

Parent - Student Handbook  
2018-2019  
Saint Pius X School  
Mobile, Alabama  
36606



## Mission Statement

Saint Pius X Catholic School offers a quality Catholic Christian environment that promotes intellectual, spiritual and moral growth. We provide a solid education, rooted in Gospel values and supported through parental and community involvement. In our students we cultivate knowledge and nurture faith, and in so doing, create the leaders of tomorrow.

# General Information

## Saint Pius X Catholic School

217 South Sage Avenue

Mobile, Alabama 36606

Office: [251] 473-5004 Fax: [251] 473-5008

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[www.StPiusTenth.com](http://www.StPiusTenth.com) Facebook: St. Pius X Parents

Lauren K. Alvarez

Principal

1st Bell: 7:45 a.m. Tardy Bell: 7:50 a.m. Dismissal: 3:00 p.m.

**TABLE OF CONTENTS**

General Information

Mission Statement

***Section 1..... Page 3***

Introduction

Philosophy and Purpose

Accreditation

Organization

Archdiocesan Regulations Pertaining to Absences

St. Pius X Catholic School Advisory Committee

School Lunch Program

Health and First Aid

Parent Involvement

Finances

***Section 2.....page 14***

Policies and Regulations Concerning Students

Uniforms

General Rules and Procedures for Parents and Students

Academic Information

Any items not covered in the handbook will be left up to the discretion of the principal.

The Principal has the right to amend the handbook at any time.

## **Saint Pius X Catholic School**

217 South Sage Avenue  
Mobile, Alabama 36606

### **SECTION ONE**

#### **I - INTRODUCTION**

Since 1957, St. Pius X Catholic School has been dedicated to the attainment of educational excellence in the Catholic tradition of academics, culture, health and civic responsibility.

We take pride in our tradition of providing an educational atmosphere which permits each pupil to develop the maximum capacity of his/her ability and offers challenges which lead to the maturity of each student who chooses to become a contributing member of our Christian heritage.

Policies have been set by the Archdiocesan School Board and St. Pius X Catholic School Advisory Council. The rules and regulations set forth here are clearly stated so as to interpret these policies. The effectiveness of our school depends, to a large extent, upon parental cooperation and support of our program, policies, and regulations.

Please keep this handbook and refer to it often so that you will be more knowledgeable of the growth and the development of your child in the school. Your comments will be greatly appreciated. You have entrusted to us the duty and right to educate your child. We accept this trust and hope that you will join hands with us in fulfilling this responsibility.

Thank you for your support and cooperation.

## **II - PHILOSOPHY AND PURPOSE**

As an educative branch of the parish, St. Pius X Catholic School strives to aid parents in developing the totality of the child, intellectually, spiritually, morally, physically, emotionally and socially as an individual, and to prepare the student for his/her role as a Christian citizen of our American society as well as a future citizen of our eternal home—heaven.

We, the faculty, recognize that we are privileged to share in the responsibility of the home, the church and the State and that we must cooperate with each for the well-being of the child.

The main thrust of St. Pius X Catholic School is to create an atmosphere enlivened by the Gospel spirit of freedom and charity. By living this Gospel spirit ourselves, and by our example, we hope to help our youth grow into the new creation they were intended to be by virtue of their Baptism. This will enable them, individually, to inculcate the "Good News" of salvation into the whole of human culture. This is a gradual process. The student will experience the light of Faith growing brighter in his/her life with the passing of each academic year as he/she progressively gains a deeper knowledge of God, of life, of the world, and of mankind.

The immediate purpose of St. Pius X Catholic School is to provide adequate educational preparation for high school through the development of a curriculum that provides fundamental academic skills in a sequential and cumulative way. As an ultimate purpose, St. Pius X Catholic School endeavors to aid each individual by developing a positive self-concept, by teaching the child self-respect as well as respect for the dignity and property of every human person, by inculcating positive attitudes of mental and physical health, by recognizing his/her limitations and appreciating his/her abilities and by being aware of the need of sharing these talents with the community.

## **III - ACCREDITATION**

St. Pius X Catholic School, K-8, has been fully accredited by the Southern Association of Colleges and Schools and adheres to all regulations required by the Archdiocese of Mobile and the Alabama State Department of Education, and Southern Association.

The course of study, K-8, meets all the requirements of the State of Alabama and the Archdiocesan Department of Catholic Education. The textbooks used are selected from the State approved list of books from the Archdiocese of Mobile.

## **IV - ORGANIZATION**

The organization patterns used most extensively at St. Pius X Catholic School are self-contained classes and departmental classes. St. Pius X provides a certified resource education teacher for special needs as well as a computer specialist. Teachers, specialized teachers, aides and volunteers work hand in hand to personalize the instruction to meet each student's individual needs and interests. The total curriculum is characterized by continuity, balance, flexibility and relevance.

The school day is generally divided into the following blocks of instruction:

1. Religion [Doctrinal and Liturgical participation]
2. Language Arts [Reading, Spelling/Vocabulary, English and Penmanship]
3. Science
4. Math
5. Social Studies [History, Geography and World Culture]
6. Fine Arts
7. Physical Education, Safety and Health
8. Media Center
9. Counseling

**1. Religion** is the core subject of the curriculum. The Christian Social Principles are integrated within the entire curriculum. Liturgical participation as well as doctrinal instruction are basic to the Religion program. All students attending St. Pius X Catholic School are expected to participate in each religious activity that is a part of our school life. We assume that the child's registration in a Catholic School indicates that you wish him/her to attain the fullness of a good Christian life. The school community will participate in the weekly celebration of the Eucharist throughout the year and as classes each morning. The children are encouraged to receive the Sacrament of Reconciliation frequently. Periodically, a Penance Service is held for each class. The priests visit the classrooms to aid in the instruction of the fundamentals of religion. The Student component of the Child and Adolescent Protection Program will be taught to all students during the month of October. The Human Sexuality component of the religion curriculum will be taught to students in grades 5 – 8 during the 4th quarter.

**2. Language Arts** - The reading program is organized with flexible grouping to ensure that each child is taught at the proper instructional level. Efforts are made to group students based on their performances on diagnostic instruments and teacher evaluation. The English program stresses the writing process, fundamental grammar skills, and literature genre, with an introductory level to Latin language and literary classics.

**3. Science** emphasizes the quantitative aspect of learning. Students are encouraged to memorize facts and formulae as well as to develop thought processes in employing the scientific method and discovering the world about them.

**4. Mathematics** follows the recommendations of the National Council of Teachers of Math. Students learn through cooperative groups, manipulatives and drill and practice with an emphasis on communication and problem solving.

**5. Social Studies** gives students the opportunity to appreciate the dignity of fellow men and women, to learn about past contributions and current problems and to understand geographical and climatic effects.

**6. Music and Art** activities are correlated with the basic program. Time is provided for exploration in Art and Music to meet children's interests. Instruction is given to expand knowledge and practice skills, with an emphasis on Classical Art and Music.

**7. Physical Education** is concerned with more than physical fitness and recreation. It can contribute immeasurably to the child's intellectual, emotional and social development. Health and safety are included within the Physical Education Program.

**8. Media Center** - The faculty believes that the media center has an important role to play in the educational process. The faculty members and students are encouraged to use these facilities and materials to enrich all parts of the curriculum and to stimulate pupils to enjoy reading and learning in all fields. The media center is centrally located and available to all throughout the school day. Individual students may use these facilities for research or other projects.

Books may be checked out with the following stipulations:

a. Books may be borrowed for *two (2) weeks* and renewed for an additional week.

b. There will be a 10-cent fine for the first day a book is overdue.

This amount is doubled for every additional day the book is overdue.

c. Students may read and check-out two books at a time, if approved by the media specialist.

- d. No encyclopedia or reference books may leave the school.
- e. The replacement of lost or damaged books is the responsibility of parents and students and full price for library quality must be paid.

**9. Counseling Program** - School counseling services are available at St. Pius X Catholic School. Students and faculty may see the counselor on an as needed basis. School counselors also provide classroom instruction on grade level appropriate topics. Individual and small group counseling may be provided if a need is indicated.

***Child Abuse Reporting*** - The faculty and staff of St. Pius X Catholic School comply with the child abuse reporting laws of the state of Alabama. Reporting procedures established by the Archdiocese of Mobile are followed when making reports to the Department of Human Resources.

**Testing** - The testing program makes use of recommended tests for the Archdiocese of Mobile. Tests designed for use with each subject of the curriculum are utilized. Teacher made tests are also an integral part of the testing program. The IOWA Test of Basic Skills is given in the Spring of each year to students in grades 2 - 8. The ACRE religion test is given every other year to students in grades 5 and 8.

**Homework** - Whenever homework is given as an assigned responsibility for the pupil, such homework must be completed on schedule. Each student is provided an assignment pad or tablet. Assignments are based on one or more of the following purposes:

1. Drill and additional practice to strengthen new skills introduced in the classroom.
2. Completion of classroom assignments or assignments due to absences.
3. Work on projects of short-term or long-term nature.
4. Participation in research activities in locating facts and data.
5. Extended reading for enjoyment.
6. Attendance at a concert, play, special movie or watching a special TV program which supplements classroom instruction.
7. Other directed by teacher.

Homework should supplement, complement and reinforce classroom teaching and learning. It should serve a purpose that is fully understood by the pupil.  
*(Please see homework policy under Academic Information Section)*

**Extracurricular Activities** are important aids in assisting the pupils to grow in love of God and neighbor, to implant Christian attitudes and understanding, to acquire social stability and to develop skills. Opportunity for carrying out this extracurricular program is provided and encouraged at St. Pius X Catholic School. Presently, the following organized activities are available:

1. Altar Servers
2. Girl Scouts
3. Children's Choir
4. Athletic Program which includes: Basketball, Cheerleading, Football, Soccer, and Volleyball.
5. Academic Teams
6. Student Government
7. Religious Clubs
8. Field Trips\*
9. Band
10. Piano

\*Travel by students for participation in events at which they represent the school includes academic, athletic, religious and social events. Field trips to industries, historical monuments, libraries, etc., are encouraged. Written consent from the parent or guardian for such field trips is necessary.

#### **V - ARCHDIOCESAN REGULATIONS PERTAINING TO ABSENCES**

**Excused absence:** This can be made up with no penalty. If assignments are not made up, grades or achievement levels can be affected. Faculty should use reasonable means to help the student make up the work missed.

**An unexcused absence** is any absence not included in the four reasons listed below, even though parents notify school authorities prior to the absence or send a note upon return of the student. Under these conditions, the faculty is not expected to make the same effort to help the student make up work as would be expected in cases of excused absence.

Excessive absences from class during a school year may cause loss of credit in that subject or retention in the grade. Exception to this rule requires the approval of the principal. A note from the parent is required when the student returns to school.

Parents will be notified when their child is in danger of failing because of repeated absences.

**Notes Required** - Notes are required from parents as follows:

1. After every absence/tardiness
2. When medication must be taken by students during school hours (*School Medicine Forms **must** be completed.*)
3. To request early or special dismissal
4. To excuse a child from vigorous activity in P.E.
5. To allow a child to go on a field trip
6. To allow a child to leave school with someone other than those listed on the child's records.

7. To explain uniform infractions (valid for 3 days max).
8. To request a conference with a teacher.

### ***Attendance Guidelines for Schools in the Archdiocese of Mobile***

For an absence to be excused, the parent/guardian of the student *must* send a written note with the student when he/she returns to school. Students must be present for one-half of the school day to be counted as a day on roll. Early dismissals are discouraged. Students will not be called for early dismissal after 2:40.

Absences will be excused for:

Illness (with a doctor's note)

Death in the immediate family

Emergency conditions as determined by the principal

Out-of -town trips with prior consent of the principal

*(not all trips will be considered excused.)*

Students are allowed up to but not exceeding ten (10) excused absences for the school year. Should a student's absences exceed ten days, the parent/guardian will be contacted by the principal in order to determine that the reasons for the additional absences are due to chronic illness, family difficulties or due to other extenuating circumstances. The principal may make exceptions to the ten absences allowed for the year.

Should a student's absences exceed ten days, and the additional absences are not determined extenuating, the Office of Catholic Schools will be notified.

Should unexcused absences exceed twenty (20) days, the local truancy authorities may be notified. The principal will follow the recommendations of the truancy authorities.

### ***Guidelines for Tardies/Early Dismissals***

Parents should make every effort to have their students arrive on time for school and remain for the full day. After 5 tardies/early dismissals, a letter will be sent. After 10 tardies/early dismissals, a conference may be scheduled to address this issue. 6th - 8th grade students may be required to wait in the office until classes change to reduce distraction.

### **Office of Catholic Schools**

#### **May 2004**

Students suffering from communicable diseases are not allowed to come to school. Before readmittance to school, a doctor's certificate of freedom of danger should be submitted to the principal.

## **VI - ST. PIUS X CATHOLIC SCHOOL ADVISORY COUNCIL EDUCATION POLICIES**

It is a policy of St. Pius X Catholic School Advisory Committee that students attending St. Pius X Catholic School not be permitted to attend high school socials and dances. Parents of students in St. Pius X Catholic School are requested to fully support this policy. Infractions of this policy will result in disciplinary action.

Students demonstrating misconduct while wearing a St. Pius X Catholic School uniform off campus or identified as a St Pius X Catholic School student, i.e. after school, on field trips, in the community, etc., may be subject to disciplinary consequences at school. Parents are responsible for damage to property inflicted by their children. Financial obligations may be incurred. Students involved in such acts are subject to expulsion.

Alcohol and drugs will not be tolerated at St. Pius X Catholic School. Students who disrespect this policy shall be suspended and may be subject to expulsion.

The administration reserves the right to search desks, lockers, or personal property of the students if there is a safety or behavioral concern.

## **VII - SCHOOL LUNCH PROGRAM**

All K-8 students are expected to eat in the cafeteria during the scheduled period.

### ***Guidelines for Students in Cafeteria:***

- 1. Noise** - Loud noise of any kind has no place during lunch period in cafeteria.
- 2. Food** - All food must be eaten in the cafeteria unless permission is given from the teacher.
- 3. Lunch Line** - Each class has appointed times for the cafeteria. Students enter cafeteria in a single line.
- 4. Exiting Cafeteria** - Students are expected to leave the cafeteria clean and in good order.
- 5. Fast Food** is discouraged.
- 6. No** canned or bottled carbonated drinks may be brought from home.
- 7. No** food or drink is allowed on the playground without permission from the teacher.

For the convenience of parents, lunches may be purchased for a single day or multiple days. Parents may also prepay for multiple lunches using PayPal or in the office with a credit card.

Kindly place check or exact amount of money in an envelope and *mark on the outside* —*your child's name and grade, the teacher's name and specific days ordering lunch.....e.g.:*

Mary Jones - Grade 1 – Mrs. Jordan  
Monday, Tuesday & Thursday

These envelopes will then be sent to the cafeteria manager.

- Food from area restaurants should be brought to school **only** as a last resort. Also, no food should be brought for groups of students, as this is a distraction.
- Students who **repeatedly** forget their lunches will not be allowed to call home for food. A lunch will be provided and a note with the cost listed will be sent home.

### **VIII - HEALTH AND FIRST AID**

Minor injuries are usually cared for by the teacher or office personnel. All major and some minor injuries are reported to the office and the parent is called. For this reason, *please keep your telephone numbers, at work and home, current, and on file in the school office.*

Students with upset stomachs, sore throats, fever, etc. need to be at home and not with other children.

Prescription medicine brought to school, **must** be in prescription bottles and brought to in the school office by the parent. School Medical Forms **must** be filled out completely.

Instructions are to be in writing and signed by the parent. Unless these conditions are met, neither teachers nor office personnel are allowed to dispense, administer or apply medications. **No medicine will be given via phone instructions.** Instructions are to be in writing and signed by the prescribing doctor and the parent.

Over the counter medication is discouraged. In the event it is necessary or prescribed by a doctor, it must be sent to school in the original container (not in zip-lock bags or other bottles). School medical forms must be filled out completely with specific written instructions for dispensing medicine to the student. These are to be signed by the parent. Unless a doctor's note is attached that prescribes a specific dosage, over the counter medicine will not be given in a dosage that is more than recommended on the packaging.

## **IX - PARENT INVOLVEMENT**

**Volunteers:** Many parents volunteer their time and talent in helping to meet the needs of individual students. All adult volunteers must attend the Archdiocesan Children and Adolescents Protection Program and have a background check.

Areas where parents can be of assistance are as follows:

Room Mother, Room Father, Playground Supervision, Coach, Scout Leader, Enrichment Programs, Rolling Reader, Maintenance and Repairs, Office Help and Fundraisers.

**St. Pius X Catholic School Advisory Council:** This committee, working with the pastor and school principal, meets regularly throughout the year to advise on policies and guidelines that will aid the administrative staff in carrying out the school's responsibilities.

**P.T.O.:** St. Pius X P.T.O. meets periodically during the academic year.

Besides giving a general summation of school activities, guest speakers may be invited when the need arises.

**Room Mothers/Fathers:** The head room mothers/fathers are responsible for communicating to all room mothers/fathers the organizational details of their projects:

1. Holiday Parties/Treats
2. Field Day
3. Chaperone field trips with faculty members
4. Fund Raisers
5. Special classroom activities
6. Receptions for Sacraments
7. Other special events

ALL visitors must check in at the office.

## **IX - FINANCES**

St. Pius X Catholic School does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of its educational policies, admission policies and athletic and other school-administered programs. Neither does St. Pius X Catholic School discriminate on the basis of sex, race, color, national and ethnic origin with regard to employment.

Priorities in the pre-admission of students to St. Pius X Catholic School are as follows:

- a. Catholics of St. Pius X Parish

- b. Catholics from other parishes that have no parish school
- c. Catholics of other parishes with schools, for special reasons and after consultation with the pastor and/or principal of that school
- d. Non-Catholics

All Students must pre-register each Spring. It *should not* be assumed that students are automatically registered if already a student at St. Pius.

**Registration Fee:** There is a \$150.00 registration fee for each student, due with the registration papers. The fee is non-refundable. All of this money is outlay for Archdiocesan tax, school provided supplies, class and office needs. The pre-registration form is for our planning. It is not a contract. A late fee may be added after a designated date.

**Capital Improvement Fee:** A fee of \$200 for capital improvement is *a per family*. This fee is may be paid in full by July 1st or as part of a 10 month plan through FACTS, beginning in July.

**Tuition:** The tuition policy is set by the St. Pius X Catholic School Advisory Council, pastor and administrative staff of St. Pius X Catholic School. Tuition rates are determined for parishioners according to the stewardship policy.

**All tuition and fees** owed from the prior school year must be paid in full before a student will be allowed to begin the new school year. In addition, all fees required for the new school year must be paid in full by July 1st or, as part of a 10 month plan through FACTS beginning in July, before a student can begin classes. If during the school year, tuition becomes 45 days delinquent, the parents will be contacted and informed that the tuition must be brought up to date within 10 days. If this is not done, or if specific arrangements are not made with the principal and the pastor to bring the tuition up to date within a specified time period, the parent may be asked to withdraw the student from school. No final report card, transcript of grades, or other records will be provided unless all tuition and fees have been paid in full. Semester and final exams may not be given to students if tuition is in arrears. Access to any information on Rediker will be blocked if tuition is not kept current.

Information about applying for Financial Aid is on the registration papers. After a parent has applied for financial aid, the pastor and the principal will meet to determine what aid, if any will be awarded.

Parents have three (3) options regarding payment of tuition:

1. Pay full tuition before July 1st
2. Use a school-sponsored, bank financed tuition plan under which the tuition amount is deducted from a bank account or charged on a credit card in ten equal payments beginning in July.
3. ½ by July 1st - ½ by Jan 1st.

## **SECTION TWO**

### **I - POLICIES AND REGULATIONS CONCERNING STUDENTS**

Any item not specifically covered in this handbook will be left up to the discretion of the principal. The assistant principal has the authority to make decisions regarding policies and regulations in the absence of the principal.

**Discipline Used at St. Pius X** Students who attend St. Pius X Catholic School should be marked by their Christian attitude. Good conduct is expected and demanded whether a student is in the classroom, the church, the library, the cafeteria, on the school grounds or on a field trip. Courtesy and scholarly attitude should be the rule of every student at St. Pius X Catholic School. With discipline, self-denial and authoritative guidance, children will develop sound character, responsibility and citizenship. Discipline is enforced at St. Pius X Catholic School.

1. The school faculty, under the supervision of the principal, is responsible for maintaining discipline in the school that is in accord with Christian principles. This ensures the daily order which is essential for carrying out the activities for which the school exists.
2. Punishments are administered for the purpose of benefitting the student who has failed in his/her duty and preventing similar faults in others.
3. Approved methods of student correction include the following:
  - a) Teacher approved assignments;
  - b) Conference;
  - c) Detention;
  - d) Saturday School;
  - e) Loss of privileges;
  - f) Suspension;
  - g) Disciplinary Probation;
  - h) Expulsion

**Teacher Approved Assignments**—Any assignment deemed necessary for improvement of a student's conduct.

**Conference** - a private interview with the parent and teacher or parent, teacher and principal. If and when it is deemed wise, the student may also be asked to join the parent conference. ALL teachers are open and accessible to parents for questions and comments pertaining to their child's education. Should parents desire a conference, they are requested to notify the teacher in writing and a conference will be arranged at the convenience of both. Any parent should initially confer with their child's teacher regarding any student related problem, and if dissatisfied may request a second conference to include the principal. Generally speaking, parents will find teachers give satisfactory answers and are most willing to cooperate in all important tasks of educating our children.

**Detention**—means a student is required to come to school early or stay after school. Depending on the type of infraction, detention may involve class/academic work, or supervised cleaning of grounds and facilities. Parents will be notified at least one day in advanced of detention.

**Saturday School**—Any student missing detention without an approved excuse may be required to serve Saturday school. Students with three or more detentions in a quarter may be required to serve Saturday school. Other as determined by administration.

**Loss of Privileges or "Exclusion"** In cases of continued minor offenses, multiple detentions, or other reasons as deemed appropriate by the administration, a student may receive exclusion in addition to other disciplinary consequences. This may include limiting or restricting the student from participation in any curricular or extracurricular activities before, during or after school.

**Suspension**—means that a student is dismissed from the school until his/her parents come to the school for a conference with the principal. Parents will be notified of suspension and the reason for it before a student is dismissed from school. Loss of academic credit for missed work may apply.

**Disciplinary Probation** – may include any of the discipline methods listed. Additionally, parents, student, and administration enter into a behavior contract with reevaluation scheduled at the end of a predetermined time. Student may be expelled if terms of the contract are not met.

**Expulsion**—permanent removal from school.

A final appeal in cases of student probation or expulsion may be made in writing to the Pastor only by the student's parent or guardian and within ten days of the notification of the disciplinary action by the school. Appeals may be made if there is a question of procedure or if substantial new information is available. The written request must include a statement giving the specific reason(s) for the appeal.

## **II - UNIFORM INFORMATION AND REGULATIONS**

Uniforms are required from the first day of school to the end of the school year. Only St. Pius X uniforms may be worn. Regular or Sports Shirts/sweatshirts/jackets from McGill-Toolen or other schools **may not** be worn on regular school days. Parents must see to it that their child is in uniform each day. Uniforms are available from Zoghby's Uniform Company. You can find a uniform list on our website.

Zoghby's Uniforms Locations:

Mobile, 4851 Old Shell Road (Old Shell Road @ Bit & Spur) 251-342-0039

Tillman's Corner, 5441 Hwy 90 West (Tillman's Corner Shopping Center) 251-665-0036

Daphne, 903 Daphne Avenue (On Hwy 64 between Hwy 98 and Scenic 98) 251-621-1903

**Dress Uniforms required for Monday\* and Friday (or Mass Day) and special events**

**Girls: Grades 4-5: Short or Long Sleeve shirt, logo socks.**

**Girls: Grades 6-8: Black Blazer, short sleeve or long sleeve oxford, logo socks.**

**Boys: Grades 4-5: Long Sleeve Oxford and Tie.**

**Boys: Grades 6-8: Black Blazer, Long Sleeve Oxford and Tie.**

**\*Beginning in October.**

**ALL Students – Please note:**

White Turtleneck (worn under garments - may not be worn alone. No Logo)

Fleece – Charcoal gray – no hoods.

Tights – solid black only.

Only St. Pius X uniforms may be worn. Regular or Sports Shirts/sweatshirts/jackets from McGill-Toolen or other schools **may not** be worn on regular school days.

**SHOES****ALL Students**

Solid Black Shoes (including soles and laces) Loafers, lace-up, Velcro. This includes athletic type shoes for students in grades K – 3rd. No boots, hi-tops, cleats, colorful logos. Shoes must have a closed heel and a closed toe. Shoes with drawing, lettering, ink, paint, marker, etc. will be considered out of uniform.

**Girls:**

Gray and Black Saddle Oxfords or Black & White Saddle Oxfords.

***Please Note:***

1. All uniform shirts must have the school monogram. P.E. clothes must have the St. Pius X / SPX imprint, of the approved current spirit shirt.
2. All shirts must be tucked in.
3. All skirts, skorts and jumpers are to be knee-length, front and back. Any of these that are shorter than two inches above the knee will be considered out of uniform.
4. No make-up or nail polish (except clear). One ring per hand, a watch and a religious necklace (simple chain/cord with a crucifix, cross or religious medal) necklace may be worn. Girls may wear one earring per ear on the lobe area. No part of the earring may extend below the lobe. Boys may not wear earrings. No bracelets unless specifically approved by administration.
5. Undergarments worn under the shirt/blouse must be white or neutral colored. No colors, writing or designs that show through the uniform are allowed.
6. Socks **must** come 1" above the ankle.
7. On extremely cold days, a heavy coat or jacket may be worn. If a jacket, coat, or any item of clothing that is of similar weight to any of our uniform options is worn, it will be considered out-of-uniform.

Violations of any of the above uniform regulations may result in the student's being excluded from school functions or activities. Students in violation of the uniform policy will receive a detention check.

Repeated uniform infractions will result in a notice to the parents. Consequences ranging from detention, exclusion, Saturday School, and/or suspension will be assigned if infractions continue.

An improper wearing of uniforms such as shirttails not tucked in, skirts "rolled" up to make them shorter, pants worn way down on the hips, etc. will be considered a discipline issue.

**Hair**– Girls and Boys - Clean, conservatively styled, neatly trimmed and well-groomed. Faddish or extreme hairstyles, including unnatural colors, are not appropriate for school.

Boys' Hair Regulations:

- **Hair should not extend below the eyebrows on the forehead when it is combed down**
- **Hair should not extend below the middle of the ear when it is combed down**
- **Hair should not extend below the top of the collar of the uniform shirt when it is combed down**
- Hair should not be teased out, matted, or put in any other extreme fashion.

St. Pius X Catholic School reserves the right to make proper determinations in this area and to require corrective action when deemed necessary by school authorities.

Any items not covered here or in the handbook will be left up to the discretion of the principal.

In the event of an "Out-of-Uniform" day, special clothing guidelines will be sent home. *However, at no time may clothing be worn that is shorter than 2 inches above the knee.* Cartoons, logos, sayings, pictures, etc., that represent ideas/practices that are inappropriate for a Catholic elementary school are not allowed. Clothes that show the stomach or underclothes, tight-fitting clothes, spaghetti straps, or strapless shirts may not be worn. Students may wear a bracelet and regular necklace on out-of-uniform days.

### **III -GENERAL RULES AND PROCEDURES FOR PARENTS AND STUDENTS**

**1. School Day** - Students are expected to be in school to answer the first bell for assembly at 7:45 a.m. Students are considered tardy after the 7:50 a.m. bell. The school dismissal time is 3:00 p.m. Teacher supervision begins at 7:30 a.m. K-2 goes to the gym every morning for purposes of supervision. Teacher supervision ends at 3:15 p.m. Parents assume risk and responsibility for their child's wellbeing and liability for their child's actions if they are dropped off before or after the school's appointed times for supervision.

Children dropped off before 7:30 will be required to go to morning care – which begins at 7:00 a.m. Students not picked up by 3:30 p.m. will be taken to Afterschool Care. The parent will be responsible for registration fees and daily charges for these services.

**2. School Grounds** - Students are not permitted to play on the grounds after school unless properly supervised for an organized sport or other extracurricular activity. Students involved in supervised activities should not report earlier than five (5) minutes before their assigned time and likewise must leave school grounds immediately following activities. Balls or other articles should not be brought to school unless specifically requested in writing by the teacher.

**3. Bicycles** - must not be ridden on the school grounds. Serial numbers should be recorded and bicycles should be locked at all times in the bicycle racks provided by the school. If these regulations are not followed, students will be advised to leave the bicycle at home.

**4. Physical Education Rules** - All students must participate in P.E. unless prohibited by a doctor. A doctor's certificate is required in these cases. After an illness, or injury, a parent's written statement is required to excuse a student from P.E. class. P.E. attire is required for grades 4-8. A note from the parent is required for any exception to the dressing out regulations. If a student cannot dress out for any period over 3 days or for repeated occasions, a note from a doctor is required. If a doctor's note indicates a child must refrain from physical activity but does not specify how long, a note from that doctor will be required to allow the student to resume PE activities. Students will receive alternate assignments during the time they are not allowed to participate in physical activities.

**5. Fire drills, Bomb Threats, Tornado Alerts, Lock Down Drills, Evacuations etc.** - There are specific bell signals, announcements and designated safety areas for any type of disaster drill. During these drills, students must follow established procedures and rules which are given to them by the teacher. Any student calling in false alarms is subject to suspension/expulsion. Students who do not cooperate during drills are subject to disciplinary action.

**6. Lunch Money** - Students may pay daily or longer. Checks must be written separately for lunches and made payable to St. Pius X Cafeteria. It is the responsibility of the student to keep up with his/her money. Parents may also pay with a credit card at school or through PayPal.

### **7. Weapon Policy - POLICY**

It is strictly forbidden for any student, employee, volunteer or visitor to possess a dangerous weapon on school premises, in a school owned vehicle, or during any school sponsored trip or activity. A dangerous weapon or instrument is defined as follows:

**DANGEROUS WEAPON** - A dangerous weapon is a firearm anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. The term includes but is not limited to, a pistol, rifle or shotgun; or a switchblade knife, gravity knife, stiletto, sword or dagger; or any billy, blackjack, bludgeon or metal knuckles.

If a violation of this policy occurs, the principal should immediately notify the Superintendent. Any student found to be in possession of a dangerous weapon or facsimile of, shall be expelled or suspended. The principal of the school where the violation occurred shall determine whether the student shall be expelled or suspended. Suspension from the school where the violation occurred may last to the end of the current school year. In the cases where there are substantial mitigating circumstances, the principal may reduce the term of suspension upon consultation with the Superintendent.

The steps and procedures used when the Weapons Policy of the Archdiocese of Mobile is violated, shall include, but are not limited to the following:

- Immediately notify the Superintendent.
- Contact Parents.
- Suspend child from school immediately pending investigation.
- Complete an investigation as soon as possible.
- Discipline student according to Archdiocesan policy.
- Should student be expelled for a firearm violation, it should be reported to law enforcement.
- Should student be expelled for a firearm violation, it should be noted in any student records transferred to any other school.

**8. Safety** - Students are not to talk to strangers or approach cars during school. Visitors without passes should be reported to the office or a teacher.

**9. Staying on School Grounds** - Students are not to leave school grounds during the school day unless checked out by an authorized adult or attending a school sponsored trip. Students with permission to walk home should not return to school once they leave the property unless attending practice, games or meetings.

**10. Chewing Gum and Snack Foods** - Due to the distraction during

instruction and the maintenance of the floors, carpeting, furniture, cafeteria, etc., chewing gum will not be allowed at school or on the school grounds. Snack foods may be eaten only during designated periods. Carbonated drinks may not be brought from home except for field trips or if specifically indicated on a note from the teacher.

**11. Staying After School** - To help a student develop good work habits in completing assignments or for discipline purposes, it is sometimes necessary to keep a pupil after school. Parents will be notified in advance.

**12. Non-Related School Items** - Students may not bring electronic devices, play things or other articles to school unless requested by the teacher. This causes classroom and yard disturbances. These articles will be taken up and returned to the parents at the end of the quarter. If a student continues to bring these items to school, the item will be kept until the end of the school year. Any student bringing items to school that contain language or messages contrary to the teachings of the Catholic Church may be suspended.

**13. Off Campus Activities and Vandalism** - Students demonstrating misconduct off campus while wearing a St. Pius X uniform or identified as a St. Pius X student, i.e. after school, on field trips, or in the community, etc., may be suspended. Parents are responsible for damage to property inflicted by their children. Financial obligations may be incurred. Students involved in such acts are subject to expulsion.

#### **14. Harassment/Bullying**

St. Pius X Catholic School  
Harassment/Bullying Policy

Respect for the dignity and worth of each individual is a basic tenet of the Catholic faith. St. Pius X Catholic School is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. It is the policy of St. Pius X Catholic School to provide all students a learning environment and all employees a workplace that is free from all forms of bullying.

St. Pius X Catholic School will not tolerate behavior that infringes on the safety of any student or staff member. A student, staff member, teacher, parent, volunteer, coach or substitute teacher shall not intimidate or harass another person through words or actions.

This policy prohibits any unwelcome physical, social, electronic, sexual, verbal or written conduct from one person/persons towards another person. Violation of this policy will be cause for disciplinary action.

Definition:

Bullying, harassment, or intimidation means intentional unwanted, aggressive behavior with an imbalance of power, it may include verbal, physical, written or electronic conduct/communication that is **repeated**.

Actions may include but not be limited to physical (hitting, pushing, shoving), verbal (teasing, threatening, coercing, calling derogatory names, sharing derogatory videos/photos, in person, through written form, or through social media), or relational (spreading rumors, or ostracizing) behaviors.

### **Scope**

This policy covers behavior that occurs on school premises, on any bus or vehicle as part of any school activity, or during any school function, extracurricular activity or other school-sponsored event or activity.

### **Reporting Breach of Policy**

Students, teachers and parents have the duty to report any harassment/bullying to the school administration immediately. If a student experiences, or parent or other student witnesses any incident of harassment/bullying, the incident must be promptly reported to the school administrator. The administration will provide the student/parent with the Bullying Report Form, which must be completed, dated, and signed by the reporting party in order to assist the school in its investigation.

Report forms will be retained at school until the students involved leave the school.

### **Disciplinary Action**

Any student found to have violated this policy will be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based upon the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

## **Education**

In order to ensure that a safe, healthy, caring, respectful learning environment exists for all students in St. Pius X Catholic School, educating students, teachers, and parents about the policy must take place annually. Therefore, St. Pius X Catholic School will file an annual Bully Education Plan with the Department of Catholic Education by September 15 of each school year. The plan will include educational components for students, teachers and parents.

**15. Unacceptable Behavior** - The following offenses are very serious and will not be tolerated anywhere on campus: bad or profane language, possession of pornographic material, cliques, gambling, bad manners, throwing hard materials, climbing on roofs, cheating, lying, forgery, fighting or stealing. These offenses may be considered cause for suspension and possible expulsion.

**16. Substance Abuse** - Possession, sale, or use of tobacco products, alcohol, or illegal drugs or substances represented as such, will lead to immediate suspension and possible expulsion. This policy applies to similar infractions occurring off campus.

**17. Off-Limits Areas** include the roofs of all buildings, grotto and church grounds, the area directly behind classrooms, on or around any air conditioning units outside of classrooms, and outside gated areas.

**18. Book Bags** may not be carried from class to class. They are to be unpacked and stored in homeroom.

**19. Internet** - No student is allowed to access the internet without adult supervision. Inappropriate use of technology including the internet and all social media sites, or other methods of communication such as texting, which is deemed illegal, unchristian, or reflects negatively on the students, employees, or of the school itself, may result in disciplinary action, including suspension or expulsion of the offending student or child of an offending parent. This can include activity that occurs away from school.

School personnel may not engage in cyber networking with children. Employees will not accept students or any minors (under 18 or students who have not graduated from high school) who are associated with the school in their circle of friends on Face Book, Twitter, My Space, email, chat forums, blogs, texting, or any other personal communication tools. Students should not be offended if their teacher does not accept these forms of communication from them. Parents should monitor and discourage students from making such requests.

**20. Cell Phones - Smart Watches – and other non-school electronic devices** must be turned off between 7:45 a.m. and 3:15 p.m. and kept in designated areas for safety and to reduce classroom distractions. Cell phone/smart watch use and/or text messaging during school hours is prohibited. Violations will result in the device being given to the principal and parents being contacted. Multiple offenses will result in detention and the item being kept in the office for 3 days. A \$25.00 fine may be paid to retrieve the item earlier (with parental permission).

**21. Office Check In** - All parents, volunteers, speakers, etc., must check in at the office upon arrival and receive a visitor's pass. No one is to go directly to a classroom for any reason.

Parents are asked to make an appointment to speak with teachers concerning their child's academic or behavioral performance. Teachers on duty need to go immediately to their stations and may not have the data necessary, nor be able to give you the attention or time required, to appropriately discuss concerns without an appointment.

**22. Safety Rules**—Please follow all traffic regulations pertaining to St. Pius X Catholic School. Traffic regulations at St. Pius X are subject to change due to conditions of traffic flow and regulations of the Mobile Police Department. Please pull up to the teacher(s) on duty for assistance in loading/unloading students. Parents may not leave their car unattended in parking lot nor wait outside the classroom at dismissal time. If for some reason you **MUST** leave your car, please pull into a parking spot and **TURN OFF** your car. No one should drop off or pick up their children in front of the church.

***N.B. No car should exceed five (5) miles per hour*** when on the school grounds. This is for the safety of your child. Traffic reports may be made by the police officer or referred by safety patrol members for traffic violations.

**23. Custody Issues** – It is the responsibility of the parents to keep the school informed of special family arrangements in regard to the custody of the child. Parents should not assume that school officials are aware of court orders regarding custody. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. Unless specified otherwise in court-certified documentation, the non-custodial parent will be given academic information and other school related information relating to the child. All information, including but not limited to, child pick-up, visitation at school functions, etc., must be communicated to the school.

## IV - ACADEMIC INFORMATION

**1. Attendance and Tardiness** - Daily attendance is required except for illness or emergency. Parents and students must share the responsibility of seeing that a student is not tardy. Tardiness and absences can be detrimental to a child's school work and progress. (*See Archdiocesan regulation page 10*) Parents will be called for a conference in cases of excessive tardiness, absences, and/or early dismissals.

**2. Make-Up Work** - Work for sick students must be requested by 9:00 in the morning to be available for after school pickup. Homework assignments are available on Rediker. Class assignments may be obtained upon the student's return to school. Adequate time will be allowed for make-up work to be completed based on the length of the absence. In the event of an emergency, alternate arrangements may be made with the teacher or principal.

**3. Late Work** - Most assignments missed for reasons other than an excused absence will be accepted for partial credit, if turned in within a three-day period after the initial due date. This may not apply to long-term projects or to work turned in after quarter/final grades have been submitted. Partial credit may still result in a failing grade for the assignment/project. Zero's may be given after the three-day period.

**4. Pupil Dismissal During the Day** - A student must have parent's permission to leave school during the school day. Once the child comes to school, he/she is not allowed to leave without this permission. The homeroom teacher and the principal must be notified by the parent preferably by written note at the beginning of the day. Parents must report to the office to check out students. Office personnel will call the students from class. We must have a signed note by the parent to allow a student to leave school with someone other than the parent, guardian, or adult indicated on the emergency form for any reason other than illness (verbal permission will suffice as we initiate that call).

**5. Messages, etc.** - Students are not allowed to come to the phone. Only vital messages will be delivered to students. The office telephone is a business phone and may be used *only in cases of emergency*. Forgotten items such as books, lunches, etc., should be left in the school office. Classrooms should not be disturbed. Parents must see that their child is aware of after school transportation.

**6. School Parties** - We encourage a school party at Christmas. Generally, homeroom parties are to be discouraged except when they can be incorporated into natural school activities. Any such parties must be carefully planned in advance by room mothers and teachers and approved by the principal. Birthday parties are not allowed at school.

**7. Pupil Withdrawal During School Year** - St. Pius X Catholic School office and the child's teacher should be notified in advance of the pending withdrawal of a student. This will enable the school records to be brought up to date. A copy of the permanent record will be sent to the new school upon written request. Report cards **will not** be sent unless ALL tuition/owed money is paid, Library books and rental readers are returned. Tuition for the full month is owed for any month during which the student attended classes at St. Pius X, regardless of the day he/she withdraws during that month.

**8. Pupil Progress Reports and Parent-Teacher Conferences** - There are four reporting periods during the school year. Each quarter consists of nine/ten weeks of school. Parent-Teacher conferences will be held after the 1st and 3rd quarters. *Each student's parents may come to this conference twice a year to receive report cards.* After the 2nd and 4th quarters, the teacher or the parent may request a conference, but report cards will be sent home with the student after these quarters. Other conferences may be scheduled by telephone or letter whenever a parent or teacher feels the need. Reminder: All tuition and fees must be current to receive report cards.

Students attending St. Pius X Catholic School, grades 3-8, are eligible for the following academic recognition:

- **Pastor's List:** Students receiving all A's in the following subjects: Religion, Reading, English, Vocabulary, Math, Social Studies, Science & P.E. and all **O's in Conduct**.
- **Principal's List:** Students receiving all A's in the following subjects: Religion, Reading, English, Vocabulary, Math, Social Studies, Science & P.E. Principal's List students are required to make an **O or G in Conduct each quarter.\***
- **Honor Roll:** Students receiving three (3) A's and the remainder B's in these subjects: Religion, Reading, English, Vocabulary, Math, Social Studies, Science, & P.E. Honor Roll students are required to make an **O, G or I in Conduct each quarter.**
- **Moving Up Award:** Students who have improved at least one letter grade in two subjects without dropping in any other subject.

**9. Academic Notices**—Any student not working to potential, or whose grade drops to a D or F after mid-quarter, will receive an academic warning.

**10. Homework** - Assigned homework is considered a requirement for all students. Failure to complete and turn in homework will result in a loss of credit and possible disciplinary action. Teachers will explain homework expectations at the beginning of the school year.

**11. Tests - Projects** – Students returning to class after an absence may still be required to take a test or turn in a project if the test or project had been

announced prior to the student's absence. Make-up tests may differ in content, length, or format from those given on the original date.

**12. Promotion and Retention** are determined by the teacher with the approval of the principal. In any possibility of retention, the teacher notifies the parent in writing and in advance, to make them fully aware of the child's status.

### ***Parent Cooperation:***

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to the standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- 1) Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- 2) Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, rumor driven, disruptive, threatening, hostile, or divisive.
- 3) These expectations for students and parent/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.,)

The school and the parents are partners in the education of their children. If in the opinion of the school administration, that partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.

## ARBITRATION OF DISPUTES

Any disputes arising out of or relating to this Agreement, performance under this Agreement, or the breach thereof, including all disputes of any nature relating to my child's enrollment and attendance at this school, and including but not limited to the threshold questions of arbitrability and the formation of this arbitration agreement, shall be finally resolved by binding arbitration administered by the American Arbitration Association under its rules, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction. The arbitration shall be conducted in the English language in the city of Mobile, Alabama, applying the laws of the State of Alabama. There shall be one arbitrator who shall be selected in accordance with the procedures of the American Arbitration Association. Each party shall pay one half of the cost of the arbitrator. In no event shall punitive damages be awardable by the arbitrator in favor of either party, unless specifically authorized by applicable statute. This provision is continuing in nature and shall remain in force throughout the entire period of my child's enrollment at this school.

**I AGREE TO SEND ANY AND ALL DISPUTES RELATING TO THE AGREEMENT, TO BINDING ARBITRATION. I ALSO HEREBY WAIVE MY RIGHT TO A JURY TRIAL IF A DISPUTE ARISES IN ANY WAY RELATING TO THIS AGREEMENT.**

Any items not covered the handbook will be left up to the discretion of the principal.

The Principal has the right to amend the handbook at any time.

**(The following page will be sent home with your child prior to Sept. 6th)**

**St. Pius X Catholic School**  
**217 So. Sage Ave.**  
**Mobile, AL 36606**

Parent cooperation and partnership are essential for student success at St. Pius X Catholic School. Agreement with the rules, regulations and policies in this handbook is a condition for student enrollment. This form **must** be returned to St. Pius X Catholic School by September 6th, 2018.

Parents are asked to read and discuss this handbook of policies for St. Pius X Catholic School with their children and return this page, signed, to the classroom teacher. Each child attending St. Pius X School should also add his/her signature. These signatures indicate you understand and support the policies and practices as written in this handbook.

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Parent's Signature Date

Students:

Grade:

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