

# 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. Parental support of discipline consequences is essential in the growth of your child.

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.

## 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 x. 29
Vice Principal:	Ms. Sarah Kolosky	301-262-0203 x. 20

### **SCHOOL ADVISORY BOARD OFFICERS**

President:	Mrs. Raquel Sellan	<a href="mailto:rssellan@gmail.com">rssellan@gmail.com</a>
Vice-President:	Mrs. Beryl Prescott	<a href="mailto:bkj25@hotmail.com">bkj25@hotmail.com</a>

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

St. Edwards	Mrs. Beryl Prescott	240-206-8970
At-Large Member	Mrs. Neisha Blagrove	347-742-8952
St. Pius X	Mrs. Katie Lynn Summers	248-763-3759
Sacred Heart	Mrs. Raquel Sellan	301-651-2027
Emeritus Member	Mrs. Trish Reimer	

HSA President	Mrs. Faith Proctor	<a href="mailto:faithproctor@yahoo.com">faithproctor@yahoo.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 Bookkeeper.

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:	Faith Proctor	<a href="mailto:faithproctor@yahoo.com">faithproctor@yahoo.com</a> <a href="mailto:SPXHSA@gmail.com">SPXHSA@gmail.com</a>
Vice-President:	Pamela Diedrick	<a href="mailto:animaldr1997@verizon.net">animaldr1997@verizon.net</a> <a href="mailto:SPXHSA@gmail.com">SPXHSA@gmail.com</a>
Secretary:	Katie Skerpon	<a href="mailto:kmskerpon@gmail.com">kmskerpon@gmail.com</a> <a href="mailto:SPXHSASecretary@gmail.com">SPXHSASecretary@gmail.com</a>
Treasurer:	Toni Wills	<a href="mailto:tonicecil.tw@gmail.com">tonicecil.tw@gmail.com</a> <a href="mailto:SPXHSAreasurer@gmail.com">SPXHSAreasurer@gmail.com</a>

## STUDENT GOVERNMENT ASSOCIATION

President: Francis Ray Tantengco	Vice President: Leo Nguyen
Secretary-Treasurer: Camryn McMurray	Sergeant at Arms: Molly McGee

## 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

### 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 and are posted on our website.** Each parent is automatically registered each year through your TADS account.

### MESSAGING SYSTEM

The messaging broadcast system that we use at St. Pius X Regional School enables us to notify all households and parents by phone, email and/or text 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 PGCPs system is in session.** The service may also be used from time to time to communicate general announcements or reminders.

### 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. Students in Before Care will be under the supervision of the Before Care Teachers starting at 7:00 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 – 8:** A conference with the school/parent will be required if there are persistent unexcused tardies.

**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 12:00 P.M. on early dismissal days.

**Students in Pre-K** dismiss at 2:30 P.M. on full days and at 12:00 P.M. on early dismissal 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, last day of school, or after another siblings' trip 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. will be taken to a classroom to await your arrival. On Half Days, students will be placed in the ESP Drop In class after 12:30 P.M. Parents must come into the lobby and sign the late pickup book.

Beginning September 9, 2019, families whose children are not picked up from school at the St. Pius campus by 3:30 P.M. on a regular dismissal day **will be charged a fee of \$1.00 per child for each minute beyond 3:30 P.M.** Students not picked up from school by **12:30 P.M. will be charged a fee of \$35 (ESP Drop In Rate). 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.

Parents must email both the Office, [office@stpiousbowie.org](mailto:office@stpiousbowie.org) and their homeroom teacher when a student is absent.

### 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. 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. Homework Assignment Grading Policy for Grades 6-8:
  1. Turned in on time - Full Credit (accuracy/completion credit per individual teacher)
  2. Turned in a day late - Half credit
  3. Turned in by the day of assessment -  $\frac{1}{4}$  of the credit will be earned
  4. **NOTE:** Please refer to the specific teacher's grading policy for further clarification on individual assignments.
6. If work is not turned in by the end of the quarter it will be given a zero in the grade book. Until late work is turned in, a zero will hold the place in the gradebook. When/if the late assignment is turned in, the gradebook will be changed, as timely as possible, to the grade earned. (see above)
7. 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.
8. 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.
9. 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.
10. It is the responsibility of the student to hand in all completed make-up work to the appropriate teacher(s) within the allotted time.
11. It is the responsibility of parents to check tests and other school work handed back by the teacher. Please check the students' "Thursday Folder." (Grs. PK – 5)

## 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 **Monday, November 11, 2019**. You will be notified in advance of your scheduled conference time. Please be on time for your conference. The schedule allows no 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 Sign Up Genius will be sent to allow for parents to sign up for the teachers they wish to meet with.

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 7, 2019.**

Pre-K and kindergarten students will not receive a report card until January; however, a parent-teacher conference will be held on **Monday, November 11, 2019.** 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 4 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 more than 1 office referral

**Second Honors:**

- A's and B's
- No I's or U's in Specials
- No more than 1 office referral

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.

Grading Scale	
100-93	A
92-85	B
84-77	C
76-70	D
69 below	F

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 [snorris@stpiusbowie.org](mailto:snorris@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 Plus Portal account. 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 News Notes 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/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 12:00 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 the schedule sent by PGCPS and our messenger service. 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/cellphones 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 and Apple Watches** 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 their 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 and/or Apple Watch 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, office referrals 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 \$5.50 and you have the option of ordering an extra entrée for just an additional \$1.75.**

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 3, 2019 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, cross country, winter basketball, and spring baseball (boys), softball (girls) and track & field. Registration is held ahead of each season through SPORTS PILOT on SPX CYO website. Visit their website, [stpiusbowiecyo.com](http://stpiusbowiecyo.com), or the SPX website for more details. Announcements of registration dates, time and location will be in the News Notes.

## 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 should go through your Physician/Licensed Provider. They may 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. No dress slacks with multiple pockets, rivets or adornments may be worn. No Dickies pants allowed.

## 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.

## 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. No black sneakers may be worn as dress shoes. 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 and safety of students. Boys are to be clean-shaven at all times. Fingernail polish or adornments are not allowed; only clear nail polish is permitted.

Excessive jewelry, no 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. 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 of non-natural colors (grey, white, pink, red, purple, blue, green, etc.) or other non-traditional hairstyles are not acceptable. **The Principal will have sole discretion in determining the appropriateness of a hairstyle and/or dress.**

**Make-up is 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, 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; must be worn with a skirt, dress or shorts over top.
- Ripped clothing is not allowed; if ripped clothing is worn, a shirt or pair of pants must be worn underneath
- 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 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 in the Nurse's Office. 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

Andrea Bramwell facilitates the uniform exchange. Please contact Andrea at [andrea.bramwell@gmail.com](mailto:andrea.bramwell@gmail.com) or 202-276-2436 by text 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. 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 2019 - 2020 school year are as follows:

	<b>Before school care</b>	<b>After school care</b>
1 child	\$110.00 per month	\$235.00 per month
2 children	\$220.00 per month	\$470.00 per month
3 children	\$330.00 per month	\$705.00 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 240-486-7472.

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

5.

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.

6.

If you are interested in ESP, please contact Mrs. Fay, Director of ESP, at [ESP@stpiousbowie.org](mailto:ESP@stpiousbowie.org) or during the hours of ESP operation at 240-486-7472 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 each year. 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.

Tuition and ESP payments must be paid on or before the due date each month. Failure to do so will result in withholding of a student’s progress report, report card, academic records, pictures, yearbooks, etc.

**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.**

Thank you to the many families who do pay their tuition on time each month! We truly appreciate it! As a token of our appreciation, a prize will be awarded to one family at the end of the year from all who have kept their tuition current every month all year!!

It is very time consuming to track down families to make their payments. We ask for your cooperation and understanding with this.

If you have questions regarding your tuition bill or payments, you may contact Erin Couture, our Bookkeeper, at [ecouture@stpiousbowie.org](mailto:ecouture@stpiousbowie.org) with a copy to Mrs. Schrom, our Principal, at [jschrom@stpiousbowie.org](mailto:jschrom@stpiousbowie.org)

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

The School reserves the right to withhold a student's school records, report cards, progress reports, pictures, 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-Enrollment 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/Commitment Fee paid for new students is not refundable and applied to your tuition account

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 = \$8,980 per child**

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

	<b>TUITION &amp; Fees*</b>
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1 child	\$8,405
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## RATES FOR NON-ARCHDIOCESE OF WASHINGTON CATHOLIC: GRADES K – 8

	TUITION & Fees*
1 child	\$9,405

## RATES FOR OTHER FAITHS: GRADES K – 8

	TUITION & Fees*
1 child	\$10,405

- Tuition assistance/family scholarships are available for second and subsequent children attending the school, based upon need. Please contact either the Registrar, Karen Neitzey, at [kneitzey@stpiusbowie.org](mailto:kneitzey@stpiusbowie.org) or the Bookkeeper, Erin Couture, at [ecouture@stpiusbowie.org](mailto:ecouture@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 \$34,190.00

### Per-Capita Fees for all students:

- \$100.00 Re-Enrollment Fee (non-refundable) per currently enrolled child up to a maximum of \$200 per family
- \$200.00 Application Fee (non-refundable) for all new students applying for admission
- \$400.00 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 and is non-refundable. 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 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.

### 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 FSO fee is included in the Tuition Agreement. The HSA will notify the Bookkeeper 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 *News Notes* 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 1 new account per family at <https://www.trackitforward.com/site/st-pius-x-regional-school>. Every family member should use the same account on Track it Forward and ensure that they log their hours through that 1 account.

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 Bookkeeper 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. Bechtel (in the main office) and then you should call 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.**

### 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

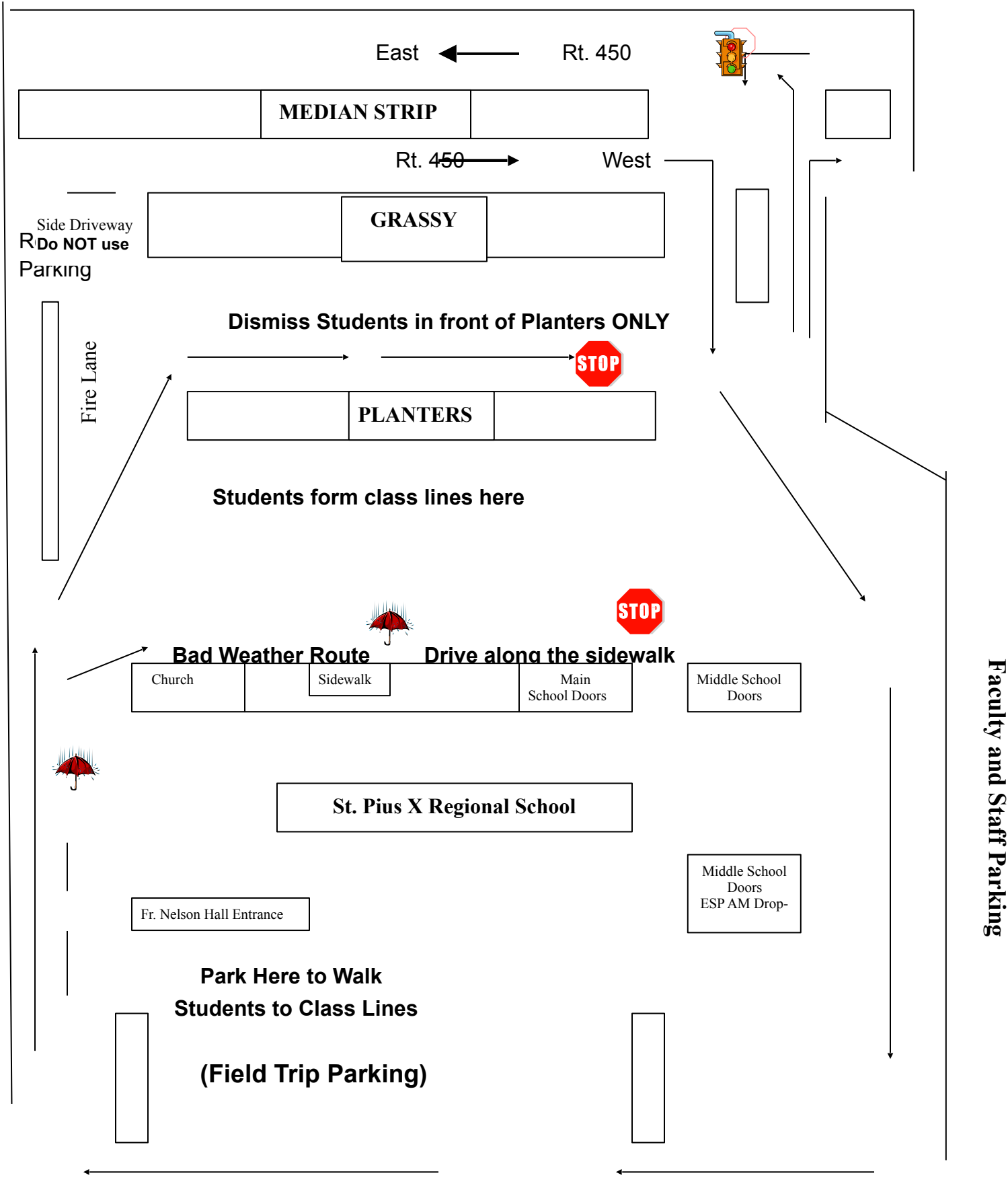
All students, whether they walk, ride bikes, or are in carpools, must obey the crossing guard, all safety rules, patrols, and respect other people's property (grass, trees, and bushes) on the way to and from School. Only bike riders are allowed to use the bike path.

**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.**

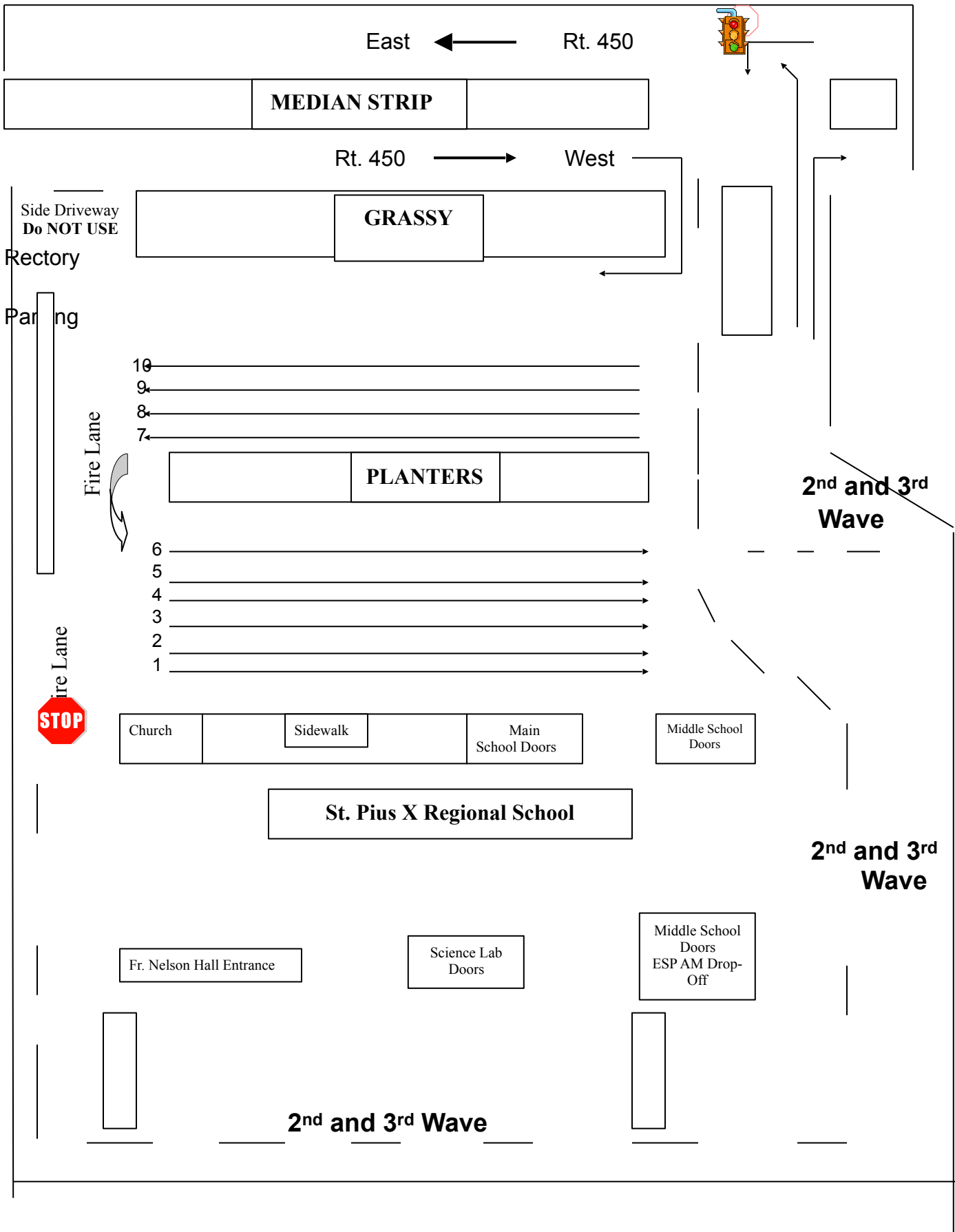
Parents who wish to have their children routinely walk to school and from school unaccompanied by an adult must submit to the school office a request form for a yearly walker's pass. Yearly walker passes will be issued to only those students who live within walking distance of the school (to be determined 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 SPX Technology and Internet Usage Agreement with the student and sign and return the Agreement during the first week of each school year. Parents are also required to review and sign the Archdiocese of Washington Student & Parent Internet Usage Agreement Form via TADS for each child enrolled.

**Please refer to Chromebook Handbook for further information.**

## 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
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.

### CAVALIER CODE OF CONDUCT

St. Pius X Regional School believes a positive school culture promotes equal educational opportunity and establishes the framework for a safe learning environment. The common good of the students and of the School will prevail. We strive to be grounded in the spirit of Gospel values, and to be knowledgeable in an ever-changing educational society. It strives to "teach what we believe and...live what we teach."

Students are expected to behave in a Christian manner at all times. The following is a requirement of all students, teachers, parents, administrators and staff of SPX: respect and cooperation for/with faculty, staff, administration, volunteer parents/guardians, substitute teachers and fellow students and respect for the rights and safety of others.

#### **Everyone in the SPX Family Fosters Student Growth**

We accept and embrace the challenge and responsibility to meet the needs of every student uniquely based on individual needs. Every member of the SPX family must make a meaningful contribution to student growth if we are to support our students to develop into kind, respectful and responsible citizens.

It is expected that all involved in teaching and learning fully accept their responsibilities to model and practice the Universal Guidelines and Behavioral Expectations: **Be Kind, Be Respectful and Be Responsible.**

#### **Responsibility of Students**

- Attend school daily, be prepared for class, and complete assignments to the best of their ability and in a timely manner
- Follow the Cavalier Code of Conduct and classroom/teacher-based rules
- Model and practice the Expected Behaviors and Universal Guidelines
- Notify school staff about any dangerous behavior, bullying, or activity that occurs on school grounds or off school grounds when it may result in disruption of the educational setting
- Accept and respect individual differences and people
- Bring only those materials to school that are allowed



- Keep parents informed of school related issues
- Ask school personnel or other trusted adults for help in solving problems

### **Responsibility of Parents/Guardians**

- Read the Cavalier Code of Conduct and Parent/Student Handbook with your child(ren)
- Make certain your child(ren) attends school regularly and on time
- Notify school of absences or tardies in a timely manner
- Monitor your child(ren)'s academic and behavioral progress regularly via Plus Portals, Google Classroom, or teacher contact
- Talk to your child(ren) about school and behavioral expectations
- Visit your child(ren)'s school as necessary
- Play an active role and support your child(ren)'s educational experience
- Teach and model for your child how to respect the rights and property of others
- Re-teach appropriate behaviors when a child demonstrates misconduct

### **Responsibility of Teachers**

- Teach and review the Cavalier Code of Conduct
- Use well-planned, creative, and engaging instructional plans daily
- Set expectations, teach, model, and reinforce positive behavior
- Use appropriate classroom management strategies to maintain a learning environment that supports academic success
- Provide students with meaningful and relevant feedback on their behavioral and academic progress
- Maintain a safe and orderly classroom by using prevention and intervention strategies
- Provide corrective feedback and re-teach appropriate behaviors when a student demonstrates misconduct
- Use professional judgement to prevent minor incidents from escalating

- Keep parents informed of students' academic progress and behavior through regular communication via Plus Portals, Google Classroom, email, phone etc.
- Refer students in need of additional behavioral support to Vice Principal, SSC or Guidance Counselor
- Request additional training and/or staff development as needed

### **Responsibility of Administrators**

- Distribute the Cavalier Code of Conduct to school stakeholders
- Implement the Cavalier Code of Conduct in a fair and consistent manner
- Implement all Archdiocesan policies in a fair and consistent manner
- Maintain a safe and orderly school by using prevention and intervention strategies
- Provide students with meaningful and relevant positive feedback on their behavioral and academic progress
- Communicate policies, expectations and concerns, and respond to complaints or concerns from students and parents in a timely manner
- Use professional judgement to prevent minor behavioral incidents from escalating
- Monitor, support, and sustain the effective implementation and maintenance of Positive Behavior Support
- Define, teach, model, reinforce, and support appropriate student behaviors to create positive school environments
- Provide meaningful opportunities for parent participation and involvement
- Identify appropriate training and resources as needed to implement positive behavior interventions and supports

### EXPECTED BEHAVIORS AND UNIVERSAL GUIDELINES

#### **Be Kind**

*I will show Kindness...*

- When Anywhere:
  - Remembering to reflect the good behavior, values, and standards taught at home
  - Bearing wrongs and faults of others with patience and charity

- Being empathetic and comforting those who are sad, hurt, or injured
  - Praying for and remembering those who are in need.
  - Assist others when they are in need of help
  - Treating others the way we wish to be treated; with kindness and understanding just as Jesus would
- When Speaking and Listening:
    - Using positive language towards others
    - Using a polite and appropriate tone of voice when speaking to anyone.
    - Sincerely responding when someone greets you
    - Offering sincere compliments to peers or faculty
    - Sincerely apologizing for wrongs and forgiving those who have wronged me
- When in the Classroom:
    - Being considerate of others by leaving the work space neat and tidy for the next class
    - Being courteous to peers during group and/or independent work by not making comments or making inappropriate facial expressions
    - Being mindful of body posture, e.g., not turning away from the individual who is talking
- When in Hallways:
    - Ensuring my actions/movements do not harm or damage school property/student work
    - Appropriately and calmly waving or greeting another student, parent, teacher or staff member
    - Assisting someone who may be struggling with whatever they may be carrying
    - Using courtesy when moving about the hallways (i.e. stopping politely when someone needs to cross my path, etc.)
- When Outside:
    - Listening to Recess teachers the first time
    - Trying to resolve minor issues on my own first
    - Being aware of my surroundings in order to keep myself and others safe
    - Sharing playground equipment with peers
    - Speaking calmly and reasonably with Recess teachers in order to resolve issues
    - Inviting others to join in games at recess.
    - Friendly greeting classmates as they join our line in the morning/at recess
- When in Church:
    - Being respectful of the presence of Jesus in the Eucharist
    - Remaining prayerfully silent at all times
    - Sitting up and actively listening when anyone is speaking; giving the speaker your full attention
    - Realizing that others around me are there to worship and my behavior should reflect that

## Be Respectful

*I will show Respect...*

- When Anywhere:
  - Following the rules and directions of adults.
  - Practicing positive behavior choices.
  - Learning from the consequences of my behavior.
  - Dressing in a way that is appropriate for the learning environment in accordance with school expectations.
  - Refrain from touching others. Keeping my hands to myself
  - Being understanding of others feelings.
  - Treating others better than how I want to be treated.
  - Being honest by telling the truth and admitting to things I have done.
  - Working with others in positive ways.
  - Avoid using profanity
  - Working together and/or with adults to manage negative behaviors and emotions.
  - Taking care of things in my school and on school grounds.
  - Using technology as directed by adults.
  - Not damaging school property and/or the property of others.
  - Keeping my hands out of other students' personal space
  
- When Speaking and Listening:
  - Using a respectful, positive, and considerate tone of voice and body language when I am speaking to others.
  - Using positive words with others (no put downs)
  - Listening when others are speaking to me.
  - Using an inside voice and/or remaining silent when necessary.
  - Do not communicate when a teacher or fellow student is speaking
  
- When in the Classroom:
  - Keeping my eyes on my own paper when taking quizzes/tests and completing any assignment
  - Staying in my seat unless I ask the teacher
  - Taking care to leave the area where I am in better condition than I found it
  
- When in Hallways:
  - Walking in straight, silent lines in every area of the school building.
  - Remaining silent in the hallway when moving from class to class or coming inside/ outside the building.
  - Staying with my class in line and not lagging behind
  - Being respectful of any signs or student work that are posted on walls by not touching them

- When Outside:
  - Using playground equipment in a safe manner.
  - Keeping my hands to myself
  - Practicing good sportsmanship
  - Avoid kicking balls against building walls/windows
  
- When in Church:
  - Behaving in a reverent, quiet and calm manner entering and exiting the Church
  - Behaving in a reverent, quiet, and calm manner in Church.
  - Showing respect for Catholic traditions celebrated at school and in Church: Lent, Advent, Reconciliation, Communion, etc.

## **Be Responsible**

*I will show Responsibility...*

- When Anywhere:
  - Being accountable for my own actions
  - Taking care of my school supplies, notebook, plan book, Chromebooks
  - Dressing appropriately everyday, including TAG Days
  - Understanding that my actions impact other people including faculty and peers
  - Being my own educational, emotional, and behavioral advocate
  - Knowing and abiding by all school rules
  - Always choosing to behave in a manner that displays my Christian faith.
  
- When Speaking and Listening:
  - Thinking before I speak or act; asking myself if Jesus would say or do what I'm about to say.
  - Choosing to be honest
  
- When in the Classroom:
  - Doing my schoolwork and homework neatly and completely and turning it in on time
  - Being on time to class
  - Being prepared for each class
  - Take care of school property, including desks, books, equipment, etc., leaving it in the same or better condition than they found it.
  - Commenting only when called upon by a teacher
  
- When in Hallways:
  - Using an inside tone of voice at all times; especially if classes are in session

- Walking in a safe, calm manner that enables myself and everyone else to abide by the established hallway traffic patterns
  - Making every reasonable effort to get to classes on time while maintaining orderly movement in the hallway
  - Notifying teachers or staff in the event of any issue (i.e. repairs, replenish hand soap, sick students in bathrooms, etc.)
- When Outside:
    - Picking up trash, even if it is not mine
    - Using playground equipment properly
    - Ensuring my safety and the safety of those around me
    - Reporting any broken or damaged playground equipment
- When in Church:
    - Setting a positive example for the younger students
    - Keeping hands and feet to ourselves during Mass and any other prayer service
    - Cooperating with your Mass Buddy, teachers, staff, parents and other students

## DISCIPLINE GUIDE

The primary consideration in all disciplinary decisions is the obligation of SPX 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.*

The Discipline Guide is to be used as a tool for teachers and administrators to respond appropriately when students have committed discipline infractions, per the Cavalier Code of Conduct. This is to offer consistency at all levels, so that students are disciplined fairly when their behavior requires discipline.

The Guide **does not** apply to classroom management as assigned by the teacher, but rather as a progressive step when a student has broken the rules requiring administration to become involved. Certain violations require immediate initial administrative action.

The Discipline Guide is designed to assist you and your child in understanding the consequences of violating school rules. We want to ensure that parents are knowledgeable about the actions of administrators and teachers when students misbehave. The guide enables administrators to assign consequences consistently. If a student has multiple violations in one incident, such as fighting with a weapon, the administrator and teacher will impose the more severe consequences.

Discipline Referral Incidents are classified as Tier 3, Tier 2, or Tier 1 infractions. Tier 3 infractions are disruptive to the orderly operation of the classroom, school, transportation or extracurricular activities. Tier 2 infractions are more serious than Tier 3. These behaviors significantly interfere with the learning process and/or the well-being of others. Tier 1 infractions are more serious than Tier 2 incidents. These behaviors cause significant disruptions with the learning process. These incidents cause health and/or safety concerns or damage to school property.

When deciding what disciplinary action should be taken, the administrator and teacher shall consider the student's age, exceptionality, competency, previous conduct, intent, and severity of the incident. Administrators and teachers are asked to administer discipline in a progressive manner. The underlying principle is to use the least severe action that is appropriate for the misbehavior. Administrators will increase the severity of the action if the misbehaviors continue.

The following matrices outline the different Tiers of incidents as previously defined. These matrices include the behavior incidents, potential corrective strategies taken and the range of disciplinary actions for those incidents if it escalates to the level of Office Referrals. An Office Referral is issued after a teacher or staff member has demonstrated the use of at least 2 corrective strategies for a given student in the classroom. Students who exhibit repeated, disruptive and/or unsafe behaviors will be issued an Office Referral from administration. A student earning 2 or more Office Referrals in one academic quarter will not be eligible for Honor Roll.

<p style="text-align: center;"><b>Behaviors (student)</b></p> <p><b>Tier 3</b> Incidents are acts that disrupt the orderly operation of the classroom, school, transportation or extracurricular activities.</p> <p style="text-align: center;"><b>Tier 3 Incidents</b></p> <ul style="list-style-type: none"> <li>• Tardiness, habitual</li> <li>• Out of Assigned Area</li> <li>• Dress Code Violations</li> <li>• Cheating</li> <li>• Failure to follow school/classroom rules</li> <li>• Minor Technology Misuse</li> <li>• Unruly behavior or play</li> <li>• Disrespectful language</li> <li>• Confrontation with teachers and/or students</li> <li>• Lying/Misrepresentation</li> <li>• Cell Phones/Apple Watch Violation</li> <li>• Inappropriate activity</li> <li>• Disobedient behavior</li> <li>• Distracting/Disrupting the learning environment of yourself and others</li> </ul>	<p style="text-align: center;"><b>Range of Corrective Strategies Prior to Consequence (teacher actions)</b></p> <ul style="list-style-type: none"> <li>• Review of Cavalier Code</li> <li>• Re-teach behavior</li> <li>• Coaching</li> <li>• Reflective Assignment</li> <li>• Apology Letter</li> </ul>	<p style="text-align: center;"><b>Range of Disciplinary Actions (administration)</b></p> <p>The administrators may select at least one of the following from Tier 3 Interventions. Principal may authorize use of Tier 2 Interventions for repeated, serious or habitual Tier 3 Incidents.</p> <p style="text-align: center;"><b>Tier 3 Actions</b></p> <ul style="list-style-type: none"> <li>• Conference with Parents</li> <li>• Parent/Guardian Contacted*</li> <li>• Conference with Student*</li> <li>• Referred to School Guidance</li> <li>• Behavior Contract (agreement between teacher, admin, student and parents referring to specific negative behaviors)</li> <li>• Daily/Weekly Report (daily/weekly teacher evaluation of specific negative behaviors)</li> <li>• Parent/guardian attends school with student</li> <li>• Silent Lunch/Lunch Detention</li> <li>• After School Detention</li> <li>• Multiple Detentions</li> <li>• Confiscation</li> <li>• Conflict Resolution/Restorative justice (mediation with Guidance Counselor/Vice Principal between two parties)</li> </ul> <p>*administrative responsibility</p>
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<p style="text-align: center;"><b>Behaviors (student)</b></p> <p><b>Tier 2</b> Incidents are more serious than Tier 3. These behaviors significantly interfere with the learning process and/or the well-being of others.</p> <p style="text-align: center;"><b>Tier 2 Incidents</b></p> <ul style="list-style-type: none"> <li>• Harassment</li> <li>• Profane or Obscene Language</li> <li>• Threats</li> <li>• Physical Aggression</li> <li>• Repetitive Disruptive Behaviors</li> <li>• Repetitive Disobedient Behaviors</li> <li>• Bullying</li> <li>• Vandalism</li> <li>• Stealing</li> <li>• Possession of Tobacco Products</li> <li>• Un-served Detentions</li> <li>• Forgery</li> <li>• Possession of weapons</li> <li>• Severe Inappropriate behavior</li> <li>• Accumulation of 2 or more Office Referrals</li> <li>• Unauthorized sale/distribution of materials</li> <li>• Prohibited Items</li> </ul>	<p style="text-align: center;"><b>Range of Corrective Strategies Prior to Administering Discipline (teacher actions)</b></p> <ul style="list-style-type: none"> <li>• Investigation *</li> <li>• Witness Statements *</li> <li>• Coaching</li> <li>• Reflective Assignment</li> <li>• Apology Letter</li> <li>• Restorative Justice</li> <li>• Stay Away Agreement</li> </ul> <p style="text-align: center;">*to be done by administration only</p>	<p style="text-align: center;"><b>Range of Discipline Actions (administration)</b></p> <p>Where appropriate administrators should apply discipline in a progressive manner.</p> <p>The administrators can select one of the strategies from Tier 3 as well as one action from Tier 2.</p> <p style="text-align: center;"><b>Tier 2 Actions</b></p> <ul style="list-style-type: none"> <li>• Mediation (meeting between two parties to resolve any issues)</li> <li>• Behavior Contract (agreement between teacher, admin, student and parents referring to specific negative behaviors) Daily/ Weekly Report</li> <li>• Restorative Justice (reconciliation between instigator of behavior and victim of behavior)</li> <li>• Community Service*</li> <li>• Loss of Privileges*(including field trips, extracurriculars)</li> <li>• Confiscation*</li> <li>• In-School Suspension*</li> <li>• Out of School Suspension*</li> <li>• Parent/Guardian Contact *</li> <li>• Conference with Student *</li> </ul> <p style="text-align: center;">*administrative responsibility</p>
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<p align="center"><b>Behaviors (student)</b></p>	<p align="center"><b>Administrative Responsibility (administration)</b></p>	<p align="center"><b>Range of Discipline Actions (administration)</b></p>
<p><b>Tier 1</b> incidents are more serious than Tier 2 incidents. These behaviors cause significant disruptions with the learning process. These incidents cause health and/or safety concerns or damage to school property.</p>	<ul style="list-style-type: none"> <li>• Investigate</li> <li>• Witness Statements</li> <li>• Notify Police or necessary authorities, if necessary</li> </ul>	<p>Principal or administration must select at least one of the non-mandatory Tier 1 actions.</p>
<p align="center"><b>Tier 1 Incidents</b></p> <ul style="list-style-type: none"> <li>• Fighting</li> <li>• Verbal Assault on Student</li> <li>• Verbal Assault on Faculty/Staff</li> <li>• Physical Attack</li> <li>• Extortion</li> <li>• Robbery</li> <li>• Hazing</li> <li>• Stealing</li> <li>• Vandalism</li> <li>• Major Technology Misuse</li> <li>• Unauthorized use/possession of Prescription medications</li> <li>• Alcohol</li> <li>• Drug Paraphernalia</li> <li>• Trespassing</li> <li>• False Fire Alarm</li> <li>• Inappropriate lewd or obscene act</li> <li>• Possession of any weapon</li> <li>• Violating Behavior contract</li> <li>• Sexual Harassment or Assault</li> <li>• Major disruption of the safe, stable learning environment</li> </ul>		<p align="center"><b>Tier 1 Actions</b></p> <ul style="list-style-type: none"> <li>• Parent/Guardian Contacted*</li> <li>• Student Conference*</li> <li>• Confiscation*</li> <li>• Restorative Justice (reconciliation between instigator of behavior and victim of behavior)</li> <li>• Community Service*</li> <li>• Suspension, in school or out*</li> <li>• Expulsion*</li> </ul> <p>*to be done by administration</p>



Cavalier Code of Conduct and Handbook Signature Page

Please check each item as you go. Sign and return this page to your homeroom teacher by **September 6th, 2019.**

- I have read the Cavalier Code of Conduct and Parent/Student Handbook.
  
- I understand that I am responsible for following all policies and procedures held within.

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

SPX Faculty Signature: \_\_\_\_\_

SPX Administration Signature: \_\_\_\_\_

**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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**The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington:**

<http://www.adwcatholicschools.org>