We are called to provide a quality education in the Roman Catholic tradition through Goodness, Discipline, and Knowledge.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MISSION STATEMENT, PHILOSOPHY STATEMENT, STUDENT LEARNING GOALS</td>
<td>5</td>
</tr>
<tr>
<td>ACADEMIC CALENDAR</td>
<td>6</td>
</tr>
<tr>
<td>SCHOOL STAFF</td>
<td>6</td>
</tr>
<tr>
<td>POLICY STATEMENT FOR SITUATIONS NOT COVERED IN HANDBOOK</td>
<td>7</td>
</tr>
<tr>
<td>PARENTS ROLE IN EDUCATION</td>
<td>7</td>
</tr>
<tr>
<td>PARENTS AS PARTNERS</td>
<td>8</td>
</tr>
<tr>
<td>SAFE ENVIRONMENT TRAINING</td>
<td>8</td>
</tr>
<tr>
<td>COMMUNICATION (Policy 2660, 1500)</td>
<td>8</td>
</tr>
<tr>
<td>ENROLLMENT</td>
<td>9</td>
</tr>
<tr>
<td>Non-Discrimination Policies (Policy 6020)</td>
<td>9</td>
</tr>
<tr>
<td>Admission</td>
<td>9</td>
</tr>
<tr>
<td>Definition of a Student</td>
<td>9</td>
</tr>
<tr>
<td>Maintaining A Student with Special Needs in the School</td>
<td>10</td>
</tr>
<tr>
<td>Tuition and Financial Obligations (Policy 5010, 5100)</td>
<td>10</td>
</tr>
<tr>
<td>GENERAL SCHOOL INFORMATION</td>
<td>11</td>
</tr>
<tr>
<td>Accreditation (Policy 1010)</td>
<td>11</td>
</tr>
<tr>
<td>Office Hours</td>
<td>11</td>
</tr>
<tr>
<td>School Hours</td>
<td>11</td>
</tr>
<tr>
<td>Background Checks (Policy 3140)</td>
<td>11</td>
</tr>
<tr>
<td>Supervision (Policy 2180)</td>
<td>11</td>
</tr>
<tr>
<td>Absence and Attendance (Policy 2120)</td>
<td>12</td>
</tr>
<tr>
<td>Car Lines</td>
<td>13</td>
</tr>
<tr>
<td>WEATHER and HEALTH RELATED ISSUES</td>
<td>13</td>
</tr>
<tr>
<td>Late Start</td>
<td>13</td>
</tr>
<tr>
<td>School Closing due to weather</td>
<td>13</td>
</tr>
<tr>
<td><strong>School Closing due to COVID-19</strong></td>
<td>14</td>
</tr>
<tr>
<td>Recess</td>
<td>14</td>
</tr>
<tr>
<td>DRESS CODE</td>
<td>14</td>
</tr>
<tr>
<td>MEDICATIONS/HEALTH</td>
<td>19</td>
</tr>
<tr>
<td>Certificate of Immunization (Policy 2080)</td>
<td>20</td>
</tr>
<tr>
<td>Communicable Diseases (Policy 1400)</td>
<td>20</td>
</tr>
<tr>
<td>Accidents/Illnesses (Policy 2220)</td>
<td>20</td>
</tr>
<tr>
<td>Vision and Hearing Screening</td>
<td>20</td>
</tr>
<tr>
<td>COVID-19 Health Considerations</td>
<td>20</td>
</tr>
</tbody>
</table>
Insurance

CURRICULUM (Policy 4000, 4120, 4300, 4310) 21
TECHNOLOGY 21

STUDENT PROGRESS
Conferences 23
Homework 23
Time Expectations 23
Absence/Make Up Policy 23
Report Cards and Grading Scales 24
Honor Roll 24
Promotion 24
Academic Probation 24
Student Withdrawal (Policy 2630) 24
Retention 24
Referral for testing and special needs 25
Title I 26
Standardized Assessment 25
Academic and Social Student Opportunities 26
Academic Support 26
Tutoring Policy (Policy 3600) 26
Graduation (Policy 2460) 26
Maintenance of Student Permanent Records (Policy 2320) 26

CSAL (Catholic Schools Athletic League)
Physical Exams for Extracurricular Sports 26
Sports Eligibility 26
Procedures for Determining Eligibility 26
Sports Program Philosophy 27
Concussion Guidelines (Policy 2190) 28

DISCIPLINE (Policy 2630)
Off-Campus Misconduct (Policy 2190) 29
Major Infractions 30
Weapons in School 31
General Discipline and Student Behavior Expectations (Policy 2630) 31
Playground Rules 32
Hallway Behavior 33
Classroom Behavior 33
Bullying and Harassment 33
Probation (Policy 2520) 34
Suspension (Policy 2560) 34
Expulsion (Policy 2600, 2660) 34

INTERNET ACCESS (Policy 2610) 35

ELECTRONIC READERS/LAPTOPS 35

Library 35

MEDIA POLICY (Policy 2350) 35
The Catholic school forms part of the saving mission of the Church, especially in the faith.
Mission Statement
We are called to provide a quality education in the Roman Catholic tradition through Goodness, Discipline, and Knowledge

Our Beliefs
We believe Catholic education in the Archdiocese of Denver forms students to address with Christian insight the multiple challenges that face individuals and society today.

We believe that every aspect of learning should be directed towards helping students develop in their understanding of themselves as a child of God spiritually, morally, academically, physically, culturally, and socially.

We believe that teachers prepare students for life as active and responsible members of society, in a safe and respectful environment.

We believe students should strive to do their best, be accountable for their actions, be respectful of the uniqueness of each individual and the environment, and develop a love of learning.

We believe that parents, as the primary educators of their children, share the full responsibility for educating, motivating, challenging, and guiding their children spiritually, morally, academically, physically, culturally, and socially.

A Parent's Prayer for their Student
Dear Lord,
As my children leave for school,
I pray that you will keep them in your care.
Send your spirit to open their minds to all that is true and beautiful and good.
Help them to see the gifts and talents that you have given them and use them well. Help them grow in knowledge and wisdom.
Help them to be kind to others and lead others to be kind to them.
Give their teachers patience and understanding and help them teach what is just and true. Send your angels to guide and guard my children and to keep them from all harm.
Open their hearts to your presence and enfold them in your peace and protection. Hold them in the palm of your hand and bring them home safely at the day's end. Amen.

A Parent’s Prayer
Dearest Lord,
Help me foster a household of physical, emotional and spiritual health.
May our household promote an abiding sense of safety and security so our child has the courage to face the horizons and challenges of each day.
Grant our child a calm spirit to hear the voice of God.
May our child have a willingness to listen carefully, a clear mind both to learn and recall a generous spirit toward family and friends, and an unshakable self-worth and personal dignity. Bless our child’s teachers, mentors, and counselors with wisdom patience, and fortitude. May our household always love and serve you. Amen
**Academic Calendar**
An academic calendar is provided separately to all families and is subject to change. Families are asked to schedule vacations, appointments, and other events outside of school time to avoid excessive absences.

**SCHOOL STAFF**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pastor</td>
<td>Rev. Jorge Aguera</td>
</tr>
<tr>
<td>Principal</td>
<td>Mrs. Karen Shannahan</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Mrs. Mandi Lupher</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Ms. Mary Martin</td>
</tr>
<tr>
<td>Preschool Director/Pre-K Teacher</td>
<td>Mrs. Amy Madden</td>
</tr>
<tr>
<td>Preschool Teacher</td>
<td>Mrs. Deann Aquino</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>Mrs. Kelley Mestdagh</td>
</tr>
<tr>
<td>Grade 1</td>
<td>Mrs. Eileen Czapla-Haslam</td>
</tr>
<tr>
<td>Grade 2</td>
<td>Mrs. Kendra Bissonnette</td>
</tr>
<tr>
<td>Grade 3</td>
<td>Mrs. Erin Thielke</td>
</tr>
<tr>
<td>Grade 4</td>
<td>Ms. Eleni Vayas</td>
</tr>
<tr>
<td>Grade 5</td>
<td>Mr. Eric McRoberts</td>
</tr>
<tr>
<td>MS Math/Science</td>
<td>Mr. David Gill</td>
</tr>
<tr>
<td>MS Literature</td>
<td>Mrs. Sharon Tracy</td>
</tr>
<tr>
<td>MS Theology</td>
<td>Mrs. Heidi Wilson</td>
</tr>
<tr>
<td>MS Writing/Social Studies</td>
<td>Mr. Paul Buchholz</td>
</tr>
<tr>
<td>Art Teacher</td>
<td>Mrs. Kristy Bonomo</td>
</tr>
<tr>
<td>Music Teacher</td>
<td>Mrs. Eva Dudinszky Gomez</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Mr. Joshua Davenport</td>
</tr>
<tr>
<td>Reading Resource</td>
<td>Ms. Alycia Alvarez</td>
</tr>
<tr>
<td>Math Tutor</td>
<td>Mrs. Patricia Haven</td>
</tr>
<tr>
<td>Reading Tutor</td>
<td>Mrs. Carol Tufano</td>
</tr>
<tr>
<td>ELL Tutor</td>
<td>Mrs. Jackie Morales</td>
</tr>
<tr>
<td>Extended Day Teacher</td>
<td>Mrs. Cathy Tanner</td>
</tr>
<tr>
<td>Business Manager/Advancement</td>
<td>Ms. Akemi Koblishcke</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Mr. Joshua Davenport</td>
</tr>
</tbody>
</table>
POLICY STATEMENT FOR SITUATIONS NOT COVERED IN THIS HANDBOOK
Situations arising at school which are not directly covered by the current policies of the school handbook will be the responsibility of the principal(s), in association with the pastor, and with assistance, as appropriate, from staff members. The ultimate best interest of the school community will continue to guide all policies and practices of the school.

Any policy statements made in the school newsletter or communicated by another means are considered to be official and enforceable policies, just as those appearing here.

No policy that greatly restricts the rights of students or families will be made without appropriate study and decision-making, for the good of the school and students.

Any person who has a concern with a policy should make their concern known to the principal(s).

The principal will review the policies of this handbook in a regular sequence, to update and clarify. Please review the entire Family Handbook with your child(ren) attending St. Pius X Catholic School. Your signature on the last page of this handbook acknowledges that you and your child(ren) have reviewed and understand the contents contained in the Family Handbook.

Information contained herein is subject to modification, change, interpretation, and elimination at any time at the school’s discretion.

PARENTS ROLE IN EDUCATION
We believe parents are the primary educators of their children. Therefore, we at St. Pius X Catholic School consider it a privilege to work with parents in the education of children. It is your right and your duty to become the primary role models for the development of your child’s life – physically, mentally, spiritually, emotionally, morally, and psychologically.

A strong role model teaches by good example. Your personal relationship with God, with each other, and with your church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest and active personal relationship with God and your family life.

In choosing to have your students enrolled at St. Pius X Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K-8) your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical development. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging and nourishing the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, it is the responsibility of the parent to investigate the complete story. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits that provide a young person with both guidance and security. It is essential that a child take responsibility for the grades he/she has earned, and be accountable for homework, long-term assignments, major tests, and any other assignments. This responsibility also extends to times of absence.
Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the person God has created him/her to be.

**PARENTS AS PARTNERS**
As partners in the educational process at St. Pius X Catholic School, we ask that:

- Your child goes to bed early on school nights
- Your child arrives at school on time and is picked up on time at the end of the day
- Your child is dressed according to school dress code
- You provide a packed lunch for your child daily
- You and your child actively participate in a positive manner in all school sponsored activities
- You pay for any damage to school books or property due to carelessness or neglect on the part of the student
- You notify the school when the student will be absent
- You meet all financial obligations
- You inform the school of any special situations regarding the student's well-being, safety, and health
- You complete and return to school any requested information promptly
- You read school and classroom newsletters
- You login to and monitor FACTS SIS at least on a weekly basis
- You support the religious, educational, and financial goals of the school
- You support the discipline policy of the school
- You treat teachers, staff, and administration with respect and courtesy in discussing student problems
- You participate in the Safe Environment Training

**SAFE ENVIRONMENT TRAINING**
In the spring of 2004, Archbishop Chaput mandated that all schools in the Archdiocese of Denver participate in a Safe Environment Training Class. All employees of the Archdiocese, including teachers and staff, have attended this class. In addition, all parents who volunteer in the school in any capacity, including coaching, are **required** to attend this training. Once the training is complete, a confirmation of your attendance must be given to the school office. At that time, you will be eligible to participate in school functions including classroom aides, party planners, field trip chaperones, coaching, etc. Parents will be expected to be retrained once every five years.

**COMMUNICATION**
The level of communication between the staff and the school families has a significant impact on the overall effectiveness of the home/school partnership. **We use FACTS SIS as a communication tool between the school and home.** Contact the office if you have not been successful in setting up your login. FACTS SIS will allow the teachers to communicate to parents any upcoming activities, events, grades, assignments, etc. **FACTS SIS is the primary form of communication between the home and school; therefore, every effort should be made for parents to review information on FACTS SIS as frequently as possible, but at least on a weekly basis.**

Parents who have complaints or issues of concern are asked to address those issues promptly and directly with the person involved. Discussions and gossip with persons who cannot resolve the issue are destructive to the Catholic school community, and are in direct conflict with the values being taught and modeled for the students. Should inappropriate parental communication occur, the student may be asked to withdraw from the school. *(Archdiocesan Policy No. 2660)* **Parents should contact the teacher first when there is a concern about any classroom/student issue.** If the issue is not resolved satisfactorily, the next step is to contact the administration and then the pastor. If a parent believes a serious issue has still not been satisfactorily resolved, the parent may appeal to the Office of Catholic Schools. *(Archdiocesan Policy No. 1500)*

The Home and School Association and/or the School Advisory Council does not function as a
grievance board, so members should not be contacted concerning grievance issues.

**ENROLLMENT**

A complete listing of the policies of the Archdiocese of Denver that govern the operation of St. Pius X Catholic School is available from the principal.

**Notice of Student Non-Discrimination Policy (Archdiocesan Policy #6020)**

The Catholic Schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel J. Aquila S.T.L., and under the direction of the Superintendent, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. Furthermore, Archdiocesan schools admit handicapped students in accord with the policy on Admissions in the Archdiocese of Denver Catholic Schools Administrator’s Manual. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the administration of the educational policies, employment practices, scholarship and loan programs, or athletic or other school-administered programs.

**Assurance Statement of compliance with the purposes of Title IX Education Act**

The Catholic schools of the Archdiocese, under the jurisdiction of the Archbishop, and at the direction of the Superintendent, attest that none of the Catholic schools discriminates on the basis of sex in its admission policies, its treatment of students or its employment practices.

**ADMISSION**

Application for admission to St. Pius X Catholic School indicates a willingness to be committed to the first priority of our school which is the faith formation of the children. This commitment calls for active involvement in and support of the St. Pius X Catholic Community (i.e. time, talent, treasure). As has been stated many times, parents are the primary educators of their children. St. Pius X Catholic School expects our parents to be the role models for our students as they strive to live their faith on a daily basis. St. Pius X Catholic School has dedicated itself to supporting you in that role. **Please be aware that active involvement in, and support of, both the parish and the school is an expectation of all requesting enrollment for their children in the school.**

Because of our rigorous academic requirements, all new students are admitted on a probationary basis for at least one academic trimester.

Students shall not be denied admission because of handicap unless the handicap seriously impairs the student’s ability to complete successfully the school’s academic program, or unless the school cannot provide sufficient care or make reasonable accommodations for the child.

Colorado law requires that all students have a Certificate of Immunization on file by the first day of school. If this information is not on file by the first day of school, your child will not be allowed to attend school until such time as the form is turned in to the school office, or until an allowed exemption form is submitted.

Students entering Kindergarten must be five years old on or before October 1. Results of readiness screening (done during class at the beginning of the school year) will also be a factor in determining acceptance in Kindergarten.

Students entering First Grade must be six years old on or before October 1. Students seeking admission to First Grade must also meet the criteria set by First Grade teachers regarding student readiness for the academic program.

**Definition of a Student/Home Schooling (Archdiocesan Policy #2020)**

“The Catholic Schools of the Archdiocese of Denver may only enroll full-time students, defined as a student who is expected to be present for all school hours on all designated school days.”

“Extra/co-curricular activities and/or programs (e.g. CSAL, tutoring programs, after school activities)
are not open to children who are not full-time, enrolled students in the school. Schools may not permit students enrolled in home school programs to participate in extra/co-curricular programs and activities for any reason."

**MAINTAINING A STUDENT WITH SPECIAL NEEDS IN THE SCHOOL**

The school will consider the enrollment or continuation of a student with exceptional educational needs, under the following conditions:

1. The family is motivated to support and participate in the educational process, including extension of the day's work at home, medication, or other help.
2. The student's exceptional needs can be reasonably met within a standard educational program and standard classroom.
3. The school will be allowed to modify assessments such as report cards to the student's developmental needs, and the exceptional needs status will be shown on the report.
4. The school cannot accept or keep students with poorly controlled emotional disorders or significant learning disability, because there is no staffing for this. Accommodations for all students with special needs, whether they are remedial, environmental, or accelerated in nature is limited due to class size and available staff.

Because of our rigorous academic program, there may be a restriction of acceptance of students in Grades 6-7-8 with special needs.

**TUITION AND FINANCIAL OBLIGATIONS**

Negotiated tuition is not a part of St. Pius X Catholic School policy. The amount of the tuition is determined by the actual cost of educating each individual pupil. The amount is determined each year by the cost of education. Tuition is due to St. Pius X Catholic School whether there is in-person instruction or distance learning instruction at any time during the year.

At registration time, there will be a registration fee for each family. All fees are non-refundable. The first monthly payment is considered a commitment fee and is non-refundable. Non-payment of monies owed St. Pius X Catholic School, i.e. tuition, library fines, Extended Day, fundraising, etc., will jeopardize re-registration.

No child will be allowed admittance into the school unless the previous year's tuition bill is paid in full – even if a registration fee has been paid. Likewise, all tuition for the new school year must be current before students begin classes each year.

Tuition accounts must be current for eighth graders to attend their yearly retreat and graduation ceremony. Accounts must be current for all students to attend the end of the year field days.

A Catholic and a Non-Catholic/Non Affiliated tuition rate are assessed. Those families affiliated with a Catholic parish may receive a lower tuition rate if the pastor sings the Parish Affiliation form. Parish affiliation forms are to be returned to the school office no later than June 15th, and must be resubmitted each year. This support becomes part of the school's operating budget as a sign of joint commitment to Catholic education as offered through the Archdiocesan school system. *(Archdiocesan Policy No. 5100)*

Parish affiliation is determined by the pastor and families may be eligible to receive the affiliated form if:

- a. The family has been registered in the parish for at least 6 months
- b. The family verifiably contributes, according to their means, on a regular basis to the financial support of the parish
- c. The family attends Mass regularly and is involved in the activities, organizations, or programs at the parish.

Contact your parish office for additional information; St. Pius X Catholic School does not determine or cannot authorize a family's affiliation status *(Archdiocesan Policy 5010)*.

All monthly payments will be made to FACTS Tuition Management. A non-refundable yearly
enrollment fee will be due for all families to enroll in FACTS. Payments that are not made to them as scheduled will be considered past due and late fees will be assessed. Follow-up service fees may also be assessed by FACTS. Tuition must be paid on a monthly basis to continue enrollment at St. Pius X Catholic School.

**Students withdrawing at any time during a month will be charged for a full month of tuition.**
For families who pay tuition monthly, if you withdraw your child after February 1st you will still be responsible for the remainder of the tuition for the year, unless you are withdrawing due to a military transfer.

Delinquent accounts will be sent to our collection agency, and full responsibility for these costs will be incurred by the parent. A $25 fee will be assessed for all returned checks to the school.

**GENERAL SCHOOL INFORMATION**

**ACCREDITATION**
St. Pius X Catholic School is granted accreditation through the Archdiocese of Denver Catholic Schools and through the Cognia organization. *(Archdiocesan Policy 1010)*

**OFFICE HOURS**
The school office is open between 7:30 a.m. and 3:30 p.m. on the days when school is in session. There are limited office hours during the months of June and July.

**SCHOOL HOURS**

<table>
<thead>
<tr>
<th>School Office Hours:</th>
<th>Monday through Friday</th>
<th>7:30 a.m. to 3:30 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Day of School</td>
<td>7:30 a.m. to 12:30 pm</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classroom Hours</th>
<th>Pre-Kindergarten</th>
<th>7:45* a.m. to 2:30 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Kindergarten through 8th Grade</td>
<td>7:45* a.m. to 3:00 pm</td>
</tr>
</tbody>
</table>

*Parents may begin to drop their children off at 7:45 am; students will begin to enter the school building immediately. Morning Prayer begins daily at 8:00 am and students will be considered tardy at 8:00 am. Students not in their classroom at the time prayer begins will be considered tardy. Families are encouraged to place a high priority on punctuality.

Students arriving before 7:45 a.m. and/or are still on campus after dismissal procedures are complete (3:10 p.m.) will be sent to Extended Day for supervision. Charges will incur any time a student is being supervised by our daycare personnel.

Early dismissal at 12:00 p.m. will occur periodically throughout the year. Any student remaining on campus at 12:15 p.m. will have to call parents to be picked up **unless the parent has registered the child for our Extended Day program ahead of time.**

**BACKGROUND CHECKS**
Background checks are processed for any faculty, staff, or volunteers who work directly with the students. *(Archdiocesan Policy No. 3140)*

**SUPERVISION**
Students are supervised at all times during the regularly scheduled school day, on school sponsored field trips, during school sponsored co-curricular activities, and at any other times during which the school accepts responsibility for supervision. *(Archdiocesan Policy No. 2180)*
ABSENCE AND ATTENDANCE
The school is required to keep accurate records of daily attendance and tardiness. Excessive absences or tardiness will require a conference with administration. Absences totaling more than 20 days may jeopardize grade promotion. (Archdiocesan Policy No. 2120)

**It should be noted that excessive absences or tardies severely affect a child’s ability to progress in his/her learning. Therefore, if your child misses more than seven days of school in a trimester, a meeting may be required with the principal and/or teacher to determine the effect of the absences upon the learning of the student. If it is determined that learning has been largely affected, a remedial plan may be put in place for the child. If a child is absent more than 21 days in a school year, retention will be discussed for that student.**

Excessive tardies also have a large negative impact on a student, as well as on a classroom. **Students are expected to arrive at school no later than 8:00 a.m. daily!** We fully understand that ON OCCASION traffic or other problems may occur that cause a student to be late. Please call if that is happening. When a student has 10 tardies, parents will be contacted for a conference with the principal.

You must notify the school office (303-364-6515) by 8:30 a.m. if your child will be absent from school. Please leave the name of the student, grade, his/her homeroom teacher’s name, and reason for the absence. You will be contacted at home or work if your child is absent and you have not contacted the school office by 8:30 a.m. **Students should be free of fever and/or all flu-like symptoms, including vomiting, for 24 hours (without medication) before returning to school. A student who is absent from school for any reason will not be allowed to participate in after school activities that day.**

**Due to the infectious nature of the COVID-19 virus, we are requiring students to stay home if they are experiencing any symptoms of illness. Families will be required to do a daily health screening BEFORE bringing their child to school, and if any illness symptoms are present, then their child must stay home.**

Parents are requested to arrange medical and dental appointments after school, during vacation periods, or on the afternoons of early dismissal days. In cases where this is not possible, please notify the office by a phone call or note at least one day in advance of the appointment. You must “sign out” your student in the office prior to leaving the building in all cases of early release. Students will not be released after 2:50 to avoid further distraction as the teachers are trying to get the students organized. Additionally, students must be “signed in” when they return to the school. This information is used to record a student’s attendance for the day. Two hours of absence from school is considered a half-day of absence. No student will be released to any person other than his/her parent/guardian without a written note to the school as to whom is picking up the student. Understanding that emergencies do arise, a phone call that can be verified by school personnel will suffice for an emergency release of the student.

Parents are urged to make every effort to plan vacations or other activities at the specified vacation times and school holidays listed on the school calendar. **In the rare instance that a student will miss multiple days of school for a trip, approval must be granted by the school office prior to the absence. Make-up work will not be given ahead of time, but will be given upon the student’s return.**

There is no provision for supervision of students who cannot go out for recess. If your child is not well enough to go outside, it is best to keep him/her at home. A written note from a physician to the homeroom teacher is required to be excused from P.E. class. The student will take the note with him/her to P.E. class. Parent notes are not sufficient to be excused from PE classes.
CAR LINES

Morning Car Line

- Car line starts at 7:45 a.m. Please do not allow your child out of the car until adult supervision is in the parking lot.
- Cars must enter the parking lot through the west gate only, and must leave the parking lot through the north gate only.
- Cars should NOT turn in on 14th Place for car line. Instead, cars should turn in on 13th Ave., turn right on Xanadu, and turn right on 14th to enter the west gate.
- When exiting through the north gate, cars should turn left out of the parking lot to head west on 14th Place. Cars WILL NOT be allowed to turn right to leave the parking lot UNLESS the parent is planning to park in front of the school to enter the school office.
- Please stay in your car. Children should be ready to exit the vehicle right away so that delays to car line do not occur. Parents who need to help their child get out of the car should park rather than come through car line.
- All students should be dropped off in the front of the car lines. Please follow the directions of the staff or volunteers.
- Please make sure to use your turn signal when entering or exiting the school lot.
- Please have all students exit from the passenger side of the car.
- **Students are not to be dropped off in front of the school on 14th Place.**
- The safety of each student is of the utmost importance, please refrain from cell phone use while driving on campus.

Afternoon Pick-Up Procedures

Parents will need to park their car and exit the vehicle to pick up their child in the afternoon. All vehicles should enter through the west gate and exit through the north gate (the same as morning car line), but should park instead of forming a line. Parents of preschool or pre-K students have priority for spots in the lower parking lot. Classes will line up outside with their teachers after the 3:00 bell for dismissal. Grades K-4 will line up outside the west doors, grades 5-8 will line up by the gazebo. Parents will need to walk to the line(s) of their child(ren) and the teacher must give the child permission to leave with the parent BEFORE the child may go. Once you pick up your child from line, they become your responsibility and the child should remain BY YOUR SIDE at all times for safety reasons.

WEATHER-RELATED ISSUES

Late Start

We usually do not have late starts in the morning. If there is inclement weather, school will begin promptly, although the taking of attendance may be delayed. If we feel that a late start is prudent, we will announce it in the same way as a snow day is announced.

School Closing

Emergency school closings will be announced through FACTS SIS (via email or posted on the main page). Parents will also receive a text message via FlockNote. School closures will also be posted on 9 News and 9news.com, but you should check FACTS SIS or your phone first. School will not be dismissed early because of weather except in extenuating circumstances. This precaution is taken to ensure the safety of students whose parents might not be aware of an early closing. Of course, parents may decide to pick up their child(ren) early in severe weather.

Parents are urged to use their own judgment in deciding whether to send their children to school in inclement weather.

School Closing due to COVID-19

If there is an outbreak of the virus in the school or community, we may be required to close the school for several days or several weeks for cleaning and for the outbreak to settle. We will
announce this in many ways, and we will move to distance learning for the time the school is closed. You will still be required to have your child complete all assigned work during any distance learning times, and tuition will still be charged as usual, since we will still be responsible for supplying work, grading work, teaching, and taking attendance.

Recess
The children will go outside for recess, dependent upon the weather conditions. Please make sure to dress your children accordingly. Students are expected to bring a jacket to school and wear the jacket during recess. The administration will determine if outside conditions are safe enough for children. Children will not be allowed to play in the snow unless they are wearing snow boots. They may play on melted areas of the blacktop if they are not wearing boots.

DRESS CODE
All students attending St. Pius X Catholic School will be expected to abide by the uniform dress code established by the school. The uniform of St. Pius X Catholic School reflects the seriousness and importance of learning and our pride in being members of this community. Inherent in the word uniform is uniformity. We encourage the students to express themselves at our school. However, we request that they not express themselves and their individuality by violating the uniform dress code. Parents are expected to monitor student dress to ensure compliance with the required uniform. Parents will be notified of non-compliance with the expectation that the problem will be corrected immediately. This dress code is strictly enforced for the entire school year – from the first day of school to the last.

Occasionally, students will be allowed “out-of-uniform” days (Dress Down/Up Days). Parents will be notified in advance of these occasions. Students are not to come to school disheveled or inappropriately dressed on these days. See the guidelines for these days for more information.

Final decision for any dress code violation, including hairstyle, will be made at the discretion of the administration. Administration reserves the right to amend the dress code throughout the year should need arise.

REQUIRED DAILY UNIFORM

- All clothing should be clean, well fitting, and in good repair (no holes, fraying, or stains)
- No tight-fitting clothes are permitted
- All pants and shorts are to be navy blue, trouser style. Plaid skirts/skorts or jumpers, purchased only through Educational Outfitters or Dennis Uniforms, may be worn daily by girls. Skirts, jumpers, or skorts ARE MANDATORY FOR DAILY WEAR FOR ALL GIRLS.
- Shorts, pants, and skirts must be worn at the waist. Shorts and pants must have belts.
- No faded clothing will be permitted.
- No blousing of shirts/blouses is permitted – waistbands/belts must be always visible
- No oversized clothing of any kind can be worn.

Trousers/Shorts for Boys

- Solid, navy-blue trousers/shorts only
- Only trouser styles are permitted with straight legs. (Trousers: a tailored garment with a waistband, belt loops, and a fly front. Informal, elastic-waist, knitted garments, or jeans would never be considered trousers. Pants with tapered legs are not trousers.)
- Shorts and trousers must not be tight. To ensure the right fit, you can gauge both shorts and trousers by checking to see if you can easily gather a handful of material at the thigh near the knee. If you cannot easily gather material there, then the shorts or trousers are too tight.
- No jeans material
• No jean cut, low rise, hip-hugger, or cargo/painter style pants
• Dickie's brand is permitted
• All trousers/shorts are to have waistbands with belt loops and be belted at the waist.
• No ornamentation such as: extra pockets, buckles, unusual pleats, extra buttons, etc
• No sagging, bagging, torn, or split pants
• All trousers must be straight-legged only – no flairs or bell bottoms or skinny pants (fitted to the leg)
• Only cuffs that come with the garment from the manufacturer are permitted
• Shorts must be hemmed right at the top of the kneecap
• Neither long shorts nor short shorts will be permitted
• Shorts may only be worn from the first day of school to October 31st and again from April 1st to the last day of school.
• Preschool-2nd grade students are not required to wear belts.

Skirts/Skorts and Jumpers
• Only school pre-approved plaid purchased through Educational Outfitters or Dennis Uniforms may be worn.
• Skirts, skorts, and jumpers should be hemmed right at the top of the kneecap

Shirts
• Solid, red short sleeve or long sleeve, unisex polo shirts only
• Shirts must be always tucked in
• Shirts must have the approved St. Pius X logo only on the left side.
• No blousing of shirts/blouses are permitted
• Only white t-shirts are permitted to be worn under uniform shirts
• White turtlenecks may be worn under long sleeve shirts
• No waffle-knits or thermal knits may be worn
• Long sleeve shirts may not be worn under short sleeve shirts
• Shirts with logos can be purchased at Dennis Uniforms or Educational Outfitters.

Sweaters/Sweatshirts
• The approved V-Neck polo sweater must be worn at Mass beginning with the first Mass in October. These sweaters are to be purchased at Dennis Uniforms or Educational Outfitters. The sweater must have the pre-approved logo.
• The approved quarter zip sweatshirt with the approved school logo must be purchased at Dennis Uniforms or Educational Outfitters. These are the ONLY approved sweatshirts to wear with uniforms. Students may not wear any other style of sweatshirt.
• A collared, polo shirt must always be worn under a sweatshirt

Belts
• Belts are to be worn every school day
• Traditional/conservative brown or black leather belts only
• Students in grades preschool-2 are not required to wear belts

Socks
• Solid black, white, red, or navy blue socks or tights must be worn
• Socks must be able to be seen above the shoe
• No patterned or multi-colored socks or tights are allowed
**Shoes**
- Flat-heeled or dress shoes only with rubber soles, or gym/tennis shoes, are the only shoes allowed with the uniform.
- Tennis shoes must have laces and must be tied.
- No sandals, Crocs, flip-flops, roller-shoes, platform shoes, open-toed or open backed shoes, or **boots** may be worn.
- Students may wear boots for weather to school, but must have shoes to change into.
- Neutral colored shoes (white, black, brown, or navy blue) should be purchased.
- No neon colors or light-up shoes are allowed.
- Shoes should be primarily one solid color with black or white laces.
- Shoes may contain a small stripe or swoosh of another color, provided that the color is not neon.
- Please note: a second pair of tennis shoes (non-scuff) is required for P.E. Students will change into their gym shoes before their P.E. classes. These shoes may be any color.

**Hats**
- Caps or hats are not to be worn in the church, the school, or the cafeteria.
- In cold weather, winter hats will be permitted on the playground.

**HAIR**

**Boys:**
- Hair must be worn in a conservative style.
- It should be short, clean, and well groomed at all times.
- Hair should be its natural color at all times. No dyed, streaked, bleached or highlighted hair is permitted.
- **There should be no distinction between levels of hair length**
- The hair in the front of the ear should be the same length or shorter than hair over the ear.
- It should not exceed 1½ inches in volume at any time.
- Excessive product should not be used to attain a hairstyle.
- Spiked hair is not permitted.
- Shaved heads or partial shaved heads are not permitted, and no designs may be shaved into the hair, including lines.
- No extreme haircuts of any kind are permitted.
- Fad haircuts (shaggy hair, corn rows, tails, excessively beaded hair, mullets, etc) are not permitted.
- No facial hair or sideburns are permitted.

**Girls:**
- Hair must be worn in a conventional style.
- It should be clean, well groomed, and neatly styled.
- Hair should be always its natural color. No dyed, streaked, bleached, or highlighted hair is permitted.
- Teasing is not permitted.
- Excessive product should not be used to attain a hairstyle.
- “Big hair” (even just in the front) is not permitted.
- No extreme haircuts of any kind are permitted.
- Hair should never be worn in a way that produces too much attention or causes a distraction.
- No excessive hair ornamentation is permitted. Hair ornaments must be small, conservative, and match school colors (blue, red, white) or be brown or black.
• Hair scarves are not permitted
• Headbands must be solid red, white, blue, black, or brown, or must match the school plaid. Headbands with flowers or other decorations are not allowed.

**JEWELRY**

**Boys:**
• Boys may not wear earrings
• No other body piercing allowed
• Boys may wear small chains with Christian medals or crucifixes (neither to hang in excess of 1½ inches)
• Conservative watches may be worn, but smart watches that can accept texts or calls are not permitted
• St. Pius X does not accept responsibility for any lost or broken jewelry

**Girls:**
• Girls may wear small chains with Christian medals or crucifixes
• Bangle bracelets are not to be worn
• One chain bracelet may be worn at a time
• Girls may wear two pair of earrings only and they must be worn in the ear lobe
• Girls may wear only studded earrings (earrings cannot dangle below the ear lobe)
• No other body piercings allowed
• No more than one ring may be worn at a time
• Costume jewelry is not permitted
• Conservative watches may be worn, but smart watches that accept texts or calls are not allowed
• St. Pius X does not accept any responsibility for any lost or broken jewelry

**MAKEUP**

• Makeup is never allowed
• Lip gloss is considered makeup
• Lip balm will be permitted unless it becomes an issue in the classroom
• Girls may not wear any nail polish. No fake nails (gel, acrylic, etc.) are allowed.

**MASS/LITURGY DRESS UNIFORM (October through April)**

**Boys**
• Solid, navy-blue trousers only (no shorts). Please follow all guidelines listed above for proper trousers.
• White, button-down, oxford shirts only, short or long sleeves. No polo shirts for Mass. Shirts must be tucked in.
• A plaid tie of our school’s plaid must be worn for Mass. Ties can only be purchased at Dennis Uniform or Educational Outfitters.
• Belts must be worn.
• V-neck, navy blue, cardigan sweaters bearing the school’s logo must be worn to Mass. These can be purchased through Educational Outfitters or Dennis Uniforms.

**Girls**
• Plaid skirts or jumpers for Mass. These must be purchased from Educational Outfitters or Dennis Uniforms.
- White, collared, button-down blouses only, with long or short sleeves. No polo shirts. Blouses should be plain white without embellishments and should be tucked in.
- V-neck, navy blue, cardigan sweaters bearing the school's logo must be worn to Mass. These can be purchased through Educational Outfitters or Dennis Uniforms.
- Girls must wear the school's plaid cross-over tie purchased from Dennis Uniforms or Educational Outfitters.

**UNIFORM EXCEPTION DAYS**

**Dress Down Days**
- All clothing should be neat, clean, and fitted properly to accommodate the conservative values of a Catholic school
- Clothing should not have holes, cuts, rips, tears, stains, or fringes
- **No tight-fitting clothing – no skinny jeans, spandex, leggings as pants, or yoga pants.** We strive to help our students with modesty, and this type of clothing does not promote modesty. If leggings or skinny jeans are worn, a long shirt that completely covers a child’s buttocks must be worn.
- **No sweatpants or joggers unless it is a themed day such as athletic day or a cleaning day.** Sweatpants and joggers are meant for exercise or lounging and are not appropriate for school clothing.
- No oversized or ill-fitting clothing
- No provocative clothing, including low-cut shirts or tight-fitting clothing.
- No clothing that promotes sex, violence, drugs, alcohol, or music groups that promote these things
- No clothing with vulgar or obscene language
- No hats unless otherwise specified by the themed day
- No flip flops, crocs, or slippers
- **Shorts and skirts must reach the top of the knee cap.**
- No hair coloring.

**Dress UP Days**

**Girls**
- Formal gowns (prom, bridesmaid, evening gown) are not appropriate or permitted
- Dress, slacks or skirt, and blouse are appropriate
- No spaghetti straps or strapless. Straps must be three fingers wide. Dresses with straps require a sweater or jacket to be worn at all times (shoulders must be covered). Wraps are not permitted. No sheer or see through fabrics permitted.
- Skirts and dresses must reach the knees and sit at the waist
- Stomachs and cleavage must not be visible
- Backs are to be covered
- Appropriate dress shoes are required. Heels must not be higher than one inch.
- No tight clothing is permitted
- Hair must be its natural color. No dyed hair permitted
- No nail or toe polish
- **Pants must meet all guidelines as outlined under dress-down days above.**
- **No sweatpants, joggers, jeans or t-shirts**

**Boys**
• Tuxedos are not appropriate or permitted
• Dress pants or slacks are appropriate, with a button-down shirt, polo shirt, or sweater
• Belt and dress shoes are required
• Sports coat or vest is permitted
• Baggy or oversized clothing is forbidden
• No jeans or T-shirts
• No sweatpants or joggers
• Hair appropriately cut and combed
• Hair must be its natural color. No dyed hair permitted

It is important to note that there are consequences for not following the uniform guidelines. The child will either be given appropriate clothing to wear from our used uniform room, or he/she will have to call home and have someone bring appropriate clothing to them. Students will also receive an infraction if they are out of uniform.

MEDICATIONS/HEALTH
No medication, including aspirin or other pain relievers, cough/cold medication, cough drops, decongestants, or other over-the-counter medications shall be administered by any school personnel or volunteers except on the written orders of a physician. Students are not allowed to possess any over the counter medications, including the ones listed above, and they are not allowed to self-administer any medications with the exception of special permission given to self-administer an inhaler by a physician. Authorized medications will be stored in a locked cabinet in the office area. A medication authorization packet can be obtained from the school office.

The following procedure will be followed in administering medication:

• Parents should normally administer all medication.
• If a parent is unable to administer medication, the principal or the designee of the principal may administer the medication according to the physician’s written instruction.
• The parent must fill out all required paperwork in order for medications to be given. This includes the required paper that the physician must fill out.
• The medication must be brought to school in the container in which it was issued by the pharmacy or physician.
• Written orders from a physician containing the following information shall be on file at the school:
  - Child’s name
  - Name of drug
  - Dosage
  - Purpose of the medication
  - Time medication is to be given
  - Anticipated number of days it must be given
  - Possible side effects
  - Storage instructions
  - Signature of the prescribing physician

• Records will be kept as to the times medication is administered by school personnel.
• Students with inhalers should present a physician’s statement regarding the need for the inhaler each school year. Inhalers will be stored in the office clinic room.
• Students are responsible for coming to the office clinic room to get their medication.
Certificate of Immunization
(Archdiocesan Policy No. 2080)
All Archdiocesan schools shall comply with Colorado law which states that no child may attend school unless such child presents a valid Certificate of Immunization against communicable diseases or a plan for immunization as specified with Colorado law. Forms provided by the Colorado Department of Health shall be kept on file and available for review. It is the responsibility of the parent to bring updated copies of the immunization forms to the school when appropriate.

Communicable Diseases
(Archdiocesan Policy No. 1400)
Any student, teacher, or other staff member having a communicable disease will be dealt with on a case-by-case basis. Where required by law, the school will report a communicable disease to the Colorado Department of Health and Human Services and notification will be sent home to school families.

Accidents/Illnesses
(Archdiocesan Policy No. 2220)
Any child that has an accident while at school will be given emergency aid. In a life-threatening situation, 911 will be called and the parent will be notified. Non life-threatening issues will be dealt with at school and the parents may be notified. Likewise, if a child becomes ill at school the situation will be assessed. If it is deemed appropriate, the parents will be notified or 911 will be called.

Emergency information will be kept in the school office at all times and it is the responsibility of the parent to keep this information up-to-date.

COVID-19 Health Considerations
All families will be required to screen their child each morning BEFORE bringing the child to school. If a child is showing ANY signs of illness, the child must stay home from school. Parents are not allowed to give their child medication to cover symptoms of illness (cough medicines, pain relievers, etc.) in order for the child to attend school. Though these may help the child feel better, they do not prevent the child from spreading germs to others. If a child becomes sick during the school day, he/she will immediately go to the sick room to be assessed. If symptoms are present, a parent will be called to pick up the child. Parents MUST arrive to the school within one hour of receiving a phone call to pick up their sick child.

Vision and Hearing Screening
Families are offered the opportunity for their children to participate in annual screenings at a cost to the family, if and when those screenings are made available to the school.

Head Lice (Archdiocesan Policy #1420)
Head lice can and do occur in school settings. Despite popular belief, personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. St. Pius X Catholic School has a policy in place for dealing with head lice. (see below)

1. Our faculty and staff are not experts in determining whether or not a student has head lice. If it is reported to us by a student or member of the faculty or staff that a child might have head lice, we will examine the child’s hair to form an opinion. However, if we are unsure if a student has head lice, the diagnosis should be made by the family’s health care provider or other person trained to identify live head lice. The school will notify a child’s parents if lice is suspected on that child so that the parents can go to a trained professional for verification.

2. If the school is informed that a child does indeed have lice that has been verified by either a parent or a health care provider, the school will notify school families that a case of head lice has occurred in the school and we will remind parents/guardians to check their child’s hair.

3. If head lice are found in several students in one classroom, or in more than one classroom in the school, all students should be respectfully examined by trained personnel. In this case the
school will also take precautions to use safe products to eliminate any lice that may be in a classroom.

**INSURANCE**
Each parish, mission, educational, charitable, and religious institution under the control of the Archbishop is covered by Commercial General Liability. Coverage is extended to include clergy, employees, and volunteers, while acting in the scope of their duties for the Archdiocese.

Injuries resulting from student accidents are not covered under the medical payments feature. It is assumed that parents/guardians are providing accident and health insurance.

**CURRICULUM**
(Archdiocesan Policy No. 4000)
The Office of Catholic Schools provides courses of study/curriculum guides for mandatory use in all Archdiocesan schools. These courses include instruction for Preschool, Elementary School, and Middle School. Included in these guidelines are curriculums for Physical Education, Art, and Music. You can view the curriculum by going to www.archden.org.

The faculty and students of St. Pius X Catholic School shall participate in daily prayer, regularly scheduled liturgies, and other devotions. St. Pius students pray throughout the school day, attend Mass once a week, and experience other Catholic traditional devotions such as Rosary, May Crowning, Stations of the Cross, and other religious services. No student will be exempted from participating in religious observances that are deemed part of the school program. (Archdiocesan Policy No. 4120)

Catholic educators have the obligation of teaching and advocating Church doctrine, which is contained in the Catechism of the Catholic Church or in other authentic teaching documents of the Catholic Church when this doctrine is relevant to any controversial issue being considered. Guest speakers must be approved by the principal and no speaker is allowed to contradict the teaching of the Church as presented in the Catechism of the Catholic Church. (Archdiocesan Policy No. 4300)

Classroom teachers may discuss political topics in accordance to curriculum or class discussion. A political agenda is not to be exercised by faculty, parents, and students in the building. Posting political materials is strictly prohibited. (Archdiocesan Policy No. 4310)

**TECHNOLOGY**
St. Pius X Catholic School uses technology in various ways throughout the school. Computers are available for student use in the computer labs and the classrooms. Teachers use various academic software programs to assist the students in their learning. Parents are encouraged to download or access some of these programs on their home computers to support the classroom goals (such as Lexia and/or Reading Plus). Teachers integrate technology into the various subjects as directed by the Archdiocesan Technology Curriculum.

Acceptable Intranet and Internet Use Policies
This policy discusses the responsibilities and consequences of using the Intranet and internet. The Intranet is composed of the internal systems within St. Pius X Catholic School. The internet is composed of the external systems that are not within the St. Pius X Catholic School network. This policy also sets forth procedures for the proper use of these powerful tools. Anyone at St. Pius X Catholic School wanting to use the Intranet/Internet must sign the permission form before usage is granted. This form is part of your beginning-of-the-year paperwork.

Policy
St. Pius X Catholic School makes no warranties of any kind, either expressed or implied, for the Intranet/Internet use it provides. St. Pius X Catholic School and its employees will not be held
Responsibilities

- St. Pius X Catholic School will strive to provide error-free, dependable access to the resources associated with the use of the Intranet/Internet.
- St. Pius X Catholic School will not be responsible for any damages or costs arising directly or indirectly from student and staff activities on the Intranet/Internet, nor be responsible for information that is lost, damaged, or unavailable due to technical or other difficulties.
- St. Pius X Catholic School will not be responsible for the accuracy or appropriateness of information retrieved via the network. Students may come in contact with material that is controversial or inaccurate, and the school has no control over the nature or content of information residing on other computer systems. St. Pius X Catholic School also disclaims any responsibility to exercise such control.
- The teacher will present the guidelines from the Intranet/Internet Policy and instruct students in how to access the Intranet/Internet.
- The teacher will instruct students on the proper use and care of the St. Pius X Catholic School Intranet and computer labs.
- The teacher will provide a clearly defined educational purpose and instructions on what students are to investigate on the Internet and where they should go for the investigation.
- Teachers will monitor students in responsible use of the Intranet/internet.
- Students are to abide by all school policies outlined in the Intranet/Internet Policy.
- Students will use the St. Pius X Catholic School Intranet for education purposes. **It is not available for personal use.**
- Students will not download software from the Internet for use on St. Pius X computers.
- Students will not upload software or St. Pius X data to the Internet.
- Parents will stress the importance of safe and ethical use of Intranet and Internet resources to their children.
- **All students will have and use their own USB drive – no documents can be saved to school computers.**
• All middle school students are REQUIRED to have a device at home for learning. It is HIGHLY RECOMMENDED that students in other grades also have a device at home in case we move to distance learning.

STUDENT PROGRESS
Conferences
Two Parent-Teacher conferences are held each year. Student attendance with parents/legal guardian is mandatory in grades 3-8, and encouraged in grades preschool-2. Please do not bring other siblings to the conferences. Conference days for children will be counted as school days. School is not in session during conferences. Additional conferences may be necessary throughout the school year. These conferences will be arranged by the teacher. Parents are asked not to approach a teacher for a conference during class time, dismissal, and school social/functions.

HOMEWORK
Purpose
Homework provides students with opportunities to deepen their understanding and skills relative to content that has been initially presented to them during the school day.

Time Expectations
The amount of time your student spends on homework may vary. St. Pius X Catholic School expects all students to complete an average of 10 minutes per day per grade level (five days per week) excluding independent reading. Students should be reading, on average, 15 minutes daily as part of their independent reading.

• Students in grades K-2 should expect to have 10-25 minutes of homework daily, including independent reading.
• Students in grades 3-5 should expect 30-60 minutes each day.
• For Middle School students, the amount of homework may vary per subject matter.
• If a student cannot complete an assignment due to a lack of understanding, please have your child stop the assignment. Parents should write a note to the teacher explaining why the homework isn’t complete.
• Throughout the year students may have long term projects that may have deadlines weeks away. The students may need help with organizing assignments and planning work time.

Absence/Make-Up Policy
• Students are allowed one school day for each day the child is absent to turn in make-up work. Students should contact the teacher upon return to school to make up missing work. Teachers may alter this policy for something that works better for their classroom or the individual student’s circumstances.
• Parents may request missing homework and class work by contacting the teacher using FACTS SIS or by reviewing FACTS SIS for daily notices.
• Parents should notify the attendance office and teachers of any upcoming absences as soon as possible. Teachers are not required to assign work in advance. We ask parents to schedule vacations around the school calendar.
Report Cards and Grading Scale
Report cards will be posted to FACTS at the end of each grading period.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
</tr>
<tr>
<td>F</td>
<td>59 or below</td>
</tr>
</tbody>
</table>

Students in Kindergarten, Grade 1, and Grade 2 have an alternate grading system.

Honor Roll
Honor Roll is determined by the final percentage grades earned in each class. Principal's List is reserved for students who have earned at least a 93% in each class. Gold Honor Roll is earned by receiving at least a 90% in each class and Silver Honor Roll is earned by receiving at least an 83% in each class. **Honor roll is for students in grades 3-8 only.**

Grade Expectations
St. Pius X Catholic School challenges students to meet high academic standards. Students must achieve passing grades in core subjects to move on to the next grade. An eighth grader failing a core subject may receive a “Certificate of Attendance” rather than a diploma at graduation. A student in a lower grade may not be passed on to the next grade level if he/she fails core subjects as a cumulative score.

Promotion
Promotion to the next grade depends on successful academic completion of all subject areas including specials/electives. The administration may recommend further testing of the student’s academic abilities or summer school/tutoring. This will be done in consultation with the parents, teachers, and administration. Should a child not meet the requirements for promotion, please see the retention policy below.

Academic Probation
A student whose academic performance indicates serious deficiencies may be placed on academic probation. This includes behavior issues that might be interfering in the student’s academic performance. Academic probation terms and conditions would be set in a meeting with parents, teachers and administration.

Student Withdrawal
After the school has made attempts to meet the individual needs of the student and the student is clearly unable to profit from the school by reason of academic and/or behavioral problems or emotional difficulties, the student may be required to withdraw from school. **(Archdiocesan Policy No. 2630)**

Retention
When a student fails (makes below a 60%) in any 2 core subjects (English, reading/literature, math, science, history, and religion) for 2 of the 3 trimesters, retention of that student may be considered. This consideration is based on the following criteria:

- The concerns, feelings, and judgment of the parent have been considered.
- Student services testing, or other equivalent evaluative measures have been completed and results reviewed. Individual Educational Plans, if any, have been reviewed.
- A review of standardized testing, if available, has been made.
- Current report card and daily work grades reflect unsatisfactory achievement.
- A review of achievement, both past and present, has been made.
- Progress reports in the cumulative folder have been reviewed.
- Attendance records of the student have been reviewed.
- Documentation exists indicating the parents were involved and informed regarding the student’s lack of adequate progress. The first conference must not be to discuss
retention of the student.

- All viable options have been considered, e.g.: (a) tutoring, (b) special reading, (c) Special education, (d) self-contained classroom, (e) summer school.

A second retention of a student should be used in rare and extreme circumstances.

Referral for Informational Testing/Special Needs

St. Pius X Catholic School wishes to fully meet the educational needs of all our students. The school has limitations in programs, however, that make it necessary to have all possible information about a student with suspected special needs. Though the school will cooperate fully with the family to try to assist the learning of every child, the school cannot continue the enrollment of a student if there are special needs we cannot meet in a standard classroom.

Referral Process

In the case of a special concern for a student, these are the steps taken:

1. The teacher(s) will observe and document the following over a reasonable time (with one month being the standard):
   - student incidents of difficulty: academic, social, behavioral
   - specific concerns of the staff member(s)
   - communication with the family, principal, other staff
   - strategies to deal with concerns

   The exception will be physical endangerment of other students, in which case action will be immediate.

2. Following the observation period, if the concern still remains, and/or strategies have not made a significant difference, the teacher will set a conference with the family and the principal to review strategies and to set a timeline for further steps. Such steps, depending on the concern, might include:
   - referral to our Learning Lab teacher for in-house testing
   - referral for testing through the local public school's district's Special Services Department (Aurora Public Schools)
   - family-sponsored counseling, tutoring, summer school
   - disciplinary measures, if appropriate, according to our policies
   - further instructional strategies
   - a specified probationary period
   - termination of enrollment as a last resort

   At the time of this conference the child will be considered to be on probation; that is, the school will consider whether our programs can meet the needs of the child, with the right to terminate enrollment or change placement in the educational interest of the child, or, in a particular case, in the safety interests of the other students.

3. Parents/guardians of the student have the right to refer a child to Special Services of the local school district for testing to identify education strengths or needs. (The school must initiate the paperwork.) A family may also seek private professional assessment at their own expense. The results of such testing will assist in determining whether the school can continue to provide an appropriate education for the child, and may also provide suggestions and strategies.

4. In the event of private testing, the family will be expected to share diagnostic results in full with St Pius X Catholic School, in the form of written documentation, so that the school can make a fair determination of the student’s status and needs. We will welcome personal contact and cooperation from a private professional resource person.

5. In the event the family does not agree to testing through the school district, or diagnosis through another recognized resource, the principal and staff member(s) will determine locally how to best meet the educational needs of the child. Determination might be made for continued probation, change of grade placement, or an end to the child’s enrollment at St. Pius X Catholic School, depending on the situation.

6. Educational needs will be considered paramount (over social, emotional, or other needs) in determining the grade placement or continuation of a student with special needs.
7. All steps will focus on a timely process, in the student's interest, with full communication.
8. The staff will be guided in planning by the results of testing.

Title I
This federally funded program is available to some students selected on the basis of academic need and is dependent on home address. It consists of weekly remedial assistance for students in reading or math, in small groups, during or after school. Families eligible for such service are notified during the first quarter of the school year.

Standardized Assessment
The school will follow the mandates of the Archdiocese Office for Schools for annual achievement testing. Currently, the school administers the Cognitive Abilities Test. Results of achievement tests are shared with the family. Students in grades K-8 take the STAR Reading and Math tests three times per year. Students in Grades K-8 will also take the ARK Test that focuses on assessment of training in Catholic Religion.

Academic and Social Student Opportunities
Students will have opportunities to participate in school-sponsored academic programs when personnel, teachers, and parent volunteers are available. St. Pius X Catholic School participates in the Archdiocesan Spelling Association, Art Program, Junior High Academic Decathlon, National Junior Honor Society, and widget and CSAL athletics. A student's opportunity to participate in extracurricular activities is dependent upon their success in the classroom. See below for eligibility rules.

Other opportunities that will offer quality programs for the students will be implemented as they become available.

Academic Support
St. Pius X works with Aurora Public Schools (APS) in determining and providing support to students with academic needs. Families may request testing for their child through St. Pius. APS determines whether or not a child will receive academic support. New families are to supply to St. Pius upon registration their child's Individualized Education Plan (IEP) if applicable, or any other educational evaluations. Teachers are sometimes able to work with a student before or after school, as well as during lunch or recess. It is the student’s responsibility to remember to meet with the teacher for additional assistance.

Tutoring (Archdiocesan Policy No. 3600)
No teacher may accept pay for tutoring a pupil from his/her class during the academic year. In rare instances an exception may be sanctioned by the principal.

Graduation (Archdiocesan Policy No. 2460)
Graduation/Continuation from elementary school should be kept appropriately simple and inexpensive. A Eucharistic liturgy shall be central to the graduation and should be followed by a simple, dignified exercise that recognizes the unique value of the Catholic education just completed.

Maintenance of Student Permanent Records
All student permanent records will be kept in perpetuity by the school or by the parish if the school closes. (Archdiocesan Policy No. 2320)

CSAL (Catholic School Athletic League)
(For directions to league schools and other CSAL information go to: www.csalden.org)

Athletic Program Sports Eligibility
Sports at St. Pius X Catholic School are an extracurricular program for students who wish to
participate in team sports. Although the practices and games take place after school hours or on the weekends, it is St. Pius X Catholic School’s responsibility to make certain that the sports program supports the philosophy of our school and of the Archdiocese of Denver Catholic Schools Athletic League (CSAL).

Uniforms are assigned to players for their use and must be returned within one week of the official end of the playing season. For each week beyond the first week for which uniforms are not returned, a fine of $5.00 will be applied to the FACTS account of the family. Any team participating in a tournament will turn in uniforms within one week of the end of the tournament. If team members forget to take uniforms to games, or if uniforms are misplaced or destroyed, no additional uniforms will be issued. Any costs for missing or damaged items must be paid immediately by the student players. Uniforms not returned on time or paid for will result in students not participating in future CSAL sports until the situation is rectified.

As representatives of St. Pius, all athletes, coaches, and spectators at practices and games need to follow school disciplinary policies and basic principles of respect and consideration of others. Failure to support and follow these guidelines will result in the loss of the privilege of participation in the St. Pius X sports program.

**All parents are required to complete the Play Like a Champion Today (PLACT) class before the season begins (for all families whose child is participating in CSAL). This is a one-time class. Athletes whose parents do not take the class will not be allowed to participate in athletics. Scheduled classes can be viewed at [www.csalden.org](http://www.csalden.org)**

All coaches are required to attend a Safe Environment Class BEFORE practice begins, complete the PLACT course for coaches, and complete the concussion course.

**Sports Program Philosophy**
Participation in the athletic program at St. Pius X Catholic School is a privilege. Athletics are a cooperative effort between parents, coaches, and athletes to bring out participants’ full potential through teamwork. The program provides positive opportunities for the development of skills, sportsmanship, and an understanding of personal commitment to a team. **At St. Pius, our children are students first and athletes second.** Therefore, all student athletes and their parents will be required to sign a contract that outlines academic eligibility requirements prior to the beginning of a sports season. These contracts will be available to families at the start of each season. Sports offered to our students include, but are not limited to:

- **Cross Country**  
  Season approximately August-October  
  Grades 5-6-7-8, co-ed
- **Flag Football**  
  Season approximately 3 weeks in October  
  Grades 3-8, co-ed
- **Boys and Girls Basketball**  
  Season approximately November - March  
  Grades 3-4 – Widgets, Grades 5-8 JV and varsity
- **Futsal (indoor soccer)**  
  Season about 3 weeks/March, grades 3-8, co-ed
  Grades 3-8
- **Girls Volleyball**  
  Season approximately February – March
  Grades 3-8

Please note that sports are offered based on availability of facilities, willing coaches, and interest level of athletes.

Parents will be required to sign medical release forms for each child participating in the sports program. Students will not be able to begin practicing until all forms are turned in and all fees paid. **Sports fees are to be paid using FACTS.** Sports participation fees are primarily used to help cover CSAL costs to hire game officials as well as St. Pius X Catholic School team registrations. Each student will pay a sport fee for each sport in which he/she participates. **To complete the registration process, go to [www.csalden.org](http://www.csalden.org)**
Students who are absent from school will not participate in athletic practices or games on those days. If a student misses school on Friday, that student will not be able to participate in weekend games. Students who are absent from practice sessions cannot assist team effort and reduce the opportunity for team improvement, so attendance is extremely important. Athletes who miss one of the two practice sessions per week need to expect to have their playing time cut in half, and athletes who miss both practice sessions in a week cannot expect to participate in upcoming games. If you are going to miss a practice or a game, it is imperative that you contact your coach or the Athletic Director prior to practice/game time. Regular attendance will guarantee each athlete playing time as students need to experience actual competition to improve their athletic and sportsmanship skills. If a student is given a detention or suspension from school, he/she will not participate in practices or games on those days.

Coaches are instructed in the policies of the CSAL and are expected to be role models of the Christian attitudes and behaviors expected of the students. The coaches are volunteers in the Sports Program. The Athletic Director is a school employee.

**Concussion Guidelines Archdiocesan Policy No. 2190:**
Effective for the 2012-2013 School Year, the Archdiocese of Denver has adopted the following Concussion Policy to be enforced for each athletic season. Also, all coaches and assistant coaches are required to complete a State of Colorado approved concussion course. The course needs to be completed before the first practice. After successfully completing the course, print the certificate and provide a copy to the school office. To complete this free course, click the link below. If you should have any questions, please contact the school office or the Athletic Director.


Catholic schools are dedicated to a caring and orderly environment where students are provided safety in a community of faith. Sports and physical activity are a great way for children and teens to stay healthy and grow in virtue. Medical researchers have discovered that young athletes, especially children and teens, don’t often recognize their own limitations; especially when they have a concussion.

This policy, based on the Colorado Jake Snakenberg Youth Concussion Act, applies to organized athletic activities for each public and private middle school and high school. It requires each coach of a youth athletic activity that involves interscholastic play to complete an annual concussion recognition education course.

A concussion is a type of traumatic brain injury--or TBI--caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. It is a disruption of how the brain works; it is not a bruise to the brain.

While most with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. Not giving the brain enough recovery time can be dangerous.

Concussion signs or symptoms include change in the person’s behavior, thinking, or physical functioning.

The following steps provided by the Centers for Disease Control and Prevention are REQUIRED to be taken by the coach or supervisor whenever an athlete has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion.

1. Remove the athlete from play immediately.
2. Inform the athlete's parents or guardians about the possible concussion. Give them the CDC fact sheet on concussion for parents.

3. Ensure that the athlete is evaluated by a health care professional.

4. Keep the athlete out of play and practice the day of the injury and until a health care professional, experienced in evaluating for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.

After a concussed athlete has been evaluated and received clearance to return to play from a health care provider, school officials may allow a registered athletic trainer/coach/athletic director with specific knowledge of the athlete’s condition to manage the athlete’s GRADUATED RETURN to play.

***“Health Care Provider” means a doctor of medicine, doctor of osteopathic medicine, licensed nurse practitioner, licensed physician assistant, or licensed doctor of psychology with training in neuropsychology or concussion evaluation and management.

DISCIPLINE
Every attempt has been made to address all possible needs and eventualities of the St. Pius X Catholic School Community. However, we recognize that there will inevitably occur something for which we have not accounted. In these instances, the Administration is aware of the trust and responsibility placed on us by you, the families of our St. Pius X students, to use our discretion and judgment to manage the situation in a manner that best preserves the dignity, respect, and ideals of our Catholic Community. All decisions and consequences will be made so as to keep the focus on the school’s primary objective: The faith-filled education of our students without unnecessary distractions so that teachers can teach and all students can learn.

The staff is committed to establishing a school atmosphere permeated by Gospel values and a spirit of mutual respect, order, responsibility, and self-discipline. Self-discipline is the key to good conduct. It leads to consideration of the rights and dignity of others.

With every right, there is a corresponding responsibility. It is the responsibility of every student to respect the rights of all who are involved in the educational process and to refrain from any behaviors that interfere with the education of fellow students.

This policy applies to the school building, school grounds, school property, school sponsored activities, or school trips. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, or employees. Administration reserves the right to determine the appropriateness of any action if any doubt arises.

Parents and students, as members of the St. Pius X Catholic School community, agree to comply with the policies and regulations of the school and the Archdiocese of Denver. In accordance with Archdiocesan Policy #2630, the school reserves the right to dismiss any student whose conduct or effort is unsatisfactory.

St. Pius X Catholic School reserves the right to amend the discipline policies at any time to accommodate the implementation of the Virtue-based Restorative Discipline program.

Off-Campus Misconduct
(Archdiocesan Policy No. 2190)
Since Catholic schools are partners with parents in their children’s formation and in providing for their safety, the school administration may notify parents when they become aware of concerns about student life or behavior, even when off-campus. Both civil law and the Gospel demand that
whatever can be done to protect God’s children must be done.

Students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct occurring off-campus, including conduct that adversely affects the education process or the mission of the school community. Examples of such off-campus behavior include, but are not limited to, the following: electronic/internet or cell phone threats or harassment, threats of violence, alcohol use, fighting, hazing, drug possession or sales, reckless driving, or sexual conduct.

Interventions may include, but are not limited to, required private assessment and counseling; detention, suspension, or expulsion; removal from participation in school activities, class trips, student government positions and other leadership positions, and graduation ceremonies.

Students at St. Pius X Catholic School are expected to:

- Maintain an overall atmosphere conducive to learning
- Refrain from interfering with the rights of others
- Obey all reasonable requests from school staff and other supervising adults
- Refrain from the use of profanity or obscene gestures
- Practice and encourage honesty in academics and other activities
- Exercise a high degree of self-discipline in promoting the physical safety and personal security of others
- Respect school property and the personal property of staff and students
- Attend classes well prepared and on time
- Refrain from public displays of affection or any form of “dating”
- Refrain from using, possessing, buying or selling alcohol, narcotics, or other dangerous drugs.
- Refrain from gum chewing
- Refrain from and discourage others from possessing or transmitting items such as matches, pocket knives, toy weapons, or any kind of dangerous items or weapons
- Refrain from bringing and/or using any medications on the school campus
- Follow all uniform guidelines
- Follow all playground rules

In addition to discipline expectations noted above, students at any grade level may be suspended or expelled for the following infractions:

- Bringing or using drugs or alcohol on the school grounds or at a school function
- Bringing a dangerous weapon or an item intended to be used as a weapon to school
- Acts of assault, violence, intimidation, extreme antagonism, or sexual harassment against other students or teachers
- Total disregard for school property or the property of others
- Total disregard for the safety of others
- Continued sexual harassment/bullying of students
- Continued failure to comply with the behavioral norms expected of St. Pius X Catholic School students
- Sexual behaviors or language

**Major Violations**

Major violations include, but are not limited to, the following:

- Use of profane/vulgar language
- Snowball/rock throwing
- Deliberate/malicious damage to school, campus, or student property
- Involvement in fighting or harassment
- Possession/use of tobacco, alcohol, drugs/drug paraphernalia, or pornographic materials
- Possession/use of weapons — definition of “weapon” includes both traditional and non-traditional implements created for and capable of harming self or others
• Acts of lying, cheating, stealing
• Disregard of classroom rules and school policies
• Disrespectful behavior towards staff and all adults
• Leaving premises without parent/school permission

**Weapons in School**
Students are not allowed to possess a deadly weapon/weapon facsimile on school grounds, when being transported in vehicles to/from a Catholic school, during a school sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any school sponsored event. Weapons include but are not limited to:
  a. Firearm
  b. Pellet, BB gun or other device
  c. Fixed blade or knife
  d. Spring loaded or pocketknife
  e. Any object used or intended to be used to inflict death or serious bodily injury (brass knuckles, slingshot, nunchakus, spring gun, bludgeon, razor blades, etc.)

Students will be disciplined which may include expulsion in accordance with state and federal law *(Archdiocesan Policy 2621).*

**General Discipline and Student Behavior Expectations**
Classroom management is the responsibility of the teacher. Routine discipline will be handled by the teacher in the classroom. Each teacher will review with parents and students an age-appropriate classroom management system designed to maintain an environment conducive to learning and to assist each student in growing in the image and likeness of Christ.

Part of the process of children becoming adults is the learning of self-control and an understanding of the results of personal behavior. Basic to this learning is growth in assuming personal responsibility for one’s actions. Disciplinary policies at St. Pius X Catholic School are designed to assist students in developing this maturity. Continued problems will result in detention and a parent/teacher conference.

Students in grades K through 4 will have action taken by their teachers to help them correct their behavior. They may receive infractions and/or detentions if the behavior does not improve. Students in grades 5 through 8 will be given infractions and/or detention for major or ongoing behavior issues. Minor behavior issues will receive consequences based on teacher discretion. Detentions will be given on one afternoon a week (usually Tuesdays) or Saturday mornings and will last 45 minutes.

The following procedures will be used in behavioral issues. These guidelines may be altered at the discretion of school administration depending on the behavioral incident:

**Grades K through 2**
• Teacher will discuss the issues with the child.
• A consequence will be given for inappropriate behavior.
• Parents will be notified after a consequence has been given in the case of a major infraction.
• If behavior does not improve, parents will have a conference with the teachers and/or school administration to implement behavior modifications.
• The student will be referred to administration.
• With continued inappropriate behavior, there will be a conference with the parents to discuss the possibility of student withdrawal according to Archdiocesan Policy #2630
• Detentions may be given for any infraction.
Grades 3 through 8
- Teacher will discuss the issue with the child and may give the student an infraction for a larger violation, or may give an alternate consequence for a minor violation.
- At the time of the third infraction, a Detention Notice will be sent home to be signed by the parent and returned to the teacher.
- Detentions may be given for any infraction.
- Detentions are for 45 minutes and will be served on the designated detention day following dismissal until 4:00 p.m. The students must be at detentions; no excuses will be accepted for students not attending.
- If a child receives three detentions within one trimester, the child will be suspended for one day. A conference will be scheduled with all teachers and administration.
- Detentions or suspensions may affect the child’s opportunity to participate in any extra-curricular activities.
- Following a second suspension, there will be a conference with parents to discuss the possibility of the student withdrawal according to Archdiocesan Policy #2630
- If a student is suspended, all assignments missed on that day, including homework, must still be completed by the student so that the student does not miss learning. However, no credit will be given for the assignments towards the student’s grades unless the teacher decides otherwise.

Playground Rules include but are not limited to:
- Respect the right of others
- Stop and listen when an adult speaks to you
- Use appropriate language
- Include everyone
- Line up quickly when the bell rings or the whistle blows, and be ready for prayer
- Play should not be rough and cause injury
- Use playground equipment appropriately
- **Students may not play beyond the drainage ditch along Potomac Street**
- Always play in a manner in which you and those around you are safe
- Lunch food and drink are not to be eaten on the playground
- Stay within the playground boundaries and within sight of the adult in charge at all times
- Playground equipment must be used for the purpose intended – no climbing the slide
- The playground structure in the fence is only to be used by students in grades preschool-3 due to weight limits on the equipment.
- The balls and play equipment are reserved for children in extended day before and after school.
- Balls may not be thrown at any building walls or windows
- **Students must have permission to enter the building during recess, and permission will only be given to students to use the restroom or to attend a PRE-ARRANGED meeting with a teacher. Students will not be allowed to enter the building to get things they may have left in their classroom or locker, such as a jacket, as there will not be supervision of students in those instances.**
- Rocks, sticks, snow, ice and other objects stay on the ground – no throwing or kicking these objects. Students are not allowed to play on snow mounds.
- Tackle football is not allowed.
- Tag is played away from the equipment, not on it
- Snack is eaten during morning recess and must be eaten while seated under the gazebo.
- After recess all trash should be picked up
- No pushing at any time, grabbing other’s clothing, or chicken fights
- No climbing on, hanging in, or stripping the leaves off of the trees
- Good sportsmanship should be displayed at all times.
Hallway Behavior
- Respect the rights of others
- Stop and listen when an adult speaks to you
- Walk at all times
- Use appropriate voice volume in the hallways
- Do not touch the artwork and walls
- No Electronic Devices

Classroom Behavior
- Will be set by each teacher according to restorative justice practices with the approval of administration

Bullying and Harassment
At St. Pius X Catholic School we promote the education of the whole child: spiritually, academically, socially, and physically. One of the important areas of development is the social aspect. The benefit of being in a school setting with peers is to learn human interaction skills. Our school provides many arenas in order to learn more about other children. (Before and after school program, lunch, and passing periods are times for socializing. Recess provides a time for relaxation from the classroom setting and a chance for free play.) These times also provide an opportunity for students to learn positive conflict management.

Children need to develop a sense of empathy in order to be successful with peers. Our goal is to help children understand that we do not all think alike and therefore there is bound to be conflict at times. We work on developing positive life-long skills in order to be successful in everyday experiences outside of the school day (sports teams, birthday parties, group projects, family reunions, etc…)

Not all conflicts are acts of bullying. Children need to establish qualities of caring, listening skills, sharing, and empathy in order not to take on a philosophy that: “My needs are more important than everyone else’s.” We need to work together in order to help children be successful with peers. Please work to encourage your child(ren) to be a positive conflict manager and to stand up for himself/herself and others using words or appropriate actions (walking away).

Children can be very competitive and impulsive, which results in many of the playground and hallway problems. If your child struggles with not seeing himself/herself as others may view him/her, please role play some scenarios to help him/her make better choices with peers.

If your child finds himself/herself in a situation that he/she cannot handle, please contact us. We act on every situation that is brought to our attention. Empower your child to self-advocate: It is alright to say to another child: “My feelings are hurt, stop making fun of me or my friend, let someone else decide what the group will play at recess, I don’t like it when…”

Bullying behaviors include but are not limited to:
* Repeated and targeted physical and verbal aggression, taunts, threats, put-downs, and social isolation.
* Boys are many times more physical in their bullying, whereas girls tend to bully verbally and socially by exclusion, taunting, starting rumors, threats, and gossip.
* Bullying typically takes place out of sight of adults and always involves aggression and intimidation.

At the discretion of the administration/pastor, discipline as a result of bullying can range from notification to the parent, detention, behavior contracts, suspension, and possible expulsion.

Privacy protects all parties from disclosure of information regarding a student to anyone other than his/her parent or guardian, school staff, and other officials on a “need to know basis”.
Probation (Archdiocesan Policy 2520): A student may be placed on probation by a principal for a specified time for serious or continued misconduct or serious academic deficiency.

Suspension (Archdiocesan Policy 2560) A student may be placed on suspension for serious misconduct occurring on campus, during school related activities off campus, or for continued misconduct after having been placed on probation.

Expulsion (Archdiocesan Policy 2600) Expulsion of a student may occur after all other avenues of discipline have been exhausted.

Archdiocesan Policy 2660 will be followed which states:

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school’s ability to effectively serve its students that the parents may be requested to remove their student(s) from the school for ANY of the following reasons:

- refusal to cooperate with school personnel
- refusal to adhere to Archdiocesan or St. Pius X Catholic School policies
- interference in matters of school administration or discipline

In such cases, reasonable effort to elicit parental cooperation shall be made and documented. If this effort does not correct the situation, after appropriate discussion with the Pastor and Office of Catholic Schools, it may be recommended that the parents withdraw their children from St. Pius X Catholic School. Students may be asked to withdraw on grounds of Parental Behavior.

INTERNET ACCESS

Access to the Internet is available to students in the technology lab and the library. Only students with Acceptable Use Policies (AUP) signed by both the parents and the student, and on file at the school, will be able to access the Internet. The AUP is found at the end of this handbook. Inappropriate e-mail can be construed as harassment and will be dealt with according to Archdiocesan Policy 2610. Students are never allowed to access personal email, social media sites, or game sites while using a school computer.

Electronic Readers and Laptops

Electronic Readers (nook, kindle, iPad, etc.) and laptops may be brought to school and used during the school day with the sole purpose of learning and with permission from the teacher. The Internet will be made available for all students and will be monitored according to the Acceptable Use Policy (AUP). Laptops and Electronic Readers must come to school fully charged with the expectation that the charge can be held for the day. If the Laptop or Electronic Reader is used for any other reason, it will be given to the principal and picked up by the parent, a detention slip will be issued to the student, and the child will not be able to bring the device back to school without the prior consent of the principal. The school and its personnel do not take responsibility for any loss, damage, or theft. At any time throughout the day, the administration, faculty, and staff will have the authority to confiscate the electronic device and review/search its contents. It is the responsibility of the student to ensure that his/her Laptop or Electronic Reader is safe and secure.

LIBRARY

The library provides valuable resources for the entire school community. To ensure the availability of materials and to provide for the efficient operation of the library, the following procedures have been established:

- All students may check out one item. No reference materials may be checked out.
- Materials may be checked out for a period of one week. Students may renew an item for
an additional week by bringing it to the library to be re-scanned.

- Parents are notified of overdue materials through the teacher by a note sent home with the student or an email. Parents are notified by phone after the second notice has been sent.
- Additional books may not be checked out if a student has an overdue or lost book.
- Replacement costs for books will be expected for damaged or lost materials. Students are responsible for inspecting materials prior to check out. In the event a replacement fee is paid to the library for a lost book, and that book is later found, the book then becomes the property of the student who paid for it.

**MEDIA POLICY**
Before the name/likeness of a student is used for any type of publication, a permission form, signed by the parent, will be secured. This form is provided at the end of this handbook. These forms will be kept on file in the school office each year. *(Archdiocesan Policy 2350)*

**SCHOOL PROCEDURES**

**Emergency Procedures**
Emergency procedures are in place at St. Pius X Catholic School. Monthly fire drills are conducted on campus in addition to yearly tornado procedures and lock-down drills. Evacuation instructions are posted in all classrooms.

**Classroom Parties and Invitations**
Classroom parties will be short and simple. Teachers may ask for assistance from parents to coordinate treats for parties throughout the year. Age-appropriate activities will be coordinated with the teachers.

Birthday invitations may be distributed at school only with permission of the teacher and ONLY if ALL students in the class, or all boys or all girls, are invited. Birthday “surprises” such as balloons or floral arrangements are not to be delivered to students at school. Middle school students may not decorate a friend’s locker for a birthday with balloons, streamers, or other decorative items. This becomes a distraction and a fire hazard.

**Birthdays**
A student may dress down on his/her birthday. If the child’s birthday occurs on a Mass day, weekend or vacation, the child may choose to wear free dress on the last day of the week before the birthday or on the first day of school after the birthday. If your child’s birthday is during the summer, we will have designated summer birthday free dress days. Contact your child’s teacher before bringing birthday treats to school. The teacher will discuss birthday rules on Back-to-School Night.

**Field Trips**
- Field Trips are designed to correlate with teaching units and to achieve curricular goals.
- All grade levels do not always have the same number of field trips. Field Trips are permissible for grades when advanced planning, location, and the experience insure a successful learning opportunity.
- All field trips must have approval from administration.
- Individual teachers in consultation with the administration reserve the rights to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written permission slip must be signed by the parent before a student will be permitted to attend a field trip. A verbal permission cannot be accepted.
- All parents must have gone through the safe environment training and have provided written evidence to the office before they will be permitted to attend/help on a Field Trip.
- Parents will charged Field Trip fees though FACTS
Spiritual Formation/Retreats
The Catholic Church holds true to the belief that the parents are the primary educators in their children’s lives. Therefore, we at St. Pius X Catholic School enter into a partnership with the parents in guiding the students through their spiritual formation. At St. Pius X students will have the opportunity to attend a number of functions, including retreats, to enhance this formation. Each function is to include as a priority a religious/spiritual component. All students are expected to attend such activities as a student at the school. These activities are not optional, including, but not limited to, the 5th Grade Liturgy, the 8th grade Chastity/Purity Rally, the Middle School Retreat, and Focus 11 for 6th grade.

Equipment, Toys, and Electronic Devices
Playground equipment is provided for the students, so we ask that students do not bring their own balls and equipment from home. The school is not liable for any equipment a student brings on the campus and reserves the right to take away such items, if deemed necessary by the adult in charge. Students may not have trading cards, portable listening devices, cell phones, pagers, fidget spinners, Rubik’s Cubes, etc., at school. If a student brings these items or other toys, they will be confiscated by the teacher and returned to the parent at a time deemed appropriate by the teacher. These guidelines also pertain to our Extended Day program. St. Pius X is not responsible for any lost or broken equipment.

Selling on School Grounds
No candy, pens, pencils, or items of any kind are to be sold on the school grounds without prior approval of Administration.

Lost And Found
Misplaced items will be placed in the lost and found collection area next to the Art Room. Items not claimed will be given to a worthy cause.

Lunches
Students should tell their teacher at morning attendance if they have forgotten their lunch. If the student does not have a lunch, the student will be provided with a package of crackers and other snack items. We are unable to order lunches for students who have forgotten their lunches. Students are asked to bring all necessary supplies to eat their lunch, as we do not supply plastic ware. Soda (pop), energy drinks, or carbonated beverages are never allowed in lunches. Milk will not be served, as we have discontinued our milk program.

Phone Access & Cell Phones
Telephones are available in the school if students need to call home for some reason. Students will not be allowed to call home for forgotten items. No student cell phones are permitted. If a parent absolutely needs for a child to have a cell phone at school because the child will be going home with someone else, the parent will need to send in a written note to the school office giving permission for the child to bring a phone. The student will then be responsible for turning the cell phone into the office first thing in the morning and picking the phone back up from the office after school. No cell phones are EVER to be kept in backpacks, lockers, pockets, desks, etc. If a student is caught with a cell phone on their person or in their locker, backpack, desk, etc., the cell phone will be confiscated and will only be released to the parent of the student. Student use of the office phone to call home will be limited to essential situations only! Students will NOT be allowed to call home for permission to leave with a friend, etc.

School Supplies
The list of school supplies is posted on our website. Students should have the supplies available the first day of school.

School Property
Every effort is made to train children to take responsibility for the care of school property. When damage occurs because of inappropriate actions, the student and parents will be held financially
responsible.

Textbooks must be properly covered all year. If books are lost or damaged, the students will be charged the publisher's list price, plus postage. The inventory of books and their condition will be taken when the books are issued. Textbook fines must be paid by the end of the year.

Gum-chewing by students is not allowed on school grounds. Food and drink are not allowed in the library and technology lab. Except on special occasions, with teacher permission, food and drink are strictly limited to lunch and snack times. Only clear water is allowed in water bottles!

Visitors
All visitors, including parents and volunteers, are required to check in at the office upon entering the building and receive the appropriate identification badge - this includes the lunch room volunteers. Visitors are asked to enter through the main entrance only. All visitors will be screened for health prior to entering the main building. Please do not go directly to any class, including physical education, or the cafeteria, for any reason.

Out of courtesy to the teacher, or in case of special events or schedule changes, please call the office to schedule a classroom visit. The teacher will return your call and arrange for a convenient time. Please do not bring other children along when you observe a class.

Because instructional time belongs to your children, please do not attempt to conference with a teacher without an appointment. Teachers are not free for unplanned conferences/conversations during the school day, and they are usually occupied before and after school with class preparations and meetings. Car line before school and dismissal time after school are not appropriate conference times. To ensure quality time with the teacher, it is always best to make an appointment.

Persons (other than custodial parents/legal guardians), agencies, or organizations desiring to contact individual students during the school day MUST FIRST receive permission from the principal (Archdiocesan Policy No. 2280)

The school may not be used by a non-custodial parent for the purpose of circumventing custody orders or visitation rights (Archdiocesan Policy No. 2280)

BEFORE/AFTER SCHOOL CARE
Extended Day is operated in the school building by St. Pius X Catholic School. The licensed program is open to students (ages five and up) of St. Pius X beginning at 6:30 a.m. until school begins. Parents are required to walk their child into Extended Day. After school it is open until 5:30 pm. Students will be sent to Extended Day at 3:10 pm or 10 minutes after the end of their after school activity. Students are to have direct supervision by an adult at all times while on campus. If the school is closed because of inclement weather, the Before/After School Program will also be closed. All of the rules and regulations outlined in this handbook govern students attending our Extended Day program. In particular, please note items listed in the Equipment, Toys, and Electronic Devices section of this handbook.

MISCELLANEOUS
Asbestos
Our Parish/School has conducted an extensive asbestos survey of all of our school buildings. Based on the findings of this inspection, a comprehensive Asbestos Management Plan was compiled in 1988. This Plan details the response action that the school took regarding asbestos-containing materials that may have been found in our buildings.

The Plan is available for inspection at our offices during normal business hours. If you desire to have a personal copy, please notify the school office and it will be supplied to you at a cost of ten
cents per page.

Appeals Process (Archdiocesan Policy #1500)
Every attempt should be made to resolve a conflict at the lowest possible level. Matters may arise which will require an objective review by a third party in order to assure the maintenance of positive relationships within the school community.

Home and School Association
The St. Pius X Catholic School Home and School Association is a support organization for the children, faculty, and staff of St. Pius X Catholic School. All school families are included in the Home and School Association. The main purpose of Home and School is to build community (plan and prepare social events, to participate in fundraising projects, and other activities that benefit the students). We encourage everyone to become active in the Home and School Association.

Use of Facilities
Permission for use of the school outside of school hours or school functions must be granted by the school office. (Archdiocesan Policy No. 5070)

Use of School Name/Logo
Written approval by the pastor, principal and Superintendent of Catholic Schools must be obtained before using the school name and/or logo for any event, activity, or publication which implies a close connection to the school. (Archdiocesan Policy No. 1050)

Volunteers
Parents, parishioners, and persons in the community are encouraged to support the school through a variety of volunteer efforts. Volunteers might help in the school office, clinic, library, cafeteria, and on the playground. In addition, many volunteers support the art, music, physical education, and technology programs, the fundraising efforts, teacher appreciation, and the many efforts to promote community and spiritual development. All volunteers must have completed the Safe Environment Training. Volunteers are required to sign in and out at the front desk so that we can acknowledge the many hours they have contributed to the school and to receive an identification badge. Parents are asked to volunteer for two events each year. Donation of an item to our fundraisers or events counts towards volunteer events.

Fund Raising
Fund raising at St. Pius X Catholic School is done to supplement school programs and to contribute to capital improvements of the school facility. All fund raising is done under the supervision of the pastor and school principal. The following guidelines will be used as ancillary funds are raised.

- At the beginning of the school year, the school principal will specify what types of school fund raising events will be planned each year.
- The school principal and the pastor will decide, after consultation with the Home and School Association, how monies raised will be used and will announce to the school community before the drive or event.
- All fund raising within the school must follow these guidelines. No committee or groups may raise funds independently or specify how funds are to be distributed.
- Any person or outside group (i.e. scouts) must have specific permission from the school principal to sell anything to school families and personnel.
- The school principal must approve the information in any request to parents for collection of any kind. The school principal’s signature and date of approval of the information must be on the information sent to parents for sales, collections, and fund raising requests.
- No parent or student group may solicit donations for gifts. Though our teachers and coaches appreciate gifts in recognition of their hard work, it is not allowed in any Catholic school to take up a collection from families in order to purchase a group gift for a coach or teacher. This situation puts many families into a difficult situation because
they either cannot afford to contribute or do not desire to contribute. Gifts from individual families are welcome and appreciated when desired.

Political issues
The teaching of political matters should evoke faithful citizenship, an obligation to study the issues and political involvement. (Archdiocesan Policy #4310)

LEGAL ISSUES
Access to Student Records
The student’s parents or legal guardians have the right to view all the student’s records in the presence of the principal or his/her delegate. In the case of parental separation or divorce, the non-custodial parent shall have the same access rights to student records as the custodial parent, unless restricted by order of the court.

Child Abuse
Colorado Law (CRS Section 19-110-1102 to 115) requires the reporting by school personnel of suspected cases of child abuse and neglect. School personnel will call 1-844-CO-4-KIDS. The procedure to be followed in such reporting is as follows:

- Any person who has reasonable cause to suspect that a child has been subjected to abuse or neglect, including sexual assault or sexual molestation by any person, including parish or school personnel, shall immediately make an oral report of this to the principal who will notify the appropriate county department or local law enforcement agency.
- The principal shall then immediately notify the pastor and the Superintendent of Catholic Schools or his/her designee. All information pertaining to the matter should be treated as confidential.

Child Custody Issues (Archdiocesan Policy #2140)
Custodial parents/legal guardians shall be recognized by the school as the primary decision-makers for their children. Legal documentation regarding custody and visitation must be provided to the school by the custodial parent(s)/legal guardian(s) at the time of registration. The school must be notified immediately regarding any changes to custodial provisions. Proper paperwork and documentation is critical when dealing with child custody issues.

Court-Ordered Visitation Rights
If there are court-ordered special visitation regulations and access to a child, a copy of the original order must be on file in the school office, signed and dated by a school official. The copy will be placed in the student’s permanent file. The school shall be notified immediately regarding any changes to custodial provisions.

Drug and Search Policies
A school staff member who has reasonable cause to believe that a student has an illicit drug (including alcohol or medications) or paraphernalia on his/her person or in his/her possession can detain the student in the school office. The student will be asked to relinquish those items. Inspection of personal property (i.e., pockets, handbags, book bags, etc.) should not be conducted without the student’s permission. If permission is given, the search must be made in the presence of at least two school officials. (Archdiocese Policy No. 2300) Students who refuse the search will be detained in the school office while the parents and the police are contacted.

Students who are found to be in possession or under the influence of an illicit drug (including alcohol) will be subject to immediate disciplinary action, which may include expulsion. As in other serious discipline matters, these situations will be handled by the administration.

All desks, lockers, and other storage areas provided for student use on school premises remain
the property of the school. The principal or pastor may search any of these places when there is reasonable cause for such a search. In any case, parents are to be contacted as soon as possible. Police will be contacted as deemed appropriate by administration.

**Law Enforcement**
The school administration will cooperate fully with the local law enforcement agencies.

**Release of Student Directory Information (Archdiocesan Policy #2340)**
Before printing student directories, written or electronic permission for publication of this information must be secured from parents on an annual basis. Names and addresses of students, faculty and staff shall not be made available to anyone outside the school system.

This handbook has the force of a printed contract between Saint Pius X Catholic School and the parents or guardians of students enrolled in the school. A copy of the handbook is made available to all families. **The school requires a signed form from each family annually, indicating the agreement to honor and support the policies of the School as shown in the Handbook.**

The specific Archdiocesan policies identified in this handbook are summaries only. For complete copies of the policies’ referenced, refer to the Secretariat for Catholic Schools Administrators’ Manual. In the event of any conflict between the summary and the complete policy, it is the Administrator’s Manual that governs.

The school is governed, in its function, by the Official Policies and Regulations of the Archdiocesan Office of Catholic Schools, which, in turn, interprets State of Colorado Statutes in application to private schools. The school has latitude, within these regulations and statutes, to form its own local policies and to create this Handbook. Anyone may request a copy of any Archdiocesan policy. The avenue for clarification, revision, editing, or deletion of policies in this Handbook shall be through the School Administration.

A school handbook is only effective if families and students do their part by supporting and following the policies of the school. **It is the responsibility of parents/guardians to ensure that their students know, understand, and adhere to the policies stated within this handbook.** Any person who has a concern with a policy should make their concern known. As with all policies, situations may arise at school calling for the School’s interpretation and decision-making. You have our assurance that the ultimate best interest of the community will continue to guide our policies and practices. The information contained herein is subject to modification, change, interpretation, and elimination at any time at the school’s discretion.

**Discretionary Clause/Right to Amend**
Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.
Dear Parents,

Please review the entire Family Handbook with your child(ren) attending St. Pius X Catholic School and then sign and date in the spaces below. The handbook was emailed to all families and paper copies are available at the school office. The Family handbook is considered a contract between the school, St. Pius X, and its families.

Your signature acknowledges that you and your child(ren) have reviewed and understand the contents contained in the Family Handbook.

I also acknowledge that according to Archdiocesan policy the information contained herein is subject to modification, change, interpretation, and elimination at any time at the school’s discretion.

This document is to be returned to the school office the first day of school.

This form will be kept on file in the school.

We greatly appreciate your cooperation in this matter.

______________________________  ______________________________
Family Name (Print)              Student’s Last Name if Different (Print)

______________________________  ______________________________
Parent/Guardian Signature        Date

All students in the family must sign a form, acknowledging they have read the Handbook, or the Handbook has been read to them.

______________________________  ______________________________
Student Signature                Student Signature

______________________________  ______________________________
Student Signature                Student Signature

St. Pius X Catholic School reserves the right to make changes to the Parent/Student Handbook at any time. Parents and students will be given notice prior to a change in policy.