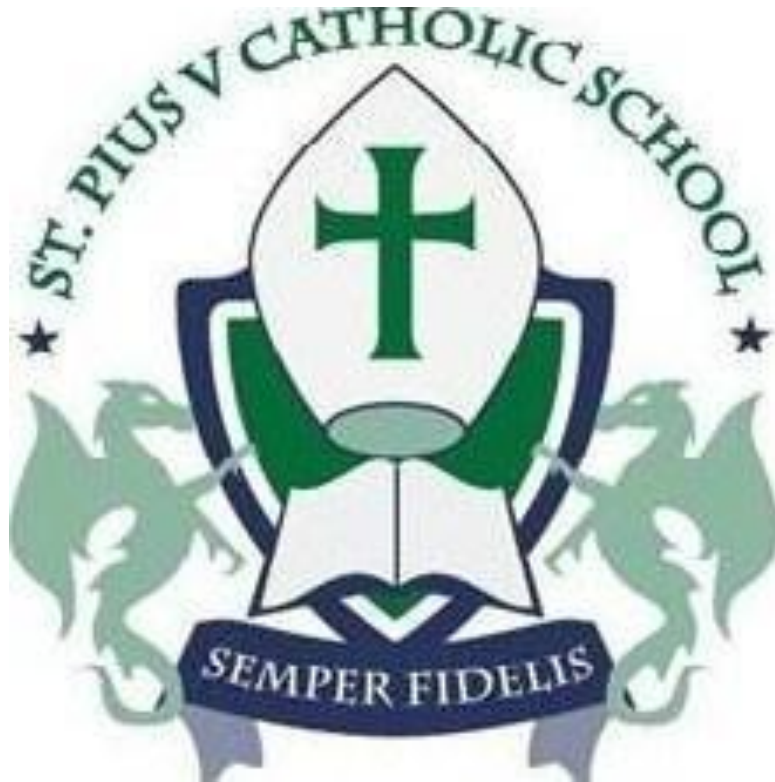


# **St. Pius V Catholic School**

## **Parent – Student Policy**

### **Handbook**

#### **Grades K3 – 8**



**“Education, Formation, and Grace since 1947”**

**St. Pius V Catholic School**  
**812 S. Main**  
**Pasadena, Texas 77506**

School Office: (713) 472-5172  
Parish Office: (713) 473-9484

School Fax: (713) 534-6270  
Parish Fax: (713) 473-2731

**Visit our website: [www.spvpasadena.org](http://www.spvpasadena.org)**

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## **St. Pius V Catholic School Philosophy**

St. Pius V Catholic School is a pastoral and educational instrument of St. Pius V Catholic Church. As an educational ministry in the parish, the school has the obligation to fulfill the educational mission of the Catholic Church, and has as its primary goal the continuous formation of the Christian person.

We, at St. Pius V Catholic School, acknowledge that parents are the first and foremost educators of their children, and are charged with the challenging task of creating a family atmosphere animated with love and reverence for God and all people. We are privileged to assist parents in the task of educating their children.

The focus of St. Pius V Catholic School is on the person's spiritual, moral, intellectual, social, cultural, and physical development. It is the joint responsibility of students, teachers, and parents to make St. Pius V School a faith-filled community where the primary purpose of education, helping students reach their potential, is enlivened by the Gospel spirit of freedom and charity.

The aim and desired result is to graduate students who are well versed in the Catholic faith, Christian in their attitude and outlook, and academically prepared to continue their education.

## **St. Pius V Catholic School Mission Statement**

The community of St. Pius V Catholic School exists to treasure and proclaim the Gospel of Jesus Christ and educate each student in a spirit of faith and academic excellence according to Roman Catholic principles.

### **Catholic Identity**

St. Pius V Catholic School is committed to the spiritual, intellectual, moral, social and physical development of its students.

### **Goals**

#### Goal I – Spiritual Development

It is the goal of St. Pius V Catholic School to teach the truths of the Catholic faith passing on the Christian hope and faith while instilling the philosophy of the Gospel and the teachings of the Catholic Church.

Objectives:

- ◆ Teach the Catholic faith, authentic in doctrine, contemporary in presentation.
- ◆ Teach respect for various religions of the world.
- Present school to wider community as a Christ-centered institution, proud of its Catholic identity and leading by example in daily life.
- ◆ Daily prayer
- ◆ Weekly Mass
- ◆ Participate in traditional rituals, liturgies, and sacraments of the Catholic Church.

#### Goal II – Intellectual Development

It is the goal of St. Pius V Catholic School to promote academic excellence in a structured environment offering a challenging curriculum while creating a community of life-learners.

Objectives:

- ◆ Course of study offers intellectual challenge and maintains superior standards of academic excellence
- ◆ Core curriculum is emphasized with focus on basic skills in compliance with the Archdiocese of Galveston-Houston Directives and the Texas Catholic Conference Accreditation as recognized by the Texas Education Agency
- ◆ Curriculum prepares students to live in a technological society
- ◆ Curriculum develops aesthetic values and creativity of students
- ◆ Curriculum develops higher order level thinking skills of research, analysis, and evaluation

#### Goal III – Physical Development

It is the goal of St. Pius V Catholic School to teach the importance of healthy physical development according to God's plan.

Objectives:

- ◆ Provide athletic programs for physical and social development
- ◆ Develop health maintenance skills
- ◆ Develop healthy attitudes regarding chemical substances
- ◆ Develop healthy attitudes regarding human sexuality

Goal IV – Moral Development

It is the goal of St. Pius V Catholic School to teach the morality according to religious truths and Christian values where self-discipline, respect, and responsibility are taught and lived.

Objectives:

- ◆ Provide opportunities for moral decision making based on Christian social standards
- ◆ All members of school community show self-discipline, and respect for one another
- ◆ Provide opportunities to share knowledge and gifts with others
- ◆ Develop students' self-confidence as they learn to deal with both gifts and limitations
- ◆ School programs provide for recognition, development, and exercise of leadership
- ◆ Teach human sexuality in the framework of God's plan.

Goal V – Social Development

It is the goal of St. Pius V Catholic School to interact as a Christian community while nurturing individual talents while encouraging their gifts in service.

Objectives:

- ◆ Emphasize that we are the Body of Christ – called to be united
- ◆ Adults model and teach skills needed to build and live community
- ◆ Financial aid program supports socioeconomic diversity
- ◆ Promote active interaction between school and parish families
- ◆ Provide faith-sharing opportunities for faculty, staff, and students
- ◆ Educate students to assume role as an active and responsible citizen of an interdependent world
- ◆ Encourage parental involvement and voluntary fund-raising activities to increase commitment to the school

Goal VI – Community and Service

It is the goal of St. Pius V Catholic School to teach global awareness of social justice issues while encouraging the use of individual gifts in service to God, neighbor, and community.

Objectives:

- ◆ Acquire skills, virtues, habits of heart, and mind required for service
- ◆ Service is seen as a way of life and a path to God
- ◆ Each student to be responsible, responsive, compassionate and empathetic to the feelings and needs of others
- ◆ Curriculum includes study of Catholic Social Teaching
- ◆ Curriculum includes study of issues challenging our world, and exposes students to problems of oppression and injustice
- ◆ Provide programs which enable each member of school community to be engaged in service for others

Goal VII – Administrative Development

It is the goal of St. Pius V Catholic School to manage the school effectively and efficiently in the areas of finance, governance, facilities, communication, and staffing under the guidance of The Holy Spirit making decisions aligned with our Christian values.

Objectives:

**Financial**

- ◆ Budget and tuition reviewed annually
- ◆ Establish and improve alternative fundraising

**Governance**

- ◆ Administration and School Board establish and review policies in light of Christian principals

**Facility**

- ◆ Provide for repairs and growth in the school
- ◆ Provide for safe and orderly environment
- ◆ Provide school facilities with positive environment for teaching and learning

**Communication**

- ◆ Provide systematic reporting to parents regarding student progress
- ◆ Communicate expectations to parent regarding student's academic performance
- ◆ Report to all constituencies on a regular basis regarding school activities and general accomplishments
- ◆ Inform constituencies of social school policies and regulations

**Staff**

- ◆ Recruit and retain educational staff able to uphold and exceed St. Pius V academic standards

**Notice to Parents and Students of St. Pius V Catholic School**

All policies, programs, and explanations included in the Parent - Student handbook are designed to help facilitate the development of our students as spiritually, academically, socially, and psychologically well-rounded individuals. Through the success of our students come the greatest reward, fulfillment, and growth for each of our school staff members.

Please review this entire policy handbook to gain a complete understanding of what is expected of students who attend St. Pius V Catholic School.

Both the parent/guardian and the student will be asked to sign the Policy Handbook Acknowledgment Form found in the back of this policy handbook. The form states that each member has read and understands the information contained in this policy handbook and agrees to abide by the school procedures, regulations, and policies.

The school and/or the principal retain the right to amend this handbook for just cause. Parents will be given notification if changes are made.

All interpretation and application of the rules and policies contained herein are at the sole and final discretion of the pastor and administration.

Success comes from working together. We thank you now for your cooperation and efforts in working with us to make your child's Catholic school experience a positive one. With the Lord's guidance, we will find success for each of our students.

The Policy Handbook Acknowledgment Form is due in the school office by the end of the first week of school.

**St. Pius V Catholic School is fully accredited by the Texas Catholic Conference Education Department (TCCED), recognized and approved by the Texas Education Agency.**

**Admission Policy****Non-Discrimination Policy**

The Catholic Schools in the Archdiocese of Galveston-Houston admit all students to the rights, privileges, programs, and activities made available to the student body. They shall not discriminate on the basis of race, color, age, or national origin in the administration of its admission, loan, athletic, or scholarship programs.

New admissions will be based on the following priorities:

1. Students currently attending St. Pius V School
2. Siblings of students currently attending St. Pius V School
3. Families committed to Catholic School education transferring from another Catholic School.

**Admission Procedure**

1. Parents/Guardian will complete an application form and present the following original documents to the school office with the required application fee. Forms are available from the school office.

- ◆ Birth Certificate
- ◆ Baptismal Certificate

- ◆ Social Security Card
- ◆ Immunization Record
- ◆ Previous school records
  - Last report card
  - Cumulative record
  - Achievement testing

2. A student entering Pre-Kindergarten 4 must be 4 years of age on or before September 1st.  
A student entering kindergarten must be 5 years of age on or before September 1st.  
A student entering first grade must be 6 years of age on or before September 1st.
3. Upon receipt of the application form and all required records and reports, an interview will then take place with the family and the child/children. Standardized testing may be administered to new students at the principal's discretion.
4. The Principal makes the decision regarding acceptance of the new student.
5. Upon acceptance, a registration form is completed and a non-refundable registration fee is paid.  
All new students accepted are on a probationary period that exists for six weeks, during which time a decision is made whether or not the school can meet the needs of the child.  
At the end of the nine weeks, the principal will inform the parents of the acceptance of the student or the need for the parent to seek to enroll the student elsewhere since the school is not able to meet the needs of the student.
6. Returning students are held under a conditional acceptance.  
Students who are invited to return for the upcoming school year will register during the spring semester. Fees are to be paid at this time.

**Student Withdrawals/Transfers**

When a student is transferring to another school, parents should notify the principal and the homeroom teacher. It is advisable to notify the school at least one week in advance of the transfer. All textbooks, library books, and other school property should be returned to the teacher. Transcripts and other school records will be released only after all financial obligations have been met and all textbooks and library books have been returned.

**Financial Policies**

**Tuition**

St. Pius V Catholic School provides families with an FACTS tuition payment or credit card payment to either mail or bring to the school office. Tuition is paid over an eleven month period, August - June. There is also the option of paying semi-annually or annually. The tuition is due on the first of each month and considered late if not received by the seventh of the month. A late payment of \$ 25.00 will be assessed after the 10th of the month. An additional \$25.00 will be assessed for each subsequent month the tuition payment is late.

2014-2015 Tuition & Consumable Discount Tables

Number of Payments during school year is 11.  
July 1, 2014 – May 1, 2015

Pre-K 3 and Pre-K 4 Rates Tuition AND ISF Fees Combined			Kinder – 8 <sup>th</sup> Grade Rates Tuition AND ISF Fees Combined		
MONTHLY TUITION @ 11 MONTHS IS \$360.00			MONTHLY TUITION @ 11 MONTHS IS \$450.00		
	Discount	Monthly Cost		Discount	Monthly Cost
1 <sup>st</sup> child		\$360.00	1 <sup>st</sup> child		\$460.00
2 <sup>nd</sup> child	10%	\$325.00	2 <sup>nd</sup> child	10%	\$415.00
3 <sup>rd</sup> child	15%	\$308.00	3 <sup>rd</sup> child	15%	\$393.00
4 <sup>th</sup> child	20%	\$290.00	4 <sup>th</sup> child	20%	\$370.00

**\*Due to Co-op policy 2012-2013 was the last year for an 8<sup>th</sup> Grade Child who attended SPV from K through 8<sup>th</sup> to receive FREE tuition.**

Tuition Discount for Advance Payment:

- 5% if paid for the entire year by July 5<sup>th</sup> 2014
- 2% of annual tuition if paid in two payments, by July 5<sup>th</sup> and January 5<sup>th</sup>. If second payment is not received by January 5<sup>th</sup>, discount received with the first payment is no longer valid and considered tuition due.

Notes: Family discounts apply only to tuition. Tuition discounts are calculated from the oldest to the youngest child.

### **Tuition Assistance**

A tuition assistance program is available for students on the basis of family need. Families interested in this program are required to complete a financial aid application and supply the necessary information for consideration. The Tuition Assistance Committee will consider the following factors:

- ♦ Family income and size
- ♦ Other undue burdens on the family's resources
- ♦ History of attendance at St. Pius V Church
- ♦ Pastor input and evaluation

All financial information is held in strictest confidence.

### **Fees**

Registration fees must be paid during spring registration or upon acceptance into St. Pius V School. Such fees are non-refundable and ensure a student's enrollment in the upcoming school year.

### **2014-2015 Fees Grades Pre-K3 through 8<sup>th</sup>**

- \$100.00\* - Enrollment Fee (per student); (**Early Bird Special \$75\* per student by March 29, 2013**)
- \$43.00\* ACH Fee - (per family)\* Per Co-Op – this fee will be an ANNUAL FEE
- \$40.00\* - Each ACH Return
- \$300\* (one child); \$400\* (2 children); and \$500\* (3 or more children) – Fundraising Fee
- 10 Stewardship Hours (per family) or \$25 each hour that is not served
- \$10 Grades 6-8 will be charged for locker and student planner
- \$5 Grades 3-5 for student planner
- Other fees may apply according to grade level, i.e., Sports, Graduation Ceremonies\* & Camp Kappe.

### **Money in School**

If you give your child a check or money to bring to school for any reason, it should be put in an ENVELOPE with your child's NAME on it and the PURPOSE of the check or money. Children should never have more money in school than they will need for the day.

### **Withholding Report Cards:** Archdiocesan Policy 3220.4

Report cards and/or transcripts are not issued at the end of each reporting period or the end of the school year until all financial obligations are met. Families will be "locked out" of online viewing.

## **Attendance Policies**

In compliance with the Texas Catholic Conference Education Department (TCCED) and the State of Texas Family Code, schools of the Archdiocese of Galveston-Houston follow compulsory attendance law.

St. Pius V Catholic School establishes and publishes a school calendar prior to the beginning of each school year. Parents/guardians are expected to honor the calendar established by the school.

### **Student Absence**

Daily attendance is the only effective way to ensure continued academic progress. School absence is categorized in the following manner:

**Family Emergency** - A death in the immediate family, serious, or a prolonged illness is handled on an individual basis. Special care and consideration for the student and his/her family would dictate the procedure that the school would follow in such circumstances. Please contact the school office as soon as possible to inform us of the situation. A note is to be sent to the homeroom teacher upon the student's return to school. Students will be required to make up all work missed during



an absence. Students will be given an allowance of one school day for each day the student was absent to make up assigned work and tests.

**Absence due to Illness** - If a student is unable to come to school due to illness, the parent/guardian is expected to notify the school office by 9:00 a.m. A note is to be sent to the homeroom teacher upon the student's return to school. Students will be required to make up all work missed during an absence. Students will be given an allowance of one school day for each day the student was absent to make up assigned work and test.

**Absences for Other Reasons** – When a student is absent from school for any reason other than a doctor's appointment, illness, or family emergency, the student will not be permitted to make up the work that he/she missed. The school staff is not obligated to provide special services when a parent opts to schedule activities that warrant student absence on compulsory attendance days as indicated on the annual school calendar.

- ♦ On the day of an absence, class work/homework requests need to be called in to the office by 9:00 a.m. to allow sufficient time for teachers to prepare.
- ♦ Student work and books will need to be picked up in the school office.
- ♦ If any emergency arises and a student must leave school early, please call the school office so we may notify the teacher to have your child ready. This will minimize the disruption in the classroom.

**Doctor/Dental Appointments** - Arranging doctor and dental appointments during the school day is strongly discouraged. Please make a sincere effort to have all doctors' appointments made after school. If this is impossible and a student must be dismissed early, a note is to be sent to the teacher. Parents should report to the school office to sign the check-out book before the student is released. Parents will need to sign the student back in at the school office before the student returns to class. All students will be required to bring a doctor's note if they miss any part of the school day.

**Restricted Physical Activity** – If for any reason a student is not able to participate in Physical Education class or recess for more than 1 day, please send a doctor's note to the homeroom teacher. The note should explain the situation, the physical activities restricted, and the approximate duration your child will not be able to participate in these activities.

### **Attendance/ Tardy Regulations**

It is essential that a child attend school regularly in order to maximize his/her potential. A student who incurs more than eighteen absences per year may be required to repeat the grade.

In addition, students who exceed the maximum of eighteen days absent will be required to attend Saturday School at the parent's expense. Saturday school is defined as four hours of supervised study hall from 8:00 am to 12:00 pm on Saturday morning. The students must be in uniform. The fee for these sessions is \$100.00.

An excuse in writing signed by the parent/guardian stating the reason for the child's absence must be presented to the teacher the day the child returns to school. If the note does not accompany the student, such an absence will be counted as unexcused. The following are accepted excuses for absence: illness, death in the family, doctor appointments, and any emergency situations. All other absences are considered UNEXCUSED. Ten unexcused absences will require attending Saturday School at the parent's expense. Any child who is absent for three or more consecutive days, must present a doctor's note to the school office.

## **Student Arrival and Dismissal**

### **Arrival**

Students being dropped off between 6:30 a.m. and 7:45 a.m. must report to the cafeteria. Parents are to drop off their children in the "drive thru" area of the cafeteria parking lot. To ensure an orderly drop off, parents are NOT to escort students to the cafeteria from the carpool lane. If your child is not able to exit the car by themselves, please park in the front parking lot (Main Street) and walk your child to the cafeteria. In order to have a secure environment, **ALL** students must be dropped off and picked up from the cafeteria. Driver's licenses must be handy for the office staff to run through the security program.

Students arriving at school after 7:45 a.m. are tardy. A notice will be posted outside the side the cafeteria once prayer has begun. They must be accompanied by an adult to the school office for a tardy slip and wait in the library to be escorted to class. For the safety of our students, no child will be permitted at any time to walk the school grounds unattended.

### **Student Dismissal**

Students will be dismissed at 3:15 p.m. and loaded into cars on the Marvick St. side parking lot of the cafeteria. To ensure an orderly and speedy dismissal, each family will be assigned a card. These cards will be displayed in the front windshield. Teachers and Safety Patrol will be positioned in car lines to relay family names to school personnel who will call for students to exit the building. Parents may be asked to circle the lot again if their child is not ready to leave.

Those parents wanting to “walk up” and pick up their child **MUST** park in the Main St. lot (outside the school office) before entering the side gate between the office and Room17)

Please wait outside the assigned area for your child. Then you may exit out the east gates by the bathrooms (breezeway)to the front parking lot.

Parents, for the safety of our students, PLEASE no cell phones while driving on campus.

### **BEFORE AND AFTER SCHOOL CARE**

Morning care is free and starts at 6:30 am. Afterschool care is from 3:30pm till 6:00pm. Every minute after 6pm is \$5.00. The school is in charge of the program. Each student must be registered in the program. Snacks are provided by Aramark and are free.

#### **For Your Child’s Safety**

To ensure a safe dismissal of all students, please inform the school office of any changes that affect the afternoon pick up of your child/children. The homeroom teacher should also know the child’s dismissal routine.

If an adult other than the parent, guardian, or regular carpool adult is to pick up a student, they must pick up the student in the school office. A driver’s license will be required.

#### **IMPORTANT ALERT:**

Any students not picked up by 3:30 p.m. Monday - Friday will be brought to the school office. If the school office has not received communication from the parent/guardian, the following steps will be taken:

1. The staff will try to contact the parents.
2. The staff will try to contact the adults on the emergency form authorized to pick up the child immediately
3. The authorities will be notified if the child is not picked up.

Parents will sign out the student. Habitual late pick up will result in a supervision charge of \$1.00 per minute being added to your tuition account.

Students can be picked up from extracurricular activities when practice is scheduled to end.

\***NO student** is allowed to attend sport events without a parent being present unless they are on the SPV team.

All parents and guardians are welcome to join us for Mass on Fridays. Mass is an important part of our Catholic Identity and begins at 8:00 a.m.

#### **Tardy Policy**

A student is tardy if he/she arrives after 7:45 am. A parent must take the student who is late to the school office for a tardy slip before being admitted to class. Parent will then take student to their classroom.

Habitual tardiness seriously affects a student's school performance and disrupts the class they are entering. This student is also losing learning time. Tardies are recorded for each grading period on the report card. Tardiness, like absence, interferes with a child’s progress in school. All students are expected to be on time for classes. Five tardies during one nine-week grading period may require a parent-teacher conference.

Parents whose children are continually tardy are in violation of St. Pius V Catholic School Policies and Procedures and will be required to make up missed academic time at Saturday School. Saturday School cost will be \$50.00 per child.

**A student will attend Saturday School after 10 tardies and every 5 tardies after the first ten.**

If necessary, parents will be contacted to discuss habitual tardiness and students may be subject to dismissal from school.

If a student misses 2 (two) to 4 (four) hours of the school day, they will be marked ½ day absent.

Perfect attendance is recognized with an award is given at the end of the year. This is given to those students who are not absent or tardy during the school year.

### **Uniforms**

**All articles of clothing (and lunchboxes too!), MUST have student’s name written inside the item. Please use a permanent marker to ensure that clothing can be returned to its proper owner.**

Students should wear school uniforms every day, unless given special permission by the principal. All students Pre-K3 through 8<sup>th</sup> grade MUST be in full school uniform on all school days and in the required P.E. uniforms (grades 3-8) for all Physical Education classes. PLEASE label every item of uniform clothing with the student's name.

The uniform dress code is strictly enforced. Students will observe the uniform dress code rules at all times. Students in violation of the dress code will be given a uniform infraction slip. These violations will affect student's citizenship grade.

**The appropriateness of the uniforms may be determined at the discretion of the principal or their designee.**

## School Uniform

BOYS Grades	Vest	Long Pants w/belt	Walking Shorts	Shirt	Shoes	Socks
PreK3- 8 <sup>th</sup>	Navy Blue with SPV crest Parker Uniform	Navy Blue	Navy Blue August – Nov March – May	White Polo	Solid BLACK tennis shoe, including soles/ no wheels	Navy Blue or Black
GIRLS Grades	Vest	Skirt	Walking Shorts	Shirt	Shoes	Socks/Tights
PreK3-8 <sup>th</sup>	Navy Blue with SPV crest Parker Uniform	Plaid	None	White Polo	Solid BLACK tennis shoe, including soles/ no wheels	Forest Green, Navy Blue or Black Knee High

### Uniform Requirements

A student's general appearance reflects their attitude toward the school and themselves. An abusive or negative attitude hurts the entire school. St. Pius V School students dressed in uniform represent and reflect the tradition of St. Pius V School. St. Pius V Catholic School will be the sole judge of what is improper grooming and/or attire. Students out of dress code will be sent to the office. Parents may be contacted to bring proper uniform attire for student to remain at school.

**Belts** must be plain black in color. Belts with insignias, logos, studs, etc. are not permitted.

**Socks** Girls- must be solid forest green, navy blue, or black knee highs. Cotton tights (forest green, black or navy blue) may be worn in cold weather. LEGGINGS may not be worn in place of tights.

**Boys**- navy blue or black, socks must be crew socks and be visible from 3 inches above the shoe.

**Shoes** – PK3 through 8<sup>th</sup> graders. All children must wear solid BLACK tennis shoes ONLY, including soles. No sandals, work boots, combat style boots, Mary Janes or dress shoes. Foot wear with other colors visible will be required to color non black areas.

**Sweaters** – All students may wear a blue cardigan sweater with logo. Sweaters can be purchased through Parker Uniform. Students will not be allowed to wear any other type of sweater in the classroom.

**Sweatshirts** – Navy sweatshirts with the school logo may be worn in place of the cardigan sweater. Sweatshirts may be purchased through Parker Uniform..

**T-Shirts** – St. Pius V t-shirts may be worn on Spirit Days. DARE t-shirts may be worn by 5<sup>th</sup> graders on DARE days. Club t-shirts may be worn only on days the club meets.

**Jackets** – Any jacket or coat may be worn to school but not in the classroom, church or cafeteria.

**Jewelry** - Only one set of small, stud, pierced earrings at a time (girls only). No dangle or loop earrings permitted, NO BRACELETS permitted on girls or boys unless it is a St. Pius V Catholic School wristband. A modest, religious medal or cross on a simple chain along with one small ring, and one watch are allowed. No beeping or chiming watches are permitted. No body piercing. No tattoos. The school will not be responsible for the loss, breakage, or theft of jewelry and/or other personal items. Jewelry not conforming to these guidelines will be taken from the student and returned as designated by the administration.

**Cosmetics** - Nails and face are to be free of nail polish and make-up. No false nails. No cologne or perfume.

**Hair** - Hair must be neat, clean, natural color and well groomed at all times. Hair must be kept out of the eyes at ALL times. No bleaching, tinting, or highlights. Hairstyles that are deemed distracting to the educational environment are inappropriate. (Extreme haircuts including but not limited to name carvings, Mohawks, shaved lower with “mushroom” top...etc. are NOT permitted.)

Boys’ hair length cannot cover the eyebrows or be longer than the collar of a shirt. Hair must be neatly trimmed, no ponytails and/or braids. Facial hair is inappropriate and not allowed at school.

Girls’ hair must be controlled with barrettes, clips, etc. to keep it out of the face. Hair ribbons and bows must be solid colors that match the school uniform or made from uniform material. (White/Hunter Green/Navy Blue/Black) Hair ribbons and pony tail holders are not to be worn as bracelets.

A parent/guardian will be notified by the Administration to remedy distracting appearance deemed not suitable for continued enrollment.

**Shirts** - All polos must be neat, and clean and worn with vest. Polos are to be correct size, not baggy or tight. Only during the cold winter months students are allowed to wear a white, navy or black undershirt for warmth.

**Skirts/Skorts** - Girls’ skirt must be neat, clean and the length must be to the mid-knee or below. Skirt should touch the floor when kneeling.

**Shorts** – Shorts for boys are to be purchased from Parker Uniform or any uniform store. The uniform walking shorts may be worn from the start of school through November 30 and from March 1st through the end of school. Shorts must be neat, clean and the length must be to the mid-knee or below.

**Hats** - No hats, caps, or head coverings may be worn in the school buildings during the school day.

### **P.E. Uniforms**

Students must wear a St. Pius V Catholic School t-shirt and shorts for P.E. class (grades 3-8). St. Pius V t-shirts and shorts are to be purchased through Parker Uniforms. Tennis shoes must be worn in PE. The same socks worn to school may be worn in PE. Every student enrolled in our school is expected to participate in PE class. If a student is physically unable to participate, he/she must obtain a written excuse from a doctor. In the case of an emergency, a student may bring a note from their parent/guardian and he/she will be excused for the day. If the student is in school, he/she is still expected to dress out for PE, even if he/she is sitting out. Failure to participate in PE activities may result in a “U” in conduct and/or PE.

### **Spirit Dress**

Spirit Dress is the St. Pius V PE t-shirt (may be purchased at Parker Uniform or other St. Pius V t-shirt), solid blue jeans, belt and solid black tennis shoes.

### **Non-Uniform Privileges**

During the school year, special days may be designated as non-uniform dress days. Students are instructed as to what constitutes appropriate attire for these occasions. Certain types of apparel are inappropriate for school even on non-uniform dress days. Such clothing includes but not limited to halters, shorts, skirts, or dresses that are not school uniform length, shorts with fringe, shorts made of sweat-pant or jersey material, spaghetti-strap tops or dresses, T-shirts with offensive slogans/symbols, backless shoes, and ripped or frayed clothing. Failure to dress appropriately will result in parents being notified to bring appropriate clothing for students to remain at school that day. Students not abiding by the dress code may result in exclusion from the special activity/event that day or the possibility of losing future "non-uniform" privileges.

## **Academic Policies**

### **Curriculum and Textbooks**

The formal curriculum for St. Pius V Catholic School is contained in the Galveston-Houston Archdiocesan Curriculum Guides. These curriculum guides are based on Christian values and authentic Catholic doctrine. Textbooks are selected from the State of Texas adopted textbook list. A variety of supplementary materials in addition to basic textbooks are used to enrich and expand the curriculum.

Textbooks are distributed to students at the beginning of the school year. Students will be fined for damages beyond the normal wear or be asked to pay full replacement cost for books lost.

### **Class Assignments**

It is the student's responsibility to keep up with class assignments.

- ◆ Students with excused absences will make up any work missed.
- ◆ Any student entering the school later in the day will make up work missed.
- ◆ Students absent on the day of a test will be expected to take the test the first day of returning to school.
- ◆ Students will be given an allowance of one school day for each day the student was absent to make up assigned work.
- ◆ On the day of an absence, class work/homework requests need to be called in to the office by 9:00 a.m. to allow sufficient time for teachers to prepare. If a call is not made to the office by 9:00 a.m., the student will get the work from the teacher the following day or upon returning to school.

It is the purpose of these guidelines to promote responsibility in our students.

### **Homework**

The purpose of homework is to help students develop good study habits, foster positive attitudes toward school, and to communicate to students the idea that learning takes place at home as well as at school.

Homework will reinforce skills and concepts taught in class. Grades PreK-5 will be assigned homework

Monday - Thursday and Grades 6-8 will be assigned homework Monday - Friday. Assignment books are utilized in grades 3 - 8. Parents should ensure that students complete all homework assignments. If your child is spending significantly more than OR less than the suggested time, a discussion with the student's teacher may be in order. The approximate time allotment per night is:

Pre-K 3-K	5-15 minutes
Grades 1-2	15 - 30 minutes
Grades 3-4	30 - 45 minutes
Grades 5	45 - 60 minutes
Grades 6-8	90 minutes

**IMPORTANT:** In grades 6-8, there will be zero tolerance for late homework. If a student does not have his/her homework ready to turn in when it is due, he/she receives a zero for that assignment. In cases of extreme family situations, the parent needs to write a note to the teacher explaining why the homework could not be done. This note is to be given to the teacher the day the homework is due. Homework and class participation together will comprise 20% of the nine weeks grade.

## Grading

Grades are based on daily work, class participation, homework, test, notebooks, oral reports, neatness, promptness in work, and initiative.

Grades 1 - 8

Numerical grades are given on student report cards for all major subjects.

The designated Evaluation Code is used for all other subjects.

For conduct grades the Evaluation Code is used.

Grades 1 – 3

Grades 4 – 5

Grades 6 – 8

### Major Subjects

Religion, Reading, English, Spelling, Mathematics

Religion, Reading, English, Spelling, Mathematics, Social Studies, Science

Religion, Language Arts, Mathematics, Social Studies, Science

### Grading Code

A+	99 - 100
A	95 - 98
A-	93 – 94
B+	91 - 92
B	88 – 90
B-	86 – 87
C+	84 – 85
C	80 – 83
C-	78 – 79
D+	76 – 77
D	72 – 75
D-	70 – 71
F	below 70

### Evaluation Code

E	Excellent	90 or above
S	Satisfactory	80 – 89
N	Needs Improvement	70 - 79
U	Unsatisfactory	below 70

### Grade Weight (Grades 1<sup>st</sup> -8<sup>th</sup>)

10%	Homework
10%	Participation
35%	Class work / Quizzes
45%	Tests/Projects

### Extra Credit

There is no extra credit.

### Report Cards and Progress Reports

All report cards and certificates will be mailed during the first two weeks of June, at the end of the school year. Progress Reports are on line at the midpoint of each grading period as needed.

Pre Kindergarten and Kindergarten - Parent/Student/Teacher conferences are held in lieu of a written report the first nine weeks. Report cards are issued for the subsequent nine-week grading periods.

Report cards and records are withheld when financial responsibilities to the school have not been met.

These include tuition, Extended Day Program payments, lunch card charges, library fines, or payments for lost or damaged books.

### Promotion

A student is promoted if, considering his/her abilities, he/she satisfactorily completed the work of the current grade curriculum. Promotion from Pre-Kinder 3&4/Kindergarten shall be based upon accomplishing the required essential curriculum elements as well as progress made in social and emotional growth.

## **Retention**

A student may not be promoted to the next grade if they have not successfully completed the current grades curriculum. Failing final grades may result in a student not being promoted to the next grade. A student who fails in 2 subjects will be retained.

If all avenues have been explored and the school cannot meet the needs of the student or the parent(s) have not acted on the school's recommendations regarding diagnostic evaluation, the principal has the right to request withdrawal of the child (if currently enrolled) or refuse admittance.

## **Standardized Testing**

Catholic schools in the Archdiocese of Galveston-Houston participate in achievement testing in the spring of each year. Testing is one of several means of accessing pupil performance. All students in grades K-8 will be tested using the Iowa Test of Basic Skills Program (ITBS). Students in grades K, 2, 4, 6, & 8 will also be tested using the CogAt testing program.

Upon completion and return of scores, parents will be notified of test results. Test results are recorded on the permanent record card.

**Designated weeks for testing are published on the yearly school calendar. Parents are asked not to schedule doctor/dentist appointments, family vacations or outings, etc., during testing weeks unless there is a family funeral or medical emergency. St. Pius V Catholic School cannot guarantee a make-up date or time for any part of the test missed from the ITBS.**

## **Recognition**

All eligible students in the 1<sup>st</sup> through 7<sup>th</sup> grade are recognized for their scholastic efforts and academic achievements at the end of the year assembly on the last day of school. 8<sup>th</sup> grades are recognized at their graduation ceremony.

## **Enrichment**

There are several activities in which the children participate to further enhance and stimulate their education. These may include: Art contests, Talent Show, Speech Tournaments, Spelling/Geography/Vocabulary/Religion Bees, Science Fair, Poetry and Essay contests, and extracurricular activities. In the 7<sup>th</sup> and 8<sup>th</sup> grade, students are eligible for the National Junior Honor Society. Grades 6<sup>th</sup> through 8<sup>th</sup> are eligible for ambassadors for the school. We believe each student has talent in some area of his/her life. By offering these activities, St. Pius V Catholic School hopes to help each student realize his/her talent and foster a positive self-image.

## **STAR Program**

The STAR program is designed to aid those students who need additional assistance to be successful in their academic pursuits. STAR is held during the school day and students in this program receive between ½ an hour a week to 1 ½ hours a week of individual or small group attention. We believe every student can succeed given enough time and effort on the part of the school, child, and parent. Testing is available to determine the extent of help needed by an individual child. We are able to work with some learning disabled students, however, if it is determined that the student needs expertise we cannot provide, we will offer assistance to the parents for placements of that student into another school or program.

## **Learning Support Center**

The Learning Support Center provides a range of services, educational strategies, and opportunities to help students achieve their personal and academic goals. We offer occupational therapy, speech reinforcement, and motor skills on a one to one basis or small group instruction. It is our belief that every child can learn. Learning Support Center is available during the school day. The students in the Learning Support Center receive ½ to 1 ½ hours daily or weekly of individual or small group time.

## **Forms of Communication**

### **School Newsletter**

A newsletter/bulletin called the "Dragon News" is published once a month. This bulletin will contain the menu for the upcoming month, announcements, information about important events, and changes in schedules. Please read the Dragon News carefully each month. This is an important communicational link between the school and parents.

Any person/organization wishing to include information in the Dragon News, please contact the school office. ALL SUBMISSIONS TO THE DRAGON NEWS IS DUE TO THE OFFICE BY THE 3<sup>RD</sup> FRIDAY OF THE MONTH.

### **IRIS Alert System**

The IRIS Alert System is designed to notify you with important school updates. You will be notified by cell, work and home telephone numbers as well as by email to keep you updated on events and dates in regards to school happenings. It will also provide emergency information as needed.

### **Conferences**

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. In the event concerns continue, referrals for additional assistance and resources may be pursued through the school administration.

Formal Conferences - Parent-Student-Teacher conferences are held twice a year, during the first grading quarter and during the third grading quarter.

Informal Conferences –Discussions about your child’s progress are welcome throughout the school year.

However, teachers are not available to discuss issues during the regular school day without an appointment. Contact the school office to leave a message for the teacher or send a note with your child. Teachers will contact you within 24-48 hours of receiving the message. If you have not been contacted, please call the school office so we can assist with the communication between home and school.

Intervention Conferences – Parents of students who are experiencing academic, social, and/or behavioral problems will be asked to conference with the team of teachers who work with the student daily. At this time, a School Intervention Plan will be completed to determine causes of the problems and recommendations made to resolve the problem.

### **Parental and Student Rights**

St. Pius V Catholic School shall respect parental and student rights to information and to confidentiality. The school shall:

1. provide parents and students access to records directly related to the students (e.g. duplicate report card, permanent record card, health records)
2. obtain written consent of parents before releasing personally identifiable information from student's records.

### **Non-Custodial Parent**

Parental rights extend to either parent unless the school has been provided with evidence that there is a court order, statute, or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. A copy of such document must be in the school file. In case of joint custody, both parents should be equally informed of their child’s progress.

### **Communication Plan for St. Pius V Catholic School**

The school communicates and keeps a continual dialogue with each of the following people.

Pastor - Each week the school principal has a scheduled meeting with the pastor at which he is kept current on all school matters and any concerns are addressed.

Faculty - A staff memo communicates important information to the staff. On the first Friday of each month, all teachers meet with the principal to discuss concerns and plans. The principal encourages staff members to discuss any concerns or problems in an ongoing open door policy with the office.

Parents - The principal explains communication procedures to the parents at a parent orientation. School Policy Handbooks are distributed. Parents and students are required to sign an acknowledgment form indicating they have read and agree to abide by all procedures, regulations, and policies.

The principal and staff use phone calls, e-mails, IRIS and personal notes for further communication.



If a parent has a concern with the school they first go to the person with whom they have the concern. If the matter is not resolved, discuss the matter with the principal, next the pastor, and finally the Superintendent of the Archdiocese of Galveston-Houston Catholic Schools.

Students - Each morning the principal and staff communicate with all the students. The school office is a friendly place where all students are welcome to share problems or good news.

Superintendent's Office - In order to maintain good communication with the school's main office in Houston, the principal and staff attend meetings as requested.

Online – All St. Pius V Catholic School newsletters, grades, calendar, forms, etc. are online at [www.spvpasadena.org](http://www.spvpasadena.org)

## **Technology**

### **Technology Acceptable Use Policy Statement**

St. Pius V Catholic School is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on this agreement. Should a parent prefer that a student not have e-mail and Internet access, use of the computer is still possible for more traditional purposes such as word processing.

#### Internet

St. Pius V Catholic School provides security and filtering technology in order to reduce the amount of SPAM, spyware and to restrict access to inappropriate websites. These tools do not guarantee that all inappropriate content will be blocked.

Access to Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. FAMILIES SHOULD BE AWARE THAT SOME MATERIAL ACCESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information sources.

Therefore, we support and respect each family's right to decide whether or not to allow for access.

#### Expectation for Student's Behavior

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

#### Rules of Appropriate Use

##### **Electronic Communication**

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including the expulsion of the student.

This policy applies to communications or depictions through email, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication.

**Personal Safety and Personal Privacy** - Students will not post personal contact information about themselves. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information.

**Social Networking** - Accessing social networking websites (e.g. Myspace, Facebook, Friendster, tagged, etc.) are strictly prohibited on school property. The circumvention of the school's network security is prohibited.

Students who maintain and use a website, blog or other social networking site (MySpace, FaceBook, LiveJournal, Etc.) at home must realize that even if they consider their particular site to be a personal one that they are in effect representing the school when they identify themselves as (or by making it possible for them to be identified as) affiliated with St. Pius V

Catholic School. Consequently, the way in which students portray themselves in images or in words, or the values they express must not contradict the values of the school as expressed in such documents as the mission statement, statement of philosophy, code of conduct and ethics, and acceptable use policies.

### **Electronic Harassment**

Cyber-bullying is defined as use of the Internet, cell phone or other electronic devices to send or post text messages or visual images intended to hurt or embarrass another person.

Cyber-bullying includes, but is not necessarily limited to the following:

- Cruel instant computer messaging or threatening e-mails.
- Mean, repeated cell phone messages.
- Creating a website for the purpose of mocking certain students or school personnel.
- Posting humiliating “photo shopped” or digitally modified images of certain students or school personnel.
- Forwarding “private” photos or videos to other students.

Punishment for cyber-bullying will range from in-school suspension to expulsion.

**Many parents do not give permission for their student’s photographed/videoed image to be placed in any public venue, website, blog, or social networking sites. When parents video school events, it must be for personal use only. Posting the images to any publicly viewed site is prohibited as permission from all parents has not been secured. If this policy is abused and the school becomes aware of such, then photographing/videoing school events will be prohibited in the future.**

**Illegal copying** - Students should never download or install any commercial software, shareware, or freeware onto network drives, travel drives, or disks. Students should never copy other people’s work or intrude into other people’s files. The download/upload of any material in violation of any U.S., state, board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, material protected by trade secret, and threatening, violent, or obscene material.

**Inappropriate materials or language** - Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for gambling, chain letter communication, unauthorized email, chat or instant message, blogs, and discussion forums, is also prohibited. A good rule to follow is that students never view, send, or access materials which they would not want their teachers or parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

### **Discipline Policy**

#### **R.I.G.H.T. Choice**

Effective learning begins with effective discipline. Discipline is everything we do to model character and teach self-control and acceptable behavior. We teach our students to make the **R.I.G.H.T. Choice**.

This can be observed in students whose behavior is consistent with good moral principles and Christian values. We strive for a positive, non-disruptive environment in which all persons, their rights, and their belongings are respected. An integral component of our discipline program is fostering self-discipline.

Students must learn to be responsible for their own behavior by making the **R.I.G.H.T. Choice**. St. Pius V Catholic School has high expectations of appropriate behavior for its students. We believe that discipline is taught. Therefore, we concentrate on teaching our students appropriate behaviors and social skills through our school wide discipline policy – **R.I.G.H.T Choice**.

The **R.I.G.H.T. Choice** discipline is as follows:

**Responsibility**

**Integrity**

**GratITUDE**

**Helpfulness**

**Trustworthiness**

**Responsibility** – Responsibility is doing what you are supposed to do and being accountable for your actions. When you make a mistake, you offer amends instead of excuses. Areas of responsibility in school include:

- ♦ Control of the volume of one’s voice

- ◆ Being prepared for class with necessary supplies (class materials, signed papers/tests)
- ◆ Studying
- ◆ Having assignments complete-on time
- ◆ Listening in class
- ◆ Following directions
- ◆ Obeying rules
- ◆ Being in control of one's self

**Integrity** - Integrity is exemplifying high core values. It is being honest and sincere. Integrity helps you to listen to your conscience, to do the right thing, and to tell the truth. You act with integrity when your words and actions match. Integrity gives you self-respect and a peaceful heart.

**Gratitude** – Gratitude is the state of being grateful. If you are grateful for your authorities you will obey, if you are grateful for your friendships you will be truthful and loyal. If you are grateful for your possessions you will be thorough and organized in caring for them.

**Helpfulness** – Helpfulness is being of service to others, doing thoughtful things that make a difference in the lives of others. Offer your help without waiting to be asked. Put others before yourself.

**Trustworthiness** – Trustworthiness is being worthy of trust. People can count on you to do your best, to keep your word and to follow through on your commitments. You do what you say you will do.

Discipline is the responsibility of every student, parent, and educator. It is both a cooperative and an individual effort. The ideal for which we strive is that discipline is best achieved through love and good example. However, when disciplinary actions are necessary, they will be carried out in a firm, fair, caring and consistent format.

The **R.I.G.H.T. Choice** is displayed in every classroom and throughout the campus. It is based on rules, positive recognition for appropriate behavior, and consequences for unacceptable behavior. Students will receive natural or logical consequences for behavior infractions and infractions will be documented.

Weekly Conduct grades for grades Pre-K through 4 will be awarded according to the **R.I.G.H.T. Choice** classroom discipline policy.

### **Consequences**

Behavior infractions include, but are not limited to:

- ◆ Disrespectful conduct to adults and other students
- ◆ Forgery
- ◆ Cheating/Plagiarism
- ◆ Abusive language and/or the use of profanity
- ◆ Bullying – emotional or physical
- ◆ Violation of dress code
- ◆ Chewing gum or eating candy
- ◆ Damaging school property
- ◆ Any behavior that the school/principal deems disruptive to the educational and moral environment of the school or any behavior that does not comply with the **R.I.G.H.T. Choice** discipline policy.

If a student does not respond to efforts made by the teacher to encourage appropriate behavior, the parent and the Principal will be notified. If inappropriate behavior continues, the student will be sent to the Principal's office and the student will be given consequences for his/her behavior.

These consequences may include:

- ◆ Counseling student
- ◆ Parent notification (written or verbal)
- ◆ Restitution
- ◆ Detention is served on Saturdays at a cost of \$50.00. Student must come in full uniform. Time for detention is 9am – noon. (Student must report to the cafeteria with Sister Krysia). Morning
- ◆ Saturday detention: A student who receives this detention will report to school in DRESS UNIFORM at 8 a.m. Each detention will require the student to remain until 12:00p.m. A teacher or school staff member will supervise the detention time. Cost is \$50 per child.

- ♦ In school Suspension- Students arrive at 7:45 and report to school office. Students may be in ISS for 1 -3 days. Any graded school work students miss while in ISS will be given a “0”. Alternative work will be given, corrected by the teacher but will not receive a grade. ISS is \$100 per day.

Late arrivals to any detention will be subject to refusal of entry and assignment of another detention.

Severe Clause: Out of school suspension or expulsion

If a student commits a major offense, the student will meet with the Principal, followed by a Discipline Committee meeting.

### **Major Offences**

Major offense consequences may include:

- In school suspension
- Out of school suspension
- Expulsion

Major offenses include, but are not limited to a student:

- possessing, using, selling, or distributing harmful or illegal substances, including alcohol
- smoking or using any tobacco product
- having possession and/or using a cell phone, beeper/pager, or any other type of communication system during school hours \*
- having possession of a weapon
- making threats of bodily injury or harm to a student/school personnel
- assaulting a student or any school personnel
- vandalizing school property or the property of others
- having possession of pornography
- participating in disruptive activities by a group such as gangs
- engaging in chronic inappropriate behavior which disrupts the learning environment

### **Cell Phones and Electronic Devices**

Students are not permitted to use electronic devices (IPODs/MP3 players, CD/DVD players, cameras, electronic games, beepers, etc.) on campus while school or sports are in session.

Students may not use cell phones (including texting) on campus during school hours (6:30 a.m.-6:00 p.m.) Cell phones must be turned off and kept in backpack. The school office phone may be used for emergencies.

Calling parents for forgotten homework, projects, or making social plans, etc. does not constitute emergencies. Students who break this rule will be given Saturday Detention on the 3<sup>rd</sup> offence at a cost of \$50.00

Parents or other family members choosing to call or text students during school hours are strictly prohibited. Be aware that if a cell phone “goes off” during school hours, it will be confiscated. Messages of an emergency nature will be relayed to students if called into the front office.

- 1<sup>st</sup> infraction - parents must pick up the phone in the office
- 2<sup>nd</sup> infraction – detention
- 3<sup>rd</sup> infraction – Saturday detention
- 4<sup>th</sup> infraction – Phone will not be returned until 5/31/15

Parent cell phones and pagers must be turned off or put on vibrate while on the school campus or while attending school activities.

### **Academic Misconduct**

Students of St. Pius V Catholic School are expected to adhere to the highest standards of behavior with regard to academic honesty. The following policies apply to the school day, extended day, and any school-sanctioned activity. Failure to comply with these standards will result in disciplinary action.

### **Cheating**

Cheating is a form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that the student has not obtained. Examples include:

- ♦ Copying from another person’s work during an examination or while completing an assignment
- ♦ Allowing someone to copy from a student during an examination or while completing an assignment
- ♦ Using unauthorized materials during an examination or while completing an assignment
- ♦ Collaborating on an examination or assignment without authorization

- ◆ Taking an examination or completing an assignment for another, or permitting another to take an examination or to complete an assignment for you
- ◆ Communicating with another student by any means, electronic, verbal, or written, regarding the contents of a quiz or test before all students have taken the test or all grades have been posted
- ◆ Cheating on an assignment or test (this will result in a zero being recorded for that assignment or test)

Cheating is considered a “Class C” offense and is subject to additional disciplinary measures as discussed in the Student Code of Conduct. Cheating also includes plagiarism which means students cannot reproduce other people’s work.

### **Fabrication or Falsification**

Fabrication or falsification is a form of dishonesty in which a student invents or distorts the origin or content of information used as an authority. Examples include:

- ◆ Citing sources that do not exist
- ◆ Attributing to a source, ideas or information that are not included in the source
- ◆ Citing a source for a proposition that it does not support
- ◆ Citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper
- ◆ Intentionally distorting the meaning or applicability of data
- ◆ Inventing data or statistical results to support conclusions

### **Plagiarism**

Plagiarism of any kind is an unacceptable practice in Archdiocesan schools where students are expected to acknowledge the original intellectual work of others. Many instances involve violations of copyright law in regards to materials posted on the internet. Plagiarism involves the act of copying another person’s work and submitting it as one’s own individual works, thoughts or ideas without proper acknowledgement.

**Intentional plagiarism:** Intentional plagiarism is the deliberate act of representing the words, ideas, or data of another as your own without providing recognition of the sources from where the information originated or was copied. Providing recognition of the source is known as “citing the source,” which involves including quotation marks around the copied work and providing a reference or footnote about the source.

Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity as well as ethics. Intentional plagiarism warrants disciplinary action following our Right Choice Program.

**Inadvertent plagiarism:** Inadvertent plagiarism involves the inappropriate, but unintentional, use of another’s words, ideas, or data without proper acknowledgement. Inadvertent plagiarism usually results from a failure to follow guidelines for documenting sources or from rushing through research and writing without properly citing the author’s work. Students who are in doubt as to whether they are providing proper recognition of sources have the responsibility to consult with their teacher to obtain guidance. Students failing to pay close attention to these details may receive less than full credit on assignments and possible disciplinary action following our Right Choice program.

## **Health**

### **Immunizations**

Students in all schools of Texas Catholic Conference Education Department must comply with all required immunizations as set forth by the Texas Department of Health, Immunization Division. All immunizations should be completed by the first day of attendance.

- Registration requirements for first-time students include a current immunization record on all required immunizations. (Immunization exemptions are **only** permitted for medical reasons.)
- Parents/Guardians will be informed of needed immunization(s) for student’s already enrolled in school. Parents/Guardians have 14 days to obtain the required immunization(s). If after 14 days the student has not received the required immunization(s), the student will not be allowed to return to school until the school receives proof of immunization(s).

All immunizations must include; day, month, and year and must be validated. If the record is from another state or country and does not have the day, month and year, a copy of the record can be submitted by the school to the Immunization Division for approval. **Immunization records are required to be written in English.**

### **Sickness**

A registered nurse from Christus will be available 3 days a week from 7:30am-3:30 pm to care for sick children. Tuesday through Friday, the school clinic is not set up to care for sick children. For the protection of all the students, the following guidelines have been set up. A child having one or more of the following symptoms will be sent home:

EXCLUSION GUIDELINES	RETURN TO SCHOOL GUIDELINES
Oral temperature of 100° degrees or above	Fever free for 24 hours without the use of fever reducing medicine(i.e. Tylenol, Motrin)
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold, or persistent cough	Symptom free
Red, inflamed, or discharging eyes	Symptom free - If bacterial infection – after 24 hours of antibiotic treatment and symptoms subside.
Acute skin rashes or eruptions	Written physician release
Swollen glands around jaws, ears, and neck	Written physician release
Suspected scabies or impetigo	After treatment has begun
Any skin lesion in the weeping stage	Symptom free
Diarrhea; runny, watery, or bloody stool	Symptom free
Pediculosis (head lice)	After one treatment with medicated shampoo. Hair will be checked prior to returning to school. Re-check again in 7-10 days.
Other symptoms suggestive of acute illness	Written physician release

For conditions other than emergencies, the student will be attended to in the clinic and allowed to return to the classroom.

All families will fill out an Emergency Information Form at the start of each school year. All phone numbers and emergency contacts MUST be kept up to date. Whether a child is not feeling well or a serious accident occurs, parents or authorized persons should be able to be reached at all times. Please inform the school office of any changes in this information throughout the school year.

### Communicable Disease Control Measure

If your child has any type of infectious disease or rash, please notify the school clinic immediately. After such disease, parents should take the child to the school clinic before re-entering the classroom. Students will need a permit from their physician for re-admission to school. (Examples: measles, mumps, chicken pox, pink eye, lice, impetigo, scabies, ring worm, hepatitis, mononucleosis, etc.)

### Medications in School

School personnel designated by the principal (a nurse or a non-licensed person) will give medication necessary to allow a child to stay in school. The following are required for the administration of medication in Catholic schools in the Archdiocese of Galveston-Houston Catholic Schools.

### Parents/Guardians

Parents/Guardians are encouraged to schedule the administration of a student's medication in such a manner that medication brought to school will be kept to a minimum. The physician may be able to prescribe the medication to be taken before or after school hours. Written documentation must be obtained from a parent/guardian stating that the parent/guardian understands that a non-licensed person may give medication. It is the responsibility of the parent/guardian to bring to the school office all medications, permission written and signed by a physician, and any equipment needed. Students are not permitted to keep any medication or drugs in their pockets, locker, backpack, or lunch kit. All medications must be kept in the school clinic.

### Permission and Instruction for Giving Medication

Medication is considered to be “by mouth”, inhalers, ointments and other external preparation, cough syrup, cough drops, sore throat lozenges and all medications that can be purchased over the counter with or without a physician’s order.

**1. Scheduled (Daily), Short-term Medication, or Treatment Request.** Prescribed or over-the-counter medication may be administered to students only upon written request by the parent/guardian and physician. The request must state the student’s name, name of the medication, prescribed dosage of the medication, route, time/s of administration of the medication, beginning and ending dates the medication is to be given, liability release, and the signature of the parent/guardian and physician. **The “Medication Permission Form” is used to collect all the necessary information and required signatures. Ordered treatments use the same form.**

**2. “As Needed” ( P RN) .** Prescribed or over-the-counter medication given on an “as-needed” basis or “PRN” may be administered to students by parent or physician. The information needed includes all the information from daily

medications but will include the circumstances and condition warranting administration of the medication, detailed information on administering the medication, direction concerning dosage, route, frequency between medication doses, the maximum number of doses a day, and when to notify parents.

**Treatments such as blood sugar monitoring for diabetes are to provide the same information including details on how to perform the treatment. The “Medication Permission Form” is used to collect all the necessary information and required signatures. This form can be found on school website under the “FORM” link.**

### **Labels and Containers**

All medication, prescribed or over-the-counter, must be in its original container and must be properly labeled in English. A properly labeled prescription is a prescription with the pharmacy label stating the student’s name, name of medication, and date the prescription was filled. Over-the-counter medication must be in the original container with directions and dosage labeled on the bottle with the student’s name. No medication in unlabeled containers or *plastic bags* will be accepted.

The following will not be given:

- Sedatives, Experimental drugs or dosages, Herbal, dietary supplements, or other medication not approved by the FDA or Narcotic analgesics.
- Nebulizer treatments may only be given by a RN or LVN, or parent.

At the end of the school year, all medication must be picked up from the clinic or it will be destroyed.

### **Annual Student Screenings**

Student screening for vision and hearing problems are state regulation pursuant to the Special Senses Communications and Disorders Act of 1983. Student screening for spinal curvature is state regulation according to TAC, Section 37.141-37.152

#### Vision and Hearing

First time entrants

Grades Pre-K, K, 1, 3, 5, 7

Entrants from another state

#### Spinal

All students in grade 6

#### Child Abuse and Neglect

Provisions of the Texas Family Code require reporting of all suspected child abuse or neglect under penalty of fine or jail sentence or both, for failure to timely report.

## **Food Program**

Our Aramark lunchroom staff will ensure students are eating nutritionally based meals. We strive to meet federal standards concerning age appropriate nutritional guidelines.

School menus are published monthly on school website. Menus will also be posted in your child’s classroom and in the cafeteria.

Breakfast and Lunch is provided by Aramark. Breakfast times are from 6:30 a.m.-7:40 a.m. The prices for meals are as follows:

1. Breakfast \$2.00
2. Lunch \$3.00
3. Adult Breakfast \$2.25
4. Adult Lunch \$3.25
5. Additional Milk \$.50
6. Additional Juice \$.50

## **Lunch Deposits**

All lunch accounts will be paid in two ways, either the cafeteria or through our lunch online portal [www.myschoolbucks.com](http://www.myschoolbucks.com). The school office will no longer accept lunch payments. All check payments must be made payable to Archdiocese of Galveston-Houston.

### ***My School Bucks***

A convenience fee of \$1.95 is consistent to all payment options that are made at [www.myschoolbucks.com](http://www.myschoolbucks.com). Parents can make deposits of \$10 to \$150 for the same service fee. Parents can also deposit money into their student account for purchase of extra food and drink items. This link is available through your school website under Lunch Program tab.

All lunch accounts with a positive balance on the last day of school will have a carryover amount for the next school year. All lunch accounts with a negative lunch account balance on the last day of school will have the money withdrawn from their FACTS account on June 7<sup>th</sup>.

PK3-2<sup>nd</sup> Grades will not be allowed to exchange money with cafeteria cashier. Teacher or teacher aides will collect the funds from students and pay the cafeteria cashier.

3<sup>rd</sup> -8<sup>th</sup> Grades will be allowed to exchange money to the cafeteria cashier

### **Charge Limits**

A total of -\$15.00 may be charged on a student's lunch account before they begin to receive an alternate meal. An alternate meal consists of a cheese sandwich, fruit and milk. A notice will be sent via email regarding student's lunch account when -\$5.00 has been reached.

### **Special Diets**

If your child has a life threatening food allergy or requires a physician recommended diet, a Diet Modification form is located in the school cafeteria or online on your school website under Lunch Program tab. Once the form is completed by parent and or doctor please return the form to the school cafeteria. If we do not have this form on file, we will not be able to provide alternate meals or beverages to your child.

If you have any questions or need additional information, please contact Deborah Martinez @ 713-741-8704.

If your child does not have any life threatening food allergies or does not need any diet modifications, you do not need to complete this form..

### **Snacks**

Classrooms may allow two nutritional snacks per day under the teacher's supervision. The snack may be in the morning and afternoon but may not be at the same time as the regular meal periods for that class. The snack may be provided by the teacher, parents or other groups.

### **Competitive Foods**

SPV campus may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on school premises throughout the school day until the end of the last scheduled class period.

Students may not bring carbonated drinks from home. Please do not put a carbonated drink in a thermos or other type of drink container; they may explode or spill.

No FAST FOOD can be brought into the cafeteria by the parent or student.

### **Parties**

All classroom birthday parties will be held at 2:45 p.m.

Visitors are allowed a limited number of 3 lunch period visits during the school year.



## **Library**

St. Pius V Catholic School is fortunate to have an ever-growing library. Our library is funded by our book fairs. Books purchased in memory of a loved one include their name on the bookplate.

Our library holds two book fairs per year. These are exciting events for the students and we welcome your participation. The school website has the dates posted on the monthly calendar.

Each class visits the library every week. Library periods are posted and students are allowed to check out a specified amount of books according to their grade level. Parents are urged to encourage reading, research, and proper care of borrowed materials. Students will pay fines on overdue books, 5 cents per weekday. If the student is absent there is no fine, but the book must be returned the day the child returns to school.

Students will be expected to reimburse the school for the cost of damaged or lost books.

## **Parental Involvement**

### **School Board**

The St. Pius V Catholic School Board is an advisory board that consults with the pastor and principal in developing policies, budgets, and financing. The School Board, in consultation with the pastor and the principal, is charged with the responsibility of implementing Archdiocesan Board of Education policies. There are working committees for development, public relations, facilities, and long-range planning.

The School Board is comprised of the pastor and the principal along with nine members elected by the process of discernment. The nine representatives consist of parents of children attending St. Pius V Catholic School and a minimum of one parishioner with no children at the school. Meetings are held monthly. (See the website for dates).

### **Home and School Association (HSA)**

The St. Pius V Catholic School HSA is a network of parents who are actively involved in supporting the school by providing the manpower for fund-raisers and special events at school. The purpose of this organization is:

- ◆ to promote communication and a spirit of friendship and cooperation among the administration, teachers, school board, and parents.
- ◆ to raise and distribute funds to support St. Pius V School.
- ◆ to organize volunteers for all HSA Standing Committees, other volunteer programs, and all HSA fundraising projects.

Every parent is encouraged to become involved in the HSA, and to actively work to empower this organization to be a tremendous success and asset to the school.

### **Volunteers**

Our volunteer program welcomes all parents and friends of the school to get involved in activities both in and out of the classroom. Volunteering not only enhances your child's education, but also makes you a part of it. The faculty and staff are greatly appreciative and supportive of our volunteers' contributions.

Parents have an opportunity to sign up for various volunteer positions at the beginning of the school year. The HSA's Volunteer Coordinator works with the school staff to coordinate the entire volunteer effort.

### **VIRTUS Training Requirement**

All volunteers are required to attend a Protecting God's Children workshop, be "VIRTUS" trained, and to sign documentation specified by the Archdiocese of Galveston-Houston. After 5 years "Keeping the Promise Alive" must be taken. Anyone over the age of 13 must take "Jeremiah", the VIRTUS program for young adults.

This program is a requirement for all employees of the parish community and all volunteers who have regular contact with the students of St. Pius V Catholic School. VIRTUS is an Archdiocesan-wide program and is mandatory for all school volunteers. The program consists of two parts:

- ◆ Criminal Background Check
- ◆ Protecting God's Children Workshop (3-hour training)

Protecting God's Children is a workshop for adults on the subject of child abuse. This workshop focuses on the harm of

child sexual abuse, the warning signs of sexual abuse, what each person must do to prevent it, and the policies of the Archdiocese of Galveston-Houston for reporting it.

Volunteers include, but are not limited to, the following:

- ◆ Room parents
- ◆ Field trip chaperones
- ◆ Library volunteers
- ◆ Workroom volunteers
- ◆ Classroom volunteers
- ◆ Classroom party volunteers
- ◆ Special events volunteers
- ◆ Extra-curricular volunteers

Volunteers need to do the following:

- ◆ Sign in and out of the visitor's log in the office and acquire a visitor's sticker
- ◆ Wear the visitor's sticker so you may be easily identified by faculty and staff
- ◆ Protect confidentiality of students and staff
- ◆ Make other arrangements for siblings when volunteering at the school
- ◆ Notify the director of development to reserve a room for a meeting

### **Booster Club**

This organization shall support, encourage and advance the athletic program and related activities of St. Pius V.

This organization shall engage in fundraising activities to sustain a strong athletics program for SPV. The executive board works with the school athletic director to determine the program needs and the sources of funding.

This organization consists of parents, and any supporters of the St. Pius V Catholic School Athletic program. Volunteer forms are included in Student Athletic Handbook.

### **Service Hours**

The St. Pius V School office will keep track of all Service Hours issued. By May 1st, the school representative will submit a report to the school office on families who have not earned the required 10 hours per family. Families will be charged \$25.00 for every hour not earned. Opportunities to earn service hours include, but are not limited to:

Sparkle Clean Up Day	1 hour per work hour
Parish Festival	1 hour per work hour
Halloween Carnival	1 hour per work hour
HSA Meetings	1 hour per family
Fall/Spring Dances	1 hour per work hour
Santa's Breakfast	1 hour per work hour
Head Room Parent	6 hours
Committee Chairperson	6 hours
Sport Events (Concession Stand)	1 hour per work hour
School Office Volunteers	1 hour per work hour
School Board	15 hours

PLEASE NOTE: an additional \$15.00 fee is charged to your account if you sign up to do service hours and do not show. You MUST notify the office 24 hours before the event in order not to be charged.

### **General Information**

**During school hours from 6:30a.m.-3:15 p.m., ALL VISITORS TO THE SCHOOL MUST BE CLEARED THROUGH THE OFFICE, EVERY DAY, EVERY TIME!! This includes parent volunteers, and visitors coming for special programs and events. All visitors will be issued a photo badge to be worn while on school grounds.**

### **Field Trips**

Field trips serve the instructional program by utilizing educational resources of the community to supplement classroom work. Parents must sign a field trip permission form allowing their child to participate. Students must return this proper form; no other form will be accepted. NO phone permissions or faxes are allowed. NO exceptions will be made! If a parent does not want their child to participate, the school should be notified in writing. Students not participating in the field trip are required to attend school that day or it will be considered an unexcused absence.

- ◆ Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements.
- ◆ Each class may go on a minimum of 1 field trip. Uniforms will be worn on field trips unless otherwise indicated on the permission slip.
- ◆ To ensure the safety of our students, Field Trip drivers/chaperones may not bring younger children on the field trip
- ◆ Any parent driving for school field trips are required to complete all necessary documentation:
  - ❖ The driver must be 21 years of age.
  - ❖ The driver must have a copy of a valid and current driver's license on file in the school office.
  - ❖ The driver must have read and completed the Ethical and Personal Conduct Policies booklet.
  - ❖ The driver must have completed the Volunteer Drivers form.
  - ❖ The vehicle must have a valid and current registration and a copy on file in the school office.
  - ❖ The vehicle must have valid and current license plates.
  - ❖ The vehicle must be insured for the following minimum limits:
    - \$100,000 per person / \$300,000 per occurrence.
    - A copy of the current proof of insurance must be on file in the school office.

\*\*These are Archdiocesan guidelines for adults driving on field trips and can change at the discretion of the Archdiocese or the Administration.

### **Birthdays**

Invitations to private parties/birthday parties may be distributed at school ONLY if each class member receives an invitation. The only exception is if each girl or each boy in the homeroom class receives an invitation. The student should consult the teacher before distributing invitations. Invitations sent to school that do not comply with the above rules will be sent home for distribution by mail. (See Food section for class birthday treats )

### **School Pictures**

St. Pius V Catholic School has contracted with Interstate Studio to take school pictures. The individual photos of students in their school uniform will be published in the school yearbook. Dates of picture taking are announced in the school newsletter and posted on the monthly calendar on the school website.

### **Student Articles Forgotten at Home**

We ask that you do NOT bring students forgotten items from home. An important part of building responsibility in children is allowing them to experience logical and natural consequences. Students will not be allowed telephone use to call for forgotten items. Your cooperation in this matter is appreciated.

### **Student Articles Forgotten at School**

After the dismissal bell, students will not be allowed to return inside the school building to retrieve forgotten items and/or textbooks/notebooks without permission from office staff. No one will be granted permission to re-enter until dismissal is complete. This is to ensure the safety of students and an orderly dismissal procedure.

### **Lost and Found**

Please label ALL articles of clothing, lunch boxes, and backpacks with your student's first and last name. Any items found will be kept in a box in the school office. The school is not responsible for any lost or stolen property. Any unclaimed items will be donated to the St. Vincent de Paul Society after ten days.

### **Lockers (Grades 6-8)**

Students will have specific assigned times to go to their lockers. This will help prepare them for high school and foster responsibility and preparedness.

### **Safety/Emergency Operations Plan**

A safety plan is in place in case of fire, tornado warnings, train derailments, and bomb threats. Students learn safe and orderly procedures and drills are conducted regularly at unannounced and varied times. This plan is updated annually and on file in the school office.

### **Emergency School Closing**

In case of inclement weather such as flooding, storms, or icy streets, St. Pius V Catholic School will follow the decision of Pasadena Independent School District. Announcements will be made via the radio and the Houston television stations.

### **Change of Address/Emergency Information**

Please contact the school office, preferably in writing, as soon as your family has any address or phone number changes. All Emergency Card information MUST be kept up to date. Whether a child is not feeling well or a serious accident

occurs, parents or authorized persons should be able to be contacted at all times.

### **Extra-Curricular Activities**

**FOR YOUR CHILD'S SAFETY:** Always ensure the supervising adult is on campus and knows your child is present when dropping off a child for an extra-curricular activity. Students participating in any of these programs may not bring siblings. The school makes no provisions for supervision of siblings for after school activities. Parents should arrange for siblings to be picked up or may enroll them in extended day part time or full time.

### **Late Policy**

If a student is continually picked up later than the designated dismissal time for the after school activity, the student will not be allowed to continue participating in the program.

**Altar Servers:** Catholic boys and girls in grades 5 - 8 are eligible to participate in the parish altar servers program. St. Pius V Parish/School coordinates this program. Please contact the church office for more information.

**P.S.I.A.:** The Private School Interscholastic Association is an academic program where students can compete at a district and a state level.

**Scouts:** There are various groups of all levels of Boy Scouts and Girls Scouts associated with St. Pius V Parish. Call the following individuals for more information.

Girl Scouts –

Daisies-Grades 1-3, Mrs. Flowers and Mrs. Perez 713-472-5172

Juniors- Grades 4-8, Mrs. Little and Ms. Segura 713-472-5172

Cub Scouts & Boy Scouts - Mr. Harrison 713-946-1982

Cub & Boy Scouts are not a St. Pius V Catholic School sponsored activity, therefore the school is not kept informed of troop and pack happenings. Please call the group's sponsor if you have questions or need more information.

**Sports:** St. Pius V Catholic School has an Athletic Program open to students in grades 6-8. Grades 3-5 may participate in skill building. The program includes soccer, 6 man football, volleyball, basketball, softball, baseball, and track.

**National Junior Honor Society:** The NJHS is a national organization that recognizes student achievement. The four tenets of NJHS are scholarship, service, character, and leadership. This organization is open to students in grades 7-8 who exemplify the four tenets of NJHS. Activities include service projects and attending the state convention.

Standards of Membership: The NJHS at St. Pius V Catholic School is open to seventh and eighth grade students who maintain a 90 overall grade point average and who are good role models to the other students in their academics and behavior, and who abide by the handbook regulations and all school rules.

### **Archdiocesan Appeals Process**

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent or guardian meeting with the immediate authoritative person to discuss the matter. If, however, the matter is not then settled to the parent or guardian's satisfaction, the parent or guardian may institute a formal grievance. A formal grievance must be in writing and must be received in five (5) working days following the occurrence of the event on which the grievance is based. Please contact the principal for a copy of the Archdiocese's current appeals process/grievance procedure for further details. Also, please note that the current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal grievances within Archdiocesan schools.

### **Asbestos**

The Asbestos Management Plan is available at the church office Monday-Friday 9:00a.m. -3:00p.m., by appointment.

### **Safety**

A safe environment is a major importance of the school. It is of great concern when unsafe conditions appear. The school and church community must notify the principal/lead teacher/ or church office as soon as any hazard or unsafe condition is noticed.

### **School Property**

Church/School property is not to be removed/borrowed without the permission of the pastor or principal. An infraction of this policy will result in disciplinary action.

**St. Pius V Catholic School**  
**SCHEDULED AND "AS NEEDED" (PRN) MEDICATION PERMISSION**

Only **necessary** medication (prescribed for, but not limited to the treatment of: ADD/ADHD, Asthma, Diabetes, and Epilepsy) may be given at school. All medication should be given outside of school hours, if possible. Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage. Should school personnel refuse to give medication, the parent/guardian is informed and the incident documented. If necessary, medication can be given at school only under the following conditions:

1. If medication is needed in order for a student to remain in school, this form must be completed by the parent/guardian, signed by the physician, and returned with the medication to the nurse or principal designee.
2. All necessary medication prescribed for a student must be signed by a physician, dentist, physician assistance, podiatrist, or nurse practitioner and parent/guardian. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. "Over-the-counter" medication must be in its original labeled container and have the student's name on the bottle. Medications sent in baggies or unlabeled containers will not be given. "Over-the-counter" include cough drops, ointments, and eye drops and may not be given without a physician and parent signature.
3. It is the responsibility of the parent/guardian to bring all medication to the clinic/office and to pick up unused medicine. Any medicine unused that is not picked up will be destroyed.
4. Experimental medication/dosages will not be given. Herbal medication, dietary supplements, and other nutritional aids not approved as medication by the FDA will not be administered at school.
5. Only antibiotics prescribed to be taken four times a day with noon, as one of those times will be dispensed.
6. Medications must be kept in locked cabinet/drawer in the school office/clinic and administered in the school office/clinic unless other considerations are made.
7. A student may need medication in a school-related event. The principal is to authorize a school employee to administer medication. The medication must be in the original container, a photocopy of the parental permit, and the time(s) the medication is to be given.
8. Only the **school nurse** can give Nebulizer treatments in school. Non-licensed school personnel are not permitted to administer this treatment. The parent must come to school to give the treatment if there is no nurse.
9. No one-time medication such as an antibiotic or sedative will be given.
10. Complete the "As-Needed Medications, Special Medication or Treatment" section for medications that are "prn" any other route other than oral and for special treatments needed.
11. Special forms must be filled out for emergency medications such as those for allergies. A special form must be filled out when a student is to carry asthma medication.

NAME OF STUDENT: \_\_\_\_\_ GRADE: \_\_\_\_\_

NAME OF MEDICATION and STRENGTH \_\_\_\_\_

DOSAGE: \_\_\_\_\_ TIME(S) \_\_\_\_\_

ROUTE \_\_\_\_\_ DIRECTIONS FOR GIVING \_\_\_\_\_

BEGINNING DATE: \_\_\_\_\_ ENDING DATE: \_\_\_\_\_

**AS-NEEDED MEDICATION, SPECIAL MEDICATION OR TREATMENT SECTION**

A. Circumstances warranting requested PRN treatment/medication:

1. Condition requiring treatment/medication: \_\_\_\_\_

2. Signs and symptoms of condition: \_\_\_\_\_

3. Signs and symptoms that require medication and/or treatment to be given:  
\_\_\_\_\_

4. Length of time signs and symptoms present to warrant treatment/medication:  
\_\_\_\_\_

5. Related signs and symptoms of condition which constitute a medical emergency for which EMS and parent called:  
\_\_\_\_\_

6. Maximum number of treatments per school day not to exceed: \_\_\_\_\_

7. Additional instructions/comments: \_\_\_\_\_  
\_\_\_\_\_

8. Supplies needed \_\_\_\_\_ Amount \_\_\_\_\_

C. Skills required to administer treatment/medication: \_\_\_\_\_

D Method of administration of treatment/medication: \_\_\_\_\_

E. Additional instructions/comments: \_\_\_\_\_

F. This medication may/may not be carried by school personnel to school-related events or off-campus events.

Beginning Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**SIGNATURE OF PHYSICIAN:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(STAMPED SIGNATURE NOT ACCEPTED)

**PRINTED NAME:** \_\_\_\_\_

**PHYSICIAN'S TELEPHONE NUMBER:** \_\_\_\_\_

Parent or Guardian:

I want to be called: \_\_\_ Before giving the medication \_\_\_ After medication is given \_\_\_ Other

Comments or information:

\_\_\_\_\_

I hereby request that the medication specified above is given to the above named student and that someone gives the medication other than a medically trained person. I realize that the school does not have to agree to allow medication to be given to a student by school personnel. I understand that the school's agreeing to allow the medication to be given is for my benefit and the student's benefit. Such agreement by the school is adequate consideration of my agreements contained herein. In consideration for the school agreeing to allow the medication to be given to the student as requested herein, I agree to indemnify and hold harmless the Archdiocese of Galveston – Houston, its servants, agents, and employees including, but not limited to the parish, the school, the principal, and the individuals giving the medication of and from any and all claims, demands, or causes of action arising out of or in any way connected with the giving of the medication or failing to give the medication to the student. Further, for said consideration, I, on behalf of myself and the other parent of the student, hereby release and waive any and all claims, demands, or causes of action against the Archdiocese of Galveston – Houston, its agents, servants, or employees, including, but not limited to the parish, the school, the principal, and the individual giving or failing to give the medication.

**SIGNATURE OF PARENT/ GUARDIAN:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## Parent-Student Policy Handbook Acknowledgment Form

Dear Parents,

Thank you for reading the Parent-Student handbook. This year the handbook will be posted on the school website. If you have any questions during the year, please refer back to the online handbook.

Please sign, date, and return this acknowledgment form to your child's teacher. Your signature and that of your child/children indicate that you have carefully read this handbook.

It is expected that you have discussed with your child/children the appropriate items from the handbook, and that you and your child/children agree to abide by the school procedures, regulations, and policies discussed in this handbook.

The topics addressed in this handbook are not inclusive and are subject to discretionary interpretation by the principal. St. Pius V Catholic School and/or the principal retain the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

This form is due by **Friday, August 28, 2014**

Thank you for your cooperation.

Detach and Return

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We have read and discussed the St. Pius V Catholic School Policy Handbook for Parents and Students. We agree to follow the school procedure, regulations, and policies covered in this Handbook.

Parent Name \_\_\_\_\_

Please Print

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Grade

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

\_\_\_\_\_  
Grade

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

\_\_\_\_\_  
Grade

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

\_\_\_\_\_  
Grade

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

\_\_\_\_\_  
Grade

St. Pius V Catholic School 2014-2015 Technology User Agreement  
& Parent Permission

These are guidelines to ensure continued technology privileges at school.

1. Do not use technology to harm other people or their work.
  2. **Do not post pictures/videos from school events on any online avenue as many parents do not give permission for their student's image to be viewed by others.**
  3. Do not damage the network or any technology resource in any way.
  4. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
  5. Do not violate copyright laws.
  6. Do not view, send or display offensive messages or pictures.
  7. Do not share your password or in any way obtain another person's password.
  8. Do not waste technology resources such as disk space or printing supplies.
  9. Do not trespass in another's folders, work or files.
  10. Do notify an adult immediately if you encounter materials which violate the Rules of Appropriate Use.
  11. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.
  12. Students in grades 1-8 will be issued a flash drive for use at school. Student work will be saved on these flash drives. If the flash drive is lost or damaged during the year, a new flash drive must be purchased from the school at the cost of \$10.
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As a parent/guardian and student/s of St. Pius V Catholic School, we have read the information on the appropriate use of technology at school, and we understand this agreement will be kept on file. (Questions should be directed to the principal for clarification.)

My student/students may use the Internet while at school according to the rules outlined. \_\_\_ Yes \_\_\_ No

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server. This includes the Dragon Newsletter that is posted on the school website and pictures for the school website itself.

My student's/students' work may be published on the school website/Internet. \_\_\_ Yes \_\_\_ No

Photographs of my student/students may be used or published on the school website/Internet. This includes the Dragon Newsletter. (Please Note: If you check "No" to this question, your student's/students' face(s) will be blocked out of group pictures in school newsletters and other publications.)

\_\_\_ Yes \_\_\_ No

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (print) \_\_\_\_\_ Signature \* \_\_\_\_\_

Student Name (print) \_\_\_\_\_ Signature \* \_\_\_\_\_

Student Name (print) \_\_\_\_\_ Signature \* \_\_\_\_\_

Student Name (print) \_\_\_\_\_ Signature \* \_\_\_\_\_

Student Name (print) \_\_\_\_\_ Signature \* \_\_\_\_\_

\*Student signature required for students in grades 3 - 8.

School Copy Received By \_\_\_\_\_ Date \_\_\_\_\_



### 10 Commandments of Computer Use

I will...

1. Respect the computer equipment.
2. Avoid eating and drinking at the computer stations.
3. Not change the settings on the computer.
4. Not make changes to or take from the school website.
5. Respect files or passwords and not share them.
6. Respect other people's files and only work with my own.
7. Not create any websites against my school.
8. Avoid email, instant message, chat, and other forms of communication on the school computers.
9. Only play games on the computer with the teacher's permission.
10. Turn off the screen and get a teacher if something bad appears on my computer.

I agree to abide by these rules when using the computers at school.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

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

### 10 Commandments of Computer Use

I will...

10. Respect the computer equipment.
11. Avoid eating and drinking at the computer stations.
12. Not change the settings on the computer.
13. Not make changes to or take from the school website.
14. Respect files or passwords and not share them.
15. Respect other people's files and only work with my own.
16. Not create any websites against my school.
17. Avoid email, instant message, chat, and other forms of communication on the school computers.
18. Only play games on the computer with the teacher's permission.
10. Turn off the screen and get a teacher if something bad appears on my computer.

I agree to abide by these rules when using the computers at school.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

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

### 10 Commandments of Computer Use

I will...

19. Respect the computer equipment.
20. Avoid eating and drinking at the computer stations.
21. Not change the settings on the computer.
22. Not make changes to or take from the school website.
23. Respect files or passwords and not share them.
24. Respect other people's files and only work with my own.
25. Not create any websites against my school.
26. Avoid email, instant message, chat, and other forms of communication on the school computers.
27. Only play games on the computer with the teacher's permission.
10. Turn off the screen and get a teacher if something bad appears on my computer.

I agree to abide by these rules when using the computers at school.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

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

**St. Pius V Catholic School  
2014-2015 School Calendar**

- ◆ Calendar is subject to change. Parents will be given prompt notification of revisions, if any.

Please view the 2014-2015 SPV Calendar at: <http://www.spypasadena.org/Pages/ForFamilies.aspx>