



St. Pius X Catholic School

Student-Parent Handbook

“Building Leaders for Christ”

2025-2026

PreK3 - Grade 8
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San Antonio, Texas 78209

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2025-2026 School Year

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FOREWORD

WELCOME LETTER FROM OUR PRINCIPAL

Welcome to St. Pius X Catholic School. My name is Dr. Genese G. Bell, and I am blessed to be principal. As a parochial school in San Antonio, Texas we are part of the St. Pius X Catholic Church community. Our parish mission is to Restore all Things in Christ and our school mission is Building Leaders for Christ.

Our school serves students from 6 weeks to 8th grade. We are accredited by the Texas Catholic Conferences of Bishops (TCCB) and are a part of the Archdiocese of San Antonio.

I began my educational career as a Kindergarten teacher and have continued to work with students in schools through many roles. I served as a classroom teacher, campus administrator, central office administrator, assistant superintendent, and superintendent in public schools throughout Texas. My own education began in Holy Angels Catholic School in San Angelo, Texas (See if you can pick me out from the picture below) and I am blessed to be back in a Catholic school.

A Catholic education provides stability while growing up and surrounds students with other children who share their conviction of Faith in Jesus Christ. The staff at St. Pius X Catholic school is committed to sharing our Catholic identity with our students and demonstrating kindness to everyone who enters our school regardless of their religion.



PURPOSE

This handbook has been compiled in accordance with the directives of the Archdiocesan Department of Catholic Schools and the Texas Catholic Conference Education Department (TCCED). The policies contained in this book have been drawn up and reviewed by the Pastor, Principal, faculty, staff, and members of St. Pius X Catholic School Advisory Council.

The purpose of the handbook is to provide a reference to the policies and procedures that govern the school community. These policies and procedures are not ends in themselves, but a means to working effectively together to achieve the mission of our school community.

Every member of the St. Pius X Catholic School (SPX) community is required to abide by the policies and procedures that are set forth in this Handbook, as well as any new policy or procedure formulated by the Department of Catholic Schools, School Advisory Council, Principal, or faculty and staff. A student or family that ignores these policies and procedures shows that they do not wish to belong to SPX and may have their enrollment terminated.

These policies and procedures, and any amendments or changes that may be required in the course of the school year, will remain in effect as the standing regulations governing the operation of the school until rescinded or superseded.

RIGHT TO AMEND STATEMENT

St. Pius X Catholic School reserves the right to modify existing policies or add new policies as circumstances make such decisions prudent and necessary.

ACCREDITATION

St. Pius X Catholic School is fully accredited with the Accreditation Commission of the Texas Catholic Conference of Bishops (TCCB-ED). The school adheres to the policies and procedures of the TCCB-ED and the Archdiocese of San Antonio. Our most recent accreditation visit was held during January of 2024.

ST. PIUS X CATHOLIC SCHOOL ADMINISTRATION

As a parish school, St. Pius X Catholic School is under the authority of the Pastor, who receives his authority and responsibility for the operation of St. Pius X Catholic Church (hereafter referred to as SPX Parish), and from the Archbishop of San Antonio. The Pastor delegates authority for the operation of the school to the Principal, and to those members of the school staff who work capacities on behalf of both the church and the school. The SPX School **Advisory** Council exists to advise the Pastor and the Principal in the operation of the school by serving and carrying out specified roles.

HANDBOOK AGREEMENT FORM (ONLINE DURING ENROLLMENT/REENROLLMENT)

All families have signed the Handbook Agreement Form during the enrollment/reenrollment process. We must have a signed Handbook Agreement on file each year. Please note that throughout this document, the terms “parent” or “parents” refers also to a legal guardian or guardians.

SECTION I: VISION, MISSION, AND PHILOSOPHY

VISION

A parochial school community, centered in the Eucharist, growing spiritually and academically in a model-learning environment.

MISSION

Our Mission Statement is “Building Leaders for Christ.”

HISTORY

St Pius X Parish was formed on July 7, 1957, with Father Roy Rihn as its first pastor, and 315 families. The spiritual and academic needs of children have always been a priority. In 1958, a kindergarten class was opened and plans for a parish school were in full swing. By September 1959, St. Pius X School opened its doors to students from Kindergarten to 8th Grade. Staffed by four Sisters of the Most Precious Blood from O'Fallon, Missouri and eight lay people, the rich tradition of academic excellence and spiritual leadership had begun. The school building was dedicated on November 1, 1959.

Throughout our history, St. Pius X School has been in the forefront of Catholic Education in the Archdiocese of San Antonio. It has always been our vision to guide young people in their development into Christian adults. Many changes have taken place since opening our doors in 1959, but the promotion of Catholic Christian values and the development of quality education have continued throughout the years.

Our campus has grown since 1957. We now have our elementary school with grades from 18 months through 8th grade, our sanctuary, adoration chapel, the Monsignor Martin Family Center, and our Multipurpose building which houses our St. Pius X Gym, cafeteria, library, computer/STREAM lab, and music room. Our St. Pius X Child Development Center is open for children ages 6 weeks to 48 months.

PHILOSOPHY

We, at St. Pius X Catholic School, believe that every child is a gift from God, with special talents to be nurtured and developed. Our philosophy is to provide for each child's spiritual, moral, and academic growth in a model-learning environment, centered on the Eucharist and the tenets of the Roman Catholic Church.

One of the essential elements of our educational philosophy recognizes the traditional Catholic view that parents have a most solemn obligation to educate their children and that their role is primary. Indeed, their role as educators is so decisive that scarcely anything can compensate for their failure in it, for it is particularly in the Christian family, supported by the grace of the sacrament of matrimony, that children should be taught from their earliest years to know and to worship God and to love their neighbor in accordance with the Catholic faith which they have received in baptism.

The Catholic tradition places enormous emphasis on the importance of authentic Catholic education in the lives of individuals as they fulfil their respective vocations within the Church, country, society, family, and school community. For the sake of unity, the St. Pius X Catholic School community has identified the following five principles in order to guide our actions as we seek to fulfil our individual roles in achieving our mission.

1. We seek to offer an education that is SPIRITUALLY PURPOSEFUL

We will:

- Seek the guidance of the Holy Spirit in making decisions and taking action.
- Believe, teach, and live in accordance with our Vision and Mission.
- Foster an authentic Catholic culture in which each student can envision his or her own future as a mature, knowledgeable, confident, courageous, and pious believer and take appropriate steps toward achieving it.
- Have the courage to stand up for our beliefs and to act accordingly.

2. We seek to BUILD a strong COMMUNITY

We will:

- Commit ourselves to ongoing faith formation centered in the Eucharist and the Catholic tradition.
- Recognize that the wholeness and holiness of our community is present even when individuals fail to live up to Catholic ideals.
- Work collaboratively to promote the good of the SPX community.
- Honor diversity by embracing the unique gifts of every member who shares time, talent, and treasure in support of our community.

3. We seek to demonstrate CARE for persons in everything that we do

We will:

- Foster a culture in which everyone is treated with dignity and respect and where he or she can feel loved as an important member of the SPX community.
- Listen with empathy, speak candidly, and act in a Christian manner.
- Seek to identify and to respond to the needs of individuals within our school, parish, municipal, and global societies to the best of our ability.
- Recognize that all contributions are meaningful and celebrate the outstanding efforts and achievements of our members.

4. We seek to be CREDIBLE in everything that we do

We will:

- Work together to build true consensus and alignment in our beliefs and actions.
- Speak and act with consistency, practice what we preach, trust one another and be trustworthy.
- Practice responsible stewardship.
- Take full responsibility for all of our actions and their outcomes.

5. We seek to offer an education that is FULFILLING

We will:

- Deliver an authentic Catholic education of the highest quality as our primary contribution to individuals, families, society at large, and the Church.
- Meet and exceed the academic standards for primary education within our archdiocese, city, state, and nation.
- Foster excitement for learning by offering opportunities for individuals to express and to develop their unique gifts.
- Build a legacy of unity for future generations by working together with one purpose as members of our school, parish, and larger communities.

OUR GOALS IN FAITH

To witness our faith in Jesus within an environment that fosters mutual love and respect. To provide opportunities for our students to grow in their understanding of the Gospel and Catholic teaching through instruction, worship, and community activities. To build community through dialogue with Parents, Parish, Boards, Faculty/Staff, and Students. To provide a superior educational program emphasizing essential academic skills that enable the student to successfully continue in his/her education while encouraging excellence and scholastic achievement. To help our students build a sense of personal integrity by encouraging self-responsibility and self-discipline while providing a firm foundation in Catholic moral values. To foster understanding of our world, our nation, and our responsibilities to both within the context of Catholic social teaching.

Virtue Lessons

Our students are involved in a unique virtue program created by St. Pius X Catholic School. This program features a virtue every month led by each grade level. This year's virtues include **faith, reverence, stewardship, generosity, gratitude, honesty, mercy, justice, and zeal**. Our virtue program also incorporates several service projects throughout the school year.

SECTION II: ADMISSION, RECORDS, AND TUITION

NON-DISCRIMINATION POLICY

Students of any race, color and national or ethnic origin will be admitted to our school and will have full privileges and rights to all programs and activities generally accorded or made available to all students.

Catholic Schools exist primarily for the education of Catholic students. Where room and facilities permit, students of other faiths or traditions may be admitted according to the stated priorities of St. Pius X Catholic School. All students, Catholic and non-Catholic alike, are enrolled in Catholic Religion classes, which are an integral part of our curriculum. Likewise, all students are expected to participate in all religious services and activities and to demonstrate an attitude consistent with Christian ideals in all their actions.

ADMISSION PREFERENCE

Preference in the admission process is given to St. Pius X parishioners and to siblings of currently enrolled students provided that their families are in good standing. Open admission will be on a first come first serve basis. Open enrollment starts two weeks after reenrollment for current families begins. Admission for the upcoming school year will start during Catholic Schools Week.

AGE REQUIREMENTS (PLEASE SEE [SPXCDC HANDBOOK FOR CDC INFORMATION](#))

In accordance with state, Archdiocesan, and TCCB regulations, a student must be:

- Three years of age on or before September 1st in order to enroll in PreK3.
 - **(Please note that PreK-3 students must be toilet trained.)**
- 4 years of age on or before September 1st in order to enroll in PreK4.
- 5 years of age on or before September 1st in order to enroll in Kindergarten.
- 6 years of age on or before September 1st in order to enroll in 1st grade. *Exception may be made in the case of a student who has completed Kindergarten in a different state where the entering age is lower, provided there is also a written statement from the Kindergarten teacher that the student is ready for 1st grade.*

ADMISSION POLICIES

St. Pius X Catholic School follows all Archdiocesan Admissions Policies. Catholic Schools of the Archdiocese are open to all students regardless of race or ethnic background, but preference must be given to students of the Catholic faith.

Parents who seek a Catholic education for their child enter into a contractual agreement. This agreement is established between the parent/student and St. Pius X Catholic School and in accordance with the rules of the school governing all areas of the student's development. As part of the contractual agreement, there are explicit (expressed) and implicit (implied) expectations placed on both the parent/student and the school. Explicit rules and regulations are included in the parent/student handbook and various school communications.

Admission of students from schools within the Archdiocese

The transfer of a student from one Catholic School to St. Pius X Catholic School can occur only after consultation between the principals of the two schools involved.

Admission of students from public and other non-public state approved schools

Admissions of students transferring from public and other state approved non-public schools is the decision of the principal based on testing, observations and other assessments.

Admission of Students from Home-Schooling and Non-Accredited Schools

Admission of students transferring from a home school and non-accredited school must be approved by the administration. Students will be administered an entrance exam of the grade they will be entering. Final acceptance will be approved after the exam has been graded. All students entering St. Pius X Catholic School are accepted on a probationary status for their first nine (9) weeks of school.

Admission of student from foreign schools

Admission of students transferring from foreign schools must be determined by the principal of St. Pius X Catholic School, following all requirements through SEVIS (Student and Exchange Visitor Program).

Admission of students with special needs

St. Pius X Catholic School, if able, will provide students with special needs an opportunity for admission. These accommodations and/or modifications are reviewed annually.

However, if St. Pius X Catholic School is not capable of offering the necessary programs and facilities to accommodate, students will be referred to other schools and programs that have the ability to effectively serve their needs.

GENERAL ADMISSION PROCEDURE

Parents who wish to enroll their children at St. Pius X Catholic School complete an online Application. A student's registration is not considered complete until all pertinent documents have been submitted and all applicable fees have been paid. Although careful consideration will be given to parental requests, the final decision for a student's class placement lies with the Principal.

Students may not be admitted or reenrolled until his or her prior financial obligations to St. Pius X Catholic School or to a school at which he or she was previously enrolled have been satisfied.

Parents are required to submit to St. Pius X Catholic School any information or documentation that may influence the admission decision. Such information includes, but is not limited to, psychiatric, special needs, behavioral, or health evaluations that may limit the ability of SPX to meet the educational and social needs of the child.

By signing the application, parents understand that withholding or misrepresenting information in their application may jeopardize their child's admission.

Before any student is accepted to St. Pius X Catholic School, an Acceptance Qualification Assessment will be conducted by school administration. This assessment is made in consultation with the family, an interview with the principal, and examining the student's past academic and conduct records. Enrollment is complete upon receipt of your Notification of Acceptance. Furthermore, all new students are conditionally admitted for their first nine weeks.

REQUIRED RECORDS PRIOR TO ADMISSION

All new students, 3K through 8th grade, must present the following records which will be kept on file throughout their enrollment:

- Official state birth certificate
- Catholic sacrament certificates, if any
- Permanent academic records from all prior schools
- Health record, including:
 - Certificate of Immunization
 - Health Data Card
 - Any appropriate Medication Permission Forms
 - Health Screening Data
- Emergency Data Card
- In case of parental divorce or separation, a certified copy of the final recorded instrument must be in file in the School Office for referral in any matter pertaining to custody. This includes matters pertaining to school records, other academic information, and student pick-up. St. Pius X Catholic School will not be held responsible for failing to honor arrangements that have not been made known.

PUBLICATION OF ADDRESSES

The school will not publish the address or phone numbers of any parent/guardian/student without written consent. This written consent is part of our online application.

MISSING CHILDREN PROGRAM

If a student is enrolled under a name other than the student's name as it appears in the student's official birth certificate, then St. Pius X Catholic School is required to notify the Texas Department of Public Safety's missing children and missing persons information clearinghouse of the student's name as shown on the identifying document or records and the name under which the child is enrolled. The information in the notice is confidential and may be released only to a law enforcement agency. If an official birth certificate is not furnished to our school within 30 days of enrollment, then St. Pius X Catholic School is required to notify the police department of the municipality or sheriff's department of the county in which the school is located and request a determination of whether the child has been reported as missing.

STUDENT RECORDS

Permanent Record: In accordance with Archdiocesan policy, St. Pius X Catholic School maintains an official permanent record for every student. A student's permanent record

contains academic transcripts, standardized testing results, health records, and emergency contact information.

Access to Student Records:

Parents have the right to access educational records and to request corrections or deletions of inaccurate or misleading information. If the school denies a requested amendment, any statement of disagreement submitted by the parent or student must be maintained as part of the record.

Parents who wish to review their student's record may make an appointment through the School Office to do so. Official copies of student records must be sent directly from SPX to another educational institution. Parents who would like to request an unofficial copy of their student's record must submit a written request with at least 24 hours' notice. An official copy of a student's transcripts can only be given to a family who is moving out of the country and has not yet found a school for their children. In such cases, an official transcript will be provided in a sealed envelope.

Release of Records: A student's permanent record is confidential and is only accessible to the Principal, to designated professional staff members, and to the student's parents or legal guardians.

Transfer of Records: As part of our mission to practice responsible stewardship, St. Pius X Catholic School can only release official records to another school when that school supplies a written request. A release form signed by the parent or legal guardian must be obtained by the requesting school. All the information in the permanent record will be released to the requesting school.

If the student is transferring to a Catholic school within the Archdiocese, the original permanent record and health records shall be transferred. A copy should be retained for the originating school's records.

If the student is transferring to a school that is not recognized as a Catholic school within the Archdiocese, a copy of the student's permanent record card and the original health records shall be transferred.

All special education or psychological test results, which are to be released to a receiving school, must include a parent's signed release specific to that information. The student's original permanent record card or a copy is then placed in the inactive file with a notation made indicating to which school the student has transferred, the date and the reason for the transfer.

Non-Custodial Parent Access to Records: Except where prohibited by a court order, the non-custodial parent shall be granted access to the student's academic records and other school-related information. It is the responsibility of the custodial parent to provide the school with an official, current court order restricting such access, if applicable.

TRANSFER POLICIES

General: St. Pius X Catholic School welcomes transfer students in good standing, if space is available. In order to complete a transfer, SPX must receive an official report sent directly from the previous school to our School Office that the student has demonstrated satisfactory academic progress, conduct, and effort. Supporting documentation on report cards and standardized testing reports must also be received. Often, a personal interview with the Principal will also be held. If accepted, the student's official transcripts must be received directly from the previous school before he or she can be admitted. In all cases, admission and grade placement decisions remain at the discretion of the Principal.

Out of St. Pius X Catholic School: When parents wish to transfer their students to another school, they must notify the office in writing. Official school records can only be sent directly to an official educational institution upon receipt of an official request from that institution.

PROBATIONARY STATUS

Admission to St. Pius X Catholic School is probationary for every new student for their first nine weeks. Students who demonstrate that they can meet our academic and behavioral standards are automatically removed from probation. At the Principal's discretion, a student who fails to meet these standards may have their probationary period extended or may be asked to leave the school prior to or at the end of the probationary period.

RE-ENROLLMENT

St. Pius X Catholic School enthusiastically welcomes students and families in good standing to re-enroll their children for the following year. Reenrollment is contingent on behavior that is consistent with Christian ideals, on standards of successful academic performance, and on the cooperation of families to meet their financial obligations in a timely manner. Re-enrollment is on a year by year basis.

As part of our mission to offer an authentic Catholic education of the highest quality, SPX reserves the right to deny re-enrollment to a child or family if circumstances indicate that this would not be in the best interest of the child, the family, or the SPX community.

TUITION AND FEES

Tuition Agreement (FACTS): The prompt payment of tuition facilitates the sound financial operation of our school. Therefore, it is necessary that parents fulfill their tuition obligation in a timely manner. St. Pius X Catholic School exclusively uses the FACTS tuition payment system. Every family must complete their FACTS tuition payment plan setup in FACTS.

Schedule: The SPX School **Advisory** Council, along with the School Administration, establishes schedules of tuition and fees prior to each school year. The tuition rates and fees are published on our school website: <https://spxsa.school/tuition-rates>

Scholarships: Tuition scholarships/grants may be available for active Military families or SPX alumni families. There may also be tuition scholarships for parishioners or siblings. **Tuition scholarships may be available for the children of full-time St. Pius X employees.**

Families must apply for TEFA and Hope for the Future in order to be considered for any type of scholarships. These scholarships are for tuition only, they do not apply to fees, Extended Day, Summer Fun Days, or any other charges).

Tuition Payment Options: At the beginning of the year, parents are free to choose whether to pay tuition on the 5th, 15th or 25th day of the month. The first installment is due in August, with subsequent installments due on the established due date from August through June.

Parents, you can manage your scheduled payment date online within certain parameters. Payments can be rescheduled within 10 business days of the original payment date (please note that failed payments cannot be manually rescheduled online). **These changes MUST be made at least three (3) business days prior to the original scheduled payment date.*

For more information about our financial policies, please visit our school website at [Business Office | St. Pius X Catholic School | San Antonio, TX \(spxsa.school\)](#)

Tuition Assistance

Hope for the Future (HFF)

Hope for the Future provides need-based tuition assistance for Catholic and non-Catholic students who meet eligibility requirements. Tuition assistance is prioritized by financial need and based on available funding. Hope for the Future applications are available on their website at www.hopeforfuture.org.

Guardian Angel Program (GAP)

The purpose of the Guardian Angel Program is to invest in our children's education at St. Pius X Catholic School, which pays dividends for life. However, in choosing Catholic school education, many students and their families are faced with the challenge of how to pay for this education. At St. Pius X Catholic School, we are greatly blessed to have a financial aid program that can award eligible students and their families with financial assistance annually or as the need arises. Please contact the school office to ask for assistance.

Delinquent Accounts

Tuition: When there is not a determined family financial emergency and when a tuition account becomes 60 days past due or more than 30 days past due more than three times in an academic year, the Principal in consultation with the Pastor may choose to terminate the enrollment of that family's children. Written notice of the decision will be given to the family, requiring them to remove the children within five days and to sign a written payment plan for the balance owed to St. Pius X Catholic School.

Students graduating from the 8th grade will not be allowed to participate in graduation ceremonies if there is an outstanding tuition balance on May 22nd.

If more than 45 days in arrears: Students may not participate in athletics and extra-curricular activities.

Extended Day: Extended Day accounts must remain current. Thirty (30) days past due will result in a \$25.00 late fee. Sixty (60) days past due and your student will not be allowed to attend Extended Day.

Fees: Online enrollment/reenrollment lists the registration fee. There is also a general fee (non-refundable student fee), which is included in the monthly tuition payments, but must be paid in full prior to withdrawal. The general fee helps to cover the required archdiocesan accident insurance, which is secondary insurance that covers students at all school-related activities and during travel to and from these activities. Middle school students who participate in sports have a “pay to play” athletic fee per sport. Participation fees must be paid prior to receipt of athletic uniform.

Refund Policy: When a family that has been accepted decides not to send their children to St. Pius X Catholic School, the first month’s tuition is not refundable. Fees are non-refundable, except in the case of a documented military transfer prior to the beginning of the school year. Students who prepay but withdraw during the school year are reimbursed for the remaining full months left in the billing cycle.

SECTION III: HEALTH AND WELLNESS

HEALTH COORDINATOR

The health coordinator is responsible for ensuring that the required health screenings are performed, followed-up and documented according to state regulations by certified screeners. Additionally, the health coordinator may monitor immunizations, maintain health records, complete state and Archdiocesan statistical reports, and perform other health service related duties as designated. The health coordinator will maintain a daily log of health-related incidents, illnesses or complaints, as well as a daily medication log. For more information or health-related forms, please visit our school website: <https://spxsa.school/school-clinic>.

Health Record: A student's health record includes a Certificate of Immunization, an Illness Record, a Medical Release Form, any Medication Permission Forms, and Health Screening Data. The health record is treated as confidential and is available only to the Principal, health coordinator, designated professional staff, and to the Texas Department of Health (in accordance with Texas state law). A student's health record will be forwarded when a student transfers to another school.

Certificate of Immunization: A certificate from a duly qualified physician stating that the child has met state required immunizations for polio, diphtheria, pertussis, tetanus, measles, mumps, rubella and Hepatitis A and B must be presented at the time of registration. Immunization records must be reported to the school, so that the student's permanent health record can be maintained properly. The school reserves the right to remove a student from school until proof of the necessary immunization is provided.

An exclusion for medical reasons will be considered if a parent/guardian presents a written request to the school principal with the appropriate documentation. The principal, in consultation with the local school administration, will make the final decision.

In accordance with state law, the parent/guardian must present a statement signed by the child's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the child, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician. If not a lifelong condition, it is expected that the child will be vaccinated as soon as the medical condition improves, and the child's physician judges that it is safe to do so.

Health Data Card: Archdiocesan policy requires that an updated illness record be kept on file as part of a student's health record. In order for a student to attend classes at St. Pius X Catholic School, a signed Health Data Card must be submitted to the School Office.

Health Screening: Screenings are performed annually on Pre-K through 1st, 3rd, 5th, and 7th grades to examine their height, weight, vision, and hearing. Students in 6th grade will be screened for scoliosis. Referrals are sent to the parent/guardian whose child(ren) exhibit a potential problem in any of the screenings. It is the responsibility of the parent/guardian to decide whether to follow-up on the referral with their physician. The parent/guardian should notify the school of the action taken. Records are kept of all screenings on the student health cards and reports are made to the Texas Department of Health. Students in grades 1st, 3rd, 5th, and 7th are screened for Acanthosis Nigricans, a skin condition that signals high insulin levels in the body.

Medication Policy: The medication policy at St. Pius X is as follows:

Students are not allowed to carry medication, including non-prescription medication, on their person. At the direction of the student's physician, an exception may be made in the cases of diabetic medication and supplies or rescue medication, including a rescue inhaler or a single dose epinephrine auto injector.

Only medication that is necessary for a student to remain in school and prescribed by a licensed physician, physician assistant, nurse practitioner, or dentist will be administered during school hours.

The [Medication Permission Request Form](#) must be completed by the parent/guardian and the health care provider in order for any medication, including “over-the-counter” medications (including, but not limited to, insect repellent, acetaminophen, ointments, cold tablets, and cough drops), to be given by school personnel. The signing health care provider and the parent/guardian cannot be the same person.

Medication must be brought to the office by the parent/guardian. If the medication is liquid, it must be accompanied with a calibrated medication dispenser with legible numbers. Expired medication will not be administered.

Medications containing narcotics/sedation for pain relief will not be administered at school. Students should remain at home until they no longer require these medications.

Each student’s medication must be in its original container, clearly labeled with the following information:

1. Student name
2. Physician/Dentist name
3. Date
4. Name of medication
5. Dosage
6. Directions for administration
7. Time the medication is to be given
8. Duration of administration

Over-the-counter medications must be accompanied by a signed [Medication Permission Request Form](#), in their original, unopened container and display the student’s name. Over-the-counter medications must be the smallest available size to meet the student’s medical needs. **Middle school students may be granted permission by their parents for their child to receive over-the-counter medication that has not been prescribed by a doctor during the school day. This does not include homeopathic or herbal medications, which will not be administered at the school by school staff unless accompanied by a properly executed Medication Permission Request Form.**

Written parental permission must be documented and kept in the student’s health file. Permission must be specific to the over-the-counter medicine that is permitted (as opposed to a “blank” permission). In the permission, parents must acknowledge that medication may be administered by non-medical personnel.

If the parent/guardian grants permission for their child to receive an over-the-counter medicine without a prescription during the school day, the parent must supply the medication in the original and unopened manufacturer’s container with the label intact or the medication will not be accepted by the school.

Medication will be dispensed by a designee of the principal. Medication will be returned only to the parent/responsible party or destroyed at the end of the school year.

MEDICAL MARIJUANA, EPINEPHRINE, AND NALOXONE PROTOCOL POLICY

St. Pius X Catholic School follows Archdiocesan policy regarding medical marijuana policy, epinephrine policy, and unassigned opioid antagonist naloxone protocol policy. A complete copy of the policy is available in the School Office.

Emergency Data Card: The Emergency Data Card contains contact information for each student so that his or her parent(s), guardian(s), or otherwise designated person(s) can be contacted in case of an emergency. **It is essential for parents to keep all contact information accurate and current.**

First Aid

The school is only responsible for immediate first aid. In the case of a severe accident or acute illness, first aid will be administered, EMS will be called, and the parent/guardian will be notified promptly.

Illness

If a student becomes ill during the school day, he/she must obtain a teacher referral slip and report to the school clinic. The health coordinator determines if the student should return to class or be sent home. If the student cannot return to class, the contact information on the emergency data card will be used to call the parent/guardian or other authorized person/s listed. Due to limited space in the clinic, we ask that students be picked up immediately. The student will remain in the clinic until the parent/guardian arrives. Despite the cause, St. Pius X guidelines dictate that a student with a temperature of 100.4 degrees or higher must be kept home for 24 hours after the fever subsides. If your child experiences vomiting or diarrhea, he/she must stay home for 24 hours after the symptoms subside. See our website for full list of when to stay home: <https://spxsa.school/school-clinic>.

Allergies

If your child has a medication or food allergy, please indicate on the emergency data card and inform the health coordinator and cafeteria. A doctor's note must also be on file in the school.

Medical Accommodations

Students needing accommodations for medical issues including, but not limited to chronic conditions like asthma, diabetes, use of the school elevator, special diet requests, allergies, etc. will be required to have a doctor's note on file with the school. These requests can only be honoured once the doctor's note is on file with the school. A new/updated doctor's note must be presented each school year.

Communicable Disease/Conditions

For the benefit of the entire student body, a parent/guardian should contact the health coordinator if a student contracts a serious communicable disease. Parents shall be notified if there is a likelihood of a threat of the transmission of a communicable disease.

Pediculosis (Head Lice): St. Pius X will not allow student to return to school after being diagnosed with Pediculosis until all nits are gone. Students found to have head lice must be excluded from school immediately. The child is required to be checked by school personnel before returning to class and to be lice and nit free for re-admittance to the classroom.

HIV: Recognition of a student with AIDS/HIV is not reason alone for exclusion from St. Pius X School. Each person will be evaluated as an individual case and exclusion from the school environment will be based upon the person's physical limitations, psychosocial activity patters and the opinion of a panel of responsible persons designated by the school administration. This plan may include, but is not limited to, a student's parent/guardian and physician, the health coordinator, the principal and the Pastor.

If a student has been diagnosed as having AIDS or is HIV positive and has any of the following conditions or behaviors, he/she shall be removed from St. Pius X Catholic School.

vomiting,
lack of toilet training,
tendency to bite,
open sores, or
other medical conditions conducive to spreading the virus.

Parent Responsibilities: If medical information changes at any time during the school year, for the safety of each student, parents or guardians **must promptly** notify the school office and school health coordinator in writing.

Bloodborne Pathogens

St. Pius X Catholic School follows the Bloodborne Pathogens Exposure Control Plan. We have a designated waste receptacle in the area of the school clinic. Whenever handling waste material, staff should always wear latex gloves or something comparable in the case of latex allergies.

CHILD ABUSE AND NEGLECT

The school's administration, faculty, and staff will comply with the requirements of Texas Statutes Family Code, Chapter 261 – Investigation of Report of Child Abuse or Neglect. In addition, the school will cooperate with official Child Protective Agencies in identification, reporting, and follow-up reports regarding suspected child abuse and neglect.

MEDIA

School policy prohibits representatives of the media to speak with students, on school campus, without the permission of the Principal and consent of their parent or guardian

SCHOOL COUNSELOR

St. Pius X School offers an individual counseling service to meet the needs of our children and parents. In addition to individual needs, our school counselor works with

groups of students and with teachers as part of our Guidance Curriculum to build up skills, concepts and abilities in self-knowledge and interpersonal relationships.

The counselor supports the academic, social, emotional, and behavioral needs of all students. The counselor will deliver a comprehensive school counseling program that will be delivered through the four components of (1) Guidance Curriculum, (2) Responsive Services, (3) Individual Planning, and (4) System Support.

Students suspected of experiencing a mental health crisis or concern (e.g., suicidal ideation, abuse or neglect, self-harm, etc.) should be referred immediately to the counselor. If no counselor is available, report immediately to the principal. The Counseling and Guidance Services Department of the Catholic Schools Office is available for consultation

All students have access to the school counselor for at least one session. Continued counseling will proceed with parental permission. Permission slips for counseling and more information can be found on our website: <https://spxsa.school/counseling-corner>

CHASTITY (ARCHDIOCESAN POLICY 3304)

Sexuality is a sacred gift from God given to us at our creation. Given the sacredness of this gift, all persons are called to chastity in accordance with their state in life. As Catholic Schools, we follow the Church's teaching that all people, regardless of sexual orientation, are to live a life of chastity.

Chastity encompasses modesty in language, appearance, dress, and behavior. Although schools encourage healthy age-appropriate social interactions among students, romantic public displays of affection are not permitted at school.

SEXUAL ORIENTATION AND GENDER (ARCHDIOCESAN POLICY 3306)

The Catechism of the Catholic Church states:

*CCC 1704: The human person participates in the light and power of the divine Spirit. By his reason, he is capable of understanding the order of things established by the Creator. By free will, he is capable of directing himself toward his true good. **He finds his perfection "in seeking and loving what is true and good."** (emphasis added)*

Students may not advocate (i.e., school clubs, organizations, etc.), celebrate (i.e., special interest school events), or express sexual orientation in such a way as to cause disruption in the context of Catholic school classes, activities, events.

Schools shall consider the gender of all students as being consistent with their biological sex. All students are expected to conduct themselves and participate at school in a manner consistent with their biological sex. This should include, but is not limited to participation in school athletics, school-sponsored dances, overnight trips, dress and uniform policies, use of changing facilities, showers, locker rooms, bathrooms, titles, names, pronouns, and official school documents. If a student's expression of gender

identification should cause disruption, the matter will first be discussed with the student and his or her parents. If the issue is not resolved to the satisfaction of the school administration, it shall be addressed further to see if the school is the right fit for the student and the family.

STUDENT MORALITY

St. Pius X Catholic School follows Archdiocesan policy regarding pregnancy, abortion, marriage, and co-habitation. A copy of the policy is available in the School Office.

EMERGENCY PROCEDURES

Each year, the Principal reviews emergency procedures with the faculty, staff and students. Emergency procedures include procedures for fire evacuation, tornado warnings, disasters, crisis emergency, active shooter, and safety evacuation. Routine safety drills (announced and unannounced) are conducted throughout the school year.

All school buildings provide smooth and safe flow of pedestrian and vehicular traffic. All building exit doors open outward, and all exits are clearly marked. An exit plan is clearly displayed in each room.

During inclement weather, St. Pius X Catholic School follows Northeast Independent School District's decision regarding late opening, early dismissal or school cancellation. There will be no separate announcement for Catholic schools.

ASBESTOS NOTIFICATION

This is our annual notice of the presence of asbestos containing materials in our school. The location and condition of these materials are found in the approved Management Plan located in the Principal's office. In July of 2024, we had our three-year re-inspection and in February and July we have our periodic surveillances. All of these are conducted by ASTEX ENVIRONMENTAL SERVICES. The contact person for ASTEX is Leonora Becknal, License #10-5662. She can be reached by contacting (210) 828-9800.

SECTION IV: ATTENDANCE

GENERAL ATTENDANCE REQUIREMENTS

A student may not receive credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. State law and TCCB ED requires students to be in attendance 90% of the school year to receive credit. The 90% rule applies to all absences, including excused absences. A student may not receive credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered.

A student who is in attendance for at least 75 percent, but less than 90 percent, of the days a class is offered, may be given credit or a final grade if the student completes a plan approved by the principal that provides for the student to meet the instructional requirements of the class.

In the event that a student is not projected to fulfil the 90% attendance requirement, the superintendent must be notified. St. Pius X Catholic School has an attendance committee that can assist in evaluating the academic needs of the student before granting credit or a final grade.

An excused absence does not mean a student will not be marked absent. A student not physically present at a school, excused or unexcused, is marked absent.

St. Pius X school policy will determine when other absences or tardies are to be excused. Valid reasons, such as sickness, are considered excused. Invalid reasons, such as extra vacation, are considered unexcused. In all cases, students are responsible for all work missed and are subject to our school policies (*or discretionary authority of the principal*) for determination of whether absences are excessive and to determine what consequences will be enforced.

ABSENCES

Excused Absences: An excused absence will be recorded as an absence. Students may be excused for temporary absences resulting from: personal illness, sickness or death in the immediate family, quarantine, weather or road conditions that make travel dangerous, observation of religious holy days, attendance at an approved school function, a doctor's or dentist's appointment that is verified by a signed note, a natural disaster, or any unusual case approved by the Principal.

Full Day Attendance: A student who is present for at least four hours will be given credit for the whole day.

Half Day Attendance: A student who is present for at least two hours, but less than four hours will be given credit for attending half of the day. A student who is present for less than two hours is considered absent for the whole day.

After ten absences (excused or unexcused), school administration must give a parent/guardian written notification that their student has accumulated excessive absences making it clear that students may not be promoted if they miss more than 10% of the school year (or 18 days). This includes both excused and unexcused absences. St. Pius X

Catholic School may determine appropriate means to make up the time lost if a student is out for more than 10% of the school year. In this case, St. Pius X Catholic School must have a documented plan for promotion.

School Work Missed During an Excused Absence: In all cases, students who are absent from school are responsible for all schoolwork missed. Upon the student's return to school, the student will be allowed one day per day of school missed to make up missing schoolwork (to a maximum of five school days), unless the student has made arrangements with the teacher. Before and after school tutoring may be required.

School Work Missed During an Unexcused Absence:

School work missed during an unexcused absence is due the day the student returns to school, unless previously authorized by the teacher/principal. If possible, work will be given ahead of time, but this will not be guaranteed. If a child is unable to complete an assignment due to their excessive absences, private tutoring may become necessary.

Consecutive Non-Attendance Days

St. Pius X Catholic School will contact a student's parents or guardian when a student has been absent two (2) consecutive school days. If through repeated efforts by school staff (e.g., administration, school counselor, health coordinator, or other administrative staff) there has not been successful contact after ten (10) days, then St. Pius X will consult with the Superintendent to discuss how to proceed and may withdraw the student.

Loss of Credit Due to Absences: A student who accumulates eighteen or more absences during the school year may be ineligible to receive credit for the school year. In such a case, the student would be ineligible to be promoted to the next grade level without summer remediation in an approved program.

Attendance Committee:

When a student fails to meet the attendance requirement and attends less than 90 percent of the days a class is offered then the school must convene an attendance committee to review the circumstances surrounding the student's excessive absences, excused and unexcused. The attendance committee shall be comprised of the principal and/or his or her designee, the school counselor and the classroom teacher. The committee may decide to award class credit due to extenuating circumstances or establish ways for the student to make up work or regain credit loss due to their excessive absences.

TARDINESS

Definition: Timeliness is an important part of being a responsible member of any community. Tardy students are an unnecessary distraction to others and miss out on important information. Students who are not in their classroom by the bell are considered tardy.

CLOSED CAMPUS

No student is permitted to leave campus until the end of the regular school day. The only exceptions are when he or she has been authorized to leave campus early by a parent or guardian as well as by a school official and released directly from the school office.

PERMISSION TO LEAVE DURING SCHOOL HOURS

Parents are encouraged to make medical and dental appointments outside of regular school hours whenever possible. When students are required to leave school for any period of time, their parents should send a note with them to the school office at the beginning of the day stating the reason. Students with permission to leave early must be signed out of the Office. Students may not leave school with anyone other than a parent or emergency contact without a written release signed by a parent. The person must also present a current driver's license or other form of official state-approved identification. Parents are encouraged to give as much advance notice as possible to avoid unnecessary confusion or delays. When students are to be absent for only part of the day, the parent note should specify when they will be leaving and returning. Students who return to campus must report to the school office to receive an admit slip to return to class.

RELEASE OF ATHLETES ON GAME DAY

Athletes will be in the school office at the time designated by the Athletic Director, they may not be picked up prior to this time.

EARLY DISMISSAL (NOON DISMISSAL)

Please note the early dismissal days on the school calendar. Students who are not picked up on such days by 12:15pm will be escorted to Extended Day and his or her parents will be billed. [Extended Day | St. Pius X Catholic School | San Antonio, TX \(spxsa.school\)](http://www.spxsa.school). There is no additional charge for students who are already registered as full time in Extended Day.

RELEASE OF STUDENTS TO A LAW ENFORCEMENT OFFICER

Police and other government officials are required to directly deal with the principal in requesting an interview with a child. Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm. No police officer should ever be allowed to come into a school and question a student about a prior, off-campus event.

A student's parents or guardians shall be notified immediately if law enforcement or government officials request to speak with the student unless it is stated that doing so would undermine the efforts of law enforcement or the government official. In all cases, the Superintendent, their designee, and the archdiocesan attorney shall be notified immediately regarding the presence of law enforcement or government officials on campus.

WALKING TO AND FROM SCHOOL

Students who arrive or leave school on foot must have written authorization from their parents on file with the School Office.

ARRIVAL AND DISMISSAL OF SCHOOL

Our school hours are:

7:50am until 3:15pm (PreK3 to 8th grade)

DROP OFF AND PICK UP PROCEDURES

General: Our policies and procedures are put in place to ensure the safety of our students. Please follow all procedures. Students are not allowed to be on campus without the direct supervision of his or her parent or of a St. Pius X Catholic School faculty or staff member.

Cars use Knights of Columbus Parkway for morning drop off

Car Line Procedures: The Knights of Columbus parkway is a one-way drop off/pick-up line. **For the safety of our students and parents**, please do not drive past cars waiting in line and attempt to park in the front of the line or in the St. Vincent DePaul parking lot. **Drivers may not get out of their vehicles in the car line.** In case of long lines, the car line “wraps” around 5 Oaks Drive. **Parents wishing to walk their child to the gym, may park in the SPX Church parking lot and walk the student to the monitored cafeteria door.**

ARRIVAL: AM Car Line Drop-Off (may change during the year)

From 7:10am -7:40am

- Grades 5K-8th walk to the SPX gym (may change during the year)
- PK3/PK4 parents may walk child to classroom door (park in Church parking lot)

After 7:40am

- 5K – 8th grade students need to enter the school by the School Office (Robin Rest)

All students arriving after 7:50am are considered tardy and must receive a tardy/admit slip in the School Office. Students leaving for early dismissal must be signed out of the School Office.

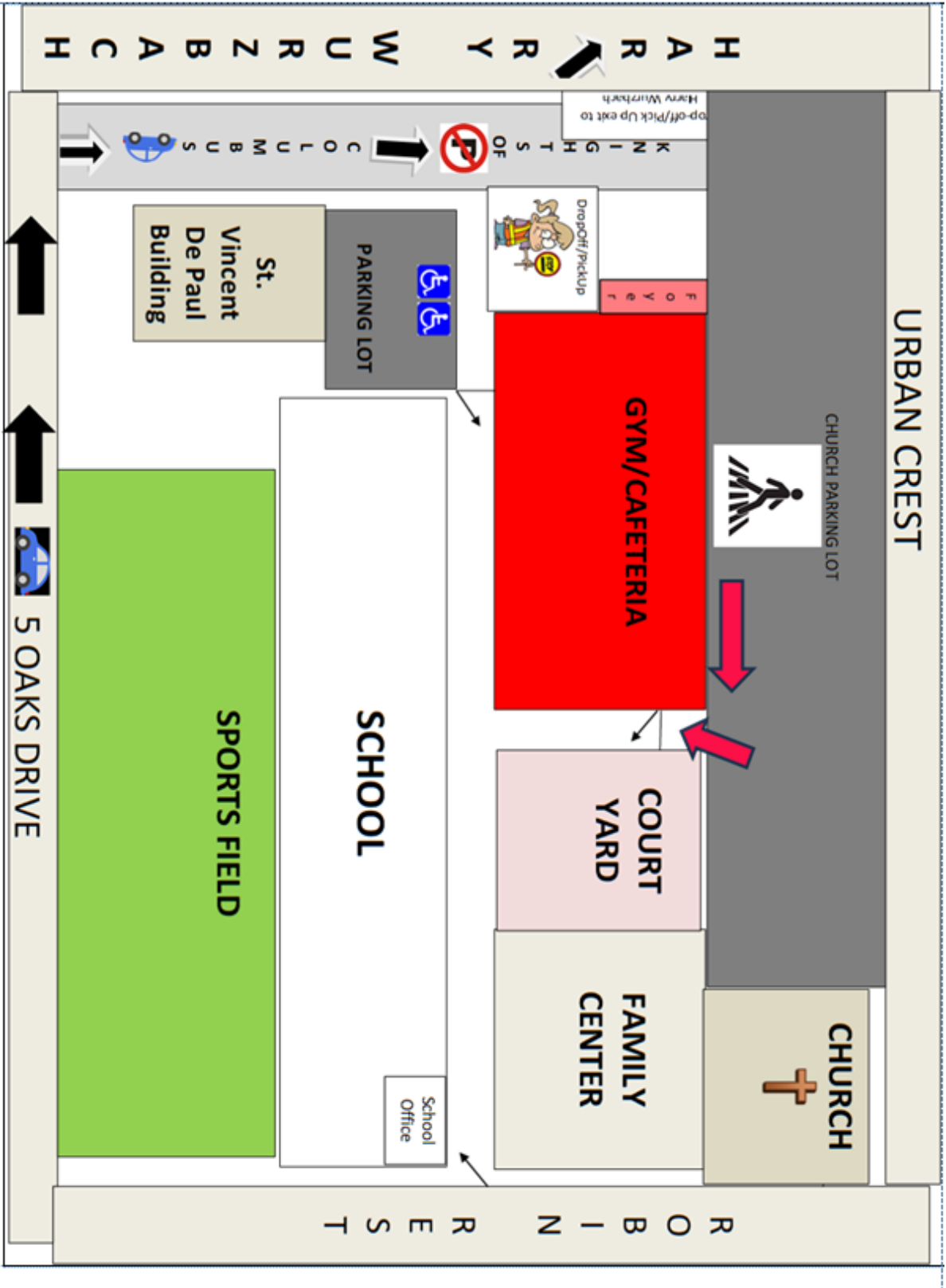
DISMISSAL: PM Car Line Pick-Up (3:15pm – 3:30pm)

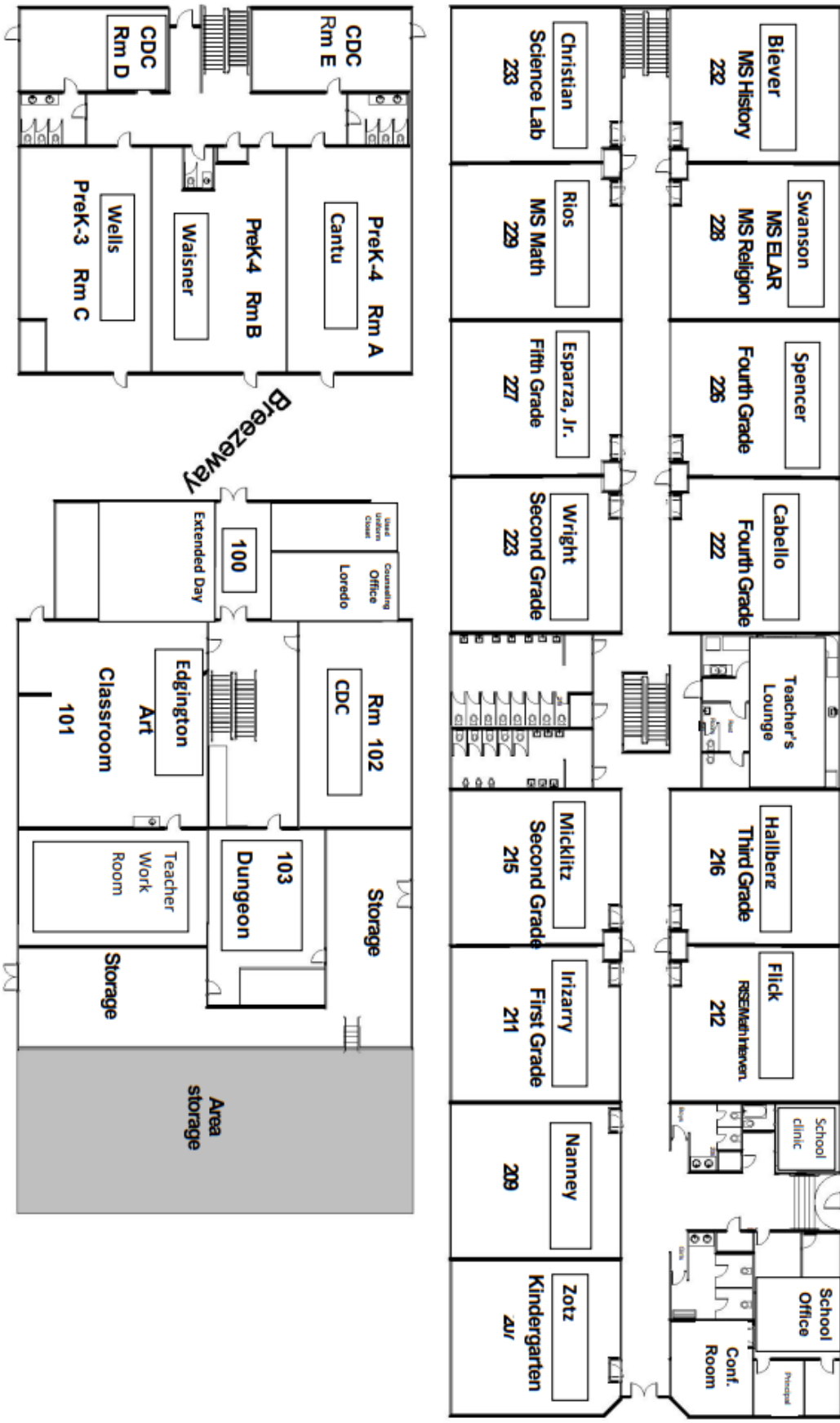
Students will be dismissed from the SPX gym to the car line. **Drivers may not get out of their vehicles in the car line.** (See the attached map for morning drop off and afternoon pick up procedures.) In case of long lines, the car line “wraps” around 5 Oaks Drive.

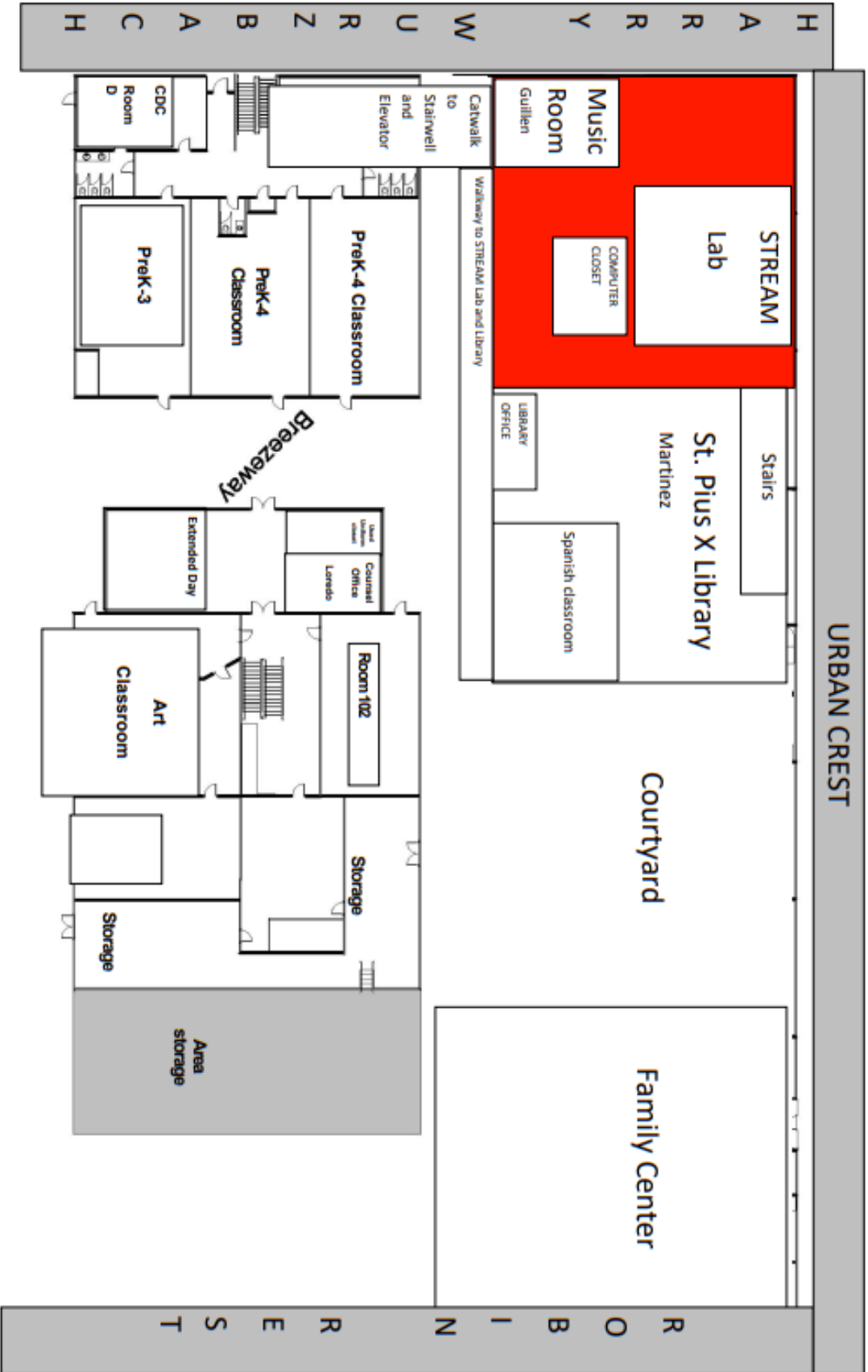
Parents who prefer to “walk up” and pick up their child(ren) will park in the SPX Church parking lot and walk to the courtyard/cafeteria door (across from the Family Center) to pick up your student(s). See attached map below...

All students not picked up by 3:30pm will be escorted to Extended Day

From 8:00am until 3:15pm, the only access into our SPX campus is through the gate on Robin Rest (top of the hill). This code will be given to parents and changed regularly. Please do not share the code with students or others not affiliated with our school.







SECTION V: UNIFORMS, JEWELRY, AND GROOMING

PURPOSE OF A UNIFORM

A school uniform is an outward sign of a student's duty to live in unity with his or her classmates. A uniform also removes the distractions and competitiveness that tends to accompany free dress, distinguishes St. Pius X Catholic School students, is an opportunity for them to convey pride in the St. Pius X Catholic School community, and encourages them to focus more on personality and talents than on externals. Additionally, students who understand and who follow the uniform code demonstrate that they are ready to live up to the academic and behavioral standards at St. Pius X Catholic School.

GENERAL UNIFORM POLICY

Students are required to be in uniform every day of the school year. The few exceptions are called Special Dress days. Students are expected to follow the dress code expectations throughout the school day and during all school events, which include, but are not limited to, athletics, extracurricular and social activities.

A student's uniform is to fit properly, be clean, and in good repair. Faded or torn uniform items are to be replaced. Students who do not follow the uniform policy will receive appropriate consequences. For all uniform questions, the Principal has the responsibility to judge compliance and to make final decisions.

OFFICIAL UNIFORM PROVIDER

For the sake of uniformity, all school uniforms from PreK-3 to 8th grade are to be purchased from Flynn O'Hara Uniforms. Alternative brands, colors, or styles are not allowed. Socks and shoes of the appropriate styles may be purchased at any location. Information about Flynn O'Hara is provided on our website: <https://spxsa.school/school-uniforms-1>

DRESS UNIFORM (KINDERGARTEN THROUGH 8TH GRADE)

Dress uniforms are to be worn on days when the students attend Mass, on field trips (unless otherwise stated), and on other occasions specified by St. Pius X Catholic School.

Girls: Red Cardigan, Red Logo Sweatshirt, Black Fleece Logo Jacket, or Navy NJHS Sweatshirt (weather permitting) (**No hoodies in the classroom or SPX Church**)
White Middy Blouse (Kindergarten-5th, heavy-weight fabric)
White Oxford Blouse (6th – 8th, heavy-weight fabric)
Navy Tie (at least six inches below the loop), 6th-8th wear the long tie.
Navy Hound's-tooth Skort (Kindergarten – 5th, knee length),
Navy Hound's-tooth Skirt (Kindergarten – 8th, knee length)
Skirt length requirement: Skirt should fall no shorter than right above the knee.
(Girls wear shorts under their skirts.)

Boys: Red Cardigan, Red Logo Sweatshirt, Black Fleece Logo Jacket, or Navy NJHS Sweatshirt (weather permitting) (**No hoodies in the classroom or SPX Church**)
White Logo Jersey Polo (1st -5th Grade) 5K **boys may wear red polo to Mass**
White long-sleeve, button-down shirt with appropriate tie (red/blue diagonal striped) (6th – 8th Grade) Shirts need to be tucked in.
Grey Pants and Black Belt (belt is optional for Kindergarten)

REGULAR UNIFORM (KINDERGARTEN THROUGH 8TH GRADE)

Girls: Red Cardigan, Red Logo Sweatshirt, Black Fleece Logo Jacket, Navy NJHS Sweatshirt, or Red Logo Jacket (**No hoodies in the classroom or SPX Church**)

Option One:

White Middy Blouse (Kindergarten-5th, heavy-weight fabric)

White Oxford Blouse (6th – 8th, heavy-weight fabric)

Navy Tie (at least six inches below the loop)

Navy Hound's-tooth Skort (Kindergarten-5th), Navy Hound's-tooth Skirt (Kindergarten-8th), Navy Shorts, (knee-length), Navy Pleated Pants, Navy Skirt (knee-length) or Navy Skort (Kindergarten-5th)

Option Two:

Red Logo Jersey Polo (Polo shirt needs to be tucked in)

Navy Shorts (knee-length), Navy Pleated Pants, Navy Skirt (knee-length), or Navy Skort (Kindergarten-5th)

Boys: Red Cardigan, Red Logo Sweatshirt, Black Fleece Logo Jacket, Navy NJHS Sweatshirt, or Red Logo Jacket (**No hoodies in the classroom or SPX Church**)

White Logo Jersey Polo or Red Logo Jersey Polo (Shirts need to be tucked in)

Grey Pants or Grey Shorts (knee-length)

Black Belt (optional for Kindergarten)

DRESS UNIFORM (PREK-3 AND PREK-4)

Girls: Navy Hound's-tooth Baby doll dress (with shorts or bloomers underneath)

Boys: Red Logo Jersey Polo

Grey pull-on pants

REGULAR UNIFORM (PREK-3 AND PREK-4)

Girls: Red Logo Jersey Polo

Navy pull-ons (shorts/pants/skorts)

Boys: Red Logo Jersey Polo

Grey pull-ons (shorts/pants)

SOCKS

Girls: Navy or white knee socks with their skirts (skorts) or they wear white crew socks with their navy shorts or pants. “No-show” socks are not part of our uniform.

Boys: Black crew socks with their uniforms. “No-show” socks are not part of our uniform.

SHOES

Boys and Girls: Students wear ALL black shoes with rubber soles to keep the gym floor scuff free. No “high-tops”. Girls may wear Ked's saddle shoes (sold by Flynn O'Hara)

COLD WEATHER UNIFORM GUIDELINES

On cold weather days, students may wear a solid white, red, black, or gray undershirt under their school uniforms. No other colour shirts will be allowed. Girls may wear tights under their skirts on cold weather days. Please note that although your child may

wear a non-uniform jacket or sweater to school, they cannot wear non-uniform outerwear inside the St. Pius X Church or School buildings.

ACCESSORIES

Hair Clips: Girls may wear hair accessories that are solid Red, solid White, solid Navy, or which match the navy houndstooth skirt. They may also wear barrettes or hair clips that match their hair color.

Jewelry: Girls may wear a single pair of stud earrings. Boys may not wear earrings. Students may wear a single, thin chain necklace with a religious medal or symbol but may not wear beaded, leather, or otherwise ornamental styles. They may wear a single, conservative wristwatch. No apple watches or similar type devices. Students may not wear rings, wrist bracelets or ankle bracelets. **Any inappropriate items will be collected and taken to the School Office, where they must be picked up by a parent or guardian.**

Make-Up and Nails: Students are not permitted to wear make-up, nail polish, or artificial nails.

HAIR STYLES

Students are required to have a conservative hair style and to maintain a neat and clean appearance. Extreme or otherwise “faddish” hairstyles are not in keeping with the St. Pius X Catholic School student image. Like a uniform, hairstyles reflect the spirit of St. Pius X Catholic School and a spirit of cooperation. Choosing to attend SPX assumes a willingness to follow these guidelines. If you have questions about a potential haircut, please reach out to administration *before* your child’s hair is cut.

- A student with a hair style or hair color that does not follow the uniform code will be given a warning and a notification will be sent to the parent, and *one weekend* will be given to correct either cut or color. After that, students who continue to be out of the uniform code will be given a signature. In the case of hair color, a student may be asked to stay home until their hair is returned to its natural color. **This will be an unexcused absence – any schoolwork missed is counted as late.**
- **No hair color treatments of any kind for boys and girls. Hair color must be student’s natural color with no frosting, highlighting, tipping, or fad styles. No designs/lines cut into the hair, etc.**

For Boys:

- Middle school boys must be clean-shaven.

Students are expected to follow the dress code expectations of their biological sex throughout the school day and during all school events, which include, but are not limited to, athletics, extracurricular and social activities.

Visible tattoos or permanent body art are not permitted. Students are expected to present

themselves in a manner that reflects the school's commitment to a respectful and professional learning environment.

Facial piercings, including but not limited to nose, lip, eyebrow, or tongue piercings, are prohibited during the school day and at all school-related events. This policy supports a distraction-free educational atmosphere aligned with Catholic values of modesty and respect.

Students are encouraged to comply fully with these guidelines as part of their formation in personal responsibility and reverence for themselves and others

UNIFORM VIOLATION CONSEQUENCES

- 1st offense (verbal warning – recorded in FACTS SIS)
- 2nd offense (write up – recorded in FACTS SIS)
- 3rd offense (write up and detention – recorded in FACTS SIS)
- 4th offense (In-School Suspension – recorded in FACTS SIS)

P.E. UNIFORM

All 6th through 8th grade students **may** change for P.E. classes. They will wear a red, black, gray or white t-shirt. Spirit shirts, old CYO jerseys, or plain t-shirt are to be worn. A shirt with a small corporate logo on the breast is acceptable. Shorts need to be black, gray, or red. **All students are required to wear proper P.E. attire. Shorts must be an appropriate length, with a 6 inch inseam. Shorts that are excessively short or do not provide adequate coverage are not permitted.** For questions regarding P.E. attire, please contact the Athletic Director or the P.E. coaches.

NON-UNIFORM DAYS

Spirit Dress Days

Once a month (usually the last Friday of the month) students are allowed to wear an SPX Spirit shirt and blue jeans. Students who opt to not wear jeans, are to wear their regular uniform bottoms. All students must wear a closed toe shoe (either their regular school uniform shoes or tennis shoes)

If SPX has a non-uniform day for a particular theme (other than spirit dress), conservative dress is appropriate as befits a Catholic School and appropriate for the school day.

Jeans (NO skinny, ripped, low rise or over-sized); NO sweatpants, leggings, jeggings, yoga pants, or joggers.

Shorts (NO short shorts, athletic, tight, legging-style, or over-sized);

Dresses & Skirts (knee length, leggings may be worn underneath);

Shirts (NO low cut, tank, spaghetti straps, see-through or midriff tops)

Tennis shoes or any closed toe shoes (NO crocsTM, flip-flops, boots, sandals, or high heels).

All clothing will be the correct size and worn appropriately. If a student is inappropriately dressed, they will remain in the School Office until a parent brings a change of clothes.

SPECIAL DRESS DAYS

The St. Pius X Catholic School community will occasionally celebrate a special occasion by allowing students to wear clothing that fits a specific, designated theme. Students who choose not to participate in that theme are to wear their uniform on that day.

SECTION VI: CURRICULUM, GRADING, AND EXPECTATIONS

OVERALL CURRICULUM

St. Pius X Catholic School offers a balanced curriculum that meets and exceeds the standards of the Texas Catholic Conference Education Department and the Texas Education Agency. It includes Religion, English, Science, Mathematics, History, Physical Education, Health, Fine Arts, Computer Education, and Spanish.

CURRICULAR OBJECTIVES

In keeping with tradition of Catholic education, St. Pius X Catholic School continuously strives to offer a curriculum that:

1. Makes known to all students the person and message of Jesus Christ and the significance and teachings of the Church that He founded. We will help students to develop a spirit of piety as well as the practice prayer and worship.
2. Encourages students to develop the virtues in order to exercise freedom responsibly and to live an authentic human and Christian life.
3. Provides educational opportunities that encourage students to develop a sense of wonder for the created world, an appreciation for beauty and authentic culture, and that enables them to develop academic skills necessary for success in high school, college, and life.

RELIGIOUS EDUCATION PROGRAM

The St. Pius X Catholic School religious education program emphasizes the building of a community of faith by teaching students to understand and to live in accordance with the doctrine and practices of the Catholic Church. We participate actively in Catholic liturgical life, and dedicate ourselves to serving others, not only at home, school, and in our parishes, but also in society.

Catechesis in Human Sexuality and Sexual Morality: In accordance with Archdiocesan policy, St. Pius X Catholic School incorporates the authentic Catholic teachings regarding family living, human sexuality, and sexual morality into both its religion and science curricula in a manner appropriate to the age and maturity of the students. Any curriculum material is available for parental review. Please contact the School Office for assistance.

Prayer: Prayer is an essential and daily part of each day at St. Pius X Catholic School. The day begins and ends with prayer and students pray frequently throughout the school day.

Sacramental Instruction: Students typically are prepared to receive the Sacraments of Reconciliation and First Communion in the 2nd grade. Parents will be required to attend informational meetings in which their students are preparing to receive a sacrament. At certain times during the year, selected grades participate in retreats which assist with their personal and communal spiritual development.

Liturgy: St. Pius X Catholic School students attend Holy Mass as a faith community at least once a week. Each class takes a turn planning the liturgy. Parents are encouraged to attend.

Service: Students in 3rd through 8th grade have opportunities to assist as altar servers at the weekly school Mass and are encouraged to assist at parish Masses held for funerals and on the weekend. During the year, different classes participate in various service projects. The purpose of these service projects is to encourage students to be aware of those in need and to practice responding compassionately.

HOMEWORK

The purpose of homework is to provide students with opportunities to practice, reinforce, and expand upon classroom instruction and to develop good study habits, a sense of legitimate pride in a job well done, industriousness, age-appropriate independence, and personal responsibility. Students who do not regularly complete homework assignments well and on time find it difficult to succeed in school. Supporting student efforts to complete assignments well is one of the important opportunities that parents have to assist their children in getting the greatest benefit from their educational experience.

HOMEWORK (RESPONSIBILITY) GRADES 6TH – 8TH

The SPX Middle School faculty is committed to preparing students for high school, college, and the workplace. If homework is not turned in at the time it is requested, that assignment will be considered late. No homework may be completed in class and turned in at the end of the period, or later in the day, and be counted for full credit. **Students who do not submit the assignments on time will serve lunch detention for late work as a consequence.** Students may turn in missing homework the next day or subsequent days with points off for lateness:

Homework turned in after the class period or one day late:

Homework turned in after the class period or one day late will have 10 points deducted in addition to any points for errors in work.

Homework turned in two days late:

Homework turned in two days late will have 20 points deducted in addition to any points for errors in work.

Homework turned in three days late:

Homework turned in three days late will have 30 points deducted in addition to any points for errors in work.

Homework turned in four or more days late:

Homework turned in four or more days late may be turned in, but a grade no higher than a 50 may be placed in the grade book.

HOMEWORK (RESPONSIBILITY) ALL GRADES

Students are expected to complete all homework assignments regardless of credit. Homework is a reinforcement and practice of the skills learned in the classroom in addition to being an important part of the education process.

REPORTING TO PARENTS

The academic year at St. Pius X Catholic School is divided into four quarters. Report cards are available through FACTS SIS (formerly RenWeb) after each quarter. Parent-Teacher Conferences are to discuss the report card after the first nine weeks. Parents are strongly encouraged to monitor their student's progress throughout the year. FACTS SIS provides an online way for parents to monitor their student's progress.

FACTS SIS

FACTS SIS is a web-based program containing school information such as student grades, schedules, and other information. Families of St. Pius X Catholic School may also access the family directory in FACTS SIS. Families may limit information published in the directory by noting on their application or by contacting the School Office. All families with a registered student in good standing can log on to FACTS SIS 24 hours a day. Their website is <https://factsmgt.com> and our "district code" is: STPX-SA.

STUDENT GRADES

In keeping with archdiocesan policy, St. Pius X Catholic School assigns grades in accordance with the following scales:

3K through 1st grade

E	Exceptional Progress
S	Satisfactory Progress
P	Progress
N	Needs Improvement
N/A	Not Applicable

2nd through 8th grade

94-100	Exceptionally High Achievement
85-93	High Achievement
75-84	Average Achievement
70-74	Low Achievement
0-69	Failure to Master Material
SR	Summer School Required
SE	Summer School Enrichment

Conduct Grades for 3K – 5th grade

O	Outstanding Effort
S	Satisfactory Effort
I	Improvement Needed
U	Unsatisfactory Effort
N	Not Observed

Special Subjects

For elementary electives such as physical education, art, music, technology, and foreign language, the following Evaluation Key is used:

E	Excellent
S	Satisfactory
P	Progress
N	Needs Improvement
N/A	Not Applicable

8th grade students, who are taking courses for high school credit, will have 5 points added to their final grade on their report card for each quarter.

Failing Grades: Grades are checked every three weeks during each quarter and at the end of each nine weeks. Any student who is failing at these times will not be allowed to participate in athletics, clubs and organizations, or other school sponsored activities until the student is passing each subject when grades are checked at the next interval.

Academic Support: Parents who are concerned about a student's academics should schedule a meeting with their child's teacher. Teachers who are concerned about a student will meet with administration to address academic concerns and formulate a student success plan (Building Strong Foundations).

Scholarships: Failing or low grades may revoke scholarships, including GAP.

Promotion to the Next Grade

The following are the specific regulations for promotion for various grade levels:

3K-4K: Promotion at this level is determined by the teacher and principal in consultation with the parent/guardian.

5K-1: A student must have at least a "P" final average in Reading and Mathematics.

2-5: A student must have at least a "70" final average in Religion, Reading, English, and Mathematics. A student who fails Reading and Mathematics is not promoted.

6-8: A student must have at least a "70" final average in all core subjects – Religion, English, Reading/Literature, Mathematics, Science, and Social Studies. A student who fails more than 2 core subjects is not promoted.

For each core subject below "70" a student must demonstrate the successful completion of work in summer school. If summer school is not available, work will be assigned, and the student will be tested prior to advancement to the next grade level.

Exempt from finals

8th grade students who have maintained an "A" average for each quarter are exempt from their spring finals.

Valedictorian/Salutatorian

To be considered for Valedictorian/Salutatorian, a student must have been enrolled at St. Pius X Catholic School for their last two years of school; new students entering 7th and 8th grades will have their previous grades entered into FACTS SIS to calculate their cumulative grades for NJHS and exemption from 8th grade finals. **6th, 7th, and 8th grade core classes are used to calculate, electives are not included in this calculation.**

HONOR ROLL

Students from 4th through 8th grade who perform at the highest academic levels are recognized by being placed on the St. Pius X Catholic School Honor Roll. Students have the opportunity to make honor roll on a quarterly basis and an awards assembly will be held at the end of each quarter. All subjects are used to calculate a student's eligibility for honor roll. The requirements for honor roll placement are as follows:

High Honors: A student must maintain at least a 94-overall average, with no grade lower than a 94 in any subject and no grade lower than an “S” in those classes which are graded on the Special Subject scale.

Honors: A student must maintain at least an 85-overall average, with no grade lower than an 85 in any subject and no grade lower than an “S” in those classes which are graded on the Special Subject scale.

Disqualification from Honor Roll: Any student who has demonstrated inappropriate behavior may be disqualified from consideration for honor roll.

SEMESTER GRADES for Middle School:

Quarter 1	45%
Quarter 2	45%
Midterm	10%

STANDARDIZED TESTING

In accordance with Archdiocesan policy, every St. Pius X Catholic School student in Kindergarten – 8th grade students participate in the NWEA Map Growth Assessment and/or Fluency Assessment 3 times throughout the school year. This data is utilized at the campus and Archdiocesan level for instructional planning. The results of this test are shared with the student’s parents and become part of his or her permanent file.

The Superintendent in his or her sole and absolute discretion may release the yearly average archdiocesan assessment scores on standardized assessments to anyone inquiring about these scores. However, the results of standardized assessments for each individual school or for specific grade levels from an individual school are not released by the Department of Catholic Schools. School principals may release average standardized test scores for the entire school or for individual grade levels as needed.

Students in 5th and 8th grade will also take the Assessment of Religious Knowledge (ARK) which is a religion program assessment that measures religious knowledge, beliefs, perceptions, attitudes, and practices of students in elementary and secondary schools.

CARE FOR PROPERTY

The school building and grounds belong to the St. Pius X Catholic Church and are blessed and dedicated to God. They have been built and maintained by the generous contributions of numerous people. Students are to demonstrate appreciation by helping keep the school campus, clean and free from damage of any kind. Theft, graffiti, vandalism, or any other form of damage to school or church property will not be tolerated. Students are required to report any violations of this policy to faculty or staff.

Use of School Grounds and Buildings: Please contact the Church Office at 210-824-0139 for rental inquiries and to secure a reservation for use of the St. Pius X Catholic Community facilities. See our website for more details: <https://spxsa.school/facilities-rental>.

Textbooks: Students are expected to take proper care of their textbooks, which remain the property of the school. Lost or damaged books are to be replaced by the student's family.

Chewing Gum: Due to the unsanitary conditions and the damage caused by its improper disposition, chewing gum is not permitted on school premises.

Personal Belongings: An unseemly number of personal items are lost every year because they have no identification. **Please mark your student's name on all personal items.**

Items to be Kept at Home: Distractions from the academic culture of the school are not permitted. Do not bring recreational items such as apple watches (or similar type devices), radios, CD players, electronic games, tablets, and toys to school. E-readers, for academic purposes, will be allowed at the discretion of the teacher. A permission slip will be required for E-readers. **St. Pius X Catholic School cannot be held responsible for loss or damage for any personal items brought to school.** Students who bring prohibited items to school should expect to have those items confiscated. They can be picked up by parents through the School Office.

Water Bottle Policy: Students are allowed to bring a small bottle to school for drinking water (preferably with a flip-top straw), no other drinks will be allowed in the classrooms. We do have water bottle fillers located in the school.

Cell Phones: The use of personal communication devices – including cell phones, smartwatches, and similar electronic devices – is prohibited for students during the instructional day within all Catholic schools of the Archdiocese of San Antonio.

Students are not permitted to carry on their person, to use, to check for messages, or otherwise play with their cell phone during regular school hours between 7:10am (or drop off time) and 3:30pm (or pick up time). We are a cell phone free school. All students are strongly encouraged to leave their cell phones at home. Children do not have self-control nor the responsibility of having a cell phone at school. If there is a need for a student to be reached, parents may call the school office. If a student needs to reach their parents, there is a phone in each room that may be used, or a child may come to the office to call.

If there are special circumstances that require your child to have a phone, we will make appropriate arrangements. The phone locker is available in the school office for students to check in their phone at the beginning of the school day and pick up when leaving the campus. Student cell phones on campus will be turned in and locked up.

Cell phones have been linked to detrimental social circumstances for young people. Our St. Pius X School **Advisory** Council has been reading and studying the book *The Anxious Generation* by Jonathan Haidt. For a brief introduction to the book watch the video <https://youtu.be/4ctWswRWXI?si=q-frxcXJYQUJAATN>

SECTION VII: DISCIPLINE

DISCIPLINE

St. Pius X Catholic School students live the school mission by being faithful to God, being obedient to their parents, being respectful toward authority, and caring toward their classmates. They practice excellence when they put their best effort into their schoolwork and take personal responsibility for their actions. Parents and students are expected to familiarize themselves with the policies and procedures in effect at St. Pius X Catholic School, and parents are expected to encourage their students to act in accordance with these policies and to support the efforts of the administration, faculty, and staff to enforce them.

RULES OF STUDENT CONDUCT

The school's rules of student conduct apply to all school sponsored and school related activities, including those off-campus. All students in grades 3K-8th, are expected to portray themselves in a manner appropriate for Catholic schools. Behaviors detrimental to the reputation of the school, whether inside or outside the school setting, may result in withdrawal. There is a rich heritage of superior behavior by St. Pius X Catholic School students that is known in the community. It is up to each one of us to continue and improve this tradition of excellence.

Each teacher will establish a list of rules for proper classroom behavior. Rules are posted so that students know what is expected of them and what the consequences will be. These expectations are three-fold:

- **Be Safe:** Do my actions promote a safe environment for myself and others?
- **Be Responsible:** Am I taking responsibility for my actions and their outcomes?
- **Be Respectful:** Are my actions showing consideration for the rights of others?

Consequences for inappropriate behavior may be used to maintain discipline in the classroom. The consequences may include, but are not limited to, the following in any order:

1. Warning
2. Teacher consequences
3. Parent contact
4. Parent/teacher conference
5. Office referral
6. Afterschool Detention
7. In-School Suspension (ISS)
8. Suspension from School
9. Referral to police (Criminal Behavior)
10. Expulsion

In order to hold leadership positions, students should have zero (or limited) entries on their behavior records. **Students who receive five or more discipline violations will not be eligible to attend field trips.**

1st –8th grades

0-2 write-ups: O in conduct on report card

3-4 write-ups: S+ in conduct on report card

5 write-ups: S in conduct on report card

6-7 write-ups: S- in conduct on report card

8-9 write-ups: I in conduct on report card

10 or more write-ups: U in conduct on report card

Write-ups given for Conduct/Behavior must be documented in FACTS SIS, as well as notification to parents. Consequences should be handled by the teacher where and when the incident occurs (classroom, specials, etc.).

The school's objective is to educate students. Chronic disruptive behaviors that repeatedly disrupt the flow of instruction and/or the teacher/s efforts to maintain a harmonious classroom environment hinder that objective for all students. Therefore, the school will administer consequences to disruptive behaviors to protect students and teachers, the learning environment, school property, or maintain essential order and discipline.

Students will be handled fairly and equitably. **The severity of the misconduct, the frequency of misconduct, the student's attitude, circumstances, and the potential effect of the misconduct on the school environment will be considered.** The school administration has the discretion to determine disciplinary measures.

Below is a guideline used in determining the consequences for inappropriate behaviors:

Actions that are typically handled by the classroom teacher. Some examples are:

1. Talking in class
2. Not doing assignments or homework
3. Not having class materials or books
4. Disrupting class
5. Horseplay
6. Dress Code Violations
7. Excessive repetition of these offenses may be referred to School Office.

Actions that **may** need to be referred to the School Office. Some examples are:

1. Refusing to follow instructions from school personnel
2. Stealing - first offense
3. Cheating / Dishonesty
4. Teasing, picking on students – first offense
5. Excessive repetition of these offenses must be referred to school office.

Actions that **must** be referred to the School Office. Some examples are:

1. Defiance of school personnel or rules
2. Fighting (all parties actively engaged face consequences)
3. Cursing, abusive language, or harassment
4. Possession of tobacco, or any other prohibited substances
5. Vandalism
6. Bullying (imbalance of power)
7. Public displays of affection (PDA)

Actions that result in immediate removal from campus and possible expulsion. Some examples are:

1. Assaults (verbal threats or physical) on teachers or others
2. Selling, possession, or being under the influence of illegal substances
3. Possession of firearm or weapon
4. Felony or criminal mischief
5. Vandalism resulting in more than \$200 in damages

The school reserves the right of the principal, after consultation of the pastor, to withdraw a student when such is in the best interest of the school and/or student.

Discipline issues may revoke scholarships such as Guardian Angel Program (GAP).

CHEATING

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, the work will be confiscated, and a zero-grade recorded. Cheating is the giving or receiving of information or help on a test or prior to a test, possession of any unauthorized material during a test, or having someone else falsely complete or submit an assignment. Plagiarism, the use of another's ideas or products as one's own, is a type of cheating. The teacher will notify parents. A second infraction may also result in other disciplinary action.

SEARCH AND SEIZURE

The school principal and/or his/her designee may search student desks, lockers and belongings including, but not limited to, clothing, vehicles, handbags, briefcases, backpacks, electronic devices and other items in a student's possession. Parents will be notified as soon as possible. At the discretion of administration, an item(s) may be confiscated.

SURVEILLANCE CAMERAS

The school may employ video surveillance cameras on school property for the purposes of deterring crime, assisting police in criminal investigations, and protecting the safety and property of the students and school community.

BULLYING/CYBER BULLYING/RETALIATION PREVENTION

DEFINITIONS

Bullying is defined as repeated and intentional harm to others, whether students or adults, by one person or a group, where a power imbalance exists. Bullying can also be a single significant act. It may involve written or verbal expression or physical conduct that occurs within or outside of school property, at a school-sponsored or school-related activity, or in a vehicle operated by the school, which includes a privately-owned vehicle being used for school purposes, and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's property;

2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom, school, school-sponsored or school-related activity; or
4. Includes cyberbullying.

Cyber bullying occurs when students are bullied using the internet, mobile phones, or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, email, or instant messages
- Posting inappropriate pictures or message about others in blogs, websites, or social communication networks
- Using someone else's user name to spread rumors or lies about someone.

Retaliation is when an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying.

STATEMENT OF PROHIBITION

An environment that fosters respect and understanding of one another is achieved through the bully prevention program and counseling program at school. Students are expected to promote kindness and respect toward each other. We are Building Leaders for Christ.

PLAN TO EDUCATE

Our students are involved in a virtue program which features a virtue every month and saints who are a witness to this virtue through their lives. This year's virtues include **faith, reverence, stewardship, generosity, gratitude, honesty, mercy, justice, and zeal.**

Our virtue program also incorporates several service projects throughout the school year. October is our Bully Prevention and Awareness Month with additional information and lessons through our Counseling and Guidance Office. Our virtue program also includes service projects for individual grades as well as the entire school.

We send out regular communications to reflect our partnership with families to support bullying prevention and a positive school climate.

Electronic Communications: Online blogs or postings may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Statements posted online have no guarantee of privacy, and any member of our St. Pius X Community may see your comments and report them. Any statement may be reportable, and the school may/will take action.

It is a criminal offense to harass someone via electronic communication if the offense was committed against a child under 18 years of age with the intent that the child commit suicide or engage in conduct causing serious bodily injury to the child.

Electronic Transmissions of a Sexual Image: Schools have a duty to report to the Department of Child Protective Service (CPS) or local or state laws enforcement any suspected cases of electronic transmission of a sexual image involving a minor. There may be legal ramifications for inappropriate content on personal devices.

The matter must be reported not later than 48 hours after the school official first suspects such material and should be reported to the following parties:

- the Department of Child Protective Services (CPS), or
- local law enforcement agency, and
- to the guardians of all responsible and/or depicted parties, and,
- the Superintendent of Catholic Schools.

If a school official (administrator, teacher, counselor or otherwise) is made aware of any suspected electronic transmission of visual material depicting a minor (i.e., sexting), then St. Pius X will follow investigation protocol in addition to complying with the school's obligations to report as stated above. The school investigation will establish if the image exists and if there has been any violation of school or archdiocese policy. The image at issue should never be printed.

SUPPORT SERVICES

Our counselor works with groups of students and with teachers as part of our Guidance Curriculum to build up skills, concepts and abilities in self-knowledge and interpersonal relationships. We provide students, teachers, and parents in-services regarding dangerous behavior, such as cyber-bullying and human trafficking. We also train on virtue education and promotion of positive behavior. There is support for students on all sides of the bullying/harassment issue: the bully, the bullied, and the bystander. We will continue to teach all our students to become the upstander.

REPORTING PROCEDURES

In order to support the right of every member of the St. Pius X Catholic School community to be treated with dignity and respect, and in keeping with archdiocesan policy, the administration provides a procedure for reporting incidents of bullying, cyber-bullying or retaliation. We have an anonymous reporting procedure for students, located on our school website <https://spxsa.school/counseling-corner>. Students always have the option of verbally reporting to a parent, staff member, or trusted adult who are encouraged to bring those concerns to our school.

All reports will be taken seriously and investigated. Students may be interviewed, at the school's discretion, during the investigation. To maintain the safety and security of all students and staff, we reserve the right to search anywhere on the St. Pius X campus. Please refer to the Search and Seizure section of the Handbook for more details. Upon completion of the investigation, the discipline procedures will be followed. The discipline actions could range from a warning up to expulsion. Please respect the process and know that the investigation is confidential and only matters pertaining to a parent's specific child may be discussed. The affected party will be notified when the investigation has been concluded and informed that an appropriate discipline action was taken, but the specifics will not be shared. If, after conclusion of the investigation, a student is found to be a victim of bullying,

disciplinary measures against that student will be prohibited, based on that student's use of reasonable self-defence in response to the bullying.

REPORTING EXPECTATIONS AND PARENT COMMUNICATION

In order to maintain a safe, fair, and well-informed school environment, students are expected to report any incidents of concern to a teacher or school staff member immediately or as soon as reasonably possible. Prompt reporting allows school personnel to address situations quickly, conduct a thorough and balanced investigation, and ensure that all perspectives—including those of supervising adults—are considered.

When incidents are reported after a delay (such as only to parents after school hours or over a weekend), the information may be incomplete or reflect only one perspective, which can hinder the school's ability to respond effectively.

Students are also expected to report when they witness inappropriate behavior involving others, as maintaining a safe and respectful community is a shared responsibility.

Parents are strongly encouraged to contact the school—specifically the teacher or staff member responsible for supervising their child at the time of the incident—when concerns arise. This ensures accurate information can be gathered and addressed appropriately. Parents are discouraged from contacting other parents directly regarding school-related incidents. The school does not mediate disputes between parents, and direct parent-to-parent communication may unintentionally escalate situations or spread incomplete information. School personnel are committed to addressing concerns in a fair, consistent, and confidential manner.

RETALIATION

Retaliation against someone who reports a bullying/harassment incident is considered a serious offense and will be dealt with in the same manner as a bullying/harassment incident.

OBLIGATION TO NOTIFY OTHERS

The Principal or designated staff member has primary responsibility to notify the following constituencies when bullying or retaliation has occurred:

- a. Notice to Parents or Guardians: Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify parent(s) or guardian(s) of alleged victim on or before third business day after the incident is reported, and of the procedures for responding to the incident; and will notify parent(s) or guardian(s) of the alleged bully within a reasonable amount of time after the incident, and of the procedures for responding to the incident. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation.
- b. Notice to Another School: If the reported incident involves students from another Catholic school, the principal or designee first informed of the incident will promptly notify by telephone the principal of the other school(s) of the incident so that each school may take appropriate action. All communications

will be in accordance with state and federal education and privacy laws and regulations to protect the privacy of minors.

- c. Notice to Law Enforcement: At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency and will notify the Superintendent of Catholic Schools of this report.

STUDENT THREATS

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal may/will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the School Office under supervision until the parents/police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation has been completed. The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified, and these actions may result in suspension or removal of a student from school.

SUBSTANCE ABUSE

Texas state law controls the definition of substance abuse. Substance abuse is illegal, and this prohibition is in effect and enforced at St. Pius X Catholic School. Parents are referred to Texas law for the most current definition of substance abuse. Students who possess, use, attempt to possess, are under the influence of an illegal substance, or who transmit, sell, or attempt to sell what is represented as an illegal substance are subject to disciplinary action up to and including immediate expulsion.

WEAPON POSSESSION

Texas state law defines schools as Weapon Free Zones and it is a crime for any person to carry a firearm or any other type of dangerous weapon within 1,000 feet of the St. Pius X Catholic School campus, or bus, or school-related activity. It is the responsibility of SPX to report any violations of this policy to the police. If a student violates this policy, the Principal will inform his or her parents before or after the police have been called, depending on the circumstances of the case.

RULES FOR DETENTION

Discipline referrals may be assigned detention at the discretion of the administration. Parents will receive a phone call, and/or a note will be sent home to the parents giving a brief summary of the student's behavior and the requirement that a parent sign the document before the student returns it the next school day. Tardiness or failure to return

the signed note may result in the assignment of additional detentions.

IN-SCHOOL SUSPENSION (ISS)

The administration is authorized to suspend a pupil from his/her regular class. This suspension will be served during the school day on campus. Students will do class assignments and receive grades while in ISS. They are ineligible to participate in athletics, clubs and organizations, or other school sponsored activities for that day. **We follow the Archdiocesan Policy #3403.**

HOME SUSPENSION

Home suspension is the removal of a student from regular activities of the school day and after school activities for a period of time. Home suspension will result in an unexcused absence and a zero given for each class missed while on suspension.

EXPULSION

Expulsion is a serious matter and should be invoked only as a last resort. Normally it will follow a single grave offense or a series of offenses indicating a basically hostile attitude.

A student may be expelled from school when other means of discipline have failed. A student may be immediately expelled from school for certain very serious reasons and/or after a single violation if, despite his or her previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students.

Procedure

When such a serious case arises, the following procedures are followed:

1. There must be a documented conference of the principal, teacher and student. If the problem cannot be resolved in this conference, the student is suspended.
2. This meeting is followed by a documented conference of the principal, teacher and parent. If no solution is reached, another conference is held with the pastor/authorized agent or his/her designee present.
3. The principal and pastor/authorized agent, or his/her designee, then decide either to readmit or expel the student. If readmitted, the student is on probation for a period of time. If the decision is for expulsion, the Superintendent of Catholic Schools must be notified in advance and given a brief explanation of the reasons in writing.

Regarding Immediate Expulsion

A student may be subject to immediate expulsion when he/she:

- a. participates in disruptive activities by a group such as a gang;
- b. possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school property or at school sponsored activities;
- c. smokes or uses any tobacco product on school property or at a school-related activity;
- d. possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school-related

- activity;
- e. threatens bodily injury or harm to a student/school personnel;
- f. assaults a student, parent or any school personnel;
- g. vandalizes school property or the property of others;
- h. engages in chronic or repeated behavior which disrupts the learning environment.

GRIEVANCE PROCEDURE

In order to support the right of every member of the St. Pius X Catholic School community to be treated with dignity and respect, and in keeping with archdiocesan policy, the administration provides a procedure for parent organizations, parents, or students to receive a fair hearing when they have a grievance and wish to seek redress. For our purposes, a grievance is defined as any complaint regarding any action taken by a member of the St. Pius X Catholic School administration, faculty, or staff toward a student, parent, or parent organization in the enforcement of school policies. Student grievances will be presented by the students in the presence of their parents.

Prior to Initiating a Formal Grievance Procedure: As responsible members of the S. Pius X Catholic School community who are called to treat others with justice, charity, and compassion, prior to initiating a formal grievance, the aggrieved party (or his or her parents in the case of a student) is required to confer directly with the administrator, teacher, or staff member against whom their grievance will be made and seek resolution of the situation. If a satisfactory resolution cannot be reached, the following steps should be taken.

Grievances Not Involving Student Expulsion: All complaints that do not involve student expulsion will be resolved at the local school level with the Principal and the Pastor. The steps involved are as follows:

1. If dissatisfied with the result of the conference with the person against whom the complaint will be made, the parent, student, or representative of the parent organization should request a meeting with the Principal. In the case where a policy is the subject of the complaint, a meeting may be scheduled with the Principal. In the case of a student complaint, the student will present the complaint in the presence of his or her parents.
2. If dissatisfied with the decision of the Principal, and within three school days, the person may request in writing a conference with the Pastor. The Pastor will decide the forum in which any conference will take place, whether to gather additional information, and who will be present. The Pastor's decision regarding the grievance is final.

Grievance Involving Student Expulsion: The full grievance procedure is reserved for cases involving student expulsion. It is the intent of this policy to resolve parent complaints at the lowest possible administrative level and in a cooperative Christian atmosphere. This process is not intended to be adversarial in nature. Prior to the initiation of a formal grievance process, parents who seek redress for their expelled child should first confer directly with the principal (i.e. conference) for resolution of the situation.

If there is not a satisfactory resolution of the complaint, the following are steps in the formal

grievance procedure:

- If the matter is not satisfactorily resolved with the Principal, the parent should submit a written request to meet with the Pastor. This request should be submitted within five (5) working days.
- If the Pastor agrees with the Principal's decision, he may decline to meet, and inform the parent that the Principal's decision stands.
- If the Pastor agrees to meet, the meeting should take place within three (3) working days and the parent shall be informed of the final decision within five (5) working days from the time of the meeting.

HARASSMENT-FREE ENVIRONMENT

In keeping with Archdiocesan policy, St. Pius X Catholic School does not tolerate or condone harassment of any kind. All persons are to be treated with dignity and respect by every member of the St. Pius X Catholic School community and by everyone who visits campus or who attends a school-related activity. The SPX community takes this responsibility very seriously and its members are charged with remaining vigilant for conditions that create or may lead to a hostile or offensive environment and with seeking to maintain practices that are free of discrimination, intimidation, or harassment.

Verbal Harassment: Any derogatory remarks, jokes, slurs, insults, belligerent or threatening speech is considered verbal harassment.

Physical Harassment: Any unwarranted physical touching or contact, deliberate impeding or blocking of movement, intimidating interference with normal schoolwork or movement, or assault is considered physical harassment.

Sexual Harassment: Any unwelcome sexual advance, request for sexual favors, or other verbal, **nonverbal**, or physical conduct of a sexual nature is considered sexual harassment, particularly when submission to such conduct is implicitly or explicitly made a condition for a student's success or achievement, becomes the basis for decisions affecting the student, has the purpose or effect of interfering unreasonably with a student's performance at school, or has the purpose or effect of creating an intimidating, hostile, or offensive school environment.

As responsible members of the Catholic community, St. Pius X Catholic School administrators, faculty, staff, volunteers, parents, and students are required to treat the issue of harassment with appropriate seriousness. As Catholics, we are called to serve others in the spirit of Jesus Christ, to practice social justice, and carefully to follow the reasonable rules for responsible and respectful interaction. Toward these ends, the administration is called carefully to investigate and to make responsible and informed judgments in matters that concern the issue of harassment, striving at all times to treat every person involved with justice, respect, and to maintain confidentiality to the extent possible.

Responsibilities of the Person or Persons Making a Complaint: In all but the more serious cases, a student who believes that he or she is being harassed has the duty to tell

the person that his or her behavior is offensive and ask him or her to stop. If the behavior does not stop, then the student should inform the Principal, a teacher, or a member of the staff (who will inform the Principal). In the more serious cases, the student should inform the Principal or the Pastor. While a student is always encouraged to discuss such matters with his or her parents, as a matter of simple justice, it is highly inappropriate for a student or parents to discuss such matters with anyone other than the informed members of the St. Pius X Catholic School administration, faculty, and staff.

Responsibilities of the Principal, Pastor, Faculty, and Staff: When a serious complaint has been received, the Principal will report the incident to the student's parents, to the Pastor, and to the Superintendent of Catholic Schools. When a less serious complaint has been received, the Principal will inform the appropriate parties, considering the circumstances. Whenever appropriate, the person making the complaint will be asked to complete a formal, written statement, which will be investigated thoroughly, involving only the necessary parties, and maintaining confidentiality to the extent possible. The investigation will include a meeting with the person alleged to have harassed the student. In justice, it is almost always necessary to share the nature of the allegations as well as the name of the person who has made the allegation. Once the facts of the case have been gathered, the Principal in consultation with the Pastor and possibly the Superintendent will decide whether disciplinary action is warranted (which may include any consequence up to and including expulsion). In the most serious cases, the Principal and the Pastor may have the obligation to inform the civil authorities of the complaint and share with them the details of the investigation.

If a complaint is made against someone who is not a student or employee of the school or parish, the Principal will investigate the allegation to the extent possible and will seek to eliminate the possibility that any substantiated allegation could be repeated.

SECTION VIII: STUDENT SERVICES AND ACTIVITIES

CAFETERIA

St. Pius X Catholic School students have lunch in our cafeteria. Students are welcome to bring their own lunch or to purchase lunch from Crave-It (<https://craveit.boonli.com>). All students are served meals that are wholesome, rich in protein and vitamins in order to promote good health.

Manners: Students are required to use good table manners, to be respectful of others, to eat what they have been served, to avoid wasting food, and to clean up after themselves before leaving the cafeteria.

Healthy Eating Habits: In order to support healthy eating habits, students are encouraged to eat their entire lunch and the drink that is provided. A student who has allergies that prevent him or her from consuming certain items must have a written note from a physician on file in the School Clinic detailing the allergy. Parents who send lunches from home are strongly encouraged to provide similarly healthy lunches and to avoid sending processed or junk foods, as these can often harm a student's ability to focus, to stay alert, or to perform at his or her best. No student is permitted to drink soda. Fast food is strongly discouraged.

Water Bottle Policy: Students are allowed to bring a small bottle to school for drinking water (preferably with a flip-top straw), no other drinks will be allowed in the classrooms. We do have water bottle fillers located in the school.

LIBRARY

The St. Pius X Catholic School Library offers a collection of books, periodicals, and computer resources to support the academic curriculum. The library also aims at teaching basic library skills, by offering a sequenced program that begins in pre-kindergarten, and at encouraging students to develop as lifelong readers, by allowing students to check out books.

Manners: Students are expected to exhibit exemplary behavior in order to maintain their privilege of using the library.

Overdue Books: Damaged or lost books must be replaced by the student's parents.

Copyright Laws: Every member of the SPX community is required to abide by federal copyright laws. Anyone who willfully disregards copyright law is in violation of federal law, archdiocesan and school policy, and does so at his or her own risk, assuming all liability.

EXTRACURRICULAR ACTIVITIES

The policies set forth in our Student-Parent Handbook apply equally throughout the entire school complex and at any other place where students are present or are identified with St. Pius X Catholic School. Standards that apply on school days apply also to extracurricular activities. In order to hold leadership positions, students should have zero (or limited) entries on their behavior records. **We follow Archdiocesan Policy #3601**

Athletics

Our St. Pius X community loves cheering on our student athletes! Athletics provides a healthy way for children to compete and expend energy by working together toward a common goal. As our community gathers to cheer on our teams; we can see leadership, commitment, and love of the game. We learn to celebrate victories and defeats, for it's through defeat that we learn to appreciate a victory. We have dominated the field and court, but most importantly we have competed with honor. Our athletes represent our school with class and grace. SPX athletics is developing our children spiritually, academically, morally, and athletically.

During Athletics, we will represent SPX. For all practices, we will wear a red, black, gray or white t-shirt. Spirit shirts, old CYO jerseys, or plain t-shirt are to be worn. A shirt with a small corporate logo on the breast is acceptable. Shorts need to be black, gray, or red.

St. Pius X competes in the Archdiocesan Interscholastic Athletic League (AIAL). If you are interested in playing middle school sports; more information can be found on our website: <https://spxsa.school/athletics>.

National Junior Honor Society (NJHS)

The St. Pius X Catholic School chapter, *Servus Servorum Dei*, is a charter member of the National Junior Honor Society (NJHS).

In order to be considered for induction into the NJHS, a middle school student must be on grade level with a 90 overall academic average. The NJHS Faculty Council, composed of various faculty members, evaluate the students based on their demonstrated leadership skills, character, service, responsibility (including tardies/attendance), and citizenship.

NJHS inductees have numerous opportunities to serve others through society projects. Students who aspire to NJHS should consult with the NJHS faculty advisor for guidance. For more information, parents and students are encouraged to contact the NJHS Sponsor: <https://spxsa.school/national-junior-honor-society>.

Choir

The choir focuses on praising and worshiping our Lord through song and movement, singing in multiple parts, as well as working together as one. The choir will lead music for mass from time to time, but may also possibly be featured at various concerts, pep rallies, and other events that occur during the school year. For more information, please see: <https://spxsa.school/choir>.

PHYSICAL EDUCATION PROGRAM

The St. Pius X Catholic School physical education program is designed to provide students with an age appropriate and overall understanding and mastery of the rules, skills, and techniques of a wide variety of sports so that they have the knowledge and confidence to take advantage of the opportunities to participate in organized athletics if they wish. Students are encouraged to develop these skills within a culture of respect, good sportsmanship, teamwork, and courage.

Grades: Physical education grades depend primarily upon participation, cooperation, and effort. Students who participate, who cooperate with the instructor and their classmates,

and who routinely try their best can expect the highest grades.

Excuses for Non-Participation: On rare occasions, if a student is unable to participate in physical education, a written note must be provided by his or her parent. If the excuse is for more than three days, the student must provide a signed doctor's excuse that explains the need for and the approximate length of the recuperation period. A student's grade will not be penalized for occasional, temporary, and excused non-participation. Students who are not able to participate in physical education due to forgetfulness or lack of cooperation should expect to receive a lower or even a failing grade.

INTERNET AND TECHNOLOGY

St. Pius X Catholic School provides computers and internet access as a support to the academic curriculum. Every member of the SPX community is required to exercise sound Christian judgment and to be ethical and responsible in the use of the school's computers.

Appropriate Use: SPX technology and internet access are to be used in a manner consistent with the mission and educational objectives of the school. All communication or information accessed by means of school technology must be respectful of human dignity and in accordance with the exercise of responsible stewardship of limited resources.

All students and parents must sign our St. Pius X Catholic School Student Acceptable Use Guidelines as a part of the online enrollment/reenrollment process.

Communication between staff and students may be over the internet (i.e.: via Google Classroom). It must be professional and should only be used to address instructional, educational, and extra-curricular program matters.

Sexting: Students involved in possession or transmission of inappropriate photos or texts on their cell phones or other electronic devices face suspension and/or expulsion. St. Pius X Catholic School has a duty to report to the Department of Child Protective Services (CPS) or local or state law enforcement any suspected cases of electronic transmission of a sexual image involving a minor.

Inappropriate Use: No one is permitted to transmit material in violation of federal or state law. This includes but is not limited to copyrighted material; threatening, violent, or obscene material; or material protected by trade secret. Nor is anyone permitted to use SPX technology for personal commercial activity, product advertisement, political lobbying, game playing, unauthorized chat, or chain letter communication. Inappropriate use or activity will result in the suspension of computer privileges and appropriate disciplinary and legal action as determined by the Principal or designated faculty member. Parents may also request that their student's access to technology be suspended.

Warranties: SPX makes no warranties of any kind, whether expressed or implied, for the service that it provides and will not be responsible for any damages suffered by those who use this service. This includes loss of data from delays, non-delivery, miss-delivery, or service interruption. Use of any information obtained via the internet and related technology is at the user's own risk and the user or the user's family will be responsible for any financial obligation incurred through its use that is not part of the school budget.

FIELD TRIPS

Field trips are educational opportunities, but they remain a privilege for students who consistently demonstrate responsible and cooperative behavior. A Field Trip Permission Form must be on file with the school before a student can be permitted to attend a field trip. St. Pius X Catholic School is not able to accept other forms of permission, such as written notes or last-minute phone calls. No student cell phones will be allowed on field trips, without permission from the Principal.

SCHOOL TELEPHONES

In order to practice responsible use of resources and time and to encourage students to acquire the virtue of responsibility and how to plan, students are not permitted to use school telephones except for in the case of emergency or legitimately unforeseen circumstances. The permission of the Principal or designated member of the professional staff is required for all calls. Students may not receive calls during the day. To the best of our ability, important messages will be relayed to the student at an appropriate time.

DELIVERIES FOR STUDENTS

To avoid classroom disruptions, messages to students will be delivered at an appropriate time. However, there are no guarantees that this will always be possible. There will be NO delivery of packages, lunches, homework, birthday presents, field trip money, instruments, P.E. or sports uniforms and other miscellaneous items to a student during class time. **There are no food deliveries during Extended Day/after school care.**

Private party invitations may only be distributed on school campus if invitations are given to the homeroom teacher for distribution and given to every student in the child's homeroom class. Invitations to students in other grade levels or classroom sections must be distributed outside of St. Pius X Catholic School.

EXTENDED DAY PROGRAM

The Extended Day Program is provided as a service to parents who must pick up their school-aged children (PreK-3 through 8th grade) outside of the regular pick up times.

Extended Day: Afternoon Extended Day begins at 3:15 p.m. and ends at 6:00 p.m. On Early Dismissal days, it begins at 12:00 p.m. The program includes limited homework time, outdoor recreation, arts and crafts, board games, and snack time. Students are grouped according to age for all activities.

Parents need to register their children for them to participate in Extended Day: <https://spxsa.school/extended-day>.

All school policies remain in effect during the Extended Day Program. Students who have difficulty behaving appropriately in Extended Day will receive consequences ranging from time out, up to being temporarily or permanently prevented from attending Extended Day. Extended Day workers are not concurrently monitoring children in the SPXCDC while they are responsible for the school-aged children during the Extended Day program.

SECTION IX: PARENT SERVICES AND RESPONSIBILITIES

ACCESS TO THE SCHOOL BUILDING AND GROUNDS

St. Pius X Catholic School welcomes visitors, but reserves the right to change our visitor policy throughout the school year to ensure the safety of our students and staff. All visitors, parents, extended family members, volunteers, and service providers must report to the School Office, and sign in before entering the school. No one is permitted on school grounds without the knowledge and consent of the Principal or designated staff members. School hours include Extended Day, which begins at 7:10 a.m. and ends at 6:00 p.m. Use of the school grounds outside of school hours is by reservation according to St. Pius X Parish policy. Regardless of the intent or the outcome, violations of this policy must be treated as a serious matter that potentially endangers the safety of our students.

VOLUNTEERS

Volunteers at St. Pius X Catholic School must be 18 years of age or older if they are in any position where there may be regular contact with children or young people.

Volunteers shall cooperate with the Principal in providing a positive educational climate for the students. Volunteers are directly accountable to the Principal. Volunteers agree to abide by policies and procedures of the school and the Archdiocese of San Antonio Department of Catholic Schools. The Principal reserves the right to decline or discontinue any offer of volunteer service at any time for any reason.

BACKGROUND INVESTIGATIONS

St. Pius X Catholic School follows the Archdiocese requirement for Criminal Background Checks and credit background checks. Employees or volunteers may not begin work until a clearance is issued. All employees and volunteers are screened every three years. See <https://spxsa.school/volunteer> for more details.

SAFE ENVIRONMENT TRAINING

All **volunteers** must receive Adult Safe Environment Training prior to working with or around children. Training must be renewed every three (3) years based on the date of the first training. The Archdiocese of San Antonio and St. Pius X Catholic School uses the Protecting God's Children program developed by VIRTUS to educate adults on abuse prevention. See our website for details: <https://spxsa.school/volunteer>.

SEXUAL HARASSMENT TRAINING

Per the Code of Conduct, all **volunteers** must receive Sexual harassment Training prior to beginning their volunteer work. Training must be renewed every three (3) years based on the date of their first training. The Archdiocese of San Antonio and St. Pius X Catholic School uses the Protecting God's Children program developed by VIRTUS to educate adults on abuse prevention. See our website for details: <https://spxsa.school/volunteer>.

CODE OF CONDUCT

Adherence to the Code of Conduct is mandatory. Responsibility for knowledge of the policies contained in the Code of Conduct and adherence to the Code of

Conduct rests with the individual. All persons performing work, ministry, or volunteer service within this organization are expected to follow these guidelines. The Code of Conduct is found on our website on the volunteer page

VISITS TO THE CLASSROOM OR CAMPUS

Classroom or campus visits in the company of the Principal or another designated faculty or staff member are welcome. Parents or visitors who would like to request to visit a classroom are encouraged to contact the School Office sufficiently in advance so that the request can be accommodated. Permission cannot be given for persons of school age who do not attend St. Pius X Catholic School to be on campus during regular school hours unless they are accompanied by their parents.

Visitors are asked to refrain from taking photos or videos of other students without permission from their parents. This includes posting on social media. Students' photographs and interviews may not be taken or used without written parental and administrative permissions. For interviews of students, please contact the school office.

PARENT INVOLVEMENT IN THE CLASSROOM

Parents are reminded to understand that the classroom teacher has the ultimate responsibility for organizing and structuring classroom activities, special events, field trips, and the like. For the sake of order, student safety, and decorum, parents are strongly discouraged from bringing younger siblings to classroom parties or field trips. St. Pius X Catholic School students cannot skip school to attend a sibling's SPX field trip.

TRANSPORTATION OF STUDENTS

Whenever possible, St. Pius X Catholic School students are transported to school-sponsored activities during school hours on our bus. In some instances, parents may be asked to transport their own children.

PARENT-TEACHER CONFERENCES

St. Pius X Catholic School faculty members welcome conferences with parents. Parent-teacher communication is extremely important for the sake of effective cooperation, clarifying information, and avoiding misunderstandings. A parent who wishes to have a conference with a teacher is to email the teacher directly.

PRINCIPAL, PASTOR, AND/OR AUTHORIZED AGENT CONFIDENTIALITY

All communication between Parents, Teacher, Administration, Principal, Pastor, and/or Authorized Agent are confidential and assessable only to parents and professional staff requiring the information contained therein.

COMMUNICATION

In order to maintain the partnership of school and family, it is important to keep communication on all levels open, strong, and consistent. All members of the St. Pius X Catholic Community are expected to act in a courteous manner towards each other especially when a concern or issue arises. When questions or issues arise, all parents are encouraged to start with contacting the teacher. It is important to start at that point of

contact to settle concerns as quickly as possible.

Principle of Subsidiarity- Solve issues at the lowest level whenever possible

Subsidiarity: The basis of subsidiarity is fixing the problem at the lowest level possible. Thus, before a classroom problem is discussed with the Principal, it should have been discussed with the classroom teacher. If a satisfactory resolution has not been found with the teacher, please make an appointment with the Principal by calling the School Office for an appointment.

Procedures for Contacting School Personnel/ Parent Communication with Staff

The school communicates with the parents primarily through emails from the Principal, the weekly newsletters, as well as the school website <https://spxsa.school>. Our website promotes the school and provides information to enrolled families, prospective parents, and the wider community. The school website is under the authority of the school and the Principal. Students' photographs and interviews may not be taken or used without written parental and administrative permissions. All families have agreed to/refused photo release permissions as a part of our online enrollment/reenrollment process.

The newsletter is the primary means of communicating what is happening at school as well as providing the school calendar for the upcoming weeks. We may also post upcoming events on our school Facebook page: <https://www.facebook.com/stpiusxsa/> and Instagram [SPX_rebels](#). On occasion, there will be other notices sent home. The school and/or individual classes may communicate directly with parents as well through hard copy.

The school office hours are 7:30am -4:00pm Monday through Friday. If you want to talk to a teacher, please email the teacher directly or call the School Office and they will take a message for the teacher.

PARENT SERVICE HOURS

In order to support the mission of the school, St. Pius X Catholic School depends upon and greatly appreciates active parent participation in the form of service to the SPX community. In addition, research shows that students are more successful when their parents are actively involved with their school.

St. Pius X Catholic School administers our Parent Service Hours program. This program allows parents of our school children to stay active in their child(ren)'s school life and encourages participation in activities associated with our St. Pius X Catholic Community, such as our Parish Festival, CYO, Scouting, the Halloween Carnival, our Annual Gala. Parent involvement helps keep school tuition and fees low and it makes for happier and better-disciplined students.

Hours Required:

Each St. Pius X Catholic School family is required to provide a minimum of 24 service hours (12 service hours per single parent household/deployed parent household) within a school year. The hours can be served by a parent, grandparent, or a family member who is 18 years of age or older, with current Criminal Background Clearance and VIRTUS Training on file in the School Office.

The Service Hours cannot be earned by St. Pius X students as the program is specifically designed to encourage a family's participation in a child's school activities. Families can easily submit their hours by filling out the [Service Hour form](#) and submitting it to the School Office or sending an email to the school. **It is the responsibility of the parents to complete this form and turn it into the School Office before the end of May. Failure to do so may result in a late penalty.**

Non-Completion Penalty:

There are plenty of Service Hour opportunities both during school, after school and on the weekends. However, families who do not complete their Service Hours during a school year will have \$20.00 per service hour charged to their account to be paid in full by May.

How to Earn Service Hours:

The following commitments are included in the minimum required hours for each family:

- All committee, sub-committee, and planning meetings (one hour)
- Volunteer to help with our annual Gala
- Volunteer for work in a Parish Festival or Halloween Carnival booth (one hour per actual hour worked)
- CYO (maximum 10 hours for coaching, team mom, per sport)
- School **Advisory** Council, PTC
- School Athletics
- Scouting Activities – Cub Scouts, Girl Scouts, Boy Scouts
- Helping with field trips, Bike Rodeo, or classroom parties
- Volunteering with our [WATCH D.O.G.S.](#) program.

PARENT-TEACHER CLUB (PTC)

The purpose of the Parent-Teacher Club (PTC) is to support the culture of St. Pius X Catholic School. The PTC constitution and by-laws are available to all parents on our website at <https://spxsa.school/parent-teacher-club-ptc>. All parents or guardians may vote and hold office. Under the direction of the Principal, the PTC is responsible for organizing general meeting programs, staff appreciation events, and various other community building programs. All funds raised by the PTC belong to the school. Additionally, the funds raised are used to pay for such things as classroom supplies, school equipment, Amanda Boyle Scholarships, and staff appreciation.

Surplus: The PTC is invited to make recommendations to the Principal as to how any surplus monies will be spent. The Principal, in consultation with the School **Advisory** Council, is responsible for making the final decision as to how the surplus will be spent based on the overall financial situation of St. Pius X Catholic School and considering the SPX mission and the long-term plan.

SCHOOL **ADVISORY COUNCIL**

The School **Advisory** Council is an advisory committee from whom the Principal seeks advice in school matters including school policy and long-range planning. See our website for applications and more details: <https://spxsa.school/school-council>

DEVELOPMENT

As a non-profit organization, the St. Pius X Catholic School community depends upon fundraising in order to accomplish its mission. Monies raised are used to support the operational budget, which allows us to keep tuition as low as possible to support the Catholic educational needs of as many families as possible and allows us to continue upgrading and expanding school facilities and equipment, to fund extracurricular activities, and to support activities that enrich the learning environment.

General: For the sake of order and the smooth operation of the school in keeping with the mission, all fundraising activities take place under the direction of the Principal and usually in consultation with the School **Advisory** Council. All the monies raised on behalf of or in the name of, St. Pius X Catholic School will be under the supervision of the Principal. All funds belong to SPX and must be accounted for and reported to the Principal. Use of the St. Pius X Catholic School name in fundraising activities without prior approval from the Principal or the designated development personnel is prohibited.

FUNDRAISING:

St. Pius X Catholic School families are asked to support the fundraising efforts of the school, so we can ensure quality programs and services for students. Parents commit themselves to bringing in a minimum of \$300.00 per family in fundraising dollars for St. Pius X Catholic School through any combination of Catholic Life Raffle tickets and Annual Gala Tickets.

Parents who choose not to participate in fundraising will have \$300.00 charged to their account to be paid in full by May 1st. It is the responsibility of the parents to notify the School Office in writing that their fundraising obligations have been met.

The funds from the Catholic Life raffle go to support the operating expenses of the school. Our main fundraiser in the fall is our Annual Gala which includes a dinner and the funds raised from this event also support the main operating account for the school to help keep tuition expenses low for families. Other fundraising activities are announced in the school newsletter and Principal emails.

SCHOOL PUBLICATIONS

The Principal has the responsibility to review and approve all school publications or any communication that is to be sent home to parents from St. Pius X Catholic School. Parents and parent organizations and any other individual who wishes to distribute information via the school are encouraged to provide enough time for the Principal to review the communication to allow time for edits and to prevent unnecessary delays.

PARENTS AS PARTNERS

PARENTAL COOPERATION AND BEHAVIOR

As stated on the first page of this Handbook: Every member of the St. Pius X Catholic School (SPX) community, including parents and family members, are expected to comply with all rules and policies while on campus and in communications with the school.

Parents should be respectful, cooperate with the school with respect to all decisions affecting students, and avoid behavior which disrupts the orderly administration of the school.

Any community member's failure to meet these expectations detracts from the mission of our Catholic schools and may jeopardize a student's continued participation in the school community

REPORTING EXPECTATIONS AND PARENT COMMUNICATION

In order to maintain a safe, fair, and well-informed school environment, students are expected to report any incidents of concern to a teacher or school staff member immediately or as soon as reasonably possible. Prompt reporting allows school personnel to address situations quickly, conduct a thorough and balanced investigation, and ensure that all perspectives—including those of supervising adults—are considered.

When incidents are reported after a delay (such as only to parents after school hours or over a weekend), the information may be incomplete or reflect only one perspective, which can hinder the school's ability to respond effectively.

Students are also expected to report when they witness inappropriate behavior involving others, as maintaining a safe and respectful community is a shared responsibility.

Parents are strongly encouraged to contact the school—specifically the teacher or staff member responsible for supervising their child at the time of the incident—when concerns arise. This ensures accurate information can be gathered and addressed appropriately.

Parents are discouraged from contacting other parents directly regarding school-related incidents. The school does not mediate disputes between parents, and direct parent-to-parent communication may unintentionally escalate situations or spread incomplete information. School personnel are committed to addressing concerns in a fair, consistent, and confidential manner.

REIMBURSEMENT FOR SCHOOL COSTS AND ATTORNEY'S FEES

The Archdiocese of San Antonio and its schools recognize the financial sacrifice many families make to participate in Catholic school communities. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Archdiocese and its schools have implemented the following policy:

At times, a school is required to retain legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the pastor or Superintendent deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

Accordingly, each person by enrolling a student in a school within the Archdiocese of San Antonio, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Archdiocese of San Antonio, and their respective officers, employees, agents, and representatives on demand from and for any and all attorney's fees and related costs without limitation.

These policies and procedures are not ends in themselves, but a means to working effectively together to achieve the mission of our school community: Building Leaders for Christ.

2025-2026 Academic School Calendar

SCHOOL : ST. PIUS X CATHOLIC SCHOOL



CATHOLIC SCHOOLS
— ARCHDIOCESE OF SAN ANTONIO —

LEGEND	
1-D	First Day of School
X	No School
⬇	Early Dismissal
A	The Assembly
C/W	Comp / Work Day
G	Graduation
I	Inclement Weather Make-up Day
R	Spiritual Retreat
W	Teacher Work Day (optional)
L.G	Last Day / Graduates
L	Last Day of School

Month	Instructional Days	In-Service Days
Aug	13	6.5
Sept	21	
Oct	23	1
Nov	15	
Dec	15	0.5
Jan	19	
Feb	19	0.5
Mar	17	0.5
Apr	19	0.5
May	19	0.5
June		
July		
Total	180	10

JULY 2025						
S	M	T	W	T	F	S
		1	2	3	X	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 - Independence Day

AUGUST 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	R	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	⬇	30
31						

5 - Convocation Teacher PD
13 - First Day of School
29 - Noon Dismissal (C-PD)

SEPTEMBER 2025						
S	M	T	W	T	F	S
	X	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 - Labor Day

OCTOBER 2025						
S	M	T	W	T	F	S
			1	2	⬇	4
5	6	7	8	9	10	11
12	13	⬇	15	16	17	18
19	20	21	22	23	⬇	25
26	27	28	29	30	31	

3 - Archdiocese PD
14 - P/T Conferences (C-PD)
24 - Noon Dismissal

NOVEMBER 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	X	X	X	X	X	29
30						

24-28 Thanksgiving Holiday

DECEMBER 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	⬇
20	21	X	X	X	X	27
28	X	X	X	X	X	

19 - Noon Dismissal (C-PD)
22 - 31 Christmas Holiday

JANUARY 2026						
S	M	T	W	T	F	S
					X	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	X	20	21	22	23	24
25	26	27	28	29	⬇	31

5 - School resumes
19 - Martin Luther King, Jr Day
30 - Noon Dismissal CSW

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	⬇	7
8	9	10	11	12	13	14
15	X	17	18	19	20	21
22	23	24	25	26	27	28

6 - Archdiocese PD
16 - President's Day (I)

MARCH 2026						
S	M	T	W	T	F	S
1	2	3	4	5	⬇	7
8	X	X	X	X	X	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 Noon dismissal (C-PD)
9 - 13 Spring Break

APRIL 2026						
S	M	T	W	T	F	S
			1	⬇	X	4
5	X	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	X	25
26	27	28	29	30		

2 - Noon Dismissal (C-PD)
3 - Good Friday
6 - Easter Monday Holiday (I)
24 - Battle of Flowers

MAY 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	⬇	23
24	X	G	27	⬇	29	30
31						

25 - Memorial Day, no school
26 - Graduation (UPDATED)
28 - Last day of school (C-PD)

JUNE 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Principal Dr. Genese A. Bice 3/31/25
Date
School Council President Jordan Meitzel 3/31/25
Date

Pastor Patrick Davis 3/31/25
Date
Superintendent Dr. Marti West 4/3/25
Date

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