto:thungate@stpiusbowie.org) with a copy to Mrs. Schrom, our Principal, at [jschrom@stpiusbowie.org](mailto:jschrom@stpiusbowie.org)

#### 2. Issuance of report cards and release of records

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

In the case of students in eighth grade, diplomas and records will be withheld if all financial obligations have not been fully met by May 1.

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

#### 3. 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.

4. 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, of course, 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.

5. Refunds

Re-Registration Fee is not refundable.

Application Fee is not refundable.

Late Fee is not refundable.

Returned Item Fee is not refundable.

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

Tuition Deposit paid for new students is not refundable.

TADS Set-Up Fee of \$45.00 will be charged if student is withdrawn after account has been opened

**Tuition and Fees Rates:**

**PRE-K PROGRAM = \$8,700 per child**

**ARCHDIOCESE OF WASHINGTON CATHOLIC RATES: GRADES K – 8**

	<b>TUITION &amp; Fees*</b>
1 child	\$7,805

**NON-ARCHDIOCESE OF WASHINGTON CATHOLIC RATES: GRADES K – 8**

	<b>TUITION &amp; Fees*</b>
1 child	\$8,805

**NON-CATHOLIC RATES: GRADES K – 8**

	<b>TUITION &amp; Fees*</b>
1 child	\$9805

- Tuition assistance/family scholarships are available for second and subsequent children attending the school, based upon need. Please contact either the Registrar, Kathy Vassallo, at [kvassallo@stpiusbowie.org](mailto:kvassallo@stpiusbowie.org) or the Bursar, Therese Hungate, at [thungate@stpiusbowie.org](mailto:thungate@stpiusbowie.org) for additional information regarding available assistance.
- Fees: a student activity fee of \$45 per student for things like class parties, special celebrations, TAG days, field days, Scholastic News type magazines, etc. is included in Tuition and Fees. Also,

the \$125 Home and School fundraising fee per family, which may be earned back by participating in selected fundraisers in the form of a tuition credit for the next year's tuition, is included in Tuition and Fees.

- *TADS* is the tuition management collection company used by St. Pius X Regional School. Tuition is collected in monthly installments from July through April. **No tuition payments may be made at school.**
- The above tuition rates include a Maryland State Textbook credit of \$37,505.00

Per-Capita Fees for all students:

- \$75.00 Re-Enrollment Fee per currently enrolled child up to a maximum of \$150 per family
- \$200.00 Application Fee for all new students applying for admission
- \$250.00 Deposit/Commitment Fee for all newly accepted students
- \$500.00 Volunteer Service Program Fee (VSP) or 20 hours of creditable work
- \$125.00 Fundraising Support Obligation (FSO) included in tuition rates
- \$45.00 Student Activity Fee included in tuition rates
- \$45.00 *TADS* Account Set-Up Fee if student is withdrawn after account has been opened

FEE DEFINITIONS:

APPLICATION FEE

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

FUNDRAISING SUPPORT OBLIGATION FEE

To help fund the yearly Grant to the School by the Home and School Association each family will be charged a Fundraising Fee (FSO) included in tuition. The Principal with the approval of the Pastoral Administrator and the Home and School Executive Board will determine the amount of the fee.

STUDENT ACTIVITY FEE

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 like Thanksgiving feast and Cinco de Mayo, TAG days, Scholastic Magazines, field day t-shirts, and more. The Student Activity Fee does not cover field trips, special lunches, milk orders, and yearbooks.

VOLUNTEER SERVICE PROGRAM FEE

In the continuing effort to support the spiritual, physical, social and financial needs of the school and ensure that this burden is uniformly distributed and shared among all families, a Volunteer Support Program (VSP) has been established. The Volunteer Support Program gives families the option of either doing a predetermined number of hours of creditable service on approved school activities and school projects; or making a monetary payment in an amount set by the School.



## RE-ENROLLMENT FEE

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

## RETURNED ITEM FEE

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

## FUNDRAISING SUPPORT OBLIGATION PROGRAM

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

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

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

Each year the officers of the HSA will determine the fund-raisers that will be held. They will publicize the fundraisers that will qualify for participation in the FSO, including the profit rate (how much credit each family receives for participation).

The Bursar will collect all funds from the program by billing all families. The HSA will notify the Bursar when a family has met the full Fundraising Obligation. Refunds will only be issued to those families who reach the minimum \$125.00 fee. No partial refunds will be given. **Refunds will be in the form of a tuition credit to a family's TADS Tuition Management account for the following school year. Credits will not be issued if there are any outstanding financial obligations.** Checks will only be issued if a family is not returning to St. Pius. Refund checks will be issued in July.

## VOLUNTEER SERVICE PROGRAM

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

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

The Volunteer Service Program gives families the option of:

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

At the time of 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 1** 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 June 1.** A list of approved activities from which to choose is on the agreement and advertised in the *Thursday NewsNotes* when volunteers are needed. The names of the chairpersons of all programs are on the school website.

**It is the responsibility of the parent to contact the work chairpersons to volunteer for a particular job.**

It is the responsibility of each parent to be log their VSP hours online on the school VSP site, Track it Forward. Each new family must create a new account at <https://www.trackitforward.com/site/st-pius-x-regional-school>.

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

## VOLUNTEERS

If you wish to volunteer at St. Pius X School, you must be compliant with the Archdiocese of Washington's Child Protection Policies, called VIRTUS. To begin the process, complete the Volunteer Application, and register for an account on VIRTUS at [www.virtus.org](http://www.virtus.org). Return the completed Application to Mrs. Kathy Vassallo or Mrs. Bechtel (in the main office) and then you should call Mrs. Vassallo/Mrs. Bechtel to schedule a time when you can come in to do an electronic background check. It should only take about ten minutes to complete and you will need to bring in two forms of identification. The final step is to register for a Child Protection Workshop class. A Child Protection Workshop will be offered at St. Pius X Regional School in the fall. It is mandatory that all volunteers who will have contact with students attend a Child Protection Workshop offered by the Archdiocese of Washington. You may choose to take a class offered at another location in the Archdiocese of Washington if it is more convenient for you. There are several being offered throughout September and October.


## TRAFFIC PATTERNS AT ST. PIUS CAMPUS

**PRE-K:** Drive through the main entrance at the traffic light to the St. Pius X School Campus. Proceed to the left of the Middle School wing, around the back of the school, and park near the rear of the church by Nelson Hall. Drivers of Pre-K children are permitted to exit the school grounds using the east church exit. We ask that all drivers use extreme caution on the exit route for Pre-K.

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

## MORNING:

Drop-offs are to be made by using the Main Entrance driveway at the traffic light, proceeding to the left of the Middle School Wing, around the back of the school, then along the side of the Church to the front of the School. Stay on the drive closest to route 450, **not** closest to the school. Pull up as far as possible before the turn going out so that traffic can move with greater ease. **Students may only be dropped off in front of the school building.** Staff personnel will provide directions at the Main Entrance to ensure safety and traffic flow. **Passing of cars discharging students is not allowed. If you need to come into the school building or accompany your child(ren) to line, please park your car in the back of the school behind Nelson Hall. No child(ren) may be walked to line by parents from the side/faculty parking lot. Please do NOT bring dogs.**

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

## AFTERNOON:

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

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

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

Students, after the 1<sup>st</sup> wave, will return to assigned classrooms while waiting for their carpools. When the bell is rung they may leave the classrooms for their cars.

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

## CROSSING GUARD

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

## SAFETY PATROLS

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

## WALKERS AND BIKE RIDERS

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

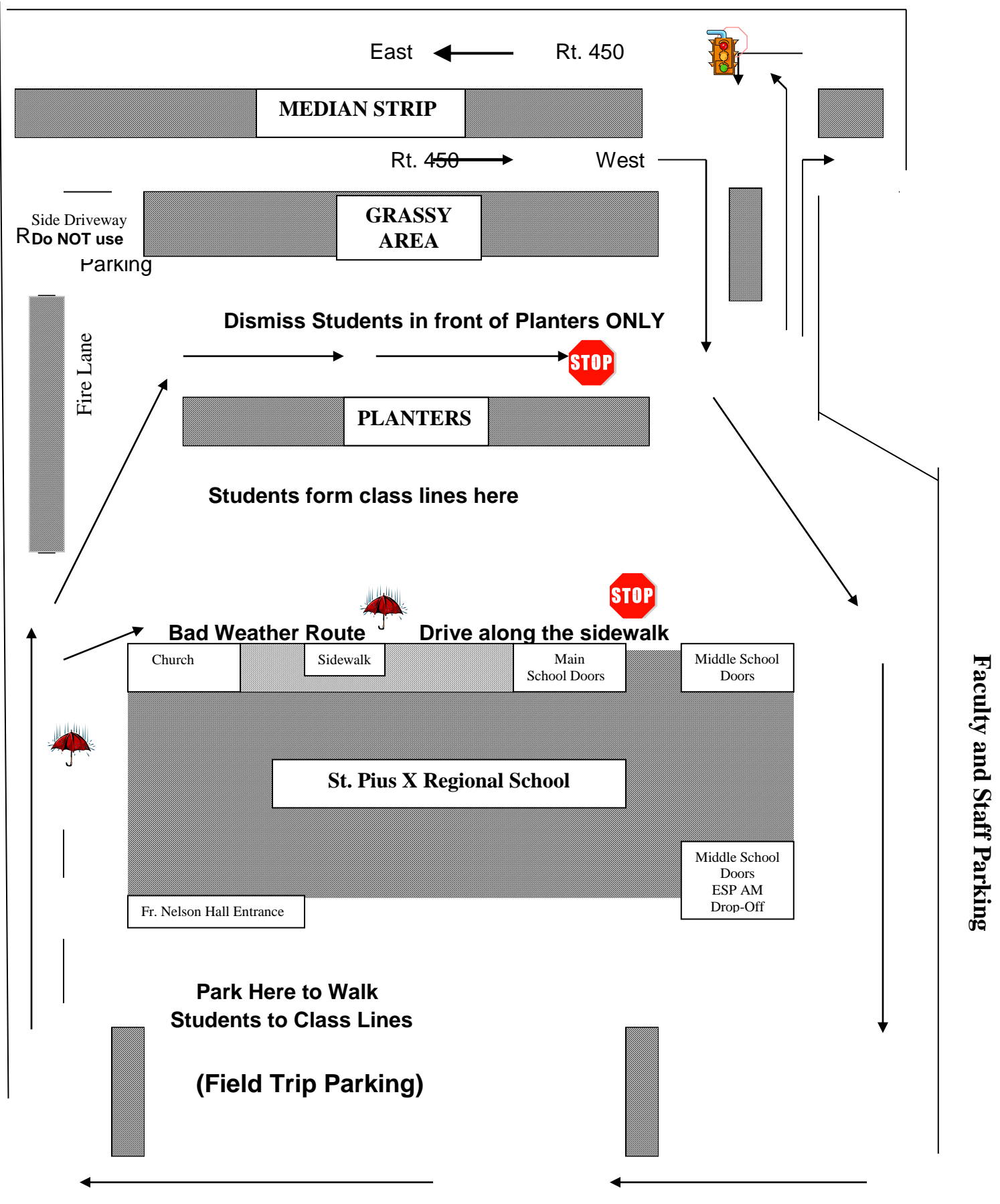
**Children who are not accompanied by an adult or do not have a walker's pass are not permitted to walk to school and from the school property beginning the last Friday of September.**

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

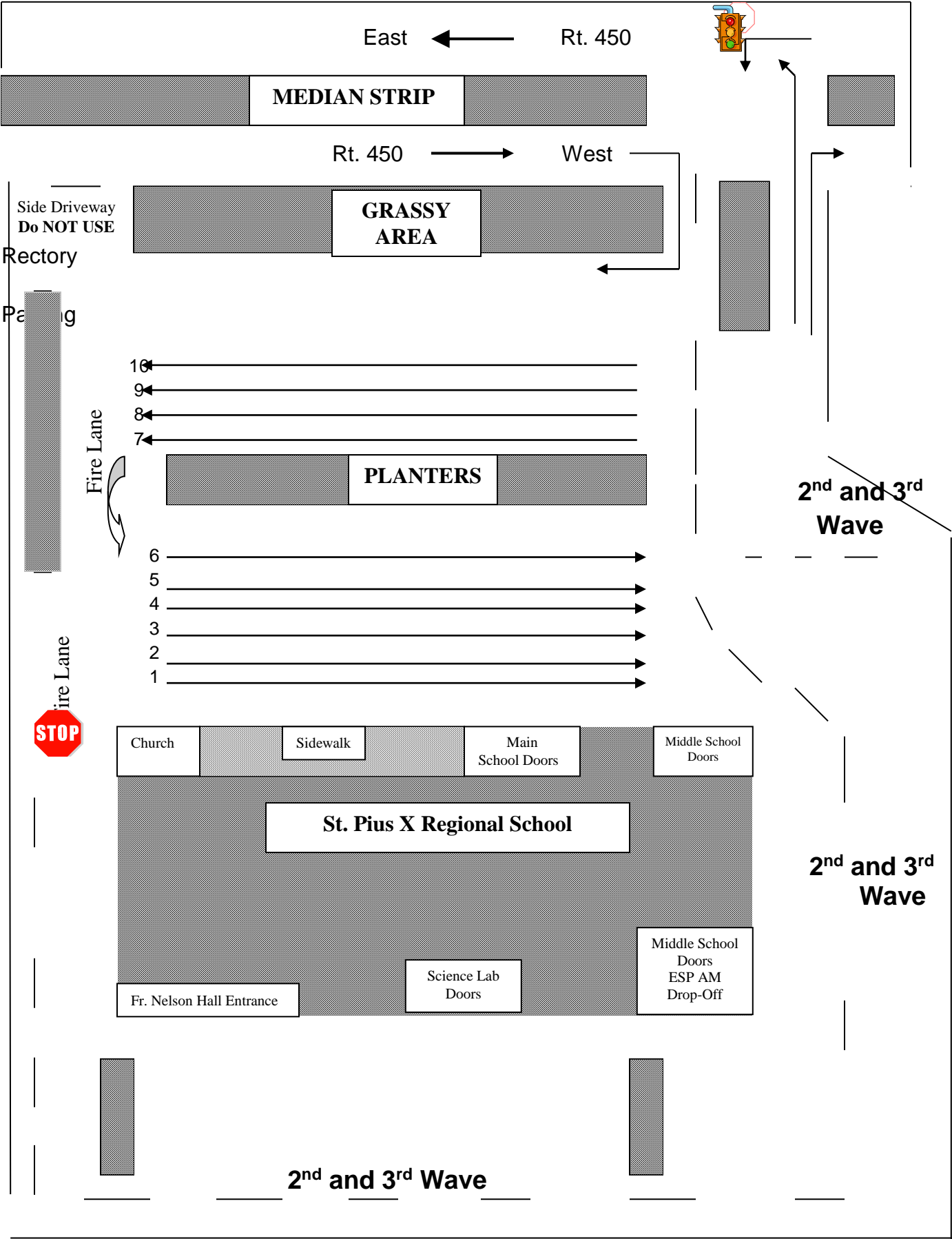
Requests for a temporary pass may be made for special situations such as visiting a friend's home, special child care arrangements or other such circumstances. Request forms for daily walker passes must be submitted 24 hours in advance and will be granted on a case-by-case basis.

Request forms for both yearly and temporary walker passes are available in the school office or on our website [www.stpiusbowie.org](http://www.stpiusbowie.org).

# MORNING ARRIVAL TRAFFIC PATTERN AT ST. PIUS CAMPUS



**AFTERNOON DISMISSAL TRAFFIC PATTERN AT ST. PIUS CAMPUS**



## TECHNOLOGY AND INTERNET USAGE

Acceptable Use of Technology and Internet by Students in Catholic Schools: Students shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras (“Technology Equipment”) with care and respect, whether at school, at home, or elsewhere. Students shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. Students shall not use Technology Equipment in a manner which violates any local, state or federal laws. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use Technology Equipment in any way to engage in cyberbullying behavior. Any student use of cell phones and personal mobile devices during school hours is prohibited, with the exception of medical emergencies.

When using the School’s Technology Equipment, all students: shall not reconfigure any school hardware, software, or network settings; shall print, download, or otherwise transfer only that information approved by the teacher or supervisor; shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer; shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; shall not plagiarize works on the Internet; shall not load any software onto school computers without first obtaining the teacher’s permission; shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher; shall not surf the Internet or visit Facebook or any other social networking websites while at school; shall not log on to the Internet without permission from a teacher or supervising staff member; shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents’ work addresses or telephone numbers or the name and location of the school.

Each student’s parent/guardian must review the Technology and Internet Usage Agreement with the student and sign and return the Agreement during the first week of each school year.

## PREVENTION PROGRAMMING

As a Catholic school, St. Pius X Regional School believes and teaches that each of us is called to love our neighbor and to treat them with respect. St. Pius X Regional 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 are prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. 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.

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.

## DISCIPLINE

- A. The primary consideration in all disciplinary decisions is the obligation of the School to provide and maintain a safe place for students and an acceptable learning atmosphere. The common good of the students and of the School will prevail.
- B. The school is committed to providing a physically safe and emotionally secure learning environment that is free from harassment or bullying in any form, including cyber bullying. Harassment or bullying of any student by any other student, lay employee, volunteer, religious or priest is prohibited. All reports of harassment or bullying will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.
- C. Students are expected to behave in a Christian manner at all times.
1. Respect and cooperation for/with faculty, staff, volunteer parents/guardians, substitute teachers and fellow students are required.
  2. Respect for the rights and safety of others is required.
- D. The school reserves the right to restrict what a student may bring to school including, but not limited to, cellular phones, audio/electronic equipment, trading cards, excess money, etc. Such items as these are not allowed in school, on field trips, or at school sponsored activities, unless specifically approved by the teacher.
- E. In consultation with the Pastoral Administrator, the Principal reserves the right to disenroll a student at any time for serious behavioral infractions.
- F. **Disciplinary Actions – Grades Pre-K – 4**
1. Each teacher will establish rules of expected student behavior.
  2. Each teacher will establish age/grade appropriate guidelines for accountability (no recess, written punishment, afterschool detention, etc.)
  3. Both parents and students will be informed of these rules and the consequences of not following them at the beginning of school.
- G. **Disciplinary Actions – Grades 5 – 8**
1. Demerit/Detention System:
    - a) There is a uniform and centralized demerit/detention system for discipline.
    - b) If a teacher deems it necessary to give a student demerits, a demerit slip will be sent to the Vice Principal's Office. The Vice Principal will monitor the accumulation of demerits by each student and schedule a detention for the student according to the following schedule:
      - Six (6) demerits –  
After school detention from 3:00 P.M. – 4:00 P.M.
      - More than two (2) detentions annually –
        - 1) letter sent home
        - 2) possible parent conference
    - c) Four (4) detentions annually will result in an automatic out-of-school suspension. If a student is suspended due to the accumulation of four (4) detentions, thereafter, the accumulation of two (2) detentions will result in another out-of-school suspension and the child being placed on disciplinary probation. If the trend continues, the student will be subject to expulsion.



- d) A notice will be sent home with your child the Thursday before the detention is to be served if your child is required to attend detention. The School requires that the parents sign and return the notice to School on the following Friday. If the notice is not brought back signed, the parent will be called and the child will still be required to stay. A penalty of two (2) more demerits will also be recorded against the child's record.
  - e) If a student fails to attend a detention the child will be required to attend an additional detention for his/her failure to attend.
  - f) **A student's name will not be included on the Honor Roll for any quarter during which he/she receives a detention.**
2. Cheating is considered to be a serious matter. If a student is caught cheating, the child will receive a zero on that assignment or test. A parent will be contacted to discuss the cheating and possible future actions.
3. Forging of a parent/guardian signature by a student seriously interferes with the School's ability to communicate with a student's parents. A forgery will result in a call to the parent/guardian and a detention.
4. Suspension:
- a) Four (4) detentions will result in an automatic suspension.
  - b) In other serious cases of the violation of school rules and regulations, when all other normal disciplinary procedures have been followed, it may be necessary to consider temporary in-school or out-of-school suspension.
  - c) As soon as it becomes evident that the suspension of a particular student is appropriate, the student's parent/guardian will be notified and asked to confer with the proper school authorities about the matter.
  - d) In all cases, written records of each suspension will be kept on file for the duration of the student's enrollment at the school.
  - e) All schoolwork missed on days of suspension must be handed in to the Principal on the day the student returns to school before going to class. The student is responsible for finding out what material was covered in class during his/her absence. An additional written punishment as prescribed by the Principal will also be required at that time.
  - f) Any student on suspension will not be allowed to participate in any extra-curricular, school-sponsored activities such as dances, field trips, band concerts, etc.
  - g) In-school suspension will be used when feasible. In this approach, the student will be separated from his/her classmates (e.g., in a classroom or office) and perform the given class assignments as required by the teacher(s) under appropriate supervision. This suspension will be no longer than three (3) days.
  - h) Out-of-School Suspension:
    - 1) Any student who displays chronic and incorrigible misbehavior, which undermines classroom discipline, undermines playground discipline and/or impedes the academic progress of other class members, will be subject to a one to three day suspension. After a second suspension because of this misbehavior, the student will be subject to expulsion.
    - 2) Fighting, stealing, vandalism, and endangering the safety/health of others are serious offenses, which can result in suspension or expulsion.
    - 3) Habitual intimidation, abuse, or harassment of other students can result in suspension or expulsion.

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

- i) **Any suspension will result in the child being placed on disciplinary probation for a period of one year from the date of the suspension.**
  - 1) **A child who is placed on disciplinary probation will be required to meet with the school counselor monthly during the probationary period.**
  - 2) **If the child receives another suspension during the probationary period, he/she will be subject to expulsion.**
- j) Procedures followed for suspension:
  - 1) Student and parents are given an oral or written explanation of the child's misconduct.
  - 2) Student is given an opportunity to present his/her side of the story in conference with School authorities.
  - 3) Length of suspension determined after all concerned parties are heard. Suspension shall not exceed three (3) days.
  - 4) Expulsion:
    - a) This action is viewed as a radical action at which point the School is saying that the student's interests would be better served in another environment, or that the individual's behavior is a serious threat to the School community or both.
    - b) The following are some possible situations which may merit expulsion. Grounds for expulsion are not limited to this list.
      - 1) Continued and willful defiance/disobedience of authority
      - 2) Physical assault
      - 3) Possession of alcohol or drugs
      - 4) Trafficking in pornographic material
      - 5) Serious theft
      - 6) Fighting
      - 7) Endangering safety/health of others, including the possession of weapons
      - 8) Possession and/or use of fire crackers, ammunition, or other explosives
      - 9) Arson, extortion or other criminal activity
      - 10) Serious defacing or destruction of school property
      - 11) Gross conduct disorder (inciting mob-like response)
      - 12) Vandalism
      - 13) Accumulation of 2 suspensions
      - 14) Improper use of electronic devices

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

**The Principal reserves the right to amend the Parent-Student Handbook at any time.**

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